



AGREEMENT

BETWEEN

PENNSBURY SCHOOL DISTRICT

AND

**PENNSBURY EDUCATIONAL SUPPORT
PROFESSIONALS ASSOCIATION**

2022 – 2027



AGREEMENT BETWEEN PENNSBURY SCHOOL DISTRICT AND PENNSBURY EDUCATIONAL SUPPORT PROFESSIONALS ASSOCIATION 2022-2027

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ARTICLE 1 - RECOGNITION

The Board recognizes the Association as the exclusive representative for purposes of collective bargaining as that term is defined in Act 195 for all Bargaining Unit Members as certified by the Pennsylvania Labor Relations Board in Case No. PERA-R-88-3-E, and as amended on February 20, 1991, provided that this Article shall not confer any implied rights upon either party beyond those which are set forth in the express language of this Agreement. The Agreement recognizes the fact that the educational support staff has an interest in the educational objectives of the School District.

ARTICLE 2 - DEFINITIONS

- 2-1. The term "District" when used in this Agreement shall mean the Pennsbury School District, its Board of School Directors, and its authorized administrators and management officials.
- 2-2. The term "full-time" shall mean all Bargaining Unit Members who are regularly scheduled to work thirty-five (35), thirty-seven and one-half (37-1/2), or forty (40) hours per week. Bargaining Unit Members who are regularly scheduled to work twenty-five (25) hours per week or more shall also be considered full-time, but only for purposes of eligibility for group insurance benefits and tuition reimbursement.
- 2-3. The term "part-time" shall mean any Bargaining Unit Member who is regularly scheduled to work less than thirty-five (35) hours per week.
- 2-4. Either full-time or part-time Bargaining Unit Members may be employed on a ten (10) or twelve (12) month basis at the discretion of the District.
- 2-5. The term "Association" shall mean the Pennsbury Educational Support Professionals Association/PSEA/NEA, its authorized officers and representatives.

ARTICLE 3 - HOURS OF WORK

- 3-1. The hours of work for each job classification covered by this Agreement will be determined by the administration in accordance with the needs of the District. Work schedules indicating the hours of work for each Bargaining Unit Member or job classification will be promulgated annually in writing by the appropriate building or District level administrator. A Bargaining Unit Member may be required to stay late by the District for reasons of student safety. Such additional time will be compensated at the Bargaining Unit Member's hourly rate.
- 3-2. Paid hours of work shall be exclusive of a lunch period. The lunch period shall be duty free except for emergency interruptions.

ARTICLE 4 - OVERTIME

- 4-1. Bargaining Unit Members may volunteer for and, as set forth below, may be required to work overtime at the discretion of the District. The District and the Association shall develop procedures for Bargaining Unit Members to indicate their willingness to volunteer for overtime work. No overtime shall be worked except as authorized by the appropriate administrator.
- 4-2. When overtime work is determined by the District to be necessary, Bargaining Unit Members within (1) the building involved (and within the job classification involved) or (2) the trade involved, as appropriate, who have previously indicated that they wish to work overtime, will be offered the overtime on a rotating basis by their District seniority. If no such Bargaining Unit Member will accept the overtime, the District may require any Bargaining Unit Member within the building (and job classification) or trade involved, including those who have not volunteered for overtime, to work the overtime.
- 4-3. Bargaining Unit Members who volunteer or who are required to perform work in excess of forty (40) hours in any calendar week shall be compensated at the rate of one and one-half (1-1/2) times their regular hourly rate for any such hours actually worked in excess of forty (40).
- 4-4. There shall be no compensatory time in lieu of overtime pay.
- 4-5. There shall be no duplication or pyramiding of any premium pay provided under this Article or any other Article of this Agreement. Payment of overtime rates as provided in this Article shall be in lieu of the payment of any other differential or premium rate provided in this Agreement.
- 4-6. All benefit days, except sick days and family illness days, will be considered as time worked for the purpose of computing overtime.
- 4-7. Bargaining Unit Members will be compensated at two times their regular hourly rate for actual hours of required emergency work on Sunday or on a paid holiday. This shall be in addition to regular holiday pay.

ARTICLE 5 - PAY PERIODS

- 5-1. Paychecks will be issued on a bi-weekly basis in accordance with uniform District-wide practice.
- 5-2. Direct deposit of paychecks will be offered to Bargaining Unit Members with the employee having the option to participate.

ARTICLE 6 - SALARIES

6-1. Base Hourly Wages

6-1.1 Bargaining Unit Members will be employed and classified under one of the position titles listed in Appendix A. The salary schedule for each year of this Agreement is contained in Appendix A.

6-1.2 Placement in a salary column shall be determined by the number of full contract years of service in the District completed by July 1 of the appropriate contract year, calculated based upon the Bargaining Unit Member's seniority date as maintained in the Office of Human Resources. Placement for new hires shall be in accordance with Section 6-1.3 below. Notwithstanding the foregoing, there will be no credit for years of service as the result of the complete salary and longevity freeze during the 2011-2012 – 2013-2014 time period.

6-1.3 Unless stated otherwise in Section 6-1.4 herein, all Bargaining Unit Members moving through the salary scale shall move based upon the timeframes listed in the columns outlined in Appendix A – Salary Schedules. New hires who are hired before January 1 shall move as of the next July 1. New hires who are hired after January 1 shall move the following July 1.

6-1.4 2011-2012, 2012-2013, and 2013-2014 – There is a complete salary freeze (no step or longevity movement) during contract years 2011-2012, 2012-2013, and 2013-2014.

2022-2023 – 1.85% salary increase; step/longevity movement; however, there will be no credit for years of service at all for the purposes of step or longevity movement as a result of the complete salary freeze and step/longevity freeze during the 2011-2012 through the 2013-2014 time periods.

2023-2024 – 1.85% salary increase; step/longevity movement; however, there will be no credit for years of service at all for the purposes of step or longevity movement as a result of the complete salary freeze and step/longevity freeze during the 2011-2012 through the 2013-2014 time periods.

2024-2025 – 1.85% salary increase; step/longevity movement; however, there will be no credit for years of service at all for the purposes of step or longevity movement as the result of the complete salary freeze and step/longevity freeze during the 2011-2012 through the 2013-2014 time periods.

2025-2026 – 1.85% salary increase; step/longevity movement; however, there will be no credit for years of service at all for the purposes of step or longevity movement as the result of the complete salary freeze and step/longevity freeze during the 2011-2012 through the 2013-2014 time periods.

2026-2027 – 1.85% salary increase; step/longevity movement; however, there will be no credit for years of service at all for the purposes of step or longevity movement as the result of the complete salary freeze and step/longevity freeze during the 2011-2012 through the 2013-2014 time periods.

6-2. Longevity

During the 2011-2012, 2012-2013 and 2013-2014 contract years, there shall be no longevity movement recognized, notwithstanding the longevity amount set forth in the chart below. Effective July 1, 2014, and each contract year thereafter, all Bargaining Unit Members having completed the required number of years in service in the Pennsbury School District (seniority exclusive of unpaid leaves of absence) shall be granted the indicated longevity increase amount, which shall be added to the Bargaining Unit Member’s base hourly rate in Column F of the appropriate salary schedule each year in accordance with the chart below. Notwithstanding the foregoing, Bargaining Unit Members shall not be entitled to any longevity credit as the result of performing service during the 2011-2012, 2012-2013 and 2013-2014 contract years. Columns after Column F are based upon the language in this section.

(Example: A Bargaining Unit Bargaining Unit Member who had 14 years of experience as of June 30, 2011, will not move to 15 years of experience on the chart until July 1, 2014.)

Years of Service Completed as set forth in this Agreement		Longevity Increase Amount effective July 1, 2014 and thereafter
<i>15 (fifteen) years</i>		\$0.40
<i>20 (twenty) years</i>		\$0.55
<i>25 (twenty -five) years</i>		\$0.65
<i>30 (thirty) years</i>		\$0.75
<i>35 (thirty -five) years</i>		\$0.85

6-3. Shift Differential

For regular full-time Bargaining Unit Members, a shift differential of \$.25 per hour will be paid for a full-time second shift and \$.30 per hour for a full-time third shift. Shift differential shall be paid only for “regular” work and only for

actual night hours worked. The work times for second and third shifts are established by the Administration, depending on the needs of each specific work area. Typically, there is a day shift (first shift), an evening-night shift (second shift) and a night-early morning shift (third shift).

- 6-4. Effective on or after July 1, 2013, in the event a permanent Bargaining Unit Member is substituting for another Bargaining Unit Member who has been continuously absent or is temporarily filling a permanent vacancy for twenty (20) consecutive work days, and the Bargaining Unit Member thereafter continues to be employed for one (1) or more additional consecutive days, the Bargaining Unit Member shall receive the rate of pay for the job classification in which he/she is substituting or continue to receive his/her own rate of pay, whichever is higher, retroactive to the first such day worked. A paid benefit day will not constitute a break in service and any such paid benefit days taken by the Bargaining Unit Member would be at the lower of the two (2) rates.

ARTICLE 7 - UNIFORMS

- 7-1. Any Bargaining Unit Member who is required by the District to wear a uniform and/or work boots shall be reimbursed by the District as follows:
 - 7-1.1 Full-time Bargaining Unit Members working in the Maintenance Department or Bus Garage and required to wear work boots will be reimbursed at the rate of up to two-hundred dollars (\$200.00) for each year of this Agreement, upon submission of the Bargaining Unit Member's receipts of purchase for required uniforms.
 - 7-1.2 Bargaining Unit Members in the "Custodian" and "Cleaner" job classifications will be reimbursed at the rate of up to seventy-five dollars (\$75.00) for the purchase of appropriate shoes for each year of this Agreement, upon submission of the Bargaining Unit Member's receipts of purchase for required uniforms.
 - 7-1.3 Other full-time Bargaining Unit Members required to wear uniforms will be reimbursed at the rate of up to one-hundred dollars (\$100.00) for each year of this Agreement, upon submission of the Bargaining Unit Member's receipts of purchase for required uniforms.
 - 7-1.4 Any Bargaining Unit Member eligible for uniform reimbursement who does not utilize his/her full uniform allowance amount for purchases made in the current contract year will be permitted to carry forward the unspent balance of his/her current year uniform allowance into the next contract year.
 - 7-1.5 Carry-forward amounts from the current contract year that are not spent by the end of the next contract year will be forfeited.

7-1.6 For accounting purposes, purchases in the next contract year will be charged against the carry forward amount first, before being charged against that year's uniform allowance amount.

7-1.6 The District will provide all part-time cleaners with three (3) uniform t-shirts each year. Where appropriate, all designated full and part-time Bargaining Unit Members must wear the designated uniform shirt every day. If regulations or restrictions regarding uniforms are changed, the affected Bargaining Unit Members will be notified prior to the beginning of the contract year.

ARTICLE 8 - PARAPROFESSIONALS

8-1. The District shall create two (2) job classifications from the existing "Paraprofessional Special Ed" classification: Paraprofessional I and Paraprofessional II.

8-2. A Paraprofessional shall be eligible to be classified as a Paraprofessional II if that Paraprofessional is assigned to work in a 1-to-1 relationship with a student with a diagnosis that results in a placement in an Emotional Support ("ES") or Autism Support ("AS") program as initiated through the Individualized Education Program process specifically to address challenging physical behaviors.

8-3. The Director of Special Education or his/her designee shall make all assignments regarding Paraprofessional II designation in his/her sole discretion. Paraprofessional IIs shall not be subject to bumping procedures.

8-4. Paraprofessional IIs shall be included on the Appendix A Salary Schedules at a rate of pay equal to that of a Paraprofessional I plus \$0.75 per hour.

8-5. In the event a Paraprofessional I is substituting for a Paraprofessional II who has been continuously absent or is temporarily filling a permanent vacancy for at least three (3) contiguous full work days, after completion of the third contiguous day, the Paraprofessional I shall receive the rate of pay of a Paraprofessional II retroactive to the first such day worked. A paid benefit day will not constitute a break in service and any such paid benefit day taken by the Paraprofessional I would be compensated at the lower of the two (2) rates.

8-6. In the event a Paraprofessional II is temporarily assigned to Paraprofessional I duties due to absence of the Paraprofessional II's assigned student from school, the Paraprofessional II will continue to receive the rate of a Paraprofessional II during any such absence and alternative duties. Should the student permanently leave the District, assignment will be in accordance with the provisions of Section 8-3.

ARTICLE 9 - (RESERVED)

ARTICLE 10 - MILEAGE REIMBURSEMENT

- 10-1. Any Bargaining Unit Member who is required to use his or her personal vehicle for school-related travel shall be reimbursed for all approved mileage at the current rate.
- 10-2. Mileage reimbursement shall be at the rate approved by the Internal Revenue Service for business expense deductions.
- 10-3. Changes in reimbursement shall be effective on December 1st following the IRS announcement.

