

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN
WISSAHICKON EDUCATION ALLIANCE
AND
WISSAHICKON SCHOOL DISTRICT**

7/1/2022 to 6/30/2025

**WISSAHICKON SCHOOL DISTRICT
Ambler, Pennsylvania 19002**

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RECITALS

The Board of School Directors of the Wissahickon School District (hereinafter referred to as the "Board") and the Wissahickon Education Alliance (hereinafter "WEA") recognize and are committed to their common objective of providing the finest quality educational and learning experiences to the students of the Wissahickon School District.

NOW THEREFORE, in consideration of the mutual agreements contained in this Agreement, and intending to be legally bound thereto, the Board and the WEA do hereby agree as follows:

ARTICLE I **GENERAL PROVISIONS**

A. RECOGNITION

1. The Board recognizes the WEA as the exclusive bargaining agent for classroom teachers, school nurses, guidance counselors, librarians, reading specialists, home and school visitors, school psychologists, social laboratory coordinators, and educational media specialists and excluding supervisors, first level supervisors, confidential employees, Secretarial /Clerical; Transportation; Maintenance; Special Education; Technology, Custodial Employees, Nursing Assistant, Security Officer, Classroom Assistants and Lunch/Bus Aides and excluding the position of first level supervisors, and confidential employees as defined in Acts 195 and 88.

The following NISI Orders are recognized by the Board and Alliance:

Amended Certification, April 29, 1974, #PERA-U-4855E
Unit Clarification, September 13, 1981, #PERA-U-80-699E
Unit Clarification, September 11, 1985, #PERA-U-85-158E
Unit Clarification, November 2, 2005, #PERA-U-04-475-E

Unit Clarification, December 30, 2016, #PERA-U-16-221-E
(PERA-R-80-285-E)
(PERA-R-581-E)

The term Educational Professional (hereinafter "EP") shall refer to the following types of employees (as an example but not limited to):

Adaptive Physical Education
Art
Behavioral Specialists
Business Education Chapter I
Computer Specialist Elementary Classes, Grades 1-6
English
English as a Second Language
Family & Consumer Science
Foreign Language
General Music

Graduation Project Teacher
Guidance Counselor
Health
Home & School Visitor
Instructional Support Teacher
Instrumental Music
Kindergarten
Librarian
Mathematics
Occupational Therapists
Physical Education
Physical Therapists
Professional Development Specialist
Reading
School Nurse
School Psychologist
Science
Social Studies
Special Education Teacher
Speech Therapists
Technology Education
Work Experience

2. Educational Support Personnel Job Classification System

Classifications of Educational Support Personnel (hereinafter “ESP”) positions will be determined by such criteria as:

- (1) the level of skill/knowledge, experience, and/or education/ training necessary;
- (2) whether special certification or licensing is required;
- (3) the extent of supervisory responsibility;
- (4) the amount of judgment/ initiative required.
- (5) Classifications of support staff positions shall not be grievable.
- (6) Classifications of support staff positions may be subject to non-grievable review by a Position Review Committee, which shall be comprised of four (4) persons, with two (2) persons each appointed by the WEA-S and the District. The Committee shall accept classification review requests and all supporting documentation which must be in writing and submitted by September 15 annually to the Committee. The WEA and the District may each submit a maximum of five (5) review requests per year and are prohibited from submitting review requests for the same position on

consecutive years. The Committee shall render a decision on all position review requests by November 25 annually. Approval of any position review request must be by majority decision. All approved position review requests shall become effective the following July 1 and shall not be retroactive.

The term ESP shall refer to the following types of employees (as an example, but not limited to):

POSITION-CLASS LIST

1. Class 10

Payroll and Accounting Specialist
PIMS/Child Accounting Specialist
Staff Nurses (RN/LPN)
Safety Specialist
Technology Technician

2. Class 9

Bus Driver/Dispatcher
Communications Specialist
Mechanic (Skilled Maintenance)
Mechanic (Transportation)

3. Class 8.5

Special Education Autistic Support Classroom and Child Specific Assistants (AS Classrooms Only)

4. Class 8

Bookkeeper
Bus Driver
Secretary to Principal
Special Education Assistant Classroom Assistant)
Trainer/Bus Driver
Job Coach

5. Class 7.5

Special Education Child Specific Assistants

6. Class 7

Accounts Payable Clerk
Custodial Crew Leader
Grounds Crew

Registrar
Secretary to Assistant Principal
Secretary - Other/Administration
Secretary to Buildings & Grounds
Secretary to Director of Technology/Help Desk
Secretary to Supervisors of Special Education

7. Class 6

Aquatics Assistant
Aquatics Assistant Part-Time
Classroom Assistant
Clerk Typists
Library Assistant
Receptionist/Telephone Attendant
Van Driver

8. Class 5

Custodian

9. Class 4

Bus Assistant
Lunchtime Assistant

Adjustments to the above-designated classifications shall be as follows:

(1) It is understood that a prerequisite for being a Technology Technician (Class 10) is that the Technology Technician must have and maintain Microsoft's Certified Solutions Associate (MCSA) or a substantially equivalent or successor certification for the Windows/operating system as authorized by Microsoft and determined to be used by the District from time to time. This will become a condition of employment as a Technology Technician in the District. In addition, all Technology Technicians shall be required to have Dell hardware technology training.

(2) The District shall provide time during the workday for Bargaining Unit Members taking the courses required to maintain certification or approvals or engage in testing for such courses or programs. Study time will not be provided by the District to Technology Technicians during the workday.

(3) Bargaining Unit Members shall maintain such Microsoft certifications or job requirement approvals as set forth in the job description, a copy of which is attached hereto, made a part hereof, and marked Attachment "A" for the length of the Technology Technician's tenure of employment with the District or for the length that the Class 10 Technology Technician position remains as a classification under this Collective Bargaining Agreement, whichever comes first.

B. TERM OF AGREEMENT

All provisions of the collective bargaining agreement shall be effective beginning July 1, 2022, and ending June 30, 2025; except as otherwise set forth herein. Both parties acknowledge and agree that as of July 1, 2022, this Agreement shall supersede all the terms and conditions of all previous Collective Bargaining Agreements executed by the parties.

C. WAIVER CLAUSE

After this negotiated Agreement has been signed by both parties, no additional negotiations shall be conducted on any item, whether contained herein or not, which would have applicability to contract provisions covering the term of this Agreement.

D. NO STRIKE/NO LOCKOUT

The WEA pledges that it will not authorize or engage in a strike, as defined in Acts 195 and 88, during the term of this Agreement. The Board pledges that it will not authorize a lockout during the term of this Agreement.

E. PROBATIONARY PERIOD (ESP)

At the end of a probationary period of ninety (90) days of employment with the District, a new employee will be evaluated by means of a written performance appraisal. A satisfactory evaluation will result in continuation of employment and eligibility for inclusion in the fringe benefits of hospitalization, dental, and life insurance.

The District reserves the right to waive the probationary period for a new employee who has satisfactorily completed a minimum of three months employment as a temporary or substitute employee in the same, or similar, job.

F. EXISTING POLICIES

All existing policies concerning wages and hours, which affect the bargaining unit member and which are not in conflict with statutes and the specific terms and conditions of this Agreement shall remain in effect. However, in the case of any condition requiring Board action, direct consultation with the WEA shall be initiated by the Board, through the Superintendent, with the WEA Co-Presidents. The Board shall endeavor to take into consideration all concerns and recommendations presented in the consultation process, and will consider the following and other pertinent factors in a fair and equitable manner in arriving at a final decision:

1. The best interests of the educational program for students.
2. The best interests of the bargaining unit member.
3. The feasibility of application of the particular policy under existing conditions.

In regard to existing policies affecting other terms and conditions of employment of the bargaining unit the Board, through the Superintendent, will make every effort to notify the WEA of any contemplated changes. If deemed necessary by the WEA, the Co-Presidents of the WEA will

request, through the Superintendent, an opportunity to discuss WEA concerns or recommendations in the matter.

In regard to proposed policies, which follow the process of two (2) public readings, a copy shall be sent to the WEA Co-Presidents far enough in advance to provide time for review by the WEA prior to the first reading by the Board.

ARTICLE II **GRIEVANCE PROCEDURE**

A. PURPOSE

The purpose of the procedures set forth hereinafter is to produce prompt, equitable, and fair solutions to those grievances which arise out of application and interpretation of the provisions of this Agreement, pursuant to Section 903 of the Public Employee Relations Act, Act 195, and Act 88, as applicable, between the Board and the WEA. These proceedings shall be kept as informal and confidential as may be appropriate for the grievance involved at any level of the procedure.

B. DEFINITIONS

1. A "grievance" shall mean a dispute between parties involving the application, meaning or interpretation of this Agreement and shall be settled in the manner provided in this Article.
2. An "aggrieved person" is the person or persons making the complaint, including the WEA. In the event the WEA presents a grievance pursuant to this Article, such grievance shall designate the names of each bargaining unit member on whose behalf the WEA has presented such grievance if known to the WEA.
3. The term "days" when used in this Article shall mean working school days, excluding Saturdays, Sundays, and holidays. During the summer, a day shall be defined as a day when the District administrative offices are open for business.

C. GENERAL PRINCIPLES

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum. Failure to appeal the grievance at any step of the procedure within the prescribed time limits will make the grievance void. Failure on the part of the District to render a decision within the prescribed time limits will permit the appeal of the grievance to the next step of the procedure. By mutual agreement, extensions of time limits may be made at various steps of the procedure.
2. All grievances shall be presented as soon as possible after the occurrence upon which the same is based, but in no event later than fifteen (15) days from the time of the alleged occurrence, in order for the grievance to be considered.

3. By mutual written agreement, any steps in the grievance procedure may be waived in order to process the grievance to a higher step.
4. In the event any employee or the WEA 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 for such appeal, and any such grievance already instituted shall be prohibited from further processing if such appeal is filed.

D. INFORMAL STAGE

It is hoped that every avenue for informal settlement of the problem in a fair and equitable manner will be explored prior to the initiation of the formal procedures.

E. GRIEVANCE STEPS

Step One

In the event resolution of the grievance does not occur during informal discussion and the aggrieved desires formal consideration of the alleged grievance, the grievance shall be submitted, in writing, to the Human Resources Director, on a form provided by the District as attached and made a part hereof. In order for the grievance to be considered, however, it must be submitted within fifteen (15) days of the alleged occurrence. The written grievance shall contain the information required by the formal grievance form (*Attachment "B"*).

The Human Resources Director shall meet with the employee and the WEA representative, in order to review the formal grievance. The Human Resources Director shall then respond, in writing, within fifteen (15) days from receipt of the grievance.

Step Two

If the action in Step One fails to resolve the grievance to the satisfaction of the WEA, the grievance, together with a written statement of the reasons for dissatisfaction with the Human Resources Director's response, shall be submitted to the Superintendent within fifteen (15) days of receipt of the Human Resources Director's written decision. The Superintendent shall reply, in writing, within fifteen (15) days.

Step Three

If the action in Step Two above fails to resolve the grievance to the satisfaction of the WEA, the grievance, together with a written statement of the reasons for dissatisfaction with the disposition of the grievance by the Superintendent, may be referred to the Secretary of the Board of School Directors within ten (10) days of receipt of the Superintendent's written decision. The Board shall communicate the decision to the aggrieved person within twenty-five (25) days. A meeting or hearing, if requested, shall be held within the time frame above.

Step Four

If the action in Step Three above fails to resolve the grievance to the satisfaction of the WEA, the grievance may be submitted by the WEA to binding arbitration as provided in Section 903 of the Public Employee Relations Act, Act 195, and Act 88, as applicable, provided such referral is made in writing within ten (10) days following date of receipt of the decision referred to in Step Three. Notice of such appeal shall be given in writing to the Secretary of the Board, together with a written statement of the reasons for dissatisfaction with the disposition of the grievance by the Board.

Within ten (10) days after request for arbitration is made, the parties shall select an arbitrator. If the parties cannot agree upon an arbitrator within those ten (10) days, a single arbitrator shall be chosen pursuant to the then prevailing rules and procedures of the Pennsylvania Bureau of Mediation and Arbitration.

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, provided that the hearing shall not be bifurcated. 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 or her decision in writing within thirty (30) days of the date of the hearing unless otherwise mutually agreed by the parties.

Fees and expenses of the arbitrator shall be shared equally by the parties. The expense of witnesses, including salaries, shall be borne by the party requiring testimony of such witnesses.

F. RESOLUTION/AUTHORITY

Until the resolution of the grievance, the authority of the appropriate administrator in the disputed question shall prevail.

(See *Attachment "B"* for Formal Grievance Form)

G. JUST CAUSE

1. No ESP or EP employee shall be rated unsatisfactory nor subject to suspension or dismissal without just cause.
2. With respect to EP employees only, determining whether cause exists for dismissal, the term shall specifically include, but shall not be limited to, just cause or any conduct or action by the tenured professional employee which would lawfully provide a proper basis for dismissal pursuant to Section 1122 of the Public School Code of 1949, as amended, and interpretations thereof by Pennsylvania courts and/or the Secretary of Education.
3. In the event that the Superintendent shall recommend to the Board that a tenured professional employee be dismissed, that recommendation and the reasons therefor

shall be transmitted in writing to the Board President and the employee involved. Within ten (10) days after receipt of such recommendation by the employee involved, the employee shall elect in writing whether the employee elects to proceed under Sections 1121 through 1132 of the School Code, as amended, or in accordance with the grievance procedure set forth in this Agreement, beginning at Step II. Tenured professional employees whose dismissal for cause has been recommended may follow the grievance procedure or request a hearing pursuant to Sections 1121 through 1132 of the School Code, as amended, but not both.

ARTICLE III

EDUCATIONAL PROFESSIONAL SALARY SCHEDULES AND RELATED ITEMS

A. SALARY SCHEDULES

The District and WEA agree that salary schedules for each year of this Agreement will be calculated in following manner:

1. For the 2022-2023 school year, each employee will be entitled to receive step and column movement with a 1.25% increase on cell effective as of July 1, 2022, as shown in the salary schedules attached as *Attachment "C"*.
2. A one-time non-recurring bonus of \$600 shall be distributed to each regular full-time bargaining unit member by 10/31/22 for staff hired as of 9/1/22. Regular part-time bargaining unit members bonus will be prorated. Bonus will not be added to base salary.
3. For the 2023-2024 school year, each employee will be entitled to receive a 2.25% increase on cell plus step and column movement, as shown in the salary schedules attached as *Attachment "C"*.
4. For the 2024-2025 school year, each employee will be entitled to receive a 2.67% increase on cell plus step and column movement, as shown in the salary schedules attached as *Attachment "C"*.
5. Effective as of the first regular teacher workday of each school year, the salary schedules will be implemented. Employees will be paid salaries according to those schedules, including step and column movement, if applicable, effective as set forth on the salary schedules.

