Agreement

between

Moon Area School District
Board of Education

and

Moon Area Education Support Professionals Association
ESP/PSEA/NEA

July 1, 2026 through June 30, 2031

Table of Contents

AGREEMENT 1
ARTICLE I 1
RECOGNITION 1
ARTICLE II 1
RESPONSIBILITY OF THE PARTIES 1
ARTICLE III 3
GRIEVANCE PROCEDURE 3
ARTICLE IV 5
NON-DISCRIMINATION 5
ARTICLE V 5
UNPAID LEAVES OF ABSENCE 5
1. Childbearing / Child Rearing Leave 5
2. Military Service 6
3. Leave of Absence for Good Cause 6
4. Temporary Military Leave 6
5. Family Medical Leave 6
6. Return from Leave 6
ARTICLE VI 7
SENIORITY 7
1. Definitions 7
2. Reasons for Seniority and Employment Termination 8
3. Probationary Period 9
4. Probationary Period District Rights 9
5. Seniority Lists 10
6. Layoff and Bumping 10
7. Consolidation or Elimination of Jobs 11
8. Vacancies 11
9. New Positions. 12
10. Changed Positions Timing or Hours 13
11. Reduction of Staff 13
12. Bump and Bid Meeting 13
ARTICLE VII 13
HOLIDAYS 13
ARTICLE VIII 14
VACATIONS 14

ARTICLE IX 16
HOURS OF WORK AND OVERTIME 16
14. Remote Learning Days and Flexible Instruction Days (RLDs/FIDs) 20
ARTICLE X 21
COMPENSATION 21
1. Pay Periods 21
2. Probationary Period Wages 21
3. Upgrading 22
4. Temporary Absences 22
5. Mileage Reimbursement 22
6. Bereavement 23
7. Years of Service 23
8. Overtime Computation – Work Week 24
9. Overtime Computation 24
10. Retirement Increment 24
11. Attendance Reward 24
12. Summer Work 24
13. Differentials 25
ARTICLE XI 25
INSURANCE PROTECTION 25
1. Health Care Insurance Coverage 25
2. Life Insurance 26
3. Dental Insurance 26
4. Vision Insurance 26
5. Retirement Coverage 26
6. Description to the Employee 27
7. Exclusion Clauses 27
8. Change in Vision and Dental Carriers 27
9. Health Care Benefits for Part-Time Employees 27
10. Pro-Rated Health Care Coverage 27
11. Loss and Damage of Personal Property 27
ARTICLE XII 28
SAFE WORKING CONDITIONS 28
ARTICLE XIII 28
ILLNESS, DISABILITY AND PERSONAL LEAVE 28
1. Accumulative Sick Leave Days 28

2. Leave of Absence 28
3. Notification of Accumulation of Sick Leave 28
4. Injury at Work – All Employees 28
5. Emergency Leave – Personal Days 29
ARTICLE XIV 29
JURY DUTY 29
ARTICLE XV 29
MAINTENANCE OF MEMBERSHIP AND DUES DEDUCTIONS 29
ARTICLE XVI 32
MISCELLANEOUS 32
ARTICLE XVII 38
JOB DESCRIPTIONS 38
ARTICLE XVIII 38
MOON AREA SCHOOL DISTRICT TESTING GUIDELINES/TRAINING OF NEW EMPLOYEES 38
ARTICLE XIX 38
PERFORMANCE IMPROVEMENT PLAN 38
ARTICLE XX 40
REVIEW OF UNPAID LEAVE REQUESTS 40
ARTICLE XXI 41
DURATION AND TERMINATION 41
Job Categories, Classifications and Rate Schedule 43
APPENDIX A 44
WAGE COMPENSATION 44

AGREEMENT

THIS AGREEMENT entered into this First day of July 2026, by and between the Board of Education of the Moon Area Schools, Allegheny County, Pennsylvania, hereinafter called the "Board," and the Moon Area Education Support Professionals, ESPA/PSEA/NEA, hereinafter called the "Association."

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 I
RECOGNITION

1. The Moon Area School District Board of Education recognizes the Moon Area Education Support Professionals Association, ESPA/PSEA/NEA, as the exclusive and sole representative for collective bargaining for all employees included-in the bargaining unit as certified and determined by the Pennsylvania Labor Relations Board at Case No. PERA-U-12163-W (PERA-R-4170-M). Any use hereafter of the terms "Association" and "Employee" in this Contract shall include all members of the bargaining unit. The word "Board" shall mean the Moon Area Board of School Directors.

2. It is mutually understood that this Article and the other terms and conditions of this Agreement shall be construed to apply to employees and not to work as such.

ARTICLE II
RESPONSIBILITY OF THE PARTIES

1. Management of the School District and direction of the working forces are the sole right of the Board. The exercise of such rights by the Board shall include, but not be limited to, the right to hire, assign, demote, transfer, make temporary layoffs, drop for lack of work, and schedule work – including hiring of part-time summer employees which does not result in diminished work hours, layoff, or termination of bargaining unit employees — provided that no action so taken shall be in violation of this Agreement.

2. The Board retains the right to discharge or suspend or otherwise discipline employees; however, no employee shall be reprimanded, disciplined, suspended, discharged, or reduced in rank or compensation without just cause.

3. It is understood that the Board retains all rights which it had prior to the execution of this Agreement, whether exercised or not, except as limited or modified by the express terms of this Agreement.

4. The personal life of an employee will not be used to discipline said employee except as it interferes with his/her duties and responsibilities in the School District and with the exception that any employee who is convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver as prohibited by

the Act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act" (35 P.S. § 780-101, et seq.), shall be terminated from his or her employment with the School District. In addition, if an employee is arrested for or convicted of an offense enumerated under 24 P.S. §1-111(e) ("Reportable Offense"), then the employee must report the Reportable Offense to the Superintendent or designee using Pennsylvania Department of Education form PDE-6004 (or, if amended, its successor form) within seventy-two (72) hours. An employee who willfully fails to disclose a conviction or an arrest for a Reportable Offense shall be subject to discipline up to and including termination and may be subject to criminal prosecution. In the event of modification and/or amendment of the law, the then current law will prevail.

5. Non-bargaining unit personnel shall not perform work normally performed by bargaining unit employees. Non-bargaining unit and bargaining unit administrative assistants within the Administration office may work cooperatively and share duties as long as it does not result in the reduction of bargaining unit positions or the furlough or reduction of hours of a bargaining unit member.

6. An employee shall have the right to review, with Association representation, the contents of his/her personnel file, and receive copies upon request of any documents contained therein, with the exception of confidential employment records.

   The Board further agrees to protect the confidentiality of personnel references, academic credentials, and other similar materials.

   No derogatory materials shall be placed in an employee's personnel file without the employee having time to review the material. The employee shall acknowledge by signature that he/she has reviewed the material and may upon reasonable request discuss the matter with his/her supervisor. He/she may also include in the file a rebuttal to said material.

7. Whenever an employee is required to appear before the Superintendent, the School Board or any committee thereof where the subject of the appearance shall concern suspension or discharge of the employee or his/her salary or benefits, except where health or safety consideration require immediate action, said employee shall be given prior written notice of the reasons for such meeting and shall be entitled to have representation of the Association present to advise and represent him/her during such meetings or interviews.

8. All Employees are eligible for training for advancement. All out-of-pocket costs associated with each Training Program will either be paid directly by the District or reimbursed to the employee with prior District approval. Such costs are the responsibility of the employee; however, the reimbursement of all costs if employee resigns or is terminated for cause within one (1) year and 50% reimbursement of the cost if employee voluntarily resigns or is terminated between the first and second year. If the employee's employment is terminated for any other reason before the second year, the payback provision shall be forgiven.

9. Any criticism by a supervisor or administrator of an employee, except in emergency situations, shall be made in confidence and not in the presence of other employees or the public.

ARTICLE III
GRIEVANCE PROCEDURE

1. Purpose

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

2. Definition

A "grievance" is defined as a complaint by an employee that a provision in this Agreement has been violated, misinterpreted, or misapplied.

3. Procedure

Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

In the event a grievance affecting an employee who is employed less than a full calendar year is filed at such a time that it cannot be processed through the steps of the Grievance Procedure by the end of the employee's work year, and if left unresolved until the beginning of the employee's next work year would result in irreparable harm to that employee, the time limits set forth within this Grievance Procedure should be reduced so that the Grievance may be exhausted prior to the end of the school year or as soon thereafter as practicable.

a. Level One

An employee who believes that he/she has a justifiable grievance must first discuss it with his/her immediate supervisor within ten (10) working days of the occurrence or when the employee knows of the occurrence which is the subject of the grievance.

In the event of failure to adjust the grievance, it shall be reduced to writing and filed with the Superintendent of Schools or his/her designee within said ten (10) working days.

b. Level Two

Within ten (10) working days of receipt of the grievance, the Superintendent or his/her designee shall arrange a meeting with the grievant, either personally or accompanied by his/her Association representative, to discuss the grievance. The Superintendent or his/her designee will give his/her answer in writing within ten (10) working days after the meeting, with copies to the Association and the employee involved.

c. Level Three

If the answer at Level Two is not satisfactory, the grievance may be referred to a meeting between a representative from the Association, the grievant involved, and the Board or its designated representative within ten (10) working days after the receipt of the Superintendent's answer. The meeting will be held within thirty (30) days following the receipt of the appeal. The Board will submit a written answer to the grievance within thirty (30) days after such meeting or within three (3) days after the next regularly scheduled Board meeting.

d. Level Four

In the event the reply at Level Three is not considered satisfactory by the Association, it shall notify the Board and may refer the issue to arbitration within fifteen (15) working days after receipt of the Board's answer. If the grievance is not appealed to arbitration within the said fifteen (15) working days, it will be considered settled on the basis of the Board's answer.

4. If a grievance is referred to arbitration, the parties shall meet and attempt to agree on an arbitrator within ten (10) working days. In the event the parties are unable to agree, either party may request a list of seven (7) qualified arbitrators from the Pennsylvania Bureau of Mediation. The parties shall attempt to agree to an arbitrator from such list to hear their dispute. If they are unable to agree on one (1) arbitrator from such list, the Board and the Association, with the Board striking first, shall in turn strike one (1) name from such list until only one (1) name remains. Such last remaining name on the list shall be the arbitrator. The decision of the arbitrator shall be final and binding on the Board, the Association, and the affected employee or employees.

5. The arbitrator shall have jurisdiction and authority only to interpret or determine compliance with the provisions of this Agreement. The arbitrator shall not have jurisdiction or authority to add to or alter in any way the provisions of this Agreement.

6. The salary and necessary expenses incident to the services of the arbitrator shall be paid equally by the Board and the Association.

7. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

8. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

9. All meetings and hearings under this Procedure shall not interfere with employee duties, not be conducted in public and shall include only such parties in interest and their designated or selected representative, heretofore referred to in this Article.

10. Failure at any level of this procedure to properly communicate the decision to the employee involved within the specified time limit shall permit the employee to proceed to the next prescribed step.

ARTICLE IV
NON-DISCRIMINATION

The Association and the Board agree that they shall continue their policy of not discriminating against any employee on the basis of race, creed, color, national origin, sex, sexual orientation, age, marital status, religious beliefs, physical or mental disability, or political activities/affiliation for the term of the Agreement in accordance with any applicable laws or regulations.

ARTICLE V
UNPAID LEAVES OF ABSENCE

The types of Unpaid Leaves of Absence shall be as follows:

1. Childbearing / Child Rearing Leave

An unpaid leave of absence of up to twelve (12) consecutive months shall be granted to a member of the bargaining unit giving birth to a child and for any resulting child rearing. An unpaid leave of absence of up to twelve (12) consecutive months shall be granted to a member of the bargaining unit not giving birth to a child for the purpose of child rearing or for the adoption of a child of preschool age or requiring temporary special home care. For purposes of this Article, "child rearing" shall include care of a child resulting from adoption. Childbearing and child rearing leave shall be in accordance with the following:

(a) A written request for leave, indicating the anticipated date of delivery, or placement of a child through adoption, and indicating the beginning date of the requested leave, shall be submitted to Human Resources at least sixty (60) days prior to the beginning date of such leave, or as soon as possible if exigent circumstances preclude timely request.

(b) During any period of disability caused or contributed to by pregnancy, childbirth or complications resulting from pregnancy or childbirth, the employee shall be entitled to use any or all accumulated sick leave.All requests for childbearing leave or sick leave resulting from related disability shall be supported by a physician's statement. The use of accumulated paid sick leave may be used for any portion of the childbearing/child rearing leave. The employee is responsible for communicating to the District the number of paid and unpaid days to be used for the proposed leave.

(c) The District reserves the right to extend an unpaid leave of absence for childbearing or child rearing to coincide with the beginning of a school year or semester.

(d) Notice of intent to return to duty from childbearing/child rearing leave shall be in writing and shall be submitted to Human Resources at least thirty (30) days prior to the intended date of return to duty. Failure to provide such notice may preclude the employee's return.

(e) Individuals on leave for the birth of a child, child rearing or the placement of a child through adoption, and who have exhausted or are otherwise not entitled to the continuation of medical insurance coverage under the Family and Medical Leave Act (FMLA), shall be permitted to continue any such coverage upon paying the full cost of premiums for such coverage to the District. Upon returning from childbearing/childrearing leave the employee will receive vacation on a prorated basis in accordance with Article VIII.

(f) Upon return from childbearing/child rearing leave the District will make every attempt to assign the returning employee to the same or significantly similar position.

2. Military Service

The Board shall accord to each employee who applies for reemployment after conclusion of his/her military service with the United States such reemployment rights as he/she shall be entitled to under the then existing laws.

3. Leave of Absence for Good Cause

The Board may grant such other unpaid leave of absence for good cause shown (e.g., illness in the immediate family) for a period not to exceed one (1) year. When applicable, medical documentation must be submitted with the request. The employee shall be permitted to continue any or all fringe benefits, i.e. medical, dental, vision, and life insurances, available by remitting the costs for these benefits to the Board in advance on a monthly or longer basis.

4. Temporary Military Leave

The School District agrees to abide by all state and federal statutes dealing with military leave, including National Guard and Reserve Units, in regard to the payment of salaries and leaves to cover such service.

5. Family Medical Leave

The District shall abide by the Family Medical Leave Act and shall be entitled to exercise the discretionary rights contained therein, provided the District shall grant employees married to each other separate Family Medical Leaves.

6. Return from Leave

All benefits to which an employee was entitled at the time his/her leave of absence commenced, including seniority and unused accumulated sick leave, shall be restored to him/her upon his/her return as full as if he/she have never taken said leave; and he/she shall be assigned to the same or significantly similar position he/she would have held had he/she not taken the leave.

All disciplinary actions in effect at the time an employee's leave of absence commenced, including Plans of Assistance, shall continue upon the employee's return to work. Any time

parameters associated with a disciplinary action in effect at the time a leave of absence commenced shall continue as if the date of the employee's return is the date the leave of absence commenced.

Example: An employee is placed on a sixty (60) day Plan of Assistance. On the forty-fifth (45th) day under the Plan of Assistance, the employee commences a leave of absence. Upon return from the leave of absence, the Plan of Assistance will remain in effect with fifteen (15) days remaining.

ARTICLE VI
SENIORITY

1. Definitions

a. District "Seniority" shall mean a regular employee's length of continuous service commencing on the first day of work on a bargaining unit position. Substitute service or non-union service, such as summer work or student work, will not count towards seniority. Seniority ties shall be broken by drawing lots.

(1) If an employee is laid off, his/her accrual of seniority shall continue for a period of one (1) year from the date of layoff; and he/she shall not lose any seniority accrued as of that date.

(2) Any employee who is on layoff shall maintain seniority status with the employer for a period of two (2) years from the date of layoff. The amount of seniority which the employee maintains under this paragraph shall include the one (1) year which may be accrued as described in paragraph one (1) above.

(3) It shall be the responsibility of the laid-off employee to notify the Superintendent or designee on the layoff anniversary date of his/her present mailing address and indicate his/her willingness to return to work. Any laid-off employee who fails to notify the Superintendent or designee in accordance with this paragraph shall forfeit his/her seniority status with the District.

(4) Beginning October 25, 2021, each employee shall have two dates of seniority: district and category. District seniority is measured by date of hire. Category seniority is measured from the start date within category. Category seniority does not transfer between categories (e.g., custodial to maintenance), however district seniority will remain with the employee. When an employee moves categories, that date is frozen in the previous category. For employees who hold a position(s) prior to the signing of the contract, their seniority for that position(s) shall be the same as their District seniority for that position(s) only.

b. "Categories" shall mean the broad groupings of employees within the bargaining unit. There are five (5) categories: Maintenance; Custodial; Administrative Assistants; Assistants; and Cafeteria.

c. "Classifications" shall mean the positions that are encompassed within a "category" (e.g., library assistant, van/bus monitor).

d. "Fiscal year" shall mean a twelve (12) month period commencing on July 1 and continuing until June 30.

e. "Lateral Transfer" means moving into a position within the employee's same classification (e.g., Custodian at building A being selected to move into a vacant custodial position in building B).

f. "Promotion" shall mean an increase in either pay or hours for the subject employee except for an Assistant. For an Assistant, a promotion means an increase in the employee's total annual earnings.

g. "Vacancy" means a newly created position, or a position that has become permanently vacated and the District chooses to fill the position. If the Vacancy becomes available before March 1 of a fiscal year, the District may fill the position on a substitute basis for no more than thirty (30) working days. If the Vacancy becomes available on or after March 1 of a fiscal year, then the District may fill the position on a substitute basis until, but no longer than, the end of the fiscal year.

h. "Performance Test" means the performance test referenced in Article XVIII. The District shall administer a performance test to all employees seeking a position outside of the employee's classification. In addition, the District shall administer a performance test to all applicants outside the bargaining unit.

i. "Qualified" is the status of an applicant for a Vacancy who has taken the appropriate Performance Test for the position and has attained at least the minimum passing score. See Article XVIII.

j "Probationary employee" is an at will employee who is being evaluated by the district during the probationary period to see if they are an appropriate fit for the position.

k. "Highly Qualified" is an individual working as a Para-Educator who is required to complete at least 20 hours of training per school year, in accordance with Pennsylvania Chapter 14 regulation. Must have completed at least two years of post-secondary study, possess an Associate's degree or higher or highly qualified status via the Paraeducator Credential of Competency.

2. **Reasons for Seniority and Employment Termination**

a. An employee's seniority and employment status shall terminate for the following reasons:

(1) discharge for just cause:

(2) voluntary resignation:

(3) absence from work for a period of eighteen (18) consecutive months, for purposes of maternity and/or child rearing and/or other conditions qualifying

under FMLA (regardless of hours worked) provided with documentation of medical necessity verified by a medical professional as provided herein.

(4) failure of a laid-off employee to notify the Superintendent or designee of his/her present mailing address and indicate his/her willingness to return to work in accordance with Article VI Paragraph 1.a.(3).

(5) failure to return to work at the expiration of a paid or unpaid leave of absence unless an extension has been granted by the Board of School Directors.

(6) discharge for failure to report a Reportable Offense pursuant to Article II Paragraph 9.

The District, at the time of the leave approval, will notify the employee of the date of expiration of the leave.

b. An employee's seniority shall be frozen for the following reason:

(1) absence from work for twelve (12) consecutive months.

c. Absence due to a compensated disability incurred during employment for a period of less than twenty-four (24) consecutive months shall not break continuous service, provided such individual is returned to work within thirty (30) days after final payment of statutory compensation of such disability or after the end of the period used in calculating a lump sum payment. A break in service will not occur if the individual is not returned to work within thirty (30) days and such failure to return to work is because suitable work is not available, or a qualified medical practitioner cannot certify that the work will not endanger the employee's health.

3. Probationary Period

New employees shall be considered probationary employees for a period of sixty (60) working days. The probationary period shall commence on the first day that said employee works in a permanent job. However, if said employee has worked as a temporary employee in that department, his/her probationary period shall be reduced one-half (0.5) day for each day worked in that department during the preceding six work months up to a maximum of forty-five (45) days. Healthcare benefits will commence after the successful completion of thirty (30) working days. If an employee continues beyond the proper probationary period as herein set forth, such employee shall then be considered an employee within the terms of this Agreement.

4. Probationary Period District Rights

During the probationary period, the Board shall have the right to discharge or dismiss any probationary employee. The Association shall then have no right, during said probationary period, to question or to raise as grievance the cause or reason for the discharge or dismissal of such probationary employee. Probationary employees do not have bidding rights, unless the annual bidding meeting occurs during the probationary period.

5. Seniority Lists

The District shall provide seniority lists, for District and Category, on September 30th of each year. The District shall notify the Association of newly hired employees within ten days of hire and names of employees who have left the employment of the District within ten days of Board action. Copy to be emailed to the secretary of the Association.

6. Layoff and Bumping

In case of elimination of positions or layoffs, the following rules shall apply:

a. No employee may bump into a promotion.

b. No employee may bump a Central Administrative Assistant position, nor is there category bumping within the Central Administrative Assistant Category.

c. No employee may bump a personal assistant in the special education department, unless it results in a higher seniority person being furloughed or a reduction in hours or pay.

d. Affected employees shall have the right to bump as follows:

(1) The affected employee's first bump will be any employee with less seniority in the same classification.

