

**Memorandum of Agreement
Between the
Central Intermediate Unit 10
And
Tri-County Education Association, PSEA/NEA**

This Memorandum of Agreement is by and between the Central Intermediate Unit 10 (“CIU”) and the Tri-County Education Association (“Association”) and is entered into on the date of signature below.

WITNESSETH

WHEREAS, the CIU and Association are parties to a Collective Bargaining Agreement (“CBA”) which is in effect from July 1, 2024, through June 30, 2029; and

WHEREAS, the parties agree that the support staff at CIU have been added into the professional bargaining unit and certified by the Pennsylvania Labor Relations Board on December 18, 2025.

WHEREAS, this Memorandum of Agreement (“MOA”) will be an addendum to the current CBA as described previously. The provisions of the current CBA shall apply to the now included support staff, unless specified otherwise in this MOA. The current CBA shall remain in effect and unchanged for the professional staff.

WHEREAS, this MOA shall be in effect beginning July 1, 2026, through June 30, 2029. A successor CBA, encompassing both professional and support staff shall be negotiated with a term beginning July 1, 2029.

WHEREAS, the parties hereto wish to memorialize the terms and conditions of their agreement in writing.

NOW, THEREFORE, for and in exchange of the consideration provided herein, the receipt and sufficiency whereof is hereby acknowledged, the parties agree as follows:

1. The hereinbefore recitals are incorporated by reference as if each had been set forth at length herein.

I C – DEFINITIONS

Throughout the body of this MOA the terms “employee,” “support staff,” and “support staff employee” mean a member of the Tri-County Education Association, PSEA/NEA bargaining unit.

This designation shall be applied consistently throughout this contract with no exceptions unless otherwise noted.

III D – REPRESENTATION

At all stages of any grievance procedure, he or she presenting the grievance shall be entitled to be represented either by Association counsel and/or a representative of the bargaining unit or professional association with which the bargaining unit is affiliated.

The Association, in consultation with the employee, may, at any step, present whatever evidence and/or witnesses deemed necessary.

IV A - DUES DEDUCTION

The Board agrees to deduct from the salaries of the support staff employees dues for membership in the National Education Association, the Pennsylvania State Education Association, and the Tri-County Education Association, PSEA/NEA as said members authorize the Board to deduct such moneys. The Board shall have these moneys transferred by check to the Tri-County Education Association, and such deductions shall be taken in eight (8) equal installments from the paychecks due October, November, December, January, February, March, April and May.

Upon written authorization from a support staff employee, the Board will deduct the balance from the annual pre-authorized membership dues if such employee terminates service prior to the total annual dues being deducted.

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken or not taken by the Board for the purpose of complying with any of the provisions of this paragraph or in reliance on the list, notice or assignment furnished under any of said provisions.

V E - MEMBERSHIP PINS

No employee shall be prevented from wearing lapel pins or other identification of membership in the Association or its affiliates.

V F - SENIORITY

Seniority means the status of employees with respect to total length of service with the Employer. Seniority shall be computed from the employee's first day worked since the most recent date of hiring. In the event two (2) or more employees begin work on the same date, their seniority rank shall be determined by lottery.

There shall be two separate seniority lists. One for professional employees and one for support staff employees.

New employees acquire no seniority for a probationary period of one hundred eighty (180) working days immediately following such employee's start date and, during such period, shall

be considered as “probationary employees”; but if retained after such period, seniority shall date back to their original date of employment. During such one hundred eighty (180) day probationary period, Employer shall have the sole right to determine the suitability of the employee for Employer’s work and whether or not the employee shall be continued as an employee, and all such probationary employees may be separated from employment, at the sole discretion of the Employer, without recourse by the employee or Association to the grievance or arbitration procedure. All present employees shall retain existing seniority dates.

V G - DUTY FREE TIME

Employees of CIU shall be allowed to leave their building during their duty-free lunch. Support staff in schools may do so if consistent with that district's policy.