B. EXPERIENCE ENTRANCE

1. A new employee with prior experience, as hereinafter defined, shall receive credit for each full year of classroom teaching public school experience or for each full year of long-term substitute experience in the District and be placed at the appropriate salary level.

2. Prior experience for a new employee shall be defined as each full year of classroom teaching public school experience or each full year of long-term substitute experience in the District.
3. In exceptional circumstances, the Superintendent may place a newly hired employee at a salary level in excess of the contractually-required salary, subject to agreement by the WEA, which shall not be unreasonably withheld.
4. Once the proper level has been determined, based on the provisions of #1 and #2 above, subsequent salary changes shall be determined on the basis of the provisions of the negotiated agreement.
5. Any other pertinent experience, all assumed to be with evidence of satisfactory ratings, shall be at the discretion of the Superintendent.
6. A long-term substitute (LTS) is defined as an individual employed to replace a member of the bargaining unit who is on an approved absence of at least one semester or 95 consecutive school days. At the time of appointment, if it is for one semester, 95 consecutive school days or more, the LTS shall receive compensation that is \$2,500 per year less than the Step A entry level compensation shown on the salary schedule and shall receive medical, dental benefits, disability and life insurance benefits (if employed .5 or greater) and prorated sick leave/personal leave.

A per diem substitute, who serves on a day-to-day basis due to a regular employee's absence, is not considered a member of the bargaining unit until they have worked one full semester or 95 consecutive school days. Upon completion of one full semester or 95 consecutive school days for the same bargaining unit member, per diem substitutes continuing in that same position shall be considered a LTS and shall receive the same compensation for a LTS as set forth in the paragraph above and shall receive medical, dental benefits, disability and life insurance benefits (if employed .5 or greater) and prorated sick leave/personal leave.

C. SALARY INCREMENTS AND ADJUSTMENTS

1. Salaries for professionals under contract on a part-time basis shall be prorated, as shall all other personnel benefits, except as set forth in Article V, Section H 2.
2. Salary increments and adjustments to the professional salary schedule shall be for the appropriate year and shall adjust the individual to his/her appropriate step on the schedule as determined by experience and education, except as specified under the terms and provisions of this Agreement.
3. Adjustments to the base salary shall be prorated on the annual salary for professional services beyond the ten-month contract, when such service is identical in all respects in time, responsibilities, workload, and quality to the normal assignment for the school year.

4. Any EP employee who is rated satisfactory will receive the applicable salary increase. EP employee who are not considered satisfactory shall be notified, in writing, of their deficiencies, and shall be given such reasonable time to improve as the Board may determine. In instances when an instructional staff member is rated unsatisfactory, the Board, upon the recommendation of the Superintendent, may withhold any applicable salary increase to the extent permitted by state law.
5. Notwithstanding any other provision in Article III.C. of this Agreement, in order to be eligible for vertical step movement, a newly hired employee must work at least one (1) full semester in the school year. Utilization of sick time, personal time, or Association leave time of up to thirty (30) days in duration does not count against satisfaction of this requirement.

D. DEGREE STATUS CHANGES

1. Degree and/or credit change increments are granted once yearly at the start of the new school year.
2. Upon completion of graduate credits necessary for movement to the next degree level on the salary scale, a letter must be submitted to the Human Resources Office requesting movement on the salary scale and should include a listing of the graduate courses completed for this move. This letter must be received prior to September 1st with full documentation prior to October 1st. Documentation received after October 1st will be processed for implementation at the start of the next school year.
3. Official transcripts from all colleges/universities for which the credits were issued must be submitted.
4. Upon receipt of all the above documentation, a Bargaining Unit Member's degree status change will be processed and presented to the Board of School Directors at the next available meeting. Once approved, the Bargaining Unit Member will receive a letter to this effect and a payroll adjustment will be made accordingly.
5. All salary/degree changes are based on semester credits not quarter credits. A quarter credit hour is equal to two-thirds of a semester credit hour. Ex: 3 quarter credits = 2 semester credits; 5 quarter credits = 3.3 semester credits.
6. In general, it is intended that degree and/or credit-change increments shall be granted once per year as set forth herein.

E. CREDIT REQUIREMENTS FOR DEGREE CATEGORY CHANGES

1. All post-baccalaureate credits must be from a state-approved baccalaureate degree granting institution.
2. Credits toward B+ 15 may be either undergraduate or graduate.

3. Of the thirty (30) post-baccalaureate credits needed for the B+30 category, at least fifteen (15) must be at the graduate level.
4. Master's Equivalency certificates will not be recognized for salary purposes for employees hired after March 9, 1992. An earned Master's degree is necessary in order to move to the Master's track of the salary schedule. Employees who were members of the bargaining unit on March 9, 1992, shall have the right to move as high as the Master's +45 step with a Master's Equivalency. There must be a total accumulation of twenty-four (24) credits taken in the major field in order to have the Master's Equivalency honored, except as provided in Section G of this Article. In the event that the courses remaining in the program do not allow for the accumulation of twenty-four (24) credit hours, all remaining credit hours must be in the major field. The only other exception will be in the event that the Administration waives this requirement so that the employee can earn a second certification in an area deemed important by the Administration while pursuing a Master's Equivalency. This M+60 category shall only be attained with an earned Master's degree and sixty (60) graduate credits.
5. With the exception of those who possess as of March 10, 2014, or as of March 10, 2014, Bargaining Unit Members who are in the process of earning a Master's equivalent certification, Bargaining Unit Members who have Master's equivalencies will not be entitled to move horizontally on the salary schedule until such time as they receive an earned Master's degree.
6. Approval of courses to be taken for salary credit must be preapproved by the Human Resources Office by submitting course information through My Learning Plan (MLP) prior to the start date of the course. No reimbursement will be made for courses not submitted in accordance with the provisions stated.
7. In order to qualify for horizontal movement beyond the master's column on the salary schedule, credits will only be counted for employees receiving a minimum grade of B, or a pass in a pass-fail course.

F. TUITION REIMBURSEMENT AND HORIZONTAL MOVEMENT

The Board shall reimburse seventy percent (70%) tuition for undergraduate or graduate level courses taken up to a first Master's degree. The program and credits leading to a first Master's degree must be preapproved by the District Superintendent within his/her discretion. The seventy percent (70%) reimbursement shall prevail up to the point when the required credits for permanent certification in the basic teaching field have been completed; after completion of credits for permanent certification, the professional employee shall be limited to twelve (12) credits per fiscal year at seventy percent (70%) reimbursement up to the first Master's degree.

Reimbursement beyond a first Master's degree will be addressed below.

1. The Board shall reimburse sixty percent (60%) tuition for any course which is a part of a preapproved program for a graduate degree leading to a subsequent

Master's degree, a preapproved doctoral degree program, or a preapproved certification program that the Superintendent deems relevant for the educational needs of the District, which shall be limited to twelve (12) credits per fiscal year at the aforesaid sixty percent (60%) reimbursement. No random courses may be taken. Courses taken under these circumstances will be eligible for both tuition reimbursement at sixty percent (60%) and horizontal movement. Employees need not complete the preapproved Master's, the preapproved certification, or the preapproved doctoral program in order to obtain reimbursement or horizontal movement.

2. The following provisions shall apply to qualify for tuition reimbursement:
 - a. Credits must be earned at a state-approved baccalaureate degree granting institution or from a state-approved in-service course, with the following exception:
 - i. A professional employee who resigns from the District shall not be entitled to tuition reimbursement for courses which the employee took during the semester prior to the effective date of his/her resignation. If the professional employee has already received such reimbursement, then the professional employee shall return the reimbursement to the District, or the District may deduct the amount to be returned from amounts otherwise due to the professional employee.
 - b. Credits may be taken at a community college with Administration approval prior to enrollment for the courses.
3. A grade of B or better or a pass for a Pass/Fail Course must be earned for any credits for which tuition reimbursement is requested.
4. Notwithstanding the foregoing, the Board shall reimburse forty percent (40%) tuition for any course that is preapproved subject to a certain set of criteria set forth below that may involve random courses taken or undergraduate courses taken that are not part of a preapproved program for a graduate degree (beyond a first Master's or a doctoral program). Under these circumstances, such courses taken will be eligible for tuition reimbursement at the forty percent (40%) amount, but no eligibility for horizontal movement.

The criteria that shall be utilized by the Superintendent or the Superintendent's designee in approving such random courses and graduate or undergraduate programs shall be as follows:

- a. The intellectual rigor of the program as determined by the Superintendent.
- b. The course/s may not be non-teacher led, self-directed (unless part of a pre-approved degree program), book study, or correspondence courses.

- c. The relevance of the subject matter being studied to the educational needs of the Wissahickon School District moving forward as determined by the Superintendent.
- d. The degree to which the proposed course or program will relate to the employee's current job in the Wissahickon School District as determined by the Superintendent.
- e. The extent to which the providing organization is accredited by an accrediting agency that is recognized by the U.S. Secretary of Education or the Pennsylvania Department of Education.
- f. Courses and/or programs that would lead the Bargaining Unit Member to another certification deemed necessary or valuable to the Wissahickon School District by the Superintendent.

EP employees who are already taking approved random courses (i.e., approved prior to the ratification date of this Collective Bargaining Agreement) shall be eligible for horizontal movement-if such Bargaining Unit Members complete such random courses successfully prior to September 1, 2014.

- 5. Credits that a Bargaining Unit Member took to achieve permanent certification prior to September 1, 2014, that were not used to move to the master's column, can be used for advancement on the salary schedule.

G. NATIONAL BOARD CERTIFICATION INCENTIVE

- 1. The National Board Certification Incentive of \$2,800.00 or the National Board Certification Incentive of moving to the Master's + 45 column of the salary schedule will be eliminated for all Bargaining Unit Members who have not achieved National Board Certification. Bargaining Unit Members who already achieved National Board Certification in accordance with Subparagraph 1 herein on or before June 30, 2016, will be allowed to continue to receive the National Board Certification Incentive compensation or maintain their placement on the Master's + 45 column of the salary schedule so long as they maintain their National Board Certification in accordance with the requirements of the National Board. Should a Bargaining Unit Member who was placed as a result of the National Board Certification Incentive on the Master's + 45 column fail to maintain their National Board Certification in accordance with the requirements of the National Board, then in that event, the Bargaining Unit Member would revert back to the appropriate column on the salary schedule that would no longer reflect the National Board Certification Incentive.

H. WORK YEAR

- 1. The EP work year shall provide for one hundred ninety (190) staff days. The District reserves the right to establish the number of student days and professional development days, with at least three of the staff days to be used for continuing

professional development which qualifies for credit under Act 48 of 1999. The continuing professional development program will be developed through the Act 48 Professional Development Committee. All employees will be required to attend one (1) evening conference in the fall and one (1) evening conference in the spring.

2. Days on which the schools are closed due to inclement weather or emergency reasons will be rescheduled as teacher days unless needed to meet the scheduled number of student days.
3. During their first three (3) years of employment with the School District, newly hired EP employees shall have three (3) additional workdays per year (beyond the regular contract work year) for the purposes of orientation or induction, without additional compensation.
4. The District will add two (2) scheduled student half days to the school calendar. The additional two (2) scheduled student half days will be the day before the start of winter recess and the day before the third scheduled professional development day of the school year. These days shall be used as self-directed professional time.

I. WORKDAY

1. Starting time shall be uniform for EP employees within their assigned building unless individual EP employees volunteer otherwise with mutual agreement of Administration. If and when the legally defined educational program is changed and the educational requirements prescribed for any particular student or group of students cannot be met within the standard school day, staff will be assigned to teach outside the standard school day only if there are no volunteers. In such cases, involuntary assignments will begin no earlier than fifty (50) minutes prior to nor end fifty (50) minutes after the standard school day.
2. The EP employee's normal workday shall be seven (7) hours and thirty (30) minutes. Exceptions shall include:
 - a. Building meetings (such as general faculty, departmental, grade level, or curriculum) are held, there will be a limit of thirty (30) minutes beyond the teacher's normal workday as defined below I(1)(e), not to exceed 18 occurrences per school year.
 - b. Two (2) evening parent conferences for grades K through 12.
 - c. Either one Back-to-School Night or one Open House Night.
 - d. Unavoidable extensions of the teacher's normal workday.
 - e. All teacher workdays will be seven (7) hours and thirty (30) minutes except for the one (1) August/June day or as otherwise listed herein.

3. EP employees shall also participate in other activities which constitute professional responsibilities of the staff.
4. The above provisions do not preclude individual teachers continuing, beyond the normal workday, activities which they believe enhance their professional role and responsibilities.
5. The EP employee's preparation period and duty-free lunch period shall be self-directed and shall remain uninterrupted from participation in mandatory IEP meetings, meetings requested and/or directed by administrators, class coverage and testing which is not state mandated, as much as is reasonably possible. In the event that in excess of five (5) of the teacher's preparation periods and/or duty-free lunch periods are interrupted in a school year as a result of participation in these activities, the teacher subject to the interruptions shall thereafter accumulate personal leave time in that school year in an amount equal to the duration of any interruption as a result of participation in these activities. Any personal leave time accumulated under this paragraph may be carried over into the following school year or may be reimbursed to the teacher at the daily maximum substitute rate in effect during the school year in which the leave time was accrued, at the teacher's discretion.

Records of all preparation period and/or duty free lunch period interruptions shall be kept by the employee and timely forwarded to the Human Resources office following the interruption and specify the date, times, duration and reason for the interruption. Once five (5) interruptions have occurred, personal time will begin to accumulate and may be checked by the employee/employer at any time.