(2) If the affected employee has no bump in his/her classification, he/she may elect to bump a less senior employee in the same work category, provided he/she is qualified per job description.

(3) If the affected employee has no bump in his/her classification or category, he/she may elect to bump a less senior employee in another category provided that he/she is qualified per job description.

e. Employees who bump may do so without interruption of their continuous service to the District.

f. Employees who bump into a different position will have thirty (30) working days in which to demonstrate satisfactory service in the new position. The immediate supervisor shall have the right to determine, with documentation, unsatisfactory service. If an employee is deemed unsatisfactory in a position, the previous employee shall have first right to return to the same or significantly similar position from which he/she was bumped. The employee who does not demonstrate satisfactory performance will assume layoff status.

g. At any step, the employee may elect to take layoff status. Employees who are bumped shall have the same rights as defined above.

h. No new employees shall be hired until the earlier of (i) all employees on layoff status desiring to return to work in a job within their work category and who are qualified to perform said work have been recalled or (ii) twenty-four (24) months from the date of

the layoff. District shall eliminate an employee after right of first refusal of an equivalent position with equal pay and hours.

i. Employees who have been laid off shall be recalled in the order of their seniority to the employer. District shall eliminate an employee after right of first refusal of an equivalent position with equal pay and hours.

j. If an employee on layoff status is recalled, all disciplinary actions in effect at the time the employee's layoff, including Plans of Assistance, shall continue upon the employee's recall to work. Any time parameters associated with a disciplinary action in effect at the time of the layoff shall continue as if the date of the employee's return is the date of layoff.

Example: An employee is placed on a sixty (60) day Plan of Assistance. On the forty-fifth (45th) day under the Plan of Assistance, the employee is laid off. Upon the employee's return to work through recall, the Plan of Assistance will remain in effect with fifteen (15) days remaining.

7. Consolidation or Elimination of Jobs.

The District may eliminate jobs through attrition, job consolidation (combining the duties of two or more jobs), student needs, the installation of new equipment or machinery, the curtailment or replacement of existing facilities, the development of new facilities, or for any other reason whatsoever. However, no current seven (7) hour or greater position shall be eliminated and replaced by two (2) five (5) hour or less positions for the sole purpose of eliminating benefits (e.g., seven (7) hour secretary administrative assistant at building A is replaced by a four (4) hour morning administrative assistant and three (3) hour afternoon administrative assistant at building A). An employee displaced by the consolidation or elimination of the employee's job shall be permitted to exercise their seniority rights to bump pursuant to the rules set forth in Article VI, Section 6 above, provided the employee is qualified.

8. Vacancies

The following procedure shall apply for Vacancies in the order listed below:

a. Step 1 – Lateral Transfers.

(1) When a vacancy occurs, the position shall be posted promptly on the website and through email to all employees for seven (7) days. The posting shall include all qualifications necessary for the position and note that the posting is only for employees within the same category and class as the vacancy ("Lateral Transfer Employees"). The timeline may be shortened if mutually agreed upon by the union and the district.

(2) Lateral Transfer Employees who are interested in the position shall make written bid during the seven (7) day period. The Association may submit bids on behalf of Lateral Transfer Employees who are on vacation or otherwise not available during the seven (7) day bid submission period. The timeline may be shortened if mutually agreed upon by the union and the district.

(3) The District shall award the position to the bidder with the greatest seniority in the same classification and is qualified. The successful bidder shall have thirty (30) working days to demonstrate satisfactory performance in the position. Employees who do not perform satisfactorily shall be returned without loss of seniority to their same or significantly similar position.

(4) In the event the position is open within a classification, there will be a one-time bid meeting within five (5) working days, via in person or virtually, and shall be awarded in accordance with this contract.

b. Step 2 – Open Posting

(1) When a vacancy occurs, a posting for the position ("Open Posting") shall be posted in all school buildings and such other places that the District considers appropriate for seven (7) workdays. The Open Posting shall include all qualifications necessary for the position and note that the posting is for (a) current employees in the same category but other classes, (b) current employees in other categories, and (c) candidates who are not currently employed by the District.

(2) Applications in response to the Open Posting will be reviewed by the District. The District, at its sole discretion, may interview any or all applicants who respond to the Open Posting.

(3) The District, at its sole discretion, shall select an applicant who responded to the Open Posting to fill the Round 2 vacancy.

c. Step 3 – Continued Vacancy

(1) Any positions that remain vacant after steps 1 and 2 will remain posted under employment opportunities until they are filled or the Board has determined the position to be eliminated.

9. New Positions.

If a new position is created, or if a position is changed substantially (as defined by the job description and agreed upon by both parties) by adding new duties or responsibilities not encompassed in the present position, the following procedure shall be used:

a. The District shall first establish and place into effect the rate of pay for the position.

b. If the Association disagrees with the rate, the Association will provide evidence as to why, and the Association and the District will have a discussion regarding the rate within ten (10) days of being notified of the rate.

c. If the parties are unable to reach a satisfactory agreement within thirty (30) days of the Associations disagreement of the rates being established (unless extended by the parties), the issue shall be referred to the arbitration level of the grievance procedure.

d. Any such position that might be deemed 'temporary' by the District shall be discussed in advance with the Association prior to posting.

10. Changed Positions Timing or Hours

If an already existing position has increased or decreased any time; or if a position's start and/or end time has changed by more than thirty (30) minutes, the position must be re-posted for bid according to the procedures listed in # 8 above.

11. Reduction of Staff

Personnel will be eliminated by positions. Positions will not be reduced to change a full-time position into one or more part-time positions, to reduce benefits.

12. Bump and Bid Meeting

The Parties recognize that at the end of a school term numerous employees may be displaced due to consolidation or elimination of jobs. Therefore, two weeks prior to the annual bump and bid meeting of each year, any affected employee will receive notification of displacement, and the Association shall be notified of the job postings and displacements. If a displacement occurs after this date, the affected employee(s) will be promptly notified. All notification shall be by district email and employee portal if possible. Within one week of the students' last school day, an annual bump and bid meeting shall be held for all bargaining unit members unless the Parties agree that such meeting is not necessary.

The Parties also recognize that staffing for Assistants is more dependent on student populations than other bargaining unit positions, and that an additional bump and bid meeting may be scheduled by the District, not later than August 1st, only if the District has new open positions or new displacements that have occurred since the end of term bump and bid meeting.

ARTICLE VII
HOLIDAYS

1. Employees who satisfy the eligibility requirements shall receive holiday pay for each of the following designated holidays not worked, irrespective of the day of the week on which the holiday may be observed, such pay to be that of the employee's regular workday at straight time at their regular hourly rate:

260-day employees:

New Year's Day
Good Friday
Memorial Day
Fourth of July (12-month employees)
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas

Christmas Day
Two (2) additional holidays to be taken during the school year on days when students and teachers are not in attendance.

All other employees:

New Year's Day
Good Friday
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas Day

2. In order to be eligible for holiday pay, an employee must have:

   a. Completed his/her probationary period.

   b. Worked as scheduled or assigned both on his/her last scheduled workday prior to and on his/her first scheduled workday following the holiday. However, an employee will receive the holiday pay if sickness occurs prior to/following the holiday and on returning to work the employee presents a medical excuse.

   c. In addition to their holiday pay, any employee required to work on any of the aforementioned holidays shall be paid one and one-half (1-1/2) times his/her regular rate for each hour worked for a total of two and one-half (2 ½) times their regular rate of pay.

3. Floating holidays may be taken when students are in attendance if no substitute is necessary.

ARTICLE VIII
VACATIONS

1. The vacation year is a twelve-month period beginning July 1. Eligibility for vacation is based on continuous service accrued in a qualifying position as of the June 30th immediately preceding the vacation year in accordance with Article IX, Section 3.

2. Paid vacation allowances are as follows:

   a. After the employee's probationary period ends and is deemed satisfactory, employees in their first year of service will receive three (3) vacation days, prorated based on start date. Regular vacation allotment shall be awarded on July 1, to all employees whose normal work year is 260 days and whose initial month of employment with the District was:

Initial Month of Employment	Vacation Time
July	10 days

August	9 days
September	8.5 days
October	7.5 days
November	7 days
December	6 days
January	5 days
February	4 days
March	3.5 days
April	3 days
May	3 days
June	3 days

This Section 2(a) applies only to a new employee's first vacation allotment.

b. Thereafter, for all employees whose normal work year is 260 days:

Completed Years of Service	Vacation Time
One to Five	10 days
Six to Ten	15 days
Eleven or more	20 days

a. As of the start of this Collective Bargaining Agreement, Employees who transfer or bump in to a position for which they now are eligible under "a" and "b" above, shall be credited vacation time after their 30 days within the new department have been successfully completed, if applicable (Article VI, 6. F.). Such time will match their total years of service as noted in Article X, 8, D.

b. Vacation accrued must be used by June 30 of the year following the year in which the vacation was earned or be lost. In the event that staff is unable to use their vacation time by June 30, three of their unused days may be used by July 31st of the next fiscal year, with prior approval.

3. All employees shall be credited with the number of hours in their normal workday for each of the above vacation days.

4. Any employee who retires shall be compensated directly into the employees 403(b) account established with a service provider or providers that is/are mutually agreeable to the parties at no cost to the District, for all earned but unused vacation time he/she has accumulated or accrued at the time of separation pro-rated from the previous July 1, at their per diem rate.

5. Vacation Scheduling in general: Before March 1 of each year, each eligible employee shall specify the vacation period he/she desires. Employees shall be given preference for selecting their first week of vacation, based on seniority per building. Additional weeks can be chosen by seniority after all employees have chosen their first week. Said vacation periods may either be in consecutive or non-consecutive calendar week blocks.

