

Shippensburg Area Education Association

Collective Bargaining Agreement



July 1, 2025 ~ June 30, 2029

“A teacher affects eternity; he or she can never tell where his or her influence stops.”
~Henry Brooks Adams

SAEA Ratified: January 9, 2026
SASD Board Approved: January 12, 2026

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THIS AGREEMENT

- A. MADE this 12th day of January 2026 effective July 1, 2025 and through June 30, 2029, BETWEEN the SHIPPENSBURG AREA SCHOOL DISTRICT, hereinafter called School, AND the SHIPPENSBURG AREA EDUCATION ASSOCIATION, hereinafter called Association.
- B. WHEREAS, the parties hereto, having negotiated in good faith pursuant to the Pennsylvania Law, Act 195, and having arrived at an agreement deemed fair and just to both parties.

NOW WITNESS, both parties aver such an agreement sets forth the terms and conditions to which each party agrees to be bound, and that such an agreement has been reached voluntarily without undue or unlawful coercion by either party

ARTICLE I – RECOGNITION

- 1.00 The SHIPPENSBURG AREA EDUCATION ASSOCIATION is hereby recognized as the Exclusive Bargaining Agent for all wages, hours, and other terms and conditions of employment as specified in Sec. 701 of Act 195, for a Bargaining Unit described by the Pennsylvania Labor Relations Board in its ORDER dated November 24, 1970 and coded PERA R – 130 – C.

In a subdivision of the employee unit comprised of instructors, school counselors, social workers, board certified behavior analysts; speech language pathologists and nurses.

ARTICLE II – GRIEVANCES

2.00 Scope and Definitions

- (a) All grievances which arise out of the interpretation of the terms of this agreement shall be subject to processing through binding arbitration as provided hereafter.
- (b) All grievances arising from violations, misrepresentations, or inequitable applications of Board or Administration policy shall be handled through Meet and Discuss procedures which shall be adopted by the Board.
- (c) The term “days” shall mean days when the District Administration Office is open.

2.01 Procedures

- (a) Grievances must be processed as rapidly as possible; therefore the number of days provided on each level (See Section 2.02. “Processing” Level Four), should be considered the maximum allowable time for their resolution.
- (b) The Association recognizes the right of any member of the bargaining unit, whether a member or non-member of the Association, to discuss his/her problems on an informal basis with any member of the Administrative Staff without the intervention of the Association; however, it is agreed that, should he/she fail to obtain redress in this way, he/she shall still have the right to initiate the grievance procedures on the appropriate level.
- (c) A member of the Professional Rights and Responsibilities Committee of the Association may attend, on any level, any meetings, hearings, appeals or other proceedings necessary to the processing of a grievance.
- (d) It is understood that no reprisals on the part of the Board or the Administrative Staff shall be brought to bear on any member of the bargaining unit filing a grievance.

2.02 Processing

(a) Level One

An aggrieved party shall within forty-five days of alleged incident or violation or forty-five days from when the employee should have been reasonably aware of an incident or violation or forty-five days from when the Association became aware of an incident or violation first discuss his/her grievance with his/her immediate superior. He/she may be accompanied by a representative of the Association, if he/she so desires. Should he/she fail to obtain redress from this quarter within ten days from the aforementioned meeting, he/she shall fill out three (3) copies of the grievance form, giving one to his/her principal or first level of supervision and one to the Chairman of the Professional Rights and Responsibilities Committee. The principal or first level of supervision shall, within five (5) days after receipt of the complaint, meet with the aggrieved party in an attempt to resolve the grievance. The principal or first level supervisor shall render a decision within five (5) days after his/her conference with the aggrieved party and shall communicate his/her decision to the aggrieved party in writing.

(b) Level Two

- (1) One, shall within five (5) days after receiving the decision of his/her principal or first level supervisor, inform the Superintendent of his/her grievance in writing and name his/her representative, if any. The aggrieved party shall also inform the Chairman of the Professional Rights and Responsibilities Committee of his/her decision to carry his/her grievance to Level Two.
- (2) The Superintendent shall, within ten (10) days after receipt of the complaint, meet with the aggrieved party to hear his/her grievance. He/She shall inform the aggrieved party and the Chairman of the Professional Rights and Responsibilities Committee of his/her decision, in writing, within five (5) days after the date of the hearing and shall give his/her reasons for the same.

(c) Level Three

If the grievance cannot be resolved on Level Two, the aggrieved party may then have recourse to the Board of School Director. He/She shall make his/her request for a hearing, in writing, give his/her reasons for wanting the hearing. He/She shall do this within ten (10) days after receiving the decision of the Superintendent. The Board shall hear the grievance within ten (10) days after the receipt of said request and shall render its decision, in writing, within ten (10) days after the hearing.

(d) Level Four

- (1) If, for any reason, no satisfactory resolution of the grievance can be reached on Level Three, the Association may, within thirty (30) days after return of the decision of the Board, submit the grievance to arbitration and notify the other party of this intent. The arbitration shall take place within fifteen (15) days after the arbitrator has received notification of the intent of the Association to submit the grievance to his/her arbitration. If the arbitrator is unavailable for a hearing within fifteen days, the hearing shall be held at the next date mutually agreeable to all parties.
- (2) The arbitrator may be selected by mutual consent. Failure to obtain mutual consent gives either party the right to proceed under Sec. 903 (1) of the Act 195.
- (3) The arbitrator shall declare his/her decision, in writing, and shall set forth the reasons for his/her conclusions.
- (4) This arbitration shall be binding upon both parties in accordance with the laws of the Commonwealth of Pennsylvania.
- (5) Any costs incident to this arbitration shall be borne equally by the Association and the Board.

2.03 Miscellaneous

- (a) The failure of the aggrieved party to initiate the grievance procedure herein outlined within the time limits specified at each level shall be construed as an acceptance on his/her part of the decision previously rendered and shall be an automatic waiver of all right to appeal on that

grievance in the future. The failure of an Administrator to render a decision concerning the grievance within the time limits specified on any level shall give the aggrieved party the right to proceed to the next level. Similarly, failure of the Board to render a decision within the time limits specified for Level Three shall give the aggrieved party the right to proceed to Level Four. However, all time limits may be extended by mutual agreement.

- (b) If, in the judgment of the Professional Rights and Responsibilities Committee, a grievance affects a group or class of members of the bargaining unit, the Professional Rights and Responsibilities Committee, composed of the chairman and no more than three members of this Committee, may begin processing the grievance at the appropriate Level.

ARTICLE III – TERMS AND CONDITIONS

3.00 Leaving Premises During Workday

It is agreed that any member of the bargaining unit shall be permitted to leave the school premises during the time when no scheduled supervision of students is assigned to him/her providing that the matter to be transacted during this time shall be of such a nature that it cannot be conveniently postponed until after school hours. It shall be the responsibility of the individual member to notify his/her principal, or designee, of his/her intent and of his/her purpose to absent himself and to provide an estimate of the length of time of said absence. Upon return the member shall notify the principal or designee. A written record of the members' absences shall be kept at the building level.

3.01 Length of the School Day

It is agreed that the bargaining unit member's workday shall be an average of seven and one half (7.5) continuous hours but shall not exceed eight (8) continuous hours in any one day. Specific hours of work shall be established by the Administration and made known to the members of the bargaining unit prior to the start of the school year. Hours of work may, with at least five (5) working days' notice, be altered by the principal to accommodate conditions unique to a particular school. The workday shall take place between the hours of 7:00 a.m. and 4:00 p.m., unless mutually agreed upon by the administration and the member of the bargaining unit. During each workday, the administration will provide at least a thirty (30) minutes duty free lunch period. The work week shall

be defined in section 3.01 as five (5) consecutive teacher workdays and shall not exceed thirty-seven and one half (37.5) hours. Employees shall be provided one class period during each student day (a minimum of 40 minutes) for self-directed planning purposes. If a work day is reduced; the number of required planning minutes is reduced proportionally.

(a) In addition to the above-defined workday or thirty-seven and one half (37.5) hours per week, each member of the bargaining unit is expected to attend and/or participate in the following after work hour assignments unless otherwise excused by appropriate administrative personnel.

1. A maximum of nine (9) monthly faculty meetings per year with a maximum length of one (1) hour each.
2. A maximum of six (6) meetings per year for a total maximum of (5) hrs. of professional time for the purpose of curriculum review/development, data review and/or differentiated professional development. The agenda/purpose of the professional meetings will be established and led by department/grade level chairs. Attendance will be required based on the purpose/focus of the meeting. Each meeting will last a maximum of 1.5 hours and all records of attendance will be kept in the office of the Superintendent or his/her designee. Notification of these meetings and the expected length of the meetings shall be given seven (7) calendar days prior to each semester.
3. A maximum of two (2) of the following activities per year: Back-to-School Night, Open House, or Graduation. Such activities shall not exceed two (2) hours each, except for teachers responsible for graduation which shall not exceed three (3) hours.

(b) Attendance and/or participation by appropriate staff at Child Study Team (CST) meetings, Multi-Disciplinary Team (MDT) meetings, IEP Meetings, and other mandatory meetings that require specific staff and parents to meet during mutually agreeable times.

Bargaining Unit members, requested by Administration, Special Education Teacher, or Parent, attending the above meetings outside of the regular workday/school year shall be compensated, upon request, at their per diem rate for all such hours/minutes. The above meetings shall be held during mutually agreeable times.

It is agreed that both bargaining unit members and the Administration will continue to try to schedule the above meetings during the school day. In order to receive payment members of the bargaining unit must document their time spent at such meetings on the appropriate district form. Payment must be requested within two week pay period window.

- (c) It is agreed that there shall be a two-hour early dismissal prior to Easter, Thanksgiving, Christmas vacations and the last day of the work year.
- (d) Parent/teacher conferences conducted when deemed necessary by parent and teacher, to be held at a mutually agreeable time.
- (e) The following activities and/or programs are important aspects of the school experience in which the District's professional educators are encouraged to participate from time to time but are not required to do so. Attendance at these activities is, therefore, voluntary and will be arranged by mutual agreement between the building principal and his/her professional staff: Parent Teacher Organization meetings, Science Fairs, Concerts, outdoor education, field/class trips, and other special programs/activities.
- (f) An employee who voluntarily performs additional duties including class coverage/student supervision during the student day within their scheduled planning time occurring during student day/duty-free lunch will be paid at an hourly rate consistent with Appendix E (Hourly Rate) if the coverage brings the employee below the daily planning requirements. Payment must be requested no later than the last day of the school year. Payment must be requested within two week pay period window.
- (g) An employee who performs the additional responsibility of supervising extra students, while continuing to oversee their current students, will be compensated at 15 minute increments at the hourly rate consistent with Appendix E (Hourly Rate). Payment must be requested within two week pay period window. The district reserves the right to honor requests outside the two week pay period window.

3.02 Length of School Year

It is agreed that the work year for the bargaining unit members shall be 186 days.

Of the 186 days, at least one-half (1/2) day shall be used for professional development and one-half (1/2) day shall be used for preparation of rooms and materials.

The work year schedule shall be in accordance with the Board approved school calendar for each year of this agreement.

It is agreed that members of the bargaining unit in the Guidance Department, Voc-Agriculture, Nurse Department, performing duties in preparation for school during the summer hours will be paid at the per diem rate. The number of days will be determined by need and must be approved by the Superintendent or his/her designee.

