

AGREEMENT BETWEEN
SOUTHEAST DELCO SCHOOL DISTRICT
AND
SOUTHEAST DELCO EDUCATION
ASSOCIATION

September 1, 2022 to August 31, 2027

This agreement is made and entered into this 28th day of August 2022, by and between the Board of School Directors of the Southeast Delco School District, Delaware County, Pennsylvania (hereinafter referred to as the Board) and the Southeast Delco Education Association (hereinafter referred to as the Association).

Article I

Recognition

Section 1. The Association is recognized during the life of this Agreement as the exclusive representative for grievance and bargaining purposes covering professional employees included within the classification established by certification of the Pennsylvania Labor Relations Board Dated the ninth day of May, 1972, No. PERA-R-1987-E.

Section 2. This Agreement pertains only to those professional employees falling within the classification of the certification referred to in Section 1 of this Article and which included the following: Classroom Teachers, Nurses, School Counselors, Librarians, Home and School Visitors, Psychologists, Social Workers, non-classroom certified teachers, and regular part-time professional employees who are employed for a full semester or more, but not less than eighty-five (85) days; excluding, however, non-certified, supervisory and part-time personnel. A regular part-time professional employee is someone working fifty-one percent (51%) or less of the annual total hours of duty. They are paid on a percentage which is equal to their hours of duty as compared with the adopted salary schedule. They receive prorated sick leave and personal leave.

Section 3. The term professional employee, employee, or teacher when used in this Agreement refers only to that person or persons falling within the classification of the certification referred to in Sections 1 and 2 of this Article.

Article II

Rights of the Association

Section 1. The Board agrees to make available upon request financial and personnel data as may be disclosed, provided such material is neither privileged nor confidential and such request is not unreasonable and is necessary for the preparing of proposals for negotiations or for use in the grievance process.

Section 2. The Association and its representatives shall normally be allowed the reasonable use of school buildings for meetings after school hours and during in-service days and Orientation days outside of scheduled programs, provided such meetings are held during scheduled hours of custodial services. Arrangements for such meetings shall be made with the principal of the building in which the meeting is planned or with the staff member in charge of such building.

Section 3. The association shall have in each school building the use of a bulletin board in each faculty lounge and teachers' dining room, where such facilities are available. However, the

Association shall not post material detrimental to the employee-management relationship or of a political nature.

Section 4. The Association shall have the right to use school mailboxes for the distribution of Association material related to Association business; provided, however, that such material being distributed is not detrimental to the employee-management relationship or of a political nature.

Section 5. Association business shall be conducted after normal working hours except as may be otherwise affected by this Article.

Section 6. (A) Any professional employee who is a member of the Southeast Delco Education Association or who joins the Association after the effective date of this Agreement shall remain a member of the Association for the duration of the Agreement provided that any such employee may resign from the Association during a period of fifteen (15) days immediately prior to the expiration of this Agreement.

(B) The Association agrees to extend to all nonmembers the opportunity to join the Association.

(C) If any legal action is brought against the School District as a result of any actions requested to perform by the Association pursuant to this Article, the Association agrees to provide for the defense of the School District at the Association's expense and through separate council selected by the Association. The School District agrees to give the Association immediate notice of any such legal action brought against it, and agrees to cooperate fully with the Association in the defense of the case. If the School District does not fully cooperate with the Association, any obligation of the Association to provide a defense under this Section shall cease.

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

Section 7. The Board shall deduct from the salary of the professional employee unified membership dues of the Association provided the Board has been presented with a form signed by the individual professional employee authorizing such deductions.

- (A) The deduction referred to in this section shall be transmitted to the treasurer of the Association by the 20th day of the calendar month following the month such deductions are made.
- (B) Dues deductions shall be prorated over ten (10) pay dates commencing with the second pay date in the month of November. Any variation created by the proration shall be adjusted by the tenth pay date.
- (C) All payroll deduction authorization forms shall be collected and approved by the Association and shall be submitted to the Board Secretary no later than October 30th.
- (D) Payroll deduction authorization forms shall be prepared at the expense of the Association in accordance with the form attached hereto, read into, made part hereof and

marked Addendum "A".

- (E) The Association shall hold the Board harmless against any form of liability that shall arise out of action taken by the Board in reliance upon the payroll deduction forms submitted by the Association to the Board.

Section 8. The Association shall be given access to the names of newly-employed teachers following the approval of the individual contracts.

Section 9. Whenever any representative of the Association or any professional employee is mutually scheduled by the board and the Association or Association member to participate during work hours in conferences or meetings concerning Association matters, he/she shall suffer no loss of pay and shall be provided with release time from his/her regular duties. Grievance procedures and negotiations, however, shall be conducted outside normal working hours.

Section 10. The Board shall grant the Association a total of twenty-two (22) teacher days of released time, 12 for attendance at Regional, State and House of Delegates, and National Conventions of PSEA or NEA, or additional official conferences designated by PSEA and 10 unrestricted days provided, however, that the Board shall bill the Association for any teacher released for this purpose the then current per diem substitute teacher rate for each day of release time.

Section 11. An unpaid leave of absence of up to two (2) years may be granted to any teacher for the purpose of serving as an officer of the State or National Education Association. No increments or other benefits shall accrue during the period of this absence.

Article III

Rights of Professional Employees

Section 1. By the end of the school term in June, each building principal shall submit to the employee in writing, his/her teaching assignment for the following year. This shall include subjects to be taught, grade level, and school building. In addition where there is block scheduling, the principal will notify each employee of his/her tentative assigned building, grade and subject assignments no later than the 1st day of December for the second semester assignment. Changes in teaching assignments after the end of the school term in June shall be made only when said changes are necessary in the judgment of the Superintendent. Employees affected by said changes shall be notified within five (5) working days of the date when the Administration is first aware of the need for the change in the employee's assignments. In the event that changes in assignments are made due to unforeseen circumstances or changes in conditions, all teachers affected shall be notified with dispatch, and given an opportunity to discuss the reassignment with the person or persons responsible. Consideration shall be given to the preference of the employee, but the determination of the administration on the assignment or reassignment shall be at the sole discretion of the employer and it shall be deemed final and binding. Whenever a reassignment is to a building other than that in which the professional employee presently is teaching, the provisions of Article III, Section 7, shall govern.

Section 2. No professional employee shall be discharged, adversely rated, disciplined, reprimanded in writing, or reduced in rank or compensation without just cause.

