

**Shippensburg Area Education  
Association**

**Collective Bargaining Agreement**



**July 1, 2021 ~ June 30, 2025**

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

SAEA Ratified: November 18, 2021  
SASD Board Approved: November 22, 2021

## INDEX

I.	Recognition .....	1
	1.00 Association .....	1
II.	Grievances.....	2-6
	2.00 Scope & Definitions.....	2
	2.01 Procedures .....	2
	2.02 Processing.....	3
	2.03 Miscellaneous.....	5
III.	Terms & Conditions .....	6-11
	3.00 Leaving Premises During Workday .....	6
	3.01 Length of School Day.....	6
	3.02 Length of School Year .....	9
	3.03 Teaching Assignments.....	9
	3.04 Use of Classroom Teacher Assistants .....	9
	3.05 Flexible Instructional Days (FID) .....	10
IV.	Salary Schedules.....	11-12
	4.00 Salaries set forth in Appendix "A" .....	11
	4.01 Salaries set forth in Appendix "B" .....	11
	4.02 In the event of an extended Agreement.....	11
	4.03 Placement of Part-Time Teacher on Salary Schedule .....	12
V.	Absences/Leaves.....	12-20
	5.00 In General.....	12
	5.01 Bereavement Leave .....	12
	5.02 Sick Leave .....	13
	5.03 Educational Leave .....	14
	5.04 Maternity Leave .....	15
	5.05 Adoption.....	16
	5.06 Personal Leave .....	16
	5.07 Association Leave.....	18
	5.08 Sabbatical Leave.....	18
VI.	Employee Protection .....	20-21
	6.00 Statutory Savings Clause .....	20
	6.01 Teachers Tenure Act .....	20
	6.02 ABA (Assn./Board/Admin.) .....	20
	6.03 File Access .....	21
	6.04 Just Cause.....	21

VII.	Vacancies and Transfers .....	21-22
	7.00 Vacancies.....	21
	7.01 Transfers.....	21
	7.02 Seniority .....	22
VIII.	Insurance and Medical Benefits.....	23-28
	8.00 Life Insurance .....	23
	8.01 Hospitalization and Major Medical .....	23
	8.02 Dental.....	25
	8.03 Vision .....	26
	8.04 Carrier/Plan .....	27
	8.05 Liability .....	27
	8.06 Retirement Date .....	27
IX.	Miscellaneous Benefit Provisions .....	28-30
	9.00 Credit for Military Service .....	28
	9.01 Reimbursement for Travel.....	28
	9.02 Passes for School Sponsored Events.....	28
	9.03 Part-Time Professional Employees .....	28
	9.04 Long-Term Substitutes .....	29
X.	Association Provisions.....	30-32
	10.00 Dues Deduction.....	30
	10.01 Payroll Deductions .....	30
	10.02 Direct Deposit .....	31
	10.03 Inter-Office Mail.....	31
	10.04 Policy Handbooks.....	31
	10.05 Orientation Day.....	31
	10.06 School Board Communication .....	31
XI.	Miscellaneous Provisions.....	32-33
	11.00 Contract Application .....	32
	11.01 Strikes and Lockouts .....	32
	11.02 Waiver Clauses.....	33
XII.	Negotiation of Successor Agreement .....	33
	12.00 Deadline Date.....	33
XIII.	Drafting, Printing and Distribution .....	33-34
	13.00 Responsibilities .....	33
	13.01 New Employees.....	34
XIV.	14.00 Term .....	35

## APPENDICES

A-1: Salary .....	36-41
Salary Schedule Advancement.....	36
A-1: 2021/22 and 2022/23.....	38
2023/24 and 2024/25 .....	39
A-2: Placement Table for Present Members.....	40
A-2: Placement Table for Newly Hired Members .....	41
B-1: Supplemental Salaries – Coaching .....	42-47
Method of Calculation – Coaching Salaries .....	42
Payment of Supplemental Salaries – Coaching .....	43
Coaching Clinics.....	43
Post Season Play .....	44
Supplemental Positions and Salaries -- Coaches .....	46
B-2: Miscellaneous Salary Schedules .....	48-60
A. Calculation for Non-Athletic Supplemental Salaries.....	48
Supplemental Positions and Salaries – Non Athletic.....	49
B. Per Diems .....	51
C. Intramurals.....	51
D. IEP .....	51
E. Miscellaneous Salary Provisions .....	52
1. Ten and one-half/Eleven and one half contracts.....	52
2. Summer School.....	52
3. Detention Hall/Computer Room Supervision/Weight Room Supervision.....	52
4. Curriculum Planning/Development for Courses of Study.....	52
5. Pay Periods .....	53
6. Lump sum payment for summer salary .....	53
7. In-Service Education Credits.....	53
8. Retirement – Unused Sick Leave .....	54
9. Credit for previous years of employment .....	55
10. Payment for Supplemental Positions.....	55
11. Mid-season payment.....	55
12. Inservice Incentive.....	55
13. Voluntary Coverage .....	56
14. Online Education .....	57
Notification of Supplementary Salary Values .....	60
Appendix C – QHD Health Care Plan.....	61

**THIS AGREEMENT**

A. MADE this \_\_\_\_\_ day of 2021 effective July 1, 2021 and through June 30, 2025, 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; guidance and attendance personnel; and nurses and dental hygienists.

## 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. During each thirty-seven and one

half (37.5) hour work week, a minimum of two hundred (200) minutes of duty-free planning time will be provided in segments of not less than forty (40) minutes each at the secondary level and thirty (30) minutes each at the elementary level. The administration shall attempt to schedule these segments each day.

