

**SUSQUEHANNA COMMUNITY SCHOOL DISTRICT  
AND  
SUSQUEHANNA COMMUNITY EDUCATION ASSOCIATION**

**AGREEMENT**

**2015-2016, 2016-2017, 2017-2018, 2018-2019 AND 2019-2020**

**AGREEMENT BETWEEN**  
SUSQUEHANNA COMMUNITY SCHOOL DISTRICT  
AND  
SUSQUEHANNA COMMUNITY EDUCATION ASSOCIATION

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**AN AGREEMENT** BETWEEN THE BOARD OF DIRECTORS  
OF THE SCHOOL DISTRICT OF SUSQUEHANNA, PENNSYLVANIA,  
HEREINAFTER CALLED THE “**BOARD**”, AND THE SUSQUEHANNA  
COMMUNITY SCHOOLS EDUCATION ASSOCIATION, HEREINAFTER  
CALLED THE “**ASSOCIATION**”.

**2015-16/2016-17/2017-18/2018-19/2019-20**

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## **I. RECOGNITION**

Susquehanna Community Board of School Directors (the Board) recognizes Susquehanna Community Education Association (the Association) as the exclusive and sole bargaining representative concerning all matters affecting salary, wages, hours, terms and conditions of employment, including the foregoing matters as they pertain to extra-curricular activity employment excluding coaches or other positions that are not listed in the Revised 2009 Schedule B for all members of the bargaining unit in conformity with the terms and conditions of the Public Employee Relations Act of Pennsylvania (Act 195) providing for collective bargaining between public employer and public employee.

The bargaining unit shall include the following classifications of personnel to be defined as “teacher” in active service and on leave: teachers, librarians, guidance counselors, nurses and any other professional employee whose rights and obligations shall be affected or covered by the Agreement within, in conformity with certification by the Pennsylvania Labor Relations Board on December 3, 1970.

The parties acknowledge that this Agreement sets forth the entire collective bargaining negotiations held between the parties and that the terms and conditions of the Agreement shall be binding on the parties in accordance with Act 195, Act 88 and any and all applicable statutes or laws.

## **II. TERM OF AGREEMENT**

This Agreement shall take effect at 12:01 a.m. on July 1, 2015 and shall be in full force and effect through 12:00 midnight on June 30, 2020.

Either party may initiate negotiations over the terms of a successor agreement by written notification. If no such notification is submitted prior to the expiration

date, then all terms and conditions contained in this Agreement shall be renewed and maintained in full force and effect until such time as the parties negotiate a successor agreement.

### **III. RIGHTS OF THE ASSOCIATION**

#### **A. SCHOOL BUILDINGS AND EQUIPMENT:**

The Association and its representatives shall normally be allowed the use of school buildings for meetings after school hours and for one half hour after/or during in-service days in accordance with mutual arrangements. Whenever granted permission to use school equipment, supplies and telephone for educational purposes, specific arrangements shall be made with the principal of the building at no additional cost to the Board.

#### **B. POSTING:**

The Association shall have the right, within reason, to post any pertinent information in the faculty lounge or teachers room in each building.

#### **C. SPEAK AT BOARD MEETINGS:**

A representative of the Association shall be granted the right to speak at all regular Board meetings provided the occasion is not used to promote negotiations, organizational or individual grievances.

#### **D. PLACE ON FACULTY MEETING AGENDA:**

If requested by the Susquehanna Community Education Association President or her designee, a representative of the Association shall be given a place on the agenda of all general faculty meetings in each school.

#### **E. SCHOOL MAIL:**

The Association shall be allowed within reason the use of electronic inter-school mail facilities as well as school mail boxes.

**F. FIRST DAY MEETING:**

The Association may maintain a place to confer with interested professional employees immediately following the completion of the first general meeting at the opening of school.

**G. ASSOCIATION DAYS:**

Upon three (3) days notice being given to the administration, the president of the Association or his designees shall be permitted and allowed five (5) paid teaching days, per year, to attend educational conferences conducted for the benefit of members of the Association.

The choice of which days shall be made by the president of the Association, provided the choice of days does not create an emergency in the educational program.

**H. PRESIDENT CONFERENCE TIME:**

The president of the Association, or his duly appointed representative, shall be allowed to visit schools during his planning period, before and after school, and other times approved by the superintendent to investigate alleged complaints. If the president desires a conference with the principal or superintendent, he will provide twenty-four (24) hours notice to the administrator.

**I. LIAISON COMMITTEE:**

It is agreed by both the Association and the Board that a committee shall be formed, prior to the first day of classes of each school year to suggest, review and discuss matters involving the improvement of the quality of education in the Susquehanna Community School District. The committee shall include three members selected by the Association (at least one member representing the elementary and one member representing the high school), the appropriate administrators from each school building, and one school board member. Each committee member may invite persons to meetings for consultation purposes but such guests shall have no vote.



The parties shall meet on an as needed basis but at the minimum at least once a semester.

The suggested agenda items shall be presented to each committee member at least 24 hours before the meeting.

The liaison committee is not a substitute for the use of the grievance process or to circumvent the provisions of the contract.

**J. FAIR SHARE:**

1. Each nonmember in the bargaining unit represented by the Association shall be required to pay a fair share fee as provided for by Act 84 of 1988. The fair share fee, as set forth by the Pennsylvania State Education Association, shall be assessed to each nonmember on a yearly basis but may not exceed seventy-five (75) percent of the dues paid by any other regular member of the Association.
2. The District and the Association agree to comply with all provisions of said law.
3. The Association agrees to extend to all nonmembers the opportunity to join the Association.
4. If any legal action is brought against the school district as a result of any actions it is requested to perform by the Association pursuant to this Article, the Association agrees to provide for the defense of the District at the Association's expense and through counsel selected by the Association. The District agrees to give the Association immediate notice of any such legal action brought against it, and agrees to cooperate fully with the Association in the defense of the case. If the District does not fully cooperate with the

Association, any obligation of the Association to provide a defense under the Article shall cease.

5. The Association agrees in any action so defended, to indemnify and hold the District harmless for any monetary damages the District might be liable for as a consequence of its compliance with this Article; except that it is expressly understood that this save harmless provision will not apply to any legal action which may arise as a result of any willful misconduct by the District or as a result of the District's failure to properly perform its obligations under this Article.

#### **IV. RIGHTS OF PROFESSIONAL EMPLOYEES**

##### **A. RELEASED TIME:**

Whenever a professional employee is granted time to participate in educational functions during his normal working hours, he shall suffer no loss in pay, and shall be provided with released time from his regular duties.

##### **B. STATUTORY SAVINGS CLAUSE:**

All professional employees shall enjoy and perform all rights and duties protected by the Pennsylvania School Code and other applicable laws including but not limited to Act 195 and Act 88.

##### **C. PERSONNEL FILE:**

1. Upon reasonable notice to the administration, a teacher shall have the right to review the contents of his personnel file. An employee shall be entitled to have a representative of the Association accompany him during such review. There shall be no objection to a member of the administration being present at the file review.
2. Professional employees shall have the right to obtain copies of any item or items in their file at no charge.

3. An employee shall have the right to submit a written commentary to any material placed in his file and the employee's written comment shall be attached to the item in question.
4. Nothing derogatory or unfavorable toward an employee shall be placed in his file unless the employee has first been presented with a copy of such material and has had a right to provide a written response to such material. Such response shall be attached to the material and made a part of his file.
5. No unsigned or improperly identified item shall be placed in an employee's file. Any material, which cannot be verified, shall not be placed in an employee's file or shall be immediately removed from the file.
6. The employee shall have the right to initial and date each page of any material in his file.
7. No separate personnel file shall be established by the District or its administration.
8. The confidentiality of personnel references, academic credentials, and other similar documents shall be protected unless disclosure is required by law or statute.

**D. SENIORITY:**

Seniority means the status of employees with respect to total length of service with the employer. Seniority shall be computed from the employee's date of hire. Seniority will not be broken but will accrue during:

1. time lost because of an occupation-related accident or disease compensable under existing law;
2. leaves of absence, whether paid or unpaid, approved by the employer, or authorized under statutory entitlement;
3. leaves of absence permitting an Association representative to perform Association business;

4. **PERIODS OF FURLOUGH:**

In the event two or more employees were hired on the same date, their seniority rank shall be determined, first, by the length of prior service to the District as a regular employee and/or a long term substitute. Any employees with the same length of service shall determine their seniority rank by **lottery**.

E. **SPECIAL EDUCATION COMPENSATION:**

The Board shall provide all special education teachers a minimum of three (3) days of release time to prepare student IEPs. The determination as to whether the release time shall be in-school release time will be determined by the Liaison Committee.

V. **TEACHING HOURS**

A. **INSTRUCTIONAL DAY:**

The school day at the Susquehanna Community School District, during which classroom work and related duties as assigned shall be 8:00 a.m. to 3:25 p.m.

B. **DUTY FREE LUNCH:**

In accordance with scheduling by the principal, each teacher shall receive a thirty (30) minute duty-free lunch period.

C. **CAFETERIA DUTY:**

If an employee voluntarily gives up his duty-free lunch, he shall be compensated at the rate of \$10.00 per lunch period. Additionally, a bargaining unit member who accepts lunch duty shall receive one (1) compensatory day per semester, not to exceed two (2) compensatory days for the entire year.

**D. LEAVING THE BUILDING:**

Any teacher without a duty assignment may leave his respective building for need but must notify the principal, if available. If the principal is not available, the teacher must notify the office personnel. The teacher shall sign out and sign in on an appropriate register provided in the principal's office.