Section 3. Whenever any professional employee is required to appear before the Superintendent, Board, Committee or member thereof to answer charges, he shall be given prior written notice of the reasons for such appearance, be entitled to have a representative of the Association or legal counsel present to advise him and represent him during such meeting or conference. In the event that a professional employee is suspended pending a decision on said charges the professional employee shall be entitled to any deferred or accrued earnings accumulated up to the date of any such suspension. Such accumulation shall be paid at the pay date for the next following regular pay period.

Section 4. Teachers shall not be required to work in an environment which is unsafe or hazardous, which shall include extremes in temperature, which would render working and teaching conditions intolerable. In this event, the employees involved shall be relocated away from areas where such conditions exist.

Section 5. For statistical purposes only, a record shall be kept of all assignments of teachers as substitutes during their non-classroom time. This list shall be made available to a designated official of the Association upon request with advance notice.

Section 6: The District shall comply with the applicable section(s) of the Pennsylvania School Code/applicable PA law in the event of the need to furlough employees. Seniority in the bargaining unit shall be computed from an employee's most recent date of hire. Where a letter of intent was signed, seniority shall be computed from the date such letter was received by the Superintendent. Approved leaves of absence shall not constitute a break in service for purposes of computing seniority for suspension purposes. Seniority shall continue to accrue during suspension and all approved leaves of absence. When seniority is equal between or among employees, ranking of those employees on the seniority list shall be determined by the drawing of lots.

Should the district determine to institute a consolidation or reorganization of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.

Suspended professional employees shall be reinstated on the basis of their seniority and certification within the district. No new appointment shall be made while there is a suspended professional available who is properly certificated to fill such vacancy. Positions from which professional employees are on approved leaves of absence shall also be considered Temporary Vacancies.

No suspended employee shall be prevented from engaging in another occupation while on furlough. A suspended professional employee in a college program during a period of suspension and who is recalled shall be given the option of delaying his/her return to service until the end of the current college semester, provided the employee notifies the District of his or her acceptance of the position when it is offered.

To be considered available, a suspended employee must annually report to the Board of School Directors in writing his/her current address and his/her intent to accept the same or similar position when offered, and notify the District immediately of any change in address. The employee must indicate availability within fourteen (14) calendar days from the date of notice of the position being available. If the employee does not report to work or his/her availability under the provisions of this section within fourteen (14) calendar days, the District may offer the position to the next person on the list.

The Association shall be provided a seniority list of all bargaining unit members by October 1. The Administration shall post the seniority list in each building by October 1. Bargaining unit members will have ten (10) school days to appeal their rank in the seniority list. The list shall become the accepted and final seniority list of the Association for all intended purposes.

Recall rights shall terminate at the end of two years; however the two year period will not run while an employee is teaching or taking courses in his or her area of certification, or taking courses that will lead to a certification in another area of study. The recall right shall terminate after five years.

Section 7. (A) An employee may annually request a transfer to a different position by submitting a written request to the Superintendent setting forth the reasons for requested transfer, the position, and the employee's qualifications.

(B) The District will post a list of known vacancies within the bargaining unit for the following school year on or about May 15th of each year. All other vacancies shall be posted within ten (10) days of the effective date of the vacancy. When a contracted position becomes vacant during the school year, the position will be posted for five calendar (5) days. An appropriately certificated employee desiring to transfer to a vacant position will notify the Superintendent within five (5) school days after such posting and will be given an opportunity to interview for the vacancy [as stated here in this paragraph]. During the summer months (June 15th to August 31st), when a contracted position becomes vacant, the position will be posted for five calendar (5) days. An appropriately certificated employee desiring to transfer to a vacant position will notify the Superintendent within ten (10) calendar days after such posting and will be given an opportunity to interview for the vacancy [in accordance with Article III, Section 7, Part B].

B1. The requests for transfers will follow the guidelines established in Board Policy 409.

(C) In the event the District decides to institute some involuntary transfers, the District shall:

- (1) consider those professional employees who are qualified and desire a transfer; and
- (2) explain the reasons for the transfer to any teacher being involuntary transferred.

- (D) In making voluntary or involuntary transfers, the District shall take into consideration, but not be limited to, the following: experience and ability in the area of proposed assignment; certification; academic achievement; length of professional service; seniority; quality of performance in prior assignments; desires and goals of the employee and educational needs of the District.
- (E) Final decisions regarding transfers rest within the discretion of the District, provided that the District shall not exercise its discretion in an arbitrary or capricious manner. The District shall provide the employee with a written explanation of their involuntary transfer or denial of transfer.
- (F) Where the District is required to assign employees in a particular manner to comply with the requirements of a desegregation plan or order realignment pursuant to the School Code, or comparability for federal or state programs, the provisions of this Article shall be subordinate to such requirements.

Section 8. No material derogatory to an employee's conduct, service, character or personality originating within the district shall be placed in his personnel file unless the employee has had an opportunity to review such material and to affix his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof, and the Superintendent may file this material without signature and any notation concerning refusal to sign may be so noted. The employee shall also have the right to submit a written answer to such material and his answer shall be attached to the file copy and an acknowledgment shall be made by the Superintendent or his/her designee that he/she has read such attachment.

Section 9. Any criticism of a professional employee by a supervisor, administrator or board member shall be made in confidence and not in the presence of students, parents, or fellow teachers, provided the matter involved is not the subject of a hearing under applicable law or rules and regulations of the Board nor where the teacher is guilty of open insubordination.

Section 10. A professional employee shall have the right to review the contents of his personnel file with the exception of confidential material and shall be entitled to have a representative of the Association accompany him during such review.

Section 11. Wherever a member of the bargaining unit, while in the performance of duty, is physically assaulted by a parent, student, or person other than a School District employee and presses criminal charges against the alleged assailant, the member shall be provided with legal assistance and representation by the School Board if such legal assistance and representation is not provided for by the District Attorney's office. If the assault is committed by a person employed by the District, the District may, in its sole discretion, provide either or neither side assistance.

Section 12. The School District shall not require professional employees to reside within its geographic boundaries.

Section 13. The Board acknowledges the right of a professional employee to take disciplinary

measures against students to the extent set forth under Section 1317 of the Public School Code. The Board shall not hold any professional employee guilty of any wrong doing in the use of force under such Section provided the degree of force used is lawful under the facts and circumstances involved.

Section 14. In addition, if the Board in the exercise of its sole discretion and as an exercise of its policy-making function, adopts a disciplinary procedure, any professional employee who follows such policy adopted by the Board shall be entitled to legal representation provided by the Board if any action, civil or criminal, is instituted against an employee for compliance with such procedure.

Section 15. The Southeast Delco School District agrees not to discriminate against, discharge, reprimand or reduce in rank or compensation any bargaining unit member (Southeast Delco Education Association) as a result of their participation in any one or all job actions. This provision shall apply for the duration of the Agreement.