3.03 Teaching Assignments

(a) It is agreed that each member of the bargaining unit shall be given written or electronic notice to their next year's tentative assignments, by semester where applicable, no later than the following dates:

(1) Elementary ----- August 1

(2) Middle School ----- August 1

(3) Senior High School ----- August 1

(b) Such notice shall specify the building, grade level, and subject area to which the member of the bargaining unit will be assigned. Said assignment shall become effective by August 15, except in case of emergency.

3.04 Use of Classroom Teacher Assistants

Classroom assistants shall not be allowed to supervise and/or instruct students in the classroom to which they are assigned, for more than fifteen (15) minutes, without teacher presence and supervision during a student's scheduled period of instruction.

Classroom assistants will be able to supervise and/or assist students according to their I.E.P.. Classroom assistants shall not supplant teachers, but will support students as directed by the teacher/administration.

For a bargaining unit member on approved remote work status, a paraprofessional, substitute teacher, classroom teacher assistant or professional employee shall physically be with the classroom setting to monitor students, with access to a certificated teacher or supervisor, and the bargaining unit member may telework.

3.05 Flexible Instructional Days (FID)

The purpose of FIDs is to reduce or eliminate the need to cancel a school day of student instruction as well as the need to schedule and use so-called “Snow Make-up Days”.

The District agrees to provide some time for planning of the implementation of the FIDs during department meetings in the first quarter each year of the CBA. New teachers will receive some time for the planning of the implementation of FIDs during the Induction Process.

Staff will receive advance notification of a possible FID with as much notice as possible before its occurrence.

Staff will follow contractual hours and regular schedule, including planning time, while providing synchronous instruction with a thirty (30) minute duty free lunch period.

Teachers taking personal or sick leave on a FID are required to post asynchronous lessons.

During a district-wide FID involving inclement weather, district buildings will be unavailable for instructional purposes. Inclement weather decisions which lead to the building being closed for staff members remains at the superintendent’s or his/her designees’ sole discretion.

During non-inclement weather FIDs, bargaining unit members may have the option of working from home, from any District building including their own classroom, or may access the internet in any appropriate location where internet service is available to them to provide instruction. If staff must travel to access

internet service, they should exercise the prudence of a reasonable man/woman under the circumstances.

Each FID will count as one of the 186 scheduled workdays required under Section 3.02 of this Article.

3.06 Online Instruction – “Cyber School”

- (a) The District will offer its own online learning program for students. Online learning shall refer to a class or course that primarily utilizes the Internet and other web-based technologies to deliver instruction and content to students who are not physically located in the classroom with the instructor. Courses in the District’s online learning program will be instructed by members of the bargaining unit, when a bargaining unit member is available and willing to instruct the course.
- (b) Online learning may be asynchronous (i.e., instructor and student online at different times), and/or synchronous (i.e., instructor and student may be online and communicating at the same time via the use of internet connectivity). Both the district and bargaining unit members recognize that in-person instruction is not recommended simultaneously with synchronous online learning.
- (c) Online classes will be subject to the same policies and procedures as courses taught in traditional environments including such issues as attendance, grading, discipline, enrollment, pre-requisites(s) and withdrawal procedures.
- (d) The District will provide the technological and instructional resources necessary for the training, creation, teaching, and/or monitoring of online learning to each employee who participates in online learning. The District will also provide all necessary support services for technological difficulties related to the successful, creation, teaching and/or monitoring of online learning.
- (e) The District will provide appropriate training as needed to instructors when teaching online courses.
- (f) If there are more than two grade levels represented in the enrollments of an elementary class, an additional elementary online position will be posted.
- (g) All students working on online learning within the District will be supervised by a member of the bargaining unit.
- (h) When teaching online courses, bargaining unit members are expected to record and post all synchronous instruction within an approved learning management system within 36 hours. The recordings will not be used in any disciplinary procedures involving the bargaining unit member unless the issue is the result of an intentional act or gross negligence on the part of the bargaining unit member.

Teaching During the Workday

- (a) Each online learning teaching assignment taught during the workday will be considered one of the professional employee's instructional periods.
- (b) Enrollment for an online course taught during the workday may not exceed 1.25% of the class size of any in-person class at the same level (elementary, middle school, high school). In the event that the enrollment exceeds the 1.25% class size at the same level, an additional section will be created.

Compensation for Creation of Online Courses

- (a) The rate of compensation for the creation of an approved online course through the district learning management system will follow the curriculum and staff development rate for curriculum writing.

Teaching Outside of the Workday

- (a) At the elementary and secondary level each bargaining unit member teaching an online learning class outside the normal workday will be compensated as follows:
 - i. \$1,000 for each nine-week period in which up to 10 students are enrolled
 - ii. Enrollment beyond 10 students will be paid additionally at the rate of \$50 per student for each nine-week period. Payment will be based on an Average Daily Membership (ADM) formula.

$$\frac{\text{Roster Day 1} + \text{Day 2} + \text{Day 3, through Day 45}}{45} = \text{ADM}$$

$$(\text{ADM}-10) \times \$50$$

Administrative Observations and Evaluations

- (a) The District shall apply the same criteria to evaluate the bargaining unit member teaching online courses as used to evaluate the bargaining unit member in traditional classrooms.
- (b) Administrators may perform observations of online courses taught during the school year either synchronously or asynchronously and incorporate such observations into the professional employee's final evaluation.

Summer School taught Online

- (a) Compensation for teaching summer courses will be paid at the individual's per diem salary as per Appendix D of this contract.

ARTICLE IV – SALARY SCHEDULES

The parties agree that salaries to be affected by this Agreement are actively set forth in Appendix A. The schedule of salaries set forth in Appendix A shall be the schedule which shall remain in force for the period of this Agreement.

- 4.00 Pay periods for members of the bargaining unit continue on a two-week schedule.
- 4.01 All members of the bargaining unit on a 10 ½ or 11 ½ month contract will have their salary computed at an amount prorated on a 9 ½ month schedule.
- 4.02 Every member of the bargaining unit shall have the opportunity of being paid their summer monthly salary consisting of the remainder of the yearly salary in one sum at the first pay date following the last day of school, provided such request is made before the bargaining unit member's first workday of the school year the lump sum is requested.
- 4.03 Supplemental salaries are agreed to and are set forth in Appendix B, C, D and E.
- 4.04 Payment for supplemental positions will be made following completion of the supplemental assignment.
- 4.05 Credit for Military Service
It is agreed that members of the bargaining unit entering employment in the district shall be given credit for one (1) year of military service, if such has been performed, prior to his/her employment in the District, to establish his/her proper step in the salary schedule.
- 4.06 It is agreed that any member of the bargaining unit hired full time shall receive full credit for previous years taught in the Shippensburg Area School District. At the time of re-employment, the member shall be placed on the proper step of the salary schedule with no loss of service increment.
- 4.07 In the event that the term of this Agreement shall be extended as hereinafter provided, and in the event that such mutually agreed upon changes result as a condition of such extension, then revised appendices shall be executed by the parties and attached to and made a part of this agreement.

4.08 Placement of Part-time Teacher on Salary Schedule

Any member of the bargaining unit who teaches less than full-time or less than a full year, if employed full-time any successive year, shall be advanced on the salary schedule a full increment.

ARTICLE V – ABSENCES/LEAVES

5.00 In General

- (a) The Board, in its discretion, may grant any member of the bargaining unit who does not qualify for sabbatical leave a leave of absence up to one year for study in his/her chosen field. This leave shall be without pay. Request for this leave shall be made in writing to the Superintendent at least ninety (90) days prior to the time such leave will begin.
- (b) The Board, in its discretion, may grant leave of absence in order to attend graduate classes, in those cases where the member of the bargaining unit is unable to commute to the graduate class and still attend his/her duties in the district, not to exceed two (2) teaching days.

5.01 Bereavement Leave

- (a) Where there has been a death in the immediate family, defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, stepchild, step parents, step brother, step sister, step parents of spouse or near relative who resides in the same household, or any person with whom the employee has made his/her home, five (5) days leave of absence shall be granted, which leave includes the legal period of three (3) days, and two (2) additional days. This leave of absence is not restricted to one death in the family per year.
- (b) Two (2) days of leave shall be granted when there has been a death of a grandparent, grandchildren, or parent of any person who resides in the same household. This leave of absence is not restricted to one death in the family per year.
- (c) One (1) day of leave shall be granted to attend the funeral of a near relative (defined as a first cousin, great grandfather, great grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or

sister-in-law. This leave of absence is not restricted to one death per year. Extension of this leave (subsection (b)) shall be granted, unless quotas in section 5.06 b are exceeded, with the use of available personal leave. If the employee does not have accumulated personal leave, then the employee may use accumulated sick days.

- (d) One (1) day of leave shall be granted to attend the funeral of a close friend. This leave of absence is restricted to one (1) death per year. Exceptions may be granted by the Superintendent at his/her discretion.

5.02 Sick Leave

- (a) All members of the bargaining unit shall be granted ten (10) days sick leave per complete school year. Sick leave shall be used for personal illness. Members of the bargaining unit shall be able to use up to five (5) days of accumulated sick leave per year for illness of a member of the immediate family (As defined in School Code 1154). Should a situation arise which requires additional days, the request will be considered by the Superintendent after validated information has been presented to the superintendent. Any unused leave shall accumulate indefinitely. This leave shall be prorated for the year fractionally completed because of leaves, other than sabbatical or sick, or due to employment for less than a full year. The entire cumulative entitlement may be used in any one school year.

- (1) A physicians' excuse will be required of each employee who is absent due to his/her personal illness/injury or family illness/injury for more than five (5) consecutive workdays. An employee who has prior approval for sick leave for a life event need not submit an additional physician's excuse.

- (2) Members are expected to notify a building administrator of a whole day absence arranged the day of the absence. Prior to 6:00 am, this is accomplished by entering an absence into the District's absence management system. After 6:00 am, the member must call, leaving a message as appropriate, or email a building administrator. Within an hour prior to leaving due to a half day illness, the member must directly speak to a building administrator. If unable to do so, the member must call, leaving a message as appropriate, or

email a building administrator. Members will try to provide as much advanced notice as possible in order to facilitate the successful procurement of a substitute.

5.03 Educational Leave

It is agreed that any member of the bargaining unit, with prior approval of the appropriate Principal and the Superintendent, may be granted up to three (3) days per school year for educational leave. Examples of educational leave are attendance at conferences or conventions or visitations to other schools or educational clinics.

5.04 Maternity Leave

(a) The Board shall grant Maternity Leave under the following guide:

- (1) Upon verification from her physician that she is pregnant, the member of the bargaining unit shall notify the District Superintendent or his/her designee of such and state the expected date of birth and when she wishes her leave to commence. It is assumed that the employee will work up to her due date unless medically unable to do so with supporting documentation provided through her medical provider.
- (2) At the time the member of the bargaining unit applies for her Maternity Leave, she shall also state the date of her return. The member of the bargaining unit may return to her duties after proper arrangements have been made with her supervisor. Her return must occur within a reasonable time and not to exceed one year from the beginning of her leave. Any request to return after the birth of the child shall be accompanied by a doctor's certificate that she is capable of performing normal full-time activities.
- (3) During the time of withdrawal, the member of the bargaining unit shall receive no salary, nor shall the District make any contributions toward retirement, social security, or other district benefits, but will receive, upon returning, the increment provided for in this Contract under "Salary Schedules", Section D – Placement of Part-time Teacher on Salary Schedule.