6. Vacation Scheduling and Staffing Requirements
    a. Minimum Staffing when students are in the buildings: For vacation purposes, a minimum of two-thirds (2/3) of the maintenance and custodial staff must be present in each building at all times. In buildings with 2.5 custodial positions, only one (1) person may be off at any given time.
    b. Blackout Dates: The first week of school, the last week of school, and Homecoming week at the high school will be blackout periods. No vacation requests will be approved during these times.
    c. Winter Period: Although there are no specific blackout dates during winter, employees should understand that this period is critical for snow removal and other operational needs. Staffing levels will be monitored closely, and leave may be limited based on operational necessity.
    d. Staff and Substitute Shortages: Staffing shortages, including shortages in substitutes, may limit the number of employees permitted to take leave at any given time. These situations will be managed on a case-by-case basis.
7. Special Projects:
    a. Special Projects: The District reserves the right to deny leave requests if special projects requiring additional staffing are scheduled. Employees will be notified of such projects through project calendars and advanced email notifications. Employees are encouraged to submit requests early to avoid conflicts.
8. Seniority and Vacation Request Process:
To ensure fairness and equal opportunity for all union members to take vacation time, the following process will be implemented:
    a. First Opportunity: Members with the most seniority will have the first opportunity to submit vacation requests for up to one (1) week of vacation. Once senior members have made their selections, the opportunity to submit up to one (1) week of vacation will be extended to the next employees in the seniority list.
    b. Equal Access: This process will continue through the seniority list, ensuring that all members have a fair chance to request up to one week of vacation before the process is opened up for additional vacation day requests.
    c. Submission Deadline: Vacation planning shall occur the first week of March for the fiscal year that follows (July 1-June 30). Should a more senior employee be unable or unwilling to make the one (1) week commitment when it is the employee's turn, the turn shall be forfeited and that employee shall be required to wait for the cycle to come back around, after going through the entire unit. This process shall occur each year to facilitate planning and ensure equitable access.
9. Vacation Approval and Denial:
    a. Approval/Denial Communication: A formal procedure will be followed for communicating vacation approvals and denials to employees, utilizing email or an appropriate district-approved platform to ensure clarity and prompt notification.
    b. Weather and Operational Needs: Pre-approved vacation requests will not be subject to cancellation due to inclement weather. However, once a request has been submitted and approved, the District reserves the right to deny any subsequent changes.

ARTICLE IX
HOURS OF WORK AND OVERTIME

1. This article defines the normal hours of work and the basis for the calculation of overtime and shall not be construed as a guarantee of hours of work per day or per week.

2. The normal work week (Monday through Friday, unless otherwise posted), for the following classified employees is as follows:

   a. Full-time maintenance, custodial personnel: 5 consecutive days, 8 hours per day.

   b. Administrative assistants: 5 consecutive days, 7 ½ hours per day.

   c. Cafeteria personnel:

      (1) Managers : 5.5 hours minimum per day, 5 consecutive days

      (2) Lead: minimum of three (3) hours per day, 5 consecutive days

      (3) Cafeteria Workers: HS, MS, and Elementary: Minimum of three (3) hours per day, 5 Consecutive days

      (4) Breakfast:HS, MS, and Elementary, minimum of one (1) hour per day, 5 consecutive days

   d. Assistants

      (1) Full-time assistants: 7 hours per day, 5 consecutive days

      (2) Part-time assistants: less than five hours per day, 5 consecutive days

   However, this provision shall not be construed as a limitation on the hours any employee may be called upon to work. It is recognized that there are occasions when additional working time must be scheduled, and it is agreed that management shall determine the number of hours to be so worked.

3. The normal work year for the following classified employees is as follows:

   a. Full-time Maintenance and Custodial: 260 days, includes paid holidays and paid vacation.

   b. Central and Building Administrative Assistants: Includes paid holidays

      Class 1: 260 Days - High School, Middle School, Pupil Services, Registrar, HS Guidance, MS Guidance, Central Office Administrative Support; includes paid vacation

      Class 1: 208 Days - Athletic Office Administrative Assistant for 2026-2027 work year; Beginning July 1, 2027, this position will move to Class 1: 260 Days.

      Class 1: 208 Days - Elementary Administrative Assistants, High School Assistant Principal, Special Education, Middle School Main Office Administrative Assistant, HS Attendance Assistant, MS Attendance Assistant

      Class 1: 210 Days - High School Main Office Administrative Assistant, Elementary Administrative Assistant; Once the individuals currently holding these positions

retire or bid out of their current positions, these positions will be moved to Class 1: 208 Days.

Class 2: 260 Days – Business Office, Transportation Coordinator

For all Administrative Assistants working fewer than 260 days, the work year will consist of 180 student days, 8 paid holidays, 10 fixed days determined by the District, and the remaining balance of flex days/hours to be mutually determined by the employee and the employee's direct supervisor. All flex days/hours will be tracked using the District's chosen timeclock system.

c. Assistants (Full Time and Part Time)
Total 195 days including paid holidays

Part Time Assistants: (Less than 5 hours)
Total 193 days including paid holidays

d. All Cafeteria Personnel:

Managers and Leads 191 days	Three days before student calendar One day after student calendar 179 Student days 8 Holidays
Cafeteria Workers and Breakfast 188 days	One day before student calendar 179 Student days 8 Holidays

It is recognized that there are occasions when additional working time must be scheduled, and it is agreed that management shall determine the number of days to be worked.

4. If an employee works over eight (8) hours per day, or any hours which are not part of his/her regular schedule, he/she shall not be required to lose time to avoid the payment of overtime, provided there is work available for which he/she would have been regularly scheduled.

5. Overtime shall be divided among employees as equitably as possible, with the employee working the job on which the overtime occurs being given the first chance to work— providing his/her overtime hours are not excessively high.

a. If administrative work is available during the summer, members of the administrative assistant category will be awarded the work in order of seniority. In the event that no administrative assistant wishes to do the work, it will be offered to assistants who are members of the District-wide pool in order of seniority.

b. For custodians, overtime shall be assigned as follows:

(1) Emergency Overtime. For custodians, emergency overtime arising immediately following a custodian's shift shall first be given to a custodian working the shift immediately preceding the emergency overtime, on a rotating basis within that shift. For maintenance, emergency overtime assignments

shall be made based on the skill set and qualifications required to address the specific emergency.

(2) Planned Overtime. Planned overtime will be posted forty-eight (48) hours in advance and assigned on a rotating basis in each building.

(3) Emergency Overtime List. The parties acknowledge that custodial overtime may require someone from outside of the building being assigned. If so, employees shall come from the custodial emergency overtime list.

6. Time and one-half the regular straight time rate will be paid for all hours worked in excess of forty (40) hours in any one week. In no case shall premium pay be paid twice for the same hours worked. All Emergency/Mandatory call in time shall be calculated at the Time and one-half rate.

7. Any employee who is called to work outside of his/her normal schedule of hours shall be guaranteed two (2) hours of work or two (2) hours pay at his/her regular straight time hourly rate. This provision does not apply to maintenance staff assigned to snow removal. On days when maintenance staff are required to report prior to their regularly scheduled work hours for snow removal, they shall be given the option to leave early to offset the additional hours worked.

8. Cafeteria employees shall be eligible to volunteer for Extra Assignment work such as banquets, dinner, etc. A regular employee who volunteers for such an assignment shall be paid at the employee's regular rate per hour for the duration of this Agreement. It is agreed that Extra Assignment work may constitute overtime and, as such, is not eligible for any additional payments set forth in Article IX, Section 7 or any other Article of this Agreement. It is further agreed that Extra Assignment work is voluntary on the part of the cafeteria employees. In the event that there are insufficient volunteers for a particular Extra Assignment, the District may then offer such work to substitute employees.

9. All employees, except cafeteria personnel and those working less than five (5) hours per day, will be required to take a thirty (30) minute daily duty-free lunch period. If, for good reason, the employee's supervisor requests the employee to work his/her lunch period, the employee shall be paid his/her straight time rate for the time so worked.

10. The employee work calendar shall begin on July 1 and end on June 30.

11. All employees whose starting time is prior to 8:00 a.m. must report off at the earliest possible time, but no later than two (2) hours prior to the start of their normal day. Employees whose starting time is 8:00 a.m. or later must report off at least three (3) hours prior to their reporting time. Calling off procedures will be communicated by the assigned supervisor.

12. Upon cancellation of school for students, because of inclement weather or other emergencies, unless otherwise notified by proper authority or via the media, only custodians and maintenance department are required to report for work and shall make a reasonable attempt to report on time as scheduled. Upon delay or early dismissal of school for students for reasons determined by the District, if employees are told not to report for work or are sent home early after the employee's workday begins, they shall only be paid for the hours actually

worked. Employees will be given an opportunity to make-up work hours at a time mutually agreed upon by the District and the Association.

13. Employees shall be informed of their work calendar (workdays) for the upcoming school year no later than one week after the student calendar has been approved by the Board of Directors. Administrative Assistants and Assistants categories shall follow the student and teacher calendar, and shall not be required to begin their work year more than ten (10) working days prior to the first scheduled student day of the school year. It is specifically understood that this provision does not in any manner prohibit the employer from thereafter changing or amending the work calendar.

14. **Remote Learning Days and Flexible Instruction Days (RLDs/FIDs)**

a. Definition of Remote Learning Day/Flexible Instruction Days
A remote learning day is defined as a day in which the District conducts instruction remotely for students due to inclement weather, emergency conditions, or other circumstances as determined by the Superintendent.

b. Work expectations
1. Maintenance personnel and Custodial staff are considered essential employees and are expected to report in person, unless otherwise directed by the District.
2. Central Office Administrative Assistants, Building Administrative Assistants, One-on-One aides, and Life Skills Paraprofessionals will be provided the ability to work remotely under the direction of their supervisors.
3. All other support staff members shall not work remotely, unless expressly authorized by the Superintendent or designee.

c. Compensation
Because the nature of other support staff duties requires in-person responsibilities that cannot be performed remotely, other support staff positions not explicitly stated above will not be compensated for RLDs/FIDs when they are not directed to work. Support staff who are specifically directed by their supervisor to perform work, either in-person or remotely, where applicable, on a RLD/FID will be compensated at their regular rate of pay.

d. Use of Leave
Employees may elect to use available accrued paid leave to receive compensation for a RLD/FID.

e. Extended RLDs/FIDs
In the event that more than three (3) RLDs/FIDs are utilized in a school year, support staff who are not otherwise required to report to work will be provided the opportunity to makeup the lost time. Such work may include, but is not limited to job-related training, compliance modules, professional development activities, or other tasks assigned by administration. Employees who complete assigned work will be compensated at their regular rate of pay.

ARTICLE X
COMPENSATION

1. **Pay Periods**

Listed in Appendix A

Every employee covered under the provisions of this agreement shall be paid on the fifth (5th) and twentieth (20th) of each month in which payments are due. If the 5th and 20th fall on a weekend or holiday, the payment will be distributed on the last regular workday prior to the beginning of the weekend or holiday.

The payment periods will include regular and overtime hours that are actually worked through that period's payroll cutoff date, as designated in the annually published payroll schedule.

a. 260-Day employees:
For the 2026-2027 work year only, all 260-day employees will receive twenty-six (26) pays, to account for eliminating bid pay.

Starting with the 2027-2028 work year, all 260-day employees will resume the twenty-four (24) pay cycle, that includes actual hours worked.

b. School Year employees:
Will have the option to receive their annual earnings over twenty (20) or twenty-four (24) equal installments.