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.
4. Attendance and/or participation by appropriate staff at Child Study Team (CST) meetings, Multi-Disciplinary Team (MDT) meetings and other

**mandatory meetings that require specific staff and parents to meet during mutually agreeable times.**

**Bargaining Unit members attending IEP meetings outside of the regular workday/school year in excess of four (4) hours/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.**

**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.**

- 5. Parent/teacher conferences conducted when deemed necessary by parent and teacher, to be held at a mutually agreeable time.**

**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.**

**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.

**3.03 Teaching Assignments**

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

- (1) Elementary ----- July 1
- (2) Middle School ----- July 1
- (3) Senior High School ----- July 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.

#### **ARTICLE IV – SALARY SCHEDULES**

- 4.00 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.
- 4.01 Supplemental salaries are agreed to and are set forth in Appendix B
- 4.02 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.

**4.03 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) A physicians' excuse will be required of each employee who is absent due to his/her personal illness/injury or family illness/injury on a District in-service or Act 80 day.
- (3) 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 4.03 – 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 rate of Ninety dollars (\$90.00) per day at the member's request. All reimbursement due under this section shall be placed in the employee's Health Savings Account (HSA) first. If the employee does not have an HSA then contribution shall be placed in the employee's 403(b) account, which is currently in the District's 403(b) approved 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 15<sup>th</sup>. 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 403(b) account. Should a member not have a 403(b) account established, the

personal days will be considered accumulated if permitted, or forfeited. Said reimbursement into an HSA or 403(b) account shall be made no later than June 30<sup>th</sup> 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.**

**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

The District will provide a Qualified High Deductible Health Plan (QHDHP) as described in Appendix D with a deductible of \$1,500/\$3,000, unless such deductible amount would rise in accordance with IRS 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% of the premium cost of coverage elected. 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 January 1 each year.**

**(a) 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.**

**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.

## **8.02 Dental**

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**

**8.03 Vision**

**(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

**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 March 1, in order to receive paid benefits through July and August.

**ARTICLE IX – MISCELLANEOUS BENEFIT PROVISIONS**

**9.00 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.

**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 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.

#### **9.04 Long Term Substitute**

Any individual hired as a Long-Term Substitute shall be paid at the prevailing substitute rate, in effect in the District at that time, for the first thirty (30) consecutive days of employment in the same position.

Starting on the thirty-first (31<sup>st</sup>) consecutive day of employment, in the same position, a Long-Term Substitute 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.

It is understood that a Long-Term Substitute shall be granted the opportunity, starting on the thirty-first (31<sup>st</sup>) 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.

#### 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 for #1 Ed Credit Union and Pennsylvania State Employees' Credit Union. 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-half (1/2) hour, being the half 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 10<sup>th</sup> 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.

14.00 Term

The term of this agreement shall begin July 1, 2021 and shall continue in full force and effect until June 30, 2025, 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

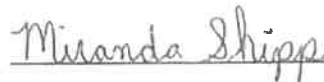


Secretary

SHIPPENSBURG AREA EDUCATION ASSOCIATION



President



Secretary

**APPENDIX "A-1"**

**SALARY**

Every step in each column of the salary schedule shall be increased over the previous year's amount by \$1,000 in 2021/22; \$1,000 in 2022/23; \$1,300 in 2023/24; \$1,400 in 2024/25. For 2021/22 the salary increase will be effective the first pay date after ratification. 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.

**Supplemental Value**

1. Dollar value for base salary for coaching
2. Dollar value for experience factor for supplemental salaries
3. Dollar value for intramurals
4. Dollar value for detention hall, computer room supervisor, and weight room supervisor.
5. Dollar value for curriculum planning and development

**Salary Schedule Advancements**

<b>Bachelors</b>	<b>Masters</b>	<b>M+15</b>	<b>M+30</b>	<b>M+45</b>	<b>M+60</b>
	30 graduate credits	45 graduate credits	60 graduate credits	75 graduate credits	90 graduate credits

The calculation to move to columns beyond the Masters 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 Masters Degree of thirty (30) credits or more to advance to the Masters column.**

**As of July 1, 2018, new employees can only be granted movement beyond the Masters column if they possess a Masters 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 Masters Equivalence will move beyond the Masters column just as someone with a Masters, by total post-baccalaureate credits (graduate credits) earned.**

Shippensburg EA  
Salary Schedule  
2021/22 \$1,000 plus Step Movement

<b>Yr. 1</b>						
<b>2021/22</b>						
Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	51,769	53,752	55,739	57,129	58,524	59,913
2	53,429	55,418	57,403	58,794	60,185	61,576
3	56,012	57,999	59,987	61,377	62,765	64,160
4	58,595	60,582	62,569	63,961	65,352	66,742
5	61,178	63,164	65,153	66,544	67,932	69,325
6	63,761	65,747	67,736	69,128	70,518	71,907
7	66,343	68,329	70,320	71,709	73,101	74,492
8	68,928	70,914	72,902	74,293	75,682	77,073
9	71,513	73,500	75,486	76,876	78,268	79,660
10	74,097	76,080	78,068	79,458	80,849	82,241

Shippensburg EA  
Salary Schedule  
2022/23 \$1,000 plus Step Movement

<b>Yr. 2</b>						
<b>2022/23</b>						
Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	52,769	54,752	56,739	58,129	59,524	60,913
2	54,429	56,418	58,403	59,794	61,185	62,576
3	57,012	58,999	60,987	62,377	63,765	65,160
4	59,595	61,582	63,569	64,961	66,352	67,742
5	62,178	64,164	66,153	67,544	68,932	70,325
6	64,761	66,747	68,736	70,128	71,518	72,907
7	67,343	69,329	71,320	72,709	74,101	75,492
8	69,928	71,914	73,902	75,293	76,682	78,073
9	72,513	74,500	76,486	77,876	79,268	80,660
10	75,097	77,080	79,068	80,458	81,849	83,241