Article IV

Specific Teaching Conditions

Section 1. Classroom teachers shall be required to be on duty for no more than 190 work days per school year, except that new teachers shall be required to be on duty for no more than 192 days, the additional two days being new-teacher orientation days. Additionally, three (3) of the teacher workdays, which are not student days, will be Remote Professional development days, whereby the work to be completed by the bargaining unit employee shall be completed without having to physically come to work.

The work year for School Counselors is set forth in Addendum "B" which is attached hereto, read into and made part hereof.

Section 1 (a): Professional Development Start Time: The notice for the start time for all full day Professional development days shall be uniform for the entire school year and be provided to the Bargaining Unit prior to the final workday of the preceding school year. The window for such start times shall be between 7:25am and 8:00am. Professional development start times may be subject to change provided the District still stays within the 7:25am and 8:00am start time window and provides the Bargaining Unit employees with a minimum of 30 calendar days notice.

Section 2. The teacher workday shall not exceed seven (7) hours exclusive of thirty (30) minute duty-free lunch period.

Section 3. (Section suspended for life of contract 2022-2023 to 2026-2027) Irrespective of the provisions of Section 2 of this Article, professional employees shall be expected, in addition to perform the following work-related duties: open house, faculty meetings, detention, report card

conferences and home and school meetings. If a day of a report card conference extends beyond the teacher workday of seven (7) hours, the work hours of another day in the same school year will be altered so the work day will not exceed the maximum hours for that day week.

Example: If a report card conference is to be held on a three day work week, where the Monday is a ten hour day then one of the other teacher days would be a four hour work day.

Section 3: (Only for life of this contract 2022-2023 to 2026-2027) Irrespective of the provisions of Section 2 of this Article, professional employees shall be expected, in addition, to perform the following work-related duties: faculty meetings, detention, and home and school meetings

Starting in the 2022-2023 school year and continuing to the 2026-2027 school year, Bargaining Unit Employees in K-8 will commit to the following evening events – one (1) Back to School night and two (2) Report Card Conference nights. Bargaining Unit Employees in 9-12 will commit to the following evening events – one (1) Back to School night (Fall Semester), one Report Card Conference (Spring Semester) and Graduation. Individuals shall be required to utilize a .5 day of Sick leave for a recorded absence during these events. Exceptions may be granted at the discretion of the Superintendent.

Starting with the 2022-2023 school and continuing to the 2026-227 school year, the District shall make the day before Winter Break, the Friday of Memorial Day weekend, and the last student day in June, early dismissal/half days for students. Bargaining Unit Employees will be permitted to leave 15 minutes after dismissal. Additional time for classroom breakdown will not be provided. The Association understands that the three (3) days identified above may be subject to change due to yearly calendar revisions and unforeseen events. Although the specific day may change, the total number of days shall remain the same for the life of the contract.

Bus duty and science fairs, on an involuntary basis, shall be performed during the normal teacher work day. Such work-related duties shall be performed without additional remuneration. Where detention is utilized, classroom teachers within each building shall be assigned to detention on an equitable basis.

Section 4. The Board shall post notices at the main entrances to all school buildings to the effect that parents must receive a pass from the office for classroom visitation during school hours. Teachers should request a showing of passes from parents making such visitation. Teachers shall meet with parents requesting conferences at such time or times that may be mutually agreed upon. Such agreement by a teacher shall not be unreasonably withheld.

Section 5. Teachers may leave the building without permission during their scheduled duty-free lunch period.

Section 6. Each teacher shall have a desk and filing cabinet in the building where the teacher is primarily assigned, if the building has adequate available space that can be utilized for this purpose. The Board is not required to construct, purchase or lease additional facilities or alter or improve existing facilities in order to provide space for this purpose.

Section 7. (Applicable for 2022-2023 to 2026-2027) The District shall create school schedules

for late starts and planned early dismissals. Teachers will be required to report 20 minutes before the student start time for late starts. The District shall also agree to prep make up (20 minutes) and prep pay back (\$23.50) for preps missed during the student day. Emergency early dismissals will not be subject to make up or pay back.

Section 8. (Applicable for 2022-2023 to 2026-2027) Professional Development Calendar/Committee: The District shall agree to provide the Association a Professional Development calendar no later than August 15th for each upcoming school year. Association staff shall be invited to participate in the committee that develops the calendar. The District shall communicate any changes to the calendar which occur during the school year as soon as they are confirmed.

Section 9. PREPARATION PERIODS

The preparation periods that are available to professional staff members are dependent on the grade level to which the professional staff member is assigned.

- (A) All professional staff assigned to the Kindergarten Center will receive one preparation period a day before the start of the student day. If the Kindergarten Center schedule changes, or the building is reconfigured in any way, preparation will be consistent with the grades 1-8 model.

All professional staff assigned to the grade 1-8 schools shall have five preparation periods during each full week to be scheduled during the student day. The professional staff in all grades 1-8, shall have their preparation periods when their classes are being taught by special teachers. Special teachers shall include but not be limited to, art, music, physical education, health, and library science. The prep time shall be used for activities directly related to the School District's education program

- (B) All professional staff assigned to the high school shall have five preparation periods during each full week to be scheduled during the student day. The preparation period will be exclusive of the time allotted for extra help and/or detention.
- (D) At the high school level, PLC meetings will take place during the non-planning part of the block of the teacher's planning time. The PLC meetings will be scheduled by the high school administration and will alternate between building duties and PLC meetings.

The prep time will be used for activities directly related to the teacher's regular teaching duties and the School District's education program and, when mutually agreed upon by the teacher and the administrator of the building, can be used for meetings deemed urgent.

Article V

Leaves of Absence

Section 1. Military leaves of absence shall be granted by the Board in accordance with the standards established by the applicable provisions of the Public School Code.

Section 2. Sabbatical leaves of absence shall be granted by the Board in accordance with the standards established by the applicable provisions of the Public School Code.

Section 3. Bereavement leave shall be granted by the Board in accordance with the standards established by the applicable provisions of the Public School Code. The professional employee shall be permitted four (4) days leave due to the death of an immediate family member. The definition of "immediate family" is set forth in Section 1154 (b) of the Public School Code. Included in the definition of an **Immediate family are:** father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who lives in the same home.

The professional employee shall be permitted two (2) days leave because of the death of a near relative. Included in the definition of a **near relative are:** first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law and/or grandchild.