In the event the employee chooses to be paid over twenty-four (24) pays, the base salary will be paid in twenty-four (24) equal installments. Any additional time will be paid in the corresponding paycheck with that pay period.

c. New Employees:
All employees hired on or after 7/1/2026, will be paid actual hours worked.

d. Reconciliation:
In the event an employee separates from employment prior to the completion of the school year, any overpayment or underpayment from the selected schedule will be reconciled in the employee's final check.

There is attached hereto and marked Appendix "A" a Wage Rate Schedule for the job classification of the employees covered under this Collective Bargaining Agreement.

When the District has made an over or underpayment to an employee, they must communicate in advance of making the "correction" with the employee.

2. **Probationary Period Wages**

All employees during the period of their probationary period will be paid the regular wage scale for his/her classification. At the conclusion of this probationary period, the employee

will receive all previously provided benefits applicable for that classification of work. Medical benefits will begin after thirty (30) work days.

3. Upgrading

a. Assigned work by a Supervisor:
Any employee shall perform whatever work may be assigned with the understanding that when an employee is assigned to a job paying a lesser rate, he/she will be entitled to his/her regular rate of pay unless he/she has permanently transferred to that job.

An employee, who is temporarily assigned by the District to a higher (pay) classification for a half shift, a full shift, or more, shall receive the rate of pay for such higher (pay) classification for the total time worked. Employees will be temporarily assigned to higher classifications only when necessary. Cafeteria category and Lead Custodian Classification shall receive the higher classification pay for total time worked when upgrading, even if less than half of a shift.

It is understood that the intent of this section is not to have employees work in a higher classification without upgrade pay on a day-to-day basis; or to use multiple employees under this section to replace a position; or to relieve the District from reasonable attempts to replace an absent employee with a substitute.

b. Voluntary work chosen by an Employee, as approved by a Supervisor:
When an employee voluntarily chooses to work in a lower-paying position, they will be paid the lower rate for that position. When an employee voluntarily chooses to work in a higher-paying position, they would be paid the higher rate for that position.

c. Bidding into higher-paying positions:
If an employee bids into and is awarded a higher wage position but is kept by the District in the previous position, the employee may only be kept in that previous position for a maximum of two (2) weeks before taking on the higher wage position.

d. Custodial Classification: Lead Custodian upgrades shall be done according to protocol, not round robin.

4. Temporary Absences

The District has the right to have temporary absences, other than absences subject to Article IX (5)(a), filled by assigning a person from the substitute list. In the event no substitute is available, the District reserves the right to leave the temporary absence unfilled or the district has the authority to fill the position internally, up to twenty (20) workdays. If the absence is expected to last longer than twenty (20) consecutive workdays, the position must be posted for temporary assignment. The supervisor reserves the right to place the employee who they feel would perform best in this position. Once the regular employee returns from their absence, the temporary employee will return to their previously regular position or a significantly similar position. If there is a vacancy created when an employee is granted a temporary position, the district reserves the right to fill that position with a substitute.

5. Mileage Reimbursement

When an employee is required by the District to use his/her own vehicle to travel on school business, he/she shall be reimbursed mileage in the amount equal to the IRS maximum allowable rate per mile.

6. **Bereavement**

For a period not exceeding five (5) days, there shall be no deduction in the salary of an employee in the event of the death of a spouse, child, parent, brother, sister, brother-in-law, sister-in-law, parent-in-law, or near relative who resides in the same household. A period of not more than three (3) days leave with pay will be provided in the event of the death of a grandparent/grandparent in-law, grandchild, aunt, uncle, niece, or nephew to attend the funeral or memorial. The employee shall furnish documentation in a timely manner to receive bereavement leave.

Number of days not to exceed	Employee or Spouse Family Member Category
5 Days	• Spouse • Child • Parent • Brother / Sister • a near relative who resides in the same household, who the employee has made his/her home with.
3 Days	• Grandparent • Grandchild • Aunt / Uncle • Niece / Nephew

This time is to plan arrangements and to attend the funeral or a memorial service within one (1) year of death. If there are special circumstances, a request may be submitted to Human Resources for consideration.

7. **Years of Service**

a. Years of service shall be defined as the total years credit for salary purposes which were granted at the time of initial employment, in addition to the number of years of service thereafter in the Moon Area School District.

b. For new employees with previous experience entering the School District, credit will be allowed for the number of years of service by mutual agreement between the employee and the School District. If an employee begins employment with the District after the first day of the work year (July 1) but before January 1, the employee shall receive credit for the full year of service at the start of the next work year.

c. When an employee receives a promotion within his/her classification, or to another classification, the employee shall be given full credit for each year of service in his/her former position.

d. Years of service, as determined by a., b., or c. above, shall serve as the basis for determining positions on the salary schedule and length of paid vacations, where applicable.

e. Except as otherwise provided above, each July 1, employees shall be given credit for an additional year of service.

8. **Overtime Computation – Work Week**

For purposes of computing overtime, the work week for all employees in the bargaining unit shall be defined as the seven consecutive days (168 hours) commencing at 12:00:00 a.m. each Sunday and concluding at 11:59:59 p.m. each Saturday.

A personal day shall be considered as hours actually worked for purpose of overtime computation.

9. **Overtime Computation**

For purposes of this computation, personal days shall be considered as days worked. If an employee uses a personal day during the forty (40) hour work week without approval prior to that week in which they worked overtime, the personal day shall not count as hours worked for purposes or overtime. When employees are called in for emergency purposes that directly affect school operations and directed by the District, those hours shall always be calculated at time and one-half, unless the employee chooses to flex that time.

10. **Retirement Increment**

An employee with at least fifteen (15) years of service with the District, shall be paid an amount equal to the number of accumulated unused sick leave days equal to one hundred ($100) dollars per day to be paid directly into the employees 403(b) account established with a service provider or providers that is/are mutually agreeable to the parties at no cost to the District. For purposes of clarity, "years of service with the District" means the number of years that the employee was employed by Moon Area School District.

11. **Attendance Reward**

Any employee utilizing two (2) or less sick leave days in a fiscal year shall receive an additional two hundred and fifty dollars ($250) flat rate in the first paycheck following July 1. Sick leave days include sick days utilized for family sick leave in Article XIII, Section 1.e.. Sick or personal leave days that have been used to substitute for loss of time due to remote learning days shall not be considered in the calculation for the attendance reward.

12. **Summer Work**

Employees who are not regularly scheduled to work during the summer shall be paid the regular rate for their position or any upgraded position, whichever is greater, for any summer work performed for the District. Employees who agree to work on special summer projects

d. Years of service, as determined by a., b., or c. above, shall serve as the basis for determining positions on the salary schedule and length of paid vacations, where applicable.

e. Except as otherwise provided above, each July 1, employees shall be given credit for an additional year of service.

f. **Step Progression Chart**

Step in year 2025-2026	Step in year 2026-2027	Step in year 2027-2028	Step in year 2028-2029	Step in year 2029-2030	Step in year 2030-2031
					1
				1	2
			1	2	3
		1	2	3	4
	1	2	3	4	5
1	1	2	3	4	5
2	1	2	3	4	5
3	2	3	4	5	6
4	3	4	5	6	7
5	4	5	6	7	8
6	5	6	7	8	9
7	6	7	8	9	10
8	7	8	9	10	10
9	8	9	10	10	10
10	9	10	10	10	10
11	10	10	10	10	10
12	10	10	10	10	10

~~e.~~

8. **Overtime Computation – Work Week**

For purposes of computing overtime, the work week for all employees in the bargaining unit shall be defined as the seven consecutive days (168 hours) commencing at 12:00:00 a.m. each Sunday and concluding at 11:59:59 p.m. each Saturday.

A personal day shall be considered as hours actually worked for purpose of overtime computation.

9. **Overtime Computation**

For purposes of this computation, personal days shall be considered as days worked. If an employee uses a personal day during the forty (40) hour work week without approval prior to that week in which they worked overtime, the personal day shall not count as hours worked for purposes or overtime. When employees are called in for emergency purposes that directly affect school operations and directed by the District, those hours shall always be calculated at time and one-half, unless the employee chooses to flex that time.

shall receive a rate determined by the District. The District shall inform all potential summer workers of the rate at the time of its solicitations.

13. **Differentials**

a. Overnight Shift Differential: Employees who are assigned to and work the midnight shift shall receive a shift differential of forty cents ($0.40) per hour for all hours actually worked during the midnight shift. The shift differential shall be paid in addition to the employee's regular hourly rate and shall not apply to any paid leave time. All employees regularly assigned an evening or overnight shift shall be offered day shift time when the building schedule allows it.

b. Assistant Nurse: When providing private nursing duties (1:1), Assistant Nurses will receive an additional one dollar ($1.00) per hour for all hours actually worked providing those services.

c. Training Differential: When an employee has been designated by the District to provide training to a new employee, the employee will receive an additional one dollar ($1.00) per hour, not to exceed twenty-four (24) hours for that trainee. Supervisors can determine and authorize that more time is needed for a trainee.

ARTICLE XI
INSURANCE PROTECTION

1. **Health Care Insurance Coverage**

The District shall provide eligible employees the Standard EPO Medical Insurance Plan as provided by the Allegheny County Schools Health Consortium (ACSHIC). In the event the current standard EPO is discontinued, the District shall provide any subsequent standard medical plan as provided by the ACSHIC. The District shall assume full cost of the Standard Plan elected by the employees (e.g., family, individual, husband and wife, parent and child/children, etc.) less the amount of the premium contributions listed below:

Date	Coverage	Premium Contribution
2026-2027	Individual All Other	6.5% of premium/monthly
2027-2028	Individual All Other	7% of premium/monthly
2028-2029	Individual All Other	7% of premium/monthly
2029-2030	Individual All Other	7% of premium/monthly
2030-2031	Individual All Other	7.5% of premium/monthly

The District reserves the right to provide coverage for employees who are spouses and eligible for medical coverage through the purchase of two (2) individual coverage plans when there are no eligible children, and the spouses would otherwise be eligible for spousal coverage.

Any eligible employee under this Section shall have the right to remain in the Standard PPO Medical Insurance Plan as provided by the Allegheny County Schools Health Consortium (ACSHIC), provided that said eligible employee shall pay to the District the difference between the Standard EPO and Standard PPO medical insurance plan as provided by the Allegheny County Schools Health Consortium (ACSHIC).

2. **Life Insurance**

Term Life Insurance Coverage in the amount of $40,000 for each employee with the exception of part-time employees shall be provided. Employees may make arrangement for additional amount by assuming the financial responsibility for additional premium costs. Said insurance is to contain accidental death and dismemberment rider.