ARTICLE 11 - TUITION REIMBURSEMENT

- 11-1. The District will reimburse full-time Bargaining Unit Members in any of the various departments an amount equal to 80% of the cost of tuition and course materials with a maximum reimbursement to any one employee of \$750 for each contract year. Courses taken must relate to the Bargaining Unit Member's job description and duties performed, be required in order to obtain a degree, or be required for special certification or licensing. Courses or credits leading to a degree sought must be relative to potential employability of the Bargaining Unit Member within the District.
- 11-2. In order to be reimbursed the Bargaining Unit Member must obtain prior approval from the Director of Human Resources or his/her designee for the course to be taken and must receive a grade of C or better. Supportive data for reimbursement must be submitted within thirty (30) days of completion of the course. Bargaining Unit Members who are reimbursed for tuition shall be required to refund to the District the amount of reimbursement received if the Bargaining Unit Member resigns from the District within one (1) year of completion of the courses.

ARTICLE 12 - VACATIONS

- 12-1. All full-time twelve (12) month Bargaining Unit Members shall be granted vacation in accordance with the following schedule:

Continuous Service Credit as of June 30 of any Current Year	Vacation Eligibility
3 months or more of service (hired on or before April 1)	Prorated
1 but less than 3 years	10 days
3 but less than 5 years	12 days
5 but less than 6 years	14 days
6 but less than 7 years	15 days
7 but less than 8 years	16 days

8 but less than 9 years	17 days
9 but less than 10 years	18 days
10 but less than 15 years	20 days
15 but less than 20 years	22 days
20 years or more	25 days

- 12-2. Vacation eligibility applies only to full-time twelve (12) month Bargaining Unit Members.
- 12-3. All vacation periods will be governed by administrative regulation in order to provide for efficient operations. Prior supervisory approval is necessary before any vacation may be taken. It is permissible for full-time Bargaining Unit Members to take a one-week vacation during the school year, subject to supervisor's approval, the availability of qualified substitutes, and the existing work load. If more than one Bargaining Unit Member requests vacation on the same day for the same date(s) and not all requests for that date(s) can be granted, seniority will determine the priority for approval for vacation for that date(s).
- 12-4. Unused vacation cannot be accumulated or carried over from year to year. However, unused vacation accrued during the previous contract year will be calculated when determining final pay allowances. In order to receive vacation accrual for the current contract year, employees must be on active payroll on August 31st.

ARTICLE 13 - HOLIDAYS

- 13-1. Full-time twelve (12) month Bargaining Unit Members are entitled to thirteen (13) paid holidays:

New Year's Day	July 4 th
Martin Luther King Day	Labor Day
President's Day	Veterans' Day
Easter (2 days)	Thanksgiving (2 days)
Memorial Day	Christmas (2 days)

- 13-2. Twelve (12) days are recognized as paid holidays for ten (10) month Bargaining Unit Members working a minimum of five (5) hours per day provided that the holiday falls within the period that the Bargaining Unit Member is on active payroll:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
President's Day	Thanksgiving (2 days)
Easter (2 days)	Christmas (2 days)
Memorial Day	

- 13-3. Part-time Bargaining Unit Members who work 4.0 to 4.9 hours per day are entitled to nine (9) paid holidays provided that the holiday falls within the period that the Bargaining Unit Member is on active payroll:

New Year's Day	Memorial Day
Martin Luther King	Veterans' Day
Day President's Day	Thanksgiving
Easter (2 days)	Christmas

In contract years when the first day of the school year for the District falls before Labor Day, part-time Bargaining Unit Members who work 4.0 to 4.9 hours per day are also entitled to Labor Day as a paid holiday.

- 13-4. Three (3) days are recognized as paid holidays for part-time Bargaining Unit Members working less than four (4) hours provided that the holiday falls within the period that the Bargaining Unit Member is on active payroll:

Thanksgiving Day
Christmas Day
New Year's Day

- 13-5. Any Bargaining Unit Member absent from scheduled work on a day preceding or following a holiday will have deductions made for these days (including the holiday) unless such absence is covered by a medical examiner's verification or approved vacation.

- 13-6. Five (5) days' vacation may be taken during extended school closing periods during the contract year.

- 13-7. Bargaining Unit Members on less than twelve (12) month work schedules who assume full twelve (12) month schedules will have vacations, holidays, and other benefits adjusted accordingly.

- 13-8. Any Bargaining Unit Member eligible for those days designated by the Administration in the 12-month calendar for energy conservation (energy savings days) may elect to utilize energy savings days as a Floating Holiday as a reasonable accommodation for observances of a religious or other personal nature (i.e., Rosh Hashanah, Yom Kippur, Eid al-Fitr or similar observance). The day must be requested in advance and must be pre-approved by the Bargaining Unit Member's supervisor. A Floating Holiday is either used for the designated observance or as an energy saving day and does not accumulate or convert to other sick, vacation, personal or holiday time.

ARTICLE 14 - INSURANCES

14-1. Medical Insurance

14-1.1 The District will make available to eligible Bargaining Unit Members the Independence Blue Cross Personal Choice 20/40/70 Plan (PC 20/40/70) as the benchmark plan. The Keystone Point of Service (KPOS) and the Independence Blue Cross 10/20/70 plans will be offered as alternate health benefit plans. An open enrollment shall be conducted.

The above references to IBC's Personal Choice and Keystone plans are name brands for Independence Blue Cross. The District may, at their discretion, offer comparable plans administered through either Independence Blue Cross or the Delaware Valley Health Trust (DVHT). Any change in insurance administration shall be managed through an open enrollment period. The Administration will provide the Association notice of a change in administration and open enrollment period by March 1st.

A fund totaling \$15,000 will be created by the District for matching payments to Bargaining Unit Members who participate in the following Delaware Valley Health Trust (DVHT) wellness initiatives, as defined by DVHT: biometric screening, colonoscopy, women's well visit, and mammogram. Matching payments shall be available for so long as funds exist in the initial fund. Matching payments will be distributed on a first-come, first-served basis in a process determined by the Administration. The fund shall not be replenished.

14-1.2 The District shall provide five tiered subscriber categories, consisting of single, parent/child, parent/children, Member/spouse, and family.

14-1.3 Bargaining Unit Members who elect to enroll in the Independence Blue Cross 10/20/70 plan will pay the applicable percentage of the benchmark plan in addition to 100% of the difference in costs between the benchmark plan and the plan in which they are enrolled.

14-1.4 Each Bargaining Unit Member shall contribute the following percentage of the premium cost for the health benefit plan as selected by the Bargaining Unit Member. Contributions for the Independence Blue Cross 10/20/70 plan will utilize the benchmark premium share percentages below in accordance with the provisions of Section 14-1.3.

2022-2023: 14.0%
2023-2024: 14.5%
2024-2025: 15.0%

2025-2026: 15.5%
 2026-2027: 16.0%

14-1.5 For hospitalization under the PC 10/20/70 plan, the District will reimburse the Bargaining Unit Member seventy-five dollars (\$75.00) per day and a maximum of three-hundred seventy-five dollars (\$375.00) per admission. For hospitalization under the PC 20/30/70 plan, the District will reimburse the Bargaining Unit Member seventy-five dollars (\$75.00) per day and a maximum of three-hundred seventy-five dollars (\$375.00) per admission. For hospitalization under the PC 20/40/70 plan, the District will reimburse the Bargaining Unit Member two-hundred dollars (\$200.00) per day and a maximum of one-thousand dollars (\$1,000.00) per admission.

14-1.6 Under no circumstances will a full-time Bargaining Unit Member’s contribution for single health benefit coverage exceed any limitations set forth in the Patient Protection and Affordable Care Act as it relates to the Bargaining Unit Member’s annual compensation from the District.

14-1.7 Cost sharing will be on a pre-tax basis in accordance with the Section 125 plan of the District.

14-1.8 Cost Containment. Effective with the open enrollment under this contract, Bargaining Unit Members shall receive an annual payment if District insurance coverage is waived pursuant to the terms of this section. If a Bargaining Unit Member receives insurance coverage and benefits as a subscriber or as a dependent under a District insurance plan, that Bargaining Unit Member shall not be eligible for any waiver payment. If all related District employees on a single health benefit plan, regardless of membership in any bargaining unit, waive coverage, those employees shall only be entitled to one (1) waiver payment in lieu of the collective coverage.

Any Bargaining Unit Member electing the waiver payment in lieu of the collective coverage shall provide the District with documentation of coverage in a group insurance plan.

COST CONTAINMENT					
Waiving From:	To:	Monthly Med	Yearly Med	Monthly +Rx	Yearly +Rx
Family	Single	\$120.00	\$1,440.00	\$150.00	\$1,800.00
Family	Parent/Child	\$100.00	\$1,200.00	\$125.00	\$1,500.00
Family	Parent/Childre n	\$80.00	\$960.00	\$100.00	\$1,200.00
Family	No coverage	\$200.00	\$2,400.00	\$250.00	\$3,000.00
Member/Spouse	Single	\$80.00	\$960.00	\$100.00	\$1,200.00

Member/Spouse	No coverage	\$160.00	\$1,920.00	\$200.00	\$2,400.00
Parent/Children	No coverage	\$120.00	\$1,440.00	\$150.00	\$1,800.00
Parent/Child	No coverage	\$100.00	\$1,200.00	\$125.00	\$1,500.00
Single	No coverage	\$80.00	\$960.00	\$85.00	\$1,020.00
New Hire Under CBA		\$80.00	\$960.00	\$85.00	\$1,020.00
Waiving Prior to CBA		\$80.00	\$960.00	\$85.00	\$1,020.00

A Bargaining Unit Member must be receiving coverage on a District plan as of June 30th of the prior contract year to be eligible for a waiver payment beyond the single rate.

A Bargaining Unit Member waiving any tier of coverage to receive a lower tier of coverage from the District, as outlined above, will be eligible to waive from the tier of coverage Bargaining Unit Member was receiving as of June 30th of the prior contract year.

For the 2017 – 2018 contract year, a Bargaining Unit Member electing the waiver payment in lieu of the collective coverage shall receive a pro-rated waiver payment effective October 1, 2017.

14-2. Dental Insurance

The District has established the UCCI Flex Dental Plan as the base plan. Bargaining Unit Members will contribute a percentage of the monthly premium towards their dental coverage as follows:

Effective July 1, 2022, 16% of total premium.

Bargaining Unit Members electing coverage with a higher monthly premium than the base plan will pay the applicable percentage of the base plan as well as the difference in cost between the base plan and their elected plan. Cost sharing will be on a pre-tax basis unless Bargaining Unit Member elects otherwise.

14-3. Prescription Drug Insurance

Effective December 1, 2013, the prescription plan shall become the 15/30/50 plan with the funding of the single prescription based upon the same formula for the cost health benefit plan. The plan will include a mail-order benefit with a three-month supply available for two (2) times the co-pay. Cost sharing will be on a pre-tax basis unless the Bargaining Unit Member elects otherwise. The District will provide full family coverage in the foregoing program for each regular, full time Bargaining Unit Member electing such coverage.

14-4. Life Insurance

14-4.1 Group term life insurance in an amount equal to 100% of the base salary of the Bargaining Unit Member rounded to the nearest thousand dollars.

14-4.2 Bargaining Unit Members hired prior to July 1, 1986 shall be entitled to a \$2,500 paid up life insurance policy. Bargaining Unit Members hired after July 1, 1986 will be entitled for the District to pay the premium cost of a \$5,000 term policy effective until age 65. A Bargaining Unit Member will be eligible to receive this benefit upon retirement with at least ten (10) years of service with the District.

14-5. Vision Allowance

The District will contribute \$130.00 annually for each contract year to the full-time Member's 125 Flexible Spending Plan for the Bargaining Unit Member to use for vision reimbursement, unreimbursed medical costs, and other expenses covered by the 125 regulations.

ARTICLE 15 - SECTION 125 FLEXIBLE SPENDING PLAN

The District will provide a Section 125 Benefits Plan to the extent permitted by the Internal Revenue Code.

ARTICLE 16 - BEREAVEMENT LEAVE

16-1. Immediate Family. Whenever a Bargaining Unit Member shall be absent from duty because of a death in the immediate family of said Bargaining Unit Member, there shall be no deduction in salary for an absence up to five (5) days. Bereavement Leave days do not need to be taken consecutively but must be used within thirty (30) calendar days from the death. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, grandchild, step-father, step-mother, step-brother, step-sister, parent-in-law, son-in-law, daughter-in-law, or near relative who resides in the same household, or any person with whom the Bargaining Unit Member has made his/her home. In the rare instance that the burial is delayed more than thirty (30) calendar days from the death, one (1) additional day shall be granted for attendance at the funeral. Documentation of the funeral showing name of the deceased and date may be requested by the School District to approve compensation of this day.

Near Relative. In the case of a near relative, there shall be no deduction in salary for absence on the day of the funeral. Up to two (2) additional days may be granted for the death of a near relative where the traveling distance exceeds a one hundred fifty (150) mile radius. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, step-grandparent, step-grandchild, brother-in-law or sister-in-law.

- 16-2. For all leave requests under this section, Proof of death (such as an obituary notice) and relationship to the deceased shall be provided to the Bargaining Unit Member's supervisor.
- 16-3. In calculating Bereavement Leave, the District shall not count weekend days but shall count scheduled paid and unpaid school holidays and unscheduled District-wide shutdown days.