Section 4. A professional employee who is unable to teach because of a personal illness, family illness day or disability and who has exhausted all sick leave shall be granted a leave of absence without pay for a period of time up to one (1) year after which he or she would be entitled to return to work if a position is available for which he or she is qualified. No increments or other benefits other than seniority shall accrue to said employee during the time of his or her absence. All benefits to which a professional employee was entitled at the time the leave of absence commenced under the operation of this Section, including credits toward sabbatical eligibility, shall be restored upon his or her return as fully as if he or she had never taken said leave.

Section 5. Employees will be entitled to three (3) personal days per year. Teachers who do not use three (3) personal days during the school year may accumulate up to five (5) days leave for personal reasons, including the days for the current year. Employees may not take more than four (4) consecutive personal days at a time nor can an employee take more than four (4) consecutive personal days in a two week time span.

Requests for personal days must be in writing, and except for emergencies, the building principal must be notified at least one (1) week before the leave is to be taken. The reasons for the leave are not required; however, the request requires the approval of the building principal. Leave for personal reasons may not be taken the first five days of the teacher work year. The use of any of the above referred to personal days shall be restricted to no more than ten percent (10%) of the professional employees in any one building on any one day, except in the months of May and June, when a five percent (5%) restriction shall be in effect.

Leave for personal reasons may be taken on a professional development day. A bargaining unit member is permitted only one personal day on a professional development day during the same school year. The use of a personal day on a professional development day shall be restricted to no more than five percent (5%) of the professional employees in any one building.

Half (1/2) day personal day may also be granted, the same provisions for a full day applies to the half day.

Excess Personal Day Payout: No more than two (2) personal days may be rolled over into the following school year. All personal days in excess of two (2) shall be paid out at \$150.00 per day. A bargaining unit employee who retires shall be paid for all their unused Personal leave at the rate of \$150.00 per day.

Request forms for the payment referred to above shall be made available by the District.

Section 6. Disability Leave Due to Pregnancy, Childbirth and Child Care Leave

- (A) The District shall grant a female professional employee a pregnancy-related disability leave of absence on the same conditions as for any other applicable disability-related leave of absence. The employee seeking a disability leave due to pregnancy and childbirth must make a written request for such leave with the Superintendent or designee at least sixty (60) calendar days before the start of leave. The employee must provide the requested medical documentation when requesting a disability leave due to pregnancy.

Before the delivery of the baby, the employee could request their leave to begin up to ten (10) teacher days before their due date. If medically necessary as requested by her treating physician, the employee may begin her leave in advance of the ten (10) teacher days before her due date. Medical documentation must be provided by the employee to justify the earlier start date.

Disability leave due to pregnancy and childbirth shall be defined as the period of time an employee is absent from her assigned duties due to pregnancy, childbirth, and recovery thereafter. Once the baby is born, the period of time that shall be granted for recovery is six calendar weeks following the natural delivery of the baby and a recovery of eight calendar weeks following the caesarean section delivery of the baby. If the employee remains out of work beyond the six (6) or eight (8) week period of time, the employee would be entitled to a child care leave and the provisions of the child care leave would apply.

While on disability leave due to pregnancy and childbirth, the employee shall have the right to use any or all accumulated paid leaves. During the disability leave due to pregnancy and childbirth, while an employee is on paid status, seniority and all other rights and benefits of employment shall continue to accrue. If while on disability leave due to pregnancy and childbirth, the employee converts to unpaid status insurance coverage may continue at the District's cost unless the employee is not qualified under Board Policy #335: the Family Medical Leave Policy. Then it will be at the employee's cost.

(B) Child Care Leave

The employee seeking a child care leave must make a written request for child care leave with the Superintendent or designee at least sixty (60) calendar days before the start of leave. If the employee is taking a child care leave in conjunction with a disability leave due to pregnancy and childbirth, the employee does not have to write a separate letter requesting child care leave. In this case, child care leave begins immediately following

the last day of the disability leave due to pregnancy and childbirth. For the non-disability leave due to childbirth employee, child care leave begins the first day out of work.

For an adoptive parent, the child care leave begins when the child is placed with the parent by the adoption agency or adoption attorney.

Child care leave will be granted without pay and without District benefits once the provisions of Board Policy #335: Family Medical Leave Policy are exhausted and only if the employee qualifies under Board Policy #335.

Once the employee is not eligible for benefits under Board Policy #335, an employee shall be entitled to maintain health, life, drug, and dental insurance plans during such child-rearing leave at his/her own expense, subject to the rules and regulations of the insurance carrier and provided that the full premium shall be paid by the employee. No increments other than seniority shall accrue during the period of this absence.

Written notice of return to service shall be given to the Superintendent or designee in writing, at least sixty (60) calendar days prior to the expiration of the Child Care leave. When an employee returns from child-rearing leave, he/she shall be given the same position held prior to said leave or an equivalent position in pay for which he/she is certified and qualified if the original position is not available.

The maximum length of leave of absence which includes the period of time for disability leave due to pregnancy and childbirth and child care leave that shall be granted to either a male or female professional employee is up to a period not to exceed twelve (12) months from the date of delivery of his or her child, unless an exception is granted by the Superintendent or designee. If a female employee leaves work up to ten (10) teachers days before her expected due date, this period of leave time prior to the birth of her baby does not count towards the one year.

Section 7. Time off with pay may be granted for attendance at approved educational conferences, meetings, or visitations to other schools. The determination of whether or not to approve such conferences, meetings, or visitations shall be made at the sole discretion of the Superintendent and his/her decision shall be final and binding.

Section 8. Sick Leave – The provisions of the law as specified in Section 1154 of the School Code is guaranteed to professional and temporary professional employees. Unused days of sick leave accumulate as specified in Section 1154 of the School Code. The Superintendent or designee may request a doctor's note for any absence in excess of three (3) consecutive days and may require one for absences of fewer than three days if there is a concern about the appropriateness of such absences. A doctor's note is required for any absence on a professional development day.

Section 9. Jury Duty - When an employee is required to serve as a juror, or is subpoenaed as a witness, the employee will receive his or her regular pay. The employee will turn in to the district any check(s) issued by the court for juror services, minus any other costs the court allows, example:

mileage or meals.

Section 10. Family Illness Days - Bargaining Unit members may be absent from work for up to four (4) days,, singularly or consecutively to attend to the illness of their dependent child, spouse or their parent. Such absences shall be deducted from the employee's accumulated sick leave as defined in Article V, Section 8.