**E. FACULTY MEETINGS:**

The principals have the right to schedule four (4) hours of Principal/Faculty meetings beyond the instructional day per year. This four (4) hour allotment must be used in one-half (1/2) hour blocks of time. In the event a meeting is held which is less than one-half (1/2) hour, the one-half (1/2) hour allotment shall be deemed exhausted. Example: Principal A's first faculty meeting lasts only fifteen (15) minutes. Principal A has used a one-half (1/2) hour meeting allotment and only has three and one-half (3 ½) hours of meeting time left.

Principal/Faculty meetings beyond the school day require, at the minimum, a one (1) week notification to the bargaining unit except in event of an emergency. In no event shall faculty meetings be in session longer than one (1) hour.

**F. SCHOOL YEAR:**

The administration shall schedule parent-teacher conference days as part of the District's adopted school calendar.

Teachers shall work 183 days. There will be 180 instructional days which shall require the teacher to be in attendance from 8 a.m. to 3:25 p.m. and three (3) in-service days which shall be scheduled from 8:00 a.m. to 3:00 p.m. and two (2) of which will be held the week before school begins.

Three (3) hours of the second summer in-service day shall be reserved solely for teachers to prepare their classrooms and not for anything administrative in nature.

There shall be one (1) in-service during the school year scheduled between the first and last instructional day. At least one portion of the a.m. or p.m. session shall be jointly designed by the bargaining unit and the administration. One of the objectives of this session will be the presentation of a relevant educational topic with the possibility of Act 48 credits being provided.

The faculty shall also participate in two (2) four-hour parent/teacher evening conferences. Four hours equal the actual conference time minus the dinner break.

There shall also be a one (1) two-hour parent/teacher conference (actual conference time minus dinner break) in January or February and another two-hour open house/orientation (6:30 p.m. to 8:30 p.m.) in August or September.

Further, faculty members shall be assigned three hours for detention/tutoring/other duties as per the principal's discretion and noted in the teacher's schedule at the beginning of the year.

## **VI. TEACHING CONDITIONS**

### **A. MILEAGE AND INSURANCE:**

When an employee is required to use his own private vehicle for travel on behalf of the school, whether for carrying out a professional or job responsibility or for travel for the purpose of conducting school business; the school shall reimburse the employee for the use of his vehicle in accordance with the current Internal Revenue Service rate.

Reimbursement shall be for the exact number of miles traveled to and from the qualified destination times the IRS qualified rate. Susquehanna Community schools shall require accurate documentation from the

employee identifying the time, date, destination, mileage and reason for travel before reimbursement is made to an employee for use of his private vehicle. In the event of unavailable school transportation, excess liability insurance shall be provided for the individuals using their own personal means of transportation for approved school-related purposes. The District shall provide an indemnification and hold harmless to the employee that is using his vehicle as provided in this section. This hold harmless and indemnification shall include but not be limited to automobile accidents. The hold harmless shall also include any and all civil actions brought against the teacher relating to the employee's use of his private vehicle.

**B. TEACHING FACILITIES AND SUPPLIES:**

The Board shall provide the following for each professional employee:

1. **Desk** – a separate desk with a lockable drawer space
2. **Closet Space** – suitable closet space to store coats and other personal articles
3. **Chalkboard or Whiteboards** – adequate chalkboard or whiteboard space in every classroom
4. **Texts** – a teacher's copy of all texts used for the subject the employee is teaching and an unabridged dictionary in every classroom
5. **Storage Space** – adequate storage space in each classroom for instructional materials
6. **Appropriate Teaching Apparel** – Gym uniforms for physical education teachers, smocks for art and home economics teachers, two (2) laboratory coats for laboratory-science teachers and two (2) shop coats and one (1) pair of safety shoes for technical, vocational and industrial education teachers shall be provided to the employee at no cost. Replacement items for wear and tear may be requested during the school year.

7. **Mail Facilities** – Each teacher shall have a mail box for receipt of mail, notices, and other confidential communications.

C. **FACULTY ROOM:**

The Board shall make available in each school, restroom and local telephone facilities for faculty use only. Further, at least one room in each building shall be appropriately furnished and reserved for use as a faculty lounge with an adequate and practical bulletin board.

D. **PUBLIC ADDRESS ANNOUNCEMENTS:**

Announcements directed at teachers are to be scheduled between 8:00 a.m. and 8:10 a.m., or at 3:10 p.m. Other announcements are to be made only with the approval of the administration, except in the case of emergencies.

E. **CLASS SIZE:**

The Board of Education shall consider class size and staffing needs prior to the beginning of each school year. Class size, particularly in the lower grades (k-3), will be maintained at a reasonable number, using additional teachers, aides and other differentiated staffing techniques.

**VII. VACANCIES, PROMOTIONS, TRANSFERS**

A. **NOTICE OF VACANCIES:**

1. The District shall determine and give the Association timely notice of professional vacancies created by leave, resignations, retirements, death or creation of a new position.
2. The notice of the vacancy shall be submitted by e-mail to each employee's school e-mail address and a separate written notice to the president of the Association for the purpose of display on the faculty bulletin boards within ten (10) days after the vacancy occurs provided the Board intends to fill the position.
3. The notice of vacancies shall include the description of the position, necessary qualifications including required certification.



4. Temporary vacancies or those openings that occur when a position becomes available as a result of a long-term absence or an approved leave of a current employee who anticipates returning to the school may be filled without posting.

**B. INVOLUNTARY TRANSFER:**

In the event that an involuntary transfer is required, the teacher concerned shall be notified of the proposed transfer before the close of the current school year or a minimum of thirty (30) days prior to the transfer. Teachers involuntarily transferred shall be given preference regarding vacancies.

## **VIII. TEACHER SCHEDULES**

**A-1 PLANNING PERIOD:**

All teachers shall have five (5) duty-free planning periods per week, one period per day. These periods shall be equal in length to a normally scheduled class period in both the elementary and secondary school.

**A-2 LOSS OF PLANNING PERIOD:**

If teachers are asked to give up their duty-free planning period to cover another absent teacher's class, the teacher who covers the class shall be paid **fifteen dollars (\$15.00) for loss of each planning period or receive compensatory time. (Six (6) class coverages equal one compensatory day.)** Class coverage shall be done on a rotating basis to avoid the same teacher being requested to give up this planning period on a regular basis.

**B. STUDY HALLS:**

The District shall make every effort to reduce large study halls groups to reasonable ratios in conformity with current staff and facilities.

**C. NOTIFICATION OF TEACHING SCHEDULE:**

All teachers, who have advised the Board of their intent to return for a succeeding school year, shall receive, at least thirty (30) calendar days prior to the start of the school year, a written copy of their tentative schedule. It is understood that the tentative schedule may be modified or amended as a result of certain administrative emergencies.

**IX. TEACHER EVALUATION**

Employees shall be rated annually using the PDE 426 or 428 evaluation forms, whichever is applicable. The teacher shall always be notified by the administration prior to beginning a formal observation. However, notwithstanding the foregoing a building administrator may utilize informal teacher observation (also known as a 'walk through observation') which may be spontaneous, without announcement and for a limited period of classroom time.

The teacher will be given a copy of the evaluation report for either a formal or informal observation within seven (7) days. The teacher will always have the option to discuss the observation with the administrator. If an evaluation is unsatisfactory or negative, then the teacher shall have the right to have an Association representative present at the meeting with the administrator.

**X. PROTECTION OF TEACHERS, STUDENTS, AND PROPERTY**

**A. ASSAULT UPON TEACHER:**

**1. LEGAL ASSISTANCE:**

The Board shall give full support, including legal assistance, to any teacher assaulted by a student, parent or other party admitted to a school building or ground while the teacher was acting in his professional capacity or within the scope of his duties.

**2. LEAVE NOT CHARGED:**

- a) When an absence arises out of or from an employment-related assault or injury, the teacher shall not forfeit any sick leave or personal leave but all remuneration shall be limited to a similar number of accumulated sick leave and personal leave days. Any remuneration shall be directly offset by the Board against any workmen's compensation benefits.
- b) An employee at his discretion may choose to coordinate his workers' compensation benefits with his normal school benefits in the following manner. The employee shall endorse his workers' compensation checks to the District and in return the District shall deduct one-third (1/3) sick day from the employee's accumulated sick leave for each day of workers' compensation leave and continue to pay him his regular check with all normal benefits and deductions.
- c) However, nothing in the foregoing shall be construed or applied in such a manner as to cause the professional employee to be required to return from workers' compensation leave when he runs out of sick leave. In such a case, the professional employee may be limited to his workers' compensation payments and any other payments/benefits he would be entitled to under the Collective Bargaining Agreement.

**B. REPORTING ASSAULT:**

**1. TO PRINCIPAL OR IMMEDIATE SUPERVISOR:**

Teachers shall immediately report cases of any assault suffered by them in connection with their employment to their principal or other immediate supervisor.

**2. TO SUPERINTENDENT OF SCHOOLS:**

Such notification shall be immediately forwarded to the superintendent of schools who shall comply with any reasonable

request from the teacher for factual and non-confidential information in the possession of the superintendent of schools relating and material to the incident or the student, patrons, or other persons involved. The superintendent shall act as a liaison between the students, parent, teacher, third party, the police, and the courts. The superintendent shall work in conjunction with the PSEA UniServ representative.

## **XI. SALARIES**

### **A. REGULAR SALARY:**

The raise schedule shall be a total 3.0%/year for five years with the Association creating the salary schedule.

A salary schedule providing for the regular annual salaries of teachers is attached hereto and made a part hereof being Exhibit "A".