ARTICLE 17 - CHILD REARING LEAVE

- 17-1. A Bargaining Unit Member who is expecting the birth or adoption of a child, and who wishes to continue employment, may be granted a child rearing leave of absence without pay.
- 17-2. Requests for approval of such leaves of absence without pay must be made, in writing, to the District Superintendent with as much advance notice as possible, but at least sixty (60) days prior to the requested effective date of the leave.
 - 17-2.1 The written request for child rearing leave shall specify the expected date of birth or adoption of the child and shall specify the proposed inclusive dates of the leave.
 - 17-2.2 The effective date requested shall be the expected date of birth or adoption of the child or a date reasonably prior or subsequent thereto.
- 17-3. Approval of a request for child rearing leave of absence shall be at the sole discretion of the Board. Notification in writing of the Board's disposition of a request for child rearing leave shall be given not later than thirty (30) days prior to the requested effective date of the leave. The notification will specify an approved effective or beginning date and an approved termination or ending date for the leave.
- 17-4. The maximum period of the leave shall be a period of one (1) year after the leave has begun. Requests for an extension for an additional period of up to one (1) year may be granted at the sole discretion of the District.
- 17-5. A Bargaining Unit Member who has been granted a child rearing leave of absence and who wishes to terminate the leave prior to the approved termination date may request approval of an earlier termination date. A request for an early termination of an approved child rearing leave must be made in writing to the office of the District Superintendent at least sixty (60) days prior to the new termination date requested. The reasons for requesting an early termination must be stated in the request. A Bargaining Unit Member who has been granted a period of child rearing leave must give notice of intention to return to the office of the District Superintendent no later than sixty (60) days prior to the date of return.

- 17-6. Upon termination of the leave the District shall reinstate the Bargaining Unit Member to the job held prior to the leave, or to a substantially equal position if such jobs are vacant and available. If such jobs are not vacant and available, the District may offer the Bargaining Unit Member any other available position for which the Bargaining Unit Member is eligible. A Bargaining Unit Member returning from child rearing leave shall not forfeit any seniority or any other rights accrued prior to the leave, but such rights shall not continue to accrue during the leave.
- 17-7. Bargaining Unit Members granted child rearing leave may be allowed to remain a member of District group insurance plans, including life insurance, medical insurance, dental insurance, prescription drug insurance and vision insurance plans, during the leave at their own expense, subject to approval of the carrier(s), if they request that they be allowed to remain a member of the plans at the time that they request child rearing leave. The District may require that such Member prepay to the District the entire premium for their participation in the plans one (1) month prior to the effective date of the leave. In any event, because the District pays premiums one (1) month in advance, the Bargaining Unit Member must submit payment to the Office of Human Resources of at least one (1) month's premium in advance.

ARTICLE 18 - SICK LEAVE

- 18-1. Sick leave will be granted at the rate of twelve (12) days per year for twelve (12) month Bargaining Unit Members and ten (10) days per year for ten (10) month Bargaining Unit Members, who work five (5) or more hours per day, accumulative without limit. Part-time Bargaining Unit Members working 4.0 to 4.9 hours per day will receive eight (8) days sick leave per year, accumulative without limit. Hourly Bargaining Unit Members working less than four (4) hours per day will receive five (5) days sick leave per year, accumulative without limit.
- 18-2. The District reserves the right to require a doctor's certificate for any absence due to illness. Absences for illness during a Bargaining Unit Member's probationary period will require a physician's statement before payment will be made for such absence. These certificates must be forwarded to the District Office of Human Resources upon return to work in order for the Bargaining Unit Member to be paid. Absences requiring payroll deductions will be made by dividing the annual rate by the number of days employed during the year.
- 18-3. Bargaining Unit Members must work at least one (1) day in the new school year in order to re-establish sick leave eligibility at the beginning of a contract year. Sick leave will be pro-rated for the year that employment with the District ceases or a Bargaining Unit Member takes an unpaid leave of absence.

18-4. The District will provide paid leave for the first five (5) days absence in any one (1) contract year due to the illness of members of the Bargaining Unit Member's immediate family as defined in Article 16, 16-1. Such payment shall be limited to the Bargaining Unit Member's available sick leave days, as follows:

18-4.1 Up to five (5) days of such absence shall be deducted from the Bargaining Unit Member's available sick leave days, if any.

18-4.2 In the event of extended family illness, the Bargaining Unit Member may request in writing an extension of his/her sick days if needed to cover such an absence.

18-4.3 The District reserves the right to require a doctor's certification for any absence due to use of sick leave days for a family illness. All additional requirements of Section 18-2 related to doctor's certificates shall also be applicable to absences for family illness.

18-5. Abuse of sick leave will result in disciplinary action which may include pay deductions and/or dismissal from employment.

18-6. In the event a Bargaining Unit Member contracts a childhood illness and is prevented from fulfilling his/her duties, upon certification from a physician stating the nature of the illness on forms provided by the District, the District shall continue to make salary payment to the Bargaining Unit Member, without deduction from sick leave entitlement. Childhood illnesses shall be defined as rubella (measles), epidemic parotitis (mumps), varicella (chicken pox), rubella (german measles), conjunctivitis (pink eye), scabies, and pediculosis. However, Bargaining Unit Members will receive this benefit only upon documenting that a student within their assigned classroom or with whom they have had direct contact in school has the illness in question. A doctor's certificate shall be required when leave is taken under this section.

18-7. Retirement Allowance

Full-time Bargaining Unit Members retiring from the District and taking a pension under PSERS, shall receive payment for unused accumulated sick leave days based on the following schedule:

\$50 per day from the first day for 125 days or more

\$30 per day from the first day for less than 125 days

Part-time Bargaining Unit Members will receive one-half (1/2) the dollar amount listed above for full-time employees.

18-8. Separation Allowance

All Bargaining Unit Members with three (3) or more years of service and who do not qualify for the retirement allowance above and who will be separating from continuous service with the District will be granted payment for unused accumulated sick leave days based on the following schedule:

\$14 per day from first day for 85 days or less.

\$17 per day from first day for 86 to 125 days.

\$20 per day from first day for 126 to 150 days.

\$23 per day from first day for 151 to 175 days.

ARTICLE 19 - SICK LEAVE BANK

A Sick Leave Bank is available to all full-time Bargaining Unit Members. The regulations are as follows:

19-1. Membership

19-1.1 Membership in the Bank shall be voluntary for all full-time (five (5) or more hours per day) Bargaining Unit Members. The Bank shall remain in effect as long as at least fifty-five percent (55%) of the Bargaining Unit Members choose to belong. Bargaining Unit Members become eligible for membership upon successful completion of the probationary period.

19-1.2 To become a participating member of the Sick Leave Bank, an eligible Bargaining Unit Member must submit an application form (PAY-011) upon completion of their probationary period. A contribution of one (1) sick day shall be required for initial membership.

19-1.3 Bargaining Unit Members joining the Bank in subsequent years will be required to contribute one (1) day for each year that they were eligible to be a member of the Bank. Bargaining Unit Members who join the Sick Leave Bank more than thirty (30) days beyond the time of initial membership eligibility will not become eligible for benefits from the Bank for one year beyond the time they become members of the Sick Leave Bank.

19-1.4 Sick Bank members annually will contribute one (1) day of accumulated sick leave to the Bank. Additional contributions of one (1) day or more per member shall be required of all members if Bank days fall below the minimum of seven hundred fifty (750) days.

19-1.5 In the event contributed days become depleted during the operation of the Bank, the Bank Committee may, with the approval of the Business Administrator, assess further contributions against its members or suspend operation of the Bank until the beginning of the next year (July 1).

19-1.6 Contributed days shall remain in the Bank and may not be withdrawn by a Bargaining Unit Member upon retirement, resignation, or withdrawal from the Bank.

19-2. Qualification for Use of the Sick Leave Bank

19-2.1 Bank benefits shall be available to any member for illness or disability normally covered by sick leave except the following: Bargaining Unit Members on child rearing leave of absence or long term leaves of absence except extended sick leave.

19-2.2 Initial withdrawal of Bank benefits shall not commence until a member has exhausted all of his/her accumulated sick days.

19-2.3 In order to apply for Sick Bank Benefits, Bargaining Unit Members must complete the Sick Bank Request Form two (2) weeks prior to exhausting his/her own accumulated sick leave, when possible.

19-2.4 Approval for non-consecutive use of Sick Bank Benefits must receive prior approval by the Sick Bank Committee.

19-3. Review of Cases

19-3.1 All cases shall be reviewed for (final) decision by the Sick Leave Bank Committee.

19-3.2 Confidentiality – The Sick Leave Bank Committee shall take all necessary steps to insure the confidentiality of its decisions and information provided by the Bargaining Unit Member or their physician.

19-3.3 Certification by Physician:

The Sick Leave Bank Committee shall require certification by a physician or the District Employee Assistance Program to verify need for Sick Leave Bank days. The certification must include diagnosis, prognosis, treatment, and anticipated date of return.

The Sick Leave Bank Committee may require the applicant to provide subsequent certifications from the physician, Employee Assistance Program or a physician of the Committee's choice.

Expense, if any, of securing the subsequent certification shall be borne by the member applicant.

The Sick Leave Bank Committee shall apply these guidelines equitably and uniformly to all applicants.

19-3.4 Any Sick Leave Bank members who appeal a decision of the Sick Leave Bank Committee must do so in writing to both the Association President and the Sick Leave Bank Committee.

19-3.5 The Association Executive Board and the Sick Leave Bank Committee will review all appeals for a final decision.

19-4. Distribution of Days by the Sick Leave Bank

19-4.1 Maximum withdrawal from the Bank shall be equal to the balance of the Bargaining Unit Member's sick days prior to the beginning of the illness plus any days contributed to the Bank. The maximum withdrawal shall not exceed one hundred (100) days in any one contract year or for any one illness. One illness shall mean continuous absence or absence not interrupted by sixty (60) calendar days return to work. During this sixty (60) day period the Bargaining Unit Member will be on the original claim if illness occurs. After this sixty (60) day period, a second claim will be filed.

19-4.2 Once the Bargaining Unit Member uses Sick Bank days, the number of days the Bargaining Unit Member has contributed to the Bank reverts to zero (0) and begins accumulating each year thereafter. If the Bargaining Unit Member does not use all of the allocated Sick Bank days for an illness, the days contributed by the Bank are returned to the Bank. If the number of days the Bargaining Unit Member contributed to the Bank is equal to more than the number of days returned, the balance of these days may be used for a subsequent claim.

19-4.3 Maximum withdrawal for subsequent Sick Bank claims shall be equal to the balance of the Bargaining Unit Member's sick days prior to the beginning of the illness plus any days contributed to the Bank that have not been used by a previous Sick Bank claim.

19-4.4 Once a Bargaining Unit Member exhausts the total days allotted by the Sick Bank, they may request donated days to a maximum of sixty-five (65) days. However, the Bargaining Unit Member must exhaust all but five (5) of their combined personal and vacation days prior to using donated days.

19-4.5 A member of the sick bank may donate sick days to or receive donated sick days from any other Pennsbury employee in

accordance with the terms and conditions of the applicable Sick Leave Bank.

19-4.6 A Bargaining Unit Member utilizing Sick Leave Bank days must return to work for a period of days equal to the number of days taken from the Sick Leave Bank. Should the Bargaining Unit Member not return for the minimum required period, the Bargaining Unit Member shall reimburse the District the difference between the amount paid as sick leave and the payments outlined in Sections 18-7 and 18-8 of this Agreement for each Sick Leave Bank day not offset by a day worked after return to the District from leave.

19-4.7 Exceptions will be made for Bargaining Unit Members who are unable to return to work because of serious illness or disability; relocation of spouse or significant other to a location which would make it impossible or impracticable for the Bargaining Unit Member to continue to work for the District, or to care for a sick parent, spouse, child, etc., as defined by the Family and Medical Leave Act. Documentation shall be required for all requests for exceptions. A medical professional will be required to certify all medical exceptions.

19-5. Sick Bank Committee

19-5.1 The Sick Leave Bank Committee shall consist of the Director of Human Resources and the Payroll Supervisor and two (2) representatives selected by the Association.

19-5.2 A minimum of three of the members must be in attendance during the claim(s) review process.

ARTICLE 20 - REPORTING DURING DISTRICT-WIDE SHUTDOWNS

20-1. The District shall issue annually a memorandum indicating which Bargaining Unit Members shall be considered Essential Employees for the purposes of District-wide shutdowns. A District-wide shutdown is an available work day on the District calendar that is not a defined Holiday under Article 13 of this Agreement that the District is closed and only Essential Employees may be required to report (including weather-related closures, energy savings days, and other emergency or non-emergency closures).

20-2. For Essential Employees:

20-2.1 In the event of a District-wide shutdown, Bargaining Unit Members required to report will be compensated at a rate equal to one-and-one-half the normal hourly rate for the time required by the District.

20-3. For 12-Month Non-Essential Employees:

20-3.1 In the event of a District-wide shutdown, 12-Month Bargaining Unit Members not required to report will not lose any compensation from the salaried position.

20-4. For 10-Month Non-Essential Employees:

20-4.1 In the event of a District-wide shutdown, 10-Month Bargaining Unit Members not required to report will have a corresponding work day rescheduled to a different date on the District calendar corresponding to a rescheduled Student Day.

