AGREEMENT

Between

BOARD OF EDUCATION of the EAST STROUDSBURG AREA SCHOOL DISTRICT

and

EAST STROUDSBURG AREA EDUCATION SUPPORT PROFESSIONAL ASSOCIATION

for

2026-2027

to

2030 - 2031

EAST STROUDSBURG
AREA SCHOOL DISTRICT

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EAST STROUDSBURG
AREA SCHOOL DISTRICT

AGREEMENT

This Agreement is entered into this 20th of April 2026, by and between the Board of Education, hereinafter called the "Board", of the East Stroudsburg Area School District, hereinafter called the "District", and the East Stroudsburg Area Education Support Professional Association, hereinafter called the "Association."

ARTICLE I - WITNESSETH

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement:
In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE II - DEFINITIONS

For the purpose of this Agreement, regular part-time employees shall be defined as bargaining unit employees regularly scheduled to work the equivalent of less than five (5) hours per day, five (5) days per week on a regularly scheduled basis, or the equivalent of less than twenty-five (25) hours per week. Temporary employees, temporary part-time employees and substitutes shall not be included in the bargaining unit.

Temporary and temporary part-time employees are understood to be those employees who are working in a foreknown specifically temporary position. Substitutes are understood to be those employees filling in for an absent bargaining unit member.

ARTICLE III - RECOGNITION

The Board hereby recognizes the Association as the exclusive representative for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment by the Board for regular full-time or part-time Educational Support employees including but not limited to: administrative services personnel, bus drivers, bus monitor, business office personnel, cafeteria monitors, food service cooks, food service workers, custodians, nurses, information technologists, grounds, maintenance, mechanics, paraprofessionals, secretaries, secretaries 10-month (formerly front-desk receptionists), personal care assistants; excluding, however, all administrative employees, managerial employees, supervisory employees, professional employees, administrative assistants, school police officers, security personnel, and crossing guards.

ARTICLE IV - WAGES AND HOURS

The wages and hours of all bargaining unit employees covered by this Agreement are set forth in Appendix "B," which are attached hereto and made a part hereof.

A. For the purpose of calculating accrued leave time, which shall include but not be limited to sick and vacation leave, accrual and use shall be calculated on hours earned and hours used based upon a bargaining unit employee's primary assignment.

B. Bargaining unit employees covered by this Agreement shall be eligible for increases in salary according to the following conditions:

1. Annual Raise
    a. 2026 - 2027: All employees will receive the hourly rate increase as outlined in Appendix B.

b. 2027 - 2028: All employees will receive a five percent (5%) increase in their hourly rate in the previous school year.
c. 2028 - 2029: All employees will receive a five percent (5%) increase in their hourly rate in the previous school year.
d. 2029 - 2030: All employees will receive a five percent (5%) increase in their hourly rate in the previous school year.
e. 2030 - 2031: All employees will receive a five percent (5%) increase in their hourly rate in the previous school year.

2. Longevity Raise
   a. Effective July 1, 2026, a longevity raise will be given to each member, in addition to the above-mentioned hourly rate increase. This would be a one-time longevity increase to the employee hourly rate. The following years of this agreement will revert to the increase mentioned in Section 1. The total cumulative years of service would be as of June 30, 2026.
      i. Employed in the District in a permanent role and have completed the following number of years:
         1. 5 - 9: $0.50 increase
         2. 10 - 14: $0.75 increase
         3. 15 - 19: $1.00 increase
         4. 20+: $1.25 increase

3. New Hires
   a. Newly hired bargaining unit employees' initial hiring-in salary in each year of the Agreement is on Appendix "B." For each year thereafter, those employees will receive salary increases for their appropriate classification, as stated above.
   b. The starting wages will increase each year of this agreement by 3% annually.

C. Certifications

Bargaining unit members who currently hold the certifications in Appendix B and provide the service shall maintain their position. Additionally, the District will advertise vacant and/or anticipated vacant positions which require a Certification listed within Appendix B. Bargaining unit members are eligible to apply for these positions. The filling of the position shall occur as follows:

- First, members who currently hold the certificate will be appointed based on seniority.
- Second, should no bargaining unit member possess the required certificate, the District agrees to pay for the costs of each applicant to secure the Certificate regardless if appointed to the vacant position. The applicant to first possess the Certificate shall be awarded the position. Should more than one applicant receive the Certificate on the same day, seniority will prevail.
- Any bargaining unit member who substitutes for an absent employee in the area of Certification shall receive the differential rate in connection with the position. It is understood that the substitute must possess the certificate to perform the substitute work.

D. Snow Removal

1. Association classifications with personnel eligible for Snow Removal Operations include the following: bus drivers, custodians, maintenance, grounds, and mechanics.

2. Bargaining unit members will be compensated at 2x times their regular base hourly rate for the actual time performing snow removal operations for the time required to open our schools, due to a delay or closing, regardless of holiday or application of accrued time within the week. The workdays shall not exceed contractual hours without prior supervisor approval.

3. Should snow removal be needed on a Sunday or an identified holiday, the bargaining unit member will be compensated at three (3x) times their regular base hourly rate for the actual time performing snow removal operations for the time required to open our schools, due to a delay or closing, regardless of holiday or application of accrued time within the week. In order to be eligible for this compensation, you must have worked either the Friday or Saturday preceding the Sunday work.

E. On-Call Duties: If called into work outside their normal work assignment, any bargaining unit member shall be paid a minimum of two (2) hours at his/her appropriate hourly wage.

F: Work Year

1. 10-Month Employees will be entitled to a minimum of days to match the professional staff agreement, currently 184 days.
2. Should the professional staff collective bargaining agreement change, the number of days worked will be adjusted.
    a. Employee Classifications include:
        i. Bus Monitor
        ii. Cafeteria Monitor
        iii. Food Service Cook and Worker
        iv. Nurse
        v. Paraprofessional
        vi. Personal Care Assistant
        vii. Secretary (10 month)
        viii. Bus Driver / School Vehicle Driver

3. 12-Month Employees will be entitled to work 261 days, with assigned paid holidays.
    a. Employee Classifications include:
        i. Administrative Services Personnel
        ii. Business Office Personnel
        iii. Custodian
        iv. Grounds
        v. Information Technologist
        vi. Maintenance
        vii. Mechanics
        viii. Secretary (12-month)
4. On weekdays when the district offices are closed, excluding holidays, the custodians, grounds, maintenance, and mechanics will report to work.
    a. They shall not suffer loss in pay for arriving late due to hazardous road conditions and may use flex scheduling and liberal leave, with prior supervisory approval, on days when school is delayed, canceled, or dismissed early. No denial will be arbitrary or capricious.

5. Summer Food Service Program: In the event the District offers a Seamless Summer Food Service Program or a similar program which offers meals to children during the summer months when the traditional school year is not in session, the following procedures will take place.
    a. The District will post vacancies and include specifics of the positions. Active food service employees will be eligible to apply and must submit a letter of intent to the person indicated on the posting.
    b. Positions will be filled based on seniority and qualifications.
    c. Work hours may be modified as needed with no guaranteed minimum daily work hours.
    d. The Fourth of July holiday will not be compensated.
    e. The hourly salary will be $16.00 for the duration of this Agreement. The differential for cooks shall be two dollars and fifty cents ($2.50) per hour.
    f. Substitute food service employees will be appointed at the hourly salary of $15.00.
    g. Each position will be for a specific, consecutive two (2) week period. Food service cooks will be limited to be appointed for one (1) two (2) week period, except in the event that the position cannot be filled by another food service cook.

G. Work Week

1. The regular work week will consist of five (5) days per week, Monday - Friday.
2. Custodians, grounds and maintenance may be assigned to a work week including Saturday or Sunday, still consisting of five (5) consecutive days per week.
    a. A regular workweek shall not include both Saturday and Sunday. A workweek which would include Saturday or Sunday would be assigned only to new employees or volunteers.
    b. Current employees who have a workweek which includes Saturday or Sunday shall have first rights to any vacancies in a Monday - Friday workweek that are interested in the vacancy. However, the secondary vacancy shall remain available for purposes of this article.

H. Workdays

1. Full-Time 12 Month Employees:
    a. The regular work day for Administrative Services, Business Office, and Information Technologists and Secretaries (12 month) will be seven and one half hours (7.5), exclusive of one half hour of each day for a duty-free lunch.
        i. Breaks:
            1. One (1) fifteen (15) minute break in the first four (4) hours of each work day
            2. One (1) additional fifteen (15) minute break during the last three and a half (3.5) hours of each work day.
            3. With administrative approval on a selective basis, employees may combine lunch with their break time during non-student days.
    b. The regular work day for custodians, grounds, maintenance, and mechanics will be eight hours (8), exclusive of one half hour of each day for a duty-free lunch.
        i. Breaks:
            1. One (1) fifteen (15) minute break will be allowed in the first four (4) hours of each work day.
            2. One (1) additional fifteen (15) minute break will be allowed during the last four (4) hours of each work day.

2. Full-Time 10 Month Employees

a. Bus Driver (CDL) and School Vehicle Drivers (CDL and Non- CDL)
    i. The regular work day will be either six (6), seven (7), or eight (8) hours.
b. Bus Monitor
    i. The regular work day will not be less than a seven (7) hour work day.
c. Food Services Cook and Workers
    i. The regular work day will not be less than four (4) hours and not more than eight (8) hours.
    ii. Break: One fifteen minute break during the work day.
    iii. Schedules will be based around the building food serving schedule, as set by the building principal. These schedules will be set and communicated with the employee prior to the start of the school year.
d. Nurse
    i. The regular work day will be seven and one half hours (7.5), inclusive of one half hour each day for a duty-free lunch.
e. Paraprofessional / Personal Care Assistant (PCA)
    i. The regular work day will be seven and one-half hours (7.5), inclusive of one half hour of 30 minute duty-free lunch.
f. Secretary (10-month only, formerly front-desk receptionist)
    i. The regular work day will be seven and one-half hours (7.5), exclusive 30 minute duty-free lunch.
    ii. Break: Inclusive of two fifteen minute breaks during the work day.

3. Part-Time 10 Month Employees
    a. Cafeteria Monitor: No work day shall be less than three (3) hours.
    b. Food Services Cook and Worker: No work day shall be five (5) hours or greater.
4. Essential Personnel
    a. The following classifications are considered essential personnel.
        i. Custodial
        ii. Grounds
        iii. Maintenance
        iv. Mechanics
    b. They are expected to work on days marked "offices closed" and inclement weather / emergency closure days.
    c. Essential personnel shall be granted three (3) compensatory days to be used during the summer period. Such days will be allowed during the time starting the week after the student's last day and ending the week before the student's first day. At no time shall more than twenty percent (20%) of any employee classification be absent due to the use of these compensatory days. Additionally, the scheduling of compensatory days shall ensure that no department or school is left without its required classification of personnel. Approval of specific dates shall be subject to operational needs.

I. Overtime

1. Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular workweek.
2. Overtime shall be available on a rotating seniority basis per building and District-wide.
3. To be on the overtime list, the employee's most recent job performance rating must be satisfactory. Those whose job performance evaluation indicates "needs improvement" shall not be considered for

overtime until a satisfactory rating is achieved. Those employees with less than a satisfactory rating will be re-evaluated every three (3) months to ensure that they have an opportunity to be added to the overtime list.

4. A refusal of overtime will count as an acceptance in determining order on the overtime lists. Overtime lists shall be posted in each building.
5. If fifty percent (50%) or more of a building's employees decline overtime, the District may supplement those bargaining unit employees in the affected building agreeing to the overtime with those from the District-wide list. In this scenario, the District shall request overtime on the list and progressing toward the least senior employee.
6. This pertains to the following classifications:
    a. Custodians
    b. Food Service Employees
    c. Maintenance
    d. Mechanics
    e. Paraprofessionals
    f. Personal Care Assistant

J. Early Dismissal for Weather

1. The following classifications shall be dismissed no later than thirty (30) minutes after early dismissal time without reduction in pay for their normal workday.
    a. Classifications:
        i. Administrative Services Personnel
        ii. Business Office Personnel
        iii. Food Service Employees
        iv. Information Technologist
        v. Nurse
        vi. Paraprofessional
        vii. Personal Care Assistant
        viii. Secretary: One secretary in each building must stay should a bus need to return with student(s). This can be on a rotation basis or by agreement of secretaries in the building.

K. Shift Differential

1. Custodians, Grounds, Maintenance and Mechanics.
    a. Shift differential pay shall be seventy ($0.70) cents per hour for the second (2nd) shift and eighty ($0.80) cents per hour for the third (3rd) shift. In cases where second (2nd) or third (3rd) shift assignments are not at the stated normal shift hours, shift differential shall be applied to those times worked on second (2nd) or third (3rd) shift.

ARTICLE V - GRIEVANCE PROCEDURE

A. In the event a grievance arises between the parties, or between the Board and any bargaining unit employee covered by this Agreement, as to the interpretation of any of the provisions of this Agreement, the grievance shall be handled in accordance with the following procedure:

Step 1 – The grievant who has a grievance shall discuss the issue in question first with his/her immediate supervisor/administrator in an attempt to resolve the matter informally at

that level. A grievance to be considered under this procedure must be initiated by the grievant within ten (10) business days from the time when the grievant knew or should have known of its occurrence.