#### **1. CREDITS:**

Except for grandfathered employees, all employees have to earn a Master's Degree, not a Master's Equivalency, to attain the columns after the Master's column on the salary schedules. All credits earned after the Master's Degree must be graduate credits. Any credits earned prior to the Master's Degree but not part of the Master's Degree program shall not be added on as post-Master's Degree Credits.

**2. METHOD OF PAYMENT:**

There shall be the following methods of payment:

- a) 24 Equal Pays paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month:
- |  |   |
|--|---|
| September 1 <sup>st</sup> & 15             | October 1 <sup>st</sup> & 15 <sup>th</sup>  |
| November 1 <sup>st</sup> & 15              | December 1 <sup>st</sup> & 15 <sup>th</sup> |
| January 2 <sup>nd</sup> & 15 <sup>th</sup> | February 1 <sup>st</sup> & 15 <sup>th</sup> |
| March 1 <sup>st</sup> & 15 <sup>th</sup>   | April 1 <sup>st</sup> & 15 <sup>th</sup>    |
| May 1 <sup>st</sup> & 15 <sup>th</sup>     | June 1 <sup>st</sup> & 15 <sup>th</sup>     |
| July 1 <sup>st</sup> & 15 <sup>th</sup>    | August 1 <sup>st</sup> & 15 <sup>th</sup>   |

# Lump sum payment option is available for the June 15<sup>th</sup>, July 1<sup>st</sup>, July 15<sup>th</sup>, August 1<sup>st</sup>, and August 15<sup>th</sup> pays. This payment would be made on June 15<sup>th</sup>.

- b) 20 Equal Pays paid on the 1<sup>st</sup> and 15<sup>th</sup> of each month:
- |  |   |
|--|---|
| September 1 <sup>st</sup> & 15             | October 1 <sup>st</sup> & 15 <sup>th</sup>  |
| November 1 <sup>st</sup> & 15              | December 1 <sup>st</sup> & 15 <sup>th</sup> |
| January 2 <sup>nd</sup> & 15 <sup>th</sup> | February 1 <sup>st</sup> & 15 <sup>th</sup> |
| March 1 <sup>st</sup> & 15 <sup>th</sup>   | April 1 <sup>st</sup> & 15 <sup>th</sup>    |
| May 1 <sup>st</sup> & 15 <sup>th</sup>     | June 1 <sup>st</sup> & 15 <sup>th</sup>     |

Once an employee makes his election, it is irrevocable for any particular school year and may not be changed or withdrawn after the school year for which the election was made. Further the notice of election will remain effective for all years unless the employee chooses to change his election but that change in election shall require notice to the District prior to beginning work that school year.

**3. STEP AND COLUMN MOVEMENT:**

All employees will advance one step on the salary scale each year. Beginning with the 2016 – 2017 school year, Employees who have earned more than 24 credits beyond their bachelor’s degree will be restricted to one column advancement on the salary schedule every other year. For example, if an employee advances from one

column to the next in 2016 – 2017, they will not be granted movement to the next column until 2018 – 2019.

Credits earned or approved prior to the ratification of this agreement during the period of status quo are not subject to the above restriction. Credits earned or approved after the ratification of this agreement are subject to the above column advancement restriction.

**B. EXTRA CURRICULAR SALARY:**

A schedule of payments for duty assignments in the positions outlined as compensation for extra-curricular duty assignments is attached as Revised Schedule “B”.

**WRITTEN NOTICE:**

Written notice of extra duty and extra-curricular activities and payments, as assigned and approved annually by the Board, shall be issued no later than thirty (30) days prior to the commencement of the activity, provided the Board intends to continue the teacher in the particular activity or respective duty. If the Board does not choose to continue the teacher in the particular activity or respective duty, it shall notify, in writing, the teacher involved within sixty (60) calendar days of the end of the duty or activity. All positions in the Revised Schedule “B” shall be opened every two (2) years except for a teacher mentor which shall be opened every year or on an as needed basis.

**METHOD OF PAYMENT:**

Teachers involved in these activities will have the option of receiving their compensation either in two (2) installments, during the middle and at the end of their respective season or activity period, or in one (1) installment at the end of their respective season or activity period. At the beginning of each school year, a

written election by the employee shall be made for which method of payment they are choosing.

## **XII. FRINGE BENEFITS**

### **A. TUITION REIMBURSEMENT:**

The administration shall take into consideration a variety of factors before rejecting a course for reimbursement including, but not limited to, the teacher's certificate and areas of instruction, the course description, the institution from which the school is being offered, and the courses relevance to the District's educational programs, goals and objectives.

Denial of a course for tuition reimbursement shall not prevent an employee from paying for the course without District reimbursement. In the event that a teacher successfully completes the course, he shall not be prevented from using a District non-reimbursable course for movement on the salary schedule.

The District shall reimburse each employee for 75% of the cost of tuition for all courses subject to the following conditions:

1. No reimbursement will be given for a C grade or less.
2. If a course is graded pass / fail; a passing grade shall be reimbursed.

Any employee that voluntarily terminates services with the District, other than through normal retirement or disability, will be required to reimburse the District for any credit reimbursement received in the one year preceding their voluntary termination of service.

Credit reimbursement shall begin when an employee has been hired.

An employee shall be limited to a maximum of 9 credits per year unless an employee is enrolled in a Masters program that has an annual minimum credit requirement for that program or institution.

The maximum credit requirement shall be increased to 24 credits per year if the employee is on a full-year sabbatical leave or 12 credits per year if the employee is on a half-year sabbatical leave.

Credits for reimbursement must be completed while the employee is employed in the Susquehanna Community School District.

If the District has hired an employee under an emergency certificate, the District shall be required to fully reimburse that employee for any course taken as requested by his emergency certification status.

All credits for salary increases must be completed by the start of the new school term (year) and reported to the District administration office by no later than September 15<sup>th</sup> of each year unless the employee notifies the District that there is a problem with completing the documentation required.

Each applicant for credit reimbursement must supply the superintendent's office with documentation of the actual expense, proof of payment, the transcript indicating the number of credits, the completion of course and passing grade.

Except for grandfathered employees, all employees have to earn a Master's Degree, not a Master's Equivalency, to attain the columns after the Master's column on the salary schedules. All credits earned after the Master's Degree must be graduate credits. Any credits earned prior to the Master's Degree but not part of the Master's Degree program shall not be added on as post-Master's Degree Credits.

If an employee becomes certified or has taken additional credits but has not received the proper verification until after the instructional year has begun, the employee will be paid retroactively when the verification is obtained.

**B. PERSONAL AND SICK LEAVE:**



Each teacher is entitled to two (2) personal leave days in addition to the ten sick leave days provided annually by the School Code. Each teacher will receive one (1) additional personal leave day, after they have completed ten (10) years of service in the District. Personal leave days may be accumulated but in no event shall any teacher be allowed to use more than four (4) personal leave days per year. Use of a personal day on an in-service day requires advance approval of the superintendent. All accumulated personal days will convert to sick days upon retirement from the District. All compensatory days will convert to sick days on the second Monday of December of each school year if they are not used prior to that time.

**C. PAYMENT FOR UNUSED LEAVE – 403B AGREEMENT:**

Any person who has taught more than 15 years in the District shall be entitled to additional compensation of \$95 per day for unused sick leave when the employee terminates his service with the District. The additional compensation shall be conditional upon the employee notifying the superintendent in writing of his termination of service on or before the beginning of his final semester of service. All payment for unused leave shall be deposited to the employer provided 403b account as established by the Memorandum of Agreement dated May of 2003, attached as an exhibit. There shall be no cash option available for this benefit.

**D. NOTIFICATION OF LEAVE ACCUMULATION:**

Teachers shall be given a written accounting of accumulated leave (sick, personal and compensatory) no later than September 30<sup>th</sup> of each year.

**E. SICK LEAVE BANK GUIDELINES:**

1. The sick leave bank is open to all members of the bargaining unit represented by the Susquehanna Community Education Association. Professional employees may elect to become part of the sick leave bank. Professional employees who do not elect to become part of the sick leave bank are not eligible for its benefits.

2. The District shall receive written authorization from each professional employee desiring to become a member of the sick leave bank to deduct sick leave from his own accumulated sick leave.
3. Deductions of sick leave shall be limited to one (1) day per school year. Such assessment shall be made prior to the first in-service day whenever possible. Each time an assessment is made of the professional employees, the District shall also contribute forty (40) days. Assessments will continue until the number of days in the sick leave bank exceeds five hundred (250), and reassessment will occur when the number of days in the sick leave bank is less than three hundred (150).
4. New professional employees to the District who wish to opt into the sick leave bank shall be assessed one (1) day in the first year of employment in the District, and then shall continue to be assessed as everyone else.
5. Employees who initially opt not to join the sick leave bank may reconsider their decision at a later date provided that they contribute the equivalent number of days to the sick leave bank that they would have contributed had they been a member of the sick leave bank when they were first eligible.
6. Written verification of illness shall be a prerequisite for the committee to consider the granting of additional sick leave from the sick leave bank. Such verification may need to be made by the District physician, should the Superintendent make that determination.
7. Request for consideration from the sick leave bank committee shall be made on the requisite form.
8. The committee shall consist of the Superintendent and two (2) Association members named by the president of the Association.

9. Prior to being eligible for days from the sick leave bank, all professional employees must exhaust their own accumulated sick leave and personal leave.
10. In special circumstances, the committee may, at its discretion, award days from the sick leave bank not to exceed fifty (50) days per person during any school year. The number of days may be awarded in full, or may be awarded in blocks of days less than fifty (50). In extreme circumstances where severe conditions warrant it, the committee may award days in excess of fifty (50) days per year to any one individual.