Shippensburg EA  
Salary Schedule  
2023/24 \$1,300 plus Step Movement

<b>Yr. 3</b>						
<b>2023/24</b>						

Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	54,069	56,052	58,039	59,429	60,824	62,213
2	55,729	57,718	59,703	61,094	62,485	63,876
3	58,312	60,299	62,287	63,677	65,065	66,460
4	60,895	62,882	64,869	66,261	67,652	69,042
5	63,478	65,464	67,453	68,844	70,232	71,625
6	66,061	68,047	70,036	71,428	72,818	74,207
7	68,643	70,629	72,620	74,009	75,401	76,792
8	71,228	73,214	75,202	76,593	77,982	79,373
9	73,813	75,800	77,786	79,176	80,568	81,960
10	76,397	78,380	80,368	81,758	83,149	84,541

Shippensburg EA  
Salary Schedule  
2024/25 \$1,400 plus Step Movement

<b>Yr. 4</b>						
<b>2024/25</b>						

Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	55,469	57,452	59,439	60,829	62,224	63,613
2	57,129	59,118	61,103	62,494	63,885	65,276
3	59,712	61,699	63,687	65,077	66,465	67,860
4	62,295	64,282	66,269	67,661	69,052	70,442
5	64,878	66,864	68,853	70,244	71,632	73,025
6	67,461	69,447	71,436	72,828	74,218	75,607
7	70,043	72,029	74,020	75,409	76,801	78,192
8	72,628	74,614	76,602	77,993	79,382	80,773
9	75,213	77,200	79,186	80,576	81,968	83,360
10	77,797	79,780	81,768	83,158	84,549	85,941

**APPENDIX A-2  
 PLACEMENT TABLE FOR PRESENT MEMBERS OF  
 THE BARGAINING UNIT ON THE SALARY SCALE**

2020/21	2021/22	2022/23	2023/24	2024/25
				1
			1	2
		1	2	3
	1	2	3	4
1	2	3	4	5
2	3	4	5	6
3	4	5	6	7
4	5	6	7	8
5	6	7	8	9
6	7	8	9	10
7	8	9	10	10
8	9	10	10	10
9	10	10	10	10
10	10	10	10	10

APPENDIX A-2

PLACEMENT TABLE FOR NEWLY  
HIRED MEMBERS OF THE BARGAINING UNIT  
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-1"

### SUPPLEMENTAL SALARIES – COACHING

The BASE DOLLAR VALUE shall be consistent with Appendix "A-1" (See Appendix "A-1" SALARY for increases and distribution).

Salary increases for all positions listed in Appendix B-1 and Appendix B-2 shall be as follows:

2021/22 – 0% Note salaries adjusted for Non-Athletic positions.

2022/23 – 1%

2023/24 – 1%

2024/25 – 1%

### METHOD OF CALCULATION – COACHING SALARIES

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

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.

A dollar value of \$60.00 shall be granted for each complete season of District experience beginning year 2 for coaches hired after 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-1" 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 "Miscellaneous Salary Provisions", Section E, 5.

#### 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**

The Association will accumulate data concerning complaints and apparent injustices and will compile this information prior to each review period.

It shall be the responsibility of the Association President and the Superintendent to call their respective review committees into session no later than October 15 of the school year prior to a negotiations year in a multi-year contract or October 1 of a negotiations year in a one-year contract.



No changes made during the review period and approved by the Board will be retroactive to an earlier date than that of its effective date.

Any coach of a sport covered under this agreement who held that position previous to August 1, 1982 and received higher pay for that position than this agreement allows for, shall continue to receive the higher pay until he/she terminates his/her employment in that position. In the latter event that a coach continuing to be paid on the previous salary scale would be eligible for a higher pay on the point system, that coach would then be paid according to the higher salary.