ARTICLE 21 - PERSONAL LEAVE

- 21-1. Bargaining Unit Members may be granted time off when it is necessary to conduct personal affairs. Prior supervisory approval after a request is presented in writing is necessary for such absence. Bargaining Unit Members are required to inform their supervisors at least twenty-four (24) hours in advance of use of a personal leave day whenever possible. Bargaining Unit Members will be paid for the time lost from work. A maximum of three (3) days per contract year may be granted for such personal affairs, pro-rated for the last year of employment or if the Bargaining Unit Member takes an unpaid leave of absence during a year. At the conclusion of each year, one (1) unused personal leave day may be carried over into the next year for a total of four (4) personal leave days. At no time shall a Bargaining Unit Member have more than four (4) total personal leave days.
- 21-2. Probationary Bargaining Unit Members will not be eligible for personal leave until after the completion of the probationary period.
- 21-3. Personal leave days are discouraged from being used to extend paid or non-paid holidays or vacation periods. If a Bargaining Unit Member is requesting use of one (1) day immediately preceding or following a scheduled school vacation for non-emergency purposes, the Bargaining Unit Member shall notify the Superintendent or his/her designee ten (10) days in advance of the selected day. If a Bargaining Unit Member is requesting use of one (1) day immediately preceding and one (1) day immediately following a scheduled school vacation for non-emergency purposes, the Bargaining Unit Member shall submit a request in writing to the Superintendent or his/her designee at least ten (10) days in advance of the first selected day for approval of one (1) of the two (2) selected days. The Bargaining Unit Member shall indicate for which of the two (2) days approval is sought. As long as the District is able to maintain normal operations, no request will be unreasonably denied. Requests will be considered based on order of receipt by the District. No more than ten percent (10%) of the Bargaining Unit in any one assigned building, or in any one department in the case of transportation, custodial, or facilities

Members, shall be granted personal leave on any one (1) day. In the event that more than ten percent (10%) of the membership of the bargaining unit in any building or department, as applicable, request the same day for personal leave, the earliest request(s) will be granted the day requested. Only two (2) personal leave days will be allowed between May 15th and the end of the school year of each contract year. Exceptions may be granted in the event of an emergency. At the conclusion of each contract year, unused personal leave days shall automatically be converted into unused sick leave and shall be credited to the Bargaining Unit Member's accumulated unused sick leave, except for any day designated by the Member to be carried over pursuant to Section 21-1.

ARTICLE 22 - LEAVE WITHOUT PAY

- 22-1. Leaves of absence without pay for justifiable emergencies or personal reasons may be granted to a Bargaining Unit Member, depending upon the circumstances involved and subject to whatever arrangements regarding return to active employment are approved by the supervisor and the Director of Human Resources or his/her designee. Such leave shall not exceed one (1) calendar year. A leave of absence to extend an approved vacation will not be considered an emergency.
- 22-2. One (1) leave of absence is permitted per contract year. Bargaining Unit Members must work one (1) full contract year before being eligible for another leave of absence.
- 22-3. Bargaining Unit Members on authorized leave pursuant to this Article, shall not be considered to be active employees of the District during the period of the leave and shall not be entitled to any benefits which are granted to active employees. Bargaining Unit Members may be allowed to remain a member of district group insurance plans during the leave at their own expense, subject to approval of the carrier(s). Because the District pays premiums one month in advance, the Bargaining Unit Member must submit monthly premium payments to the Business Office at least one month in advance of the date that each premium payment is due.
- 22-4. Bargaining Unit Members on leave of absence pursuant to this Article shall neither lose nor accrue seniority during the leave without pay. It is understood and agreed that such Bargaining Unit Members on leave of absence will not accrue service time for the purposes of seniority as the result of furloughs or for other purposes within this Agreement.
- 22-5. The Superintendent may recommend to the Board an extension of leave under this Article on a case-by-case basis.

ARTICLE 23 - JURY DUTY

- 23-1. A Bargaining Unit Member who is summoned for jury duty shall make request for a leave of absence immediately upon receipt of notice of jury duty service.
- 23-2. A Bargaining Unit Member granted leave for jury duty shall be paid his regular salary provided that the compensation for jury service received from the court has been turned over to the District. Prior to receipt of payment the Bargaining Unit Member shall be required to present a statement issued and signed by the Clerk of Court stating the number of days the Bargaining Unit Member was on jury duty and the compensation paid.

ARTICLE 24 - WORK RELATED INJURIES

- 24-1. The Board agrees to maintain in force during the term of this Agreement workers' compensation insurance as required by law.
- 24-2. Bargaining Unit Members suffering injuries during the course of their employment shall immediately report such injury to the building principal or immediate supervisor.
- 24-3. A Bargaining Unit Member off work due to a work related injury or illness shall have the option to receive:
 - 24-3.1 Worker's compensation insurance payments, or
 - 24-3.2 Combine worker's compensation and sick leave benefits. Under such option, Bargaining Unit Members will receive two-third salary in the worker's compensations benefit and one-third salary from the District. It will not be necessary for the Bargaining Unit Member to return the worker's compensation check to the District. The Bargaining Unit Member will also be charged one-third sick day for each worker's comp day.
 - 24-3.3 While a Bargaining Unit Member is on workers' compensation, a Bargaining Unit Member's vacation days that would ordinarily be lost by the Bargaining Unit Member on or after July 1, 2013 will be rolled into accumulated sick leave at a rate of three (3) vacation days equaling one (1) sick day.
- 24-4. Bargaining Unit Members shall notify the District of payments received pursuant to worker's compensation insurance.
- 24-5. Following exhausting of the Family Medical Leave Act entitlement, a Bargaining Unit Member unable to work due to a work related illness or injury and who exercises option 24-3.2. above, and who otherwise is eligible for group insurance, shall be covered by all insurance provisions of this

Agreement so long as exercising said option. If exercising option 24-3.1 above, a Bargaining Unit Member shall receive “employee only” benefits for a period not to exceed six (6) months. Should a Bargaining Unit Member exercising option 24-3.2. exhaust all accumulated sick leave, he/she shall receive “employee only” benefits for an additional period not to exceed six (6) months. Should a Bargaining Unit Member switch between the options above, he/she may not receive “employee only” benefits more than one time. At the end of either six (6) month period, the Bargaining Unit Member shall return to work or resign, and upon failure to do either may be terminated at the Board’s discretion.

ARTICLE 25 - GRIEVANCE PROCEDURE

25-1. Definitions and General Procedures

25-1.1 Grievance

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement shall be settled in the manner provided in this Article.

25-1.2 Workday

The term “days” when used in this Article shall mean work days when the District administrative offices are open for business.

25-1.3 Time Limits

Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered a maximum. Failure to appeal the grievance at any step of the procedure within the prescribed time limit will make the grievance void and the decision at the previous step shall be final. By mutual agreement extensions to the time limits prescribed herein may be made at any step of the procedure. Requests for extensions shall not be unreasonably denied.

Failure to communicate a decision at any step of the procedure within the specified time limits shall permit it to be advanced to the next higher step.

25-1.4 Initiation of Grievance

All grievances shall be presented as soon as practicable after the occurrence upon which the same is based, but in no event later than ten (10) days. Failure to submit a grievance in writing within such a period shall constitute a bar to further action thereon.

25-2. Procedure

Step One

The grievant or the Association representative may present the grievance in writing to the supervisor within ten (10) days after the occurrence on which the grievance is based. Such written grievance shall contain the date of occurrence upon which the grievance is based, a description of the occurrence, sections or provisions of the Agreement involved and the remedy sought. The supervisor shall respond in writing to the grievance within ten (10) days of its presentation in writing.

Step Two

In the event the grievance is not resolved at Step One, the appeal must be presented in writing by the grievant or Association representative to the Director of Human Resources or his/her designee, within five (5) days after the supervisor's response. The Director of Human Resources or his/her designee, shall attempt to resolve the grievance and shall render a written decision within ten (10) days after the submission to Step Two.

Step Three

If the grievance is not resolved by the written decision at Step Two, it may be appealed in writing by the grievant or Association representative within five (5) days of the date of the response at Step Two. The appeal shall be submitted to the Superintendent and shall include a copy of the grievance. Either party may request a conference concerning the grievance which will be held on a date of mutual agreement. The Superintendent shall render a written decision within fifteen (15) days after submission to Step Three.

Step Four

If the grievance is not resolved by the decision at Step Three, it may be appealed in writing to the Board within ten (10) days of the Step Three decision by the Association. The Board shall respond in writing not later than ten (10) days after the next regularly scheduled Board meeting. The Association or the Board may request a hearing relative to the grievance at Step Four of the Grievance Procedure. The parties will mutually agree as to the date and time of the hearing.

Step Five

In the event the decision at Step Four fails to resolve the grievance, an appeal may be initiated by the Association serving notice upon the Superintendent of the intent to proceed to arbitration. Said appeal shall be submitted within ten (10) days after the decision at Step Four.

The arbitrator shall be selected by the parties from a list of arbitrators submitted by the Pennsylvania Bureau of Mediation, by alternately striking names from the list, with the Board striking the first name. Cost of the arbitrator shall be shared equally by the parties.

Each case shall be considered on its merits and the collective bargaining agreement shall constitute the basis on which the decision shall be rendered. The arbitrator shall first rule on the arbitrability of the grievance, if so requested. The arbitrator shall be without jurisdiction to render an award contrary to law or to add to, modify, vary, change or remove any term of this Agreement. The arbitrator shall be requested to render his decision in writing within thirty (30) days of the date of the hearing unless otherwise mutually agreed by the parties.

25-3. Miscellaneous

25-3.1 All grievance activities shall be conducted outside the normal working day unless otherwise mutually agreed.

25-3.2 In the event any Bargaining Unit Member or the Association exercises any right of appeal to a court or an administrative agency concerning a subject appropriate for a grievance under the provisions of this Article, they shall be deemed to have waived their right to bring a grievance based upon the provisions of this Article or the occurrence which is the basis of such an appeal, and any such grievance already instituted shall be barred from further processing if such an appeal is filed. In the event that the court or agency defers to the grievance procedure, the grievance may subsequently be processed.

25-3.3 Nothing in this Article shall prevent the parties from settling an alleged grievance to their mutual satisfaction at any step prior to the issuance of the arbitrator's decision.

25-3.4 The grievant has the right to be represented at all stages of the grievance procedure by a person selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

25-3.5 Grievance files shall not be placed in nor become part of an employee's personnel file.

ARTICLE 26 - MEET AND DISCUSS COMMITTEE

26-1. The District and the Association shall each designate a reasonable number of representatives, not to exceed six (6), to a meet and discuss committee

which shall meet at the request of either party at reasonable times by mutual agreement.

26-2. Meetings of the committee shall be conducted in accordance with the meet and discuss provisions of the Public Employee Relations Act.

26-3. Committee meetings shall be held at a time outside the normal work day, except where otherwise mutually agreed.

ARTICLE 27 - PERSONNEL FILES

Each Bargaining Unit Member shall have the right to review the District personnel file applicable to him/her in accordance with District policies.

ARTICLE 28 - SENIORITY

28-1. Definition and Guidelines

28-1.1 Seniority shall be defined as a Bargaining Unit Member's length of continuous service with the District since the Bargaining Unit Member's most recent date of hire, regardless of whether the Bargaining Unit Member has changed job classifications since the most recent date of hire. Seniority lists will be, by October 1 of each year of this Agreement, sent to the Association President. The lists shall include the names of all Bargaining Unit Members, job classification, most recent date of hire, and building or work site assignment.

28-1.2 In the event of a layoff or reduction in force, layoffs within a job classification shall be on the basis of the Bargaining Unit Member's seniority date. Layoff will occur in reverse order of seniority within the job classification with the most junior person furloughed first. Recall will be in order of seniority. The last Bargaining Unit Member to be furloughed will be the first one recalled.

Recalls and vacancies posted must be filled by current Bargaining Unit Members within the job classification until all furloughed Bargaining Unit Members are returned to active employment and before vacancies can be put out to the entire Bargaining Unit.

28-1.3 Bargaining Unit Members who are laid off shall retain their seniority for a period of two (2) years following the date of layoff.

28-1.4 Seniority and all rights under this contract shall be lost by a Bargaining Unit Member for any of the following reasons:

- Voluntary quit or resignation.

- Discharge.
- Failure upon recall from layoff to report to work within five (5) work days.
- Retirement.
- Failure to return from an approved leave of absence.
- Remaining on layoff status for period in excess of two (2) years.
- Absence for three (3) consecutive work days without notifying the District unless failure to do so is beyond the Bargaining Unit Member's control.

ARTICLE 29 - SUBCONTRACTING

- 29-1. From June 30, 2022, until June 29, 2027, the Pennsbury School District will not be able to engage in any further subcontracting of Bargaining Unit work, unless: (1) there are no reasonably available qualified individuals to fill the position; (2) there are emergent reasons to fill a position quickly, particularly when there is no qualified individual available; (3) unless the Bargaining Unit agrees to such subcontracting of services; or (4) unless there has been a historical practice of subcontracting that work through outside agencies.
- 29-2. This provision will sunset on June 29, 2027, and effective June 30, 2027, the District will not be limited by this subcontracting language.
- 29-3. Further, notwithstanding the foregoing, during the time period of June 30, 2022 until June 29, 2027, the District agrees that it will not reduce any Bargaining Unit Bargaining Unit Member's hours for the sole purpose of saving on the payment of health care benefits.