Step 2 - If, as a result of this discussion, the matter is not resolved to the satisfaction of the grievant within ten (10) business days, he/she shall set forth his/her grievance in writing/electronic to the appropriate supervisor/administrator responsible for the matter being grieved on a form provided by the Board, a copy of which is attached as Appendix "D". The supervisor/administrator shall communicate his/her decision to the grievant in writing within ten (10) business days of receipt of the written grievance. Copies of the supervisor's response will also be provided to the Association.

Step 3 - If the grievance is not resolved satisfactorily in the foregoing step, the grievant may appeal the decision within ten (10) business days of its receipt, to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and specify the grievant's dissatisfaction with the decision previously rendered. The Superintendent shall issue a written decision within ten (10) business days unless the parties mutually agree to extend the timeline. The Superintendent shall communicate his/her decision in writing to the grievant. Copies of the Superintendent's response will also be provided to the Association.

Step 4 - If the grievance is not resolved satisfactorily in the foregoing step, the grievant may request a review by the Board of the Superintendent's decision. The request must be made within ten (10) business days of receipt of the decision in the foregoing step and shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the same to the Board. The Board or a committee thereof shall review the grievance and render a decision to the grievant in writing within thirty (30) business days of its receipt of the grievance. Copies of the Board's response will also be provided to the Association.

B. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent, or any later level, be notified that the grievance is in process, and have the right to be present and to present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of the decision rendered by the Superintendent and the Board.

C. Disputes or grievances arising from the interpretation of the provisions of this Agreement, which have not been resolved satisfactorily in the foregoing steps of the grievance procedure, may be submitted by the Association and/or District to arbitration. If arbitration is requested, the Association shall notify the Board within ten (10) business days of receipt of the Board's decision in Step 4 of the Grievance Procedure. Grievances concerning any matter not specifically part of this Agreement, or any matter for which a specific method of review is prescribed by law, or any regulation of the State Secretary of Education, or any matter which according to law is either beyond the scope of the Board authority or limited to action by the Board alone, shall not be deemed to be arbitrable.

D. The following procedure shall be used to secure the services of an arbitrator:

1. A joint request by the Association and the District will be made to the Bureau of Mediation requesting a list of persons qualified to function as an impartial arbitrator in the dispute in question;

2. If the parties are unable to agree upon a mutually satisfactory arbitrator from the submitted list, they will request the Bureau of Mediation to submit a second list of names; and,

3. If the parties are unable to agree upon a mutually satisfactory arbitrator after exhausting the second list, either party may request, within ten (10) calendar days of receipt of such list, the Bureau of Mediation to designate an impartial arbitrator.

E. The arbitrator shall limit himself/herself to interpretation of the Agreement, and shall not add to, nor subtract anything from, the Agreement between the parties. The decision of the arbitrator shall be final and binding. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

ARTICLE VI - LEAVING THE BUILDING

Any bargaining unit employee must seek the permission of the principal or immediate supervisor to leave the building or job during work hours (not including scheduled lunch and breaks). All bargaining unit employees must sign out and sign in when leaving the building or job when leaving for occasions other than scheduled lunch and breaks.

ARTICLE VII - TIME CLOCKS

The District may install time clocks for job assignments where direct supervision is not readily available. Bargaining unit employees shall utilize time clocks to clock in at the start of their work assignment and out at the end of their work assignment. The installation and use of the time clocks will not alter existing terms and conditions of employment. Associated duties related to the time clock will be accomplished during the employees' compensable time. All employees will be provided training on usage of the time clock and will be provided access to a computer for viewing and printing leave and time status.

ARTICLE VIII - DIRECT DEPOSIT

All bargaining unit members will receive their pay by direct deposit.

ARTICLE IX – HOLIDAYS

A. The recognized paid holidays for all full-time twelve (12) month bargaining unit employees are as follows:

Labor Day
Thanksgiving Day
Friday After Thanksgiving*
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Martin Luther King Jr. Day*
President's Day*
Good Friday*
Memorial Day
Juneteenth

Fourth of July

Food services cooks and workers shall receive holiday pay at their regularly worked hours for each of the above named holidays that fall between the beginning and the end of the school year, in addition to Juneteenth.

*Should one of these listed holidays be a student day, another holiday will be assigned. The replacement day would be selected prior to the last day of the academic year.

To be eligible for holiday compensation, a bargaining unit employee must work or be on District approved personal, sick or vacation leave, the workday prior to and the workday immediately following the holiday.

Ten-month (10) employees, other than food service cooks and workers, shall receive pay for regularly worked hours for:

Thanksgiving Day	Christmas Day
Christmas Eve	New Year's Eve
	New Year's Day

To be eligible for holiday compensation, a bargaining unit employee must work or be on District approved personal, sick or vacation leave, the workday prior to and the workday immediately following the holiday.

B. Bargaining unit employees, who have received proper authorization from the District, who work on any of the paid holidays and days marked as "District Closed," shall be paid at straight time plus double time (3x). Bargaining unit employees, who have received proper authorization from the District, who work on Sundays shall be paid a total of two (2) times their regular pay except those workers whose regular schedule includes Sunday shifts shall be paid at straight time.

C. Holidays, including winter and spring recess, for full-time business office personnel, information technologists and secretaries (12 month), shall be in accordance with the School Calendar, without loss of pay and benefits. To be eligible for holiday and winter/spring recess compensation, a full-time business office personnel, administrative services personnel, information technologist, or secretary (12 month) must work or be on District approved personal, sick or vacation leave, the workday prior to and the workday immediately following the holiday and winter/spring recess.

D. Full-time business office personnel, information technologists and secretaries (12 month) shall follow the School Calendar with respect to District authorized severe weather/emergency school cancellations without loss of pay and benefits. At the discretion of the District, in the event an individual building(s) has a District authorized severe weather/emergency school cancellation, full-time business office personnel, administrative services personnel, information technologists and secretaries shall work their regular workday and may be required to report to a different location.

E. In the event of District authorized delays or early dismissals due to weather related or emergency situations that occur during the bargaining unit employee's regularly scheduled workday, and at the discretion of the District, administrative services personnel, business office personnel, cafeteria monitor, food service cooks and workers, nurses, information technologists, paraprofessionals, secretaries, and personal care assistants may report to work at a later time and/or be released prior to their regularly scheduled workday without loss of pay and benefits. Scheduled student delays or early dismissals are not inclusive of this.

EAST STROUDSBURG
AREA SCHOOL DISTRICT

ARTICLE X – VACATIONS

A. Upon hire, Full-Time Twelve (12) month bargaining unit employees, vacation days will be allotted as follows: (Classifications include: Business Office, Administrative Services, Custodian, Information Technology, Grounds, Maintenance, Mechanics, and Secretaries 12 month).

Employee Hire Date	Vacation Days Issued (Year 1)
March 1 through April 30	1 Day
January 1 through Feb 28 or 29	2 Days
November 1 through December 31	3 Days
September 1 through October 31	4 Days
July 1 through August 31	5 Days

Effective July 1, 2026 and each July 1st thereafter, all Full-Time Twelve (12) month bargaining unit employees will receive vacation as follows:

Year 2	5 days
Year 3	10 days
Year 7	15 days
Year 11	20 days
Year 20	21 days
Year 21	22 days
Year 22	23 days
Year 23	24 days
Year 24	25 days

B. Upon hire, Full Time Ten (10) month bargaining unit employees are entitled to vacation with pay on the following basis: (Classifications include: bus driver, school vehicle driver, bus monitor, cafeteria monitor, food service cook, food service worker, nurse, paraprofessional and personal care assistant, secretary 10-month, formerly front-desk receptionist.)

Employee Hire Date	Vacation Days Issued (Year 1)
March 1 through April 30	1 Day
January 1 through Feb 28 or 29	2 Days
November 1 through December 31	3 Days
September 1 through October 31	4 Days
July 1 through August 31	5 Days

Each July 1st, all Full-time ten (10) month bargaining unit employees will receive vacation as follows:

Year 2	5 days
Year 3	10 days
Year 7	15 days
Year 20	16 days
Year 21	17 days
Year 22	18 days

C. Part-time Twelve (12) month bargaining unit employees shall be granted a pro-rata share of vacation benefits based on the number of months worked per year and the hours worked per day.

D. In the event of voluntary resignation, bargaining unit employees covered by this Agreement will receive any accrued vacation pay to which they are otherwise entitled. No vacation pay shall be required to be paid if a bargaining unit employee is discharged for cause.

E. Vacation earned must be taken between July 1 and June 30 of each contract year, and may not be accumulated from year to year. Up to five (5) vacation days that remain unused on June 30 will automatically be carried over to the next fiscal year and must be taken no later than October 31 of each year. Pay for earned vacation that is not used will not be authorized.

For 10-month employees, vacation days cannot be taken on student days or professional learning days. They must be used on weekdays when the district is closed (i.e. snow days, winter or spring, recess). Days may not be used prior to the start of the school year. Unused vacation hours will be paid out at the end of the school year.

F. Members will utilize the attendance maintenance system (currently Frontline) to request vacation days by April 1. Bargaining unit employee requests for specific vacation dates made during this time will be honored on a seniority basis, if management determines that the functioning of the District will not be impaired by honoring such requests. The bargaining unit employee will be notified prior to July 1 of each year of the approval of his/her vacation. Once approved, this vacation will not be denied. Any vacation not requested prior to the beginning of the new contract year will be approved on a first-come, first-served basis, with vacation approved by July 15th, as described above, taking precedence over all other requests.

G. Bargaining unit employees may take vacation in quarter hour increments.

H. Current reconciliation days banked shall remain until taken. Should a bargaining unit member choose to resign / retire, any reconciliation days remaining shall be paid out at unit members current contractual pay rate.

I. Should a bargaining unit member choose to resign/retire following the awarding of vacation time, the time afforded would be prorated to reflect the time in employment service.

J. Should a bargaining unit employee change their classification the vacation time shall be prorated commensurate with their assignment.

ARTICLE XI - PERSONAL LEAVE

A. Full-time bargaining unit employees will be granted up to three (3) days of personal leave of absence with reasons unnecessary. Reasonable notice of this request for personal leave must be given to the appropriate supervisor. During the first year of employment, full-time bargaining unit employees will be granted one (1) personal leave day for each four (4) full months completed.

B. Part-time bargaining unit employees will be granted up to two (2) days of personal leave of absence with reasons unnecessary. Reasonable notice of this request for personal leave must be given to the appropriate supervisor. During the first year of employment, part-time bargaining unit employees will be granted one (1) personal leave day after four (4) full months of employment.

C. Bargaining unit employees will carry over to the following fiscal year, a maximum of two (2) unused personal leave days. Any remaining unused personal leave days will be added to the bargaining unit employee's sick leave accumulation in the following fiscal year.

D. Personal leave will not be granted at the start of or at the end of the school year nor will it be granted if it extends a regularly scheduled school holiday, provided that such personal leave requests may be granted at the discretion of the supervisor or principal.

E. Bargaining unit employee absences, for personal reasons, will be limited to no more than five percent (5%) rounded to the nearest whole number, of the District's bargaining unit employees, in any of the classifications herein represented, on any one day. Approval will be made in order of receipt of requests.

F. Bargaining unit employees who choose to be absent from work, who may not use vacation or other types of leave, or who choose not to use other types of usable leave, shall, during the period of absence, be charged for the cost of health premiums for the time absent. This charge is in addition to the loss of earnings for that period of time. Employees who have paid time off but elect an unpaid day, employees shall provide 48-hour notice for the unpaid day.

G. Bargaining unit employees may take personal leave in quarter hour increments.

ARTICLE XII - USE OF TIME WITHOUT PAY

A: Use of Time Without Pay

When a bargaining unit member chooses to use time without pay, the employee's absence may affect operational staffing needs. Unpaid time off may be used only after all accrued paid leave has been exhausted. In order for an employee to use time without pay, they must have exhausted all of their accrued time.

In the event that an employee exhausts their accrued time and utilizes time without pay this should be done sparingly and in extreme cases. For the purposes of this Article "extreme cases" shall mean situations involving serious or unforeseen circumstances that substantially limit an employee's ability to report to work and are approved by the District based on operational needs.

After five (5) days of time without pay (or the equivalent) within that contractual year, that bargaining unit member will have a documented meeting with their direct supervisor to discuss their attendance. Time without pay can only be used should the employee have exhausted all of their accrued time.

Should there be an emergency health situation for the employee or immediate family member, the employee can leverage their accrued time, Family Medical Leave Act, or possibly uncompensated leave, if they qualify, following the guidelines and procedures.

ARTICLE XIII - SICK LEAVE

A. Ten (10) Month Bargaining Unit Employees- At the beginning of each new school year, full-time ten (10) month bargaining unit employees covered by this Agreement will be credited with ten (10) days of sick leave according to their daily hourly assignment. Any unused days of sick leave remaining at the end of a given year, shall be credited as additional days of sick leave for the following year, and shall be cumulative, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent, or child.