**SUPPLEMENTAL SALARIES -- COACHES**

<b>FALL SPORTS</b>	<b>0.00%</b>	<b>1.00%</b>	<b>1.00%</b>	<b>1.00%</b>
	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
HIGH SCHOOL HEAD FOOTBALL	\$5,525	\$5,580	\$5,636	\$5,692
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,225	\$3,257	\$3,290	\$3,323
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,225	\$3,257	\$3,290	\$3,323
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,225	\$3,257	\$3,290	\$3,323
HIGH SCHOOL ASS'T FOOTBALL (4)	\$3,225	\$3,257	\$3,290	\$3,323
9TH GRADE HEAD FOOTBALL	\$3,225	\$3,257	\$3,290	\$3,323
9TH GRADE ASS'T FOOTBALL (2)	\$2,500	\$2,525	\$2,550	\$2,576
9TH GRADE ASS'T FOOTBALL (2)	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL HEAD FIELD HOCKEY	\$4,000	\$4,040	\$4,080	\$4,121
HIGH SCHOOL ASS'T FIELD HOCKEY	\$2,800	\$2,828	\$2,856	\$2,885
MIDDLE SCHOOL HEAD FIELD HOCKEY	\$2,600	\$2,626	\$2,652	\$2,679
MIDDLE SCHOOL ASS'T FIELD HOCKEY	\$2,150	\$2,172	\$2,193	\$2,215
HIGH SCHOOL HEAD CROSS COUNTRY	\$3,500	\$3,535	\$3,570	\$3,606
HIGH SCHOOL ASS'T CROSS COUNTRY	\$2,000	\$2,020	\$2,040	\$2,061
MIDDLE SCHOOL HEAD CROSS COUNTRY	\$2,000	\$2,020	\$2,040	\$2,061
HIGH SCHOOL HEAD VOLLEYBALL	\$3,500	\$3,535	\$3,570	\$3,606
HIGH SCHOOL ASS'T VOLLEYBALL	\$2,250	\$2,273	\$2,295	\$2,318
HIGH SCHOOL BOYS' HEAD SOCCER	\$4,000	\$4,040	\$4,080	\$4,121
HIGH SCHOOL BOYS' ASS'T SOCCER	\$2,650	\$2,677	\$2,703	\$2,730
HIGH SCHOOL GIRLS' HEAD SOCCER	\$4,000	\$4,040	\$4,080	\$4,121
HIGH SCHOOL GIRLS' ASS'T SOCCER	\$2,650	\$2,677	\$2,703	\$2,730
HIGH SCHOOL HEAD GOLF	\$2,250	\$2,273	\$2,295	\$2,318
<b>WINTER SPORTS</b>				
HIGH SCHOOL BOYS' HEAD BASKETBALL	\$4,500	\$4,545	\$4,590	\$4,636
HIGH SCHOOL BOYS' JV ASS'T BASKETBALL	\$3,200	\$3,232	\$3,264	\$3,297
HIGH SCHOOL 9th GRADE BOYS HEAD BASKETBALL COACH	\$3,000	\$3,030	\$3,060	\$3,091
HIGH SCHOOL 9th GRADE GIRLS HEAD BASKETBALL COACH	\$3,000	\$3,030	\$3,060	\$3,091
MIDDLE SCHOOL BOYS' VARSITY BASKETBALL	\$3,000	\$3,030	\$3,060	\$3,091
MIDDLE SCHOOL BOYS' JV BASKETBALL	\$2,400	\$2,424	\$2,448	\$2,473
HIGH SCHOOL GIRLS' HEAD BASKETBALL	\$4,500	\$4,545	\$4,590	\$4,636
HIGH SCHOOL GIRLS' JV ASS'T BASKETBALL	\$3,200	\$3,232	\$3,264	\$3,297
MIDDLE SCHOOL GIRLS' VARSITY BASKETBALL	\$3,000	\$3,030	\$3,060	\$3,091
MIDDLE SCHOOL GIRLS' JV BASKETBALL	\$2,400	\$2,424	\$2,448	\$2,473
HIGH SCHOOL HEAD WRESTLING	\$4,500	\$4,545	\$4,590	\$4,636
HIGH SCHOOL ASS'T WRESTLING	\$3,250	\$3,283	\$3,315	\$3,348
MIDDLE SCHOOL HEAD WRESTLING	\$3,000	\$3,030	\$3,060	\$3,091
MIDDLE SCHOOL ASS'T WRESTLING	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL HEAD SWIMMING AND DIVING	\$4,000	\$4,040	\$4,080	\$4,121
HIGH SCHOOL ASS'T SWIMMING AND DIVING (2)	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL ASS'T SWIMMING AND DIVING (2)	\$2,500	\$2,525	\$2,550	\$2,576

	2021/22	2022/23	2023/24	2024/25
<b>SPRING SPORTS</b>				
MIDDLE SCHOOL HEAD VOLLEYBALL	\$2,250.00	\$2,272.50	\$2,295.23	\$2,318.18
MIDDLE SCHOOL ASS'T VOLLEYBALL	\$2,000	\$2,020	\$2,040	\$2,061
HIGH SCHOOL HEAD BASEBALL	\$3,750	\$3,788	\$3,825	\$3,864
HIGH SCHOOL ASS'T BASEBALL (3)	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL ASS'T BASEBALL (3)	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL ASS'T BASEBALL (3)	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL HEAD SOFTBALL	\$3,750	\$3,788	\$3,825	\$3,864
HIGH SCHOOL ASS'T SOFTBALL (3)	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL ASS'T SOFTBALL (3)	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL ASS'T SOFTBALL (3)	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL HEAD TRACK & FIELD	\$4,000	\$4,040	\$4,080	\$4,121
HIGH SCHOOL ASS'T TRACK & FIELD (4)	\$2,650	\$2,677	\$2,703	\$2,730
HIGH SCHOOL ASS'T TRACK & FIELD (4)	\$2,650	\$2,677	\$2,703	\$2,730
HIGH SCHOOL ASS'T TRACK & FIELD (4)	\$2,650	\$2,677	\$2,703	\$2,730
HIGH SCHOOL ASS'T TRACK & FIELD (4)	\$2,650	\$2,677	\$2,703	\$2,730
MIDDLE SCHOOL BOYS' HEAD SOCCER	\$2,650	\$2,677	\$2,703	\$2,730
MIDDLE SCHOOL BOYS' ASS'T SOCCER	\$2,100	\$2,121	\$2,142	\$2,164
MIDDLE SCHOOL GIRLS' HEAD SOCCER	\$2,650	\$2,677	\$2,703	\$2,730
MIDDLE SCHOOL GIRLS' ASS'T SOCCER	\$2,100	\$2,121	\$2,142	\$2,164
<b>YEAR ROUND POSITIONS</b>				
HIGH SCHOOL HEAD CHEER ADVISOR	\$4,000	\$4,040	\$4,080	\$4,121
HIGH SCHOOL ASS'T CHEER ADVISOR	\$3,500	\$3,535	\$3,570	\$3,606
MIDDLE SCHOOL HEAD CHEER ADVISOR	\$3,000	\$3,030	\$3,060	\$3,091
MIDDLE SCHOOL ASS'T CHEER ADVISOR	\$2,500	\$2,525	\$2,550	\$2,576
HIGH SCHOOL ASS'T ATHLETIC DIRECTOR	\$4,750	\$4,798	\$4,845	\$4,894
HIGH SCHOOL EQUIPMENT MANAGER	\$4,000	\$4,040	\$4,080	\$4,121
MIDDLE SCHOOL ASS'T ATHLETIC DIRECTOR/EQUIPMENT MANAGER	\$4,250	\$4,293	\$4,335	\$4,379