ARTICLE 30 - PROBATIONARY PERIOD

- 30-1. A Bargaining Unit Member is probationary during the first three (3) calendar months of employment.
- 30-2. A Bargaining Unit Member may be terminated at any time up to the conclusion of the probationary period at the discretion of the District.
- 30-3. Thereafter, the Bargaining Unit Member shall be considered a regular employee of the District and shall acquire seniority status back to the date of employment.
- 30-4. At its discretion, the District may extend the probationary period for up to an additional three (3) calendar months of employment.

- 30-5. The decision to extend a Bargaining Unit Member's probationary period will not be arbitrary or capricious.

ARTICLE 31 - DISCIPLINE AND DISCHARGE

- 31-1. The District shall not discharge or discipline a Bargaining Unit Member without just cause.
- 31-2. Disciplinary action imposed by the District shall be progressive and consistent and shall include the following:
- 31-2.1 Oral Warning – It is recommended that an oral warning precede a written warning. Oral warnings will be documented as a written memorandum to the Bargaining Unit Member's personnel file, with a copy of the memorandum given to the Bargaining Unit Member.
- 31-2.2 Written Warning – Written warnings may be used when a first offense is of a more severe nature or in the event of a repeated minor offense.
- 31-2.3 Suspensions Without Pay – Suspensions may be imposed for 1 to 30 days, depending upon the severity and/or frequency of offenses.
- 31-2.4 Discharge – A Bargaining Unit Member may be discharged for any offense which is covered under Section 514 of the Public School Code, a severe offense which may not be covered by Section 514, or for the continuation or repetition of prior offenses.
- 31-3. During a Bargaining Unit Member's first three months of employment, or any extension of a Bargaining Unit Member's probationary period, the provisions of this Article shall not apply.
- 31-4. Discipline involving twenty-nine (29) days suspension or fewer cannot be used to support progressive discipline if issued five (5) or more years prior to the date of the discipline at issue.
- 31-5. It is agreed that all notations, other than those relating to prior discipline, placed in a Bargaining Unit Member's personnel file, whether positive or negative, shall not be used or relied upon by either party if issued three or more years prior to the date of the discipline then at issue.

ARTICLE 32 - JOB POSTINGS

32-1. Permanent vacancies in Bargaining Unit positions, including transportation, which will be filled by the District will be posted on bulletin boards and on the District's website for a period of five (5) working days prior to filling to allow interested Bargaining Unit Members an opportunity to apply. Consideration will be given to applications from current Bargaining Unit Members prior to those from outside the District. The District, in its sole discretion, may waive the interviews of current Bargaining Unit Members, if such an interview for a position within the same job classification has occurred in the last 90 days. Transportation (bus driver and transportation aide) positions will be filled immediately following closing of the posting period by selection of the senior bus driver/aide interested in the position in accordance with current practice. For all other positions, substitutes shall not be used to temporarily fill permanent vacancies for more than twenty (20) work days.

Temporary vacancies created by an approved leave of absence for more than half (1/2) of the respective work year of the position shall also be posted. Job postings will include a brief description of the job duties, salary or hourly rate, and number of hours for the job.

A current Bargaining Unit Member applicant who is not selected for a position shall, upon his/her request, meet with the appropriate supervisor to receive an explanation of why he/she was not selected for the available position. Selection criteria shall not be arbitrary or capricious.

32-1.1 All vacancies, be they temporary or permanent, will be filled as expeditiously as possible. The time limits for filling vacancies are for the purpose of posting, interviewing and training. There may be exceptions to this time frame caused by unusual circumstances in finding a replacement or releasing a Bargaining Unit Member from a current position. If this occurs, the Director of Human Resources will communicate the situation to the Association and the Association agrees that the time frames may be extended.

32-1.2 Prior to the beginning of each school year, transportation late runs will be posted and bid on in order of seniority.

32-2. Management reserves the right to transfer Bargaining Unit Members between departments or buildings. Vacancies which are posted may be filled by transfer during the time they are posted. The Association will be notified of all such transfers and the Bargaining Unit Members affected will be personally notified of the reasons therefore.

32-3. Bargaining Unit Members may apply for posted supplemental contract positions. It is expressly understood that supplemental contract work is part

of the District's collective bargaining agreement with the Pennsbury Education Association and that Pennsbury Educational Support Professionals Association Bargaining Unit Members will only be considered for a supplemental contract position when no PEA Member is interested in that position.

ARTICLE 33 - USE OF SCHOOL FACILITIES

33-1. Use of School Buildings

The Association and its representatives shall have the right to use school buildings after the work day for meetings, upon approval of the Director of Physical Plant. In the event such a meeting requires the use of additional custodial services, the Association shall be responsible for the cost of such services.

33-2. Bulletin Boards

The Association shall have, in each school building, the reasonable use of bulletin board space accessible to all Bargaining Unit Members. Copies of all materials to be posted shall be furnished to the building principal or other appropriate supervisor prior to posting. The Association shall also have the reasonable use of the interschool mail system. No material derogatory to the District, Board or Administration or of a political nature shall be posted or sent through the interschool mail.

33-3. Equipment

The Association may use school typewriters and copying equipment, subject to the following regulations:

33-3.1 All use of school equipment shall be during non-working hours of the employee using the equipment.

33-3.2 Permission shall be obtained from the immediate supervisor prior to each use.

33-3.3 Paper and supplies used up will be replaced or paid for by the Association.

33-3.4 All equipment shall be used on District premises and may not be removed.

33-3.5 Use of District computers, print shop equipment, and other similar machinery is not permitted. Use of District technology may be permitted if the supervisor agrees in advance prior to each use.

33-3.6 No equipment use shall interfere with District use or the educational program. Any damage or repair necessitated by Association use shall be paid for by the Association.

ARTICLE 34 - ENTRANCE TO PENNSBURY EVENTS

All staff members are encouraged to attend Pennsbury events. Picture IDs will be provided to Bargaining Unit Members for admission to events on a limited basis and will apply only to general admission seats. This Article will not apply to "Sports Night" or to events which are conducted for the principal benefit of charities.

ARTICLE 35 - UNION ACTIVITY DURING WORK HOURS

- 35-1. No Bargaining Unit Member shall engage in organizational activity, grievance activity, or any other union related activity on the premises of the District during work hours of the Bargaining Unit Member except with the express prior agreement of the District.
- 35-2. No Bargaining Unit Member, official or representative of PESPA or PSEA shall interfere with or interrupt the work activities of any Bargaining Unit Member during the work hours of the individual without the express prior agreement of the District.

ARTICLE 36 - DUES DEDUCTION

- 36-1. The District agrees to provide for the deduction of Association dues from the pay checks of all Bargaining Unit Members who authorize such deductions in writing. The aggregate amounts deducted shall be remitted together with an itemized statement to the Association by the last day of the succeeding month after such deductions are made.
- 36-2. The Association shall indemnify and save the District harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of any dispute between the District and a Bargaining Unit Member by reason of action taken by the District for the purpose of complying with the any provisions of this Article, or in reliance on any list, notice or document furnished under any of such provisions.
- 36-3. Employees who are Bargaining Unit Members of the Association on the effective date of this Agreement or who become Bargaining Unit Members during its term shall maintain their membership for the term of this Agreement by paying annual dues. Payment of dues shall be in accordance with the provisions set forth in this Agreement.

ARTICLE 37 - FAIR SHARE

- 37-1. Employees who are not members of the Association on the effective date of this Agreement shall be required to pay to the Association a "Fair Share Fee" for services rendered as the exclusive bargaining agent. For purposes of this section, "Fair Share Fee" shall mean the regular membership dues of the Association, less the cost for the previous contract year of its activities or undertakings which were not reasonably employed to implement or effectuate the duties of the Association as the exclusive representative, as provided under Act 84 of 1988.
- 37-2. The District, on or before September 15 of each year, will provide the Association with a list of the names and addresses of all Bargaining Unit Members. The District will also provide the Association with the name and address of any employee hired after September 15, such notice to be provided within thirty (30) days after the date of hire.
- 37-3. Within thirty (30) days of the signing of this Agreement, and by October 15 for any subsequent years of this Agreement, the Association shall provide the District with names of employees who are non-members of the Association, the amount of the "Fair Share Fee," and a payment schedule for the deduction of the fee. For employees hired after September 15 of each year, the Association will provide the District with the amount of the fee and a payment schedule for deduction of the fee within thirty (30) days after receipt of notice of the employee's hiring. The District will deduct such fee from the paychecks of each non-member in accordance with the schedule provided, and shall promptly transmit the amount deducted to the Association Treasurer.
- 37-4. The Association will indemnify, defend and hold the District harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken by the District to comply with the provisions of this Article.
- 37-5. The Association agrees that no petition for Unit Clarification, grievance, or other action seeking to add positions to the bargaining unit which were excluded by stipulation in case no. PERA-RR-88-3-E prior to the PLRB election shall be filed or commenced at any time. If any such petition, grievance or other action is filed or commenced, by the Association or anyone else, the provisions of this Article granting Fair Share privileges to the Association shall be immediately suspended and shall not be performed. If any such petition, grievance or other action is granted and any position(s) originally excluded from the bargaining unit are made part of the bargaining unit, Fair Share will be permanently discontinued and this Article 33 shall be null and void. This section shall not be severable from the remainder of this Article.

ARTICLE 38 - SUPERVISORS

It is agreed that supervisory and management employees have the right to perform any work in the District including work which is otherwise performed by Bargaining Unit Members, provided only that the performance of such work shall not cause the loss of regular work hours for any current Bargaining Unit Member.

ARTICLE 39 - USE OF CONTRACTORS

Subject to the provisions of Article 29, the District retains the right to utilize outside contractors at its discretion to perform any work within the District, provided only that the performance of such work shall not cause the loss of regular work hours for any current Bargaining Unit Member, other than food service employees.

ARTICLE 40 - MANAGEMENT RIGHTS

- 40-1. The District hereby reserves to itself the authority conferred upon it by law. Such authority shall not be deemed to be limited, except by the express provisions of this Agreement.
- 40-2. It is understood and agreed that the District, at its sole discretion, possesses the right, in accordance with applicable laws, to direct, manage and control all operations of the District including the direction of the working force and the right to plan, direct, and control the operation of all equipment and other property of the District, to determine the employment, job classifications, and initial and subsequent assignment of employees, the type of work to be performed, the shifts, schedules and hours of work, the number of employees required, to select and hire employees, to promote, suspend, lay off, demote, or discharge employees, and to make, apply and enforce rules and regulations, provided that such rights shall not be exercised by the employer in violation of the express provisions of this Agreement.
- 40-3. Matters of inherent managerial policy are reserved exclusively to the District. These include but shall not be limited to such areas of discretion or policy as the functions and programs of the District, standards of service, its overall budget, utilization of technology, the organizational structure and selection and direction of personnel.
- 40-4. The listing of specific rights in this Article is not intended to be nor shall be considered restrictive or a waiver of any of the rights of management not listed and not specifically surrendered herein, whether or not such rights have been exercised by the District in the past.

ARTICLE 41 - NO STRIKE-NO LOCKOUT AGREEMENT

- 41-1. It is mutually agreed that there shall be no strike, as that term is defined under the Public Employee Relations Act, during the life of this Agreement, nor shall any officer, representative or official of the Association authorize, assist or encourage any such strike during the life of this Agreement.
- 41-2. Should a strike occur not authorized by the Association, the Association within twenty-four (24) hours following a request by the District shall:
 - 41-2.1 Publicly disavow such action by the Bargaining Unit Members;
 - 41-2.2 Advise the District in writing that such Bargaining Unit Member action has not been authorized or sanctioned by the Association;
 - 41-2.3 To the best of its ability advise Bargaining Unit Members that it disapproves of such action and advise them to return to work immediately.
- 41-3. The District reserves the right to discipline, suspend, demote or discharge any Bargaining Unit Member or Bargaining Unit Members who violate the provisions of 38-1 of this Article.
- 41-4. The District will not engage in any lockout of Bargaining Unit Members during the life of this Agreement.

ARTICLE 42 - CONSTRUCTION

The Association and the District agree that this Agreement shall be interpreted and construed in a manner neither in violation of nor in conflict with any provision of any statute or statutes enacted by the General Assembly of the Commonwealth of Pennsylvania.

ARTICLE 43 - SEPARABILITY CLAUSE

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

ARTICLE 44 - WAIVERS

The Board and the Association acknowledge that this Agreement represents the results of collective negotiations between said parties conducted under and in accordance with the provisions of the Public Employee Relations Act and constitutes the entire Agreement between the

parties for the duration of the life of this Agreement; each party waiving the right to bargain collectively with each other with reference to any other subject, matter, issue or thing, whether specifically covered herein or wholly omitted here from and irrespective of whether said subject was mentioned or discussed during the negotiations preceding the execution of this Agreement, except as otherwise agreed by the parties in writing.