For the 2022-2023 to 2026-2027 contract years, the following language regarding Family Illness days shall be in effect. The following Section (Section 10a) will Sunset Aug. 31st, 2027:

Section 10a: Family Illness Days – Bargaining Unit members may be absent from work for up to ten (10) days, singularly or consecutively to attend to the illness of their dependent child, spouse, or their parent. Such absences shall be deducted from the employee's accumulated sick leave as defined in Article V, Section 8. The District shall provide to the Association President by January 31st and June 15th of each year, the appropriate data in regards to the total number of sick days used and within that number the amount designated as 'family Illness days.'

Section 11. The Association and the Board agree to maintain a sick day leave charter. The charter will be governed by the rules of sick day leave charter guidelines. The charter guidelines can be modified at any point in time through a meet and discuss process and any changes must be agreed to by both parties. Plan Documents will be retained by the Association and Administration/Board.

Article VI

Professional Employee Compensation

Section 1. All new bargaining unit members must use electronic deposit, effective with the first pay check of the 2017-2018 school year. Existing bargaining unit members may not switch from electronic deposit to paper checks if they already utilize electronic deposit as of September 1, 2017.

2022-2023 School Year – The School District shall provide a total salary increase of 2.75% to create the salary schedules for 2022-2023. (Salary schedules attached as Addendum “G”)(Creation of salary schedules: Process for the creation of the year 1 salary schedule is inclusive of the total 2.75% settlement. First, all Bargaining Unit Employees who in 2021-2022 were on a half step, shall first be moved to the next whole number step on the 2021-2022 salary schedule. Next all Bargaining Unit Employees shall be moved one (1) step on the 2021-2022 salary schedule. Last, remainder of settlement added as on-scale raises across the salary schedule.) The Salary schedule shall be a pure 16 Step salary schedule. All bargaining unit members who have enough credits to move column(s) by August 31, 2022 shall move one (1) column based on the total number of credits accumulated for the start of the 2022-2023 school year.

2023-2024 School Year – The School District shall provide a total salary increase of 2.75% to create the 2023-2024 salary schedules. (Salary Schedules attached as Addendum “G”)All Bargaining Unit Employees shall move one (1) step. All bargaining unit members who have enough credits to move column(s) by June 30th, 2023 shall move one (1) column based on the total number of credits accumulated for the start of the 2023-2024 school year.

2024-2025 School Year – The School District shall provide a total salary increase of 3.00% to create the 2024-2025 salary schedules. (Salary Schedules attached as Addendum “G”)All Bargaining Unit Employees shall move one (1) step. All bargaining unit members who have enough credits to move column(s) by June 30, 2024 shall move one (1) column based on the total number of credits accumulated for the start of the 2024-2025 school year.

2025-2026 School Year – The School District shall provide a total salary increase of 3.25% to create the 2025-2026 salary schedules. (Salary Schedules attached as Addendum “G”)All Bargaining Unit Employees shall move one (1) step. All bargaining unit members who have enough credits to move column(s) by June 30th, 2025 shall move one (1) column based on the total number of credits accumulated for the start of the 2025-2026 school year.

2026-2027 School Year – The School District shall provide a total salary increase of 3.25% to create the 2026-2027 salary schedules. (Salary Schedules attached as Addendum “G”) All Bargaining Unit Employees shall move one (1) step. All bargaining unit members who have enough credits to move column(s) by June 30th, 2026 shall move one (1) column based on the total number of credits accumulated for the start of the 2026-2027 school year.

Bargaining unit Members who work ninety-five (95) school days or more per year (which includes the use of paid leave) shall move to the next step the following school year. If a bargaining unit member does not work ninety-five (95) days per year, then the member shall remain on the same step for the following school year.

All bargaining unit members shall be eligible for the Ph.D./National Board Certification column.

Section 2. In order to move horizontally on the scale embodied in Addendum "F" beyond the Masters degree column of the salary schedule (M+15 credits, M+30 credits, M+45 credits) the credits must be earned in graduate level courses at an approved college or university. Undergraduate courses will not be reimbursed or count on the salary scale unless they are a prerequisite of a master's degree program. Correspondence courses, such as Cantor but not limited to, will not count on the salary scale unless they are a prerequisite of a master's degree program. Courses taken through a third party provider will not count on the salary schedule unless the course is accepted into the sponsoring university/college's master's degree program as graduate credit. This provision would be applicable for graduate credits earned for masters plus fifteen, thirty and forty-five.

For the purpose of this Article, those employees, hired prior to 1/1/91, with a masters equivalency certificate on the effective date of this agreement or who earns a masters equivalency certificate prior to 9/1/93 may move beyond the masters degree column of the salary schedule for credits earned in graduate level courses at an approved college or university completed after the effective date of this agreement or completion of the masters equivalency certificate, whichever is the latter. In any event, employees earning a masters equivalency certificate after 9/1/93, the employee may not move beyond the masters degree column. After 9/1/2011, an employee must obtain a masters degree to move to the masters degree column.

Section 3. The salaries established in Section 1, supra, are based upon the requirements of the days established under Article IV, Section 1, of this Agreement.

Section 4. Professional employees will be paid on the basis of twenty-six pay periods beginning the first pay period in September. Section 409 A of the Internal Revenue Service code regulates pay of employees who work ten (10) months and who are paid over twelve (12) months. Professional staff will be paid over a 12-month payment option (Default option) which is paid over equal installments every two weeks beginning in the month of September or 10-month payment option with lump sum payment in June. Existing professional staff members have already made their election. New professional staff members will make their election prior to the first day of work. The election, once made, is irrevocable and may not be changed after the school year begins.

The election remains in place until the employee changes his/her election according to the change in election schedule. The Business Office will inform staff annually, prior to the end of the academic year of the option to change an election and will distribute and collect change of election forms by May 30th.

If an employee does not submit an election, or misses the deadline for submitting an election, the employee will be paid according to the "default" 12-month period pay schedule. This default election will remain in effect unless the employee changes at a subsequent election notification event.

Section 5. The following additional payroll options shall be available:

- (a) Tax-sheltered Annuities
- (b) Automatic Savings Deductions
- (c) Savings Bonds
- (d) United Fund
- (e) Income Protection
- (f) All components of I 125 Series according to Federal Guidelines

Authorization of such options shall be on forms approved by the Board and must be made on a fixed and regular basis and once discontinued shall not be reactivated during that fiscal year (July 1 to June 30), except for U.S. Savings Bonds, which may be reactivated after six (6) months.

Section 6. Upon written authorization from the professional employee, the District agrees to withhold income taxes for the states of New Jersey and Delaware, subject to the conditions set forth herein. Any employee desiring to have such taxes withheld shall submit the appropriate state form to the District, setting forth the amount to be withheld.