**F. EARLY RETIREMENT INCENTIVE PLAN:**

The Board agrees to pay each employee covered by the Agreement who retires during the term of this Agreement, an amount of money outlined according to the conditions stated herein below.

**1. CRITERIA FOR ELIGIBILITY:**

- a. The individual seeking retirement must be a full-time salaried member of the Susquehanna Community School District staff for a minimum of fifteen (15) years in the District prior to June 30<sup>th</sup> of the year retiring.
- b. The individual seeking retirement must be at least fifty-five (55) years of age by September 1 of the year retiring or have at least thirty (30) credited years of service with the Public School Employee's Retirement System (PSERS) and must not be eligible for a disability pension under the Pennsylvania School Employees' Retirement System.
- c. The individual seeking retirement in any school year during the term of this Agreement must submit notification to the Board by the April Board meeting preceding the employee's retirement.
- d. The person must be eligible for retirement under the provisions of the Pennsylvania School Employee's

Retirement System (PSERS) and must submit notification that such retirement has been completed by the employee's retirement date.

- e. The Board shall provide a retiree, at District expense, with single coverage for medical benefits as provided in this Agreement but not including vision and dental for a period of time until the retiree becomes eligible for government provided insurance. In no event shall the said payment period by the District exceed ten (10) years from the date of the retiree's retirement. Government provided insurance shall not mean health insurance provided to a retiree that is actively employed for a government agency following retirement. In this case, the retiree who is employed by the government agency shall have the right to refuse insurance coverage and remain on the District provided insurance plan.

2. **THE PLAN:**

Employees must have no less than 15 years of District service.

15 – 35 Years of Service = 60% of Final Salary

Beginning July 1, 2016 the plan will be:

15 – 25 Years of Service = 40% of Final Salary

26 – 30 Years of Service = 50% of Final Salary

31 – 35 Years of Service = 30% of Final Salary

3. **METHOD OF PAYMENT – 403(B) AGREEMENT:**

- a. The person shall receive a retirement incentive plan amount equal to the percentage of his final salary per the salary schedule as detailed in paragraph 2 above. The resulting amount shall be divided into five (5) equal payments. The first payment shall be paid to the employer paid 403(b) plan as soon as certification of actual retirement has been submitted to the superintendent of schools, but not earlier than July of said year. Remaining payments shall be paid to

the 403b the following and succeeding July 1 until the monetary amount has been fully contributed pursuant to the IRS guidelines.

- b. The employee shall be required to establish this qualified 403b account with Kades-Margolis which shall be responsible for administering the account prior to separation of service. Failure of the employee to establish this account shall result in forfeiture of the ERI benefit.
- c. In addition to the five (5)- year applicable percentage payment of the employee's final salary, the District contribution shall be \$95.00 for each accumulated unused sick/personal day.
- d. This is an employer contribution account and no cash option is available. Contributions are limited to §415 limits. Excessive contributions will be made to the account in the next subsequent years up to the §415 limits.
- e. This provision of the Agreement is intended to provide tax savings to the District and employee by depositing the proceeds of the ERI directly into the 403b program while permitting the employee to exercise invested control over the account until the employee elects to withdraw amounts from the account.

4. **DESIGNATION OF BENEFICIARY:**

When submitting notification of retirement, the individual seeking retirement shall advise the Board of Education of the beneficiary the individual designates who is to receive any benefits that might be due under this plan should the individual seeking retirement die following retirement, but before receiving all benefits due under this plan. Any and all payments due under this plan that have not been paid to a retiree who dies following retirement shall be paid to the beneficiary designated by the retired employee. In default of such

designation or in the event the individual designated beneficiary pre-deceases the retired employee, any such amounts due shall be paid to the retired employee's estate. Retired employees seeking to change the designated beneficiary shall do so in writing to the superintendent of schools of the Susquehanna Community School District.

**G. LEAVE FOR CIVIC DUTIES:**

An employee shall be granted time off for jury duty, court appearances, and/or selective service examination without loss of compensation. The employee shall reimburse the District for any payment he received for his services.

**H. GOOD CAUSE:**

The Board may grant leaves of absence with or without pay at their discretion.

**I. GROUP INSURANCE:**

The Board shall provide at its expense the following insurance benefits:

1. Medical and Hospitalization Insurance for the professional employee and dependents, which is currently referred to as Blue Care PPO, shall provide no deductibles, a \$15.00 co-pay for an office visit for a primary care physician, a \$30.00 co-pay for a specialist visit including a chiropractic visit,, physical, occupational and speech therapy, a \$20.00 co-pay for home health and home infusion, a \$75.00 co-pay for MRI, MRA, CAT Scan, PET Scan and nuclear imaging that are done as out-patient diagnostic only, a \$50.00 co-pay for emergency medical. These payments have limited visits per plan design and the foregoing are for the preferred provider network only. Retail prescription drug coverage (tier 0, tier 1, tier 2, tier 3) \$0.00, \$10.00, \$20.00 and \$35.00 co-pays with \$0.00, \$20.00, \$40.00, \$105.00 co-pays for mail order. An outline of the plan is attached to this Agreement as Exhibit F.

2. Beginning July 1, 2016, the Blue Care PPO will be amended to include a deductible of \$250/\$500. Additionally a \$20.00 co-pay for an office visit for a primary care physician, a \$40.00 co-pay for a specialist visit including a chiropractic visit,, physical, occupational and speech therapy, a \$40.00 co-pay for home health and home infusion, a \$75.00 co-pay for MRI, MRA, CAT Scan, PET Scan and nuclear imaging that are done as out-patient diagnostic only, a \$100.00 co-pay for emergency medical will apply. These payments have limited visits per plan design and the foregoing are for the preferred provider network only. Retail prescription drug coverage co-pays will be (tier 0, tier 1, tier 2, tier 3) \$0.00, \$15.00, \$25.00 and \$40.00 with \$0.00, \$30.00, \$50.00, \$120.00 co-pays for mail order. An outline of the plan is attached to this Agreement as Exhibit G.
3. Beginning September 1, 2016, employees will contribute \$250 per year toward the Blue Care PPO single plan premium and \$600 per year toward Blue Care PPO plans other than single coverage. Beginning September 1, 2018 employees will contribute \$500 per year toward the Blue Care PPO single plan premium and \$1200 per year toward Blue Care PPO plans other than single coverage. The employee contribution will be deducted evenly from each pay prior to tax deductions per the provisions of Section 125 of the Internal Revenue Code.
4. Delta Dental Plan I or an equivalent thereof will be full family coverage that includes 80/20 coinsurance for major restorative and 50/50 for prosthodontics, with a program maximum to \$1,500.00 per year and child orthodontic to \$1,500.00 lifetime.
5. Term life insurance for all professional employees, coverage will be with a maximum of \$50,000.

6. The Board shall provide Vision Benefits of America or another vision plan with equal or better benefits than Vision Benefits of America.

**J. TAX SHELTERED ANNUITY:**

The Board agrees to provide a program for payroll deductions for tax sheltered annuities compliant with the §403b of the Internal Revenue Code.

**K. HOMEBOUND:**

The Board shall compensate professional employees for homebound instruction at the rate of \$25.00 per hour during the 2015 – 2016 school year. Beginning July 1, 2016 the rate will be \$30.00 per hour.

**L. DATE OF FIRST PAY OF THE SCHOOL YEAR:**

All pay shall be made by direct deposit.

**M. PAYROLL DEDUCTIONS FOR SAVINGS AND OTHER DEDUCTIONS:**

No payroll deductions shall be made through the District payroll office other than the following: the flexible benefits plan; employee-paid 403b tax-sheltered annuities; deductions for health insurance premium share; and union dues. Employees may enroll in additional payroll deduction programs through the bank they use for direct deposit.

**N. SABBATICAL LEAVE:**

**1. REQUIREMENTS FOR ELIGIBILITY:**

- a. In order to be eligible for sabbatical leave, a professional employee must have completed ten (10) years of satisfactory service as a professional employee in the Commonwealth.
- b. Following one (1) sabbatical leave of absence, the employee shall be allowed another sabbatical leave after each seven (7) years of service.
- c. No school district shall limit the number of sabbatical leaves in any school year to less than 10% of the number of persons eligible for such leave.



## 2. **TYPES OF LEAVE**

- a. Professional development for a half term must meet the following conditions:
  - 1) relate to the professional responsibilities of the employee; and
  - 2). consist of any of the following or a combination thereof
    - 9 graduate credits, 12 undergraduate credits, or 180 hours of professional development.
- b. Professional development for a full term must meet the following conditions:
  - 1) relate to the professional responsibilities of the employee; and
  - 2) consist of the following or a combination thereof
    - 18 graduate credits, 24 undergraduate credits, or 360 hours of professional development activities.
- c. The employee must provide evidence that the approved plan for professional development leave was complied with during the leave.

## 3. **HEALTH SABBATICALS**

- a. Sabbatical leave for restoration of health shall be for a period equivalent to two half school terms during a period of two years.
- b. Terminal sabbaticals are not permitted unless the person is unable to return to work due to illness or injury.

## 4. **COMPENSATION AND RIGHTS**

- a. Salary shall be one-half (50%) of employee's regular salary while on leave.
- b. Time on sabbatical counts for purposes of length of service and salary step placement.

- c. An employee retains all retirement rights and all rights to which the teacher is entitled to under the Collective Bargaining Agreement.
- d. The person on leave shall be returned to the same position he or she occupied prior to the leave.