**APPENDIX "B-2"**

**MISCELLANEOUS SALARY SCHEDULES**

**A. CALCULATION FOR NON-ATHLETIC SUPPLEMENTAL SALARIES**

- (1) The non-athletic supplemental salaries shall be paid in accordance with the salary schedule provided at the end of this section.**
  
- (2) 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	1.00%	1.00%	1.00%	
	2021/22 \$ adjusted	2022/23	2023/24	2024/25
HIGH SCHOOL BAND DIRECTOR	\$5,412	\$5,466	\$5,520	\$5,576
HIGH SCHOOL ASS'T BAND DIRECTOR	\$1,969	\$1,989	\$2,009	\$2,029
HIGH SCHOOL ASS'T BAND DIRECTOR - GUARD INSTRUCTOR	\$1,969	\$1,989	\$2,009	\$2,029
MIDDLE SCHOOL VOCAL ENSEMBLE DIRECTOR (The Accidentals)	\$1,200	\$1,212	\$1,224	\$1,236
MIDDLE SCHOOL BAND DIRECTOR	\$2,050	\$2,071	\$2,091	\$2,112
MIDDLE SCHOOL ASS'T BAND DIRECTOR - GUARD INSTRUCTOR	\$1,000	\$1,010	\$1,020	\$1,030
HIGH SCHOOL SHARPS DIRECTOR	\$1,536	\$1,551	\$1,567	\$1,582
HIGH SCHOOL MUSICAL TECHNICAL PRODUCTION MANAGER	\$1,944	\$1,963	\$1,983	\$2,003
HIGH SCHOOL DRAMA MUSICAL DIRECTOR	\$3,627	\$3,663	\$3,700	\$3,737
MIDDLE SCHOOL DRAMA MUSICAL DIRECTOR	\$3,372	\$3,405	\$3,439	\$3,474
HIGH SCHOOL DRAMA MUSICAL CHORAL DIRECTOR	\$1,200	\$1,212	\$1,224	\$1,236
HIGH SCHOOL DRAMA MUSICAL INSTRUMENTAL DIRECTOR	\$1,200	\$1,212	\$1,224	\$1,236
MIDDLE SCHOOL DRAMA MUSICAL CHORAL DIRECTOR	\$1,200	\$1,212	\$1,224	\$1,236
6TH GRADE JAZZ BAND DIRECTOR	\$1,000	\$1,010	\$1,020	\$1,030
SAIS CONCERTS; ORCHESTRA/CHORAL (max. of 3 concerts/yr)	\$319	\$322	\$325	\$329
MIDDLE SCHOOL CONCERTS; BAND/JAZZ (max. of 6 concerts/yr)	\$319	\$322	\$325	\$329
HIGH SCHOOL CONCERTS; ORCHESTRA/BAND/JAZZ (max. of 5 concerts/yr)	\$319	\$322	\$325	\$329
MIDDLE SCHOOL CONCERTS; CHORAL (max. of 2 concerts/yr)	\$319	\$322	\$325	\$329
JAMES BURD & LUHRS CONCERTS; CHORAL (max. of 4 concerts/yr)	\$319	\$322	\$325	\$329
5TH & 6TH GRADE CONCERTS; BAND/JAZZ (max. of 7 concerts/yr)	\$319	\$322	\$325	\$329
NANCY GRAYSON & HIGH SCHOOL CONCERTS; CHORAL (max. of 4 concerts/yr)	\$319	\$322	\$325	\$329
<b>PLAY PRODUCTIONS</b>				
HIGH SCHOOL PLAY PRODUCTION DIRECTOR	\$2,000	\$2,020	\$2,040	\$2,061
MIDDLE SCHOOL SET DESIGN COORDINATOR	\$924	\$933	\$942	\$952
HIGH SCHOOL PLAY TECHNICAL PRODUCTION MANAGER	\$924	\$933	\$942	\$952
HIGH SCHOOL CHOREOGRAPHY COORDINATOR	\$760	\$768	\$775	\$783
MIDDLE SCHOOL CHOREOGRAPHY COORDINATOR	\$760	\$768	\$775	\$783
<b>STUDENT COUNCIL</b>				
HIGH SCHOOL STUDENT COUNCIL ADVISOR	\$1,969	\$1,989	\$2,009	\$2,029
MIDDLE SCHOOL STUDENT COUNCIL ADVISOR	\$924	\$933	\$942	\$952
INTERMEDIATE SCHOOL STUDENT COUNCIL ADVISOR	\$618	\$624	\$630	\$636
<b>AV and STAGE</b>				
MIDDLE SCHOOL AV & STAGE DIRECTOR	\$1,969	\$1,989	\$2,009	\$2,029
HIGH SCHOOL STAGE MANAGER	\$2,811	\$2,839	\$2,868	\$2,896
HIGH SCHOOL ASS'T STAGE MANAGER & AV COORDINATOR	\$1,969	\$1,989	\$2,009	\$2,029
<b>CLASS ADVISORS</b>				
SENIOR CLASS ADVISOR (2)	\$1,400	\$1,414	\$1,428	\$1,442
SENIOR CLASS ADVISOR (2)	\$1,400	\$1,414	\$1,428	\$1,442
JUNIOR CLASS ADVISOR (2)	\$1,400	\$1,414	\$1,428	\$1,442
JUNIOR CLASS ADVISOR (2)	\$1,400	\$1,414	\$1,428	\$1,442
SOPHOMORE CLASS ADVISOR (2)	\$1,000	\$1,010	\$1,020	\$1,030
SOPHOMORE CLASS ADVISOR (2)	\$1,000	\$1,010	\$1,020	\$1,030
FRESHMAN CLASS ADVISOR (2)	\$1,000	\$1,010	\$1,020	\$1,030
FRESHMAN CLASS ADVISOR (2)	\$1,000	\$1,010	\$1,020	\$1,030