Part-time employees shall be covered by a $25,000 life insurance policy with the same provisions as above.

3. **Dental Insurance**

The District shall provide Group Dental for the employee, and their family/dependents, who works five (5) or more hours per day. (See Article XI, Paragraph 7)

The District shall provide the Standard ACSHIC Dental Plan for all eligible employees.

4. **Vision Insurance**

The District shall provide Group Vision for the employee, and their family/dependents, who works five (5) or more hours per day. (See Article XI, Paragraph 7)

The District shall provide to eligible employees the Standard ACSHIC Vision Program that is designated as the standard plan, for the employee and the employee's family/dependents, in accordance with Article XI, Paragraph 7 herein below.

5. **Retirement Coverage**

a. Any eligible employee receiving insurance benefits who has fifteen (15) years of continuous service in the Moon Area School District and who has attained sixty-two (62) years of age, or who has thirty (30) years of service and is at least sixty (60) years of age, or has completed thirty-five (35) years of service regardless of age and retires as per P.S.E.R.S. shall be entitled to no more than three (3) years of the individual health care coverage up to Medicare eligibility. In addition, the retiree shall be entitled to a one-time bonus of $1,000 at the time of retirement into their 403(b) or other tax deferred account.

b. The District shall pay one hundred percent (100%) of the cost of insurance benefits for the eligible retiree as provided for in 5a; provided, however, before any premium is paid the retiree is obligated to contribute to the purchase of health insurance coverage a minimum of one hundred dollars ($100) per month, or such equal, lesser or greater amount as may from time to time be established under Act 23 of 1991 or any similar successor provision. The District's obligation shall be to pay, beyond the retiree contribution, the balance of the premium.

c. Any employee who retires will be allowed to continue to purchase medical insurance in accordance with Section 513 of the Public School Code, 24 P.S. § 5-513, as may be amended from time to time.

6. **Description to the Employee**

The coverage provided hereunder shall be subject to the Master Contract between the Board and the Insurance Carriers; and the Board shall provide to each employee a description of all insurance coverages agreed upon under this Article no later than the anniversary date of each policy and/or the employee's date of hire, which contain and include a clear description of the conditions and limitations of each policy.

7. **Exclusion Clauses**

Any employee who has comparable coverage at similar or lesser expense to that described in 1, 3, and 4 above through another employer or their spouse shall not be eligible for such coverage from the School District.

8. **Change in Vision and Dental Carriers**

Management may change vision and dental insurance carriers when equivalent coverage can be provided by cost-saving plans offered by another company. The Association shall review the plan before a change in carriers is finalized.

9. **Health Care Benefits for Part-Time Employees**

The District will pay 50% of the medical, vision and dental premiums for part time (less than 5hours,) employees that are eligible. (See Article XI, Section 7).

10. **Pro-Rated Health Care Coverage**

The District agrees to pay a pro-rated monetary figure of $175 per month for any eligible full-time employee (see Article XI, section 7) who elects not to receive medical, vision and dental benefits.

11. **Loss and Damage of Personal Property**

The Board shall reimburse any Employee, should insurance protection payments be insufficient to make replacement costs, for any damage or destruction of clothing or personal property (excluding watches, jewelry, and motor vehicles) suffered by the Employee during work hours as a result of a student assault, breaking up a student fight or disturbance, or protecting a student from immediate danger or harm.

Any damage subject to the reimbursement provisions shall be reported before the end of the day in which the damage occurred, whenever possible. However, in no event shall it be reported later than the end of the next workday. If the employee fails to report as stated above, reimbursement shall be deemed waived. Reimbursement will be made within forty-five (45) days of the reporting of the incident.

ARTICLE XII
SAFE WORKING CONDITIONS

An employee shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger health and safety.

ARTICLE XIII
ILLNESS, DISABILITY AND PERSONAL LEAVE

1. **Accumulative Sick Leave Days**

   a. Each work year, employees in the Maintenance, Custodial, and Administrative Assistant categories shall be credited with a twelve (12) day sick leave allowance. The unused portion of this leave shall continue to accumulate indefinitely, and there shall be no limit on the number of accumulated sick leave days taken at one time.

   b. Each work year, employees in the Assistants and Cafeteria categories shall be credited with a nine (9) day sick leave allowance. The unused portion of this leave shall continue to accumulate indefinitely, and there shall be no limit on the number of accumulated sick leave days taken at one time.

   c. For absences less than three (3) consecutive days, a doctor's excuse may be requested by the District in cases of suspected abuse of sick leave. For absences of three (3) or more consecutive days, a doctor's excuse shall be required.

   d. Sick leave days used shall be at an employee's regular daily rate of pay.

   e. Each employee may utilize all accumulated sick days during a fiscal year for family sick leave. Family sick leave means taking care of an ill child or ill spouse who resides in the same household as the employee; or taking care of an ill parent. If the employer requests, the employee shall provide a medical excuse verifying the family member's illness. (Failure to request a medical excuse shall not create a past practice).

2. **Leave of Absence**

   An employee who is unable to work because of personal illness or disability, as established through proper medical documentation, and who has exhausted all paid leave available, may be granted an unpaid leave of absence for a maximum period of one (1) year. Said leave shall not unreasonably be denied. The employee may continue any or all fringe benefits available by remitting the costs of these benefits to the School District on a monthly basis in advance.

3. **Notification of Accumulation of Sick Leave**

   Notice of accumulated sick leave days will be regularly updated through the employee portal.

4. **Injury at Work – All Employees**

If an employee is absent due to an injury incurred in the course of his/her employment, the employee has the option to: 1.) only receive benefits provided under the Pennsylvania Workers' Compensation Act and not have the absence charged against his/her sick leave days; 2.) receive benefits provided under the Pennsylvania Workers' Compensation Act and receive the difference in his/her salary and said benefits from the Board by charging that absence against his/her sick leave days on a percentage basis.

5. **Emergency Leave – Personal Days**

The School District will make available annually, three (3) days of paid personal/emergency leave to employees covered by this Agreement, with no reason needed for requiring the leave. These days are to be non-accumulative. However, unused personal leave days will be added to the employee's accrued sick leave.

The District will grant four (4) personal/emergency leave days to employees with three (3) or more years of consecutive service.

ARTICLE XIV
JURY DUTY

Employees as defined in this Agreement, who served time on jury duty that prevents them from working their work schedule on such days, will be paid the difference between their jury pay and their hourly rate as set by the schedule and this Agreement.

ARTICLE XV
MAINTENANCE OF MEMBERSHIP AND DUES DEDUCTIONS

1. Deduction from Salary

The Board agrees to deduct dues from the salaries of members of the local Association and the Education Support Professionals as said members authorize the Board to deduct and transmit the monies by check promptly to the Moon Area Education Support Professionals.

2. Equal Monthly Installments

Deductions referred to in Paragraph 1 above will be made in as nearly equal installments as practicable during the employee's work year.

3. Dues Deduction List

Deductions from wages in any month shall be on the basis of authorization cards on hand or received by the Human Resources of the employer prior to the 20th day of the preceding month.

4. Authorization Cards

The Board will honor such authorization cards pursuant to the maintenance of membership agreement.

MOON AREA EDUCATION SUPPORT PROFESSIONALS
PAYROLL AUTHORIZATION FORM

I hereby authorize the Board or its agents of the Moon Area School District to deduct dues (MAESPA, ESPA/PSEA/NEA) from my pay checks according to the terms of the contract. This authorization shall be valid on a year-to-year basis while I am a member of the local bargaining unit unless I notify the Association Officers and the Board or its agents in writing that said authorization has been withdrawn. Such notice must be given fifteen (15) days prior to the expiration of the Agreement.

Signed: _____

Name (typed or printed): _____

Date: _____

5. Maintenance of Membership

The Board agrees that all employees, who are presently members or who become members of the Association, shall be subject to the "Maintenance of Membership" provision as defined in Article III, Subsection (18) and set forth in Section 705 of the Public Employee Relations Act, Act 195.

6. Fair Share

In the event legislation or court precedent overrules or modifies the Janus v. AFSCME Supreme Court decision, a provision for collection of fair share fees from non-members and remission of said fees to the Association shall be reinstated into this Agreement based on the law in effect at that time.

7. Indemnification

The Association shall indemnify, hold harmless, and defend the School Board 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 School Board for the purpose of this Article.

ARTICLE XVI
MISCELLANEOUS

1. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee or the District such rights as either may have under the Public School Code of 1949 as amended or the Public Employee Relations Act, Act 195, or other applicable laws and regulations.

2. Separability Clause

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

3. Copies of this Agreement

An electronic copy of this agreement shall be shared with the Association.

4. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other party, pursuant to be the provisions of this Agreement, either party shall do so by email to appropriate representatives in addition to a registered letter at the following address:

Association to Board

If by Association, to Board at:

Superintendent
Moon Area School District
8353 University Boulevard
Moon Township, PA 15108

Board to Association

If by Board, to Association at:

Pennsylvania State Education Association
10 South 19th Street
Pittsburgh, PA 15203-1878

and to: President
Moon Area Support Professionals Association
8353 University Boulevard
Moon Township, PA 15108

5. Personal Data Notification

All employees shall furnish to the Board in writing a telephone number and an address where they may be reached. Notices or communications to such number, address, or district email shall satisfy all requirements for notice under this Agreement.

6. Zipper Clause

It is the intent and purpose of the parties to this Agreement that is set forth in its express terms, all agreements of the parties covering rates of pay, wages, hours of work, and other working conditions for the employees covered by this Agreement.

7. Request for Information

The Board shall make available to the Association upon reasonable request such information as is legally required for negotiations or for the enforcement of this Agreement. The Board shall not be required to originate or compile the information but may provide the information in the form in which it is readily available.

8. School Facilities

The Association and its representatives may have the right to use school buildings for meetings, provided the use of such facilities does not conflict with school activities or other scheduled activities. Before using said facilities, the Association shall make proper application through the building principal and have the approval of the Superintendent. Such approval shall not unreasonably be withheld.

9. Bulletin Boards

The District will provide space on one presently existing bulletin board in each building for the posting of official Association notices. All notices shall be signed by the Association President with the date to be posted and the date to be removed. (The parties will designate an area for new buildings).

10. Information

All monthly School Board meeting agendas are listed on district website at least 24 hours in advance of the meeting. Board Minutes are published on the district's website after the board approval.

11. Work Schedule

All employees shall have a regular starting and ending time. Employees will be notified of any permanent changes in their work schedule, except for overtime situations, at least one week prior to the effective date.

12. Meetings and Hearings

Whenever any employee is mutually scheduled to participate during working hours in grievance procedures, conferences, or meetings, he/she shall suffer no loss of compensation.