ARTICLE 45 - ENTIRE AGREEMENT

This written Agreement constitutes the entire Agreement between the Pennsbury School District and the Pennsbury Educational Support Professional Association/PSEA/NEA and supersedes and replaces any and all obligations and agreements, whether written or oral, or expressed or implied between or concerning the parties hereto. Any amendment, modification or addition must be reduced to writing and duly executed by the parties to be effective.

ARTICLE 46 - ABSENCES

If the District determines a substitute is necessary for an absent Bargaining Unit Member, the District will be responsible for obtaining the substitute.

The District will attempt to provide adequate substitute coverage for all Bargaining Unit Members and will not deny personal days based on the anticipation of a lack of substitute coverage. Should there be a lack of substitute coverage, the District will meet with the requesting Bargaining Unit Members in order to prioritize the leave requests.

ARTICLE 47 - ASSOCIATION RELEASE TIME

The president of the Association or her/his designee shall be entitled to release time to perform Association business during the work day for a maximum of twenty (20) half days per contract year. In addition, for all other Members of the Association, a total of twenty (20) work days upon request with advance notice will be granted for Association business. Meetings scheduled by the District shall not be counted against the twenty (20) half days or the twenty (20) work days provided herein.

No Bargaining Unit Member shall suffer loss in wages, benefits, or other contractual advantage as a result of such use.

ARTICLE 48 - ASSOCIATION OFFICIAL LEAVE

Upon application, an unpaid leave of absence without benefits shall be granted to any Bargaining Unit Member for the purpose of serving in an Association elective office at the state or national level. To the extent that reimbursement is made by PSEA or NEA, the leave shall be with pay and benefits, at no cost to the District. Such leave shall be for a period of time

not less than the full term of the office held. Said leave may not be terminated early by the Bargaining Unit Member except for emergency situations, upon written notice to the employer.

Upon expiration or termination of leave, the Bargaining Unit Member shall be returned to the same or comparable position, at the same or comparable work site, as that held previously. All rights and benefits accrued prior to the leave of absence shall be restored to the Bargaining Unit Member.

Seniority shall accrue during the period of the leave.

ARTICLE 49 - PERSONAL PROPERTY FUND

- 49-1. The District shall establish a fund of five-thousand dollars (\$5,000.00) in each year of this Agreement which shall be used as a source of reimbursement to Bargaining Unit Members, subject to the terms and conditions set forth in this Article, for the cost of replacing or repairing personal property which is damaged, destroyed or lost while the employee is acting in the proper performance of his/her duties.
- 49-2. Claims for reimbursement shall be submitted, in writing, to the office of the Business Administrator by the end of each quarterly marking period.
- 49-3. The Bargaining Unit Member shall have the burden of establishing his/her claim by appropriate documentation, which shall include, but not be limited to, an affidavit of the Bargaining Unit Member, a copy of any police report that was made, a copy of any insurance related documents, such other reports as are available, and documentation of the value of the personal property involved.
- 49-4. All claims will be determined at the end of each quarterly marking period by a Personal Property Fund Committee consisting of two (2) persons appointed by the Business Administrator and two (2) persons appointed by the Association President. In determining which claims shall be reimbursed, the following guidelines shall be applied:
 - 49-4.1 No claim shall be paid where the Bargaining Unit Member's loss is found by the Committee to have resulted from claimant's neglect or contributory negligence.
 - 49-4.2 No claims will be paid for losses that have been or are reimbursed from any other source. If a claim is paid and reimbursement is later received, the Bargaining Unit Member shall refund the amount paid to the extent of the other source reimbursement.
 - 49-4.3 No claim shall result in payment of reimbursement in excess of five-hundred dollars (\$500.00) for any losses resulting from a single incident or occurrence.

49-4.4 The total amount paid on account of all claims for one year shall not exceed the amount of the Personal Property Fund.

49-4.5 In the event that the allowable claims exceed the amount available in the Personal Property Fund, all claims shall be pro-rated.

49-4.6 In the event that the Committee is unable to reach agreement concerning any aspect of any claim or claims, such dispute shall be submitted to the Eastern Regional Director of the Pennsylvania Bureau of Mediation for resolution by his/her designee. His/her determination in such case shall be binding.

49-5. It is expressly agreed that determinations made pursuant to the provisions of this Article shall be final and binding and that no provision of this Article nor any determination made or action taken hereunder shall be a proper subject for the Grievance Procedure of this Agreement or for arbitration pursuant to said Grievance Procedure.

ARTICLE 50 - TRANSPORTATION

50-1. A Transportation Manual Committee, consisting of the Director of Human Resources, Director of Transportation, the Transportation Specialist, and three (3) Association representatives will be developed. The Transportation Manual Committee will meet at least once a year to discuss suggested updates to the Transportation Manual. Any member of the Transportation Manual Committee may recommend a meeting of the committee as the need arises. Issues that cannot be resolved by the Transportation Manual Committee will be presented to the Business Administrator. If a resolution is not achieved at the level of the Business Administrator, the unresolved issue will be presented to the District Superintendent for final resolution. The Transportation Manual shall be considered a part of this Agreement and be attached hereto as an Appendix. Copies of the Transportation Manual will be provided to Bargaining Unit Members upon request.

50-2. The Administration will continue to staff the Transportation Department based on student population and location. It is not the intent of the Administration to eliminate full-time positions by splitting them into part-time positions.

50-3. Transportation Bargaining Unit Members (i.e., Bus Drivers, etc.) shall be paid for actual time worked. Transportation Bargaining Unit Members shall be required to keep track of worked time through a system designated by the Administration.

ARTICLE 51 - ADMINISTERING MEDICATION

The District agrees to defend and indemnify a Bargaining Unit Member in accordance with the Political Subdivision Tort Claims Act, who, within the

scope of her/his duties, administers medication to a student in accordance with District policy and as directed by the District, except in the case of a crime, actual fraud, actual malice or willful misconduct.

ARTICLE 52 - RESIGNATIONS/RETIREMENTS

A Bargaining Unit Member must provide two (2) weeks' notice of resignation or retirement. Failure to provide such notice will result in loss of severance payments.

ARTICLE 53 - HEPATITIS B INOCULATIONS

- 53-1. The District shall establish a fund of one-thousand five-hundred dollars (\$1,500.00) for each year of this Agreement thereafter for the purpose of providing Hepatitis B inoculations to eligible Bargaining Unit Members at no cost to the Bargaining Unit Member.
- 53-2. Eligible Bargaining Unit Members are those Bargaining Unit Members who potentially have a risk of unprotected exposure to Hepatitis B, including but not necessarily limited to health room aides and paraprofessional aides providing toileting or similar assistance to students. The District reserves the right to determine if a Bargaining Unit Member is eligible on a case-by-case basis.
- 53-3. The inoculation series will be provided upon request on a first-come, first-served basis to eligible Bargaining Unit Members up to the annual dollar limit amount in the fund as listed in 53-1.

ARTICLE 54 - DURATION OF AGREEMENT

This Agreement shall take effect July 1, 2022, unless otherwise set forth herein, but there shall be no retroactivity in the payment of any salary or longevity payments or any other modifications in this Agreement and shall continue in full force and effect through June 30, 2027.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed

this 21st day of October, 2021, in Fallsington, Pennsylvania.

**PENNSBURY EDUCATIONAL SUPPORT
PROFESSIONALS ASSOCIATION
PSEA/NEA**

Marla Lipkin

President

Vice President

**PENNSBURY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS**

[Signature]

President

Attest:

[Signature]

Board Secretary

APPENDIX A – SALARY SCHEDULES

NOTES:

BECAUSE THERE WILL BE NO CREDIT FOR YEARS OF SERVICE AS THE RESULT OF THE COMPLETE LONGEVITY FREEZE DURING THE 2011-2012 TO 2013-2014 TIME PERIOD:

- EMPLOYEES HIRED IN 2013-2014 WOULD HAVE ONE (1) YEAR SUBTRACTED FROM THEIR YEARS OF SERVICE WHEN DETERMINING PLACEMENT ON THE SALARY SCALE.

EXAMPLE:

- Employees hired in September 2013 are currently in Column “NEW” and would not be eligible to move to Column A in 2014-2015.
 - They would be eligible for movement to Column A in 2015-2016.
- EMPLOYEES HIRED IN 2012-2013 WOULD HAVE TWO (2) YEARS SUBTRACTED FROM THEIR YEARS OF SERVICE WHEN DETERMINING PLACEMENT ON THE SALARY SCALE.

EXAMPLE:

- Employees hired in September 2012 are currently in Column “NEW” and would not be eligible to move to Column A in 2014-2015.
 - They would be eligible for movement to Column A in 2015-2016.
- EMPLOYEES HIRED IN 2011-2012 WOULD HAVE THREE (3) YEARS SUBTRACTED FROM THEIR YEARS OF SERVICE WHEN DETERMINING PLACEMENT ON THE SALARY SCALE.

EXAMPLE:

- Employees hired in September 2011 are currently in Column “NEW” and would not be eligible to move to Column A in 2014-2015.
 - They would be eligible for movement to Column A in 2015-2016.
- FOR EMPLOYEES HIRED PRIOR TO JULY 1, 2011, THE LONGEVITY FREEZE WILL EFFECTIVELY REDUCE YEARS OF SERVICE BY THREE (3) FOR COLUMN MOVEMENT IN 2014-2015 AND BEYOND.
 - LONGEVITY FOR SALARY PURPOSES DOES NOT AFFECT SENIORITY.

SECRETARY AND SECRETARY/CLERK CONSOLIDATION

Beginning with the 2022-2023, the Secretary/Clerk positions will be consolidated into three (3) classes, as follows:

SECRETARY I

- SEC/CLERK TRANSPORTATION
- SEC/CLERK HIGH SCHOOL DISC.
- SEC/CLERK SECRETARY
- SECRETARY, SPECIAL EDUCATION 10 MONTHS
- SECRETARY/CLERK, HIGH SCHOOL

SECRETARY II

- SECRETARY PUBL INF & COMM REL.
- SECRETARY, COMMUNITY PARTNERSHIPS
- SECRETARY, CURRICULUM 10 MONTHS
- SECRETARY, GUIDANCE
- SECRETARY, GUIDANCE H.S.
- SECRETARY, PHYSICAL PLANT & FACILITIES
- SECRETARY, PURCHASING
- SECRETARY, SCHOOL TO CAREER
- SECRETARY, SPEC. ED PSYCHOLOGISTS
- SECRETARY, SPECIAL ED (REGISTRATIONS)
- SECRETARY, SPECIAL ED
- SECRETARY/CLERK