6. EP employees shall secure prior approval from the building principal for late arrival, if possible, or for early departure or other exceptions.
7. This section shall not change existing patterns and practices which do not conflict with the above provision.
8. The Wissahickon High School schedule for EP employees who have regular teaching schedules shall be as follows:
 - a. The Wissahickon High School schedule shall be identified as the "Day 6, Drop 2 Schedule" and shall consist of the following for each school day:
 - i. Six (6) periods consisting of fifty-eight (58) minutes per period for four (4) days of the cycle ("six period days"); and
 - ii. Four (4) periods consisting of eighty (80) minutes per period for two (2) days of the cycle ("four period days"); and
 - iii. Two (2) periods consisting of forty-eight (48) minutes for enrichment and intervention, which occur on the Four Period Days during two days of the cycle; and

- iv. One (1) uninterrupted teacher preparation period, which shall occur daily. The uninterrupted preparation period shall be fifty-eight (58) minutes in duration during six period days and eighty (80) minutes in duration during four period days; and
 - v. Any remaining periods per school day shall be used for assigned duties and/or professional period responsibilities, as determined by the Superintendent or his/her designee.
 - b. The Day 6, 2 Drop Schedule shall occur during a six (6) day cycle and over such time, each high school teacher shall perform twenty-two (22) period assignments, consisting of twenty (20) instructional periods and two (2) "enrichment and intervention" periods.
 - i. Teachers shall not be required to teach in excess of five (5) instructional periods in a six -period day or three (3) instructional periods in a four period day, except under the provisions outlined in section 9 below.
 - c. The District Administration will work cooperatively to develop the plan and activities for the enrichment and intervention periods.
 - d. An enrichment and intervention period may be used as an additional instructional period (beyond the required number) upon the mutual written agreement of the involved teacher and the school principal. Such written agreement shall be applicable only to an existing school year. A copy of the written agreement shall be supplied by the school principal to the WEA Co-Presidents.
 - e. The Day 6, Drop 2 Schedule as described herein may be reasonably modified by the District Superintendent on school days which are of less than full duration, including but not limited to early dismissal days, late opening snow/weather days, and PSSA testing days.
- 9. In the event an EP bargaining unit member will be absent for more than one week and a substitute cannot be secured by the district, an EP bargaining unit member may teach a 6th class (in a schedule where there are eight courses and an EP full-time bargaining unit member teaches 5 classes). The district will first ask for volunteers, if enough volunteers cannot be secured, the district can mandatorily assign an EP bargaining unit member a 6th teaching class. While the EP bargaining unit member is teaching the additional class, the following provisions shall apply.
 - The district will continue to post and interview for the vacant position as long as there is an EP bargaining unit member who has been mandatorily assigned to the position, unless those who have been mandatorily assigned notify the district they would like to remain in that role.

- There will be no more than 10% of the High School EP bargaining unit members teaching a 6th class at any one time.
- The position that an EP bargaining unit member has been mandatorily assigned must be in their primary department.
- An EP bargaining unit member cannot be mandatorily assigned a 6th class more than once every 3 years.
- The duration of the mandatory assigned position cannot last more than a semester or 95 consecutive school days.
- The EP bargaining unit member will have their duty period removed for the duration of the assignment.
- The EP bargaining unit member will have a preparation period on each day of the cycle
- The 6th assigned class will not be included in the EP bargaining unit member’s annual evaluation, unless disciplinary infractions occur.

This provision only applies to established classes vacated by an EP bargaining unit member during the school year and does not apply to newly created sections. This provision does not provide the district the ability to create class sections due to increased enrollment.

The weekly compensation for teaching the additional class shall be determined by the following formula:

Weekly Compensation is equal to the agreed upon Average Teacher Salary for the 2022-2023 School Year; times 80%; divided by five (# of classes taught); divided by 4 (# of marking periods); divided by 9 (# of weeks in a marking period)

By way of example, the Average Teacher Salary for 2022-2023 is \$100,000 the calculation shall be as follows: $(100,000 * .80) = \$80,000$ Average Teachers Salary times 80%

$(100,000 * .80) = \$80,000$	Average Teachers Salary times 80%
$\$80,000 / 5 = \$16,000$	Divided by five (# of classes taught)
$\$16,000 / 4 = \$4,000$	Divided by four (# of marking periods)
$\$4,000 / 9 = \444.44 per week.	Divided by 9 (# of weeks in a marking period)

The weekly compensation for the EP bargaining unit member will be \$444.44 each week, for every week that they are teaching the additional course. If the bargaining unit member teaches the additional class for 3 weeks, they will be compensated \$444.44 each week, for a total of \$1333.32 for the assignment. Weeks with less than 5 days will be prorated.

J. GUIDANCE COUNSELORS - WORK YEAR AND SUMMER SCHEDULE

1. One day, during the week prior to the opening of school, and five (5) at the close of the regular school year shall be worked by each guidance counselor in the

District. Remuneration for such days shall be on a per diem basis and added to the regular teaching contract total.

2. All summer schedules and working times for guidance counselors will be set by the principal of the individual building.

K. REIMBURSEMENT FOR ADDITIONAL WORK

1. Employees who perform summer school, home-bound instruction and writing team work will be reimbursed in the amount of \$46.87 per hour for the term of this agreement.
2. Those required activities which occur beyond normal school hours and which are not otherwise already compensated under this Agreement shall be compensated at the rate of \$27.43 per hour for the term of the Agreement.

L. EXTRA-CURRICULAR SALARIES

1. The method of payment for activities shall be as follows:

Total remuneration, as specifically designated in the Salary Schedule for Extra-Curricular Salaries in Attachment “E”, shall be divided into three (3) equal parts and shall occur on the-payday-closest to-the-dates listed below:

a.	Fall sports	October 1, November 1, December 1
b.	Winter sports	December 15, January 15, March 15
c.	Spring sports	April 1, May 1, June 1
d.	Year-long activities	December 1, March 15, June 1

M. SPECIAL EDUCATION STIPEND

1. The special education stipend shall be one thousand dollars (\$ 1,000) per year.

ARTICLE IV

EDUCATIONAL SUPPORT PROFESSIONAL DESCRIPTION OF HOURLY SALARY INCREASES, WORK YEAR, AND BENEFITS

A. DESCRIPTION OF HOURLY SALARY INCREASES

1. For the 2022-2023 school year, effective July 1, 2022, a 3.4% increase will be applied to all classification wage rates including grandfathered employees.

A one-time non-recurring bonus of \$600 shall be distributed to each regular full-time bargaining unit member by 10/31/22 for staff hired as of 9/1/22. Regular part-time bargaining unit members bonus will be prorated. Bonus will not be added to base salary.

2. For 2023-2024 school year, a 3.2% increase will be applied to all classification wage rates including grandfathered employees as shown in the salary schedules attached as *Attachment "D"*.
3. For the 2024-2025 school year, 3.2% increase will be applied to all classification wage rates including grandfathered employees as shown in the salary schedules attached as *Attachment "D"*.

B. SALARY RELATED PROVISIONS

1. Any salary increases described in this agreement are dependent upon a satisfactory evaluation of the individual employee.
2. Employees are encouraged to prepare themselves for promotion to a higher job classification. When a vacancy exists, announcement of the vacancy will be circulated among the staff so that those qualified and interested may apply.
3. In calculating hours worked, time will be broken down into fifteen (15) minute intervals, with time rounded down for the first seven (7) minutes and rounded up for the next eight (8) minutes.

C. FIRM ESTABLISHMENT OF WORK HOURS

1. Each employee will have her/his work hours firmly established. Work hours will be described for each day as a beginning time and ending time and a meal time where applicable. The work hours will be further described as the number of hours per day. The work year for full-time employees will be based on 2080 hours per year. The work year for part-time employees will be the result of multiplying the regularly established work hours per day by the estimated number of work days per year.
2. The Union shall act as an intermediary on behalf of Bargaining Unit Members who are in the job classifications involving security, technology (techs), and communication specialists who were hired prior to July 1, 2013. The Union will have the authority to consent to a flexible schedule or flexible scheduling situation that would otherwise violate the Firm Establishment of Work Hours provision herein. The District and the Union, regardless of the date of hire, shall utilize their best efforts to cooperate to deal with exigent and unplanned scheduling needs to fulfill the operational necessities of the District.
3. Compensatory time, within the terms of the limitations listed below, may be arranged with the approval of the immediate supervisor:
 - a. May only be used for reasons that are unique and nonrecurring;
 - b. Should be for reasons of necessity rather than convenience;
 - c. Must prevail within a given work week (Monday through Friday);

- d. Monday through Friday work may not be made up on Saturday or Sunday.
- 4. The work year of special education classroom assistants shall consist of all student school days and one (1) day prior to the school year, as designated by the District for the purpose of classroom preparation in coordination with the special education teacher, except as specified hereafter. The work day of special education classroom assistants shall be seven (7) hours. The scheduling and use of one-half (1/2) hour per day shall be within the discretion of the school principal. Special education classroom assistants and child specific assistants shall not work or be paid for afternoon time on three (3) student/teacher early dismissal school days, as selected annually by the District.
- 5. All employees whose normal shift is eight (8) hours shall be entitled to a one-half (1/2) hour paid meal period. Security, technology (techs), and communication specialists will be given a one-half (1/2) hour paid meal period when their workday is at least eight (8) hours in duration.
- 6. At the beginning of each school year, employees may opt out of overtime work for that school year by providing written notice to their supervisor, or notice as otherwise designated by the District. However, employees shall nevertheless be required to work hours beyond their normally scheduled work hours at the request of the District in emergency situations which involve safety or operation of the physical plant or buildings and such hours worked by an employee shall be paid at the appropriate overtime rate. Security, technology (techs), and communication specialists will be eligible for overtime pursuant to the Fair Labor Standards Act.
- 7. If a summer transportation assignment is accepted by an employee, the employee must work for the entire duration of the assignment, except in extenuating circumstances.

D. OTHER SPECIAL WAGE AND WORK YEAR PROVISIONS

- 1. **Saturday, Sunday and Holiday Work** - Employees who work on Saturdays will be paid at the rate of time and one-half their regular hourly rates. Employees who work on Sundays or on those holidays listed on the District Official Holiday Schedule for the appropriate year will be paid at the rate of two times their regular hourly rates. If a federal holiday for a District Official Holiday should fall on a weekend, (e.g. Labor Day, Christmas Day, New Year's Day, Martin Luther King Day, President's Day), the District will consider this day a District holiday and the appropriate double time rate will apply. This provision will not apply to a federal holiday which is not listed on the District Official Holiday schedule.
- 2. **Night Shift Differential** - Employees shall receive an additional sixty-five cents (65¢) per hour for all hours worked between 3:00 p.m. and 6:00 a.m. on any day in which the majority (in excess of fifty percent) of the employee's hours worked were between 3:00 p.m. and 6:00 a.m. This shift differential shall apply to hours worked and to vacation, special needs/personal and holiday hours, even if occurring

during the summer months. This shift differential shall not apply to sick leave or extended sick leave hours or days.

3. An employee who incurs undocumented sick leave or approved absence without pay on the day before and/or after a District holiday or a school listed calendar closing shall not receive non-work holiday pay for that holiday or school listed calendar closing.
4. ESP will participate in District led professional development on the afternoon of the first day of conferences in November and on the afternoon the day before the third scheduled teacher professional development day.

Classroom ESP employees will work the first 3 teacher days of the school year and be granted early dismissal following student departure on student half days during teacher conference weeks in the fall and spring, except for the first conference day in November as mentioned above. Classroom ESP will be permitted to early dismiss on the day before the start of Winter Break.

E. EXTRA-CURRICULAR SALARIES

1. The method of payment for activities shall be as follows:

Total remuneration, as specifically designated in the Salary Schedule for Extra-Curricular Salaries in Attachment C, shall be divided into three (3) equal parts and shall occur on the-payday-closest to-the-dates listed below:

- | | | |
|----|----------------------|-----------------------------------|
| a. | Fall sports | October 1, November 1, December 1 |
| b. | Winter sports | December 15, January 15, March 15 |
| c. | Spring sports | April 1, May 1, June 1 |
| d. | Year-long activities | December 1, March 15, June 1 |

F. TUITION REIMBURSEMENT

ESP employees are eligible for tuition reimbursement based on the following:

1. Full tuition and approved expenses reimbursed by the Board in cases where the employee's attendance at particular schools and/or courses is requested by the District.
2. Effective for all work-related courses taken on or after July 1, 2015, in the event a support staff employee takes work-related courses on his/her own initiative that are preapproved by the Director of Human Resources or his/her designee, the Board will reimburse the equivalent of 3 course credits at the prevailing state university rate per year. Prior approval is required and the employee must receive a grade of "B" or better to be eligible for reimbursement.

3. Bargaining Unit Members who are grandfathered or work less than 6 hours per day but more than 4 or more hours per day on average will receive the following Tuition Reimbursement benefit;

Prorated pursuant to the Proration Methodology set forth below:

A prorata basis will be determined as follows, namely, the District will first determine the average number of hours worked per work week based upon the Bargaining Unit ESP Member's core work obligations. This number will be divided by 7.5 (the number of workday hours) times a 5 day workweek. This result shall be multiplied by the number of days or value of the benefit rounded to the nearest day or dollar.

ARTICLE V **FRINGE BENEFITS**

A. MEDICAL PROGRAMS AND PRESCRIPTION

The District will provide four (4) healthcare plans: PC 10/20/70; PC 20/40/350; Keystone POS; and PC Deductible.

Effective July 1, 2020, the exclusive 90 (two X copay) will be introduced along with the National Preferred Formulary.

Effective July 1, 2021, the specialty drug provisions provided by the District with a minimum of \$100.00 or \$250.00 per script per month will be introduced.

Effective during the 2022-2023 school year, the SaveOn SP and Accredo Specialty program or substantively equivalent will be implemented and maintained.

Effective July 1, 2023, the Advantage Plus AUM program or substantively equivalent will be implemented and maintained.

B. EP EMPLOYEE CONTRIBUTIONS

1. Effective July 1, 2022, EP employees will contribute the following premium shares:

PC 10/20/70 Plan – 17.5% plus the difference in imputed premium between the 20/40/350 plan and the PC 10/20/70 plan

PC 20/40/350 Plan – 17.5%

Keystone POS Plan – 17.5%

PC Deductible Plan – 9.5%

The EP employee premium share for the prescription drug plan will be the same percentage as the health benefit plan the Bargaining Unit Employee elects during the plan year in question.

C. ESP EMPLOYEE CONTRIBUTIONS

1. Effective July 1, 2022, ESP employees will contribute the following premium shares:

PC 10/20/70 Plan – 15% plus the difference in imputed premium between the 20/40/350 plan and the PC 10/20/70 plan
 PC 20/40/350 Plan – 15%
 Keystone POS Plan – 15%
 PC Deductible Plan – 9%

The ESP employee premium share for the prescription drug plan will be the same percentage as the health benefit plan the Bargaining Unit Employee elects during the plan year in question.

2. Effective July 1, 2023, ESP Child Specific Assistants will be offered reasonable assurance and eligible for up to twelve (12) months of healthcare benefits.

D. 4-6 HOUR AND UNDER 4 HOUR ESP EMPLOYEES AND GRANDFATHERED EMPLOYEES

1. No ESP employee, including grandfathered ESP employees, working less than six (6) hours per day will be entitled to a Board contribution toward healthcare or other health plan benefits, unless otherwise required by federal or state law.
2. During the term of the Collective Bargaining Agreement, ESP employees who work less than six (6) hours per day but more than four (4) hours per day on average, as well as the grandfathered Bargaining Unit Members, will be subject to the benefits set forth in the chart below:

<u>Plan or Issue</u>	<u>2022-2025</u>
Dental	ESP Members will be eligible to buy into the dental plan offered by the District at 100% of the group premium rates through mandatory payroll deductions.
Medical/Health Plan Provisions/Prescription	ESP Members will be eligible to buy into the medical and prescription plans offered by the District at 100% of the group premium rates through mandatory payroll deductions.
Other Benefits:	Proration of term life, long-term disability, with no other benefits. ESP employees working regularly less than 4 hours per day will receive 6 sick days, 1 personal day and 1 special needs day.