**5. EMPLOYEE'S OBLIGATIONS**

- a. An employee must agree to return to employment for a period of not less than one school term following sabbatical leave.
- b. If the employee fails to return to employment, unless prevented by illness or physical disability, the employee forfeits the benefits to which he was entitled under the leave.
- c. Any employee requesting a sabbatical leave for restoration of health shall provide a physician's statement indicating the general nature of the illness.

**6. DISTRICT REQUIREMENT**

- a. Requests for sabbatical leave must be submitted in writing to the Board no later than March 1 of the year preceding the requested sabbatical.
- b. Where the Board finds it necessary to limit the number of leaves requested, preference will be given to those employees having the most consecutive years of service since their last sabbatical leave, or their beginning of service in the Commonwealth for members who have never had a sabbatical leave.
- c. Health – The request for a sabbatical leave for restoration of health shall be accompanied by a physician's statement.

**O. COST CONTAINMENT – BONUS PAYMENT:**

- 1. The following provisions have been agreed to for the purpose of assisting the District in containing the cost of providing medical

benefits to members of the bargaining unit and limiting the future increases in those costs. Full-time members of the bargaining unit who enrolled in coverage under the District-paid health care plan and who are willing to discontinue that coverage shall receive a bonus payment in consideration of the cost savings to the District. The payment will be 50% of the amount of the premium of the plan to which they are entitled less 50% of the required premium contribution for that plan. To be eligible for the bonus payment, the disenrollment must be for a minimum period of one (1) year. If such members of the bargaining unit later wish to re-enroll in the District-paid health care plan, they may do so upon the condition that they notify the superintendent on or before March 15<sup>th</sup> of the school year prior to being re-enrolled. Compliance with this re-enrollment procedure will be strictly enforced. In the event a member of the bargaining unit enrolled in other than family coverage is willing to discontinue coverage under terms similar to the above a proportionate bonus payment based on the relative premium cost will be made. Members of the bargaining unit receiving a bonus who terminate employment with the District in less than one (1) calendar year from the date of their disenrollment shall have deducted from final salary payments a pro-rata portion of the bonus. A member of the bargaining unit who must re-enroll or newly enroll in the District-paid health care plan prior to a full year of disenrollment due to loss of alternative medical coverage or other emergency circumstances may do so provided that the individual shall return to the District the pro-rata portion of the bonus payment corresponding to the balance of the original year of disenrollment.

2. No employee hired after July 1, 1993, shall be eligible for coverage as an employee and dependent at the same time.

3. An employee must prove they have alternative health care coverage in order to receive the bonus payment.

**P. RETIREMENT INSURANCE:**

The parties intend to combine the PSERS premium assistant payments provided under Act 23 or similar legislation with the employer's payment for the retiree's health insurance so that retirees will have full coverage under the employer's group medical, hospital and major medical insurance program without incurring any personal expense.

1. The employer shall invoice eligible retirees for the amount provided by Act 23 or similar legislation. Employees who retire under this Agreement agree to pay the employer one hundred dollars (\$100.00) per month or the equivalent of the PSERS rate toward the group premium rate for health insurance. The employer agrees to pay the balance of this monthly premium to fully insure the retiree under the employer's plan. If Act 23 should be amended, revoked or repealed and not replaced by similar legislation, the employer will immediately assume the cost of coverage for the retiree for the plan as specified in this agreement.
2. If it becomes possible for direct payment by PSERS to the employer, such arrangements will be made thereby eliminating the need for the invoice.
3. If the retiree is not eligible for reimbursement through Act 23 or similar legislation, the employer will assume full cost of the coverage. The parties agree that the employer will not cancel the retiree's participation in the group insurance listed above as long as the retiree processes the application to PSERS and makes the one hundred (\$100.00) dollar payment as provided herein. The employee shall pay the employer quarterly. Payment is due upon receipt of invoice from the employer. There shall be a sixty (60)

day grace period for late payments. The employer shall provide verification of participation to the PSERS in accordance with any required procedures.

4. The Association agrees it will support any agreement between the employer and any employee who retired prior to the effective date of this Agreement if said employee voluntarily agrees to comply with the terms and conditions of this provision. A letter from both the Association and the Board will inform said employee of this option for clarification purposes.
5. It is understood and agreed that this provision is an attempt by the employer and Association to combine the PSERS premium assistance payment, currently provided under Act 23, with the employer's payment for a retiree's health insurance so that retirees will have coverage under the employer's insurance program as described in the Collective Bargaining Agreement.
6. The Board shall provide, at its expense, the same single employee medical insurance as per this Agreement and any further improvements of successor agreements, to professional employees who retire prior to government provided insurance eligibility, but in no event shall the said insurance payment period by the District exceed ten (10) years from the date of the retiree's retirement.

**Q. DEATH IN THE FAMILY:**

Whenever an employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence not in excess of three (3) days.

The Board of School Directors may extend the period of absence with pay in its discretion as the emergencies of the case may warrant.

Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near

relative who resides in the same household, or any person with whom the employee has made his home.

Whenever an employee shall be absent from duty because of a death in the step-family of said employee, there shall be no deduction in the salary of said employee for an absence not in excess of two (2) days. The Board of School Directors may extend the period of absence with pay in its discretion as the emergencies of the case may warrant. Members of the step-family shall be defined as step-parents, step-children, and step-siblings of the employee.

Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral. The Board of School Directors may extend the period of absence with pay in its discretion as the emergencies of the case may warrant. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

Depending on the circumstances, the superintendent and/or Board shall have the discretion in special circumstances.

**R. FLEXIBLE BENEFIT PLAN – SECTION 125**

All professional employees shall have the opportunity to participate in a Section 125 Flexible Benefit Plan for dependent care and/or medical expenses. Enrollment in the plan must be before July 1<sup>st</sup> of each year. This is an employee payroll deduction based plan.

**XIII. MISCELLANEOUS PROVISIONS:**

**A. MAINTENANCE OF STANDARDS:**

This Agreement shall not be interpreted or applied to deprive teachers of professional advantages theretofore enjoyed unless expressly stated herein.

**B. MAINTENANCE OF BENEFITS:**

Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract any teacher benefit existing and continuing prior to its effective date and further provided any teacher benefit renegotiated by this Agreement shall supersede any like or similar benefit, while at the same time teachers shall maintain their responsibility for traditional duties not limited hereby.

**C. MALE GENDER DEFINES FEMALE GENDER:**

Whenever the male gender is used in this Agreement, it shall be construed to include the female gender and vice versa.

**D. PRINTING AGREEMENT:**

Copies of this Agreement shall be reproduced at the expense of the Board within thirty (30) days after the Agreement is signed.

**E. NOTICE:**

Whenever any notice is required to be given by either of the parties to the Agreement to the other party, pursuant to the provisions of this Agreement either party shall do so by certified letter at the following addresses:

1) Association to Board  
Association to Board at

2) Board to Association  
Board to Association at

President  
Susquehanna Community School

President  
Susquehanna Community Education

Board

3192 Turnpike Street

Susquehanna, PA 18847

Association

3192 Turnpike Street

Susquehanna, PA 18847

**XIII. SOLE AGREEMENT:**

The Collective Bargaining Agreement for the school years 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20, is the sole result of the negotiations between the Board and the Association with knowledge and understanding on the part of both parties that there shall be no collective bargaining between the Board and the teachers until at the period of time, as allowed by law, when collective bargaining negotiations may be required for the school year 2019-20 or thereafter.

**XIV. NO STRIKE – NO LOCKOUT PROVISIONS:**

The Susquehanna Community Education Association, being recognized as the exclusive bargaining agent for the teachers in the Susquehanna Community School District, does hereby agree that there shall be no strike or any action defined as a strike by the Susquehanna Community Education Association or any of its members during the course of this Agreement, and the employer pledges that it will not conduct, or cause to be conducted, a lockout during the term of this Agreement.

**XV. WRITTEN REQUIREMENT FOR ALTERATIONS, AMENDMENTS, OR CHANGES:**

A. This Agreement shall not be altered, amended, or changed except in writing and signed by both the Board and the Association, which writings shall be appended hereto and become a part hereof.



- B. A grievance procedure is attached as “Exhibit C” whose operation shall not alter, amend or change this Agreement.

**XVI. SEVERABILITY:**

In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason in a court of law, the balance and remainder of this Agreement shall remain in full force and effect.

In witness whereof, the Association has caused this Agreement to be signed by its president and secretary and the District has caused this Agreement to be signed by its Board, attested to by its Board secretary, and its corporate seal to be placed hereon, all on this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_

ENDORSED BY CHIEF NEGOTIATOR FOR THE BOARD

BY: \_\_\_\_\_  
CHIEF NEGOTIATOR

SUSQUEHANNA COMMUNITY SCHOOL DISTRICT

BY: \_\_\_\_\_  
BOARD PRESIDENT

BY: \_\_\_\_\_  
SECRETARY

BY: \_\_\_\_\_  
SUPERINTENDENT OF SCHOOLS

ENDORSED BY CHIEF NEGOTIATOR FOR THE ASSOC.