SECRETARY III

- SECRETARY, ATHLETICS
- SECRETARY, ELEMENTARY PRINCIPAL
- SECRETARY, SECONDARY PRINCIPAL

2022-2023

2022-2023	NEW	A	B	C	D	E	F	G	H	I	J	K
	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	\$0.40	\$0.55	\$0.65	\$0.75	\$0.85
	0 YRS	1 YR	2 YRS	3 YRS	4 YRS	5 YRS	6-14 YRS	15-19 YRS	20-24 YRS	25-29 YRS	30-34 YRS	35+YRS
ACCT. CLERK, FINANCIAL SERVICES	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
ACCT. CLERK, PAYABLES/RECEIVABLES	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
ACCT. CLERK, PAYROLL	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
ACCT. CLERK, PURCHASING	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
ACCT. CLERK, STUDENT ACTIVITIES	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
ASSISTANT PRINTER	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
AUTO MECHANIC	26.43	27.36	27.83	28.29	29.21	30.17	31.10	31.50	31.65	31.75	31.85	31.95
BUS DRIVER	21.13	21.97	22.39	22.81	23.66	24.50	25.35	25.75	25.90	26.00	26.10	26.20
CARPENTER	26.43	27.36	27.83	28.29	29.21	30.17	31.10	31.50	31.65	31.75	31.85	31.95
CARPENTER/GLAZIER	26.43	27.36	27.83	28.29	29.21	30.17	31.10	31.50	31.65	31.75	31.85	31.95
CENSUS CLERK, PUPIL SERVICES	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
CLEANER, FULL TIME	17.80	18.52	18.87	19.23	19.94	20.66	21.37	21.77	21.92	22.02	22.12	22.22
CLEANER, PART TIME	16.38	17.03	17.37	17.68	18.33	19.01	19.66	20.06	20.21	20.31	20.41	20.51
CLERK TYPIST, HIGH SCHOOL	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
CLERK TYPIST, LIBRARY	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
CLERK, CHAPTER 1	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
CLERK, PUPIL ACCOUNTING	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
CLERK, SHIPPING/RECEIVING	17.80	18.52	18.87	19.23	19.94	20.66	21.37	21.77	21.92	22.02	22.12	22.22
CUSTODIAN	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
DATA COORDINATOR	29.18	30.35	30.94	31.52	32.69	33.87	35.03	35.43	35.58	35.68	35.78	35.88
DATA ENTRY SPECIALIST	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
DISPATCHER/SECRETARY/PAYROLL	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
DISPATCHER/BUS DRIVER	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
EDUCATIONAL TECHNOLOGY SPECIALIST	21.52	22.38	22.80	23.23	24.10	24.95	25.83	26.23	26.38	26.48	26.58	26.68
ELECTRICAL MECHANIC	26.43	27.36	27.83	28.29	29.21	30.17	31.10	31.50	31.65	31.75	31.85	31.95
GRADUATION PROJECT AIDE	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
GRAPHIC/PRODUCTION ASSISTANT	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
GROUPS MECHANIC	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
HEAD PRESS PERSON	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
HEAVY EQUIPMENT OPERATOR	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
INSTRUCTIONAL AIDE	17.80	18.52	18.87	19.23	19.94	20.66	21.37	21.77	21.92	22.02	22.12	22.22
LIBRARY AIDE	17.80	18.52	18.87	19.23	19.94	20.66	21.37	21.77	21.92	22.02	22.12	22.22
LIFEGUARD	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
MAIL TRUCK DRIVER	17.80	18.52	18.87	19.23	19.94	20.66	21.37	21.77	21.92	22.02	22.12	22.22
MANAGEMENT ASSISTANT	22.93	23.84	24.30	24.75	25.66	26.59	27.50	27.90	28.05	28.15	28.25	28.35
MEDIA CENTER CLERK	17.80	18.52	18.87	19.23	19.94	20.66	21.37	21.77	21.92	22.02	22.12	22.22
MEDIA REPAIR TECHNICIAN	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
PAINTER	26.43	27.36	27.83	28.29	29.21	30.17	31.10	31.50	31.65	31.75	31.85	31.95
PARAPROFESSIONAL I	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
PARAPROFESSIONAL II	20.20	20.99	21.36	21.76	22.55	23.32	24.09	24.49	24.64	24.74	24.84	24.94
PLUMBING/HVAC MECHANIC	26.43	27.36	27.83	28.29	29.21	30.17	31.10	31.50	31.65	31.75	31.85	31.95
RECEPTIONIST/CLERK	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
RECORDS MANAGEMENT SPECIALIST	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
REGISTERED NURSE	24.00	24.96	25.44	25.91	26.86	27.84	28.79	29.19	29.34	29.44	29.54	29.64
SCHOOL AIDE	17.80	18.52	18.87	19.23	19.94	20.66	21.37	21.77	21.92	22.02	22.12	22.22
SCHOOL HEALTH ROOM	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
SCHOOL VAN DRIVER	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
SECRETARY I	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
SECRETARY II	19.45	20.24	20.61	21.01	21.80	22.57	23.34	23.74	23.89	23.99	24.09	24.19
SECRETARY III	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
SECURITY POLICEPERSON	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
STAFF ACCOUNTANT	22.93	23.84	24.30	24.75	25.66	26.59	27.50	27.90	28.05	28.15	28.25	28.35
TEACHER AIDE, HALLWAY	17.80	18.52	18.87	19.23	19.94	20.66	21.37	21.77	21.92	22.02	22.12	22.22
TECHNOLOGY SUPPORT TECHNICIAN	22.93	23.84	24.30	24.75	25.66	26.59	27.50	27.90	28.05	28.15	28.25	28.35
TRANSPORTATION AIDE	18.25	18.96	19.33	19.71	20.43	21.16	21.90	22.30	22.45	22.55	22.65	22.75
TRUCK MECHANIC	26.43	27.36	27.83	28.29	29.21	30.17	31.10	31.50	31.65	31.75	31.85	31.95

2023-2024

2023-2024	NEW	A	B	C	D	E	F	G	H	I	J	K
	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	\$0.40	\$0.55	\$0.65	\$0.75	\$0.85
	0 YRS	1 YR	2 YRS	3 YRS	4 YRS	5 YRS	6-14 YRS	15-19 YRS	20-24 YRS	25-29 YRS	30-34 YRS	35+YRS
ACCT. CLERK, FINANCIAL SERVICES	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
ACCT. CLERK, PAYABLES/RECEIVABLES	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
ACCT. CLERK, PAYROLL	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
ACCT. CLERK, PURCHASING	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
ACCT. CLERK, STUDENT ACTIVITIES	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
ASSISTANT PRINTER	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
AUTO MECHANIC	26.92	27.87	28.34	28.81	29.75	30.73	31.68	32.08	32.23	32.33	32.43	32.53
BUS DRIVER	21.52	22.38	22.80	23.23	24.10	24.95	25.82	26.22	26.37	26.47	26.57	26.67
CARPENTER	26.92	27.87	28.34	28.81	29.75	30.73	31.68	32.08	32.23	32.33	32.43	32.53
CARPENTER/GLAZIER	26.92	27.87	28.34	28.81	29.75	30.73	31.68	32.08	32.23	32.33	32.43	32.53
CENSUS CLERK, PUPIL SERVICES	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
CLEANER, FULL TIME	18.13	18.86	19.22	19.59	20.31	21.04	21.76	22.16	22.31	22.41	22.51	22.61
CLEANER, PART TIME	16.68	17.34	17.69	18.01	18.67	19.36	20.02	20.42	20.57	20.67	20.77	20.87
CLERK TYPIST, HIGH SCHOOL	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
CLERK TYPIST, LIBRARY	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
CLERK, CHAPTER 1	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
CLERK, PUPIL ACCOUNTING	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
CLERK, SHIPPING/RECEIVING	18.13	18.86	19.22	19.59	20.31	21.04	21.76	22.16	22.31	22.41	22.51	22.61
CUSTODIAN	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
DATA COORDINATOR	29.72	30.91	31.51	32.10	33.29	34.50	35.68	36.08	36.23	36.33	36.43	36.53
DATA ENTRY SPECIALIST	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
DISPATCHER/SECRETARY/PAYROLL	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
DISPATCHER/BUS DRIVER	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
EDUCATIONAL TECHNOLOGY SPECIALIST	21.92	22.79	23.23	23.66	24.54	25.41	26.31	26.71	26.86	26.96	27.06	27.16
ELECTRICAL MECHANIC	26.92	27.87	28.34	28.81	29.75	30.73	31.68	32.08	32.23	32.33	32.43	32.53
GRADUATION PROJECT AIDE	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
GRAPHIC/PRODUCTION ASSISTANT	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
GROUND MECHANIC	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
HEAD PRESS PERSON	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
HEAVY EQUIPMENT OPERATOR	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
INSTRUCTIONAL AIDE	18.13	18.86	19.22	19.59	20.31	21.04	21.76	22.16	22.31	22.41	22.51	22.61
LIBRARY AIDE	18.13	18.86	19.22	19.59	20.31	21.04	21.76	22.16	22.31	22.41	22.51	22.61
LIFEGUARD	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
MAIL TRUCK DRIVER	18.13	18.86	19.22	19.59	20.31	21.04	21.76	22.16	22.31	22.41	22.51	22.61
MANAGEMENT ASSISTANT	23.35	24.28	24.75	25.21	26.13	27.09	28.01	28.41	28.56	28.66	28.76	28.86
MEDIA CENTER CLERK	18.13	18.86	19.22	19.59	20.31	21.04	21.76	22.16	22.31	22.41	22.51	22.61
MEDIA REPAIR TECHNICIAN	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
PAINTER	26.92	27.87	28.34	28.81	29.75	30.73	31.68	32.08	32.23	32.33	32.43	32.53
PARAPROFESSIONAL I	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
PARAPROFESSIONAL II	20.56	21.36	21.75	22.15	22.95	23.74	24.53	24.93	25.08	25.18	25.28	25.38
PLUMBING/HVAC MECHANIC	26.92	27.87	28.34	28.81	29.75	30.73	31.68	32.08	32.23	32.33	32.43	32.53
RECEPTIONIST/CLERK	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
RECORDS MANAGEMENT SPECIALIST	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
REGISTERED NURSE	24.44	25.42	25.91	26.39	27.36	28.36	29.32	29.72	29.87	29.97	30.07	30.17
SCHOOL AIDE	18.13	18.86	19.22	19.59	20.31	21.04	21.76	22.16	22.31	22.41	22.51	22.61
SCHOOL HEALTH ROOM	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
SCHOOL VAN DRIVER	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
SECRETARY I	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
SECRETARY II	19.81	20.61	21.00	21.40	22.20	22.99	23.78	24.18	24.33	24.43	24.53	24.63
SECRETARY III	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
SECURITY POLICEPERSON	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
STAFF ACCOUNTANT	23.35	24.28	24.75	25.21	26.13	27.09	28.01	28.41	28.56	28.66	28.76	28.86
TEACHER AIDE, HALLWAY	18.13	18.86	19.22	19.59	20.31	21.04	21.76	22.16	22.31	22.41	22.51	22.61
TECHNOLOGY SUPPORT TECHNICIAN	23.35	24.28	24.75	25.21	26.13	27.09	28.01	28.41	28.56	28.66	28.76	28.86
TRANSPORTATION AIDE	18.59	19.32	19.69	20.07	20.81	21.56	22.30	22.70	22.85	22.95	23.05	23.15
TRUCK MECHANIC	26.92	27.87	28.34	28.81	29.75	30.73	31.68	32.08	32.23	32.33	32.43	32.53

2024-2025

2024-2025	NEW	A	B	C	D	E	F	G	H	I	J	K
	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	\$0.40	\$0.55	\$0.65	\$0.75	\$0.85
	0 YRS	1 YR	2 YRS	3 YRS	4 YRS	5 YRS	6-14 YRS	15-19 YRS	20-24 YRS	25-29 YRS	30-34 YRS	35+YRS
ACCT. CLERK, FINANCIAL SERVICES	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
ACCT. CLERK, PAYABLES/RECEIVABLES	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
ACCT. CLERK, PAYROLL	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
ACCT. CLERK, PURCHASING	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
ACCT. CLERK, STUDENT ACTIVITIES	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
ASSISTANT PRINTER	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
AUTO MECHANIC	27.42	28.38	28.87	29.35	30.30	31.30	32.26	32.66	32.81	32.91	33.01	33.11
BUS DRIVER	21.92	22.79	23.23	23.66	24.54	25.41	26.30	26.70	26.85	26.95	27.05	27.15
CARPENTER	27.42	28.38	28.87	29.35	30.30	31.30	32.26	32.66	32.81	32.91	33.01	33.11
CARPENTER/GLAZIER	27.42	28.38	28.87	29.35	30.30	31.30	32.26	32.66	32.81	32.91	33.01	33.11
CENSUS CLERK, PUPIL SERVICES	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
CLEANER, FULL TIME	18.47	19.21	19.58	19.95	20.69	21.43	22.17	22.57	22.72	22.82	22.92	23.02
CLEANER, PART TIME	16.99	17.67	18.01	18.34	19.02	19.71	20.39	20.79	20.94	21.04	21.14	21.24
CLERK TYPIST, HIGH SCHOOL	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
CLERK TYPIST, LIBRARY	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
CLERK, CHAPTER 1	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
CLERK, PUPIL ACCOUNTING	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
CLERK, SHIPPING/RECEIVING	18.47	19.21	19.58	19.95	20.69	21.43	22.17	22.57	22.72	22.82	22.92	23.02
CUSTODIAN	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
DATA COORDINATOR	30.27	31.48	32.10	32.70	33.91	35.13	36.34	36.74	36.89	36.99	37.09	37.19
DATA ENTRY SPECIALIST	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
DISPATCHER/SECRETARY/PAYROLL	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
DISPATCHER/BUS DRIVER	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
EDUCATIONAL TECHNOLOGY SPECIALIST	22.32	23.21	23.66	24.10	25.00	25.89	26.79	27.19	27.34	27.44	27.54	27.64
ELECTRICAL MECHANIC	27.42	28.38	28.87	29.35	30.30	31.30	32.26	32.66	32.81	32.91	33.01	33.11
GRADUATION PROJECT AIDE	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
GRAPHIC/PRODUCTION ASSISTANT	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
GROUNDS MECHANIC	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
HEAD PRESS PERSON	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
HEAVY EQUIPMENT OPERATOR	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
INSTRUCTIONAL AIDE	18.47	19.21	19.58	19.95	20.69	21.43	22.17	22.57	22.72	22.82	22.92	23.02
LIBRARY AIDE	18.47	19.21	19.58	19.95	20.69	21.43	22.17	22.57	22.72	22.82	22.92	23.02
LIFEGUARD	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
MAIL TRUCK DRIVER	18.47	19.21	19.58	19.95	20.69	21.43	22.17	22.57	22.72	22.82	22.92	23.02
MANAGEMENT ASSISTANT	23.78	24.73	25.21	25.67	26.61	27.59	28.53	28.93	29.08	29.18	29.28	29.38
MEDIA CENTER CLERK	18.47	19.21	19.58	19.95	20.69	21.43	22.17	22.57	22.72	22.82	22.92	23.02
MEDIA REPAIR TECHNICIAN	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
PAINTER	27.42	28.38	28.87	29.35	30.30	31.30	32.26	32.66	32.81	32.91	33.01	33.11
PARAPROFESSIONAL I	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
PARAPROFESSIONAL II	20.93	21.74	22.13	22.55	23.36	24.16	24.97	25.37	25.52	25.62	25.72	25.82
PLUMBING/HVAC MECHANIC	27.42	28.38	28.87	29.35	30.30	31.30	32.26	32.66	32.81	32.91	33.01	33.11
RECEPTIONIST/CLERK	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
RECORDS MANAGEMENT SPECIALIST	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
REGISTERED NURSE	24.90	25.89	26.39	26.88	27.86	28.88	29.87	30.27	30.42	30.52	30.62	30.72
SCHOOL AIDE	18.47	19.21	19.58	19.95	20.69	21.43	22.17	22.57	22.72	22.82	22.92	23.02
SCHOOL HEALTH ROOM	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
SCHOOL VAN DRIVER	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
SECRETARY I	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
SECRETARY II	20.18	20.99	21.38	21.80	22.61	23.41	24.22	24.62	24.77	24.87	24.97	25.07
SECRETARY III	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
SECURITY POLICEPERSON	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
STAFF ACCOUNTANT	23.78	24.73	25.21	25.67	26.61	27.59	28.53	28.93	29.08	29.18	29.28	29.38
TEACHER AIDE, HALLWAY	18.47	19.21	19.58	19.95	20.69	21.43	22.17	22.57	22.72	22.82	22.92	23.02
TECHNOLOGY SUPPORT TECHNICIAN	23.78	24.73	25.21	25.67	26.61	27.59	28.53	28.93	29.08	29.18	29.28	29.38
TRANSPORTATION AIDE	18.93	19.67	20.05	20.44	21.19	21.95	22.72	23.12	23.27	23.37	23.47	23.57
TRUCK MECHANIC	27.42	28.38	28.87	29.35	30.30	31.30	32.26	32.66	32.81	32.91	33.01	33.11