5.05 Adoption

- (a) It is agreed that a leave of absence shall be granted to an adoptive parent. When such adoption becomes imminent, the prospective adoptive parent shall notify the Superintendent or his/her designee of the probable date of the placing of the child in his/her home. This leave shall commence when the adopted child is placed in the home and shall last for a period of not more than one (1) year. It shall be the obligation of the member of the bargaining unit, in requesting such leave, to specify in writing to the Superintendent or his/her designee the length of leave desired.
- (b) During the time of withdrawal, the member of the bargaining unit shall receive no salary, nor shall the District make any contributions toward retirement, social security, or other District benefits but will receive, upon returning, the increment provided for in this Contract under "Salary Schedules", Section 4.08 - Placement of Part-time Teacher on Salary Schedule.

5.06 Personal Leave

- (a) The Board shall make available to members of the bargaining unit four (4) days of personal leave per school year. These four days may be taken in one-half day segments if desired. Members are not required to state a reason for personal leave but must notify their principal by entering the request into the District's absence management system at least three (3) calendar days in advance of the leave for multiple consecutive days and twenty-four (24) hours for a single day, but no earlier than the first teacher day of the school year. Within an hour prior to leaving due to a half day personal leave, the member must directly speak to a building administrator. If unable to do so, the member must call, leaving a message as appropriate, or email a building administrator. Members will try to provide as much advanced notice as possible in order to facilitate the successful procurement of a substitute. The above restrictions as well as the building quotas listed below will be waived if the member of the bargaining unit utilizes his/her personal leave day for an emergency situation or bereavement leave other than that described in section 5.02. Personal days shall be cumulative to five (5) days, with a maximum of one (1) day carried into the next school year.

- (b) Personal leave quotas for the buildings shall be based on the number of total bargaining unit members assigned to a building with the ratio set at one (1) person per every ten, or major fraction thereof, bargaining unit members entitled to utilize a personal day on any one day. If any building has less than ten (10) bargaining unit members, the quota will be one (1) personal day. The Association and the District will meet annually in late August to determine the building quotas for the upcoming work year.
- (c) Unused personal leave days shall be reimbursed to the member of the bargaining unit at the 90% of substitute rate per day at the member's request. All reimbursement due under this section shall be placed in the employee's Health Savings Account (HSA) or district sponsored retirement plan. This is an employer contribution and there is no cash option. Members shall be responsible for ensuring that any such employer contribution into an HSA account does not exceed the member's maximum allowable annual HSA contribution limits as established by the IRS. Personal day payment requests must be submitted to the Business Office no later than June 15th. Should a member not have an HSA account, or the amount earned would put the member over their HSA contribution limit, the amount or difference must be deposited in the member's retirement account. Should a member not have a retirement account established, the personal days will be considered accumulated if permitted, or forfeited. Said reimbursement into an HSA or retirement account shall be made no later than June 30th of the school year.

5.07 Association Leave

It is agreed that any member of the bargaining unit who is an authorized delegate of the local Association to the Pennsylvania State Education Association House of Delegates shall be granted leave to attend that convention if attendance requires the member to be absent from his/her assigned duties in the Shippensburg Area School District.

5.08 Sabbatical Leave

In accordance with the Sabbatical Leave Law, the following conditions shall prevail for the granting of leaves of absence (Sections 1166 to 1171 inclusive, School Laws of Pennsylvania):

- (a) The Applicant must have taught ten (10) years in the Commonwealth, the last five (5) of which shall have been in the Shippensburg Area School District.
- (b) Leaves of absence may be for one year, one semester, or for two semesters during two school years (Section 1166). Leave may begin at any time of year (Act 112-1955 Session General Assembly).
- (c) A member of the bargaining unit who has been granted a sabbatical leave of absence shall receive one-half of his/her regular salary, less contributions to the Retirement Fund and such other deductions as are authorized.
- (d) A written application shall be placed in the hands of the Superintendent at least four (4) months before its desired effective date and shall contain the following:
 - (1) Specific request for the leave, stating the period for which it is desired;
 - (2) The purpose for which it is desired and how the leave is to be used;
 - (3) Assurance that the member of the bargaining unit will return to work in the District for at least one year following the leave.
 - (4) Authority to continue deductions for the Retirement Fund at full pay and other deductions if desired.
- (e) Members of the bargaining unit seeking a Sabbatical Leave for health or desiring to resume their duties following the termination of a Sabbatical Leave granted for reasons of health may be required to pass a medical examination satisfactory to the School District at the District's expense.
- (f) Sabbatical Leave of Absence for study/professional development will be approved only if the request is accompanied by verification that the member of the bargaining unit is to be enrolled in a minimum of nine (9) graduate credits or twelve (12) undergraduate credits of academic course work or one hundred eighty (180) hours of professional development for a semester of leave. Eighteen (18) graduate credits or twenty-four (24) undergraduate credits or three hundred sixty (360) hours of professional development shall be required for year long leaves.

- (g) Near the conclusion of any Sabbatical Leave but prior to the bargaining unit member's return to work, he/she shall present a written report to the Superintendent for forwarding to the Board. This report shall state the member's accomplishments during the leave as well as the benefits the District can expect to receive from the leave.

ARTICLE VI – EMPLOYEE PROTECTION

6.00 Statutory Savings Clause

The employer agrees to abide by all applicable laws of the Commonwealth of Pennsylvania.

6.01 Teachers Tenure Act

It is agreed that in the event of the repeal of the Teachers Tenure Act, the subject of job security shall be subject to immediate negotiations between the Board and the Association. The scope of such negotiations shall be limited only to those areas presently covered by the Tenure Act (i.e. Dismissal). It is further agreed that no member of the bargaining unit shall be dismissed except as provided by the present Tenure Act, until such negotiations are completed.

6.02 ABA (Association/Board/Administration)

During the term of this agreement the Superintendent and administration as may be required, and members of the Board agree to meet on a regular basis with the President, Secretary and President-elect of the Shippensburg Area Education Association for the purpose of fostering communications and resolving concerns of both parties. These meetings shall be convened approximately once a month at the convenience of the four individuals involved.

6.03 File Access

Each member of the bargaining unit shall have access to his/her personnel file upon request to the Office of the Superintendent and be permitted to review the contents of said file and make copies of the same during normal administration office hours.

6.04 Just Cause

No member of the bargaining unit shall be reprimanded in writing or discharged without just cause.

ARTICLE VII – VACANCIES & TRANSFERS

7.00 Vacancies

It is agreed that notice of vacant positions shall be provided to members in the bargaining unit, by email, five (5) days prior to any commitment to a candidate. Any qualified candidate for the above vacancies who is an employee of the District shall be interviewed for that position.

7.01 Transfers

An involuntary transfer, to a different grade level, subject, or building, can be made only after a thirty (30) calendar day notice to the employee except in an emergency.

Prior to any transfer, the affected employee(s) will be consulted and apprised of the need for such a transfer. A qualified volunteer transfer will be considered prior to any involuntary transfer. Involuntary transfers shall be by inverse order of seniority within area of certification.

Involuntary transfers shall not be made for disciplinary reasons.

Voluntary transfers made in collaboration with the superintendent and employee do not require a posting or interview process.

7.02 Seniority

Seniority shall be the total length of service in the school district as a member of the bargaining unit, regardless of area of certification being taught, beginning with the most recent date of hire.

Seniority of members of the bargaining unit who come from the intermediate unit shall be credited in accordance with the transfer between entities provision of the PA School Code as amended.

Seniority shall be determined on the basis of school years. A member of the bargaining unit who works more than the school year shall not be considered to have more seniority than a member of the bargaining unit who works the normal school year. Members of the bargaining unit who work part-time shall be awarded the same experience as those who work full-time.

In the event that two members of the bargaining unit have the same seniority, the tie shall be broken by lot. The first name drawn shall be considered most senior.

Seniority will not be broken but will accrue during the following:

1. Time lost because of an occupation-related accident or disease compensable under existing law.
2. Board approved leaves of absence whether paid or unpaid.
3. Periods of layoff.
4. Use of sick leave.

Seniority shall be broken by termination or resignation.

ARTICLE VIII – INSURANCE AND MEDICAL BENEFITS

8.00 Life Insurance

(a) A term life insurance policy in the face amount of fifty thousand dollars (\$50,000) on each member of the bargaining unit shall be provided at the sole cost of the School District.

- (1) The parties recognize that this benefit is not available to part-time employees.

8.01 Hospitalization and Major Medical

See Appendix F

8.02 Dental

See Appendix F

8.03 Vision

See Appendix F

8.04 Carrier/Plan

A change in carrier/plan may occur if, in the interest of cost containment, a less expensive price is available from a carrier/plan which will guarantee substantially equal coverage. Substantially equal coverage is to be determined to the

satisfaction of the Board of Directors and the general membership of the SAEA who are insurance participants.

8.05 Liability

The Board shall provide a liability policy on all members of the bargaining unit and shall be financially responsible up to the limits of the said policy where a member, in the performance of his/her duties and within the scope of his/her employment, shall be subject to any legal or extra-legal action resulting from the inadvertent injury of a student or the inadvertent damaging of a student's personal property.

8.06 Retirement Date

Bargaining unit members planning on retiring at the end of the school year must submit a letter of retirement by February 1, in order to receive Two Thousand dollars (\$2,000) and paid benefits through August 31.

ARTICLE IX – MISCELLANEOUS BENEFIT PROVISIONS

9.00 Continuing Education Tuition Payment

The intent of the District's tuition reimbursement program is to help members of the bargaining unit earn their first master's degree to secure level II certification, and advanced degrees/training in subject areas relevant to their academic or potential academic responsibilities, school counseling, or administration.

Program Eligibility

- (a) Pre-approval of accredited graduate programs or courses shall be obtained from the Superintendent or designee.
- (b) Graduate courses and programs must be from accredited institutions of higher learning. (e.g., In a college or university recognized by a Federally Recognized Accreditor ie. HLC, Middle States, NECHE, SACS, Council for the Accreditation of Educator Preparation) OR in subject areas deemed appropriate by the Superintendent.
- (c) Pass/Fail courses are not eligible for the tuition benefit.
- (d) Courses offered for credit by organizations partnering with colleges or universities will not be accepted for advancement if the criteria for the courses being graduate level is based upon the employee paying additional money to receive graduate credit.
- (e) If the District requests a member to pursue additional certification, the District will pay 100% of the tuition cost regardless of how many graduate credits the District has already paid for the individual.
- (f) Full-time substitute teachers serving their second consecutive year in the District shall be eligible for this benefit.
- (g) Members of the bargaining unity shall be eligible for tuition payment for a maximum of twelve (12) credits per contract year. For the purposes of this paragraph, a "school year" shall commence on July 1 and shall end on the following June 30. Credits will be considered earned by the course completion date referenced on the final grade report regardless of when the course begins.

- (h) Any full-time Nurse or Social Worker who is a member of the bargaining unit shall be entitled to reimbursement for costs associated with maintaining licensing, up to two hundred dollars (\$200) per year.

Tuition Costs and Limits

- (a) The district will pay for the cost of a member's first master's degree that relates to the member's current or potential future academic assignment, up to 100% of Shippensburg University's graduate education tuition cost. Additional costs and fees are the responsibility of the member.
- (b) After a member earns their first master's degree, the district will pay for additional certifications or degrees as approved by the Superintendent or designee as they relate to the member's academic or potential academic responsibilities.
- (c) When a member of the bargaining unit is enrolled in an approved graduate program, the District shall make payment to that institution of higher learning at the time of registration.
- (d) Accredited courses taken separate from a degree or certification program will be limited to 9 credits per year as defined by this agreement.