Bereavement Leave	Regardless of the proration requirement, ESP employees will be entitled to the same allotment for bereavement days as any other Bargaining Unit Member.
Proration Methodology	A prorata basis will be determined as follows, namely, the District will first determine the average number of hours worked per work week based upon the Bargaining Unit ESP Member's core work obligations. This number will be divided by 7.5 (the number of workday hours) times a 5 day workweek. This result shall be multiplied by the number of days or value of the benefit rounded to the nearest day or dollar.

E. MEDICAL PROGRAMS AND EMPLOYEE CONTRIBUTIONS – GENERAL

1. After consultation and input by the WEA, the District will conduct training for employees, with the assistance of Gallagher Benefits or another similar neutral consultant to help employees understand the health benefit changes, including what benefit plan may be best for them, and how their prescription drug needs can be adjusted in line with the National Preferred Formulary.
2. A probationary ESP employee may enroll at the beginning of employment with the District paying the premium cost himself/herself. At the beginning of the month following completion of the employee's ninety (90) day probationary period, the District will then begin paying the appropriate portion of the monthly premium and will reimburse the employee the appropriate portion paid by him/her during the ninety (90) day probationary period and until the beginning of the month following completion of that period.
3. ESP employees hired after July 1, 1999 who work less than four (4) hours per day will not be eligible for paid medical insurance benefits, but will have the option to purchase benefits at the District's actual group premium rates
4. An ESP employee, with Board approval for leave with a written commitment to return with a date indication, may continue in the current hospitalization group provided that the individual on leave pays full costs monthly to the district office. Application for this benefit and other pertinent information concerning this should be made through the appropriate administrator to the Human Resources Office.
5. The Board will provide administrative opportunity for full monthly payments to be made by individuals who have retired from the school district for retiree group hospitalization benefits for retirees, until Medicare eligibility as strictly defined in Section 5-513 of the Public School Code.
6. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.

F. DENTAL CARE PROGRAM AND EMPLOYEE CONTRIBUTIONS

1. The Wissahickon School District will provide the School Claims Service/United Concordia Dental Plan program providing the following benefits:

Basic Program - (100% UCR: Prevailing Fee)
Supplemental Basic - (80% UCR; Prevailing Fee)
Periodontic - (80% UCR: Prevailing Fee)
Orthodontics (50% UCR; Prevailing Fee; \$800.00 lifetime maximum per Bargaining Unit Employee)
Prosthetics - (50% UCR: Prevailing Fee)
Diagnostic, Active, and Retention Treatment - (50%)
Limited to dependent children under the age of 19
2. The Board will pay the full amount of all dental coverages.
3. The WEA will have the right to examine the terms and provisions of any modified Dental Plan and to review and approve the entry into such modified Dental Plan. Such coverage will be implemented only upon a written agreement signed by both parties and attached to this contract as an addendum.

G. VISION CARE PROGRAM AND EMPLOYEE CONTRIBUTIONS

1. The District will provide a comprehensive vision care program that is substantially equivalent to the vision program in place for the 2018-2019 school year, subject to a premium share of 15% per year through mandatory payroll deductions.

H. WAIVER OF MEDICAL COVERAGE PAYMENT

1. The following provisions are for the purpose of assisting the District in containing the cost of providing medical and other group insurance benefits to its employees and limiting the future increases in these costs:
 - a. Each eligible ESP and eligible EP employee shall have the right to elect coverage for himself/herself and/or his/her dependents under the District health insurance plan. No employee or dependent shall be entitled to payment of premium which would result in coverage of that individual under both the group health insurance plan.
 - b. Full-time eligible ESP and eligible EP employees who are eligible for medical coverage (single, employee/spouse, employee with child or children, or family) under the District medical plan and who are willing to waive coverage during the open enrollment period and provide acceptable proof of coverage under another medical plan shall receive an annual payment of \$2,500 divided into 26 equal payments to coincide with the regularly scheduled 26 pay periods or 22 pay periods for ESP. The \$2,500 is not eligible to be reported as income for PSERS.

- c. Eligible ESP and eligible EP employees who must re-enroll, or newly enroll in the District medical plan prior to a full year of disenrollment due to loss of alternative medical coverage or other emergency circumstances may do so, subject only to limitations imposed by the medical insurance plan or carrier, and provided that the employee shall return to the District the prorated portion of the payment described in paragraph b. above for that month.
 - d. Precise terms and conditions of all group insurance benefits shall be described by the master plan or master contract issued by the carrier.
2. In order for EP employees hired or voluntarily reduced from full-time on or after July 1, 1997 to be eligible for the medical benefits set forth in this Article, the EP employees must be hired to work one-half time (1/2) .5 or more. Any EP employees hired to work less than one-half (1/2) time shall have those benefits prorated so that, in addition to any employee contribution, the part-time EP employee shall pay an additional share of the premium consistent with his/her ratio to full-time employment.

I. LIFE INSURANCE

- 1. The Wissahickon School District will provide a program of group term life insurance, with full premium cost paid by the District.
- 2. Coverage for each EP employee will be in an amount equal to one and one-half (1-1/2) times the individual employee's base salary rounded to the nearest one thousand dollars.
 - a. The applicable salary level is the base salary at the beginning of each contract year.
- 3. Coverage for each ESP employee will be an amount equal to one and one-half (1-1/2) times the individual employee's salary rounded to the nearest \$1,000. The applicable salary level is determined on the basis of regularly established hours.
- 4. The coverage also includes an accidental death and dismemberment provision. It insures the employee the right to convert to other forms of insurance at standard rates and includes a disability waiver premium. Inquiries should be directed to the Human Resources Office concerning individual questions such as change of beneficiary, etc.
- 5. ESP employees who are grandfathered or work less than 6 hours per day but more than 4 hours per day on average will receive the following life insurance benefit: prorated pursuant to the proration methodology referenced herein, which will result in the value of the term life insurance benefit being prorated (i.e., .5 hour employee will have half of the coverage amount being the face value of the insurance policy).

J. SICK LEAVE

1. It is understood that sick leave is to be used only in instances of actual illness of the Bargaining Unit Member or for other health related reasons specifically related to the Bargaining Unit Member, notwithstanding past practice.
2. Any unused leave for illness, and illness alone, shall be cumulative from year to year.
3. Educational Professionals hired prior to June 30, 2016, shall be entitled to the following sick leave: ten (10) sick days per year for 1-5 years of service; twelve (12) sick days per year for 6-10 years of service; and fifteen (15) sick days per year for 11 or more years of service to the District. Notwithstanding any practice that may have been in effect at the District, effective July 1, 2016, EP employees employed on or after that date will receive ten (10) sick days per year for 1-5 years of service and twelve (12) sick days per year should they have 6 or more years of continuous service in the District.
4. Educational Support Professionals
 - a. Number of days (Full-Time and Part-Time Employees)
 - i. Twelve-month employees - 12 days* yearly credited in advance.
 - ii. Ten-month employees - 10 days* yearly credited in advance.

*Equivalent days - Example: An employee working regularly four (4) hours per day will receive four (4) hours pay when absent for illness.
 - b. Employees in their first year of service will accumulate sick leave at the rate of one day per month.
 - c. One (1) sick day annually may be taken in hourly increments and all other sick days shall be taken in either half days or full days.
5. EP and ESP employees may use up to two (2) days of accrued sick leave in a school year to care for the illness or well-being of an immediate family member. Immediate family member is defined as mother, father, spouse, child and/or any person with whom the employee has made his/her home.

K. ESP VACATION

1. All vacation provisions are for 12-month employees, both full-time and part-time. Vacation days are based on equivalent days. Example: an employee who regularly works four (4) hours per day will receive vacation at the rate of four (4) hours per day.

2. At the end of one (1) year of employment, ten (10) days of vacation will be granted. An employee who has not completed one (1) full year of employment during his/her first vacation cycle will be entitled to a prorated number of vacation days equal to his/her length of service.

3.

Years Completed	Number of Days' Vacation
1 to 4 years	10 days
5 to 9 years	15 days
10 to 19 years	20 days
20 or more years	25 days

4. Support staff vacation schedules are subject to prior approval by the responsible supervisor. Employee vacation requests that would result in too many staff members absent at any one time, or would interfere with the efficient operation of the school system, may not be approved by the responsible supervisor and will have to be rescheduled to a mutually agreeable time. Seniority in the department will be used for vacation schedule decisions.
5. An employee who is laid off, resigns, retires, or is otherwise separated from the service of the employer shall be entitled to unused vacation time accumulated at the time of separation, prorated from the previous July 1, except that unused vacation shall be forfeited by any employee who is separated for fraud, dishonesty, or any other criminal action or action involving malice toward the District.
6. Up to five (5) unused vacation days may be carried forward to the subsequent year. The total number of accumulated unused vacation days may not exceed five.
7. Less than twelve (12) month regular employees, who become twelve (12) month full-time employees, will be credited with the number of vacation days listed in Section K, paragraph 3 above, according to the prorated number of years completed. The prorated number of years completed shall be calculated using the employee's hire date, in the latest continuous period of employment, prorated according to the number of hours worked each year of employment compared to full-time hours of 2,080. (Example: an employee who worked for 12 years, at 1,040 hours each year, will be credited with six (6) prorated years completed and will be credited with 15 days' vacation.)

L. WRITTEN COMMITMENT TO RETURN

The EP employees, with Board approval for leave with a written commitment to return with a date indication, can continue in the current hospitalization group provided that the individual on leave pays full cost monthly to the District office. Application for this benefit and other pertinent information concerning this should be made through the appropriate administrator to the Human Resources Office.

M. RETIREMENT HEALTHCARE

1. ESP employees who retire and are eligible to receive healthcare benefits pursuant to Section 5-513 of the Public School Code of 1949 will be entitled to participate in the District's benefit plan in accordance with State law, up to the limitations of Medicare eligibility and otherwise set forth in Section 5-513 of the Public School Code, notwithstanding the past practices of the District, and the District will not charge more than 100% of the ascribed premium for the coverage elected. Similarly, Bargaining Unit Members who elect to receive COBRA will be charged only 100% of the applicable premiums.
2. EP employees who fulfill the superannuated requirements established by the Public School Employees' Retirement System who also have a minimum of 20 years of service in the District and who are or will be at least 50 years of age as of July 1, 2013, and who retire on or after July 1, 2013, will be entitled to receive a District contribution of \$2,500.00 per year toward single employee health benefit coverage that will be provided for the shorter of any one of the following periods:
 - a. Four (4) years from the date of the employee's retirement;
 - b. Until the employee's death;
 - c. Until the employee reaches the age of 65;
 - d. If the employee becomes employed by another employer providing healthcare benefits; or
 - e. Where an employee loses eligibility for benefits under Section 5-512 of the School Code, an employee will no longer be entitled to participate in the District's benefit plan. This change will only affect employees who retire on or after March 2, 2020.

This receipt of \$2,500.00 per year for up to four (4) years is expressly contingent upon the retiree not enrolling in any of the District-sponsored health benefit plans or programs

N. REIMBURSEMENT FOR UNUSED SICK LEAVE

1. Any EP employee who has completed twenty (20) or more years of service with the Wissahickon School District and provides written notification to the Human Resources Director of the District on or before the March 1 date immediately preceding their retirement, which will be effective July 1 of that year and who retires under the Pennsylvania School Employees' Retirement System (PSERS), the school district shall make a non-elective employer contribution to the employee's 403(b) retirement program in an amount equal to \$50.00 for the first one hundred fifty (150) unused sick days, and twenty-five dollars for each unused sick day beyond one hundred fifty (150). The employee shall receive no cash option.

- a. This benefit will not be unreasonably denied when exigent circumstances are present.
 - b. The March 1 notification date does not apply to mid-year retirements.
2. Any ESP employee who has completed twenty (20) or more years of service to the Wissahickon School District and who qualifies for superannuation retirement and who retires under the Pennsylvania School Employees Retirement System (PSERS) will be paid \$25.00 for each unused sick leave day up to a maximum of one hundred fifty (150) days. An employee who has elected to receive the Retirement Salary Consideration pursuant to *Article V, Section Q*, shall be ineligible for Reimbursement for Unused Sick Leave.

O. CHILDCARE LEAVE [EP and ESP]

1. For all childcare leaves of absence that take place on or after May 3, 2021, Bargaining Unit Members represented by Association shall be subject to the childcare leave of absence rules and guidelines herein.
2. Former Policy No. 434.2 and the Administrative Guidelines prepared pursuant to said Policy are no longer be applicable to Bargaining Unit Members represented by Association.
3. The specific language that will be applicable to Bargaining Unit Members regarding childcare leaves of absence shall be as follows:
 - a. Purpose. This language shall establish District's parameters for granting Bargaining Unit Members an unpaid childcare leave of absence. Bargaining Unit Members are eligible for a childcare leave of absence under the same criteria as in the case of the Family and Medical Leave Act, after having been employed by District for at least twelve (12) months and having worked at least 1,250 hours over the twelve (12) month period immediately prior to the commencement of the leave. Eligibility for a subsequent childcare leave of absence shall require employment for at least twelve (12) months and having worked at least 1,250 hours over a period of twelve (12) consecutive months following a Bargaining Unit Member's last childcare leave of absence. Newly hired Bargaining Unit Members will also be subject to the twelve (12) month requirement and having worked at least 1,250 hours in order to be eligible for the childcare leave. However, such newly hired Bargaining Unit Members would be entitled to be placed on a sick/disability leave that may be associated with any pregnancy of that Bargaining Unit Member.
 - b. Definitions. A childcare leave of absence shall be defined as the unpaid leave of absence granted for the purpose of allowing a Bargaining Unit Member to remain temporarily at home during a child's early years. Every full-time Bargaining Unit Member is entitled to a one (1) year unpaid leave of absence for the following childcare purposes:

- c. The birth of a child of the Bargaining Unit Member;
 - d. The adoption of a child by the Bargaining Unit Member; and
 - e. The placement of a child for foster care in the family of the Bargaining Unit Member.
 - f. Eligibility. In the case of the birth of a child of the Bargaining Unit Member, childcare leave shall commence upon the birth of the child, regardless of whether or not the Bargaining Unit Member is still on sick or disability leave or regardless of whether or not the Bargaining Unit Member is availing the Bargaining Unit Member of family and medical leave. In the case of the adoption of a child by a Bargaining Unit Member or the placement of a child for foster care in the family of a Bargaining Unit Member, the childcare leave shall commence immediately upon the date when the child arrives at the home of the Bargaining Unit Member following the adoption or placement in foster care process. An eligible Bargaining Unit Member may request childcare leave for up to one (1) year in duration.
4. Concurrent Leave. The year for childcare leave as described above shall run concurrently with any available sick leave, short-term disability, long-term disability, and Family and Medical Leave Act eligibility. There shall be no stacking of these leaves for the purposes of determining when the one (1) year time clock shall begin for childcare leave. Bargaining Unit Members can, however, stack leaves to the extent permitted by existing policy with respect to family and medical leave and sick leave for all other purposes other than the computation of the length of childcare leave.
5. Return from Childcare Leave. All returns from childcare leave must occur at the end or the beginning of a marking period. The return date shall be based upon the marking period date, which could afford a Bargaining Unit Member the opportunity to return beyond one (1) full year or less than one (1) full year of the childcare leave period. By way of example, if a Bargaining Unit Member's child is due on or about May 1 in any year, the Bargaining Unit Member seeking childcare leave can return either at the end of the third marking period or wait until the first marking period beginning the subsequent year. The return date shall be selected by the Bargaining Unit Member seeking the leave and must be based upon the end or beginning of a marking period.
6. Definition of Marking Period. For the purposes of this Memorandum of Understanding, a marking period is defined as the four (4) marking period dates that will follow the secondary marking period schedule for all Bargaining Unit Members. An elementary Bargaining Unit Member who has been given the option of three (3) marking periods prior to the execution of this Memorandum of Understanding may choose the elementary or secondary marking period schedule for this instance only.