13. Required Medical Exams

Any physical examination or health test required by the School District for the continued employment of its employees will be provided by the School District with the selection of the physician being mutually decided by the employee and the employer. If no agreement is reached, a doctor from the Workers' Compensation list will be selected by the employee.

14. Employee Liability

District shall continue to provide General Liability Insurance coverage for employees in the Bargaining Unit. In accordance with the Pennsylvania Tort Claims Act, 42 Pa.C.S. 8541 et. Seq., employees who, during the course of performing their assigned duties, are named as a defendant in any action involving injury to another person shall be entitled to any legal defense paid for by the District, if requested by the employee, and to be indemnified for any damage assessed against the employee as a result of said legal action, except as may otherwise be provided under the Act.

15. Cafeteria Volunteer Work

Cafeteria personnel shall not be required but may volunteer to work any dinners which are not school related.

16. Limitation of Responsibility

No employee shall be required to assume professional responsibilities. The provision includes, but is not limited to, health care or nursing duties.

Health Assistants will not be required to perform tasks which exceed their training.

17. Involuntary Transfers

No employee shall be involuntarily transferred, permanently, without a conference with a MAESPA representative present. However, the district may temporarily adjust a building's staffing depending on the day to day needs of the building, up to a maximum of five work days, unless the employee agrees to continue. Such temporary involuntary assignments shall be chosen first by volunteers, and then based on a reverse seniority basis, with the least senior qualified employee first.

18. Parent Volunteers

The participation of parent volunteers with Act 34 Clearance in the schools is encouraged so long as the use of volunteers does not result in the termination by direct replacement of any employee, reduction of any employee's regular work hours, or the elimination of any employee's retirement benefits. The term "Employee" means a bargaining unit member who is on the payroll, other than a substitute. The participation of volunteers shall be consistent with the provisions of this Agreement. Supervision of volunteers shall be by the building principal. Any problems arising from the use of volunteers will be directed to the principal.

19. Liaison Committee

The Association shall be entitled to one (1) representative per building to serve on the Moon Education Association Liaison Committee subject to approval by MAESPA.

20. Job Training

Any employee who desires to take training specifically for their position shall be given the opportunity to do so without loss of pay. Any employee seeking such training shall put his/her request in writing, along with a description of the program, hours, content, and cost for approval from the administration. No reasonable request shall be denied. Such training could include CPR, special training for dealing with exceptional children, etc. The District will continue to provide twenty (20) hours of training in accordance with Chapter 14.
Every effort shall be made to provide CPR and First Aid training to all employees on a date designated by Administration within the school year.

21. Position Control

All documentation relating to the creation, elimination, budgeting, and management of positions that are a part of the bargaining unit will be made available to the Association to assist with verification that all District protocols and procedures, as well as the terms of this Agreement, have been appropriately followed.

22. Evaluation of Bargaining Unit Employees

Each employee that is a part of the bargaining unit will be evaluated annually by his/her supervisor with an individualized evaluation per category. All annual evaluations will be completed by no later than June 30 of each year.

The District will provide appropriate training for all supervisors who will be using the Evaluation Instrument. The Association, at its sole discretion, may have a representative attend any and all such training sessions.

Nothing in the evaluation system shall supersede or replace progressive discipline as contemplated by just cause standards pursuant to this Agreement.

23. Extra Pay for Extra Duty

Extra pay for extra duty positions is created under the professional staff contract in order to fill positions that are outside the instruction day. EPED positions shall be offered and filled by professional staff first, however if no professional staff members fill the position it may be offered to support staff members outside of their scheduled work hours. Positions will be awarded by the superintendent or their designee and all compensation and specifications will follow the professional staff contract.

24. Cafeteria Breakfast Position

The daily breakfast cafeteria position shall be paid at the employee's current rate if they are in the cafeteria category or twenty dollars ($20) an hour for all other categories as a flat annual rate. This job is done on a volunteer basis and is exempt for hourly calculations towards benefits.

25. Professional Development Committee

The support professions will have the opportunity to form a committee whose purpose is to meet quarterly with the administration in order to have input into the development and design of ongoing professional development. The committee members' size and membership will be agreed upon by both administration and union leadership.

26. Maintenance Tech

A maintenance tech who also has a Playground Safety Inspector Certification will be placed in the Tech 2 Classification.

The District will entertain any Maintenance Tech who wishes to pursue additional certifications. An employee may request, in writing to the Superintendent, to obtain additional certifications. Such requests may be approved by the District based upon operational needs and the relevance of the certification to the District. Approval that the

employee will be moved upon successful completion of the testing/intern/certification process shall be in writing from the District. Such application must be made in advance of the employee seeking to add that certificate, otherwise the employee must wait for open staffing positions.

ARTICLE XVII
JOB DESCRIPTIONS

Job descriptions may be updated after Administration determines a need and after meeting and discussing with MAESPA representatives the proposed modifications. Revisions of a current job description, except for revisions related to compensation and hours of work, will not constitute the creation of a new position. If a job description is revised to require additional skills or responsibilities and the job is currently occupied, the District will provide such training as may be required. The employee shall attend all training as required by the District and shall be paid in accordance with the Fair Labor Standards Act. Every attempt shall be made to schedule training during the regular workday/work week. The employee will be given a minimum of one-week prior notice of the date, time, and location of the training. If an employee has a conflict with the training schedule the District will consider reasonable accommodations that do not incur additional costs. The District and Association will "meet and discuss" the regular review of Job Descriptions.

ARTICLE XVIII
MOON AREA SCHOOL DISTRICT TESTING GUIDELINES/TRAINING OF NEW EMPLOYEES

The District will meet and discuss with MAESPA any new or revised performance testing to be utilized by the District prior to its implementation.

A regular performance and training schedule will be developed through "meet and discuss" between the District and the Association.

ARTICLE XIX
PERFORMANCE IMPROVEMENT PLAN

1. Scope

   It is the School District's obligation to provide all employees with service, counseling, support and development where performance is marginal or unsatisfactory, in order to assist the employee to meet job requirements and to prevent the need for disciplinary action or termination of such employees from the School District.

2. Philosophy

   The School District is interested in providing each employee with the direction, development and counseling necessary to assure a productive and rewarding career. The School District's employee evaluation program is the primary method for providing guidance and feedback to employees on their performance and skill development. In cases where employee performance is substandard (i.e., below established expectations) on a sustained basis (i.e., several months), additional counseling and direction may be necessary beyond that provided by the employee evaluation program. This plan outlines the steps that should be taken to provide this direction and counseling.

3. Definition of Unsatisfactory Performance

Performance may be unsatisfactory in a number of areas, including but not restricted to:

a. Work output (quality or quantity) is not meeting the requirements of the job.

b. Work is consistently untimely.

d. The employee is not meeting generally accepted standards of employment (e.g., excessive absenteeism or tardiness).

e. Inability to maintain satisfactory working relationships with others.

Employees whose performance is unsatisfactory on a sustained basis, in any of the above categories, should be provided the following steps of counseling:

Step 1

At the first sign of sustained unsatisfactory performance, the administrator should:

a. Meet with the employee for a formal discussion of performance.

b. Clarify expectations which are not being met.

c. Discuss specific performance problems.

d. List specific expectations for improvement.

e. Provide the employee with a dated written summary of the discussion, including a statement describing the performance problems and a list of specific expectations for improvement.

f. Closely monitor the employee's performance following the discussion for no longer than forty-five (45) days.

Step 2

If improvement has occurred, the administrator should provide feedback to the employee on the improved work performance.

If improvement has not taken place:

a. The employee should be placed on a formal performance improvement plan for a period of one (1) month. This plan should be documented in writing and signed by the administrator and the employee. A copy should be sent to the personnel office.

b. The administrator should again specify improvements which must be made during this time frame and suggest development actions to assist the employee in making the improvements.

c. The administrator should specify future disciplinary action to be taken if improvement is not made during the improvement plan period.

d. The administrator should monitor performance closely during the improvement plan period. It is also critical that the administrator provide frequent guidance and counsel to assist the employee in making the desired improvements.

e. At the end of the improvement plan period, the administrator should formally review performance with the employee.

If the performance has improved, the employee should be taken off the formal improvement plan and reminded that improved performance is now expected to continue. If performance has not improved or it regresses later, appropriate disciplinary action will be taken.

4. Objective

The major objective of this policy is to improve marginal or unsatisfactory employee performance and to prevent further deterioration of the employee's work performance. A second important objective is to make certain that when an employee's continued employment is under question, the employee will be provided support, assistance and guidance from the school District before disciplinary action becomes necessary.

5. Such performance improvement plan will remain in employees personnel file for a maximum of five (5) years, but the employee may request its removal after one (1) year. The superintendent will render a written response to the employee's request.

ARTICLE XX
REVIEW OF UNPAID LEAVE REQUESTS

1. In the event an employee has exhausted all benefit leave days an employee may request additional days of leave without pay from Superintendent or designee for only the following reasons:

   a. Emergencies

   b. Physician directed activities

   c. Other reasons for good cause with prior approval from the Superintendent or designee.

2. Each such request will be reviewed by the employee's immediate supervisor, the Central Administrator in charge of Personnel and the Superintendent or the Superintendent's designee. Employees may be required to present documentation to support the request.

3. Employees who have exhausted all benefit leave days and continue to use unpaid days that are not related to illness, approved leave, or emergency may be subject to progressive discipline.

4. All other requests for unpaid leave will be subject to the following limitations:

a. No employee shall be granted more than five (5) days in any contract year

b. No more than one (1) employee in each work location (building/classification) will be granted unpaid leave for the same days. Conflicts shall be resolved by seniority.

5. All requests shall be submitted at least ten (10) days prior to the requested unpaid day using the Absence from Duty report form unless due to an emergency.

ARTICLE XXI
DURATION AND TERMINATION

This Agreement shall be effective as of July 1, 2026, and shall continue in effect until June 30, 2031. 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. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless mutually extended by the parties in writing.

Both parties agree to implement the provision of this Agreement for the full life thereof and as a condition of the various provisions of this Agreement, the Association and the employees agree that they shall not authorize, instigate, or engage in a strike or work stoppage during the term of this Agreement, and the Board and the Administration agree that they will not authorize, instigate, or engage in a lockout during the term of this Agreement.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Vice president, and the Board has caused this Agreement to be signed by its President, attested to by its Secretary and its Corporate Seal to be placed thereon, all on the day and the year first above written.