Since there is no reciprocal agreement between the Commonwealth of Pennsylvania and the State of Delaware, the District will continue to withhold from the professional employees residing in Delaware the amount required by Pennsylvania Law. If a professional employee residing in Delaware authorized the District to withhold Delaware income taxes, then the amount authorized by the employee shall be withheld from his/her pay. Such withholding for Delaware taxes, however, is in addition to the Pennsylvania income taxes, which the district, in any event, is required to withhold for non-resident employees. Because there exists a reciprocal agreement between the Commonwealth of Pennsylvania and the State of New Jersey, any New Jersey income taxes withheld upon authorization from a professional employee, will be withheld to the exclusion of Pennsylvania income taxes.

The District's liability under this section is limited to withholding the amounts authorized by the non-resident professional employee and transmitting that sum to the appropriate New Jersey or Delaware taxing authority. The District expressly disclaims any liability arising out of whether or not the amount authorized to be withheld by the non-resident professional employee is correct.

Section 7. Payment for Supplemental Contracts performed by members of the bargaining unit shall be made in accordance with Addendum "E" attached hereto, read into and made a part hereof.

The Board reserves the right to withhold remuneration or cancel Supplemental Contracts upon the recommendation of the Superintendent. The above will be based on just cause standards.

Supplemental Contracts, as they apply to individuals, within the bargaining unit shall be issued

on an annual basis.

Payment for Supplemental Contracts for activities other than those on a full-school year basis shall be made on the pay date of the first pay period following the cessation of such activity. Those engaged in full-school year activities shall be paid on a semi-school year basis. This payment provision may be modified by mutual agreement between a representative designated by the Association and the School District's Business Manager.

Supplemental Contracts involving substantially the same character of work as well as time, effort and responsibility shall be equalized monetarily between male and female persons.

Vacancies, as they apply to Supplemental Contracts, shall be filled by qualified applicants. Years of service, experience, competence, and other relevant factors will be taken into consideration when filling vacancies.

The selection of personnel to perform the duties required shall remain solely with the Board.

Section 8. Payment for Homebound Instruction shall be at \$35.00 per hour during the length of the contract.

Payment for instructional work, i.e. high school summer school, summer tutoring and ESY, shall be at \$35.00 per hour during the length of the contract.

Payment for curriculum writing shall be at \$28.00 per hour during the length of the contract. This applies to work outside the workday.

Payment for a teacher who facilitates during a Professional day will be paid for preparation work \$28.00 per hour during the length of the contract. This applies to work outside the workday. This clause does not apply to the teacher who does not teach a full teacher load.

Section 9. To be eligible for group insurance and to receive tuition reimbursement, each regular part-time professional employee must be earning fifty-one percent (51%) or more of the full-time salary.

Section 10. MEDICAL INSURANCE

The base medical plan shall be the HDHP-HD1HC1 with prescription with bargaining unit members paying six and one half (6.5%) of the premium annually. The HDHP-HD1-HC1 shall be the health plan. The District will contribute fifty percent (50%) of the deductible into an HSA annually on July 1. Bargaining unit members shall access the individual member's HSA through the use of a benefit "benny" card. Bargaining unit members have the option to "buy up" to the C3-F2-O2 medical plan by paying the same employee contribution rates required of the subscribers to the HDHP-HD1-HC1 or equivalent plan, plus the difference between the HDHP-HD1-HC1 and the C3-F2-O2 plans.

A rollover HRA with terms that mirror the terms of the HSA shall be established for any bargaining unit members who are eligible for Medicare. The District will contribute fifty percent (50%) of the deductible into the HRA annually on July 1. Bargaining unit members shall access the individual

member's HRA through the use of a benefit "benny" card.

The Professional employee may elect family coverage, the premium for such coverage shall be paid by the Board. It is understood that the term "Family Coverage" includes both individuals and dependency coverage and that payments herein are not in addition to individual coverage. There shall be no duplication of coverage under this provision. This coverage begins on the first day of employment.

Methods for Payment of Co-Pay Available to Eligible Employees: Effective with the start of this agreement and continuing during the term of this agreement, as long as permitted under the Internal Revenue Code of 1986, as amended, the District agrees to sponsor a plan pursuant to Internal Revenue Code Section 125, and the regulations promulgated thereunder, to permit Eligible Employees to elect any of the following:

- a. To participate in the Core Medical Plan or the Buy-up Medical Plan and to pay for his/her share of the premium determined above on a pre- Federal income and FICA tax basis.
- b. To decline coverage:
Any changes of an Eligible Employee's election will be subject to the requirements of the vendor of the Health Plan and applicable law, including, but not limited to, the Internal Revenue Code Section 125.
- c. The District will continue to provide Section 125 for health care and dependent care spending accounts at no cost to the District as provided under federal law.

Section 11. PRESCRIPTION DRUG INSURANCE

The Board shall pay the full cost of CVS Caremark or equivalent prescription plan from another carrier for each eligible professional employee in the unit, including elected family coverage. The prescription care coverage shall remain the same as the coverage in place for the 2016-2017 school year with the exception of required regulatory/IRS changes due to the Board offering a Health Savings Account to fund 50% of the health insurance deductible. A rollover Health Reimbursement Account with terms that mirror the terms of the HSA shall be established for any bargaining unit member who is eligible for Medicare. The prescription drug plan will include \$15.00 appropriate co-pay for generic prescriptions, \$30.00 appropriate co-pay for preferred brand prescriptions and \$45.00 appropriate co-pay for non-preferred brand prescriptions and \$75.00 appropriate co-pay for injectables, after an annual deductible of \$50.00 individual or \$150.00 family, is met. The prescription drug plan will include a mandatory mail order requirement for maintenance drugs as defined by the carrier. The mail order service will permit employees to order up to a 90-day supply and pay two copays at the appropriate rate. If the individual's doctor wants the individual to start the drug immediately, the initial 30-day supply may be obtained at a retail pharmacy for the appropriate retail copayment. All subsequent refills must be purchased through the mandatory mail order service. The prescription plan will include prior authorization program effective September 1, 2014.

Section 12. GROUP LIFE INSURANCE

The Board shall pay the premium for Group Life Insurance coverage for each professional

employee within the unit. Insurance will be provided in multiples of \$1,000 and each professional employee shall be entitled to one and one half (1 1/2) times the amount of the employee's base salary for the school year, rounded off to the nearest multiple of \$1,000 below the result of one and one half (1 1/2) times the employee's base salary. Increases under this section shall take effect when such increases can be implemented by the Group Life Insurance carriers. The insurance shall include accidental death and dismemberment.