7. **Benefits Entitlement.** Benefits entitlement during unpaid childcare leave will be dictated by the requirements of the Family and Medical Leave Act. With the exception of concurrent Family and Medical Leave Act entitlement, Bargaining Unit Members on childcare leave shall not be considered to be active employees of District and shall not be entitled to any benefits granted other employees, including, but not limited to, the continuation of childcare leave of absence for subsequent births and/or adoptions. The Bargaining Unit Member will not receive any reimbursement from District nor will District disburse any monies on the Bargaining Unit Member's behalf while the childcare leave of absence is in effect. However, the Bargaining Unit Member will have the option of continuing group medical and prescription drug insurance and dental and vision insurance at the Bargaining Unit Member's expense.
8. **Requesting Childcare Leave.** The Bargaining Unit Member shall have the responsibility for submitting, through the Director of Human Resources, a letter of intent requesting a leave of absence for childcare as early as possible, but at least ninety (90) calendar days prior to the anticipated commencement of childcare leave, unless there are exigent circumstances involved in an adoption or foster care placement where the timelines render it impossible to give the notice.
9. **Notice of Return.** The Bargaining Unit Member will give written notification of an intention to return to employment twelve (12) weeks prior to the commencement of the marking period for which the Bargaining Unit Member is scheduled to return. Failure of the Bargaining Unit Member to give such notification will serve as notification to the District of the Bargaining Unit Member's intention not to return to work.
10. **Both Spouses Employed by District.** In the event that both spouses are Bargaining Unit Members of District, only one (1) parent will be eligible for a childcare leave of absence at the time in question.
11. **Accumulated Sick Leave –** Accumulated sick leave shall remain unchanged at the level reached when the childcare leave commences.
12. **Termination of Leave –** In the event of death or miscarriage of the object child of the leave, or in other extenuating circumstances, the leave of absence shall be terminated at the end of the initial marking period in which leave was granted upon the written request of the Bargaining Unit Member. In this circumstance, the twelve (12) weeks' notice is not required.

P. SICK LEAVE FOR SERIOUS LONG-TERM ILLNESS [EP and ESP]

1. Bargaining Unit Members who work at least thirty (30) hours per week will be entitled to purchase at their own cost a short-term disability program that has the following schedule of benefits:

Day Benefits Begin for Accident	1 day
Day Benefits Being for Sickness	8 days
Maximum Benefit Duration	13 weeks
Benefit Percentage	60%
Maximum Weekly Benefit	\$2,000.00
Additional Features	Benefit
Survivor Income (Family Income) Benefit	3 week(s) gross benefit
Rehabilitation Assistance Benefit	5%; program reimbursement
C-Section Benefit	8 week(s)

The weekly benefit will not exceed 60% of the insured person's weekly earnings, including commissions and excluding overtime pay and bonuses.

The weekly income benefit is subject to a 3/12 pre-existing condition limitation and such other provisions as may be required by the insurance provider from time to time.

Bargaining Unit Members must exhaust their District-provided sick leave benefit prior to participating in the weekly income benefit.

Q. LONG TERM DISABILITY [EP AND ESP AS STATED]

1. Commencing with the Effective Date and thereafter for the balance of the term of this Agreement, the Board will provide Long-term Disability Insurance coverage for EP and ESP eligible employee. Eligibility for benefits will commence after the employee has exhausted a 90-day waiting period; the amount of the benefits shall not exceed 66-2/3% of the employee's salary up to a maximum of \$6,000.00 per month. All of the other terms and conditions of said benefits, including, but not by way of limitation, the definition of disability and coordination of benefits shall be determined by the insurance carrier in accordance with the insurance policy.
2. EP employees on long-term disability of this Collective Bargaining Agreement shall continue to receive insurance benefits for up to a three (3) year time period as set forth herein.

R. RETIREMENT SALARY CONSIDERATION

1. ESP employees are eligible for retirement salary payment based upon the following
 - a. The employee must have notified the Human Resources Director that the employee will be retiring.
 - b. The employee must be eligible to receive superannuation, withdrawal or disability pension from the Pennsylvania School Employees' Retirement System.

- c. The employee must have at least seven (7) years of service in Wissahickon School District including previous subdivisions.
 - d. The employee must complete regular service.
 - e. The retirement salary consideration is based upon the following schedule:
 - 7 through 19 years - \$60.00 times the number of years' experience in Wissahickon
 - 20 or more years - \$70.00 times the number of years' experience in Wissahickon
 - f. This same lump sum payment shall be awarded to the beneficiary of a support staff employee who meets the above requirements and who dies while in the employ of the Wissahickon School District. The beneficiary shall be the person named as beneficiary in the group life insurance coverage unless otherwise indicated in writing to the Human Resources Office. Such sum shall be paid through the estate of the deceased employee.
 - g. The employee may select either the Retirement Salary Consideration provision or the Reimbursement for Unused Sick Leave provision, Article IX, Section N. If the Retirement Salary Consideration is selected, the employee must waive the right to the Reimbursement for Unused Sick Leave provided in Article V; Section N.
2. EP employees will be eligible for retirement salary based upon the following schedule:
- a. 7 through 10 years -- \$50.00 times number of years of experience in Wissahickon
 - b. 11 through 20 years -- \$60.00 times number of years of experience in Wissahickon
 - c. Over 20 years -- \$70.00 times number of years of experience in Wissahickon
3. To be eligible for this benefit, the EP employee must meet the following provisions:
- a. The employee must have notified the Human Resources Director that the employee will be retiring from a full-time (10 months or more) professional position no later than the March 1 immediately preceding a July 1 retirement date.
 - b. This benefit will not be unreasonably denied when exigent circumstances are present. By way of example, exigent circumstances would include the unexpected illness of the employee or family member, prompting the

retirement decision. This example is not meant to be exhaustive. This provision will not apply to an employee who chooses a mid- school year retirement.

- c. The employee must be eligible to receive a superannuation, withdrawal, or disability pension from the Pennsylvania School Employees Retirement System.
- d. The employee must have at least seven (7) years' service in the Wissahickon School District which service may be non-continuous.
- e. The employee must complete full-time regular service.
- f. This same lump sum payment shall be awarded to the beneficiary of a professional employee who meets the above requirements and who expires while in the employ of the Wissahickon School District. The beneficiary shall be the person named as beneficiary in the group life insurance coverage unless otherwise indicated, in writing, to the Human Resources Office.

S. ABSENCE FOR DEATH, SPECIAL NEEDS, EMERGENCIES AND PERSONAL DAYS

- 1. Absence for Death for EP and ESP employees - Absences from duty because of death/s in the immediate or near family, as defined in the Pennsylvania School Code, shall entail three (3) days without salary deduction for death/s in the immediate family, one (1) day for death/s in the near family. Additional leave, beyond the above, may be granted at the discretion of the Superintendent or his designee for unique or stringent demands upon the employee, up to but not to exceed five (5) days. All other cases, upon referral by the Superintendent or his designee, shall be reserved to the Board's discretion.
- 2. ESP employees, who are grandfathered or work less than 6 hours per day but more than 4 hours per day on average will be entitled to the same allotment for bereavement days as any other Bargaining Unit Member.
- 3. Absence for Special Needs for ESP and EP employees- the Board wishes to continue to recognize leaves for special needs which are inescapable, externally imposed, and not feasible for meeting in non-school time. An annual, non-cumulative provision of five (5) special needs days per year shall be made for such cases, with discretionary authority in each case reserved to the Board's Superintendent or his designee. Special needs days shall be prorated based on an employee's date of hire with the District. Typical of such special needs are: (1) Legal obligations which cannot conveniently be taken care of after the normal school day; (2) Religious holiday; (3) Illness of a member of the Employee's immediate family; (4) An emergency situation requiring the presence of the Employee; (5) Personal family situation/emergency; (6) College visits, taking child

to/from college, Parent's weekend; (7) Child's school activity/competition, Parent Conference; (8) Attendance at a wedding, graduation or other ceremony of Employee or of a member of the Employee's family; (9) Bereavement leave not covered by State Code; and (10) Weather emergencies preventing presence at work. Leave for any of the foregoing, or an equivalent cause, shall be limited to two (2) days, per year, (except that more than two (2) days may be allowed at the discretion of the chief administrator or his designee upon concurrence with the responsible head) in absences involving such inescapable needs such as military obligations, legal requirements, and family emergencies.

4. One (1) special needs day annually for ESP employees may be taken in hourly increments and all other special needs days shall be taken in either half days or full days.
5. In all cases of special need for ESP employees, where applicable and possible, the employee shall submit a request in writing at least 24 hours beforehand to his/her responsible head to determine eligibility under this provision. Failure to do so will forfeit any eligibility hereunder.
6. In the event of absence due to injury on the job for an ESP employee, any unused Special Needs Days may be used instead of sick leave during the period prior to the onset of Worker's Compensation Benefits. The employee may decide whether to use special needs day/s or sick leave.
7. Absence for Personal Day for ESP and EP employees - Included within the scope of the Special Needs provision is the availability of two (2) personal days per year (non-cumulative) in accordance with the following guidelines:
 - a. It is recognized that there could occur, from time to time, critical circumstances which are inescapable, externally imposed and not feasible of meeting in non-school time of such a personal and confidential nature that explanation and reasons given would be an invasion of the individual's dignity and privacy. Two days of personal need would be included for this reason within the scope of the existing special needs policy, except that:
 - i. The use of a personal day(s) by an employee will result in an equal reduction to the number of special needs days available to that individual. Individuals not using a personal day would be entitled to all annually awarded special need days. If all special need days are taken, both personal days would be forfeited.
 - ii. A written request, where possible, for this type day would be filed with the respective supervisor five (5) days prior to the day requested.
 - iii. No such day would be given two (2) days before or after a holiday or vacation period.

- iv. No personal day may be taken during the first ten (10) student days or the last ten (10) student days of the school year.
 - v. The District reserves the right to limit the total number of staff members absent in any one given day.
- b. ESP Employees shall receive an annual, non-cumulative provision of one (1) additional personal day per year which shall be awarded on July 1 following completion of an employee's eleventh consecutive year of employment through employee's nineteenth consecutive year of employment with the District and two (2) additional personal days per year which shall be awarded on July 1 following completion of an employee's twentieth consecutive year of employment with the District and in any years of continued consecutive employment thereafter.
8. ESP employees who routinely work in excess of four hours per day will be paid for any unused personal days at a rate of \$50 per day. All other employees will be paid for any personal days at a rate of \$25 per day. Amounts for unused personal days will be paid in the first pay of August in the following school year.
9. At the end of each school year, for each unused personal day, the EP employee will be reimbursed the maximum daily substitute rate in effect at any time during the school year and will be paid the first pay in August after reconciliation of leave accounts in the District.
10. For both EP and ESP employees, up to 3 unused special needs days at the end of the school year will be converted to an equivalent number of sick days.

T. LEAVE BECAUSE OF JURY DUTY / SUBPOENA

Whenever an ESP Member shall be absent because they are called to jury duty or subpoenaed by a court of record in an action that the employee or the Association is not a party, the employee shall be excused from work without loss of pay for the period required by the court. Such individual shall, however, be required to fully reimburse the District for any compensation received for providing such service.

U. RETIREE BENEFITS PAYABLE

EP Employees: All benefits payable under Article V, Section R (Retirement Salary Consideration) or Section N (Reimbursement for Unused Sick Days) and Section S (Absence for Death, Special Needs, Emergencies and Personal Days) shall be made as a non-elective employer contribution into a tax sheltered account that qualifies under Section 403 (b) of the Internal Revenue Code. The District shall make contributions into 403 (b) accounts established by retirees through a mutually-agreed upon third party administrator, who shall be responsible for administering this program. The design of this plan was intended to provide significant tax savings to the District and to participating employees by depositing amounts directly into 403 (b) accounts, while permitting participating employees to exercise investment control over the accounts until employees elect to withdraw the amounts from the accounts. The WEA acknowledges that it has obtained

independent legal and/or tax accounting advice with respect to the method of payment of these benefits and the taxability thereof, and that it is not depending upon the District, nor its legal advisors, with respect to the validity and/or effect of such participation.

V. PROFESSIONAL MEMBERSHIPS FOR EP

The Board agrees to pay up to \$23.44 per professional staff member toward membership dues in any one professional organization (exclusive of WEA, PSEA, NEA).

Institutional memberships by buildings will be provided as requested through normal procedures.

W. PAYMENT OF FEES FOR ESP (Registrations, Certifications etc.)

1. Should the Wissahickon School District require that an existing employee obtain any certification/registration, the District will pay for any required municipal fees associated with the certification/registration.
2. The District will also pay for any fees associated with the acquisition, or renewal, of a Commercial Driving License by existing employees.
3. For new employees, the District will reimburse the employee, for above payments, upon successful completion of ninety (90) days of employment with the District.

X. INTERNAL REVENUE CODE SECTION 125 PLAN

For so long as permitted pursuant to the Internal Revenue Code, the District will sponsor a "flexible spending account" which will allow Bargaining Unit Employees to set aside a portion of earnings to pay for qualified expenses as established in the cafeteria plan for both medical expenses and dependent care expenses subject to limitations and requirements pursuant to the Code, as well as for providing the opportunity for Bargaining Unit Employees to pay any premium share are deductibles through pretax dollars.