VI A - WORK YEAR

The work year for support staff employees shall be:

- The work year for full-time administrative support may be 260, 261, or 262 days depending on the specific CIU calendar, inclusive of paid holidays.
- The work year for school age student support is 184 days.
- The work year for full-time preschool/early intervention is 184 days. CIU recognizes that current full-time preschool employees in this group currently work 165 days. CIU will grandfather these employees under this provision for the duration of the MOA. These employees will continue to be considered full-time employees and retain full-time benefits. Beginning July 1, 2029, any employee in this position that works less than 184 days will be considered part-time and will no longer receive full-time benefits. Those that are currently working the 165-day schedule have the option to move to 184 days beginning July 1, 2026, or any July 1 during this MOA. Beginning July 1, 2029, these employees will be required to work 184 days.
- The work year for part-time employees varies by assignment.

Any CIU bargaining unit member required to work beyond the contractual schedule shall be given written notice by the CIU supervisor. Any CIU bargaining unit member requesting additional time beyond the contractual schedule shall provide the request in advance for the review and approval by immediate supervisor. Additional time will be compensated at the employees’ hourly rate.

Salary and medical benefits shall be prorated based on percentage of the number of days worked within the school year.

VI B - WORK DAY

The workday for full-time employees shall be 7 hours exclusive of an unpaid, 30-minute, duty free lunch. The workday for a specific employee may be extended for a specific purpose.

At the Board's discretion, certain Fridays between June and August may be designated as office closure days, as outlined in the annually approved CIU calendar. To compensate for these closures, employees will work modified schedules Monday through Thursday, with each workday not exceeding 8.75 hours, excluding a 30-minute duty-free lunch. Should the modified schedule result in a workday that is fewer than 8.75 hours, the employees shall suffer no loss of pay. This provision shall apply only to full-time, 12-month employees.

VI E – SUPPORT STAFF VACANCIES

Qualified bargaining unit employees may apply for any posted vacancy during the posting period. External applicants may be considered concurrently with internal applicants.

The Employer shall fill vacancies based upon the qualifications, skills, experience, certifications, performance, and overall ability of the applicants to successfully perform the duties of the position. The Employer shall have the sole discretion to select the applicant determined to be the best qualified for the position.

Employees may request transfer to a vacant bargaining unit position by applying through the vacancy posting process. Transfers shall not be automatic and shall be subject to the selection criteria set forth in the prior paragraphs.

Employees that transfer to a new job category/title (see Appendix D) will be on a probationary period of one hundred eighty (180) working days immediately following such employee's transfer date and, during such period, shall be considered as a "probationary employee". During such one hundred eighty (180) day probationary period, Employer shall have the sole right to determine the suitability of the employee for Employer's work and whether or not the employee shall be continued as an employee, and all such probationary employees may be separated from employment, at the sole discretion of the Employer, without recourse by the employee or Association to the grievance or arbitration procedure. All present employees shall retain existing seniority dates. During the probationary period, the supervisor will meet with the employee regularly to discuss and evaluate performance. The supervisor shall provide any necessary training to attempt to improve performance prior to dismissal.

Employees who are involuntarily transferred by the Employer, or who voluntarily transfer to another position within the same job category/title (see Appendix D), including transfers between buildings, programs, worksites, or assignments, shall not be subject to a new probationary period.

All present employees shall retain existing seniority dates.

Nothing in this Article shall limit the Employer's right to determine staffing needs, establish qualifications for positions, assign employees, or select the candidate deemed best qualified to meet the operational needs of the Employer.

VI F - POLICIES AND ADMINSTRATIVE REGULATIONS

All CIU employees will make themselves familiar with all applicable Board policies which shall be accessible on the CIU website. Administrative regulations ("AR") are created to provide guidance on how policies are implemented and shall be accessible on the website. When appropriate, the CIU administration will discuss policies and AR changes with TCEA. Once ARs are modified, CIU will notify TCEA of the change.

VII A - POSTING VACANCIES

In the event of any vacancies in the support staff, the Human Resources Manager will post the notice of such vacancy promptly on the CIU website, and via electronic communication to employees. Such notice will also be sent to the Association President.

VII B - NOTIFICATION OF ASSIGNMENT

The Board recognizes that the support staff employees are desirous of being notified as soon as possible of the location of their employment for the ensuing school term. Therefore, the administration will, as to employees who have been in the employ of the Board for the prior year, give notice of any change in assignment prior to the first day of the in-service.

In the event that an employee's room or building of assignment is changed, the employee will be notified as soon as possible.

VII C – SECURING SUBSTITUTES

Support staff employees shall not be responsible for finding or contacting their own substitutes in the event of absence.