Credits meeting this eligibility must be paid for by the member at time of registration and reimbursement will be given upon submission of the final grade report. Member will be reimbursed within a three-week period of submitting final grade.

Timeline

- (a) It is the staff member's responsibility to submit the final course to the superintendent or their designee.
- (b) Staff who do not complete the course or whose final grade is less than a B shall reimburse the district the cost of tuition.
- (c) In the event that a member of the bargaining unit who has received tuition payment leaves the District within one (1) years of the completion of the courses covered by this benefit, the member shall reimburse the District one hundred percent (100%) of the total costs of the tuition paid by the District.

- (d) In the event that a member of the bargaining unit who has received tuition payment leaves the District within two (2) years of the completion of the courses covered by this benefit, the member shall reimburse the District fifty percent (50%) of the total costs of the tuition paid by the District.

Salary Schedule Column Advancement

- (a) Individual members of the bargaining unit will be responsible for requesting advancement on the salary schedule. Such requests shall be made, in writing or digital format, to the Superintendent or designee and contain a transcript verifying the request change. All such requests must be submitted by September 15 for the advancement in the first semester and by January 15 for advancement in the second semester.
- (b) A staff member who successfully completes approved coursework at their own expense shall remain eligible for salary advancement in accordance with the provisions of this Agreement. Reimbursement from the District is not required for such coursework to be recognized for placement on the salary schedule, provided the following conditions are met:
1. Course(s) must be taken from an accredited educational institution (e.g., In a college or university recognized by a Federally Recognized Accreditor such as HLC, Middle States, NECHE, SACS, Council for the Accreditation of Educator Preparation) and must be related to the member's professional growth (related to member's academic or potential academic responsibilities, guidance, and administration).
 2. Official transcripts or documentation of successful completion are submitted to the Superintendent or designee within the established timelines.
 3. Courses offered for credit by organizations partnering with colleges or universities will not be accepted for advancement if the criteria for the courses being graduate level is based upon the employee paying additional money to receive graduate credit.
- (c) Bargaining unit members will be able to advance up to one column on the salary schedule every 18 months.

9.01 Reimbursement for Travel

It is agreed that any member of the bargaining unit whose regular assigned duties require traveling during the school day shall be compensated at the IRS rate per mile.

9.02 Passes for School Sponsored Events

All members of the bargaining unit shall be permitted to use his/her District issued employee identification badge to entitle him or her and one (1) guest to attend any school sponsored events.

9.03 Non-Resident Student Tuition

The District shall waive non-resident tuition fees for non-resident members who choose to send their children to the Shippensburg Area School District.

(a) The waiver shall apply only to those children who attend a school building within the Shippensburg Area School District on a daily basis and may not be used for Cyber, Charter, Alternative or Outside District placements.

(b) The District will not be required to add additional classes/programs in order to accommodate non-resident bargaining unit member's child(ren).

(c) Transportation shall be the responsibility of the member.

(d) If the child is of elementary age, building assignment will be determined by the District.

(e) Should this clause be rescinded in future contracts, any school age children, already enrolled in the district, shall remain tuition free until graduation or they are unenrolled by the member.

9.04 Part-Time Professional Employees

(a) Any member of the bargaining unit who regularly works 49% or more of the normal workday or work week shall be considered a full-time employee. Those members of the bargaining unit who regularly work less than the normal workday or week shall receive the benefits of a full-time member of the bargaining unit except that those working less than 49% of the day or week

shall have the following benefits prorated by the percentage of the day or week they work.

(1) Hospitalization, dental insurance, sick leave, educational leave, personal leave, emergency leave.

(b) Any part time member of the bargaining unit who works 49% or more shall receive full benefits. The following benefits shall be granted, without proration, to all members, full or part time.

(1) Mileage reimbursement, pass to athletic events, dues deduction, permission to leave the building on unassigned periods. Credit for military service shall be according to section 9.00 of this agreement.

9.05 Long Term Substitute

Any individual hired as a Long-Term Substitute shall be hired as a District employee on day one (1) of the Long-Term Substitute assignment.

Long-Term Substitutes shall assume all duties of a bargaining unit member position on day one (1) of the Long-Term Substitute assignment.

Starting on the first (1st) day of their assignment, the member shall be paid at Bachelor's Step 1 of the Salary Schedule with limited benefits. These prorated benefits shall be sick leave, personal leave, emergency leave, and educational leave. A Long-Term Substitute shall be entitled to bereavement leave as defined in Section 5.02 of this agreement.

In the event of an unanticipated vacancy, in which a daily substitute exceeds twenty (20) days, the daily substitute will assume the assignment as the Long-Term Substitute and shall be paid on Bachelors Step 1 of the Salary Schedule with limited benefits. Retroactive compensation for day one (1) through day twenty (20) will be given for Long-Term Substitutes who assumed all duties beginning on day one (1).

Long-Term Substitutes taking multiple long-term substitute positions in the same school year, within the District, shall be paid on Bachelors Step 1 of the Salary Schedule for all additional Long-Term Substitute positions.

It is understood that a Long-Term Substitute shall be granted the opportunity, starting on the first (1st) day of employment, to participate in the District medical plan at the employee's expense.

Long Term Substitutes shall be required to be employed in the same position for ninety (90) days to be eligible for credit for one-year of service under the collective bargaining unit.

9.06 Payment for Unused Sick Leave at Retirement

It is agreed that upon retirement with no less than five (5) years in PSERS, compensation for unused sick leave shall be as follows:

Years of District Service	Compensation Rate	% of Accumulated Days to a maximum of 170 days
Members with 20 or more years	70% of Sub Rate	65% of accumulated sick days
Members with 15-19 years	70% of Sub Rate	60% of accumulated sick days
Members with 10-14 years	70% of Sub Rate	55% of accumulated sick days
Members with less than 10 years	70% of Sub Rate	50% of accumulated sick days

All reimbursement due under this section shall be placed in , an employee's Health Savings Account (HSA) or district sponsored retirement plan selected by the member. This is an employer contribution and there is no cash option.

The maximum compensation for an individual will not exceed seventeen thousand dollars (\$17,000).

ARTICLE X – ASSOCIATION PROVISIONS

10.00 Dues Deduction

PSEA dues payroll deductions will be made available to the Shippensburg Area Education Association and will be deducted in twenty-five (25) equal payments. In order that the amount can be calculated for September, the Shippensburg Area Education Association will provide the necessary authority for deduction forms duly signed by each member wishing the deduction by the fourth school day of the new year. All monies paid in by the Association members shall be remitted to the Association monthly. In the event that any member of the Association

terminates his/her employment in the District, the Board shall have no further obligation to neither deduct nor be responsible in the event of a deduction after termination.

10.01 Payroll Deductions

Payroll deductions shall be available to the financial institution(s) of the employee's choice. Members of the bargaining unit may place fixed dollar amounts in one (1) or multiple Financial Institutions. Changes to deduction allocations are limited to one time per quarter, unless there are extenuating circumstances (i.e., Identify theft, family situations, etc.). Payroll deductions for tax-sheltered annuities for Board-approved companies shall be available with payment being forwarded to the respective banks or firms. Member of the bargaining unit requests for participation in tax-sheltered annuities with five (5) members or more involved shall be approved.

10.02 Direct Deposit

Employees shall use direct deposit for the payment of salary. Employees shall receive direct deposit notification electronically. Employees choosing to have a hard copy may print out a copy of the notification on District equipment at no cost to the employee.

10.03 Inter-Office Mail

The Association shall be allowed to use the inter-office mail throughout the school term for distribution of its items to its membership to the extent that mail procedures are provided by the District.

10.04 Policy Handbooks

Policy handbooks shall be made available to members of the bargaining unit on the District's website. Notification of posting and clear instructions will be given to all staff on where to find the documents on the website upon posting. Should a hard copy be needed, members may make a copy on the district copiers at no cost to the bargaining unit member.

10.05 Orientation Day

The Association shall be permitted one (1) hour, being the hour before the regular order of business on Orientation Day, to conduct its business with the members of the bargaining unit.

10.06 School Board Communication

It is agreed that the President of the Association or his/her designee shall be entitled to:

- (a) A copy of the agenda of the next Board meeting prior to the meeting.
- (b) A copy of all committee reports and minutes acted upon by the full Board.
- (c) Copies of policy proposals, which are presented to the Board in advance of the Board meeting.

All information will be made available on the District website. Notification of posting and clear instructions will be given to the Association leadership on where to find the documents on the website upon posting. Should a hard copy be needed, the leadership may make a copy on the district copiers at no cost to the bargaining unit.

ARTICLE XI – MISCELLANEOUS PROVISIONS

11.00 Contract Application

It is the intent of the parties that the terms and conditions of this agreement shall apply only to members of the bargaining unit.

11.01 Strikes and Lockouts

Both parties agree to faithfully abide by the provisions of Pennsylvania Public Employee Bargaining Law, Act 195. As a condition of the various provisions of this agreement to which the parties have agreed, the Association pledges that the members of the Association will not engage in a strike (as that term is defined in Act 195) during the term of this agreement, and the School pledges that it will not conduct or cause to be conducted a lockout during the term of this agreement.

11.02 Waiver Clause

The parties agree that all negotiable items have been discussed during the negotiation meetings leading to this Agreement, and that no additional negotiations on this agreement, or any provision of it, will be conducted, whether contained herein or not, during the life of this agreement.

ARTICLE XII – Negotiation of Successor Agreement

12.00 Deadline Date

Any such extended date shall be evidenced by an amendment to this agreement, to which amendment both parties shall signify their approval by affixing their signatures thereto. It is further agreed that negotiations for the following term shall begin on or before January 10th of the last year of expiration of the contract term. The Association, at a mutually agreeable bargaining session, will first present its proposal to the District and the District, at the next mutually agreeable bargaining session, will then present their initial proposal to the Association, unless the parties otherwise mutually agree.

ARTICLE XIII – Drafting, Printing and Distribution

13.00 Responsibilities

It is agreed that the Association shall type, arrange the contract sections in a systematic logical sequence and provide the Board with a “copy ready” document. When the Board has proofread and verified the document, the Board shall distribute the contract electronically to each member of the bargaining unit within thirty (30) days after the signing of the contract. Clear instructions will be given to all staff on where to find the documents on the website. Should a hard copy be needed, members may make a copy on the district copiers at no cost to the bargaining unit member.

13.01 New Employees

All new employees who shall be members of the bargaining unit shall be given a copy of this contract which will be distributed electronically by the Board or its agents prior to or on the first day of their employment. The District will provide the new employees with the appropriate information and electronic access to the location of the CBA. The District will provide a

copy of the CBA to the new employee, including long-term substitutes, via an email attachment or hard copy whichever is preferred by the employee should he/she not have access to the District portal.

ARTICLE XIV - Term

14.00 Term

The term of this agreement shall begin on July 1, 2025, and shall continue in full force and effect until June 30, 2029, or until such later date as the parties hereto may hereinafter mutually agree.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

SHIPPENSBURG AREA SCHOOL DISTRICT

President

Secretary

SHIPPENSBURG AREA EDUCATION ASSOCIATION

President

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ARTICLE XIV - Term

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SHIPPENSBURG AREA SCHOOL DISTRICT



President



Secretary

SHIPPENSBURG AREA EDUCATION ASSOCIATION



President



Secretary

APPENDIX A

SALARY

Every step in each column of the salary schedule shall be increased over the previous year's amount, inclusive of step movement, by 4.53% in 2025/26; 4.3% in 2026/27; 4.25% in 2027/28; 4.1% in 2028/29. For 2025/26, the salary increase will be retroactive to August 18, 2025.