Administration may require bargaining unit employees to furnish a doctor's excuse at the bargaining unit employee's expense, if the employee is absent three or more consecutive days or, in the opinion of the Administration, a pattern of sick leave abuse is indicated.

Administration may require a bargaining unit employee to furnish a doctor's excuse at the bargaining unit employee's expense if the employee is absent due to illness the workday prior to, or immediately following a holiday as defined in Article IX – Holidays if a pattern of abuse is indicated.

B. Twelve (12) Month Bargaining Unit Employees – On July 1, full-time-twelve (12) month bargaining unit employees covered by this Agreement will be credited with twelve (12) days of sick leave according to their daily hourly assignment. Any unused days of sick leave remaining at the end of a given year, shall be credited as additional days of sick leave for the following year, and shall be cumulative, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

On July 1, part-time twelve (12) month bargaining unit employees covered by this Agreement will be credited with six (6) days of sick leave according to their daily hourly assignment. Any unused days of sick leave remaining at the end of the year, shall be credited as additional days of sick leave for the following fiscal year, and shall be cumulative, without limit, except with limits set forth herein. Sick days may be used for a spouse, parent or child.

Administration may require bargaining unit employees to furnish a doctor's excuse at the bargaining unit employee's expense, if the employee is absent three or more consecutive days or, in the opinion of the Administration, a pattern of sick leave abuse is indicated.

Administration may require a bargaining unit employee to furnish a doctor's excuse at the bargaining unit employee's expense if the bargaining unit employee is absent due to illness the workday prior to, or immediately following a holiday as defined in Article IX – Holidays if a pattern of abuse is indicated.

C. All bargaining unit employees are required to give at least a two (2) hour notice when utilizing a sick day. The District shall provide all bargaining unit employees with a procedure for sick day notification. Only one form of notification will be required. A pattern of failure to provide such notice may provide a basis for disciplinary action.

D. Any full-time bargaining unit employee covered by this Agreement, who begins employment after the start of their normal contract year, shall be credited with one (1) sick leave day for each full month of work completed.

E. A day of sick leave for bargaining unit employees shall be equal to the number of daily hours normally worked. Bargaining unit employees may take sick leave in quarter hour increments.

F. Unused sick leave at retirement, for full-time bargaining unit employees, shall be paid at the following rates:

2026 - 2031 $14.25 per hour

This money shall not be construed to apply to final average salaries for purposes of retirement. Only those bargaining unit employees who are eligible for retirement according to PSERS are eligible. Written notice of retirement must be made prior to January 1 of the applicable year. However, the Board may waive this requirement in special cases.

No additional sick days may be accumulated for the purposes of retirement reimbursement above 261 days for full-time and part-time twelve (12) month bargaining unit employees, and 184 days for full-time and part-time ten (10) month bargaining unit employees.

G. Full-time Ten (10) Month Employees shall have the right to use two (2) sick days as scheduled paid time off. Employees are to provide 48 hours' notice whenever possible.

H. Professional Development Days: The district is moving away from the language of in-service days and Act 80 Day. They will now be classified as professional development days and follow the approved Academic Calendar. Professional Development Days shall follow the approved academic calendar. 10-month employees will work the same number of days as professional staff, currently 184 days. 12-month employees will continue to follow their assigned annual schedules.

I. Sick Hour Donation: should a bargaining unit member need time, the District will allow members within the bargaining unit to donate sick time to this individual. This process will solely be organized and managed by the support staff bargaining unit, with notification and confirmation from the Human Resources Office.

J. Extended Sick Leave: When a support staff employee's sick leave has been depleted, they will receive one (1) day for each year of service. The lifetime maximum number of days for such payment shall not exceed thirty (30) days. This will become effective July 1, 2026, with the years of service count starting on that date. The employee will be paid at the hourly compensation rate enumerated in the unused sick leave at retirement section, Article XIII, F, $14.25 per hour for their assigned working hours on extended sick leave.

ARTICLE XIV - MILITARY LEAVE

The provisions of the Pennsylvania School Code and applicable federal and state laws shall be deemed to apply in the case of leaves of absence for military service.

ARTICLE XV - BEREAVEMENT LEAVE

A. Death of a Spouse, Parent, Child: Up to five (5) non-consecutive workdays leave of absence without loss of pay and benefits will be allowed by this Agreement for a husband, wife, domestic partner, mother, father, son, daughter, step-father, step-mother, step-son or step-daughter. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

B. Death of Immediate Family: Up to three (3) non-consecutive workdays leave of absence without loss of pay and benefits will be allowed by this Agreement. Members of the immediate family shall be defined as brother, sister, parent-in-law, son-in-law, daughter-in-law, grandchild, grandmother, grandfather or near relative who resides in the same household, or any person with whom the employee has made his/her home. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

C. Death of Near Relative: One (1) day leave of absence will be allowed without loss of pay and benefits by this Agreement in the event of a near relative. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law or sister-in-law. This leave can only be used to attend the funeral and/or attend to the affairs of the deceased.

ARTICLE XVI - JURY DUTY

Bargaining unit employees who are required to serve on jury duty, or who are subpoenaed as a witness on behalf of the District, shall receive the regular rate of pay during such service, provided that any compensation received for jury duty (exclusive of mileage or expense reimbursement), shall be remitted to the District.

Employees shall provide reasonable notice to the District of jury duty obligations and submit documentation verifying such service. Employees released from jury duty with sufficient time remaining in the workday shall report to work, unless otherwise directed by the District.

If jury duty requires only a partial day of absence, compensation and leave usage shall be applied only to the portion of the day actually missed. Any additional time off beyond the jury duty obligation shall be charged to available accrued leave. Failure to remit jury duty compensation as required may result in adjustment of payroll or application of accrued leave in accordance with District procedures.

ARTICLE XVII – CHILDREARING LEAVE

A. Childrearing Leave without pay shall be equally available to the natural or adoptive parent of a newborn child, or an infant to the age of forty-eight (48) months, in the event of adoption. Childrearing leave shall be for a maximum period of one (1) calendar year. Whenever possible, a written application for leave must be made at least sixty (60) days prior to the proposed effective date of leave. The Board must approve all leaves of absence.

B. Return to service prior to the originally approved dates requires a written request sixty (60) days before the requested date of return, unless such period is waived, at the discretion of the Administration, in extenuating circumstances.

C. Upon Employee's request, payment of premiums for life and health insurance shall operate as follows:

1. the Board will pay such premium payments* (the employee shall be responsible for paying the health care contribution (HCC).
2. the Employee will pay such premium payments
3. the Employee chooses not to be provided with life and/or health insurance

*Should the employee elect section 1, the employee must repay the District if the bargaining unit employee fails to return to full-time service for a period of at least equal to the length of leave.

D. Sick leave for disabilities caused, or contributed to by pregnancy, prior to the date of the unpaid childrearing leave, may be utilized on the same basis as sick leave for any other disabilities.

ARTICLE XVIII – FAMILY AND MEDICAL LEAVE

The parties agree to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA), as amended. Neither the District nor the bargaining unit employee may waive the right to exercise any prerogative or right under the Act.

A year for FMLA purposes shall be deemed to be a rolling year calculated for each individual bargaining unit employee.

ARTICLE XVIX – WORK RELATED INJURIES

A bargaining unit employee who is absent due to injury on the job incurred in the course of an employee's employment, and who receives worker's compensation payments, shall have the option to continue on the payroll just as if he/she were reporting for his/her regular work assignment, and be paid the difference by the Board between any benefits received under Worker's Compensation and his/her salary. In such case, sick leave will be deducted on a pro rata basis. Alternatively, the bargaining unit employee may elect to utilize sick leave, and return all worker's compensation payments to the District. Sick leave under this option will also be deducted on a pro rata basis. Whenever possible, the injury must be reported to the school nurse or, in the absence of the school nurse, to the immediate supervisor or building administrator within twenty-four (24) hours. Notification can be done in person, via phone, or via email. Failure to do so may result in the claim being delayed or denied. The bargaining unit employee has the duty to obtain treatment for work-related injuries and illnesses, from one or more of the designated health care providers, for ninety (90) days from the date of the first visit to a designated provider. A list of such designated health care providers will be supplied to each bargaining unit employee.

A bargaining unit employee who has received more than one (1) year of Worker's Compensation disability and whose physician indicates the employee is unable to perform the essential functions of the position may be separated from employment, following an individualized review of the employee's status and any applicable leave accommodation obligations. Consideration will be given to transfer to an available position the employee is qualified to perform.

ARTICLE XX - ASSOCIATION RIGHTS

A. <u>Association Conferences</u>

Absences with pay and benefits of up to the equivalent of 240 hours per fiscal year shall be allowed for bargaining unit employee representatives of the Association to attend Association conferences. Bargaining unit employees are required to complete the appropriate District paperwork and conference attendance is subject to the approval of the Superintendent or his/her designee.

B. Bulletin Boards/Mailboxes/Use of Facilities

I. The Association shall have the right to use school mailboxes, as its officers deem necessary. The association may use the email system.

II. The Association may use bulletin boards in appropriate areas, as deemed appropriate by the building principal or applicable supervisor, for posting information of the Association.

III. The Association may have the right to use school facilities for the purpose of holding Association meetings, subsequent to submitting the appropriate paperwork and following District procedures for securing the facility.

IV. The Union President will have reasonable access between 8:00 am and 6:00 pm to District buildings for the purpose of meeting with members provided such access is coordinated with administration and does not disrupt District operations.

C. Dues Deduction

The Board agrees to make payroll deductions of bi-weekly dues in the East Stroudsburg Area Education Support Professional Association, with the written authorization of each bargaining unit employee, and to forward the amounts deducted to said Association. The Association agrees to save the Board harmless from any claim, loss, or damage that may arise in connection with this Agreement. An authorization form is attached hereto as Appendix "C."

D. Fair Share

Should any fair share provision be deemed lawful under applicable law, implementation shall occur only to the extent permitted by law and consistent with current legal requirements.

E. Maintenance of Membership

Bargaining unit employees who are members of the Association on the effective date of this Agreement, or who become members during its term, shall maintain their membership for the term of this Agreement by paying annual dues and assessments.

Bargaining unit employees may resign from membership in the Association fifteen (15) days prior to the expiration of this Agreement, which is the 30th day of June, in the year 2031.

F. Personnel File

No derogatory material will be placed in a bargaining unit employee's file, unless the bargaining unit employee has been given the opportunity to read the same and file an answer. A copy shall be provided to the bargaining unit employee at no cost.

G. Contents Available

A bargaining unit employee will be afforded the opportunity, upon request, to inspect his/her personnel file in the presence of the Superintendent or his/her designee, except for confidential material such as pre-employment information. The bargaining unit employee may request copies of non-confidential file materials at his/her own expense at fees established for copies of public records.

H. Mileage Reimbursement

The Board agrees to reimburse bargaining unit employees, who are required to drive their personal automobiles on approved school business, at the Internal Revenue Service established rate. Mileage is subject to completion of the appropriate District form and approval by the immediate supervisor and the Superintendent or his/her designee.

I. Seniority List

The District shall provide the Association seniority lists, no later than September of each year. These lists are to be divided by classification with the most senior member of the classification listed as #1, the next senior as #2, etc. Seniority will be calculated from the first date of employment as a regular full-time bargaining unit employee within the classification and will not include time worked as a day-to-day or long-term substitute. Ties in seniority shall be broken at the time of initial employment. With respect to ties in seniority only, the first tie breaker will be prior time worked as a long-term substitute within the classification, then by lottery conducted by the District.

ARTICLE XXI - PHYSICAL EXAMINATIONS

A. The Board will pay the cost of any physical examinations required under Section 1418(c) of the School Code. This does not apply where a bargaining unit employee is required to furnish a certificate from a physician certifying as to his/her ability or inability to perform his/her duties, as in the case of sick leave.

B. Should a bargaining unit employee elect to use his/her personal physician, the Board shall pay only that portion of the bill deemed to be customary and reasonable. In no case will the payments for such services exceed fifty ($50.00) dollars per examination, or an amount equal to the rate paid to the District's physician, whichever is greater.

C. Physical examinations for bargaining unit employees who are required to use a Commercial Driver's License (CDL) in the performance of their assigned duties will be performed by one of the school-appointed physicians at the District's expense.

ARTICLE XXII - PAYROLL DEDUCTIONS

A. The District agrees to make payroll deductions for tax-sheltered annuities through one of the Board approved 403(b) vendors, the PA 529 College Savings Plan, the United Way, and the East Stroudsburg Education Foundation's Scholarship and General Funds. These deductions will be made only upon receipt of duly executed authorization forms.

B. The Board will permit payroll deduction for tax-sheltered annuities for bargaining unit employees covered by this Agreement. All companies presently approved by the Board shall be permitted to solicit bargaining unit employees. Additional companies shall be authorized to solicit bargaining unit employees, only on petition from the Association and approved by the Board.

ARTICLE XXIII - ACTIVITY PASSES

Activity passes shall be granted to each bargaining unit employee and one (1) guest.