VII G-2 - FURLOUGHS (REDUCTION IN FORCE)

The President of the Union and the affected employee(s) shall receive at least a ten (10) work day written notice of impending layoff or furlough.

The Employer retains the exclusive right to determine the size and composition of its workforce and to reduce, eliminate, reorganize, or consolidate positions when deemed necessary due to operational, financial, programmatic, enrollment, funding, or other legitimate business reasons.

In the event a furlough becomes necessary, the Employer shall determine the positions to be reduced or eliminated and shall administer any furloughs in accordance with applicable law. Furlough consideration will be determined by the Employer according to performance, qualification, skills and seniority. Seniority will be considered in the situation of a tie. The

Employer reserves the right to determine the services to be provided, the staffing required to provide such services, and the qualifications necessary for continued employment.

VII H – EVALUATIONS

Support staff employees shall be evaluated by a CIU administrative employee. Support staff shall be evaluated in accordance with the existing CIU policy.

VII I – SAFE WORKING CONDITIONS

The TCEA President may send both a professional and support staff TCEA member to the CIU's Safety Committee meetings. The TCEA member(s) shall be excused from job requirements to attend the meeting of the Team.

The TCEA President and the CIU Executive Director shall meet at least twice in a school year for the purpose of discussing workplace safety. Meetings shall occur in or about August and January.

VII J - JOB DESCRIPTIONS

Current CIU support staff employees will be given a copy of their current job description upon ratification of this Agreement. The CIU and employee will retain signed copies of said job descriptions. An employee's signature shall indicate receipt of the job description only. When a new employee is hired by CIU, the new employee shall sign a copy of the job description and be given a copy.

Job descriptions for new or vacant support staff positions will be shared and discussed with the Association. When it becomes necessary for the CIU to revise the job description of a current employee, the proposed revised job description will be shared and discussed with the Association before it is finalized. CIU maintains the final determination. Should an employee have a concern with their current job description, the employee should reach out to HR to schedule a meeting to discuss the job description. An Association officer/representative may be present for such meeting.

VIII A - PERSONAL/EMERGENCY LEAVE

Each member will be permitted four (4) days or twenty-eight (28) hours per year for personal or emergency reasons with pay. These days shall be cumulative to seven (7) or a maximum of forty-nine (49) hours; however, it is understood that no more than five (5) days or thirty-five (35) hours may be used at any given time. No reason shall be required for taking these days. Notice of intent to take the personal/emergency leave days must be given to the Supervisor at least twenty-four (24) hours in advance, except when emergency conditions prevail. Any days not used that accumulate beyond seven (7) or hours beyond forty-nine (49) shall be credited as

sick days on July 1st following the year of accrual. A limit of five percent (5%) of the support personnel will be granted this leave on any one day. Emergency requests are exempt from the five percent (5%) provisions. A personal day may not be taken during the first five (5) or last five (5) days of the school year or immediately before or after a school holiday unless prior approval is given by the Executive Director and provided that days taken during this period are non-elective in nature, such as death or serious illness in the family, marriage of a son or daughter or near relative, graduation of family member, etc.

VIII A-2 – SUPPORT STAFF SICK LEAVE

Each full-time employee shall be granted paid sick leave annually in accordance with their work schedule classification as follows:

- Twelve (12) month employees shall receive twelve (12) sick days per fiscal year.
- One hundred eighty-four (184) day employees shall receive ten (10) sick days per fiscal year.
- One hundred sixty-five (165) day employees shall receive seventy (70) hours of sick leave per fiscal year.

Employees hired after the start of their contracted year shall have their respective sick leave prorated based on the percentage of the work year remaining. Part-time employees shall have their sick leave prorated based on the percentage of the of the full-time work day the employee is expected to work.

Employees shall be able to use ten (10) sick days per year due to illness of an immediate family member. Immediate family members shall be defined as father, mother, brother, sister, daughter, son, husband, wife, parent or parent-in-law, son-in-law, daughter-in-law, or other near relative with whom the employee has made their home or any person with whom the employee has made their home. These days may run consecutively and shall run concurrently with the Family Medical Leave Act (FMLA) in case of a long-term illness or injury of a family member. These days shall be subtracted from the employee's personal sick day account.

The Board may consider the application of any eligible employee for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.