MOON AREA EDUCATION SUPPORT PROFESSIONALS ASSOCIATION, ESPA/PSEA/NEA

By: _____
President

By: _____
Vice President

MOON AREA SCHOOL DISTRICT BOARD OF EDUCATION

By: _____
President

By: _____
Secretary

Ratified by MAESPA: July 25, 2026

Ratified by Board of Education: July 30, 2026

Job Categories, Classifications and Rate Schedule

MAINTENANCE CATEGORY	
Tech I	Maintenance technicians with a Master's card or equivalent: HVAC/Electrician, and Plumber. Only one position per specialized area will be filled at a time. District has authority to add additional certifications at their discretion.
Tech II	Must have appropriate skills and licenses to be compliant and complete job based on the job description. Playground Safety Inspector certification or approved equivalent. Only one employee with certification will be paid at Tech 2 Class. District has authority to add additional certifications at their discretion.
Tech III	Groundskeeper with a Landscaping Technician certificate or approved equivalent
Tech IV	General Maintenance employee or courier with no certification

CUSTODIAL CATEGORY	
Class I	Lead Custodian – Elementary
Class II	Lead Custodian – Secondary and Elementary (475+ students and at least 67,000 square feet)
Class III	Custodian & Athletic Custodian

CENTRAL OFFICE ADMINISTRATIVE ASSISTANT CATEGORY	
Class I	Central Office Administrative Support, Registrar, Administrative Assistant to Pupil Services Director, Special Education Administrative Assistant, Athletic Office Administrative Assistant
Class II	Transportation Coordinator, Business Office

BUILDING ADMINISTRATIVE ASSISTANT CATEGORY	
Class I	260 or 208 Day – Building Administrative Assistants (210 days hold for current positions)

ASSISTANTS CATEGORY	
Class I	Health Assistants, Life Skills Paraprofessionals, Emotional Support Paraprofessionals and Personal Assistants, Reading and Transition Services Assistant, Learning Support Paraprofessionals
Class II	Library, Building Assistants and Cafeteria Monitors
Class III	Assistant Nurse

CAFETERIA CATEGORY	
Class I	Managers
Class II	Leads
Class III	Cafeteria Workers

APPENDIX A
WAGE COMPENSATION

ADMINISTRATIVE ASSISTANTS

Class I

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	22.00	22.50	23.00	23.52	24.05
2	22.39	22.90	23.41	23.94	24.48
3	23.43	23.95	24.49	25.04	25.61
4	24.46	25.01	25.57	26.15	26.73
5	25.51	26.09	26.67	27.27	27.89
6	26.54	27.14	27.75	28.38	29.01
7	27.58	28.20	28.83	29.48	30.14
8	28.62	29.26	29.92	30.60	31.28
9	29.95	30.62	31.31	32.02	32.74
10	31.57	32.29	33.01	33.75	34.51

Class II

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	31.00	31.70	32.41	33.14	33.89
2	31.23	31.93	32.65	33.38	34.13
3	32.69	33.42	34.18	34.95	35.73
4	34.13	34.90	35.68	36.49	37.31
5	35.57	36.37	37.19	38.03	38.88
6	37.02	37.86	38.71	39.58	40.47
7	38.48	39.34	40.23	41.13	42.06
8	39.92	40.82	41.73	42.67	43.63
9	42.61	43.57	44.55	45.55	46.57
10	44.23	45.23	46.25	47.29	48.35

ASSISTANTS

Class I

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	19.00	19.43	19.86	20.31	20.77
2	19.08	19.51	19.95	20.40	20.86
3	19.95	20.40	20.86	21.33	21.81
4	20.81	21.28	21.75	22.24	22.74
5	21.68	22.16	22.66	23.17	23.69
6	22.54	23.04	23.56	24.09	24.63
7	23.39	23.92	24.46	25.01	25.57
8	24.25	24.80	25.36	25.93	26.51
9	25.86	26.44	27.04	27.64	28.27
10	27.48	28.10	28.74	29.38	30.04

Class II

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	18.00	18.41	18.82	19.24	19.68
2	18.15	18.56	18.98	19.40	19.84
3	19.00	19.43	19.86	20.31	20.77
4	19.84	20.28	20.74	21.21	21.68
5	20.66	21.13	21.61	22.09	22.59
6	21.52	22.01	22.50	23.01	23.53
7	22.36	22.87	23.38	23.91	24.44
8	23.21	23.73	24.27	24.81	25.37
9	24.78	25.33	25.90	26.49	27.08
10	26.40	26.99	27.60	28.22	28.86

ASSISTANTS

Class 3 **NURSES**

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	20.00	20.45	20.91	21.38	21.86
2	21.18	21.65	22.14	22.64	23.15
3	22.15	22.65	23.16	23.68	24.21
4	23.15	23.67	24.20	24.75	25.30
5	24.12	24.66	25.22	25.79	26.37
6	25.10	25.67	26.24	26.84	27.44
7	26.07	26.66	27.26	27.87	28.50
8	27.09	27.70	28.32	28.96	29.61
9	28.90	29.55	30.21	30.89	31.59
10	30.52	31.21	31.91	32.63	33.36

MAINTENANCE

Tech I

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	31.00	31.70	32.41	33.14	33.89
2	31.23	31.93	32.65	33.38	34.13
3	32.69	33.42	34.18	34.95	35.73
4	34.13	34.90	35.68	36.49	37.31
5	35.57	36.37	37.19	38.03	38.88
6	37.02	37.86	38.71	39.58	40.47
7	38.48	39.34	40.23	41.13	42.06
8	39.92	40.82	41.73	42.67	43.63
9	42.61	43.57	44.55	45.55	46.57
10	44.23	45.23	46.25	47.29	48.35

Tech II

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	29.00	29.65	30.32	31.00	31.70
2	29.27	29.93	30.61	31.29	32.00
3	30.63	31.32	32.03	32.75	33.49
4	31.99	32.71	33.45	34.20	34.97
5	33.34	34.09	34.86	35.65	36.45
6	34.71	35.49	36.29	37.11	37.95
7	36.06	36.88	37.70	38.55	39.42
8	37.42	38.27	39.13	40.01	40.91
9	39.95	40.85	41.77	42.71	43.67
10	41.57	42.51	43.47	44.44	45.44

MAINTENANCE

Tech III

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	26.00	26.59	27.18	27.79	28.42
2	26.82	27.42	28.04	28.67	29.32
3	28.06	28.69	29.33	29.99	30.67
4	29.29	29.95	30.63	31.32	32.02
5	30.54	31.23	31.93	32.65	33.39
6	31.77	32.48	33.21	33.96	34.73
7	33.04	33.78	34.54	35.32	36.11
8	34.27	35.05	35.83	36.64	37.46
9	36.57	37.40	38.24	39.10	39.98
10	38.20	39.06	39.94	40.84	41.76

Tech IV

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	22.00	22.50	23.00	23.52	24.05
2	22.84	23.36	23.88	24.42	24.97
3	23.91	24.44	24.99	25.56	26.13
4	24.97	25.53	26.11	26.69	27.29
5	26.02	26.61	27.21	27.82	28.44
6	27.10	27.71	28.33	28.97	29.62
7	28.13	28.76	29.41	30.07	30.75
8	29.20	29.86	30.53	31.22	31.92
9	31.17	31.87	32.58	33.32	34.07
10	32.79	33.53	34.28	35.06	35.84

CUSTODIAN

CLASS I

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	23.00	23.52	24.05	24.59	25.14
2	23.68	24.21	24.76	25.32	25.89
3	24.76	25.32	25.89	26.47	27.07
4	25.88	26.46	27.06	27.67	28.29
5	26.96	27.57	28.19	28.82	29.47
6	28.08	28.71	29.36	30.02	30.69
7	29.16	29.82	30.49	31.17	31.88
8	30.27	30.95	31.64	32.36	33.08
9	32.30	33.03	33.77	34.53	35.31
10	33.93	34.69	35.47	36.27	37.08

CLASS II

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	24.00	24.54	25.09	25.66	26.23
2	25.13	25.70	26.28	26.87	27.47
3	26.31	26.90	27.51	28.13	28.76
4	27.48	28.10	28.74	29.38	30.04
5	28.63	29.27	29.93	30.61	31.29
6	29.82	30.49	31.17	31.87	32.59
7	30.96	31.66	32.37	33.10	33.84
8	32.12	32.84	33.58	34.33	35.11
9	34.29	35.07	35.86	36.66	37.49
10	35.92	36.73	37.56	38.40	39.26

CUSTODIAN

CLASS III

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	20.00	20.45	20.91	21.38	21.86
2	20.38	20.84	21.31	21.79	22.28
3	21.31	21.79	22.28	22.78	23.29
4	22.27	22.77	23.28	23.81	24.34
5	23.21	23.73	24.27	24.81	25.37
6	24.14	24.68	25.24	25.81	26.39
7	25.09	25.66	26.23	26.82	27.43
8	26.03	26.62	27.22	27.83	28.46
9	27.78	28.41	29.05	29.70	30.37
10	29.41	30.07	30.75	31.44	32.14

CAFETERIA

CLASS I

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	19.00	19.43	19.86	20.31	20.77
2	19.79	20.23	20.69	21.15	21.63
3	20.75	21.21	21.69	22.18	22.68
4	21.70	22.19	22.68	23.20	23.72
5	22.65	23.16	23.68	24.21	24.76
6	23.62	24.15	24.69	25.25	25.82
7	24.57	25.12	25.69	26.27	26.86
8	25.54	26.12	26.70	27.31	27.92
9	27.19	27.80	28.43	29.07	29.72
10	28.80	29.45	30.11	30.79	31.48

CLASS II

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	18.50	18.92	19.34	19.78	20.22
2	18.97	19.39	19.83	20.28	20.73
3	19.85	20.29	20.75	21.22	21.69
4	20.75	21.21	21.69	22.18	22.68
5	21.64	22.12	22.62	23.13	23.65
6	22.55	23.05	23.57	24.10	24.64
7	23.44	23.96	24.50	25.05	25.62
8	24.34	24.88	25.44	26.02	26.60
9	25.88	26.46	27.06	27.67	28.29
10	27.50	28.11	28.75	29.39	30.05

CAFETERIA

CLASS III

Steps	2026/27	2027/28	2028/29	2029/30	2030/31
1	18.00	18.41	18.82	19.24	19.68
2	18.55	18.97	19.39	19.83	20.27
3	19.42	19.85	20.30	20.76	21.22
4	20.32	20.77	21.24	21.72	22.21
5	21.22	21.69	22.18	22.68	23.19
6	22.12	22.61	23.12	23.64	24.18
7	23.02	23.53	24.06	24.61	25.16
8	23.91	24.44	24.99	25.56	26.13
9	25.46	26.03	26.62	27.22	27.83
10	27.08	27.69	28.31	28.94	29.60