	2021/22 \$\$			
	adjusted	2022/23	2023/24	2024/25
<b>YEARBOOK</b>				
HIGH SCHOOL YEARBOOK ADVISOR	\$1,128	\$1,139	\$1,151	\$1,162
MIDDLE SCHOOL YEARBOOK ADVISOR	\$750	\$758	\$765	\$773
INTERMEDIATE SCHOOL YEARBOOK ADVISOR	\$650	\$657	\$663	\$670
JAMES BURD YEARBOOK ADVISOR	\$650	\$657	\$663	\$670
NANCY GRAYSON YEARBOOK ADVISOR	\$650	\$657	\$663	\$670
<b>OTHER</b>				
MENTOR (need determined each year)	\$1,020	\$1,030	\$1,041	\$1,051
SENIOR HIGH GIFTED (2)	\$2,454	\$2,479	\$2,503	\$2,528
SENIOR HIGH GIFTED (2)	\$2,454	\$2,479	\$2,503	\$2,528
GRADUATE SPEECH ADVISOR	\$500	\$505	\$510	\$515
HIGH SCHOOL ACADEMIC COMPETITION ADVISOR; Science Olympiad	\$618	\$624	\$630	\$637
HIGH SCHOOL ACADEMIC COMPETITION ADVISOR; Math League	\$618	\$624	\$630	\$637
HIGH SCHOOL ACADEMIC COMPETITION ADVISOR; Quiz Bowl	\$618	\$624	\$630	\$637
HIGH SCHOOL ACADEMIC COMPETITION ADVISOR; STEM Team	\$618	\$624	\$630	\$637
MIDDLE SCHOOL ACADEMIC COMPETITION ADVISOR; Quiz Bowl	\$618	\$624	\$630	\$637
TIMOTHY HOUSE SUPERVISOR	\$2,148	\$2,169	\$2,191	\$2,213
TIMOTHY HOUSE ASS'T SUPERVISOR	\$1,485	\$1,500	\$1,515	\$1,530
CHIEF OF SCHOOL SAFETY	\$4,000	\$4,040	\$4,080	\$4,121
HIGH SCHOOL POST-SECONDARY COURSE COORDINATOR	\$2,000	\$2,020	\$2,040	\$2,061
<b>NEW POSITIONS as of July 1, 2020 (department and grade level chairs must support a minimum of 4 members (chairperson not included))</b>				
GRADE LEVEL CHAIR, KINDERGARTEN	\$1,836	\$1,854	\$1,873	\$1,892
GRADE LEVEL CHAIR, 1ST	\$1,836	\$1,854	\$1,873	\$1,892
GRADE LEVEL CHAIR, 2ND	\$1,836	\$1,854	\$1,873	\$1,892
GRADE LEVEL CHAIR, 3RD	\$1,836	\$1,854	\$1,873	\$1,892
GRADE LEVEL CHAIR, 4TH	\$1,836	\$1,854	\$1,873	\$1,892
GRADE LEVEL CHAIR, 5TH	\$1,836	\$1,854	\$1,873	\$1,892
GRADE LEVEL CHAIR, READING SPECIALIST (DISTRICT)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, MATH (6-12)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, ENGLISH AND FOREIGN LANGUAGE (6-12)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR SCIENCE (6-12)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, SOCIAL STUDIES (6-12)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, SPECIAL EDUCATION/SPEECH/PSYCHOLOGIST (K-5)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, SPECIAL EDUCATION/SPEECH/PSYCHOLOGIST (6-12)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, BUSINESS, TECH, STEM, LIBRARY, CAREER READINESS, FAMILY CONSUMER SCIENCE (DISTRICT)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, WELLNESS (DISTRICT)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, ART (DISTRICT)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, MUSIC (DISTRICT)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, NURSING (DISTRICT)	\$1,836	\$1,854	\$1,873	\$1,892
DEPARTMENT CHAIR, GUIDANCE, SOCIAL WORKER (DISTRICT)	\$1,836	\$1,854	\$1,873	\$1,892
NATIONAL HONOR SOCIETY ADVISOR	\$1,600	\$1,616	\$1,632	\$1,648
FUTURE BUSINESS LEADERS OF AMERICA ADVISOR	\$612	\$618	\$624	\$631
FFA ADVISOR	\$1,224	\$1,236	\$1,249	\$1,261
HIGH SCHOOL VARIETY SHOW COORDINATOR	\$1,250	\$1,263	\$1,275	\$1,288
GRADUATION COORDINATOR (2)	\$500	\$505	\$510	\$515
GRADUATION COORDINATOR (2)	\$500	\$505	\$510	\$515
HIGH SCHOOL NEWS CHANNEL ADVISOR (Channel 74)	\$2,250	\$2,273	\$2,295	\$2,318

**B. PER DIEMS**

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.

**C. INTRAMURALS**

It is agreed that intramural advisors of activities held during the school year and financed entirely by the District shall be paid a rate consistent with Appendix "A-1" (See Appendix "A-1" SALARY for increases and distribution) Years of service need not be consecutive or in the same activity.