VIII F – VACATION LEAVE – SUPPORT STAFF

All newly hired support employees on a twelve-month work schedule shall be prorated vacation days based on date of hire to end of fiscal year. Thereafter, vacation days shall be granted every July 1 as follows:

1. Years 1-10 = Total 15

2. Years 11-20 = Total 16
3. Years 21-30 = Total 17
4. Years 30 and beyond = Total 18

Vacation days must be taken by December 31 of the following year and cannot be carried beyond eighteen (18) months. Any days not utilized by December 31 will be paid to the employee at a daily rate of \$70 per day.

Should an employee leave prior to June 30 in any year, vacation days will be prorated. If an employee used more than their prorated allotment of days, CIU may recoup the overage through payroll deduction.

Scheduling

Eligible employees shall submit a request for scheduled vacation to the immediate supervisor in advance of the requested date.

VIII G – HOLIDAYS – SUPPORT STAFF

Twelve month employees shall be paid for the holidays as per approved annual calendar not to be less than 11 paid holidays in total.

IX A - PAY PERIODS

Full-time twelve month employees and full-time school year employees (184 days) shall be paid in twelve (12) approximately equal installments exclusive of overtime. Part-time employees (including employees who work 165 days) shall be paid monthly based on hours worked.

IX B – WAGE AND SALARY PROVISIONS

The parties agree that the support staff employee's wages to be affected by this Agreement are accurately reflected in the Appendix D attached hereto and made a part hereof. This will remain in force for the term of this MOA.

Appendix D sets forth the minimum starting wage or salary for each employee classification covered by this Agreement. The Board may offer up to the same level of compensation as a current employee that has similar experience and qualifications. Should the CIU have a compelling desire to offer a specific candidate more, the information will be shared and discussed with the Association. Nothing contained herein shall require the Board to place employees at identical wage or salary rates within a classification.

New employees will be provided with the information for 403b enrollment. CIU shall match contributions made by new employees to their 403(b) account up to a maximum of \$100 paid by June 30th. A new employee who does not enroll in a 403(b) will forfeit the \$100 Employer match contribution. Should the new employee no longer be employed on June 30th, no match will be required by CIU. This benefit is for new employees only and will not be offered after the first year of employment.

Support employees who receive an Unsatisfactory rating shall not receive an increase in their base salary. However, their base pay shall not fall below the starting salary for their classification.

IX C – RETIREMENT BENEFIT

Upon retiring and with proper notice (minimum two weeks) from CIU, staff employees with a minimum of twenty (20) years of CIU service or who are at least age 62 with a minimum of 10 years of CIU service, shall be paid \$60 per day for all unused accumulated sick leave with a maximum of 180 days. The employee may elect to have this payment be included as part of the last pay period or, upon written notice, have this payment be deposited into a preexisting 403(b).

Upon retiring and with proper notice (minimum two week notice) from CIU support staff employees with a minimum of ten (10) years of IU service, shall be paid a severance payment based on years of service to CIU. This payment shall be \$65 per year of service and shall be paid as part of the last pay period or, upon written notice, have this payment be deposited into a preexisting 403(b).

Employees who elect to be paid for unused sick leave shall not be eligible to enroll in extended health care.

IX F - EDUCATIONAL REIMBURSEMENT

Each member of the bargaining unit shall be eligible for reimbursement for courses, in-service credits, and continuing education to maintain credentials that have been pre-approved and meets criteria as described below:

CIU will reimburse up to nine (9) credits annually based on the graduate course tuition rate at Penn State University. The maximum reimbursement shall be for the actual cost up to the percentage indicated below:

- For bargaining unit members with an Instructional I certificate and support staff employees, reimbursement will be up to 85% of the current PSU graduate course rate for nine (9) credits. Reimbursement will be for tuition only. Courses may be in the employee's field/area of certification or the general field of education. All college courses will require approval by the Executive Director.
- For bargaining unit members with an Instructional II certificate, reimbursement will be up to 75% of the current PSU graduate course rate for nine (9) credits. Reimbursement will be for tuition only. Courses shall be in the employee's

area of certification or general field of education. All college courses will require approval by the Executive Director.

College courses taken must carry full college credit and be pre-approved by the Executive Director. A course grade of "B-" or better is required for reimbursement. A grade of "C+" or lower is not eligible for reimbursement.