ARTICLE XXIV - TUITION / CDL REIMBURSEMENT

A. The Board agrees to reimburse full-time bargaining unit employees covered by this Agreement for tuition only for college courses, registration fees for staff development, vocational/professional trainings, conferences, and workshops under the following conditions:

1. The training, conference, workshop or college course must be related to the bargaining unit employee's job description and assignment.

2. The training, conference, workshop or college course must be pre-approved (prior to registration) by the Superintendent or his/her designee, and shall be submitted on the form designated for that purpose.

3. The request for college course tuition reimbursement must be accompanied by an official transcript showing successful completion of the college course and a receipt for tuition payment. ("Successful" shall be defined as maintaining at least a "B" average, with any "C" grade being balanced by an "A" grade in order to qualify for reimbursement.)

4. The reimbursement for registration fees for staff development, vocational/professional trainings, conferences and workshops shall be the actual cost of such fees documented by a receipt.

5. The reimbursement rate for tuition payment for successfully completed college courses (not to exceed nine (9) credits per fiscal year) shall be 100% of the tuition paid, or reimbursement amount specified in the agreement with the East Stroudsburg Education Association, whichever is less.

   Tuition reimbursement for completed coursework shall be made within forty-five (45) calendar days after the submission of documentation by employee as defined in Item #3 above.

6. The Superintendent or designee shall have the right to limit the number of college credits attempted, conferences, workshops or vocational trainings attended by any one (1) individual in a given fiscal year.

7. Any bargaining unit employee, with between zero (0) and less than five (5) years of experience in the East Stroudsburg Area School District, who resigns from the District within four (4) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

Reimbursement received during the prior number of months:	Percentage of Reimbursement owed back to the District
12	100%
24	100%
36	100%
48	50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

8. Any bargaining unit employee, with between five (5) and ten (10) years of experience in the East Stroudsburg Area School District, who resigns from the District within three (3) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

Reimbursement received during the prior number of months:	Percentage of Reimbursement owed back to the District
12	100%
24	100%
36	50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

9. Any bargaining unit employee, with more than ten (10) years of experience in the East Stroudsburg Area School District, who resigns from the District within two (2) years after receiving tuition reimbursement, shall return part or all of the reimbursement received according to the following schedule:

Reimbursement received during the prior number of months:	Percentage of Reimbursement owed back to the District
12	100%
24	50%

Prior to their effective resignation date, a promissory note with a payment plan will be signed by the bargaining unit employee. The first payment will be within fifteen (15) days of the effective resignation date and full payment will be within six (6) months of the effective resignation date. At the request of the bargaining unit employee, payments may be deducted from payroll checks subsequent to a schedule agreeable to the District and the bargaining unit employee.

10. Any bargaining unit employee, who is eligible for retirement according to PSERS and retires from the District, will not be required to reimburse the District for college credits taken no matter when the college credits were taken.

11. The District shall reimburse the cost of a Commercial Driver's License (CDL) physical for grounds workers who are required to have a CDL for the performance of their assigned duties. This benefit shall be the same as is offered to District bus drivers. This reimbursement will occur for the following classifications: bus driver, grounds, maintenance, and mechanics.

ARTICLE XXV - PROBATIONARY PERIOD

A. Each new bargaining unit employee shall be considered probationary during the first ninety (90) workdays of employment. New bargaining unit employees may be terminated at any time up to the conclusion of the probationary period, at the discretion of the District. Thereafter, the bargaining unit employee shall be considered a regular bargaining unit employee of the District and shall acquire seniority status back to the date of employment. The District may extend the probationary period with notice to the bargaining unit member prior to the end of the initial 90 days. Written notification indicating the reason and length of the extension will be given to the bargaining unit employee.

B. Permanent bargaining unit employees, who have transferred, shall serve a probationary period of ninety (90) workdays, which shall only determine whether the bargaining unit employee will be competent in the position. The District may extend the probationary period with notice to the bargaining unit member prior to the end of the initial 90 days. Written notification indicating the reason and length of the extension will be given to the bargaining unit employee. Bargaining unit employees who are not successful in their new positions will return to their previous position, shall remain permanent bargaining unit employees, and shall not be subject to discipline or termination for failing to achieve permanent status in their new position.

ARTICLE XXVI - LIFE INSURANCE

A. The Board agrees to pay the premium cost for group life insurance and group accidental death and dismemberment insurance for bargaining unit employees covered by this Agreement in an amount equal to Fifty Thousand Dollars ($50,000).

The Board will permit payroll deduction(s) for additional life insurance coverage beyond $50,000 level contingent upon rates and terms and conditions of the underwriter being used by the District.

B. New bargaining unit employees covered by this Agreement will not be provided with this insurance until they have successfully completed the ninety (90) day probationary period.

C. Upon the death of a bargaining unit member, any pro-rated accrued time and wages will be issued to the beneficiary or to the individual's estate at the current contractual rate.

ARTICLE XXVII - HEALTH INSURANCE/RETIREES

The Board agrees to pay the monthly premiums for health insurance for bargaining unit members who retire from the District through the Public School Employee Retirement system after July 1, 1983 (expect as modified below), and who meets the following conditions:

1. Is age 60 or older with at least 25 years of service (of which at least 15 must have been with the East Stroudsburg Area School District); or,

2. Whose age plus years of service exceeds the sum of 83 while the retirement system 53/30 window is in effect, or 84 under the basic retirement system plan (of which at least 15 years of service must be in the East Stroudsburg Area School District.)

This coverage shall be provided for bargaining unit members only until the last day of the month prior to the month when said bargaining unit member reaches the age of Medicare eligibility. This coverage shall be provided at the same level of coverage that is in effect for other bargaining unit members covered by this Agreement. Retirees shall not contribute premium share toward the purchase of their healthcare benefits. The bargaining unit member will be required to pay the difference between this individual coverage and any dependent coverage that he/she elects to carry in accordance with Board Policy #349.

ARTICLE XXVIII - DISABILITY INSURANCE

The Board agrees to pay the monthly premiums for a long-term disability insurance plan that provides for a payment of sixty per cent (60%) of the bargaining unit employee's salary, with an elimination period of the greater of a bargaining unit employee's accumulated sick time or ninety (90) days with a maximum of $5,000 per month, for each bargaining unit employee covered by this Agreement.

ARTICLE XXIX - VACANCIES

A. The District will post notices in an appropriate area including the District website, of all job vacancies that it desires to fill. Accompanying each notice will be a brief overview of the job description, and identification of location for each vacant position. Employees within the bargaining unit, who desire to apply for such vacancies, shall submit an application in writing to the person indicated on the notice, within the time limit specified in the notice. Up to five (5) senior bargaining unit employees in the same job classification, who submit the necessary application, will be considered for the announced position. Should one of these bargaining unit employees be selected to fill the position, resulting in a secondary vacancy, the filling of that vacancy, and any subsequent vacancies resulting by filling a position with current bargaining unit employees, shall not be controlled by this particular section of the Agreement. If a bargaining unit employee from the current staff is not selected as the individual to fill a vacancy, that person will be provided with information in writing as to why he/she was not chosen to fill the position. It is understood that the reason(s) for not being selected for the position will not be subject to the grievance procedure.

B. Hired as a Long-Term Substitute
    a. Employees who take on long-term substitute teaching positions within the District shall return to their last posted hourly salary and years of service after the temporary teaching position expires. Employees shall return to the same pay/step or minimum rate of the current year's wage schedule as they were prior to his/her position as a substitute teacher.

ARTICLE XXX - NEW SCHOOL OPENING, TRANSFERS AND INVOLUNTARY TRANSFERS

A. When the District opens a new school and staffs positions at that school from current bargaining unit employees, consideration shall be given to:
    1. The overall needs of the District,
    2. The desire of the employee to transfer,

3. The years of experience (reverse seniority) within the bargaining unit employee's current classification.

B. In the event a bargaining unit member is involuntarily transferred, for reasons other than disciplinary reasons, from one building to another, said bargaining unit member will have the right to transfer back to their former building if and when a position becomes available in the classification from which they were involuntarily transferred. In accordance with the current collective bargaining agreement, personal care assistants are assigned to a student and must follow their assigned student through the student's progression within the District. Subsequent to a posted vacancy, bargaining unit members must submit a letter of intent to Human Resources stating their request to exert their right to transfer. Such right to return is rendered void once bargaining unit members exerts that right and is returned to their former building from which they were transferred or when such bargaining unit member is reassigned to a different classification.

C. In the event that two (2) or more bargaining unit members in the same classification have been involuntarily transferred as listed above and only one (1) vacancy occurs, the bargaining unit member with the greatest seniority in that classification will be awarded the position. The remaining such bargaining unit member(s) will retain their right to transfer as positions become available.

It is understood that the reasons for transfers, except as noted in section "C" above, will not be subject to the grievance procedure.

D. On any given day, when an employee is reassigned to a different location from their initial assignment and needs to travel to that location using their personal automobile, they will be reimbursed at the IRS-established rate.

E. Shift Change

Bargaining unit employees shall receive written notice of any permanent shift change, including modification of regular, start or end times or a change in primary work location, at least five (5) calendar days prior to the effective date of the change, except in case of emergency or unforeseen operational need. Nothing herein shall limit the District's authority to make temporary adjustments when necessary to maintain operations."

F. Emergency Movement

An emergency shall mean a serious, unexpected situation requiring immediate action to protect the health, safety, or welfare of students or District operations. In such circumstances, the District may temporarily reassign bargaining unit employees to other locations as needed.

The District will utilize itinerant custodial staff when available and may assign additional employees from other locations if necessary. Transportation will be provided by the District. At the employee's option, an employee may use a personal vehicle and will be reimbursed for mileage at the IRS established rate.

If the District applies this provision in an arbitrary or capricious manner, the remedy shall be payment to affected employees at one and one-half (1.5) times their regular hourly rate for the time worked under such reassignment.

ARTICLE XXXI - SENIORITY, LAYOFF AND RECALL

A. Definition and Guidelines

1. Seniority shall be defined as a bargaining unit employee's length of continuous service with the employer since the employee's most recent date of hire in a bargaining unit job. Seniority for part-time bargaining unit employees will be prorated.

2. In the event of a layoff or reduction in force, layoffs within a job classification shall be on the basis of seniority, provided that the remaining bargaining unit employees are qualified and physically able to perform the work. Recalls from layoff will be in inverse order of seniority.

3. A bargaining unit employee whose job is eliminated may bump the least senior bargaining unit employee in the same job classification or in another lower rated classification whose skills are wholly encompassed within the bargaining unit employee's current classification provided that bargaining unit employee is determined to be qualified for the position by the employer. A part-time bargaining unit employee may not bump a full-time bargaining unit employee, but may only bump into a part-time job with an equal or lower number of hours. Job assignment subsequent to the bumping process shall be at the discretion of the District.

4. Bargaining unit employees who are laid off shall retain their seniority until such time that they are recalled from layoff and decline to return to the District.

5. Seniority and all related rights under this Agreement shall be lost by a bargaining unit employee for any of the following reasons:

   a. Voluntary quit or resignation.
   b. Discharge.
   c. Failure upon recall by certified mail from layoff to report to work within one (1) week. Time will be determined by date sent of Certified Mail.
   d. Retirement.
   e. Failure to return from an approved leave of absence.
   f. Absence for three (3) consecutive days without notifying the District, unless failure to do so is beyond the bargaining unit employee's control.
   g. Failure to accept a job offering in the same classification.

ARTICLE XXXII - HEALTHCARE BENEFITS

The Board agrees to provide healthcare benefits for full-time bargaining unit members and their eligible dependents through the Employee Benefit Trust of Eastern Pennsylvania (EBTEP). Medical and prescription coverage for bargaining unit employees and their eligible dependents will be provided by Highmark Blue Cross/Blue Shield, PPO Blue. The Plan documents will be updated, as necessary. The District shall not make changes to the benefit levels provided to the bargaining unit employees. However, the District shall not be responsible for changes to the Plan if made unilaterally by the EBTEP or for changes EBTEP is required to make due to applicable federal and/or state laws and regulations. Plan Document to be included in Appendix "E."

Full-time bargaining unit members who enroll for health care benefits will pay a premium share of forty ($40.00) dollars per pay period ($1,040 per year). This amount shall be prorated over bargaining unit employees pay periods if paid for less than twenty-six (26) pay periods per year but the total cost will not exceed the total cost of $1,040 per year.

Part-time bargaining-unit members do not pay premium share, but will continue to pay the pro-rata cost of the premiums for health insurance based upon the current formula provided herein.

Premiums mentioned in this section actually refer to the COBRA rate (less the 2% administration fee) specified for each bargaining unit member due to the fact the District is self-insured and has no actual premium. Should the District end its self-insurance and decide to purchase premium-based insurance for its bargaining unit employees, and should this language remain in effect at such a time, the language shall revert to mean actual premiums paid.

The Board agrees to pay the pro-rata cost of the premiums for health/dental and vision insurance for part-time bargaining unit employees based upon the following formula:

HOURS WORKED	DISTRICT SHARE	EMPLOYEE SHARE
4 to 4.9	50%	50%
3 TO 3.9	40%	60%
2 TO 2.9	25%	75%
1 TO 1.9	0%	0%

The District shall adopt a 125 plan prior to any bargaining unit employee contribution toward healthcare benefits so that the employee contribution may be paid before taxes are deducted from the gross pay.