2025-2026

2025-2026	NEW	A	B	C	D	E	F	G	H	I	J	K
	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	\$0.40	\$0.55	\$0.65	\$0.75	\$0.85
	0 YRS	1 YR	2 YRS	3 YRS	4 YRS	5 YRS	6-14 YRS	15-19 YRS	20-24 YRS	25-29 YRS	30-34 YRS	35+YRS
ACCT. CLERK, FINANCIAL SERVICES	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
ACCT. CLERK, PAYABLES/RECEIVABLES	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
ACCT. CLERK, PAYROLL	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
ACCT. CLERK, PURCHASING	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
ACCT. CLERK, STUDENT ACTIVITIES	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
ASSISTANT PRINTER	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
AUTO MECHANIC	27.92	28.91	29.40	29.89	30.86	31.88	32.86	33.26	33.41	33.51	33.61	33.71
BUS DRIVER	22.32	23.21	23.66	24.10	25.00	25.89	26.78	27.18	27.33	27.43	27.53	27.63
CARPENTER	27.92	28.91	29.40	29.89	30.86	31.88	32.86	33.26	33.41	33.51	33.61	33.71
CARPENTER/GLAZIER	27.92	28.91	29.40	29.89	30.86	31.88	32.86	33.26	33.41	33.51	33.61	33.71
CENSUS CLERK, PUPIL SERVICES	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
CLEANER, FULL TIME	18.81	19.56	19.94	20.32	21.07	21.82	22.58	22.98	23.13	23.23	23.33	23.43
CLEANER, PART TIME	17.30	17.99	18.35	18.68	19.37	20.08	20.77	21.17	21.32	21.42	21.52	21.62
CLERK TYPIST, HIGH SCHOOL	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
CLERK TYPIST, LIBRARY	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
CLERK, CHAPTER 1	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
CLERK, PUPIL ACCOUNTING	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
CLERK, SHIPPING/RECEIVING	18.81	19.56	19.94	20.32	21.07	21.82	22.58	22.98	23.13	23.23	23.33	23.43
CUSTODIAN	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
DATA COORDINATOR	30.83	32.07	32.69	33.30	34.54	35.78	37.01	37.41	37.56	37.66	37.76	37.86
DATA ENTRY SPECIALIST	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
DISPATCHER/SECRETARY/PAYROLL	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
DISPATCHER/BUS DRIVER	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
EDUCATIONAL TECHNOLOGY SPECIALIST	22.74	23.64	24.09	24.55	25.46	26.36	27.29	27.69	27.84	27.94	28.04	28.14
ELECTRICAL MECHANIC	27.92	28.91	29.40	29.89	30.86	31.88	32.86	33.26	33.41	33.51	33.61	33.71
GRADUATION PROJECT AIDE	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
GRAPHIC/PRODUCTION ASSISTANT	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
GROUPS MECHANIC	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
HEAD PRESS PERSON	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
HEAVY EQUIPMENT OPERATOR	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
INSTRUCTIONAL AIDE	18.81	19.56	19.94	20.32	21.07	21.82	22.58	22.98	23.13	23.23	23.33	23.43
LIBRARY AIDE	18.81	19.56	19.94	20.32	21.07	21.82	22.58	22.98	23.13	23.23	23.33	23.43
LIFEGUARD	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
MAIL TRUCK DRIVER	18.81	19.56	19.94	20.32	21.07	21.82	22.58	22.98	23.13	23.23	23.33	23.43
MANAGEMENT ASSISTANT	24.22	25.19	25.68	26.15	27.11	28.10	29.05	29.45	29.60	29.70	29.80	29.90
MEDIA CENTER CLERK	18.81	19.56	19.94	20.32	21.07	21.82	22.58	22.98	23.13	23.23	23.33	23.43
MEDIA REPAIR TECHNICIAN	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
PAINTER	27.92	28.91	29.40	29.89	30.86	31.88	32.86	33.26	33.41	33.51	33.61	33.71
PARAPROFESSIONAL I	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
PARAPROFESSIONAL II	21.30	22.13	22.53	22.95	23.78	24.60	25.41	25.81	25.96	26.06	26.16	26.26
PLUMBING/HVAC MECHANIC	27.92	28.91	29.40	29.89	30.86	31.88	32.86	33.26	33.41	33.51	33.61	33.71
RECEPTIONIST/CLERK	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
RECORDS MANAGEMENT SPECIALIST	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
REGISTERED NURSE	25.36	26.37	26.88	27.37	28.38	29.41	30.42	30.82	30.97	31.07	31.17	31.27
SCHOOL AIDE	18.81	19.56	19.94	20.32	21.07	21.82	22.58	22.98	23.13	23.23	23.33	23.43
SCHOOL HEALTH ROOM	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
SCHOOL VAN DRIVER	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
SECRETARY I	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
SECRETARY II	20.55	21.38	21.78	22.20	23.03	23.85	24.66	25.06	25.21	25.31	25.41	25.51
SECRETARY III	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
SECURITY POLICEPERSON	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
STAFF ACCOUNTANT	24.22	25.19	25.68	26.15	27.11	28.10	29.05	29.45	29.60	29.70	29.80	29.90
TEACHER AIDE, HALLWAY	18.81	19.56	19.94	20.32	21.07	21.82	22.58	22.98	23.13	23.23	23.33	23.43
TECHNOLOGY SUPPORT TECHNICIAN	24.22	25.19	25.68	26.15	27.11	28.10	29.05	29.45	29.60	29.70	29.80	29.90
TRANSPORTATION AIDE	19.28	20.04	20.42	20.82	21.59	22.36	23.14	23.54	23.69	23.79	23.89	23.99
TRUCK MECHANIC	27.92	28.91	29.40	29.89	30.86	31.88	32.86	33.26	33.41	33.51	33.61	33.71

2026-2027

2026-2027	NEW	A	B	C	D	E	F	G	H	I	J	K
	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	1.85%	\$0.40	\$0.55	\$0.65	\$0.75	\$0.85
	0 YRS	1 YR	2 YRS	3 YRS	4 YRS	5 YRS	6-14 YRS	15-19 YRS	20-24 YRS	25-29 YRS	30-34 YRS	35+YRS
ACCT. CLERK, FINANCIAL SERVICES	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
ACCT. CLERK, PAYABLES/RECEIVABLES	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
ACCT. CLERK, PAYROLL	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
ACCT. CLERK, PURCHASING	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
ACCT. CLERK, STUDENT ACTIVITIES	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
ASSISTANT PRINTER	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
AUTO MECHANIC	28.44	29.44	29.95	30.44	31.43	32.47	33.47	33.87	34.02	34.12	34.22	34.32
BUS DRIVER	22.74	23.64	24.09	24.55	25.46	26.36	27.28	27.68	27.83	27.93	28.03	28.13
CARPENTER	28.44	29.44	29.95	30.44	31.43	32.47	33.47	33.87	34.02	34.12	34.22	34.32
CARPENTER/GLAZIER	28.44	29.44	29.95	30.44	31.43	32.47	33.47	33.87	34.02	34.12	34.22	34.32
CENSUS CLERK, PUPIL SERVICES	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
CLEANER, FULL TIME	19.16	19.93	20.31	20.69	21.46	22.23	22.99	23.39	23.54	23.64	23.74	23.84
CLEANER, PART TIME	17.62	18.32	18.69	19.03	19.73	20.45	21.15	21.55	21.70	21.80	21.90	22.00
CLERK TYPIST, HIGH SCHOOL	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
CLERK TYPIST, LIBRARY	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
CLERK, CHAPTER 1	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
CLERK, PUPIL ACCOUNTING	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
CLERK, SHIPPING/RECEIVING	19.16	19.93	20.31	20.69	21.46	22.23	22.99	23.39	23.54	23.64	23.74	23.84
CUSTODIAN	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
DATA COORDINATOR	31.40	32.66	33.29	33.92	35.18	36.45	37.70	38.10	38.25	38.35	38.45	38.55
DATA ENTRY SPECIALIST	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
DISPATCHER/SECRETARY/PAYROLL	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
DISPATCHER/BUS DRIVER	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
EDUCATIONAL TECHNOLOGY SPECIALIST	23.16	24.08	24.54	25.00	25.93	26.85	27.79	28.19	28.34	28.44	28.54	28.64
ELECTRICAL MECHANIC	28.44	29.44	29.95	30.44	31.43	32.47	33.47	33.87	34.02	34.12	34.22	34.32
GRADUATION PROJECT AIDE	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
GRAPHIC/PRODUCTION ASSISTANT	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
GROUND MECHANIC	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
HEAD PRESS PERSON	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
HEAVY EQUIPMENT OPERATOR	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
INSTRUCTIONAL AIDE	19.16	19.93	20.31	20.69	21.46	22.23	22.99	23.39	23.54	23.64	23.74	23.84
LIBRARY AIDE	19.16	19.93	20.31	20.69	21.46	22.23	22.99	23.39	23.54	23.64	23.74	23.84
LIFEGUARD	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
MAIL TRUCK DRIVER	19.16	19.93	20.31	20.69	21.46	22.23	22.99	23.39	23.54	23.64	23.74	23.84
MANAGEMENT ASSISTANT	24.67	25.66	26.15	26.63	27.61	28.62	29.59	29.99	30.14	30.24	30.34	30.44
MEDIA CENTER CLERK	19.16	19.93	20.31	20.69	21.46	22.23	22.99	23.39	23.54	23.64	23.74	23.84
MEDIA REPAIR TECHNICIAN	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
PAINTER	28.44	29.44	29.95	30.44	31.43	32.47	33.47	33.87	34.02	34.12	34.22	34.32
PARAPROFESSIONAL I	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
PARAPROFESSIONAL II	21.68	22.53	22.93	23.36	24.20	25.04	25.87	26.27	26.42	26.52	26.62	26.72
PLUMBING/HVAC MECHANIC	28.44	29.44	29.95	30.44	31.43	32.47	33.47	33.87	34.02	34.12	34.22	34.32
RECEPTIONIST/CLERK	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
RECORDS MANAGEMENT SPECIALIST	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
REGISTERED NURSE	25.83	26.86	27.38	27.88	28.90	29.96	30.98	31.38	31.53	31.63	31.73	31.83
SCHOOL AIDE	19.16	19.93	20.31	20.69	21.46	22.23	22.99	23.39	23.54	23.64	23.74	23.84
SCHOOL HEALTH ROOM	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
SCHOOL VAN DRIVER	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
SECRETARY I	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
SECRETARY II	20.93	21.78	22.18	22.61	23.45	24.29	25.12	25.52	25.67	25.77	25.87	25.97
SECRETARY III	23.16	24.08	24.54	25.00	25.93	26.85	27.78	28.18	28.33	28.43	28.53	28.63
SECURITY POLICEPERSON	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
STAFF ACCOUNTANT	24.67	25.66	26.15	26.63	27.61	28.62	29.59	29.99	30.14	30.24	30.34	30.44
TEACHER AIDE, HALLWAY	19.16	19.93	20.31	20.69	21.46	22.23	22.99	23.39	23.54	23.64	23.74	23.84
TECHNOLOGY SUPPORT TECHNICIAN	24.67	25.66	26.15	26.63	27.61	28.62	29.59	29.99	30.14	30.24	30.34	30.44
TRANSPORTATION AIDE	19.64	20.41	20.80	21.21	21.99	22.77	23.56	23.96	24.11	24.21	24.31	24.41
TRUCK MECHANIC	28.44	29.44	29.95	30.44	31.43	32.47	33.47	33.87	34.02	34.12	34.22	34.32