BY: \_\_\_\_\_  
CHIEF NEGOTIATOR

SUSQUEHANNA EDUCATION ASSOCIATION

BY: \_\_\_\_\_  
SECRETARY

BY: \_\_\_\_\_  
PRESIDENT

BY: \_\_\_\_\_  
VICE-PRESIDENT

BY: \_\_\_\_\_  
TREASURER

\_\_\_\_\_  
Date

**EXHIBIT A**

**TEACHER SALARY SCHEDULE – 2015-2016**

To Max	Step	B	B+12	B+24	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	Ed.D/Ph.D/NBC*
10	1	\$54,059	\$55,300	\$56,550	\$60,290	\$61,540	\$62,781	\$64,031	\$66,281	\$66,531	\$69,031	\$71,531	\$74,031
9	2	\$54,761	\$56,002	\$57,252	\$60,992	\$62,242	\$63,483	\$64,733	\$66,733	\$67,483	\$69,733	\$72,233	\$74,733
8	3	\$55,463	\$56,704	\$57,954	\$61,694	\$62,944	\$64,185	\$65,435	\$67,435	\$68,185	\$70,435	\$72,935	\$75,435
7	4	\$56,165	\$57,406	\$58,656	\$62,396	\$63,646	\$64,887	\$66,137	\$68,137	\$68,887	\$71,137	\$73,637	\$76,137
6	5	\$56,867	\$58,108	\$59,358	\$63,098	\$64,348	\$65,589	\$66,839	\$68,839	\$69,589	\$71,839	\$74,339	\$76,839
5	6	\$57,569	\$58,810	\$60,060	\$63,800	\$65,050	\$66,291	\$67,541	\$69,541	\$70,291	\$72,541	\$75,041	\$77,541
4	7	\$58,271	\$59,512	\$60,762	\$64,502	\$65,752	\$66,993	\$68,243	\$70,243	\$70,993	\$73,243	\$75,743	\$78,243
3	8	\$58,973	\$60,214	\$61,464	\$65,204	\$66,454	\$67,695	\$68,945	\$70,945	\$71,695	\$73,945	\$76,445	\$78,945
2	9	\$59,675	\$60,916	\$62,166	\$65,906	\$67,156	\$68,397	\$69,647	\$71,647	\$72,397	\$74,647	\$77,147	\$79,647
1	10	\$60,377	\$61,618	\$62,868	\$66,608	\$67,858	\$69,099	\$70,349	\$72,349	\$73,099	\$75,349	\$77,849	\$80,349
Max	11	\$61,079	\$62,320	\$63,570	\$67,310	\$68,560	\$69,801	\$71,051	\$73,051	\$73,801	\$76,051	\$78,551	\$81,051

**TEACHER SALARY SCHEDULE – 2016-2017**

To Max	Step	B	B+12	B+24	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	Ed.D/Ph.D/NBC*
10	1	\$54,559	\$55,800	\$57,050	\$60,790	\$62,040	\$63,281	\$64,531	\$66,781	\$67,031	\$69,531	\$72,031	\$74,531
9	2	\$55,396	\$56,637	\$57,887	\$61,627	\$62,877	\$64,118	\$65,368	\$67,368	\$68,368	\$70,618	\$72,868	\$75,368
8	3	\$56,233	\$57,474	\$58,724	\$62,464	\$63,714	\$64,955	\$66,205	\$68,205	\$69,205	\$71,455	\$73,705	\$76,205
7	4	\$57,070	\$58,311	\$59,561	\$63,301	\$64,551	\$65,792	\$67,042	\$69,042	\$70,042	\$72,292	\$74,542	\$77,042
6	5	\$57,907	\$59,148	\$60,398	\$64,138	\$65,388	\$66,629	\$67,879	\$69,879	\$70,879	\$73,129	\$75,379	\$77,879
5	6	\$58,744	\$59,985	\$61,235	\$64,975	\$66,225	\$67,466	\$68,716	\$70,716	\$71,716	\$73,966	\$76,216	\$78,716
4	7	\$59,581	\$60,822	\$62,072	\$65,812	\$67,062	\$68,303	\$69,553	\$71,553	\$72,553	\$74,803	\$77,053	\$79,553
3	8	\$60,418	\$61,659	\$62,909	\$66,649	\$67,899	\$69,140	\$70,390	\$72,390	\$73,390	\$75,640	\$77,890	\$80,390
2	9	\$61,255	\$62,496	\$63,746	\$67,486	\$68,736	\$69,977	\$71,227	\$73,227	\$74,227	\$76,477	\$78,727	\$81,227
1	10	\$62,092	\$63,333	\$64,583	\$68,323	\$69,573	\$70,814	\$72,064	\$74,064	\$75,064	\$77,314	\$79,564	\$82,064
Max	11	\$62,929	\$64,170	\$65,420	\$69,160	\$70,410	\$71,651	\$72,901	\$74,901	\$75,901	\$78,151	\$80,401	\$82,901

\* NBC – National Board Certification for Teachers – In order to move to this column, a member of the bargaining unit must have previously earned a minimum of a Masters+36.

**TEACHER SALARY SCHEDULE – 2017-2018**

To Max	Step	B	B+12	B+24	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	Ed.D/Ph.D/NBC*
10	1	\$55,059	\$56,300	\$57,550	\$61,290	\$62,540	\$63,781	\$65,031	\$67,281	\$67,531	\$70,031	\$72,531	\$75,031
9	2	\$56,032	\$57,273	\$58,523	\$62,263	\$63,513	\$64,763	\$66,013	\$68,013	\$69,513	\$71,513	\$73,513	\$76,263
8	3	\$57,005	\$58,246	\$59,496	\$63,236	\$64,486	\$65,736	\$66,986	\$68,986	\$70,486	\$72,486	\$74,486	\$77,236
7	4	\$57,978	\$59,219	\$60,469	\$64,209	\$65,459	\$66,709	\$67,959	\$69,959	\$71,459	\$73,459	\$75,459	\$78,209
6	5	\$58,951	\$60,192	\$61,442	\$65,182	\$66,432	\$67,682	\$68,932	\$70,932	\$72,432	\$74,432	\$76,432	\$79,182
5	6	\$59,924	\$61,165	\$62,415	\$66,155	\$67,405	\$68,655	\$69,905	\$71,905	\$73,405	\$75,405	\$77,405	\$80,155
4	7	\$60,897	\$62,138	\$63,388	\$67,128	\$68,378	\$69,628	\$70,878	\$72,878	\$74,378	\$76,378	\$78,378	\$81,128
3	8	\$61,870	\$63,111	\$64,361	\$68,101	\$69,351	\$70,601	\$71,851	\$73,851	\$75,351	\$77,351	\$79,351	\$82,101
2	9	\$62,843	\$64,084	\$65,334	\$69,074	\$70,324	\$71,574	\$72,824	\$74,824	\$76,324	\$78,324	\$80,324	\$83,074
1	10	\$63,816	\$65,057	\$66,307	\$70,047	\$71,297	\$72,547	\$73,797	\$75,797	\$77,297	\$79,297	\$81,297	\$84,047
Max	11	\$64,789	\$66,030	\$67,280	\$71,020	\$72,270	\$73,520	\$74,770	\$76,770	\$78,270	\$80,270	\$82,270	\$85,020

**TEACHER SALARY SCHEDULE – 2018-2019**

To Max	Step	B	B+12	B+24	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	Ed.D/Ph.D/NBC*
10	1	\$55,559	\$56,800	\$58,050	\$61,790	\$63,040	\$64,281	\$65,531	\$67,781	\$68,031	\$70,531	\$73,031	\$75,531
9	2	\$56,658	\$57,899	\$59,149	\$62,649	\$63,899	\$65,149	\$67,149	\$69,149	\$71,149	\$73,149	\$75,149	\$77,899
8	3	\$57,756	\$58,997	\$60,247	\$63,747	\$64,997	\$66,247	\$68,247	\$70,247	\$72,247	\$74,247	\$76,247	\$78,997
7	4	\$58,855	\$60,096	\$61,346	\$64,846	\$66,096	\$67,346	\$69,346	\$71,346	\$73,346	\$75,346	\$77,346	\$80,096
6	5	\$59,953	\$61,194	\$62,444	\$65,944	\$67,194	\$68,444	\$70,444	\$72,444	\$74,444	\$76,444	\$78,444	\$81,194
5	6	\$61,052	\$62,293	\$63,543	\$67,043	\$68,293	\$69,543	\$71,543	\$73,543	\$75,543	\$77,543	\$79,543	\$82,293
4	7	\$62,150	\$63,391	\$64,641	\$68,141	\$69,391	\$70,641	\$72,641	\$74,641	\$76,641	\$78,641	\$80,641	\$83,391
3	8	\$63,249	\$64,490	\$65,740	\$69,240	\$70,490	\$71,740	\$73,740	\$75,740	\$77,740	\$79,740	\$81,740	\$84,490
2	9	\$64,347	\$65,588	\$66,838	\$70,338	\$71,588	\$72,838	\$74,838	\$76,838	\$78,838	\$80,838	\$82,838	\$85,588
1	10	\$65,446	\$66,687	\$67,937	\$71,437	\$72,687	\$73,937	\$75,937	\$77,937	\$79,937	\$81,937	\$83,937	\$86,687
Max	11	\$66,544	\$67,785	\$69,035	\$72,535	\$73,785	\$75,035	\$77,035	\$79,035	\$81,035	\$83,035	\$85,035	\$87,785

\* NBC – National Board Certification for Teachers – In order to move to this column, a member of the bargaining unit must have previously earned a minimum of a Masters+36.