Bargaining unit employees who choose healthcare benefits will pay the following deductibles:
Healthcare Deductibles:

Calendar Year	**In Network**		**Out of Network**	
	Single	**Family**	**Single**	**Family**
January 1, 2026 to June 30, 2031	$400	$1,200	$800	$2,400

Dental Insurance

The Board agrees to pay the monthly premiums for equal to or better than dental coverage for each employee covered by this Agreement and his/her eligible dependents as set by the standard as provided by United Concordia, or an equivalent plan except that payment under the program shall be limited to a maximum of $1,500 per person for all services rendered in any calendar year, except for orthodontics which specifies a $1,500 lifetime maximum. There will be fifty (50%) percent coverage for periodontics, prosthetics (beginning January

1, 2025) and orthodontics riders including adult non-cosmetic orthodontic care. (see Appendix for Plan Document)

Vision Insurance

The Board agrees to pay the monthly premiums for equal to or better than vision care coverage for each employee covered by this Agreement and his/her eligible dependents as set by the standards as provided by Vision Benefits of America. The District shall not make changes to the benefit levels provided to bargaining unit employees. However, the District shall not be responsible for changes to the Plan if made unilaterally by the District's Plan administrator or for changes made due to applicable federal and/or state laws or regulations. Plan Document is attached in Appendix "E."

1. Each bargaining unit member or eligible dependent will be able to receive reimbursement annually from the District for the twenty-five dollar ($25) co-payment.

2. The bargaining unit member will submit to the Benefits Coordinator, either the original vision provider's receipt or original vision provider's explanation of benefits if the vision service or corrective eyewear paid for was applicable to the co-payment.

3. Reimbursement for the bargaining unit member or eligible dependent co-pay will be made within thirty (30) calendar days after the second Board of Education meeting following submission of the documentation listed above in #2 to the Benefits Coordinator.

4. The bargaining unit member will have six (6) calendar months after the date of service/purchase to submit the eligible receipts(s) or explanation of benefits as outlined above to the Benefits Coordinator.

5. The total allowance for contacts under the current vision provider will be increased to $150 per bargaining unit member and per his/her eligible dependents.

Any other improvements in the health care benefits, i.e., hospitalization, vision plan, dental, prescription drug, etc., being provided to the East Stroudsburg Education Association as the result of negotiations in future contracts shall be incorporated into this Agreement, except for those non-health care benefits specifically covered elsewhere.

Should the Board of Education secure an alternate underwriter for the bargaining unit employees' hospitalization and dental insurance, separately or combined, the bargaining unit employee shall be guaranteed the following: (a) Equivalent and equal coverage on each and every provision contained in the appendix; (b) The appendix shall be the existing coverage and constitute the minimum; and, (c) The appendix shall change in accordance with the Plan guidelines. It is also guaranteed by the Board of Education, that no bargaining unit employee will suffer a loss and/or reduction in benefits by virtue of an alternate underwriter's waiting period or of existing illness disclaimers.

Hearing Aid

The District shall reimburse up to $2,500 for hearing devices for active employees covered by this Collective Bargaining Agreement once every 2 years.

ARTICLE XXXIII - ACA EXCISE TAX

Should the District receive notice that the Health Insurance premiums will, under the ACA, be subject to the ACA excise tax, the parties will immediately commence bargaining over how to reduce premiums to avoid the excise tax. The parties pledge to make themselves available to meet at least once per week in this effort.

If after sixty (60) days, agreement is not reached, the parties agree to submit the issue of how to reduce the premium to a level that falls below the excise tax to "last best offer" binding arbitration pursuant to Act 195. An arbitrator, selected from the Pennsylvania Bureau of Mediation (who would have been notified by the thirtieth day of negotiations) will issue a decision forty (40) days from the sixty-first (61st) day after the notice of the excise tax. This Agreement shall remain in effect until jointly removed by the Association and the District.

ARTICLE XXXIV - NO STRIKE/NO LOCKOUT

Neither the Association nor any of its members shall take part in any strike, as that term is defined in Acts 195 and 88, during the term of this Agreement. The Board will not lock-out the bargaining unit employees covered by this Agreement.

ARTICLE XXXV - SEPARABILITY CLAUSE

In the event any provision of this Agreement is found to be inconsistent with any statute or law, the provisions of such statute or law shall prevail, and if any provision herein is found to be invalid and unenforceable by a court or any administrative agency having jurisdiction, then such provision shall be considered void, but all other valid provisions shall remain in full force and effect.

ARTICLE XXXVI - JUST CAUSE

No bargaining unit employee shall be disciplined or discharged except for just cause. Any bargaining unit employee asked to attend a meeting with a management representative, which the bargaining unit employee reasonably believes may result in discipline or discharge, shall be entitled to have an Association representative present at such meeting in accordance with applicable law. A bargaining unit employee, who is subject to discipline and/or discharge, may elect a hearing as provided by law or may file a grievance, but not both.

ARTICLE XXXVII – VIRTUAL LEARNING DAYS

The District will notify bargaining unit employees when a virtual learning day is scheduled. Bargaining unit employees who are not otherwise assigned remunerative work on a virtual learning day may be provided with an assignment by the District.

Assignments issued pursuant to this Article shall not exceed four (4) hours in duration. Bargaining unit employees who complete the assigned work within the required time frame shall receive pay for their regular workday.

Bargaining unit employees shall have three (3) work days from the date the assignment is issued to complete the required work, unless otherwise directed by the District. If a bargaining unit employee does not complete the assignment and does not utilize an available paid leave benefit, the employee shall not be compensated for that day; however, the employee shall not be responsible for reimbursement of health insurance contributions

related to that day

ARTICLE XXXVIII - UNIFORMS

Uniform allotment will be issued on an annual basis, with the start of the school year (July 1 for 12-month and first work day for 10-month)

A. Nonslip / Nonskid shoes
    a. Reimbursed $75.00 for district-approved non-slip/skid resistant shoes annually.
    b. Classifications
        i. Cafeteria Monitors
        ii. Custodians
        iii. Food Service Cooks
        iv. Food Service Workers

B. Uniforms
    a. Each of the assigned support staff members shall be required to wear uniforms provided by the District.
    b. For the first year of employment, the employee will receive a $450 annual allowance for reimbursement to purchase their work-related apparel such as pants and boots. . For the following years of employment, the employee will receive a $350 annual allowance / stipend for their purchase of work-related apparel such as pants and boots.
    c. They will also be given eleven (11) uniform shirts.
    d. Staff will have access to an ESASD-governed catalog for ordering uniforms using their allowance / stipend.
    e. Employees may also purchase pants and footwear from a third-party vendor provided that the items comply with ESASD uniform guidelines.
    f. Classifications include:
        i. Custodians ($275 because of the non-skid shoe allotment)
        ii. Grounds
        iii. Maintenance
        iv. Mechanic
    g. Food Service Cooks, Workers
        i. Food Service personnel will be issued two (2) aprons, with eligibility for one (1) replacement as needed, with administrator approval, seven (7) shirts, and two (2) hats / visors.
    h. Cafeteria Monitors
        i. Will be issued two (2) aprons, with eligibility for one (1) replacement as needed, with administrator approval and seven (7) shirts.

ARTICLE XXXIX - ENTIRE AGREEMENT

This Agreement incorporates the entire understanding of the Board and Association on all negotiable matters, and no additional negotiations will be conducted on any matters, whether contained herein or not, during the period of this Agreement. This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties.

Anything to the contrary notwithstanding, nothing in this Agreement shall be deemed to constitute a waiver by the Board of, or to deny or restrict the Board in the exercise of the rights, responsibilities, or authority

granted to it under applicable statutes. Nothing contained herein shall be construed to deny or restrict to any bargaining unit employee covered by this Agreement such rights as he/she may have under the Public School Code of 1949, as amended, or the Public Employee Relations Act, Acts 195 and 88, or other applicable laws and regulations.

ARTICLE XL - DURATION OF AGREEMENT

This Agreement shall become effective July 1, 2026 and shall continue in full force and effect until Midnight, June 30, 2031.

In witness whereof, the parties have caused this Agreement to be executed by their proper officers on this 20th Day of April, 2026.

PRESIDENT
EAST STROUDSBURG AREA SCHOOL DISTRICT BOARD OF EDUCATION

PRESIDENT
EAST STROUDSBURG AREA EDUCATION SUPPORT PROFESSIONAL ASSOCIATION

APPENDIX A: Individual Classification Details

A. Certification Stipend
   a. Annual Stipend of $700 will be awarded to those members with a Pool / Pesticide Certification. This stipend will be offered on the final pay of each fiscal year.

B. Classification Details
   a. Bus Monitors
      - They are defined as individuals who are assigned the duty of monitoring all students on a bus.
      - All Bus Monitors shall be properly trained for the requirements, as determined by Administration, of their assigned student at the expense of the District.
   b. Custodians
      - Each building will have a Lead Custodian.
      - Lead Custodians will be given a differential of $2.50 per hour.
   c. Information Technologists (IT)
      - Should a situation arise outside of school hours, IT will communicate with students only via school email.
      - Informational Technologist III will include the following positions:
        1. Network Analyst
        2. Operations and Telecommunications Analyst
        3. Server Analyst
   d. Paraprofessionals and Personal Care Assistants
      - These classifications are required to complete twenty (20) hours of professional development directly related to their current job assignment every year (July 1 to June 30) in order to maintain Highly Qualified status. The District shall make all of these professional development hours available to paraprofessionals and personal care assistants.
      - Both of these classifications are direct support to students. In such, when coverage is needed, a district / building administrator will have the ability to reassign that member to either role, respectively. Compensation and hourly wage will not be adjusted. These positions will be considered interchangeable in situations where coverage is needed.
      - Paraprofessionals / PCAs shall be paid their contractual rate of pay for work performed beyond the contractual workday with students. The contractual rate pertains to all after-school activities beyond the contractual workday with students.
        1. Paraprofessionals / PCAs have the first right of refusal to the student assigned to them for any after-school activities. Should the paraprofessional / PCA refuse and should no other paraprofessional / PCA accept the after-school activity with the student, said work shall be made available to any "highly qualified" non paraprofessional / PCA employee at the hourly rate of:
           a. 2026 - 2027: $16.20
           b. 2027 - 2028" $16.50
           c. 2028 - 2029: $16.80
           d. 2029 - 2030: $17.10
           e. 2030 - 2031: $17.40
   e. Secretaries

- Will be required to conduct basic first aid for students.
- The position of Front Desk Receptionist will now be classified as Secretary, 10-month: this position is being reclassified.
- These employees will receive five (5) percent hourly wage increase or be moved to the starting wage for a secretary, whichever is greater.

C. Bus Driver (CDL)

- Employee Definitions
  - Full-time school bus drivers will select, work, and be paid straight time for either six (6), seven (7), or eight (8) hour days with the exception for professional learning days. Driver pay will be based on their actual hours bid, plus any compensatory work assigned, based on the value of that work as outlined in the compensation section of Appendix A.
  - Seniority will be calculated from the first date of employment as a regular full-time school bus driver and will not include time worked as a substitute driver. Ties in seniority shall be broken at the time of initial employment. With respect to ties in seniority the tie breaker will be by lottery, conducted by the District.
  - Stand-by drivers are any full-time driver who did not bid a route and does not have an assigned regular academic run. The District will hire stand-by drivers to be employed on a full-time, six (6), seven (7), or eight (8) hour day, basis. Stand-by drivers may be utilized at the sole discretion of the District to fill any open run and will be assigned work hours on a daily basis without regard for any other provision of this Section, and without regard to seniority.
  - A driver's first responsibility is to regularly scheduled daily run(s).
- Route Definitions
  - Run: a pattern of stops that include a school building.
    - Run patterns of stops are subject to change at the discretion of the District in consultation with the Association, in order to obtain the Association's input.
    - Regular Academic Runs: Scheduled, recurring, runs that move students to or from schools for regular school day instruction.
    - Activity Runs: Scheduled, recurring runs that move students from school[s] after the academic runs have been completed and may include more than one secondary school as part of its pattern.
    - Mid-Day Runs: Scheduled, recurring runs during the school day that move students to or from school.
    - Run Segments: A stop or a collection of stops of any academic run that is covered by another driver.
    - Route: A collection of academic runs established by the district. A driver may include an activity run during the work selection bid process equal to a six (6), seven (7), or eight (8) hour day.
    - Trips: non-recurring posted as a one-way or round trip such as, but not limited to field trips, athletic events, or extracurricular trips.
    - Extra Work: any uncovered and/or unawarded work including but not limited to:
      - Mid-day runs and Activity Runs
      - Overflow buses (buses used to supplement another nm due to unanticipated ridership)
      - Lunch Runs (school meal delivery)
      - Bus washing
      - Bus shuttling between lots and dealerships if mechanics are not available.