Every member of the bargaining unit shall advance a step on the salary schedule for each year of the contract until they have reached Step 10 and no newly hired member of the bargaining unit shall be placed higher on the salary schedule than a current member of the bargaining unit with equal number of years of experience.

When determining a new hire's initial placement on the salary schedule, the District will place the new hire on the salary schedule equal to the amount of years of experience (See Appendix A-1). Past members who were not placed on step corresponding to the years of service (those who had more than 1 year of service or have not already reached Step 10), one (1) additional step to their retroactive step will be given upon ratification of this agreement.

Salary Schedule Advancements

Bachelors	Masters	M+15	M+30	M+45	M+60
	30 graduate credits	45 graduate credits	60 graduate credits	75 graduate credits	90 graduate credits

The calculation to move to columns beyond the Master's column is based on the total number of graduate credits earned: M= 30 graduate credits plus the additional number of credits (15, 30, 45, 60) in the bottom heading.

A member must obtain a Master's Degree Equivalence (thirty-six [36] credits from the state of PA) or a Master's Degree of thirty (30) credits or more to advance to the Master's column.

As of July 1, 2018, new employees can only be granted movement beyond the Master's column if they possess a Master's Degree. Those hired after July 1, 2018 obtaining a Master's Degree Equivalence will not be able to move beyond the Masters column.

Those bargaining unit members hired prior to July 1, 2018 and holding a Master's Degree Equivalence will move beyond the Master's column just as someone with a Master's, by total post-baccalaureate credits (graduate credits) earned.

Shippensburg EA
Salary Schedule
2025/26 \$2,665 plus Step Movement

Year 1 25/26						
Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	\$58,134	\$60,117	\$62,104	\$63,494	\$64,889	\$66,278
2	\$59,794	\$61,783	\$63,768	\$65,159	\$66,550	\$67,941
3	\$62,377	\$64,364	\$66,352	\$67,742	\$69,130	\$70,525
4	\$64,960	\$66,947	\$68,934	\$70,326	\$71,717	\$73,107
5	\$67,543	\$69,529	\$71,518	\$72,909	\$74,297	\$75,690
6	\$70,126	\$72,112	\$74,101	\$75,493	\$76,883	\$78,272
7	\$72,708	\$74,694	\$76,685	\$78,074	\$79,466	\$80,857
8	\$75,293	\$77,279	\$79,267	\$80,658	\$82,047	\$83,438
9	\$77,878	\$79,865	\$81,851	\$83,241	\$84,633	\$86,025
10	\$80,462	\$82,445	\$84,433	\$85,823	\$87,214	\$88,606

Shippensburg EA
Salary Schedule
2026/27 \$2,670 plus Step Movement

Year 2 26/27						
Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	\$60,804	\$62,787	\$64,774	\$66,164	\$67,559	\$68,948
2	\$62,464	\$64,453	\$66,438	\$67,829	\$69,220	\$70,611
3	\$65,047	\$67,034	\$69,022	\$70,412	\$71,800	\$73,195
4	\$67,630	\$69,617	\$71,604	\$72,996	\$74,387	\$75,777
5	\$70,213	\$72,199	\$74,188	\$75,579	\$76,967	\$78,360
6	\$72,796	\$74,782	\$76,771	\$78,163	\$79,553	\$80,942
7	\$75,378	\$77,364	\$79,355	\$80,744	\$82,136	\$83,527
8	\$77,963	\$79,949	\$81,937	\$83,328	\$84,717	\$86,108
9	\$80,548	\$82,535	\$84,521	\$85,911	\$87,303	\$88,695
10	\$83,132	\$85,115	\$87,103	\$88,493	\$89,884	\$91,276

Shippensburg EA
Salary Schedule
2027/28 \$2,925 plus Step Movement

Year 3 27/28						
Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	\$63,729	\$65,712	\$67,699	\$69,089	\$70,484	\$71,873
2	\$65,389	\$67,378	\$69,363	\$70,754	\$72,145	\$73,536
3	\$67,972	\$69,959	\$71,947	\$73,337	\$74,725	\$76,120
4	\$70,555	\$72,542	\$74,529	\$75,921	\$77,312	\$78,702
5	\$73,138	\$75,124	\$77,113	\$78,504	\$79,892	\$81,285
6	\$75,721	\$77,707	\$79,696	\$81,088	\$82,478	\$83,867
7	\$78,303	\$80,289	\$82,280	\$83,669	\$85,061	\$86,452
8	\$80,888	\$82,874	\$84,862	\$86,253	\$87,642	\$89,033
9	\$83,473	\$85,460	\$87,446	\$88,836	\$90,228	\$91,620
10	\$86,057	\$88,040	\$90,028	\$91,418	\$92,809	\$94,201

Shippensburg EA
Salary Schedule
2028/29 \$3,045 plus Step Movement

Year 4 28/29						
Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	\$66,774	\$68,757	\$70,744	\$72,134	\$73,529	\$74,918
2	\$68,434	\$70,423	\$72,408	\$73,799	\$75,190	\$76,581
3	\$71,017	\$73,004	\$74,992	\$76,382	\$77,770	\$79,165
4	\$73,600	\$75,587	\$77,574	\$78,966	\$80,357	\$81,747
5	\$76,183	\$78,169	\$80,158	\$81,549	\$82,937	\$84,330
6	\$78,766	\$80,752	\$82,741	\$84,133	\$85,523	\$86,912
7	\$81,348	\$83,334	\$85,325	\$86,714	\$88,106	\$89,497
8	\$83,933	\$85,919	\$87,907	\$89,298	\$90,687	\$92,078
9	\$86,518	\$88,505	\$90,491	\$91,881	\$93,273	\$94,665
10	\$89,102	\$91,085	\$93,073	\$94,463	\$95,854	\$97,246

APPENDIX A-1
 PLACEMENT TABLE FOR NEWLY HIRED MEMBERS
 (Based on Years Of Teaching)

<u>At least</u>	<u>But Less than</u>	<u>Maximum Step</u>
0	1	1
1	2	2
2	3	3
3	4	4
4	5	5
5	6	6
6	7	7
7	8	8
8	9	9
9	--	10

No newly hired member of the bargaining unit shall be placed higher on the salary schedule than a current member of the bargaining unit with an equal number of years' experience.

APPENDIX B
SUPPLEMENTAL SALARIES – COACHING

The BASE DOLLAR VALUE shall be consistent with Appendix “A” (See Appendix “A” SALARY for increases and distribution).

Salary increases for all positions listed in Appendix B shall be as follows:

2025/2026 – 4.53%

2026/2027 – 4.3%

2027/2028 – 4.25%

2028/2029 – 4.1%

METHOD OF CALCULATION – COACHING SALARIES

A dollar value of \$60.00 shall be granted for each year of District experience.

Salary for position = (Base dollar value) + (number of years of District experience in position * dollar value for one year experience).

For coaches hired after July 1, 2020, the first year of coaching is “0” years of experience. After the first year of coaching, “1” year of experience will have been earned.

Experience will be known as all job-related experience within the Shippensburg Area School District regardless of gaps in service. One years’ experience may only be granted per school year regardless of the number of sports coached. (i.e. an employee may not count coaching for a Fall sport and Coaching for a Spring sport in the same school year as two years of service during one school year). District coaching experience will be considered as experience toward any coaching position in the same sport.

For coaches hired on or prior to July 1, 2020:

Prior experience used to calculate salary prior to the 2020/21 school year will be grandfathered into the new supplemental pay and continued.

The base values of all new supplemental positions created by the Board during the term of this agreement shall be negotiated between the Association and the Board. Base salaries may also be negotiated by the Superintendent or his/her designee upon hire.

PAYMENT OF SUPPLEMENTAL SALARIES – COACHING

Payment for supplemental positions contained in “B” will be made following completion of the supplemental assignment.

A mid-season payment will be approved when requested before the season for any supplemental position. Where the duration of the assignment is concurrent with the school year, payment may be requested on a two-week schedule as previously defined herein under Salary Schedules.

COACHING CLINICS

1. It is agreed that each coach shall be permitted one (1) day of school time per year per position to attend a clinic. No more than three (3) coaches per sport shall miss any one (1) day of school per year. All coaches shall report in writing on the clinics attended to their fellow coaches of that sport who did not attend the clinic and, through the Athletic Directors, to the secondary principals with a copy of the report to the superintendent.
2. For the term of this contract, \$350 per year shall be allotted for each head coaching position and \$175 per year for each assistant coaching position to be used at the discretion of the head coach of each sport with approval of the High School principal.

POST-SEASON PLAY

Any coach whose sport enters into post-season play beyond the regular season shall be compensated at the daily rate as established by the formula below:

$$\frac{\text{Regular Season Salary}}{\text{Weeks of Regular Season}} \times .2 = \text{Daily rate for postseason}$$

Regular season is defined as the maximum length of a regular season established by PIAA as found below. Events held that require qualification based on excellence will be considered post-season.

Post-season play shall be calculated from the day after the last regular season contest scheduled prior to post season plan and end on the last day, which the team or individuals on the team participate in post-season play.

Weeks of Regular Season:

Golf, Cross Country, Track & Field – 9 weeks

Football, Volleyball, Soccer, Field Hockey – 10 weeks

Wrestling, Basketball, Swimming & Diving – 12 weeks

Baseball & Softball – 11 weeks

SUPPLEMENTAL SALARIES – COACHES

FALL SPORTS	2025/26	2026/27	2027/28	2028/29
	4.53%	4.30%	4.25%	4.10%
HIGH SCHOOL HEAD FOOTBALL	\$5,950	\$6,206	\$6,469	\$6,735
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,474	\$3,623	\$3,777	\$3,932
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,474	\$3,623	\$3,777	\$3,932
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,474	\$3,623	\$3,777	\$3,932
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,474	\$3,623	\$3,777	\$3,932
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,474	\$3,623	\$3,777	\$3,932
JUNIOR HIGH HEAD FOOTBALL	\$3,474	\$3,623	\$3,777	\$3,932
JUNIOR HIGH ASS'T FOOTBALL (2)	\$2,693	\$2,808	\$2,928	\$3,048
JUNIOR HIGH ASS'T FOOTBALL (2)	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL HEAD FIELD HOCKEY	\$4,308	\$4,493	\$4,684	\$4,876
HIGH SCHOOL ASS'T FIELD HOCKEY	\$3,016	\$3,145	\$3,279	\$3,413
MIDDLE SCHOOL HEAD FIELD HOCKEY	\$2,800	\$2,921	\$3,045	\$3,170
MIDDLE SCHOOL ASS'T FIELD HOCKEY	\$2,315	\$2,415	\$2,518	\$2,621
HIGH SCHOOL HEAD CROSS COUNTRY	\$3,769	\$3,931	\$4,099	\$4,267
HIGH SCHOOL ASS'T CROSS COUNTRY	\$2,154	\$2,247	\$2,342	\$2,439
MIDDLE SCHOOL HEAD CROSS COUNTRY	\$2,154	\$2,247	\$2,342	\$2,439
MIDDLE SCHOOL ASS'T CROSS COUNTRY	\$1,689	\$1,762	\$1,837	\$1,912
HIGH SCHOOL GIRLS' HEAD VOLLEYBALL	\$3,769	\$3,931	\$4,099	\$4,267
HIGH SCHOOL GIRLS' ASS'T VOLLEYBALL	\$2,423	\$2,527	\$2,635	\$2,743
HIGH SCHOOL BOYS' HEAD SOCCER	\$4,308	\$4,493	\$4,684	\$4,876
HIGH SCHOOL BOYS' ASS'T SOCCER	\$2,854	\$2,976	\$3,103	\$3,230
HIGH SCHOOL GIRLS' HEAD SOCCER	\$4,308	\$4,493	\$4,684	\$4,876
HIGH SCHOOL GIRLS' ASS'T SOCCER	\$2,854	\$2,976	\$3,103	\$3,230
HIGH SCHOOL HEAD GOLF	\$2,423	\$2,527	\$2,635	\$2,743