Section 13. DENTAL INSURANCE

The core dental plan:

The Board will make a full monthly premium payment for each employee providing twelve month coverage for United Concordia Basic and Supplemental Services, Oral Surgery, Crowns, Inlays, Onlay Restorative Services, Dentures, and Periodontic Services for each employee and for each family plan coverage. This plan covers up to \$2,000.00 annual maximum per covered person. This coverage begins on the first day of employment.

The buy-up dental plan:

Employees will have the opportunity to purchase a dental plan with a \$2,000.00 annual maximum allowance through a payroll deduction with \$2,000.00 life time maximum for orthodontic services. The employee will pay the difference between the dental plan provided by the Board and the "buy-up dental plan". The employee will be permitted to make their selection during the open enrollment period each year.

The change in the dental plans will be effective September 1, 2017.

Section 14. VISION INSURANCE

The Board will pay 100% of the premium cost for the individual subscriber, spouse, and eligible children for Blue Shield (or equivalent) Eye Examination and Refraction program. This coverage begins on the first day of employment.

Section 15. DISABILITY INSURANCE

Professional Employees will be provided the opportunity to purchase group disability income protection through payroll deduction. There will be an enrollment period beginning each September with an effective date of October 1st. New employees will be given the opportunity to select coverage during the first thirty (30) calendar days from date of hire. If the new employee fails to elect coverage within thirty (30) calendar days of initial eligibility he/she will have to wait until the next enrollment period. For any employee who does not enroll during his/her initial eligibility period, a health questionnaire must first be completed in order to be considered for coverage. In order for this disability plan to be implemented, a minimum of 45% of eligible employees must participate. If the plan cannot be implemented due to insufficient participation, an alternate voluntary coverage will be made available to eligible employees.

Section 16. Either party may request a joint consideration for a change in insurance carriers for medical, dental and prescription drug benefits provided for under the terms of this Agreement. Either party may request a joint consideration to convert to an alternative funding method for healthcare, such as self-funding. Provided that the funding method does not change the coverage or the coverage is comparable or better to the existing coverage. However, such a request shall not constitute a reopener nor shall collective bargaining standards or requirements

apply. Further, any requested change may not be denied by either party without justification or explanation of its denial.

Section 17. Notwithstanding the provision of Section 16, the Board may change insurance carriers should it be determined by a joint committee that such a change will contain and/or reduce the costs of providing such coverage. The joint committee shall consist of two (2) members of the Association, two (2) members of the Board, the Business Manager and the Superintendent or their designee. Nonetheless, there shall be no diminution in either benefits or coverage, and no increase in cost to any covered employee during the term of this agreement.

Section 18. WAIVER OF INSURANCE

All full-time employees enrolled in a family coverage plan are eligible for the following, beginning with the 2014-2015 school year:

Any eligible employee who discontinues all coverage in the district paid medical plan for a period of at least one year shall receive an incentive payment based upon the number of eligible bargaining unit employees who waive coverage. The payout scale below will be used to determine the waiver of insurance payout. The employee will receive the waiver of insurance payout at the end of the school year in which coverage is waived. The determination of the total number of waivers will be based off of the number of employees who have waived coverage as of the end of the 5th teacher work day of each school year.

- 1 – 60 == \$3,500
- 61 – or Greater = \$4,500

If an eligible employee, having discontinued coverage in the school district's medical plan, wishes to enroll in a current district paid medical plan, he/she may do so upon giving appropriate notice. The employee can opt into the medical coverage and will receive a prorated amount of the \$3,500.00/\$4,500.00 based on the number of months they opted out of medical coverage.

Section 19. The Board will reimburse a professional employee for approved travel at the allowable mileage amount authorized by the Internal Revenue Service.

Section 20. TUITION REIMBURSEMENT

A teacher shall be given reimbursement by the School District for tuition fees on the following basis:

- a) Pre-Level II certification Bargaining Unit Employees:
 - The per credit reimbursement amount shall be \$350.00
 - The per year/per person cap is set at \$5,250 for each year/period below
 - Year one (9/1/22 to 6/30/23)
 - Year two (7/1/23 to 6/30/24)
 - Year three (7/1/24 to 6/30/25)
 - Year four (7/1/25 to 6/30/26)
 - Year five (7/1/26 to 6/30/27)
 - The per year credit cap shall be 15 credits per each year/period below.
 - Year one (9/1/22 to 6/30/23)
 - Year two (7/1/23 to 6/30/24)

- Year three (7/1/24 to 6/30/25)
- Year four (7/1/25 to 6/30/26)
- Year five (7/1/26 to 6/30/27)

b) Post-Level II certification Bargaining Unit Employees

- The per credit reimbursement amount shall be \$350.00
- The per year/per person cap is set at \$4,200 for each year/period below
 - Year one (9/1/22 to 6/30/23)
 - Year two (7/1/23 to 6/30/24)
 - Year three (7/1/24 to 6/30/25)
 - Year four (7/1/25 to 6/30/26)
 - Year five (7/1/26 to 6/30/27)
- The per year credit cap shall be 12 credits per each year/period below
 - Year one (9/1/22 to 6/30/23)
 - Year two (7/1/23 to 6/30/24)
 - Year three (7/1/24 to 6/30/25)
 - Year four (7/1/25 to 6/30/26)
 - Year five (7/1/26 to 6/30/27)
 - period

c) The applicable total aggregate tuition reimbursement amount for each year is set forth below

- Year one (9/1/22 to 6/30/23) shall be 130,000
- Year two (7/1/23 to 6/30/24) shall be 155,000
- Year three (7/1/24 to 6/30/25) shall be 155,000
- Year four (7/1/25 to 6/30/26) shall be 155,000
- Year five (7/1/26 to 6/30/27) shall be 180,000

d) No tuition reimbursement shall be granted to any bargaining unit member after the maximum allowable total tuition cost specified above for each year is reached. The Business Office will notify the Association when the members are halfway through the maximum cost in each year. The District shall discontinue the practice of reimbursing bargaining unit employees for courses approved in one school year with the allotment from the subsequent school year. Reimbursements in any contract year, shall continue to be processed on a 1st come/1st serve basis until the applicable total tuition reimbursement amount for each year has been exhausted. At such time, no additional reimbursements will be made, however courses shall still be approved in accordance with the applicable provisions of the CBA without reimbursement. The District shall provide a return receipt via email to any Bargaining Unit Employee who submits a course for approval.

e) At the time of submission for course approval the Bargaining Unit Employee shall provide a course completion date. The course completion date provided is a hard date, (it cannot be changed once submitted), and serves the following purpose as specified below:

- The course completion date determines which tuition reimbursement allotment fund the course shall be reimbursed from
- The course completion date sets the start date for the 45 day window the

employee has to provide the required paperwork for submission to receive reimbursement for the approved course.