ARTICLE VI
ADDITIONAL ITEMS OF AGREEMENT

A. METHOD OF PAYMENT FOR EP

1. Each EP employee will receive his/her annual salary on an adjusted biweekly pay schedule of twenty-six (26) pay periods without exception.
2. Each Bargaining Unit Member, whether they be EP or ESP, shall participate in mandatory direct deposit effective upon ratification of the Collective Bargaining Agreement according to procedures established by the District's Business Office.

B. METHOD OF SALARY PAYMENTS FOR ESP

1. Each employee's wage is expressed in an hourly rate. Each employee's work year is described in Article IV, Section C of this agreement. Pay will be calculated on the number of hours worked for all support staff employees.
2. Pay dates for all employees will be established by the Board annually. All transportation, maintenance, grounds and custodial employees will receive a pay on each pay date for hours worked, including overtime hours. Full-time employees will receive a pay on each pay date. Except as stated in paragraph 3, employees who regularly work ten (10) months or less may, based on a majority based election of all employees within their position group, which is made and reported to the administration by August 1 annually, receive a pay on either 22 or 26 pay dates, unless otherwise designated hereafter. Adjustments necessary to the standard gross pay resulting from overtime or absences shall be included in a pay within five (5) weeks of the date the overtime or absence occurred
3. The swipe card system currently in use for transportation, maintenance, grounds and custodial employees will continue to be in effect and such employees shall continue to receive a pay on each pay date for hours worked, including overtime hours. All other employees who regularly work ten (10) months or less shall be paid in accordance with paragraph 2 above.
4. All employees shall receive pay through payroll electronic deposit.

C. MILEAGE REIMBURSEMENT

Mileage reimbursement for approved use of personal vehicles for School District business shall be in accordance with the prevailing IRS rate for business expense deductions, provided, however, that in the event of a decrease or increase from the present rate, the District shall commence reimbursement under the charged rate on the first of the month following written notification of either party to the other of a change in the IRS rate.

D. PAYROLL DEDUCTIONS

1. Tax Sheltered Annuity - The District will make voluntary payroll deductions for tax-sheltered annuities. The EP may select up to ten (10) different tax sheltered annuity companies for members of the bargaining unit. The District may, at its discretion, expand the number of companies beyond ten (10) but reserves the right to limit the number to ten (10)
2. Payroll Deductions for WEA Dues will be reinstated in the event that the Bargaining Unit provides 60 days written notice in advance of July 1 of each year of its intent to reinstate dues deductions (i.e., by May 1). The request must be accompanied by duly executed authorization forms for each impacted Bargaining Unit Member. New hires may provide written notice and be included in the payroll deduction after hire without being limited to the above deadline.

3. Increased State or Federal Income Tax Withholding – The District will make available an option to increase the amount of money withheld for State or Federal income tax. It is the responsibility of the employees to complete the appropriate form.

E. SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE OF ABSENCE FOR EP

In addition to complying with the provisions of the School Code of 1949, as amended, with respect to sabbatical/professional development leaves of absence, an employee of Wissahickon School District shall meet the following requirements:

1. Applications for sabbatical/professional development leaves shall be submitted in writing to the Superintendent's office on or before March 1 for any leave to take place during the following school year. Exceptions to this deadline for reasons of health or other urgent reasons will be considered upon formal request to the Superintendent.
2. Any sabbatical/professional development leave of less than a half year shall be charged as the equivalent of one-half (1/2) year. Any sabbatical leave of more than one-half (1/2) year and less than a year shall be charged as the equivalent of one (1) full year leave. However, the District will not grant any leave where the majority of the purpose of the leave is for travel.
3. Documentation of the purpose of the sabbatical/professional development leave shall be in accordance with the following:
 - a. Restoration of Health: The employee shall provide a letter from his/her physician describing the health condition necessitating the sabbatical leave. The District may request an examination by a school physician; in this event, the District will provide a list of three (3) physicians from which the employee will select one (1), and the District will pay the cost of the examination.
 - b. Professional Development: The employee shall provide a description of the purpose and general plan of study. In the case of formal college or university study, for a person taking a full year sabbatical leave, a minimum of eighteen (18) credits must be completed prior to the return to service and, of the eighteen (18) credits, a minimum of six (6) credits must be taken during each semester of the school year. For a person taking a one (1) semester sabbatical leave, a minimum of nine (9) credits must be completed prior to the return to service and, of the nine (9) credits, a minimum of six (6) credits must be taken during the semester for which the leave was granted.

In the case of a less formal plan of study, not within a college or university setting, a description of the purpose and plan or project shall be submitted for review.

- c. The course/s may not be non-teacher led, self-directed (unless part of a pre-approved degree program), book study, or correspondence courses.
 - d. Combination Reasons: In the case of leaves combining any of the purposes listed above, approval will be based upon an assessment of the particular need and/or purpose and a related balance of the requirements described above.
 - e. In case a dispute arises concerning approval of the sabbatical/professional development plan (for b and c above), a review committee will be established with equal representation by the District and the WEA (three (3) from each) for the purpose of making a recommendation to the Board.
4. Following completion of the sabbatical/professional development leave, documentation or a summary shall be provided demonstrating that the purposes for which the sabbatical/professional development leave was granted were met.
 5. In the event that the conditions for study, for which the sabbatical/professional development leave was granted, have not been met, the employee shall forfeit the right to all salary/benefits to which The employee would have been entitled, and the District may require the return to the District of any monies expended for salary and benefits for the period of the sabbatical/professional development leave.
 6. In the event of a request for cancelation of a sabbatical/ professional development leave, the following shall apply:
 - a. The request must be submitted in writing to the Superintendent by June 1 for a leave scheduled to begin September 1 and by November 1 for a leave scheduled for the second semester.
 - b. The letter must contain an explanation of the reason for cancellation.
 - c. If the request for cancellation is granted by the Board, the date of return to service shall coincide with the opening of school in September or with the mid-point of the academic year.
 - d. An employee who in two (2) consecutive years, applies for, receives, and then cancels a sabbatical/professional development leave of absence shall, upon approval of a third sabbatical/professional development leave request, be required to take that leave.

F. SENIORITY PROCESS FOR PROFESSIONAL STAFF REDUCTION IN FORCE

The District shall be compliant with Act 55 of 2017, as Amended, as it relates to the EP Bargaining Unit Seniority and Reductions in Force.

G. SENIORITY PROCESS FOR DECREASING THE EMPLOYEE WORK FORCE FOR ESP

1. Seniority shall mean an employee's length of continuous service within Wissahickon School District since the employee's most recent date of appointment.
2. Upon successful completion of the probationary period, the effective date of employment will then apply to seniority purposes as described in this Section.
3. Each school year, the District will post a seniority list in each department. An employee who disagrees with his/her seniority calculation will so notify the Director of Human Resources, in writing, within thirty (30) days after the posting. If the seniority calculation is not resolved within thirty (30) days from receipt of notice from the employee, it shall be subject to the grievance procedure in Article II.
4. An employee shall lose seniority through:
 - a. resignation or retirement;
 - b. termination or dismissal;
 - c. receiving an unsatisfactory rating for that year. In that event, seniority will not accrue in that year only
5. Seniority will continue to accrue during active employment and during authorized leave. After two (2) years of authorized leave, an employee will lose seniority if the employee does not return to employment, except in the case of military leave.
6. In decreasing the employee work force, employees with the least seniority within the classification(s) shall be laid off first. The District may decide to lay off an employee other than the least senior employee in the job classification where the least senior employee possesses qualifications, certification, skill and/or ability which are required for the position and which are not possessed by a more senior employee.
7. In an instance where a difference in qualifications, certification, skill and/or ability is required within the same job classification or higher classification, an employee must possess the required qualifications, certification, skill and/or ability in order to bump the less senior employee. In no case can an employee in a lower classification as described in the skilled service job classification bump an employee in a higher classification, unless the least senior employee possesses the

necessary qualification, skills and abilities and the more senior employee does not possess those same qualifications, skills, and abilities.

8. Recall from layoff shall be in order of seniority within the classification.
9. Special education child specific assistants shall be entitled to and accumulate seniority based on completed full years of service only. Such seniority shall apply only within the scope of this contract and shall not apply to positions which are not subject to the provisions of this contract.

H. ASSOCIATION DAYS

1. The Board agrees to grant up to fifteen (15) days for WEA EP leave for bargaining unit employees for the purposes of attending WEA EP related conferences.
2. Additionally, the Board agrees to five (5) days attendance at other meetings relating to WEA EP business.
3. In the event that the WEA EP becomes entitled to additional delegates as the result of additional membership, these days shall be adjusted proportionately.
4. Any state or national office holder in the PSEA or any NEA, whose office does not require full-time responsibility, shall be granted up to a maximum of (10) days of release time. Any days above those days set forth in this paragraph may be granted by mutual agreement of the Superintendent and the WEA.
5. Procedures for notification for use of WEA leave shall be mutually agreed upon by the Superintendent and the WEA Co-presidents.
6. The WEA shall reimburse the District on the basis of the substitute rate for each day of WEA leave taken for the above reasons.
7. A leave of absence, not to exceed the term of office, shall be granted to any member of the bargaining unit for the purposes of serving as a full-time elected official on a state or national level of the organization representing the bargaining unit. During the leave of absence, the employee will be paid his or her regular salary, benefits, seniority credit, and all other rights on the same basis as if the employee were in regular employment. The District shall be reimbursed by the WEA for all costs relating to salary, benefits, retirement contributions and other employer- related costs.
8. ESP employees will be permitted paid release time, up to a total of fifteen (15) days each year, five (5) which shall be used within the District and ten (10) which may be used outside the District, to attend State Association meetings, training sessions, workshops, or any other WEA ESP business that may require attendance by an association representative. The use of WEA Leave will be in accordance with the current practice between the WEA and the District.

ARTICLE VII
WEA/ADMINISTRATION COMMITTEES

A. GUIDELINES COMMITTEE

1. The WEA/Administration Guidelines EP/ESP Committee shall be known as the Guidelines Committee.
2. Members of the Guidelines EP/ESP Committee shall consist of the WEA Executive Committee and administrative personnel designated by the Superintendent.
3. The Co-Presidents of the WEA and the District Superintendent shall act as co-chairpersons.
4. The Guidelines Committee will meet with the District Superintendent and Administration once a month, unless both groups mutually agree that a meeting is not necessary.
5. The purpose of the Guidelines Committee shall be:
 - a. To jointly develop the administrative guidelines for all agreed upon negotiated proposals;
 - b. To review ethical and professional concerns;
 - c. To improve lines of communications;
 - d. To establish special committees as needed.
 - i. The WEA and the Administration will respectively choose their members to serve on these committees;
 - ii. The written recommendations of the committee(s) will be reported back to the Guidelines Committee for review. The Guidelines Committee will then forward the reports to the Chief School Administrator for review and channeling to the proper decision-making body.

B. EXTRA-CURRICULAR PROGRAM COMMITTEE

There shall be established an ongoing District Committee to review the total extra-curricular program for new programs, new positions, and adjustments as necessary and to make recommendations to the Superintendent for consideration for Board approval. The WEA and the Administration will respectively choose their members to serve on the committee.

ARTICLE VIII
STATEMENTS OF COMMON UNDERSTANDING FOR EP

The following statements are an outgrowth of the joint negotiation process and represent areas of mutual agreement in relation to intent, integrity, and good faith.

- A. 1. The Wissahickon School District and the WEA agree that teacher preparation is an essential ingredient in the instructional program offered to the students of the Wissahickon School District.
- 2. The District will make every effort to minimize the number of different course preparations for a professional staff member. The WEA and the District both recognize that decisions regarding course assignments shall be predicated on the best educational interest of the students of the school.
- B. 1. It is understood that those members of the professional staff whose attendance is expected or those who have volunteered to assist at events such as back-to-school night, parent council meetings, or other administratively scheduled evening responsibilities may leave school at pupil dismissal time, as prearranged with the responsible administrator.
- 2. This provision does not relieve a staff member of responsibility for his/her regularly scheduled extra-curricular assignment. A statement to this effect will be placed in faculty manuals.
- C. It is the intent of the management team to minimize the scheduling of meetings and activities during the designated teacher preparation time.
- D. It is not the intent of the management team to furlough staff as a direct result of the implementation of intensive scheduling.

ARTICLE IX
SUBCONTRACTING REGARDING

- A. The Wissahickon School District has in the past, and may in the future, subcontract to outside agencies certain duties performed by ESP employees. The Wissahickon School District agrees that no one who is employed by Wissahickon School District, at the time any such subcontracting commences, will be denied employment or reduction in hours with Wissahickon School District solely as a result of said subcontracting.
- B. It is understood and agreed that if additional workers are needed for any subcontracting duties that those workers may, at the discretion of Wissahickon School District, be employees of the subcontractor or the Wissahickon School District.

The District shall have the right to subcontract the work previously performed by the full-time floating substitute teachers to a third party vendor, who shall be required to offer per diem substitute work to four (4) full time floating substitute teachers.

- C. Notwithstanding the foregoing, it is understood that nothing in this Agreement shall permit the District to subcontract long-term substitute positions in the District to a third party vendor. The right to subcontract services is limited to the floating substitute teacher positions outlined in this provision.

ARTICLE X
LIMITED RANDOM DRUG TESTING REGARDING ESP

Random drug and alcohol screening shall be done for any ESP employee who drives a District-owned motor vehicle that is designed to regularly traverse on public thoroughfares consistent with the District's existing drug testing policy for transportation employees.

For the purposes of this policy, a tractor or golf cart will not be considered to be a District-owned motor vehicle.

ARTICLE XI
SUCCESSOR AGREEMENT

All terms of the Agreement shall conform to the provisions as defined and included in Acts 195 and 88, Collective Bargaining Laws for Public Employees of the Commonwealth of Pennsylvania.

ARTICLE XII
WITNESSETH

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this 21st day of July, 2022.

WISSAHICKON EDUCATION
ALLIANCE

Lisi Filon
[Signature]
[Signature]
Ernest Brown

WISSAHICKON BOARD OF SCHOOL
DIRECTORS

[Signature]
Amy Ginsburg, Board President
[Signature]
Wade Coleman, Board Secretary

**ATTACHMENT “A”
TECHNOLOGY TECHNICIAN JOB DESCRIPTION**

WISSAHICKON SCHOOL DISTRICT

Ambler, Pennsylvania 19002

Position Title: Technology Technician

Job Classification: Class 10

Qualifications:

1. High School Diploma, Associates Degree in Technology or a related field preferred
2. Excellent customer service, interpersonal, communication skills
3. Current applicable Microsoft Certification (MCSA) for desktop/laptop or its substantial equivalent, required; computer technician shall be technically proficient in the most current Windows operating systems; technology technician shall be required to pass any applicable certification exams for Microsoft Certification, as well as participate in training sessions as required by the District.
4. Application Support Experience (MS Office/Outlook)
5. Desktop/Laptop Imaging experience
6. Light Active Directory experience (moves, adds, changes)
7. Experience using trouble ticketing systems very helpful. (Remedy preferred)
8. Experience providing technical support for client/server applications in a corporate server environment
9. Experience installing software, patches, updates on desktop computers and laptops
10. Experience troubleshooting basic network, software, printing problems
11. The ability to be self-motivated and to work productively in an independent or team environment.
12. Successful at working in a team culture
13. Experience with Remote Administration Tools
14. Experience with resolving MS Office Suite issues and other company applications
15. Able and willing to learn new as well as existing computer technologies
16. Any additional or alternative qualifications as deemed appropriate by the Board of School Directors.