## TEACHER SALARY SCHEDULE – 2019-2020

To Max	Step	B	B+12	B+24	M	M+6	M+12	M+18	M+24	M+30	M+36	M+42	Ed.D/Ph.D/NBC*
10	1	\$56,059	\$57,300	\$58,550	\$62,290	\$63,540	\$64,781	\$66,031	\$68,281	\$68,531	\$71,031	\$73,531	\$76,031
9	2	\$57,310	\$58,551	\$59,801	\$63,301	\$64,551	\$65,801	\$67,801	\$69,801	\$71,801	\$73,801	\$75,801	\$78,551
8	3	\$58,560	\$59,801	\$61,051	\$64,551	\$65,801	\$67,051	\$69,051	\$71,051	\$73,051	\$75,051	\$77,051	\$79,801
7	4	\$59,811	\$61,052	\$62,302	\$65,802	\$67,052	\$68,302	\$70,302	\$72,302	\$74,302	\$76,302	\$78,302	\$81,052
6	5	\$61,061	\$62,302	\$63,552	\$67,052	\$68,302	\$69,552	\$71,552	\$73,552	\$75,552	\$77,552	\$79,552	\$82,302
5	6	\$62,312	\$63,553	\$64,803	\$68,303	\$69,553	\$70,803	\$72,803	\$74,803	\$76,803	\$78,803	\$80,803	\$83,553
4	7	\$63,562	\$64,803	\$66,053	\$69,553	\$70,803	\$72,053	\$74,053	\$76,053	\$78,053	\$80,053	\$82,053	\$84,803
3	8	\$64,813	\$66,054	\$67,304	\$70,804	\$72,054	\$73,304	\$75,304	\$77,304	\$79,304	\$81,304	\$83,304	\$86,054
2	9	\$66,063	\$67,304	\$68,554	\$72,054	\$73,304	\$74,554	\$76,554	\$78,554	\$80,554	\$82,554	\$84,554	\$87,304
1	10	\$67,314	\$68,555	\$69,805	\$73,305	\$74,555	\$75,805	\$77,805	\$79,805	\$81,805	\$83,805	\$85,805	\$88,555
Max	11	\$68,564	\$69,805	\$71,055	\$74,555	\$75,805	\$77,055	\$79,055	\$81,055	\$83,055	\$85,055	\$87,055	\$89,805

\* NBC – National Board Certification for Teachers – In order to move to this column, a member of the bargaining unit must have previously earned a minimum of a Masters+36.

**EXHIBIT B**

**REVISED SCHEDULE “B” – EXTRA DUTY & EXTRA CURRICULAR ACTIVITIES**  
**2015-2016 THROUGH AND INCLUDING 2019-2020 SCHOOL YEARS**

All areas listed will be increased at 3.0% above the 2008-2009 base salary for each year of the contract.

<b>POSITION</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
NEWSPAPER	\$1,915.70	\$1,973.17	\$2,032.36	\$2,093.33	\$2,156.13
YEARBOOK	\$1,810.90	\$1,865.23	\$1,921.19	\$1,978.82	\$2,038.19
DRAMA – FALL	\$2,417.35	\$2,489.87	\$2,564.56	\$2,641.50	\$2,720.75
DRAMA – SPRING	\$2,417.35	\$2,489.87	\$2,564.56	\$2,641.50	\$2,720.75
STUDENT COUNCIL	\$3,511.55	\$3,616.89	\$3,725.40	\$3,837.16	\$3,952.28
SNN ADVISOR	\$1,213.73	\$1,250.14	\$1,287.65	\$1,326.28	\$1,366.07
MARCHING BAND	\$3,386.96 Plus \$25/parade	\$3,488.57 Plus \$25/parade	\$3,593.23 Plus \$25/parade	\$3,701.02 Plus \$25/parade	\$3,812.05 Plus \$25/parade
SUMMER BAND	\$1,725.47	\$1,777.23	\$1,830.55	\$1,885.46	\$1,942.03
S.A.D.D.	\$2,151.36	\$2,215.90	\$2,282.38	\$2,350.85	\$2,421.38
CHORUS – SENIOR	\$320.66	\$330.28	\$340.19	\$350.39	\$360.91
CHORUS – JUNIOR	\$320.66	\$330.28	\$340.19	\$350.39	\$360.91
CHORUS – ELEM.	\$320.66	\$330.28	\$340.19	\$350.39	\$360.91
HONOR SOCIETY	\$329.95	\$339.85	\$350.04	\$360.55	\$371.36
SCHOLASTIC BOWL	\$287.87	\$296.51	\$305.41	\$314.57	\$324.01
TEACHER MENTOR	\$656.52	\$676.22	\$696.50	\$717.40	\$738.92
DEPT. HEAD	\$1,976.34	\$2,035.63	\$2,096.70	\$2,159.60	\$2,224.39
JR. CLASS ADVISOR	\$1,213.73	\$1,250.14	\$1,287.65	\$1,326.28	\$1,366.07
SR. CLASS ADVISOR	\$1,213.73	\$1,250.14	\$1,287.65	\$1,326.28	\$1,366.07

### **FIELD TRIPS:**

A stipend of \$75.00 will be paid to each teacher who supervises **their** class on a class trip that begins or extends beyond the normal school day. This will also apply to teachers who work as chaperones for student council or S.A.D.D. trips that extend beyond the school day.

## EXHIBIT "C"

### AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

The **Board** agrees to deduct from the salaries of its professional employees dues for the Susquehanna Community Education Association, the Pennsylvania State Education Association, and the National Education Association as said professional employees individually and voluntarily authorize the Board to deduct for fifteen (15) pay periods beginning the first pay period in the month of October. Said money and records shall be transmitted to the treasurer of the Susquehanna Community Education Association by the fifteenth (15) of each month, following the pay periods in which the deductions were made. The Susquehanna Community Education Association treasurer shall disburse such monies to the appropriate association or associations.

Each of the associations named above shall certify to the Board in writing the current rate of membership dues. Any association, which shall change the rate of its membership dues, shall give the Board written notice prior to the effective date of change.

Cash payments of the total dues should be made by October 15<sup>th</sup>.

Authorization for dues deduction must be received not later than September 15<sup>th</sup> in order to provide for withholding beginning in October and continuing for fifteen (15) pay dates.



**AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES**

**NAME:** \_\_\_\_\_

**SOCIAL SECURITY#** \_\_\_\_\_

**TO: Susquehanna Community School District – Office of Business Manager**

I hereby request and authorize the above named District disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those membership dues as certified by the organizations indicated in equal payments for fifteen (15) pay dates of the current school year and for succeeding school years. I understand that deductions will be discontinued only if I file such notice of withdrawal as of the next succeeding date on which notice of withdrawal is filed. I also agree that upon termination of employment, the business manager shall deduct any remaining amounts due for that current school year. I hereby waive all rights and claims for said monies so deducted and transmitted in accordance with this authorization and relieve the governing board and all of its officers from any liability thereof.

I designate the Susquehanna Community Education Association to receive dues and distribute accordingly. Please check the appropriate box.

(     )     **I wish to have dues deducted at the certified rate as posed.**

(     )     **I wish to pay in cash directly to the treasurer of the Susquehanna Community Education Association on or before October 15<sup>th</sup> of each year.**

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**Signature**

**Date**

**Dues payments and contributions to FPAC, SPAC, and local PAC, if applicable, are not deductible as charitable contributions for federal income tax purposes. Dues payments may be deductible as a miscellaneous itemized deduction.**

**EXHIBIT "D"**

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**SUSQUEHANNA COMMUNITY SCHOOL DISTRICT**

**AND**

**SUSQUEHANNA COMMUNITY EDUCATION ASSOCIATION**

WHEREAS, the Susquehanna Community School District and the Susquehanna Community Education Association, collectively "*the parties*", have negotiated a Collective Bargaining Agreement which begins July 1, 2003, and ends June 30, 2009. The Agreement includes an Early Retirement Incentive proposal, more specifically Article XIII, Section F, and reimbursement for unused sick and personal days (see Article XIII, Section C).

The District and the Association have agreed that the monies paid to employees eligible for the retirement incentive and the monies paid to the employees eligible for reimbursement for unused sick and personal days shall be deposited into a 403(b) tax sheltered annuity account established by the eligible employee. The 403(b) account must be established prior to the employee's separation from service. Failure to establish the account shall result in the employee forfeiting the benefit.

The District contribution into the 403(b) tax sheltered account shall be in an amount equal to the value of the eligible employee's retirement incentive based on the eligible employee's years of service with the District, in addition to the amount equal to the calculated value of the number of unused sick days and

unused personal days pursuant to Article XIII, Section C.

The two amounts cumulatively shall be the District's contribution and no cash option will be available.

All contributions are limited to the employee's IRS limits. If there are excessive contributions, those contributions will be made to the eligible employee's account in the next subsequent year up to the IRS limit.

For administrative convenience, all District contributions into 403(b) accounts under this Agreement shall be deposited into qualified 403(b) accounts established for each eligible employee with approved Kades-Margolis vendor, who shall be responsible for administering such programs.

The design of this Agreement was intended to provide significant tax savings to the District and to the employees of the District by depositing amounts hereunder directly into 403(b) program, while permitting the employees to exercise investment control over the accounts until employees elect to withdraw amounts from the accounts.


It is further agreed that the District and the Association have agreed to provide the same 403(b) tax sheltered account currently in effect, pursuant to the Collective Bargaining Agreement for the 2002-2003 school year for the current years' retirees. The eligible employees under the current Collective Bargaining Agreement shall be required to establish 403(b) accounts prior to their separation of service and the District shall contribute any retirement incentive and/or reimbursement for sick and/or personal days into the 403(b) tax sheltered account, and all the aforementioned requirements of the 403(b) plan pursuant to the new Collective Bargaining Agreement dated July 1, 2003, shall

be in full force and effect for the eligible retirees of the 2002-2003 school year.

For administrative convenience, all District contributions into 403(b) accounts under this Agreement shall be deposited into qualified 403(b) accounts established for each eligible employee with approved Kades-Margolis vendor, who shall be responsible for administering such programs.