WINTER SPORTS				
HIGH SCHOOL BOYS' HEAD BASKETBALL	\$4,846	\$5,054	\$5,269	\$5,485
HIGH SCHOOL BOYS' ASS'T BASKETBALL	\$3,446	\$3,595	\$3,747	\$3,901
HIGH SCHOOL 9th GRADE BOYS HEAD BASKETBALL	\$3,231	\$3,370	\$3,513	\$3,657
HIGH SCHOOL 9th GRADE GIRLS HEAD BASKETBALL	\$3,231	\$3,370	\$3,513	\$3,657
MIDDLE SCHOOL BOYS' HEAD BASKETBALL	\$3,231	\$3,370	\$3,513	\$3,657
MIDDLE SCHOOL BOYS' ASS'T BASKETBALL	\$2,585	\$2,696	\$2,811	\$2,926
HIGH SCHOOL GIRLS' HEAD BASKETBALL	\$4,846	\$5,054	\$5,269	\$5,485
HIGH SCHOOL GIRLS' ASS'T BASKETBALL	\$3,446	\$3,595	\$3,747	\$3,901
MIDDLE SCHOOL GIRLS' HEAD BASKETBALL	\$3,231	\$3,370	\$3,513	\$3,657
MIDDLE SCHOOL GIRLS' ASS'T BASKETBALL	\$2,585	\$2,696	\$2,811	\$2,926
HIGH SCHOOL BOYS' HEAD WRESTLING	\$4,846	\$5,054	\$5,269	\$5,485
HIGH SCHOOL BOYS' ASS'T WRESTLING	\$3,500	\$3,650	\$3,805	\$3,961
HIGH SCHOOL GIRLS' HEAD WRESTLING	\$4,846	\$5,054	\$5,269	\$5,485
HIGH SCHOOL GIRLS' ASS'T WRESTLING	\$3,500	\$3,650	\$3,805	\$3,961
JUNIOR HIGH HEAD WRESTLING	\$3,231	\$3,370	\$3,513	\$3,657
JUNIOR HIGH ASS'T WRESTLING	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL HEAD SWIMMING AND DIVING	\$4,308	\$4,493	\$4,684	\$4,876
HIGH SCHOOL ASS'T SWIMMING AND DIVING (2)	\$2,693	\$2,808	\$2,928	\$3,048
BOCCE COACH	\$1,045	\$1,090	\$1,137	\$1,183
ASS'T BOCCE COACH	\$523	\$545	\$568	\$592

SUPPLEMENTAL SALARIES – COACHES

SPRING SPORTS	2025/26	2026/27	2027/28	2028/29
	4.53%	4.30%	4.25%	4.10%
MIDDLE SCHOOL HEAD VOLLEYBALL	\$2,423	\$2,527	\$2,635	\$2,743
MIDDLE SCHOOL ASS'T VOLLEYBALL	\$2,154	\$2,247	\$2,342	\$2,439
HIGH SCHOOL HEAD BASEBALL	\$4,039	\$4,213	\$4,392	\$4,572
HIGH SCHOOL ASS'T BASEBALL (3)	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL ASS'T BASEBALL (3)	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL ASS'T BASEBALL (3)	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL HEAD SOFTBALL	\$4,039	\$4,213	\$4,392	\$4,572
HIGH SCHOOL ASS'T SOFTBALL (3)	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL ASS'T SOFTBALL (3)	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL ASS'T SOFTBALL (3)	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL HEAD TRACK & FIELD	\$4,308	\$4,493	\$4,684	\$4,876
HIGH SCHOOL ASS'T TRACK & FIELD (4)	\$2,854	\$2,976	\$3,103	\$3,230
HIGH SCHOOL ASS'T TRACK & FIELD (4)	\$2,854	\$2,976	\$3,103	\$3,230
HIGH SCHOOL ASS'T TRACK & FIELD (4)	\$2,854	\$2,976	\$3,103	\$3,230
HIGH SCHOOL ASS'T TRACK & FIELD (4)	\$2,854	\$2,976	\$3,103	\$3,230
MIDDLE SCHOOL BOYS' HEAD SOCCER	\$2,854	\$2,976	\$3,103	\$3,230
MIDDLE SCHOOL BOYS' ASS'T SOCCER	\$2,262	\$2,359	\$2,460	\$2,560
MIDDLE SCHOOL GIRLS' HEAD SOCCER	\$2,854	\$2,976	\$3,103	\$3,230
MIDDLE SCHOOL GIRLS' ASS'T SOCCER	\$2,262	\$2,359	\$2,460	\$2,560

YEAR ROUND POSITIONS				
HIGH SCHOOL HEAD CHEER COACH	\$4,308	\$4,493	\$4,684	\$4,876
HIGH SCHOOL ASS'T CHEER COACH	\$3,769	\$3,931	\$4,099	\$4,267
MIDDLE SCHOOL HEAD CHEER COACH	\$3,231	\$3,370	\$3,513	\$3,657
MIDDLE SCHOOL ASS'T CHEER COACH	\$2,693	\$2,808	\$2,928	\$3,048
HIGH SCHOOL GAME MANAGER	\$5,116	\$5,336	\$5,562	\$5,790
HIGH SCHOOL EQUIPMENT MANAGER	\$4,308	\$4,493	\$4,684	\$4,876
MIDDLE SCHOOL GAME MANAGER/EQUIPMENT MANAGER	\$4,577	\$4,774	\$4,977	\$5,181

APPENDIX C
NON-ATHLETIC SUPPLEMENTALS

The BASE DOLLAR VALUE shall be consistent with Appendix "A" (See Appendix "A" SALARY for increases and distribution).

Salary increases for all positions listed in Appendix C shall be as follows:

2025/2026 – 4.53%

2026/2027 – 4.3%

2027/2028 – 4.25%

2028/2029 – 4.1%

- (1) The non-athletic supplemental salaries shall be paid in accordance with the salary schedule provided at the end of this section.
- (2) A mid-supplemental payment will be approved when requested before the completion of the supplemental position. Where the duration of the assignment is concurrent with the school year, payment may be requested on a two-week schedule as previously defined under Salary Schedules.
- (3) The salaries of all new supplemental positions created by the Board during the term of this agreement shall be negotiated between the Association and the Board.

SUPPLEMENTAL SALARIES – NON-ATHLETIC

MUSIC	2025/26	2026/27	2027/28	2028/29
	4.53%	4.30%	4.25%	4.10%
HIGH SCHOOL BAND DIRECTOR	\$5,829	\$6,079	\$6,338	\$6,597
HIGH SCHOOL ASS'T BAND DIRECTOR	\$2,121	\$2,212	\$2,306	\$2,401
HIGH SCHOOL ASS'T BAND DIRECTOR – GUARD INSTRUCTOR	\$2,121	\$2,212	\$2,306	\$2,401
MIDDLE SCHOOL VOCAL ENSEMBLE DIRECTOR (The Accidentals)	\$1,292	\$1,348	\$1,405	\$1,462
MIDDLE SCHOOL BAND DIRECTOR	\$2,208	\$2,303	\$2,400	\$2,499
MIDDLE SCHOOL ASS'T BAND DIRECTOR - GUARD INSTRUCTOR	\$1,077	\$1,123	\$1,171	\$1,219
HIGH SCHOOL SHARPS DIRECTOR	\$1,654	\$1,725	\$1,798	\$1,872
HIGH SCHOOL MUSICAL TECHNICAL PRODUCTION MANAGER	\$2,094	\$2,184	\$2,277	\$2,370
HIGH SCHOOL DRAMA MUSICAL DIRECTOR	\$3,906	\$4,074	\$4,247	\$4,422
MIDDLE SCHOOL DRAMA MUSICAL DIRECTOR	\$3,631	\$3,788	\$3,948	\$4,110
HIGH SCHOOL DRAMA MUSICAL CHORAL DIRECTOR	\$1,292	\$1,348	\$1,405	\$1,462
HIGH SCHOOL DRAMA MUSICAL INSTRUMENTAL DIRECTOR	\$1,292	\$1,348	\$1,405	\$1,462
MIDDLE SCHOOL DRAMA MUSICAL CHORAL DIRECTOR	\$1,292	\$1,348	\$1,405	\$1,462
6TH GRADE JAZZ BAND DIRECTOR	\$1,077	\$1,123	\$1,171	\$1,219
MUSIC CONCERTS (paid per concert) – Max of 31 per year Administrative approval of concerts required.	\$344	\$359	\$374	\$389

PLAY PRODUCTIONS				
HIGH SCHOOL PLAY PRODUCTION DIRECTOR	\$2,154	\$2,247	\$2,342	\$2,439
MIDDLE SCHOOL SET DESIGN COORDINATOR	\$995	\$1,038	\$1,082	\$1,126
HIGH SCHOOL PLAY TECHNICAL PRODUCTION MANAGER	\$995	\$1,038	\$1,082	\$1,126
HIGH SCHOOL CHOREOGRAPHY COORDINATOR	\$995	\$1,038	\$1,082	\$1,126
MIDDLE SCHOOL CHOREOGRAPHY COORDINATOR	\$995	\$1,038	\$1,082	\$1,126

AV and STAGE				
MIDDLE SCHOOL AV & STAGE DIRECTOR	\$2,121	\$2,212	\$2,306	\$2,401
HIGH SCHOOL STAGE MANAGER	\$3,027	\$3,157	\$3,292	\$3,426
HIGH SCHOOL ASS'T STAGE MANAGER & AV COORDINATOR	\$2,121	\$2,212	\$2,306	\$2,401

STUDENT COUNCIL				
HIGH SCHOOL STUDENT COUNCIL ADVISOR	\$2,121	\$2,212	\$2,306	\$2,401
MIDDLE SCHOOL STUDENT COUNCIL ADVISOR	\$995	\$1,038	\$1,082	\$1,126
INTERMEDIATE SCHOOL STUDENT COUNCIL ADVISOR	\$665	\$693	\$723	\$753

SUPPLEMENTAL SALARIES – NON-ATHLETIC

CLASS ADVISORS				
SENIOR CLASS ADVISOR (2)	\$1,507	\$1,572	\$1,639	\$1,706
SENIOR CLASS ADVISOR (2)	\$1,507	\$1,572	\$1,639	\$1,706
JUNIOR CLASS ADVISOR (2)	\$1,507	\$1,572	\$1,639	\$1,706
JUNIOR CLASS ADVISOR (2)	\$1,507	\$1,572	\$1,639	\$1,706
SOPHOMORE CLASS ADVISOR (2)	\$1,077	\$1,123	\$1,171	\$1,219
SOPHOMORE CLASS ADVISOR (2)	\$1,077	\$1,123	\$1,171	\$1,219
FRESHMAN CLASS ADVISOR (2)	\$1,077	\$1,123	\$1,171	\$1,219
FRESHMAN CLASS ADVISOR (2)	\$1,077	\$1,123	\$1,171	\$1,219