Reports To and Evaluated By:

1. The Technology Technician reports directly to and is evaluated by the Director of Technology.

Supervises and Evaluates: N/A

Principal Functions:

1. The Computer Technician's responsibilities span a broad spectrum of duties. They are primarily responsible for end user devices (i.e. desktops, laptops, tablets, printers, telephones), system deployment, imaging, and user wireless device configuration including inventory control along with interfacing with District employees and students to solve complex computer maintenance troubleshooting to answering questions from end users. They are responsible for assisting staff with answering, troubleshooting and documenting support tickets and emails. Under direct supervision, provides technical support for the installation, repair and maintenance of personal computers, workstations, associated software and related hardware used by employees and students. Assignments involve moderately complex issues, questions and problems that can be resolved by applying established techniques and procedures.

Essential Duties and Responsibilities*:

1. Performs general maintenance tasks, troubleshoots and repairs computer systems and peripheral equipment throughout the district. Includes installing, diagnosing, repairing, maintaining, and upgrading all computing hardware and peripherals while ensuring optimal computing performance
2. Work with administrators and third party hardware/software vendors to ensure equipment and software effective solutions are best to meet the customer requirements
3. Assisting staff with the installation, configuration and ongoing usability of computers, peripheral equipment and software.
4. Provides technical and maintenance support to teachers and staff throughout the district including training classes when appropriate. Provide individual instruction/assistance in the use of current hardware and software.
5. Identifies, researches and resolves technical problems
6. Supporting, monitoring, testing, and troubleshooting computer hardware and software problems
7. Working with IT vendor support contacts to resolve technical problems with desktop computing equipment and software
8. Contributing to technical support documentation of resolutions, processes, and procedures
9. Communicates with vendors for technical support, as well as, obtaining updates and improvements for existing software
10. Understands and applies computer related technology; e.g., CD-RW
11. Maintains, supports and troubleshoots network hardware
12. Coordinates and maintains password security throughout the district and network with the Technology Department
13. Coordinates the installation, maintenance and supervision of present and future networking systems used throughout district facilities. Tasks would include software and network up-dates, installation coordination and network administration duties

14. Coordinates bench repair tasks and supervision of repair programs both in-house and through the 3rd Party Vendors, with the goal of rectifying many problems in-house, greatly reducing instructional downtime.
15. Train newly hired technology employees
16. Prioritize and complete daily ticket request from end users
17. Install, monitor and support network cabling, as well as, testing and troubleshooting problems dealing with the cabling architecture
18. Maintain and support telephone system and related devices including, but not limited to:
 - (a) Individual telephones
 - (b) Required cabling and termination
 - (c) Moves, adds and changes of district personnel in relation to individual telephone service; i.e., in-house extensions, voice mail, etc.
19. Maintain, repair and configure networked, as well as, local and shared printers/copiers
20. Maintain a district-wide inventory of technology hardware
21. Set-up and maintenance of audio visual equipment in the various buildings
22. Install and maintain wireless equipment throughout the district
23. Creates and implements images for imaging machines
24. Keep district running in terms of technology so the educational process can continue
25. Maintain swipe card system
26. It is understood that any newly-hired technology technician on or after July 1, 2013, will have a flexible work schedule as determined by the computer technician's immediate supervisor.

Physical Necessities and Work Environment:

Position requires sitting, standing, walking or moving throughout the building, often for extended periods of the workday. Must be able to hear (40 decibel loss maximum), verbally communicate, and have vision requirements of near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field vision. Required to move (push, pull, lift, carry, slide) office supplies weighing no more than 50 pounds. Performs a variety of duties, able to make judgments and work under high level of stress. Lifts/carries equipment and/or other supplies weighing no more than 50 pounds. Climbs stairs in and or around the building. May occasionally bend to reach to secure records/files from desk, shelves and filing cabinets. Requires use of either hand for simple grasping, fine manipulation, and push/pull functions. Subject to inside and outside environmental conditions.

The position holder must be able to perform the essential job functions with or without reasonable accommodations. It is the responsibility of the employee to timely inform the Wissahickon School District's Director of Human Resources of any and all reasonable accommodations that will be required.

ATTACHMENT "B"
FORMAL GRIEVANCE FORMS

WISSAHICKON SCHOOL DISTRICT
Ambler, Pennsylvania 19002

Name of Person (Association) Initiating Grievance _____ Date _____

Work Location of Grievant _____

Responsible Administrator _____

Date, Time and Place of Alleged Grievance _____

Facts pertaining to Alleged Grievance (including details as to the alleged violation or misapplication of the Collective Bargaining Agreement):

Statement of Specific Relief Sought:

Signature: _____

FORMAL GRIEVANCE FORM
(Continued)

Date Reviewed With Human Resources Director (**Step One**): _____

Names of Those Present _____

Disposition by Human Resources Director:

Signature of Human Resources Director: _____ Date: _____

Step Two Grievance Action Initiated (Date): _____

Date Reviewed with Superintendent (if conference held) (**Step Two**): _____

Names of Those Present _____

Disposition by Superintendent:

Signature of Superintendent: _____ Date: _____

FORMAL GRIEVANCE FORM
(Continued)

Step Three Grievance Action Initiated (Date): _____

Date of Board Hearing or Conference with Grievant (if held): _____

Disposition by Board of School Directors:

Signature of Board Officer: _____ Date: _____

Step Four Grievance Action Initiated (Date): _____

Arbitration Hearing Date(s): _____

Name of Arbitrator(s): _____

Decision (Date and Determination): _____

**ATTACHMENT “C”
EDUCATIONAL PROFESSIONAL SALARY SCHEDULE**

Wissahickon Education Alliance 2022-2023 Salary Schedule									
Steps	Bachelors	B15	B30	Masters	M15	M30	M45	M60	Ed.D/Ph.D
A	55749	57564	59379	61196	64281	67368	70454	73540	76627
1	58552	60367	62182	63998	67084	70171	73256	76343	79430
2	61357	63172	64987	66802	69888	72975	76061	79146	82233
3	64163	65977	67790	69607	72692	75779	78865	81952	85038
4	66966	68781	70597	72411	75498	78585	81671	84756	87843
5	69769	71584	73399	75219	78305	81390	84477	87563	90649
6	72574	74390	76205	78020	81107	84193	87280	90365	93451
7	75381	77195	79009	80826	83912	86997	90084	93171	96257
8	78185	80000	81816	83630	86716	89803	92890	95975	99061
9	80989	82804	84619	86436	89523	92607	95694	98781	101867
10	83794	85609	87425	89239	92326	95412	98498	101584	104671
11	86600	88415	90232	92046	95132	98217	101304	104391	107477
12	89405	91221	93036	94850	97937	101024	104109	107196	110282
13	92210	94025	95840	97657	100742	103828	106914	110000	113087
14	95016	96830	98644	100459	103545	106632	109719	112805	115890
15	95016	96830	101450	103264	106351	109436	112523	115609	118696
16	95016	96830	104256	106067	109154	112241	115327	118412	121499

**Wissahickon Education Alliance
2023-2024 Salary Schedule**

Step	Bachelors	B15	B30	Masters	M15	M30	M45	M60	Ed.D/Ph.
A	57003	58859	60715	62572	65727	68884	72039	75195	78351
1	59869	61725	63581	65438	68593	71749	74905	78061	81217
2	62737	64593	66449	68305	71460	74617	77773	80927	84083
3	65607	67461	69315	71173	74327	77484	80640	83796	86951
4	68473	70329	72186	74041	77197	80353	83508	86663	89820
5	71339	73195	75051	76911	80067	83221	86377	89534	92689
6	74207	76064	77920	79776	82932	86087	89244	92399	95554
7	77077	78932	80787	82644	85800	88954	92111	95267	98423
8	79944	81800	83656	85512	88668	91824	94980	98134	101290
9	82812	84668	86522	88381	91537	94691	97847	101003	104159
10	85680	87535	89392	91247	94403	97559	100714	103869	107026
11	88548	90404	92262	94117	97272	100427	103584	106740	109895
12	91416	93273	95129	96984	100140	103297	106452	109608	112763
13	94285	96140	97996	99853	103009	106164	109320	112475	115631
14	97154	99009	100864	102720	105875	109031	112187	115343	118497
15	97154	99009	103733	105588	108744	111898	115054	118211	121367
16	97154	99009	106602	108454	111610	114766	117922	121077	124233

**Wissahickon Education Alliance
2024-2025 Salary Schedule**

Steps	Bachelors	B15	B30	Masters	M15	M30	M45	M60	Ed.D/Ph.
A	58525	60431	62336	64243	67482	70723	73962	77203	80443
1	61468	63373	65278	67185	70425	73665	76904	80145	83385
2	64412	66318	68223	70129	73368	76609	79849	83088	86328
3	67358	69263	71166	73074	76312	79552	82793	86033	89273
4	70301	72206	74113	76017	79258	82498	85738	88977	92218
5	73243	75149	77055	78964	82205	85443	88684	91924	95164
6	76188	78095	80000	81906	85146	88386	91626	94866	98105
7	79135	81040	82944	84851	88091	91330	94570	97811	101051
8	82079	83984	85890	87796	91035	94275	97516	100754	103995
9	85023	86928	88833	90740	93981	97219	100460	103700	106940
10	87967	89872	91779	93683	96923	100164	103403	106643	109883
11	90912	92818	94726	96630	99869	103109	106349	109590	112829
12	93857	95764	97669	99574	102814	106055	109294	112535	115774
13	96802	98707	100613	102520	105759	108999	112239	115478	118719
14	99748	101652	103557	105462	108702	111942	115183	118423	121661
15	99748	101652	106503	108407	111647	114886	118126	121367	124607
16	99748	101652	109448	111350	114590	117831	121070	124309	127550

**ATTACHMENT “D”
EDUCATIONAL SUPPORT PERSONNEL SALARY SCHEDULE**

Wissahickon Education Alliance ESP Annual Hourly Rates				
Class	2021-22	2022-23 3.4%	2023-24 3.2%	2024-25 3.2%
10	29.75	30.76	31.74	32.76
9	28.58	29.55	30.50	31.48
8.5		28.94	29.87	30.83
8	27.39	28.32	29.23	30.17
7.5		27.70	28.59	29.50
7	26.18	27.07	27.94	28.83
6	25.03	25.88	26.71	27.56
5	23.84	24.65	25.44	26.25
4	22.67	23.44	24.19	24.96

**ATTACHMENT “E”
EXTRA-CURRICULAR SALARY COMPENSATION**

Guidelines for Determining Co-curricular Salary Compensation

The following guidelines for determining the co-curricular salary under this compensation system shall only be applied to co-curricular positions filled on or after July 1, 2008, unless otherwise specifically noted.

- A. All positions in the co-curricular program have been assigned a number of points in relation to the results of a comparative analysis of all other positions in the co-curricular program.

- B. Factors used in the comparative analysis of positions are as follows:
 - 1. Student Contact Hours/Contact Hours– (Based upon the latest approved job descriptions)
 - a. Contact hours immediately after the contracted school day will be multiplied by 1.0.
 - b. Contact hours on evenings and weekends during the normal school year will be multiplied by 1.25.
 - c. Contact hours prior to the start of the school year and during
 - d. the winter and spring breaks will be multiplied by 1.5.
 - e. The total of these weighted contact hours are then awarded 1 point for each 15 weighted contact hours.
 - f. Points totaling .5 or more will be rounded up.

 - 2. Members- (Based on typical membership numbers recorded in activity office and listed in approved job descriptions.)

Points are awarded according to the following scale:

Under 25	=	1
25-49	=	2
50-99	=	3
100-149	=	4
150+	=	5

- 3. Risk – (The potential for injury risk and the corresponding responsibility for managing a safe environment in a comparatively high risk activity.)

(0-5 points)

- 4. Responsibility – (The degree of responsibility for managing equipment and supplies, providing input to the budget process, arranging and supervising transportation.)

(1-5 points)

5. School and Community Relations –(The degree of community and school interest in the activity, responsibility for direct fundraising, press relations and the college recruiting process.)

(1-5 points)

6. Head coaches and heads of activities in which there are supervisory responsibilities for other coaches/sponsors will have additional points awarded by multiplying the total of categories 1 through 5 by 10%. This total will then be the base number for that position.
7. Experience – (Experience will be recognized, each year, by multiplying the base number for each position by the appropriate experience factor from the following scale:

0 to 1 year	=	1.00
2 to 4 years	=	1.05
5 to 7 years	=	1.10
8 to 10 years	=	1.20
11 to 15 years	=	1.25
16 to 20 years	=	1.35
21+ years	=	1.45

- C. Extended seasons- For team competition beyond the regular season, varsity and assistant coaches shall receive an additional payment above the regular co-curricular contract amount for each day of extended practice/participation beyond the regularly scheduled season ending date because of District and State competitions. The additional supplement will be based on the prorated daily rate of the regular co-curricular contracted salary.

For individual competition beyond the regular season, if a single competitor advances, one coach shall be compensated as above for the duration of the extended competition. If two or more individual competitors advance, the head coach and one assistant coach shall be compensated as above. Additional coaches may be authorized compensation based upon the unique requirements of the specific extended competition. The athletic director will make this determination on a case by case basis.

- D. Points assigned to each activity will be adjusted when changes are approved to the official position description and points assigned to all positions can be reviewed at the end of each contract period.
- E. Points for any new activities that are added during the term of the contract shall be based upon the job description for the new position and reviewed and recommended by the Co-Curricular Compensation Committee and ultimately approved by the board.