- Open Run: a portion of a regular academic route that was not bid at orientation, vacated, or created runs during the school year.
- Open Daily Run: a regular academic run that requires coverage when the full-time driver is not available for work and a substitute, stand-by, or contracted driver is not available to cover the route or specific runs.
- Summer Work: work outside of the traditional school year for bus drivers.

- Work Selection
  - Work Selection Transportation Calendar Dates: All dates will be based on the board approved official school calendar. Dates may be changed throughout the school year based on inclement weather days.
    - Summer Work Selection Day: Will be held five days prior to the last day of student attendance.
    - Consultation Day: Four (4) days prior to Route Availability Day.
    - Route Availability Day: Five (5) business days prior to Orientation.
    - Drop Day: Shall occur two (2) business days prior to Orientation.
    - Orientation: Will be held the Tuesday prior to the first student day.
  - Selection of Work
    - Bid Process
      - On Consultation Day, Administration and Bus Driver Association Representatives will meet and discuss the upcoming driver bids. Administration will provide route sheets that accurately describe the runs for the upcoming school year.
      - On Route Availability Day, a copy of all runs, including pattern information for the upcoming school year, will be distributed to all full-time CDL school bus drivers.
      - On Drop Day, any Route and/or Activity Run given up will be added to the list of available work on Orientation Day.
      - At Orientation, each driver will be given an opportunity to elect to continue to drive in the upcoming school year the same route that they drove for the entire previous school year. If a school bus driver opts to continue to drive the same route, it will not be bid for selection at Orientation.
      - All open and new runs will be evaluated by the district and made available as a package consisting of regular academic runs and will be bid annually at Orientation, by bargaining unit school bus drivers in order of seniority. Any regular academic run that was vacant, vacated, or newly created since the previous bid will be packaged and bid. Activity Runs or Mid-day Runs may also be selected by a driver at the bid but must not cause the driver to exceed an eight-hour day. After the first round of bidding, any package forfeited or left over will be put back on the table for a second round of bidding. Any package left over or forfeited at the end of the second round will be assigned and bid again in August of the following year.
      - A school bus driver may forfeit their Activity Run and will also forfeit the hours associated with that run.
    - Summer Work Bid Process
      - Summer work will be bid on Summer Work Selection Day based on seniority by school bus drivers who signed the summer work list, which shall be posted by the district twenty-one (21) days prior to the last day of student attendance and closed at 5pm seven (7) business days prior to the last day of student attendance.

Additional summer work that becomes available will be awarded on a seniority basis to available school bus drivers on the summer work list.

- Assignment of Work
  - During the course of the school year Open Runs will not be bid, but assigned to bargaining unit stand-by drivers, to the extent they are available, then filled at the discretion of the district. Open Runs will be bid the following Orientation.
  - All Extra Work will be considered a minimum of two (2) paid hours.
  - Extra Work for any workday will be made available to all drivers no later than 6:45 AM that day.
  - Drivers must indicate interest in the Extra Work no later than 7:30 AM that day.
  - Drivers will select from the available Extra Work in order of seniority, following a Round Robin process that will reset annually. Round Robin means that drivers are listed in seniority within the district, where the most senior driver will be offered the Extra Work first and then moving down the list to the least senior driver.
  - If Extra Work remains available after all interested drivers have selected work, the same drivers will have the opportunity to select from the remaining available Extra Work, continuing with the seniority list and Round Robin process.
  - Drivers may only be selected for one assignment of extra work. In circumstances where there is no driver available, an additional run may be assigned / selected.
  - Any Extra Work remaining or that becomes available that day shall be assigned at the discretion of the District.
    - Daily Open Runs: Drivers who accept or are directed to take any segment of a daily open run, if the time lies outside their hours will be awarded the new punch out time also. Daily Open Runs do not include Extra Work. Overtime rules apply.
    - Trips: All trips must be available to all bargaining unit drivers in date order for the next month by the district for a period of fourteen (14) days. The standard operating procedure regarding trips will be made available as part of this agreement. The Trip SOP must be agreed to by both the administration and the bargaining unit.
      - Bargaining unit drivers will have the opportunity to sign up for the trip from the posting date until the last Tuesday of the pay period prior to the trip.
      - The trip will be awarded to the bargaining unit driver with the least amount of overtime hours based on the overtime list from the pay period prior to the trip award date. If two or more drivers are tied with overtime hours, the trip will be offered to the most senior driver. When no bargaining unit driver signs up, the trip may be awarded to a non-bargaining unit driver.
      - Notification to the driver must occur prior to or on the Friday of the pay period prior to the trip date.
      - The original sign-up sheets will be posted in both lots with the overtime sheet used in determining the award, indicating the awarded driver on the Friday after the award. The Trip Book will be posted on Tuesday,

awarded Friday of the pay period week and uses overtime 2 weeks in advance.

- If no driver signs for the trip by the close of business on the last Tuesday of the pay period prior to the trip, the district must communicate, via email, the open trip to the bargaining unit and will remain available for 24 hours after the notice was provided. If no bargaining unit driver selects the trip, the district will have the discretion to award the trip to an available driver or substitute.
- All trips will be posted with payment type (e.g., hourly rate, Sunday at 2 times the regular hourly rate).
- Drivers cannot be assigned trips if it impacts the CDL requirements of eight (8) hours of rest between their shifts.

- Extraordinary Circumstances: In any case where normal procedures or priorities for assignment of drivers to any run must be deviated from, due to less than two (2) hours' notice of absence, drivers not responding to telephone or radio call, drivers not being present and available in the District when not on a run but during paid work hours, or any other emergency or unforeseen circumstance, notwithstanding any of the above procedures, the Dispatcher and the Director of Transportation shall have the right to assign any immediately available driver to any run at their discretion. In such a case, no grievance shall be filed, and no arbitrator shall have jurisdiction to award any monetary compensation to a driver who did not actually drive the run. A shortage of drivers does not constitute an emergency.

- Compensation
  - Drivers shall work student days on the school calendar(s) for the school(s) to and from which students are transported by each driver and will include up to three (3) days for staff development for a minimum of 184 days per year.
  - On professional learning days, drivers will be paid for the runs driven for students attending school. Runs for students not attending school, therefore, not driven, will not be paid. Drivers whose awarded routes are not driven on professional learning days will be eligible for extra work and / or daily open runs. On professional learning days, special needs drivers will continue to do their own run regardless of driver positions (regular and stand-by driver) to keep special needs students' environment stable. The process for professional learning work is a sign-up sheet previous to the professional learning day and is assigned by straight seniority.
  - Drivers who complete their daily bid work will be paid their bid work hours, or actual hours worked, whichever is greater, in addition to any stipend(s) and/ or extra work awarded (minimum of two (2) paid hours), and subject to overtime.
  - Overtime: Time and one-half (1.5x) of the appropriate straight time hourly rate will be paid for all hours worked in excess of forty (40) hours in the regular work week or eight (8) hours in the regular work day.
  - The driver workday shall include a thirty (30) minute allowance of normal driver tasks, which include, pre and post-trip inspection, fueling, and interior bus cleaning.
  - Pay for emergency and/or mandatory meetings and major tasks, such as student discipline issues, chain installation, CDL drug testing, end of year cleaning, exterior bus wash, or other similar functions, will be on the basis of actual time worked upon supervisor approval, if the

time to complete said tasks is outside the regular six (6), seven (7), or eight (8) hour day, the driver will be compensated to the nearest quarter (.25) hour, rounded up.-

- If a driver accepts an additional run and the work falls during their scheduled punch out, they will be awarded the new punch out time also. Daily open Runs do not include Extra Work. Overtime rules apply.

- Sick Leave
  - Sick leave shall be calculated and paid based on the driver's normal work assignment or eight (8) hours per day, whichever is less.
  - Drivers are to follow Article XII-Sick Leave, Paragraph C - and give at least two (2) hours' notice when utilizing a sick day using the process established by the District. In the event a driver is unable to complete an entire work day, the driver must call a Transportation Supervisor with as much notice as possible, in accordance with the procedures established by the District. Repeated failure to provide such notice-may result in progressive discipline.
- Expressed Duties
  - Completion of all paperwork on a timely basis is part of the job and a condition of employment for every driver. Repeated failure to timely complete paperwork may result in progressive discipline.
  - Any expiration or suspension of licensing may result in immediate suspension without pay. Further progressive discipline may occur at the discretion of the District, up to and including termination.
- Other
  - In accordance with the Memorandum of Understanding between the Association and the District signed August 24, 2005, the Association agrees that the District shall have the right to subcontract bus runs without dispute only where the District cannot hire a bargaining unit member, and only after a good faith attempt has been made to hire such a driver. The District agrees to annually notify the Association in writing of the number of subcontracted bus runs in accordance with the Memorandum.
  - A committee of District Transportation Supervisors and up to three (3) Association representatives from each bus lot will meet at least four times a year to discuss transportation issues and concerns.

EAST STROUDSBURG AREA SCHOOL DISTRICT

APPENDIX B: Adjusted Hourly Rates: 2026-2027 Raise

Department	Classification	26.27 % Raise
Administrative Services	Admin Services 1	10%
	Admin Services 2	5%
Business Office	Business Office Personnel 1	15%
	Business Office Personnel 2	10%
Clerical	Secretary	15%
Facilities	Custodian	10%
	Lead Custodian	5%
	Grounds	5%
	Maintenance	5%
Food Services	Monitor	7%
	Cook	5%
	Worker	7%
Student Services	Nurse	10%
	Paraprofessional / PCA	5%
Technology	Information Technologist 1	5%
	Informational Technologist 2	5%
	Information Technologist 3	5%
Transportation	Bus Monitor	7%
	Driver - CDL	3%
	Driver - Non-CDL	5%
	Mechanic	7%

Specific Adjustments:

- Paraprofessional / PCA: $0.50 / hour in lieu of previous Tact II stipend
- Bus driver: $0.75 / hour in lieu of previous flat stipend for assignment of partial run
- Maintenance: $0.35 / hour in lieu of previous certification stipends
- Lead cook / custodian: $2.50 / hour

Starting Salary Rates

Department	Classification	26.27	27.28	28.29	29.30	30.31
Administrative Services	Admin Services 1	$22.49	$23.17	$23.86	$24.58	$25.31
	Admin Services 2	$26.41	$27.20	$28.02	$28.86	$29.72
Business Office	Business Office Personnel 1	$22.49	$23.17	$23.86	$24.58	$25.31
	Business Office Personnel 2	$26.41	$27.20	$28.02	$28.86	$29.72
Clerical	Secretary	$18.26	$18.81	$19.37	$19.95	$20.55
Facilities	Custodian	$19.37	$19.95	$20.55	$21.17	$21.80
	Lead Custodian	$22.00	$22.66	$23.34	$24.04	$24.76
	Grounds	$24.78	$25.52	$26.29	$27.08	$27.89
	Maintenance	$26.10	$26.89	$27.69	$28.52	$29.38
Food Services	Monitor	$16.73	$17.23	$17.75	$18.28	$18.83
	Cook	$19.52	$20.11	$20.71	$21.33	$21.97
	Worker	$16.89	$17.40	$17.92	$18.46	$19.01
Student Services	Nurse	$23.88	$24.59	$25.33	$26.09	$26.87
	Paraprofessional / PCA	$21.40	$22.04	$22.70	$23.38	$24.08
Technology	Information Technologist 1	$28.39	$29.24	$30.12	$31.02	$31.96
	Informational Technologist 2	$31.32	$32.26	$33.23	$34.23	$35.25
	Information Technologist 3	$38.56	$39.71	$40.90	$42.13	$43.40
Transportation	Bus Monitor	$16.13	$16.61	$17.11	$17.62	$18.15
	Driver - CDL	$25.82	$26.59	$27.39	$28.21	$29.06
	Driver - Non-CDL	$18.35	$18.90	$19.47	$20.06	$20.66
	Mechanic	$29.16	$30.03	$30.93	$31.86	$32.82

APPENDIX C: Deduction of Dues

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

TO: Director of Fiscal Affairs
East Stroudsburg Area School District

FROM: _____
(Print Name)

I hereby request and authorize the above-named Administrator to deduct from my earnings bi-weekly and transmit the same to the Treasurer of the East Stroudsburg Area Education Support Professional Association for membership dues in the Association. I understand that this authorization may be withdrawn by me annually upon fifteen (15) days' written notice prior to June 30, and hereby waive all right and claim for any monies deducted and transmitted in accordance with this authorization and agree to save the Board of Education of East Stroudsburg Area School District, its officers and agents, harmless in the event of any claim, loss, or suit in connection therewith.