Inservice credits/hours must be pre-approved by the Program Director and the Executive Director. Proof of paid invoice and either passing and/or certificate of completion must be submitted to the Business Manager before the employee will be reimbursed. The total annual reimbursement will not exceed the cost of 75% of nine (9) graduate credits at PSU's graduate course rate.

Continuing education credits/hours required to maintain a state or national license for employment at CIU must be pre-approved by the Program Director and the Executive Director. Proof of paid invoice and either passing and/or certificate of completion must be submitted to the Business Manager before the employee will be reimbursed. The total annual reimbursement will not exceed the cost of 75% of nine (9) graduate credits at PSU's graduate course rate.

Courses count in the fiscal year in which the course ends. In the event that an employee leaves CIU for the purpose of other employment within two years of the college course completion date, the employee will reimburse CIU at the following rates deducted from final paycheck:

If the employee leaves within one year of course completion, the employee will reimburse CIU 100% of the tuition reimbursement received from CIU.

If the employee leaves within two years of course completion, the employee will reimburse CIU 50% of the tuition reimbursement received from CIU.

For bargaining unit members with an Instructional I certification or for support staff employees, a bargaining unit member may request an advancement of tuition for a pre-approved course. Should an advancement be requested, the bargaining unit member must complete the required paperwork. Such paperwork shall be the course registration form of the college/university or other official document of the college/university attesting to the registration and the invoice. In addition, at the time the advancement is requested, the employee will sign a contract, prepared by the Central Intermediate Unit 10, acknowledging that the Central Intermediate Unit 10 may withhold the outstanding balance due from the employee's monthly paycheck if official documentation of at least a B- grade or its equivalent for a completed course is not provided within 30 days of the end of the semester. Failure to provide the required documentation within the 30 days will result in a payroll deduction monthly until the tuition advancement is repaid.

For bargaining unit members with an Instructional I certification or for support staff employees, the Central Intermediate Unit 10 will accept direct billing from any college/university that will provide that opportunity if the employee has completed the request for tuition reimbursement form and signed the contract for direct payment as explained in the prior paragraph.

For bargaining unit members with an Instructional II certification, a bargaining unit member may request a reimbursement of tuition for a pre-approved course. Should a reimbursement be requested, the bargaining unit member must complete the required paperwork including proof of paid invoice and grade of "B- or better.

Tuition reimbursement will not be taxed as salary by the CIU unless the IRS directs otherwise.

Total cost to the CIU shall not exceed eighty thousand dollars (\$80,000) in any one fiscal year.

All courses must be completed within six (6) months of the start date. Employees failing to meet the six (6) months timeline will become ineligible for reimbursement unless extenuating circumstances have prevented the employee from completing the course. All extenuating circumstances must be approved by the Executive Director.

The Executive Director may request a bargaining unit member to obtain additional certification(s) that the Executive Director believes will meet the future needs of the CIU. In situations such as this, the CIU will pay one hundred percent (100%) of the tuition costs (inclusive of mandatory fees). If the teacher fails a course that the CIU is paying one hundred percent (100%) of the cost, then this member shall reimburse the CIU the amount paid by the CIU within six (6) months of the completion of the course.

Support staff employees may request courses/trainings/workshops to qualify them to apply for other positions within the CIU.

Paraeducators may request tuition reimbursement for courses leading to teacher certification. Reimbursement shall be at the same rate as professional employees with an Instructional I certification.

IX K – OVERTIME

Overtime shall be paid for work in excess of forty (40) hours per week for support employees. Hours worked between 35 and 40 hours will be at the employee's regular rate.

For purposes of this Agreement, a workweek begins at 12:00 a.m. each Monday and ends at 11:59 p.m. each Sunday. Each workweek stands alone for the purpose of determining overtime pay for covered support employees.

No overtime shall be scheduled or worked without prior approval of the immediate supervisor unless Maintenance or Technology personnel are required in an emergency instance. Overtime shall be paid at the rate of time and one-half the regular rate of pay when approved in

advance for time worked in excess of forty (40) hours per week-

The Intermediate Unit may use compensatory time off at the premium rate of one and one-half hours for each hour of accrued overtime work (hours worked between 35 and 40 hours will be at one hour per hour), or a combination of cash payment and compensatory time, as determined by the immediate supervisor through written notice prior to the assignment of overtime work. Compensatory time shall be scheduled within a reasonable time after a request by the employee.