The design of this Agreement was intended to provide significant tax savings to the District and to the employees of the District by depositing amounts hereunder directly into 403(b) program, while permitting the employees to exercise investment control over the accounts until employees elect to withdraw amounts from the accounts.

For the Susquehanna Community School District

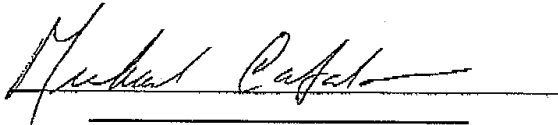


Authorized Representative

5-14-03

Date

For the Susquehanna Community Education Association



Authorized Representative

5/14/03

Date

## **EXHIBIT "E"**

### **GRIEVANCE PROCEDURE**

The parties to this Agreement agree that an orderly and expeditious resolution of grievances **arising out of the interpretation of the terms of this Agreement shall provide verbal (a & b)** and a four (4) step process which is described in the following paragraphs and the table attached hereto.

### **VERBAL GRIEVANCE PROCEDURE**

- A.** Any individual who has a potential grievance can discuss the situation with their building principal or building representative within three (3) days of its occurrence.
- B.** If the grievant is not satisfied with the response, the grievant can discuss the grievance with the superintendent within six days of its occurrence.
- C.** These days count towards the ten day time limit.

**STEP 1** Person, or persons, initiating the alleged grievance shall present the grievance, in writing and on a form provided by the employer, to the first level supervisor (high school) principal or (elementary) principal within ten (10) days after its occurrence.

**STEP 2** If the action in Step 1 above fails to resolve the grievance, within ten (10) days to the satisfaction of the affected parties, the grievance shall be referred to the superintendent.

**STEP 3** If the action in Step 2 above fails to resolve the grievance, within ten (10) days, to the satisfaction of the affected parties, the grievance shall be referred to the Board at the next official Board meeting.

**STEP 4** If the action in Step 3 above fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be forwarded to the grievance committee and the grievance committee can refer the procedure as provided in Section 903 of Act 195.

**GRIEVANCE PROCEDURE**  
**CLAIMS RELATED TO INTERPRETATION OF TERMS OF AGREEMENT**

<b><u>STEPS</u></b>	<b><u>ADMINISTRATIVE BOARD BOARD REPRESENTATION</u></b>	<b><u>GRIEVANT/EMPLOYEE ORGANIZATION REPRESENTATION</u></b>	<b><u>TIME LIMITS</u></b>
<u>Verbal Grievance</u>			
	a.	Grievant, will discuss the situation with their building principal.	3 days
		Grievant, with superintendent	6 days
1.	First Level Supervisor	Grievant, with or without building representative of employee organization	10 days (total)
2.	Superintendent (with principal or others as desired)	Grievant and representatives of employee organization	10 days
3.	If the decision of the Board is unacceptable, the grievance shall go to binding arbitration for resolution of same.		At next official Board meeting provided the matter could have been presented to the Board at least ten days before said meeting.
4.	The decision of the arbitrator on those grievances subject to arbitration hereunder shall be final. Both parties shall be bound by the decision except where enabling legislative action is required, in which case the decision of the arbitrator shall be binding only if such legislation is enacted as provided in Section 901 of act 195.		

Grievance forms to implement the above grievance procedure are attached hereto and made a part hereof, as follows:

<b>Form A/B</b>	<b>GRIEVANCE PROCEDURE</b>	<b>STEP A/B</b>
<b>Form C</b>	<b>ALLEGED GRIEVANCE</b>	
<b>Form D</b>	<b>REPLY AND DECISION OF SUPERVISOR</b>	
<b>Form E</b>	<b>REFERRAL TO SUPERINTENDENT</b>	
<b>Form F</b>	<b>DECISION BY SUPERINTENDENT</b>	
<b>Form G</b>	<b>REFERRAL TO SCHOOL BOARD</b>	
<b>Form H</b>	<b>DECISION BY SCHOOL BOARD</b>	
<b>Form I</b>	<b>REFERRAL TO ARBITRATION THROUGH ASSOCIATION</b>	
<b>Form J</b>	<b>ASSOCIATION DETERMINATION REGARDING ARBITRATION</b>	
<b>Form K</b>	<b>DESIGNATION OF ARBITRATOR</b>	





DATE RECEIVED: \_\_\_\_\_

**FORM "C"**

**ALLEGED GRIEVANCE – STEP 1**

**Aggrieved Person:** \_\_\_\_\_

**Date of Formal Presentation:** \_\_\_\_\_

**Home Address of Aggrieved Person:** \_\_\_\_\_

**School Building:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Years in School System:** \_\_\_\_\_

**Subject Area or Grade:** \_\_\_\_\_

**Name of Association Faculty Representative:** \_\_\_\_\_

**Statement of Grievance:** \_\_\_\_\_

**Action Requested:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of the aggrieved:** \_\_\_\_\_

Date Received: \_\_\_\_\_

**Form "D"**

**Reply and Decision of Supervisor**

**(To be completed by principal or other appropriate administrator within ten (10) days of filing of Form C)**

**Aggrieved Person:** \_\_\_\_\_

**Date of Formal Grievance Presentation:** \_\_\_\_\_

**School Building:** \_\_\_\_\_

**Principal or Other Administrator:** \_\_\_\_\_

**Decision of Principal or Other Administrator Involved and Reason Thereof:**

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**Date of Decision:** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_

**This and other forms for grievance adjustment should be completed in triplicate; one copy to be kept by the aggrieved individual; one provided to the Association grievance committee; and one sent to the appropriate administrator.**

Date Received: \_\_\_\_\_

**Form "E"**

**Referral to Superintendent**

**Aggrieved Person's Response:**

(To be completed within ten (10) days of receipt of decision above.)

**CHECK ONE**

\_\_\_\_\_ **I accept the above decision of principal or other administrator.**

\_\_\_\_\_ **I hereby refer the grievance to level 2, the chief school administrator.**

**Date of response:** \_\_\_\_\_

**Signature of aggrieved:** \_\_\_\_\_

Date Received: \_\_\_\_\_

**Form "F"**

**Decision of Superintendent**

(To be completed by chief school administrator within ten (10) days after hearing appeal; hearing to be held within ten (10) days after receipt of appeal.)

**Aggrieved Person:** \_\_\_\_\_

**Date of Formal Grievance Presentation:** \_\_\_\_\_

**Date Appeal Received by Superintendent:** \_\_\_\_\_

**Date Hearing Held by Superintendent:** \_\_\_\_\_

**Decision of Superintendent and Reasons  
Therefore:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Date of Decision**

**Signature of Superintendent**

Date Received: \_\_\_\_\_

**Form "G"**

**Referral to Board**

**Aggrieved Person's Response:**

(To be completed following receipt of superintendent's decision in ten (10) days.)

**CHECK ONE**

\_\_\_\_\_ I accept the above decision of the superintendent.

\_\_\_\_\_ I hereby appeal to the board of education for a review of this grievance.

---

Date

Signature of Aggrieved

Date Received: \_\_\_\_\_

**Form "H"**

**Decision by Board**

(To be completed by the president of the Board within ten (10) days after Board hearing with aggrieved; Board hearing to be held at the next official Board meeting provided the matter could have been presented to the Board at least ten (10) days before said meeting.)

**Aggrieved Person:** \_\_\_\_\_

**Date of Formal Grievance Presentation:** \_\_\_\_\_

**Date Appeal Received by Board:** \_\_\_\_\_

**Date Hearing Held by Board:** \_\_\_\_\_

**Decision of Board and reasons therefore:**

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**Date of Decision**

**Signature of Board President**

Date Received: \_\_\_\_\_

**Form "I"**

**Referral to Arbitrator Through Association**

**Aggrieved Person's Response:**

(To be completed by aggrieved within ten (10) days of receipt of decision.)

\_\_\_\_\_ **I accept the above decision of the Board.**

\_\_\_\_\_ **I hereby request that the grievance be submitted to binding arbitration.**

---

**Date of Response**

**Signature of Aggrieved**



Date Received: \_\_\_\_\_

**Form "J"**

**Association Determination Regarding Arbitration**

(To be completed by association president and grievance committee chairman within ten (10) days after receipt of request from aggrieved that grievance be submitted to arbitration.)

**Aggrieved Person:** \_\_\_\_\_

**Date of Formal Grievance Presentation:** \_\_\_\_\_

**Association President:** \_\_\_\_\_

**Date Request Received for Arbitration:** \_\_\_\_\_

**Determination by Association:**

\_\_\_\_\_ The Association, through its exclusive committee has determined that this grievance is not meritorious and/or submitting it to binding arbitration is not in the best interest of the school system.

\_\_\_\_\_ The Association, through its designated bodies, has determined that this grievance is meritorious and that submitting it to binding arbitration is in the best interest of the school system. The grievance is hereby submitted to binding arbitration by this Association.

\_\_\_\_\_  
Date of Determination

\_\_\_\_\_  
Signature of Association President

\_\_\_\_\_  
Signature of Grievance Committee Chairman

Date Received: \_\_\_\_\_

**Form "K"**

**Designation of Arbitrator(s)**

(To be completed by president of Board and aggrieved or representative within ten (10) days after submission to Board of determination to submit grievance to binding arbitration.)

\_\_\_\_\_ **The parties have agreed upon and selected** \_\_\_\_\_

\_\_\_\_\_

**as the arbitrator to whom the appended grievance is submitted.**

\_\_\_\_\_

**Date of Designation**

**Signature of Board President**

\_\_\_\_\_

**Signature of Aggrieved**