**D. IEP**

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

**E. MISCELLANEOUS SALARY PROVISIONS**

- 1. 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.**
- 2. 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 (beyond school hours, both summer and winter), shall be at an hourly rate based upon per diem (individual salary divided by school calendar days divided by 7.5 hours).**
  - b. It is agreed that two hours of planning time per week shall be granted for each class for summer school classroom teachers.**
  - c. It is agreed that 1/2 hour prep shall be granted for every three (3) hours of teaching for Alternative Education teachers.**
- 3. Compensation for members of the bargaining unit taking detention hall, computer room supervision, or weight room supervision beyond school hours shall be at the rate consistent with Appendix "A-1". Weight room supervision will be limited to compensation for three (3) days a week, two (2) hours per day during the pupil instructional year. (See Appendix "A-1" SALARY for increases and distribution.)**
- 4. Members of the bargaining unit performing duties related to curriculum planning and development for courses of study shall be compensated for duties performed during non-contracted hours at a rate consistent with**



Appendix "A-1", with pre-approval by the Office of the Superintendent.  
(See Appendix "A-1" SALARY for increases and distribution)

5. Pay periods for members of the bargaining unit continue on a two-week schedule.
6. 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.
7. In-Service Education Credits shall be granted as follows:

The District shall provide each member of the bargaining unit, except Long Term Substitutes covered under Section 9.04 of this contract, up to twenty thousand (\$20,000) for 2021/22, twenty-one thousand (\$21,000) for 2022/23, twenty-two thousand (\$22,000) for 2023/24 and twenty-three thousand (\$23,000) for 2024/25 for the career limit for tuition for graduate and/or Pennsylvania Department of Education (PDE) in-service credits. Members of the bargaining unit shall be paid for a maximum of twelve (12) credits per contract year. Course(s) must be taken in an accredited or District-approved educational institution and must be related to the member's professional growth (related to member's academic or potential academic responsibilities, guidance, and administration) within the School District as determined under the sole discretion of the superintendent. For courses offered by third party vendors bargaining unit members will be required to choose courses which require graduate credit from accredited programs to receive tuition reimbursement. Video

courses will not be approved. Only credits meeting the above criteria will be credited for salary placement. Coaches may receive reimbursement for courses in coaching, but these credits may not be used for salary level placement except for teachers of physical education. Prior approval must be obtained in writing, from the Superintendent for all courses. The District shall make payment to the institution of higher learning at the time of pre-registration for the cost of each course to be taken. In the event that any course is not satisfactorily completed with a grade of "B" or better, or "Pass on a Pass/Fail" system, the member of the bargaining unit shall reimburse the District all the monies paid for said course(s). Individual members of the bargaining unit will be responsible for requesting advancement on the salary schedule. Such requests shall be made, in writing, to the Superintendent 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. In the event that a member of the bargaining unit who has received such reimbursement leaves the District within one (1) year of the completion of the credits, the member shall reimburse the District 100% of the cost of the credits. In the event that a member of the bargaining unit who has received such reimbursement leaves the District within two (2) years of the completion of the credits, the member shall reimburse the District 50% of the cost of the credits.

8. Retirement – Unused sick leave - It is agreed that upon retirement with no less than twenty-five 25 years in PSERS, compensation for unused sick leave shall be as follows:

Members with 25 or more years of experience in the District shall receive \$75.00 per day for 60% of all accumulated sick days to a maximum of 170 days.

Members with at least 15 but less than 25 years' experience in the District shall receive \$55.00 per day for 50% of all accumulated sick days to a maximum of 150 days.

The maximum compensation an employee can receive under this section is eleven thousand nine hundred (\$11,900)

All reimbursement due under this section shall be placed in a 403(b) account, selected by the member, which is currently in the District's 403(b) approved plan. This is an employer contribution and there is no cash option.

9. 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.
10. Payment for supplemental positions will be made following completion of the supplemental assignment.
11. 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 "Miscellaneous Salary Provisions", Section D, 5.
12. IN-SERVICE INCENTIVE – Members not missing more than one (1) District in-service or Act 80 day due to illness with a doctor's note will be

reimbursed for any unused personal leave days, earned during the 2020/21 contract year and beyond, at the rate of two hundred twenty-five dollars (\$225) per day at the member's request. All reimbursement due under this section shall be placed in the employee's Health Savings Account (HSA) first. If the employee does not have an HSA then contribution shall be placed in the employee's 403(b) account which is currently in the District's 403(b) approved 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 15<sup>th</sup>. 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 into the member's 403(b) account. Should a member not have a 403(b) account established, the personal days will be considered accumulated if permitted, or forfeited. Said reimbursement into an HSA or 403(b) account shall be made no later than June 30<sup>th</sup> of the school year. Members missing more than one (1) District In-service or Act 80 day due to illness, or one (1) or more District In-service or Act 80 day(s) for any other reason, will forfeit this incentive and can only earn the ninety dollars (\$90) per day as mentioned in Section 5.06 c. Members missing a single District in-service or Act 80 day due to military leave, jury duty, or for the day of a funeral of an immediate family member (as defined in School Code Section 1154) during one school calendar year will still be able to participate in the incentive program.

13. Voluntary Coverage – An employee who voluntarily performs additional duties including class coverage/student supervision during their planning time/lunch will be paid at an hourly rate consistent with Appendix A-1 (Curriculum Rate). Payment must be requested no later than the last day

of the school year.

**14. Online Education**

(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.

(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.

**Course Development and Teaching Opportunities:**

(c) All bargaining unit members who participate in online learning will have the same professional rights and privileges as outlined in the CBA. Instructors of online learning will have the same professional roles and obligations as a traditional classroom teacher.

(d) Each online learning teaching assignment taught during the workday will be considered one of the professional employee's instructional periods.

(e) Enrollment for an online course occurring during normal school hours 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 may be created.

(f) 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.

- (g) Online assignments may include multiple courses within an assignment (e.g. Spanish III and Spanish IV), with overall class size not to exceed traditional student to teacher ratios.
- (h) 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.
- (i) The District will provide appropriate training as needed to instructors when teaching online courses.
- (j) All students working on online learning within the District will be supervised by a member of the bargaining unit.

**Compensation:**

- (k) 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 compensation as appropriate through the pre-approved reimbursement process.
- (l) 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.