DATE:_____ _____
(Signature)

BUILDING: _____

POSITION:_____

SOCIAL SECURITY #:_____

APPENDIX D: Grievance Paperwork

EAST STROUDSBURG ESPA
Grievance Report Form
(Page 1 of 4)

Grievance #: _____ Date: _____

Grievance Initiated By: _____

Date the Alleged Grievance Occurred: _____

Statement of Grievance: _____

_____

_____

_____

_____

_____

_____

Relief Sought: _____

_____

_____

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_____

_____ _____
Signature of Grievant (or Association Representative) Date

_____ _____
Received by Date

EAST STROUDSBURG ESP
Grievance Report Form
(Page 2 of 4)

Grievance #: _____

LEVEL ONE:
Informational discussion with the immediate supervisor: _____
Name

On _____.
Date

LEVEL TWO:
Immediate Supervisor's Response: _____

_____

_____

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_____ _____
Supervisor Signature Date

Association/Grievant Response to Level Two: _____

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_____ _____
Association/Grievant Signature Date

EAST STROUDSBURG ESP
Grievance Report Form
(Page 3 of 4)

Grievance #: _____

LEVEL THREE:
Superintendent's Response: _____

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_____ _____
Superintendent Signature Date

Association/Grievant Response to LEVEL THREE: _____

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_____ _____
Association/Grievant Signature Date

EAST STROUDSBURG ESP
Grievance Report Form

Grievance #: _____

LEVEL FOUR:
Board of Education Response: _____

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_____ _____
Board of Education Signature Date

Association Response to LEVEL FOUR: _____

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_____ _____
Association Signature Date

ARBITRATION

APPENDIX E: Health Care Summary

HIGHMARK. | PPO Blue

East Stroudsburg Area SD Support and Student Safety
01780891, 10213859, 10213860, 10213861, 10494445, 10494446

On the chart below, you'll see what your plan pays for specific services. 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	In Network	Out of Network
General Provisions		
Effective Date	January 1, 2026	
Benefit Period(1)	Calendar Year	
Deductible (per benefit period) Individual Family	 $400 $1,200	 $800 $2,400
Plan Pays – payment based on the plan allowance	100% after deductible	80% after deductible
Out-of-Pocket Limit (Once met, plan pays 100% coinsurance for the rest of the benefit period) Individual Family	 none none	 $2,000 $4,000
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. Individual Family	 $10,150 $20,300	 not applicable not applicable
Office/Clinic/Urgent Care Visits		
Retail Clinic Visits & Virtual Visits	100% after $15 copay	80% after deductible
Primary Care Provider Office Visits & Virtual Visits	100% after $15 copay	80% after deductible
Specialist Office Visits & Virtual Visits	100% after $15 copay	80% after deductible
Virtual Visit Originating Site Fee	100% after deductible	80% after deductible
Urgent Care Center Visits	100% after $35 copay	80% after deductible
	Copayment, if any, does not apply to Urgent Care Center Visits prescribed for the treatment of Mental Health or Substance Abuse	
On-Demand Telemedicine Services (3)	100% after $10 copay	not covered
Preventive Care (4)		
Routine Adult Physical Exams	100% (deductible does not apply)	80% after deductible
Adult Immunizations	100% (deductible does not apply)	80% after deductible
Routine Gynecological Exams, including a Pap Test	100% (deductible does not apply)	80% (deductible does not apply)
Breast Cancer Screenings	100% (deductible does not apply)	80% (deductible does not apply)
BRCA-Related Genetic Counseling and Genetic Testing	100% (deductible does not apply)	80% after deductible
Colorectal Cancer Screening	100% (deductible does not apply)	80% after deductible
Diagnostic Services and Procedures	100% (deductible does not apply)	80% after deductible
Routine Pediatric Physical Exams	100% (deductible does not apply)	80% after deductible
Pediatric Immunizations	100% (deductible does not apply)	80% (deductible does not apply)
Diagnostic Services and Procedures	100% (deductible does not apply)	80% after deductible
Emergency Services		
Emergency Room Services(5)	100% after $100 copay (waived if admitted)	
Ambulance- Emergency (6)	80% (deductible does not apply)	80% (deductible does not apply)
Ambulance- Non-Emergency (6)	80% after deductible	80% after deductible
Hospital and Medical / Surgical Expenses (5)		
Hospital Inpatient	100% after deductible	80% after deductible
Hospital Outpatient	100% after deductible	80% after deductible
Outpatient Surgery (facility)	100% after deductible	80% after deductible
Surgical Services (professional)	100% after deductible	80% after deductible

Benefit	In Network	Out of Network
Maternity (non-preventive facility & professional services) including dependent daughter	100% after deductible	80% after deductible
Medical Care (including inpatient visits and consultations)/Surgical Expenses	100% after deductible	80% after deductible
Therapy and Rehabilitation Services		
Physical Medicine	100% after deductible	80% after deductible
	limit: 52 visits/benefit period aggregate with speech therapy and occupational therapy - Limit does not apply when Therapy Services are prescribed for the treatment of Mental Health or Substance Abuse	
Respiratory Therapy	100% after deductible	80% after deductible
Speech Therapy	100% after deductible	80% after deductible
	limit: 52 visits/benefit period aggregate with occupational therapy and physical medicine - Limit does not apply when Therapy Services are prescribed for the treatment of Mental Health or Substance Abuse	
Occupational Therapy	100% after deductible	80% after deductible
	limit: 52 visits/benefit period aggregate with physical medicine and speech therapy - Limit does not apply when Therapy Services are prescribed for the treatment of Mental Health or Substance Abuse unlimited visits/benefit period for cognitive therapy	
Spinal Manipulations	100% after deductible	80% after deductible
	limit: 36 visits/benefit period	
Cardiac Rehabilitation Therapy	100% after deductible	80% after deductible
	3 sessions per week for 12 weeks per benefit period	
Infusion Therapy	100% after deductible	80% after deductible
Chemotherapy	100% after deductible	80% after deductible
Radiation Therapy	100% after deductible	80% after deductible
Dialysis	100% after deductible	80% after deductible
Mental Health / Substance Abuse		
Inpatient Mental Health Services	100% after deductible	80% after deductible
Inpatient Substance Abuse Detoxification	100% after deductible	80% after deductible
Inpatient Substance Abuse Rehabilitation	100% after deductible	80% after deductible
	limit: unlimited	
Outpatient Mental Health Services (includes virtual behavioral health visits)	100% after deductible	80% after deductible
Outpatient Substance Abuse Services	100% after deductible	80% after deductible
Other Services		
Allergy Extracts and Injections	100% after deductible	80% after deductible
Autism Spectrum Disorder Including Applied Behavior Analysis (7)	100% after deductible	80% after deductible
Assisted Fertilization Procedures (Limited to Artificial Insemination - 3 attempts per lifetime)	not covered	not covered
Dental Services Related to Accidental Injury (8)	100% after deductible	80% after deductible
Diabetes Treatment Equipment and Supplies	100% after deductible	80% after deductible
Diabetes Education Program	100% after deductible	80% after deductible
Diagnostic Services Advanced Imaging (MRI, CAT, PET scan, etc.)	100% after deductible	80% after deductible
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100% after deductible	80% after deductible
Durable Medical Equipment, Orthotics, Prosthetics, and Ostomy Supplies	100% after deductible	80% after deductible
	limit: $5,000/benefit period	
Enteral Foods	100% (deductible does not apply)	80% (deductible does not apply)
Home Health Care	100% after deductible	80% after deductible
Home Infusion and Suite Infusion Therapy	100% after deductible	80% after deductible
Hospice	100% after deductible	80% after deductible
	limit: 180 days/ lifetime and respite care maximum of 5 days for every 3 months	
Infertility Counseling, Testing (8)	100% after deductible	80% after deductible
	Testing to determine infertility only	
Mammograms, Medically Necessary	100% (deductible does not apply)	80% (deductible does not apply)

Benefit	In Network	Out of Network
Nutritional Therapy	100% (deductible does not apply)	80% after deductible
	Limit: 6 visits per benefit period. Covered for any diagnosis	
Prostate Cancer Screening	100% (deductible does not apply)	80% (deductible does not apply)
Private Duty Nursing	100% after deductible	80% after deductible
	limit: 240 hours/benefit period	
Skilled Nursing Facility Care	100% after deductible	80% after deductible
	limit: 100 days/benefit period	
Therapeutic Injections	100% after deductible	80% after deductible
Transplant Services(8)	100% after deductible	80% after deductible
Precertification Requirements (9)	Yes	Yes
Prescription Drugs		
Prescription Drug Deductible Individual Family	none none	
Prescription Drug Program (10) SensibleRx Complete Defined by the National Pharmacy Network - Not Physician Network. Prescriptions filled at a non-network pharmacy are not covered. Your plan uses the Comprehensive Formulary with an Open Benefit Design	**Retail Drugs (30-day Supply)** Plan Pays 80% **Maintenance Drugs through Mail Order (90-day Supply)** $20 generic copay $20 brand copay	

This is not a contract. This benefits summary presents plan highlights only. Please refer to the policy/ plan documents, as limitations and exclusions apply. The policy/ plan documents control in the event of a conflict with this benefits summary.
(1) Your group's benefit period is based on a Calendar Year which runs from January 1 to December 31.
(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 aggregate deductible, once an individual's deductible is satisfied, claim reimbursement for covered services will begin for that member. Once the family deductible is satisfied collectively by covered family members, claim reimbursement will begin for all covered family members. With your aggregate TMOOP, once an individual's TMOOP is satisfied, claims will pay at 100% of the plan allowance for covered expenses for the rest of the benefit period. Claims for the remaining family members will pay at 100% once the family TMOOP amount is satisfied collectively.
(3) On-Demand Telemedicine Services (acute care for minor illnesses available on-demand 24/7) must be performed by a Highmark Designated Telemedicine Provider. Additional services provided by a Designated Telemedicine Provider are paid according to the benefit category that they fall under (e.g. PCP is eligible under the PCP Office Visit benefit, Behavioral Health is eligible under the Outpatient Mental Health Services benefit).
(4) Services are limited to those listed on the Highmark Preventive Schedule with enhancements (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) Diagnostic assessment to diagnose Autism Spectrum Disorders may be performed by a licensed physician, licensed physician assistant, licensed psychologist or certified registered nurse practitioner. Diagnostic assessments performed by a licensed physician, licensed physician assistant or certified registered nurse practitioner will be covered as specified in the Office Visit benefit category. Diagnostic assessments performed by a licensed psychologist will be covered as specified in the Mental Health Care Services- Outpatient benefit category. Applied Behavioral Analysis for the treatment of Autism Spectrum Disorders will be covered as specified above. All other Covered Services for the treatment of Autism Spectrum Disorders will be covered according to the benefit category(e.g. speech therapy, diagnostic services). Services for the treatment of Autism Spectrum Disorders do not reduce visit/day limits
(8) Covered Services will be covered according to the benefit category to which they apply (e.g. outpatient surgery, hospital inpatient, diagnostic services).
(9) 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.
(10) The Highmark formulary is an extensive list of Food and Drug Administration (FDA) approved prescription drugs selected for their quality, safety and effectiveness. The formulary was developed by Highmark Pharmacy Services and approved by the Highmark Pharmacy and Therapeutics Committee made up of clinical pharmacists and physicians. All plan formularies include products in every major therapeutic category. Plan formularies vary by the number of different drugs they cover and in the cost-sharing requirements. This formulary covers all FDA-approved generic and brand-name drugs. Under SensibleRx Complete, when you purchase a brand drug that has a generic equivalent, you will be responsible for the brand drug member cost share indicated plus the difference in cost between the brand and generic drugs. Your plan requires that you use a specific specialty pharmacy for hemophilia medications. Please contact member services for more details. The Copay Armor program helps members to afford high cost medications (mostly specialty) by leveraging manufacturer coupon dollars. Members will not need to change where prescriptions are filled and will be contacted by Pillar Rx for cost savings enrollment. This program utilizes the Copay Armor Max drug list. Your plan offers the Free Market Health program for select specialty medications. You will be contacted by one of the specialty network pharmacies who will provide quality service, care, and coordination of your specialty prescription fill and delivery. No enrollment necessary.

Health benefits or health benefit administration may be provided by or through Highmark Blue Cross Blue Shield, First Priority Health or First Priority Life, all of which are independent licensees of the Blue Cross Blue Shield Association.

Discrimination is Against the Law

The claims administrator complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. The claims administrator does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

The claims administrator:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact the Civil Rights Coordinator.

If you believe that the claims administrator has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, including sex stereotypes and gender identity, you can file a grievance with: Civil Rights Coordinator, P.O. Box 22492, Pittsburgh, PA 15222, Phone: 1-866-286-8295, TTY: 711, Fax: 412-544-2475, email: CivilRightsCoordinator@highmarkhealth.org. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the Civil Rights Coordinator is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at https://ocrportal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, D.C. 20201
1-800-368-1019, 800-537-7697 (TDD)

Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.

Please note that your employer – and not the claims administrator - is entirely responsible for determining member eligibility and for the design of your plan/ program; including, any exclusion or limitation described in the benefit Booklet.

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call the number on the back of your ID card (TTY: 711).

ATENCIÓN: Si usted habla español, servicios de asistencia lingüística, de forma gratuita, están disponibles para usted. Llame al número en la parte posterior de su tarjeta de identificación (TTY: 711).

请注意：如果您说中文，可向您提供免费语言协助服务。
请拨打您的身份证背面的号码（TTY：711）。

CHÚ Ý: Nếu quý vị nói tiếng Việt, chúng tôi cung cấp dịch vụ hỗ trợ ngôn ngữ miễn phí cho quý vị. Xin gọi số điện thoại ở mặt sau thẻ ID của quý vị (TTY: 711).