- F. While the District and WEA agree that Co-curricular contracts are subject to Board approval, as provided in Attachment “C” of the collective bargaining agreement, the District agrees that it will not terminate an individual coach/sponsor solely to realize a reduction in the compensation paid for the specific position. Conversely a coach/sponsor may not resign and be reappointed within a 3 year period to a position for economic gain.
- G. The co-curricular salary assigned to each co-curricular position will be determined by multiplying the point value assigned to the position by the experience factor and multiplying that result by the dollar value assigned to each point for that particular year of the collective bargaining agreement. This formula will be applied to the co-curricular positions as reflected in the most recent grid presented in this arbitration by the District, which is to be updated to reflect the passage of time.
- H. If the District discontinues a program and decides to reinstate it within three years, the coach(es) or sponsor(s) of the discontinued program will be given the right of first refusal of such position(s) at the former compensation structure (CBA 2004-05 through 2006-07 plus any related adjustment).
- I. The co-curricular point-based compensation system under the new co-curricular compensation system will be increased as follows:
 - July 1, 2022 - 3%
- J. A leave of absence shall be permitted from a co-curricular position if the coach or sponsor has at least seven (7) years of continuous service in that position. To receive this leave of absence, the employee must notify the Administration in writing. If the co-curricular position is in the fall or a year-long position, notification must be submitted by April 15. For other positions, notification must be submitted by June 15. An increment of seven (7) years’ continuous service will be a requisite for a subsequent year’s/season’s leave. This requirement may be waived by the Administration. The person filling in will be informed that the position is for one (1) year. The person filling in for the position will be compensated according to the new point system. The person returning to the co-curricular position following a leave of absence shall continue to be grandfathered in the existing compensation system.
- K. Activity sponsors should be advanced in salary according to the schedule in terms of amount of remuneration and time set for increments.
- L. Entry level, for persons with two (2) or fewer years’ experience is experience level 1.
- M. Co-curricular contracts for professional staff of the Wissahickon School District shall be continuous from year to year and remain assigned to the same person if that person’s rating is satisfactory. The exceptions to this are:

1. Unless the contract states a position is for one (1) year only;
2. If the co-curricular professional is transferred to another building, or changes job responsibilities, thus making it very difficult to perform the co-curricular job responsibilities;
3. If a professional employee is on leave of absence, the position may be assigned to another person during that leave of absence.

N. The previously established four person Co-Curricular Compensation Committee (“the Committee”) shall annually review the point components and job description of seven of those co-curricular positions which are occupied by employees who are subject to the new co-curricular compensation system, using the factors referred to above in Section B. Additionally, any position that is subject to a change in hours as a result of a mandate of the Pennsylvania Interscholastic Athletic Association and/or the District shall be reviewed, pursuant to this section, as long as such affected position is subject to the new Co-Curricular Compensation System, and the position is not held by a grandfathered employee. Employees shall cooperate in this review process by timely submitting all documentation in support of a review to the Activities Director and the Committee. Following this review, the Committee shall submit any recommended change(s) arising out of the review process to the Wissahickon Board of School Directors for consideration by February 15 annually. The School Board shall have the ultimate discretion to determine whether and when a recommended change will be accepted. A position subject to this review process will not be reviewed in excess of once every three school years, except by unanimous vote of the Committee, other than those subject to changes mandated within that three year period by the Pennsylvania Interscholastic Athletic Association and/or the District, as referred to above. The District and the Association acknowledge and accept that resulting changes to co-curricular positions, points and position compensation will occur due to any approved change(s) pursuant to this review process.

			Point Value 2022-2025
HIGH SCHOOL SPORTS	# OF POSITIONS	Total Points	\$174.62
BASEBALL, ASSISTANT	2	20	\$3,492.40
BASEBALL, HEAD	1	25	\$4,365.50
BASEBALL, HEAD (Grade 9)	1	21	\$3,667.02
BASKETBALL, ASSISTANT	2	27	\$4,714.74
BASKETBALL, HEAD	2	33	\$5,762.46
BASKETBALL, HEAD BOYS (Grade 9)	1	22	\$3,841.64
BASKETBALL, HEAD GIRLS (Grade 9)	1	22	\$3,841.64
CROSS COUNTRY, HEAD **	2	29	\$5,063.98
CROSS COUNTRY, ASSISTANT **	1	22	\$3,841.64
DIVING COACH	1	26	\$4,540.12
FIELD HOCKEY, ASSISTANT **	1	23	\$4,016.26
FIELD HOCKEY, HEAD **	1	30	\$5,238.60
FIELD HOCKEY, HEAD (Grade 9)	1	21	\$3,667.02
FOOTBALL, ASSISTANT **	3	36	\$6,286.32
FOOTBALL, ASSISTANT (Grade 9)	1	17	\$2,968.54
FOOTBALL, HEAD **	1	44	\$7,683.28
FOOTBALL, HEAD (Grade 9)	1	23	\$2,968.54
FOOTBALL, ASSISTANT SUMMER	2	19	\$3,317.78
GOLF **	1	19	\$3,317.78
GOLF ASSISTANT**	1	17	\$2,968.54
LACROSSE, ASSISTANT (B)	2	23	\$4,016.26
LACROSSE, ASSISTANT (G)	1	20	\$3,492.40
LACROSSE, HEAD (B)	1	29	\$5,063.98
LACROSSE, HEAD (G)	1	24	\$4,190.88
LACROSSE, HEAD GIRLS (Grade 9)	1	21	\$3,667.02
SOCCER, ASSISTANT BOYS **	1	23	\$4,016.26
SOCCER, ASSISTANT GIRLS	2	19	\$3,317.78
SOCCER, HEAD BOYS **	1	30	\$5,238.60
SOCCER, HEAD GIRLS	1	30	\$5,238.60
SOCCER, HEAD (Grade 9)	1	21	\$3,667.02
SOFTBALL, ASSISTANT	2	20	\$3,492.40
SOFTBALL, HEAD	1	25	\$4,365.50
SOFTBALL, HEAD (Grade 9)	1	21	\$3,667.02
STRENGTH AND CONDITIONING COACH	1	40	\$6,984.80

SWIMMING, ASSISTANT	2	26	\$4,540.12
SWIMMING, HEAD	2	32	\$5,587.84
TENNIS, ASSISTANT (B)	1	19	\$3,317.78
TENNIS, ASSISTANT (G) **	1	23	\$4,016.26
TENNIS, HEAD (B)	1	22	\$3,841.64
TENNIS, HEAD (G) **	1	26	\$4,540.12
TRACK, ASSISTANT	5	22	\$3,841.64
TRACK, HEAD	2	28	\$4,889.36
VOLLEYBALL- HEAD	1	32	\$5,587.84
VOLLEYBALL- ASST	1	26	\$4,540.12
WATER POLO, ASSISTANT **	2	27	\$4,714.74
WATER POLO, HEAD (BOYS) **	1	33	\$5,762.46
WATER POLO, HEAD (GIRLS) **	1	33	\$5,762.46
WINTER TRACK, HEAD BOYS	1	33	\$5,762.46
WINTER TRACK, HEAD GIRLS	1	31	\$5,413.22
WINTER TRACK, ASSISTANT BOYS	1	23	\$4,016.26
WINTER TRACK, ASSISTANT GIRLS	1	25	\$4,365.50
WRESTLING, ASSISTANT	2	27	\$4,714.74
WRESTLING, HEAD	1	34	\$5,937.08

HIGH SCHOOL ACTIVITIES

ACADEMIC QUIZ CLUB	1	5	\$873.10
A-CAPELLA CLUB	1	7	\$1,222.34
AMBASSADOR'S CLUB	1	7	\$1,222.34
ART CLUB	1	5	\$873.10
ASIAN STUDENT ASSOCIATION	1	7	\$1,222.34
BRAIN PSYCHOLOGY CLUB	1	6	\$1,047.72
CASA	1	10	\$1,746.20
CHEERLEADER ASSISTANT **	1	22	\$3,841.64
CHEERLEADER, HEAD **	1	30	\$5,238.60
CHESS CLUB	1	6	\$1,047.72
COMPUTER CLUB	1	7	\$1,222.34
CONCERTS, STRINGS	1	9	\$1,571.58
CONCERTS, VOCAL	1	9	\$1,571.58
CONCERTS, INSTRUMENTAL	1	9	\$1,571.58
CULINARY EXPLORATION CLUB	1	7	\$1,222.34
DEBATE CLUB	1	7	\$1,222.34
DETENTION SUPERVISOR	1	19	\$3,317.78
DRAMA CLUB ASSISTANT-MUSIC	1	10	\$1,746.20
DRAMA CLUB ASSISTANT-STAGING	1	11	\$1,920.82
DRAMA CLUB, ASSISTANT HEAD	1	15	\$2,619.30

DRAMA CLUB, HEAD	1	21	\$3,667.02
DUNGEONS AND DRAGONS	1	5	\$873.10
ENVIRONMENTAL CLUB	1	6	\$1,047.72
FANS CLUB	1	16	\$2,793.92
FBLA	2	14	\$2,444.68
FOREIGN EXCHANGE	1	5	\$873.10
FRESHMAN CLASS SPONSOR	1	5	\$873.10
GAY AND STRAIGHT	1	5	\$873.10
HEALTH CAREER CLUB	1	6	\$1,047.72
HORTICULTURE CLUB	1	7	\$1,222.34
INDIAN CULTURAL CLUB	1	6	\$1,047.72
INDOOR DRILL TEAM	1	16	\$2,793.92
INTERACT	1	10	\$1,746.20
JAZZ BAND ASSISTANT	1	7	\$1,222.34
JAZZ BAND HEAD	1	10	\$1,746.20
JUNIOR CLASS SPONSOR	2	11	\$1,920.82
KEY CLUB	1	10	\$1,746.20
LAW CLUB	1	6	\$1,047.72
MARCHING BAND ASSISTANT **	3	26	\$4,540.12
MARCHING BAND HEAD **	1	31	\$5,413.22
MATH CLUB	1	7	\$1,222.34
MODEL UN CLUB	1	5	\$873.10
MUSICAL, HEAD	1	21	\$3,667.02
NATIONAL HONOR ART CLUB	1	7	\$1,222.34
NATIONAL HONOR SOCIETY	1	7	\$1,222.34
PA YOUTH EDUCATION ASSOCIATION	1	7	\$1,222.34
POP CULTURE CLUB	1	6	\$1,047.72
PROJECT LIT CLUB	1	5	\$873.10
PUBLICITY/SCHOOL NEWSPAPER	2	12	\$2,095.44
ROBOTICS ASSISTANT	2	18	\$3,143.16
ROBOTICS HEAD (FTC)	1	18	\$3,143.16
ROBOTICS HEAD (FRC)	1	23	\$4,016.26
SATURDAY DETENTION SUP	1	18	\$3,143.16
SCIENCE CLUB	1	7	\$1,222.34
SENIOR CLASS SPONSOR	2	11	\$1,920.82
SOPHOMORE CLASS SPONSOR	1	5	\$873.10
STUDENT COUNCIL	2	8	\$1,396.96
SADD	1	8	\$1,396.96
SYMPHONY ORCHESTRA	1	12	\$2,095.44
TREASURER	1	26	\$4,540.12
TV CLUB SUPERVISOR	1	23	\$4,016.26

ULTIMATE FRISBEE CLUB	1	19	\$3,317.78
VOLLEYBALL CLUB	1	6	\$1,047.72
WILDLIFE CLUB	1	6	\$1,047.72
WISS LINKS	4	8	\$1,396.96
WISS PALS	1	11	\$1,920.82
WORLD EDUCATION CLUB	1	6	\$1,047.72
YEARBOOK	1	21	\$3,667.02

MIDDLE SCHOOL SPORTS

BASEBALL, ASSISTANT	1	13	\$2,270.06
BASEBALL, HEAD	1	18	\$3,143.16
BASKETBALL, ASSISTANT	2	13	\$2,270.06
BASKETBALL, HEAD	2	18	\$3,143.16
CROSS COUNTRY, HEAD	1	18	\$3,143.16
CROSS COUNTRY, ASST	1	13	\$2,270.06
FACULTY MANAGER	1	56	\$9,778.72
FIELD HOCKEY, ASSISTANT	1	13	\$2,270.06
FIELD HOCKEY, HEAD	1	18	\$3,143.16
FOOTBALL, ASSISTANT	2	17	\$2,968.54
FOOTBALL, HEAD (OPEN)	1	22	\$3,841.64
FOOTBALL, HEAD (WEIGHT)	1	22	\$3,841.64
LACROSSE, ASSISTANT	1	13	\$2,270.06
LACROSSE, HEAD	1	18	\$3,143.16
SOCCER, ASSISTANT	2	13	\$2,270.06
SOCCER, HEAD	2	18	\$3,143.16
SOFTBALL, ASSISTANT	1	13	\$2,270.06
SOFTBALL, HEAD	1	18	\$3,143.16
TENNIS	2	15	\$2,619.30
TRACK, ASSISTANT	2	13	\$2,270.06
TRACK, HEAD	1	18	\$3,143.16
VOLLEYBALL-HEAD	1	18	\$3,143.16
VOLLEYBALL-ASST	1	13	\$2,270.06
WRESTLING, ASSISTANT	1	13	\$2,270.06
WRESTLING, HEAD	1	18	\$3,143.16

MIDDLE SCHOOL ACTIVITIES

AFTER SCHOOL SUPERVISION	1	12	\$2,095.44
ART CLUB	1	5	\$873.10
BAND ASSISTANT	1	10	\$1,746.20
BAND DIRECTOR	1	17	\$2,968.54
BUS DUTY	2	16	\$2,793.92

CHEERLEADERS	1	14	\$2,444.68
CHORUS ASSISTANT	1	9	\$1,571.58
DANCE CLUB	1	6	\$1,047.72
DETENTION SUPERVISOR	1	19	\$3,317.78
DRAMA CLUB ASSISTANT	1	8	\$1,396.96
DRAMA CLUB, HEAD	1	12	\$2,095.44
DUNGEONS & DRAGONS CLUB	1	6	\$1,047.72
BOYS WHO CODE	1	14	\$2,444.68
GIRLS WHO CODE	1	14	\$2,444.68
INTERACT CLUB	1	10	\$1,746.20
JAZZ BAND (7&8)	1	11	\$1,920.82
MATH CLUB	1	13	\$2,270.06
MULTICULTURAL CLUB	1	6	\$1,047.72
SCHOOL PAPER	1	15	\$2,619.30
ROBOTICS CLUB 6-8th grade (HEAD)	1	20	\$3,492.40
ROBOTICS CLUB 6th - 8th grade(ASSISTANT)	1	16	\$2,793.92
STRINGS	1	13	\$2,270.06
STUDENT COUNCIL	1	8	\$1,396.96
TREASURER	1	10	\$1,746.20
UKULELE CLUB	1	11	\$1,920.82
VOCAL MUSIC	1	12	\$2,095.44
WISS PALS	1	10	\$1,746.20
YEARBOOK	1	19	\$3,317.78

MIDDLE SCHOOL 6th GRADE

AFTER SCHOOL PE	1	15	\$2,619.30
DRAMA CLUB Grade 6	1	11	\$1,920.82
JAZZ BAND (6)	1	9	\$1,571.58

ELEMENTARY ACTIVITIES

CHORAL ASSISTANT	4	7	\$1,222.34
SAFETY PATROL COORDINATOR	4	14	\$2,444.68

** Position includes summer camp value in base salary