For purposes of computing overtime, credit shall be given only for hours worked, as recorded in Intermediate Unit records and provided by law. Time off for holidays, sick leave, vacation leave, personal leave and/or other paid leave shall not be included when computing overtime.

Employees who are required to work on a holiday shall be compensated at double time. This rate is not in addition to any contractual holiday pay. Holiday work under this provision is limited strictly to emergency situations as determined by the Employer and shall not include any pre-scheduled work, assignments, or events.

IX I -EXTENDED HEALTH CARE

For the purpose of Section IX I, Health Care Insurance shall be inclusive of dental and vision insurance. If the CIU pays for its dental and vision coverage on a self-insurance basis, then the CIU will establish "premium" rates at the beginning of each fiscal year, and these rates will be charged to the retiree. The CIU shall not increase the amount of the premiums charged to retirees during the fiscal year. Increases in premium costs can only be calculated at the commencement of a fiscal year. If the CIU pays dental and vision insurance premiums to an insurance carrier, then the retiree will pay the premium amount that the CIU is paying for said coverage.

Upon retirement from the CIU, bargaining unit members who have been employed by the CIU for a minimum of twenty (20) years, and have been members of the bargaining unit for a minimum of twenty (20) years, are eligible for paid individual health care for a maximum of ten (10) years, or until Medicare becomes the primary insurance carrier, whichever comes first. The cost of health care insurance premiums shall be shared equally between the bargaining unit member and the CIU for the first five (5) years of the retirement. For the next five (5) years of retirement, years 6-10, the CIU will pay twenty-five percent (25%) of the cost of the health care insurance premiums while the bargaining unit member will pay seventy-five percent (75%) of the cost of the health care premiums. For those whose first day of employment is on or after July 1, 2021 the cost of the health insurance premiums shall be shared. CIU will pay 25% of the cost of health insurance premiums while the member will pay 75% of the cost of health care premiums.

Support staff employees who have been employed with CIU for at least twenty (20) years shall also be eligible for this benefit. The benefit level shall be the same as for the professional employees hired on or after July 1, 2021. This provision will sunset at the end of this agreement.

IX L – FLEXIBLE INSTRUCTION DAYS

When a school district or school entity declares a flexible instruction day, CIU support staff employees who work in those schools may be permitted to work from home, subject to approval of their immediate supervisor. If work from home is not an option, the supervisor will assign an office location within proximity of the support staff employee's home. For those that work directly with students, the support staff employee will reach out to the classroom teacher to receive direction from the teacher for the day. CIU supervisors may provide trainings for support staff personnel to complete if the direction from the classroom teacher does not encompass their contracted day.

IX N – SUBCONTRACTING

If the Employer advertises the position and is unable to fill the vacancy, the parties agree that a Memorandum of Understanding (MOU) will be drafted and executed to address the unfilled position and any resulting operational needs. These obligations shall apply to any subcontractor engaged by the Employer for a period exceeding sixty (60) calendar days.

IX O – INTERRUPTED WORKDAY

There may be circumstances that would cause the normal workday to be interrupted (late start, early dismissal). If the Executive Director or their designee deems that the workday will be interrupted, support staff employees will receive full pay for the workday.

XA – HEALTH INSURANCE

Support staff employees shall continue to have access to the health insurance coverage identified in the current Collective Bargaining Agreement. In addition, support staff employees may elect to enroll in an IRS-qualified High-Deductible Health Plan (HDHP), subject to the terms and conditions of the plan. Employees electing coverage under the HDHP shall not be required to contribute toward the premium cost of such coverage. The Employer shall not make contributions to the employee's Health Savings Account (HSA) associated with the HDHP.

Employees enrolled in the HDHP may elect to make voluntary payroll-deducted contributions to their HSA in accordance with applicable IRS regulations and may modify their contribution amount at any time, subject to payroll processing timelines and administrative procedures.

X F-2 –SUPPORT STAFF SICK DAY BANK/DONATION

1. When a TCEA support staff member is absent and about to exhaust all applicable leave time, the employee will contact the Human Resources office advising of the need for donation.
2. After consulting with the member, if the member wishes to participate in the donation program, Human Resources will send a message to all bargaining unit members regarding the need for sick day donation.