Roster Day 1 + Day 2 + Day 3, through Day 45 = ADM

45

(ADM-10) X \$50

- iii. If there are more than two grade levels represented in the enrollments of an elementary class, an additional elementary online position will be posted.
- (m) Compensation for teaching summer courses will be paid at the individual's per diem salary as per B-2 Section E (2) of this contract.

**Administrative Observations and Evaluations:**

- (n) 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.
- (o) 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.
- (p) 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.

**Shippensburg Area School District  
Notification of Supplemental Salary Values**

	0.00%	1.00%	1.00%	1.00%
	2021/22	2022/23	2023/24	2024/25
<b>Intramurals (hourly rates)</b>				
<b>1st &amp; 2nd Year Advisor</b>	\$16.75	\$16.92	\$17.09	\$17.26
<b>3rd &amp; 4th Year Advisor</b>	\$17.77	\$17.95	\$18.13	\$18.31
<b>5th &amp; 6th Year Advisor</b>	\$18.77	\$18.96	\$19.15	\$19.34
<b>7th &amp; 8th Year Advisor</b>	\$19.73	\$19.93	\$20.13	\$20.33
<b>Detention Hall (hourly)</b>	\$18.74	\$18.93	\$19.12	\$19.31
<b>Computer Room Supervisor (hourly)</b>	\$18.74	\$18.93	\$19.12	\$19.31
<b>Weight Room Supervisor (hourly)</b>	\$18.74	\$18.93	\$19.12	\$19.31
<b>Bus Supervision (hourly)</b>	\$20.00	\$20.20	\$20.40	\$20.61
<b>Curriculum Work/Voluntary Coverage/ Afterschool Instruction (hourly)</b>	\$33.52	\$33.86	\$34.19	\$34.54
<b>Tutoring (hourly)</b>	\$25.00	\$25.25	\$25.50	\$25.76



## Appendix C

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

BENEFIT	Qualified High Deductible Health Plan PPQSJ052/RXQSJ052 & PPQSJ053/RXQSJ053	
	Member Responsibilities	
Summary of Cost Sharing	In-Network	Out-of-Network
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.	\$1,500 per member / \$3,000 per family	
Coinsurance (percentage you pay after your deductible is met)	No member coinsurance	30% 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
<b>Office Visits / Urgent Care / Emergency Room Copayments</b>		
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	30% coinsurance after deductible
Specialist Office Visits (In-person & Telehealth)	No charge after deductible	30% coinsurance after deductible
Urgent Care Services	No charge after deductible	
Emergency Room	No charge after deductible	
<b>Preventive Care</b>		
Pediatric & Adult Preventive Care	No charge waive deductible	30% coinsurance after deductible
Screening Gynecological Exam & Pap Smear (One per benefit period)	No charge waive deductible	30% coinsurance waive deductible
Screening Mammogram (One per benefit period)	No charge waive deductible	30% coinsurance waive deductible
Diagnostic Mammogram	No charge waive deductible	30% coinsurance after deductible
<b>Facility / Surgical Services</b>		
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	30% coinsurance after deductible
Surgical Procedure & Anesthesia (professional charges)	No charge after deductible	30% 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
<b>Diagnostic Services</b>		
High Tech Imaging (such as MRI, CT, PET)	No charge after deductible	30% coinsurance after deductible
Radiology (other than high tech imaging)	No charge after deductible	30% coinsurance after deductible
Independent Laboratory	No charge after deductible	30% coinsurance after deductible
Facility-Owned Laboratory (i.e. Health System owned)	No charge after deductible	30% coinsurance after deductible
<b>Therapy Services (Rehabilitative &amp; Habilitative Services)</b>		
Physical Therapy (25 visits per benefit period)	No charge after deductible	30% coinsurance after deductible
Occupational Therapy (12 visits per benefit period)	No charge after deductible	30% coinsurance after deductible
Speech Therapy (12 visits per benefit period)	No charge after deductible	30% coinsurance after deductible
Respiratory Therapy	No charge after deductible	30% coinsurance after deductible
Manipulation Therapy (25 visits per benefit period)	No charge after deductible	30% coinsurance after deductible
Acupuncture	Not covered	Not covered
<b>Mental Health &amp; Substance Use Disorder Services</b>		
Mental Health Inpatient Services	No charge after deductible	30% professional, 50% facility coinsurance after deductible
Mental Health Outpatient Services	No charge after deductible	30% professional, 50% facility coinsurance after deductible
Substance Use Disorder Detoxification Inpatient	No charge after deductible	30% professional, 50% facility coinsurance after deductible
Substance Use Disorder Rehabilitation Outpatient	No charge after deductible	30% professional, 50% facility coinsurance after deductible
<b>Additional Services</b>		
Home Health Care Services (90 visits per benefit period)	No charge after deductible	30% coinsurance after deductible
Durable Medical Equipment	No charge after deductible	30% coinsurance after deductible
Prosthetic Appliances	No charge after deductible	30% coinsurance after deductible
Orthotic Devices	No charge after deductible	30% coinsurance after deductible

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

BENEFIT	Qualified High Deductible Health Plan PPO51052/RXQ5052 & PPO5051/RXQ5051		
	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 <a href="http://capbluecross.com">capbluecross.com</a>	Includes medical and prescription drug benefits		
<b>Prescription Drug Tier</b>			
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
<b>Contraceptives (Self-Administered)</b>			
Generic Preferred	\$0 copayment	\$0 copayment	Not covered
Select Brands (no generic equivalent available)	\$0 copayment	\$0 copayment	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
<b>Additional Pharmacy Benefits/Details</b>			
Network (for Specialty Pharmacy information please refer to the Guide to Rx Benefits at <a href="http://www.capbluecross.com">www.capbluecross.com</a> )	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, exclusions and inclusions 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 services 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 - when 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 balance bill 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 service to determine whether a facility fee may apply to that provider. An additional cost sharing amount may apply to the facility fee.