YEARBOOK				
HIGH SCHOOL YEARBOOK ADVISOR	\$1,215	\$1,267	\$1,321	\$1,375
MIDDLE SCHOOL YEARBOOK ADVISOR	\$808	\$843	\$879	\$915
INTERMEDIATE SCHOOL YEARBOOK ADVISOR	\$700	\$730	\$762	\$793
JAMES BURD YEARBOOK ADVISOR	\$700	\$730	\$762	\$793
NANCY GRAYSON YEARBOOK ADVISOR	\$700	\$730	\$762	\$793
GBLUES YEARBOOK ADVISOR	\$700	\$730	\$762	\$793

DEPARTMENT/GRADE LEVEL CHAIR Must support a minimum of 4 members (chairperson not included)				
GRADE LEVEL CHAIR, KINDERGARTEN	\$1,978	\$2,063	\$2,150	\$2,239
GRADE LEVEL CHAIR, 1ST	\$1,978	\$2,063	\$2,150	\$2,239
GRADE LEVEL CHAIR, 2ND	\$1,978	\$2,063	\$2,150	\$2,239
GRADE LEVEL CHAIR, 3RD	\$1,978	\$2,063	\$2,150	\$2,239
GRADE LEVEL CHAIR, 4TH	\$1,978	\$2,063	\$2,150	\$2,239
GRADE LEVEL CHAIR, 5TH	\$1,978	\$2,063	\$2,150	\$2,239
GRADE LEVEL CHAIR, READING SPECIALIST (DISTRICT)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, MATH (6-12)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, ENGLISH AND FOREIGN LANGUAGE (6-12)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR SCIENCE (6-12)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, SOCIAL STUDIES (6-12)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, SPECIAL EDUCATION/SPEECH/PSYCHOLOGIST (K-5)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, SPECIAL EDUCATION/SPEECH/PSYCHOLOGIST (6-12)	\$1,978	\$2,063	\$2,150	\$2,239

DEPARTMENT CHAIR, BUSINESS, TECH, STEM, LIBRARY, CAREER READINESS, FAMILY CONSUMER SCIENCE (DISTRICT)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, WELLNESS (DISTRICT)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, ART (DISTRICT)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, MUSIC (DISTRICT)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, NURSING (DISTRICT)	\$1,978	\$2,063	\$2,150	\$2,239
DEPARTMENT CHAIR, GUIDANCE, SOCIAL WORKER (DISTRICT)	\$1,978	\$2,063	\$2,150	\$2,239

SUPPLEMENTAL SALARIES – NON-ATHLETIC

OTHER				
MENTOR (need determined each year)	\$1,099	\$1,146	\$1,195	\$1,244
SENIOR HIGH GIFTED (2)	\$2,643	\$2,756	\$2,873	\$2,991
SENIOR HIGH GIFTED (2)	\$2,643	\$2,756	\$2,873	\$2,991
GRADUATE SPEECH ADVISOR	\$538	\$561	\$585	\$609
HIGH SCHOOL ACADEMIC COMPETITION ADVISOR; Science Olympiad	\$666	\$694	\$724	\$754
HIGH SCHOOL ACADEMIC COMPETITION ADVISOR; Math League	\$666	\$694	\$724	\$754
HIGH SCHOOL ACADEMIC COMPETITION ADVISOR; Quiz Bowl	\$666	\$694	\$724	\$754
HIGH SCHOOL ACADEMIC COMPETITION ADVISOR; STEM Team	\$666	\$694	\$724	\$754
MIDDLE SCHOOL ACADEMIC COMPETITION ADVISOR; Quiz Bowl	\$666	\$694	\$724	\$754
ACADEMIC COMPETITION ADVISORY; Lego League (4)	\$666	\$694	\$724	\$754
ACADEMIC COMPETITION ADVISORY; Lego League (4)	\$666	\$694	\$724	\$754
ACADEMIC COMPETITION ADVISORY; Lego League (4)	\$666	\$694	\$724	\$754
ACADEMIC COMPETITION ADVISORY; Lego League (4)	\$666	\$694	\$724	\$754
TIMOTHY HOUSE SUPERVISOR	\$2,313	\$2,413	\$2,515	\$2,618
TIMOTHY HOUSE ASS'T SUPERVISOR	\$1,599	\$1,668	\$1,739	\$1,810
CHIEF OF SCHOOL SAFETY	\$4,308	\$4,493	\$4,684	\$4,876
HIGH SCHOOL POST-SECONDARY COURSE COORDINATOR	\$2,154	\$2,247	\$2,342	\$2,439
NATIONAL HONOR SOCIETY ADVISOR	\$1,723	\$1,797	\$1,873	\$1,950
FUTURE BUSINESS LEADERS OF AMERICA ADVISOR	\$660	\$688	\$717	\$747
FFA ADVISOR (2)	\$1,318	\$1,375	\$1,433	\$1,492
FFA ADVISOR (2)	\$1,318	\$1,375	\$1,433	\$1,492
HIGH SCHOOL VARIETY SHOW COORDINATOR	\$1,346	\$1,404	\$1,464	\$1,524
GRADUATION COORDINATOR (2)	\$538	\$561	\$585	\$609
GRADUATION COORDINATOR (2)	\$538	\$561	\$585	\$609
HIGH SCHOOL NEWS CHANNEL ADVISOR (Channel 74)	\$1,212	\$1,264	\$1,317	\$1,371
HIGH SCHOOL MINI-THON ADVISOR	\$1,212	\$1,264	\$1,317	\$1,371

APPENDIX D
SUPPLEMENTALS AT PER DIEM RATE

(Individual salary (Appendix A) Divided by school Calendar days divided by 7.5 hours)

1. Working Over the Summer

It is agreed that members of the bargaining unit in the Guidance Department, Voc Agriculture, and Nurse Department performing duties in preparation for school during the summer hours will be paid at the per diem rate. The number of days will be determined by need and must be approved by the Superintendent or his/her designee.

2. IEPs/GIEPs

a) It is agreed that members of the bargaining unit in the special education department performing duties related to the preparation of IEP's beyond school hours shall upon request receive release time to a maximum of five (5) days and/or be paid at the per diem rate. Maximum per diem compensation shall be as follows:

Gifted ----- 1 Hour/IEP

Speech/Language ----- 1 Hour/IEP

Learning Support ----- 2 Hours/IEP

Life Skills ----- 2 Hours/IEP

Emotional Support --- 2 Hours/IEP

b) Bargaining Unit members attending IEP meetings outside of the regular workday/school year shall be compensated, upon request, at their per diem rate for all such hours/minutes (See Article III, Section 3.01.b).

3. Summer School

a. It is agreed that payment for summer school teaching and Driver's Education classes, Homebound, Classroom Plus, Academic Support Teacher, Truancy, and Adult Education.

b. It is agreed that two hours of planning time per week shall be granted for each class for summer school classroom teachers.

4. Driver's Education (Behind the Wheel)

5. Homebound Instruction

6. Academic Support/Classroom Plus/Truancy

7. Adult Education Classes

It is agreed that 1/2 hour prep shall be granted for every three (3) hours of teaching for Alternative Education teachers.

8. Day to Day Substitute Assistance

a. The District will compensate those instructors, who volunteer to help the day-to-day substitutes filling in until the new instructors arrive or staff return from leave, his/her per diem hourly rate as follows:

- i. Two (2) hours per course per week for assisting the substitutes with lesson plans, classroom materials, and other like planning help
 - ii. One (1) hour per course per week for grading or other paperwork like help
- b. Employees may only be compensated for a total of ten (10) hours per week. Should the time needed exceed the hours per week maximums, additional time will be compensated upon prior approval of the Director of Human Resources.
- c. Employees must provide proof of lesson planning to the building principal.

APPENDIX E
SUPPLEMENTAL SALARIES WITH HOURLY RATE

INTRAMURAL (Hourly Rates)	2025/26	2026/27	2027/28	2028/29
	4.53%	4.30%	4.25%	4.10%
1st & 2nd Year Advisor	\$18.04	\$18.82	\$19.62	\$20.42
3rd & 4th Year Advisor	\$19.14	\$19.96	\$20.81	\$21.66
5th & 6th Year Advisor	\$20.22	\$21.09	\$21.98	\$22.88
7th & 8th Year Advisor	\$21.25	\$22.16	\$23.11	\$24.05

Intramurals must take place outside of the typical workday and have their season and hours approved by Administration. A year of experience is earned each school year, regardless of the number of intramurals advised.

Detention Hall (hourly)	\$20.18	\$21.05	\$21.95	\$22.85
Computer Room Supervisor (hourly)	\$20.18	\$21.05	\$21.95	\$22.85
Bus Supervision (hourly)	\$21.54	\$22.47	\$23.42	\$24.39
Weight Room Supervisor (hourly)	\$20.18	\$21.05	\$21.95	\$22.85

Weight room supervision will be limited to compensation for three (3) days a week, two (2) hours per day during the pupil instructional year.

Curriculum Work/Voluntary Coverage/ Afterschool Instruction (hourly)	\$36.10	\$37.66	\$39.26	\$40.87
Student Supervision (see 3.01 (g))	\$36.10	\$37.66	\$39.26	\$40.87
Tutoring (hourly)	\$26.93	\$28.08	\$29.28	\$30.48

APPENDIX F
QUALIFIED HIGH DEDUCTIBLE HEALTH CARE

Shippensburg Area School District
Overview of PPO Qualified High Deductible Health Plan
Non-Grandfathered