3. All donating members shall remain anonymous.
4. The absent member shall be compensated at their regular rate of pay.
5. Donating members must maintain at least fifteen (15) sick days after donation of a sick day.
6. Members may donate up to five times per school year at an increment of one (1) day per donation.
7. Members who wish to donate must notify Human Resources via email. Human Resources will notify the donor when their donated time has been deducted from their accrued leave.
8. Anyone who indicates their willingness to donate a day will be entered into a random drawing to determine the donation. Those who are randomly chosen to donate will be notified. Those who are not chosen to donate will also be notified. The names of those who were willing to donate a day shall remain anonymous.
9. The CIU and the Association agree to meet as needed to review and revise this procedure.
10. A maximum of forty (40) days will be set for all TCEA support staff bargaining unit members to use throughout their total service time with the CIU.

***NOTE: Service time shall mean years of service with the CIU only. Years of service performed outside of CIU shall not be considered 'service time' for purposes of this agreement.

11. All sick day donations must be due to chronic illness, emergency surgery or injury that prohibits members from being able to perform their duties. (**A written doctor's excuse must be presented to Human Resources before days will be awarded).
12. Child-rearing leaves will not be approved.
13. The amount of sick days that are eligible to be received will be based on CIU service time for a maximum of forty days, lifetime as outlined below.

1-4	Years of Service (3 Days maximum per school year)
5-9	Years of Service (6 Days maximum per school year)
10-14	Years of Service (12 Days maximum per school year)
15-19	Years of Service (20 Days maximum per school year)
20	Years of Service (40 Days lifetime maximum if days are available)
14. The absent employee may return with a balance of one sick day per month for the remainder of the school year from date of return, up to three (3) donated days.

APPENDIX A
SERVICE INCREMENTS

All employees shall receive the following service increments for years of CIU service only. Service increments, once earned, will be added to the annual base salary as found in Appendix B (professional staff) or Appendix D (support staff). Service increments will be compounded.

1. After twenty (20) (in year 21) years of service —\$500.00.
2. After twenty-five (25) (in year 26) years of service - \$600.00.
3. After thirty (30) (in year 31) years of service —\$750.00.

Those employees who already have longevity payments included in salary will not lose those payments; however, future payments will not accrue until the employee completes year 20.

APPENDIX D

Category	Starting Wages		
	<u>26-27*</u>	<u>27-28</u>	<u>28-29</u>
Interpreter	30.00	30.25	30.50
IT Support Specialists	24.00	24.25	24.50
Coordinators	24.00	24.25	24.50
Fiscal Assistants	21.00	21.25	21.50
Administrative Assistants	18.00	18.25	18.50
Facility Support	18.00	18.25	18.50
Student Support	17.00	17.25	17.50

*Any current employee whose wage increase based on the calculation below is less than the starting wage indicated above shall have a wage adjustment so that their wage on July 1, 2027 shall be \$0.25 higher than the starting wage.

Current employees:

7/1/2026	3.90%
7/1/2027	3.50%
7/1/2028	3.50%

The Coordinator category includes the following positions:

Student Data Specialist
Transportation Coordinator
Admin Assistant - Access

The Fiscal Assistants category includes the following positions:

Admin Assistant – Department Budgets
Admin Assistant – Payroll
Admin Assistant – Accounts Payable

The Administrative Assistants category includes the following positions:

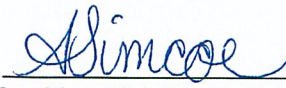
Admin Assistant

The Student Support category includes the following positions: Communication Facilitator, Behavior Intervention Classroom Assistant, Preschool Early Intervention Teacher Assistant, Personal Care Assistant, Teacher Assistant – Detention Center, Teacher Assistant.

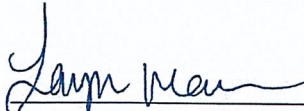
The parties hereto have set their hands and seals on the day and year indicated below.



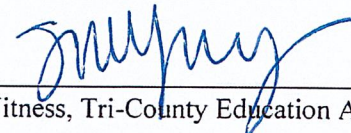
President, CIU 10 Board



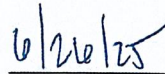
President, Tri-County Education Association



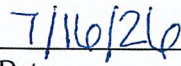
Secretary, CIU 10 Board



Witness, Tri-County Education Association



Date



Date