ВНИМАНИЕ: Если вы говорите по-русски, вы можете воспользоваться бесплатными услугами языковой поддержки. Позвоните по номеру, указанному на обороте вашей идентификационной карты (номер для текст-телефонных устройств (TTY): 711).

Geb Acht: Wann du Deitsch schwetzscht, kannscht du en Dolmetscher griege, un iss die Hilf Koschdefrei. Kannscht du die Nummer an deinre ID Kard dahinner uffrufe (TTY: 711).

알림: 한국어를 사용하시는 분들을 위해 무료 통역이 제공됩니다. ID 카드 뒷면에 있는 번호로 전화하십시오 (TTY: 711).

ATTENZIONE: se parla italiano, per lei sono disponibili servizi di assistenza linguistica a titolo gratuito. Contatti il numero riportato sul retro della sua carta d'identità (TTY: 711).

تنبيه: إذا كنت تتحدث اللغة العربية، فهناك خدمات المعاونة في اللغة المجانية متاحة لك. اتصل بالرقم الموجود خلف بطاقة هويتك (جهاز الاتصال لذوي صعوبات السمع والنطق: 711).

ATTENTION: Si vous parlez français, les services d'assistance linguistique, gratuitement, sont à votre disposition. Appelez le numéro au dos de votre carte d'identité (TTY: 711).

ACHTUNG: Wenn Sie Deutsch sprechen, steht Ihnen unsere fremdsprachliche Unterstützung kostenlos zur Verfügung. Rufen Sie dazu die auf der Rückseite Ihres Versicherungsausweises (TTY: 711) aufgeführte Nummer an.

ધ્યાન આપશો: જો તમે ગુજરાતી ભાષા બોલતા હો, તો ભાષા સહાયતા સેવાઓ, મફતમાં તમને ઉપલબ્ધ છે. તમારા ઓળખપત્રના પાછળના ભાગે આવેલા નંબર પર ફોન કરો (TTY: 711).

UWAGA: Dla osób mówiących po polsku dostępna jest bezpłatna pomoc językowa. Zadzwoń pod numer podany na odwrocie karty ubezpieczenia zdrowotnego (TTY: 711).

Kominike : Si se Kreyòl Ayisyen ou pale, gen sèvis entèprèt, gratis-ticheri, ki la pou ede w. Rele nan nimewo ki nan do kat idantite w la (TTY: 711).

ប្រការចង់ចាំ ៖ បើលោកអ្នកនិយាយ ភាសាខ្មែរ ហើយត្រូវការសេវាកម្មជំនួយផ្នែកភាសា ដែលអាចផ្តល់ជូនលោកអ្នកដោយឥតគិតថ្លៃ។ សូមទូរស័ព្ទទៅលេខដែលមាននៅលើខ្នងកាតសម្គាល់របស់របស់លោកអ្នក (TTY: 711) ។

ATENÇÃO: Se a sua língua é o português, temos atendimento gratuito para você no seu idioma. Ligue para o número no verso da sua identidade (TTY: 711).

ATENSYON: Kung nagsasalita ka ng Tagalog, may makukuha kang mga libreng serbisyong tulong sa wika. Tawagan ang numero sa likod ng iyong ID card (TTY: 711).

注： 日本語が母国語の方は言語アシスタンス・サービスを無料でご利用いただけます。ID カードの裏に明記されている番号に電話をおかけください (TTY: 711)。

توجه: اگر شما به زبان فارسی صحبت می کنید، خدمات کمک زبان، به صورت رایگان، در دسترس شماست. با شماره واقع در پشت کارت شناسایی خود (TTY: 711) تماس بگیرید.

BAA ÁKONÍNÍZIN: Diné k'ehgo yáníłti'go, language assistance services, éí t'áá níík'eh, bee níká a'doowoł, éí bee ná'ahóót'i'. ID bee nééhózingo nanitinígíí bine'dęę' (TTY: 711) jį' hodíilnih.

ध्यान दें: यदि आप हिन्दी बोलते हैं, तो आपके लिए निःशुल्क भाषा सहायता सेवा उपलब्ध है। आपके सदस्य पहचान (ID) कार्ड के पीछे दिए गए नंबर पर फोन करें। (TTY: 711).

توجہ فرمائیں: اگر آپ اردو بولتے ہیں، زبان معاونت سروس، مفت میں آپ کے لیے دستیاب ہے۔ اپنے شناختی کارڈ کی پشت پر درج شدہ نمبر پر کال کریں (TTY: 711)۔

గమనిక: మీరు తెలుగు మాట్లాడితే, లాగీవేజ్ అసిస్టెన్స్ సర్వీసెస్, ఛార్జీ లేకుండా, మీకు అందుబాటులో ఉన్నాయి. మీ మెంబర్ ఐడెంటిఫికేషన్ కార్డు (ఐడి) వెనుక ఉన్న నంబరుకు కాల్ చేయండి (TTY: 711).

โปรดทราบ: หากคุณพูด ไทย, มีบริการช่วยเหลือด้านภาษาให้คุณโดยไม่มีค่าใช้จ่าย โทรไปยังหมายเลขที่อยู่ด้านหลังบัตรประจำตัวประชาชนของคุณ (TTY: 711)

ध्यान दिनुहोस्: यदि तपाई नेपाली भाषा बोल्नुहुन्छ भने, तपाईका लागि भाषा सहायता सेवाहरू निःशुल्क उपलब्ध हुनुहुन्छ। तपाईको आइडी कार्डको पछाडि भागमा रहेको नम्बर (TTY: 711) मा फोन गर्नुहोस्।

Aandacht: Indien u Nederlands spreekt, is de taaladviesdienst gratis beschikbaar voor u. Bel het nummer op de achterkant van uw identificatie (ID) kaart (TTY: 711).

United Concordia dental

Dental Benefits Summary for East Stroudsburg Area School District

Effective Date: January 1, 2026 **Network: Elite Prime**

Benefit Category[1]	In-Network[2]	Non-Network[2]
Class I – Diagnostic/Preventive Services		
Exams Bitewing X-rays All Other X-rays Cleanings & Fluoride Treatments Sealants Space Maintainers Palliative Treatment	100%	100%
Class II – Basic Services		
Basic Restorative (Fillings) Simple Extractions Repairs of Crowns, Inlays and Onlays Endodontics Inlays, Onlays, Crowns Complex Oral Surgery General Anesthesia	100%	100%
Class III – Major Services		
Nonsurgical Periodontics Surgical Periodontics Repairs of Bridges & Dentures Prosthetics (Bridges, Dentures)	50%	50%
Orthodontics (To Any Age)		
Diagnostic, Active, Retention Treatment	50%	50%
Maximums & Deductibles (applies to the combination of services received from network and non-network dentists)		
Calendar Year Program Deductible (per member/per family) (January 1 – December 31)	None	
Calendar Year Program Maximum (per member) (January 1 – December 31)	$1,500 Excludes Orthodontics	
Lifetime Orthodontic Maximum (per member)	$1,500	
Reimbursement	**Elite Prime**	**Advantage MAC in PA; National Fee For Service outside PA**

Representative listing of covered services. For self-funded plans, see your employer's Summary Plan Description for a detailed description of benefits.

Dental plans are administered by United Concordia Companies, Inc. Fully insured plans are underwritten by United Concordia Insurance Company. For more information please visit the "Disclaimers" link at www.UnitedConcordia.com. Administrative and claims offices located at 1800 Center Street Suite 2B 220, Camp Hill, PA 17011. Call 1-800-332-0366. For additional plan details or questions, contact your account representative or visit www.ucci.com for more information.

1. Unmarried dependent children covered to age 19. Unmarried dependent students covered to age 23.
2. Reimbursement is based on our schedule of maximum allowable charges (MACs). Network dentists agree to accept our allowances as payment in full for covered services. Non-network dentists may bill the member for any difference between our allowance and their fee (also known as balance billing). We evaluate our MACs and OON percentile allowances annually based on proprietary claim experience and data purchased from independent sources such as FAIR Health. United Concordia Dental's standard exclusions and limitations apply.

The Plan complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

English	ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-800-332-0366 (TTY: 711).
Español (Spanish)	ATENCIÓN: Si habla español, le ofrecemos de ayuda lingüística gratuita. Llame al 1-800-332-0366 (TTY: 711).
繁體中文 (Chinese)	注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-800-332-0366 (TTY: 711)。

EEM-0142-0921
CPC 53FGC
Groups: 254025000; 254025001; 254025002
MX2548680-E

EMPLOYEE BENEFIT TRUST OF EASTERN PA

VBA# 1087

Effective: 7/1/2025-6/30/2027
$0 Exam / $25 Materials Copay
Student Status Required
Up to Age: 23 (EOBY)

Frequency Type: Last Date of Service	Employee	Spouse	Children (age 19 EOBY)
Vision Exam	24 Months	24 Months	12 Months
Lenses	24 Months	24 Months	12 Months
Frames	24 Months	24 Months	24 Months

Benefits: Employee Can Select Either	VBA Participating Provider Amount Covered/Benefit (After Applicable Copay)*	Out-of-Network Max Reimbursement (Zero Copay)
Vision Exam (Glasses or Contacts)	Covered in Full	$32
Retinal Screening with Exam	Copay not to exceed $39	N/A
Clear Standard Lenses (Pair):		
Single Vision	Covered in Full	$24
Bifocal	Covered in Full	$36
Blended Bifocal	Covered in Full	$36
Trifocal	Covered in Full	$46
Progressives (Basic, Standard & Premium 1-4)	Partially-Covered	$46
Lenticular	Covered in Full	$72
Polycarbonate	Covered in Full for Persons Up to Age 19	N/A
Basic Scratch Coating	Covered in Full	N/A
Frame (Wholesale Allowance)	Up to $25	$24
-OR-		
Elective Contacts (in lieu of eyeglass benefits)		
Material Allowance	Up to $150[A]	$150
Elective Fitting Fee and Evaluation	15% off UCR	N/A
-OR-		
Medically Necessary Contacts	Covered in Full[B]	$150

Where an "allowance" is shown above, the Member is responsible for paying any charges in excess of the allowance less any applicable copay.

Benefits and participation may vary by location, including, but not limited to, Costco® Optical, Pearle Vision, LensCrafters®, Target Optical®, Eyeglass World®, America's Best® and Boscov's™ Optical.

A *The allowance is applied to all services/materials associated with contact lenses, including, but not limited to, contact fitting, dispensing, cost of the lenses, etc. No guarantee the allowance will cover the entire cost of services and materials.*

B *Requires prior approval. May only be selected in lieu of all other material benefits listed herein.*

* *A $0 copayment is applied to the vision exam and a $25 copayment is applied to the total cost of the lenses and/or frames ordered from a VBA Member Doctor only. Copayments do not apply to the contact materials.*

This plan is designed to cover your visual needs rather than cosmetic options.

Additional Charges

You may incur out-of-pocket charges when selecting any of the following:

- *Tinted Lenses*
- *Photochromic/Polarized Lenses*
- *Polycarbonate (covered under age 19)*
- *Hi-index Lenses*
- *Progressive (available starting at $29)*
- *The coating of the lens or lenses (except Basic Scratch Coating)*
- *A frame that costs more than the plan allowance*
- *Rimless Frames*
- *Anti-Reflective*

Additionally, costs for contact lenses/services in excess of the plan's scheduled reimbursement allowances are the responsibility of the patient.

Not Covered

The contract gives VBA the right to waive any of the plan limitations if, in the opinion of our optometric consultants, it is necessary for the patient's welfare. VBA provides no benefit for professional services or materials connected with the following:

- *Orthoptics or vision training*
- *Non-prescription lenses*
- *Two pair of glasses in lieu of bifocals*
- *Medical or surgical treatment of the eyes*
- *An eye examination, or corrective eyewear, required by an employer as a condition of employment*
- *Services of materials provided as result of any Worker's Compensation Law or similar legislation*
- *Glasses and contacts during the same eligibility period*

Lenses and frames furnished under this program which are lost or broken will not be replaced except at the normal intervals when services are otherwise available.

Additional Terms and Conditions

Frame allowance is based on wholesale pricing at non-retail locations. Frame allowance, contact lens pricing and policies vary by location. Contact your provider before requesting services.

Benefits may only be used for contact lenses when selected in lieu of eyeglasses (spectacle lenses and frames). If purchased at the same time from a single provider, your plan will cover up to $150 towards the cost of contact fitting fees and contact lenses. Any provider contact lens charges that exceed this amount shall be the responsibility of the member. Members may be required to pay contact fitting fees out of pocket at some locations.

Benefits and participation may vary by location and where prohibited by state law.

Exam copay is not required if benefits are used to purchase contact lenses from a single provider on the same day of the member's exam. Material copays do not apply to contact lenses.

A 15% discount off the provider's usual, customary and reasonable contact lens fitting fee may be available in some locations. Void where prohibited by law.

Benefits may only be used for medically necessary contact lenses when selected in lieu of all other materials.

Additional terms and conditions apply. Contact VBA at 412-881-4900 for more information.