BENEFIT	Qualified High Deductible Health Plan PPQSI052/RXQSI052 & PPQSI053/RXQSI053	
Summary of Cost Sharing	Member Responsibilities	
	In-Network	Out-of-Network
Benefit Period	January 1 - December 31	
Deductible (per benefit period) Deductible is combined to include medical & prescription drug benefits for in-network providers. If you enroll in a family plan, the overall family deductible must be met before the plan begins to pay.	\$1,700 per member / \$3,400 per family	
Coinsurance (percentage you pay after your deductible is met)	No member coinsurance	20% coinsurance
Out-of-Pocket Maximum The most you pay per benefit period, after which benefits are paid at 100%. This includes deductible, copayments and coinsurance for medical including ER and prescription drug.	\$3,000 per member \$6,000 per family	\$6,000 per member \$12,000 per family
Office Visits / Urgent Care / Emergency Room Copayments		
Virtual Care Visits - delivered via the Capital BlueCross Virtual Care platform	No charge after deductible	Not covered
Office Visits & Consultations (In-person & Telehealth) performed by a family practitioner, general practitioner, internist, pediatrician or in-network retail clinic	No charge after deductible	20% coinsurance after deductible
Specialist Office Visits (In-person & Telehealth)	No charge after deductible	20% coinsurance after deductible
Urgent Care Services	No charge after deductible	20% coinsurance after deductible
Emergency Room	No charge after deductible	
Preventive Care		
Pediatric & Adult Preventive Care	No charge waive deductible	20% coinsurance after deductible
Screening Gynecological Exam & Pap Smear (One per benefit period)	No charge waive deductible	20% coinsurance waive deductible
Screening Mammogram (One per benefit period)	No charge waive deductible	20% coinsurance waive deductible
Diagnostic Mammogram	No charge waive deductible	20% coinsurance after deductible
Facility / Surgical Services		
Inpatient Hospital Room & Board	No charge after deductible	50% coinsurance after deductible
Acute Inpatient Rehabilitation (60 days per benefit period)	No charge after deductible	50% coinsurance after deductible
Skilled Nursing Facility (100 days per benefit period)	No charge after deductible	50% coinsurance after deductible
Maternity Services & Newborn Care	No charge after deductible	20% coinsurance after deductible
Surgical Procedure & Anesthesia (professional charges)	No charge after deductible	20% coinsurance after deductible
Outpatient Surgery at Ambulatory Surgical Center (facility charge only)	No charge after deductible	Not covered
Outpatient Surgery at Acute Care Hospital (facility charge only)	No charge after deductible	50% coinsurance after deductible
Diagnostic Services		
High Tech Imaging (such as MRI, CT, PET)	No charge after deductible	20% coinsurance after deductible
Radiology (other than high tech imaging)	No charge after deductible	20% coinsurance after deductible
Independent Laboratory	No charge after deductible	20% coinsurance after deductible
Facility-Owned Laboratory (i.e. Health System owned)	No charge after deductible	20% coinsurance after deductible
Therapy Services (Rehabilitative & Habilitative Services)		
Physical Therapy (25 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Occupational Therapy (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Speech Therapy (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Respiratory Therapy	No charge after deductible	20% coinsurance after deductible
Manipulation Therapy (25 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Acupuncture	Not covered	Not covered
Mental Health & Substance Use Disorder Services		
Mental Health Inpatient Services	No charge after deductible	20% professional, 50% facility coinsurance after deductible
Mental Health Outpatient Services	No charge after deductible	20% professional, 50% facility coinsurance after deductible
Substance Use Disorder Detoxification Inpatient	No charge after deductible	20% professional, 50% facility coinsurance after deductible
Substance Use Disorder Rehabilitation Outpatient	No charge after deductible	20% professional, 50% facility coinsurance after deductible
Additional Services		
Home Health Care Services (90 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Durable Medical Equipment	No charge after deductible	20% coinsurance after deductible
Prosthetic Appliances	No charge after deductible	20% coinsurance after deductible
Orthotic Devices	No charge after deductible	20% coinsurance after deductible

Shippensburg Area School District

Overview of PPO Qualified High Deductible Health Plan

Non-Grandfathered

BENEFIT	Qualified High Deductible Health Plan PPQSI052/RXQSI052 & PPQSI053/RXQSI053		
Prescription Drug			
Highlights	Member Responsibilities		
	Retail Pharmacy (up to a 30-day supply)	Mail Service Pharmacy (up to a 90-day supply)	Specialty Pharmacy (up to a 30-day supply)
Deductible per benefit period* Deductible does not apply (copay applies) to preventive drugs listed on Capital's Rx Preventive Coverage List. However, copays apply. (Members can view the most current list by accessing the Capital BlueCross website at capbluecross.com)	Includes medical and prescription drug benefits		
Prescription Drug Tier			
Generic Preferred	\$5 copayment after deductible	\$10 copayment after deductible	\$5 copayment after deductible
Generic Non-Preferred	\$5 copayment after deductible	\$10 copayment after deductible	\$5 copayment after deductible
Brand Preferred	\$10 copayment after deductible	\$20 copayment after deductible	\$20 copayment after deductible
Brand Non-Preferred	\$25 copayment after deductible	\$50 copayment after deductible	\$35 copayment after deductible
Contraceptives (Self-Administered)			
Generic Preferred	\$0 copayment after deductible	\$0 copayment after deductible	Not covered
Select Brands (no generic equivalent available)	\$0 copayment after deductible	\$0 copayment after deductible	Not covered
Brand Preferred	\$10 copayment after deductible	\$20 copayment after deductible	Not covered
Brand Non-Preferred	\$25 copayment after deductible	\$50 copayment after deductible	Not covered
Additional Pharmacy Benefits/Details			
Network (for Specialty Pharmacy information please refer to the Guide to Rx Benefits at www.capbluecross.com)	Broad Plus		
Formulary	Advantage		
\$0 Preventive Rx Coverage	No charge		
Generic Substitution Program	Restrictive Generic Substitution – In addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) <u>unless</u> the physician requests the brand be dispensed.		
Extended Supply Network (ESN)	Members have the ability to obtain covered drugs for up to a 90 day supply at in-network retail pharmacies.		

This is not a contract. Programs are subject to change. This information highlights benefits, limitations and exclusions of the prescription drug coverage and is not intended to be a complete list or complete description of available services. The terms and conditions of coverage shall be governed solely by the contract issued to the group. Contact your employer, marketing representative, or broker for additional benefit details.

*Refer to your Certificate of Coverage or contact your employer for the applicable benefit period.

Benefits are underwritten by Capital Advantage Assurance Company*, a subsidiary of Capital BlueCross. An independent licensee of the BlueCross BlueShield Association.

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments required under any other health benefits coverage you may have. *Certain preventive contraceptives are required to be covered at no cost to you when filled at an in-network pharmacy with a valid prescription in accordance with Preventive Health Guidelines. In-network providers and pharmacies agree to accept our allowance as payment in full—often less than their normal charge. If you visit an out-of-network provider or pharmacy, you are responsible for paying the deductible, coinsurance and the difference between the out-of-network provider's or out-of-network pharmacy's charges and the allowed amount. Out-of-network providers may balance bill the member. Some out-of-network facility providers are not covered. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to out-of-network pharmacies are not applied to the out-of-pocket maximum. In certain situations, a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost-sharing amount may apply to the facility fee.

Hospitalization & Major Medical

The District will provide a Qualified High Deductible Health Plan (QHDHP) as described in Appendix F with a deductible that is equal to the IRS minimum guidelines, with an employer contribution into the employee's Health Savings Account (HSA). Preventative and Maintenance drugs will not be subject to the deductible but will have co-pays. The contribution into the HSA account will be 35% of the deductible. Money deposited into the employee's HSA account shall roll-over from year to year in compliance with the IRS Regulations. Payment will be pro-rated based upon the employee hiring timeline. One day worked equals one month of HSA money. If required by an IRS action, the QHDHP deductible amount shall be modified to match the minimum IRS guidance to maintain a qualified plan. The parties will split the administrative fees for the HSA equally. If the administrative fee increases, the split will be shared accordingly. The Total Maximum Out of Pocket (TMOOP) limit will be \$3,000/\$6,000 to include the deductible, other out of pocket expenses and prescription. Members of the bargaining unit shall make a co-payment of 5% in 2025/26 of the premium cost of coverage elected and 6% beginning 26/27. The co-payment shall be divided equally over the 26 pay periods beginning with the first pay of each new school year. The cost to the employee in any given year shall be based on the District's premium cost for the coverage elected by the employee each year.

The deductible for the QHDHP runs on a calendar (January – December) basis. The deductible will reset each January 1. The HSA money will also run on a calendar (January-December) basis. The 35% HSA money will be deposited on the first business day in January each year.

Spousal Coverage and Surcharge

Effective for employees hired on or after January 13, 2026, spousal coverage under the District's health insurance plan shall be subject to the provisions set forth in this article. Employees hired prior to this date shall be considered grandfathered and shall not be subject to the spousal surcharge described herein.

1. Any bargaining unit member who is employed by the District prior to January 13, 2026, regardless of current marital status, may continue to enroll, maintain or change spousal coverage without incurring a spousal surcharge.
2. For employees hired on or after January 13, 2026, a spouse shall be excluded from coverage under the District's health insurance plan unless the employee elects spousal coverage and agrees to pay the applicable spousal surcharge.
 - i. Newly hired employees who elect to enroll an otherwise eligible spouse shall be required to pay a spousal surcharge of One Thousand Five Hundred Dollars (\$1,500) per year, in addition to any other required employee premium contributions.

- ii. The surcharge shall be paid through payroll deduction in a manner determined by the District.

Spousal Exclusion

Spouses who are eligible for healthcare coverage by the following entities will not be entitled to coverage provided by the District:

- i. The Commonwealth of Pennsylvania
- ii. Public School District
- iii. State System of Higher Education Universities (Shippensburg University) or state-owned Universities funded by the State of Pennsylvania; or
- iv. State-related Universities of Pennsylvania (Pennsylvania State University, University of Pittsburgh, Lincoln University, Temple University, etc.)

Spouses who work part-time for the above entities and are eligible for healthcare coverage, but must pay a greater cost for the coverage than if he/she was on the District's plan, will be eligible for the District healthcare coverage. Spouses of a District employee not employed by the entities noted above are eligible for District healthcare coverage.

Annual Insurance Review

Insurance shall be reviewed annually. The Association and the District will work in partnership to provide quality healthcare at the best cost. If the District has a proposal from another healthcare provider that maintains the same or better coverage and reduces the cost of healthcare, the District will present all relevant information to the President of SAEA. The Executive Committee of SAEA will review the information and present it to the membership for review and vote within two (2) weeks of receipt of the information from the District. Any change in the medical insurance carrier shall be mutually agreed upon by the Employer and ratified by a fifty one percent (51%) of the Association membership.

Dental Coverage

The Board shall provide a program of prepaid dental care protection for each member of the bargaining unit and their dependents substantially equal to the current coverage.

(a) The Basic Program (100% UCR)

Diagnostic preventive and basic restorative services
Routine oral examination and prophylaxis
Periapical and bitewing x-rays
Full mouth x-rays
Topical application of fluoride for dependent children
Repair of broken partial or full removable dentures
Space maintainers that replace prematurely lost teeth of children

Palliative emergency treatment for dental pain
 Amalgam, silicate, acrylic, synthetic porcelain and composite filling restorations to restore diseased or accidentally broken teeth
 Simple extractions
 Endodontics, including pulpotomy, direct pulp capping and root canal treatment
 Anesthetic services
 Consultations

(b) Oral Surgery (100% UCR)

Surgical removal of teeth
 Surgical removal of maxillary mandibular intrabony cysts
 Procedures performed for the preparation of the mouth for dentures
 Apicoectomy (dental root resection)

(c) Periodontics (80% UCR)

Periodontal examinations
 Gingival curettage
 Gingivectomy and gingivoplasty
 Osseous surgery in connection with periodontal disease
 Mucogingivoplastic surgery

(d) Prosthetics and Crown, Inlay and Onlay Restorations (80% UCR)

Single unconnected crown, inlays and onlays
 Crown, inlay and onlay restorations
 Replacement of crowns, inlays and onlays
 Initial insertion of bridges
 Initial insertion of partial or full dentures
 Replacement of an existing partial or full dentures or bridge with a new denture or bridge
 Addition of teeth to an existing partial denture or to a bridge
 Relining or rebasing dentures
 Repair of broken crowns, inlays, onlays or bridges

(e) \$1,500.00 Annual Maximum

Vision Coverage

- (a) The Board shall provide a plan for family, basic vision insurance substantially equal to the current coverage to members of the bargaining unit and their dependents.
- (b) Payment for lenses to:
- | | |
|---------|------|
| Single | \$35 |
| Bifocal | \$55 |

Trifocal \$65

Aphakic \$95

(c) Frames or Contacts every 12 month period

(d) Vision examination once per 12 month period for all participants

i. In-network covered in full

ii. Out-of-network covered up to \$30