- f) Reimbursement requests, for approved courses which have been completed, shall occur no later than 45 calendar days following the course completion date, which shall be provided by the Bargaining Unit Employee at the time of submission of the course for approval. There shall be no waiver of the 45 calendar day requirement for the submission of reimbursement paperwork.
- g) The course completion date provided by the employee at the time of the request for the course approval shall be used to determine the contract year total tuition pot of money used to fulfill reimbursement requests.
- h) The additional credit hours must be earned in the professional employee's certified teaching field or in the field of education.
- i) Beyond permanent certification, additional credit hours must be earned in a graduate level course in the employee's certified teaching field or in the field of education at an approved college or university. Proof of acceptance and enrollment must be submitted to the Superintendent prior to the submission of pre-approval request forms.
- j) Beyond attaining a masters degree, or masters equivalency prior to 9/1/93, additional credit hours must be earned in graduate level courses at an approved college or university. No reimbursement will be given for courses offered by the Intermediate Unit or other similar organizations or undergraduate level courses beyond the masters degree column. No tuition reimbursement will be given for correspondence courses such as Cantor, but not limited to. No reimbursement will be given for courses offered by the Intermediate Unit, other similar organizations, third party provider of courses unless the course is accepted into the sponsoring university/college's master's degree program as graduate credit, or undergraduate level courses beyond the masters degree column.
- k) Payments shall be made upon submission of evidence of upon satisfactory completion of a course(s), with a grade of "A", "B", or "P", to the Superintendent or his designee for those credits earned after permanent certification. These payments, however, are conditioned upon the return to teaching duties within the District for the school year following the completion date of the course or courses taken. In the event that employee does not return to the District and service the next entire school year following completion of such courses, he/she shall be liable to the District for the reimbursement payments, professional employees shall execute judgment notes for the amount of reimbursement received. These notes shall be retained by the District until the end of the next entire school year and if the professional employee has served the entire year, they will be destroyed.
- l) No tuition fees, however, shall be paid for credits earned outside of a teacher's teaching field or field of education unless such credits are preapproved at the sole discretion of the Superintendent whose decision shall be final and binding. These determinations shall be made on a case by case basis and the determination made in any one case shall not be deemed to establish precedent.
- m) Reimbursement shall not be paid to a teacher receiving a scholarship, fellowship or grant. The district shall develop appropriate request forms for

course selection and for payment. No reimbursement for courses taken under this Section shall be made by the School District unless notice on a pre-approval form has been given to the Superintendent before the course is commenced.

- n) There shall be no limit on the number of online course credits that may be used for salary scale movement or for tuition reimbursement prior to attainment of a Master's degree. For employees who have attained the Masters level on the salary scale, only thirty (30) additional online credits may be applied to movement on the salary scale or eligible for tuition reimbursement.
- o) For employees who have attained the Masters level on the salary scale, online courses taken through the following list of colleges and universities will not receive tuition reimbursement or receive salary scale movement. The colleges/universities are:
 - American Public University, Capella University, Fresno Pacific University, Liberty University, San Diego State University, University of LaVerne, University of Phoenix, Walden University and Thom Stecher's The Center for Whole Child Education Center in a traditional classroom or on-line.
 - If additional colleges or universities are to be added by the Administration, but before they are added to the list, the Association must be consulted and provided the chance to properly research the college/university and the two sides must bargain and agree that the college/university is to be added to the list.
- p) For employees who have attained the Masters level on the salary scale, online classes must be completed within one semester. All on-line courses will be reviewed for their educational rigor and whether they improve student achievement and alignment with the District's curriculum by the Superintendent or designee. The Superintendent or designee reserves the right to not approve a course or courses as requested. SDEA requested a definition of rigor as it is applied by the Superintendent and or designee. A course that is challenging and has a high level of difficulty that will lead the professional employee to have a mastery of the content studied. The course must be offered by a college or university's school/department of education that is nationally and or regionally accredited and recognized by the Pennsylvania Department of Education as an educational preparatory institution. (source: part of the definition comes from Merriam-Webster's Online dictionary)
- q) For coursework beyond a master's degree, the district will reimburse up to a total of thirty (30) credits for courses that are offered only as abbreviated seminars and/or entail a commitment of a relatively short period of time (e.g., a course over a two consecutive weekends).

Section 21. SLP/School Nurse/School Psychologist Licensure Reimbursement

- a. The District shall reimburse the applicable Bargaining Unit Employees (Speech-Language Pathologists, School Psychologists, and School Nurses)

for any professional licensure/out of pocket costs required to maintain their professional licensure. Applicable Bargaining Unit Employees shall provide a receipt to the District prior to the last student day in each school year and in the first pay after the last student day in June, the District shall provide the reimbursement to the Bargaining Unit Employee.

Section 22. NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS CERTIFICATION

- a) Any employee at the Masters + 45 level who participates in the National Board Certification Program will receive reimbursement at the rate of 100% of the cost of the initial attempt at obtaining and maintaining such certification as long as the employee remains in the employment of the District for a period of two (2) years following completion or recertification of the National Board Certification Program. In the event that an employee leaves the employment of the District during the two (2) year period following successful completion of the National Board Certification program, the employee shall be required to refund the amount of reimbursement received under this subsection. The Board reserves the right to deduct this sum from any payments that may be due and owed to the employee upon separation from employment, or to take appropriate action to collect the same.
- b) Employees who successfully complete and maintain National Board Certification shall be placed on the last column (the column furthest to the right on the salary schedule). To move to this last column with a National Board Certification, the employee must be moving from a Masters + 45 column to the National Board Certification/Doctoral column. The column has been relabeled from "PhD" to "National Board Certification (NBC)/PhD".
- c) If the employee does not renew his or her National Board Certification, he or she will be returned to a column reflective of their actual educational attainment without the National Board for Professional Teaching Standards Certification.

Section 23. The District annually will budget a sum of Three Thousand Five Hundred Dollars (\$3,500), which shall be used as source of reimbursement to professional employees, within the limits and upon the conditions herein so described, for the deductible amounts which professional employees must pay under their personal insurance coverage, except in such instances where the cost of the damaged or stolen items is less than the deductible amount. This fund shall be utilized with respect to claims arising out of property damaged to (1) the professional employee's personal automobile while it is parked on school property during working time or otherwise during school events or meetings; and (2) equipment brought on school premises for educational purposes.

Claims for reimbursement for the current school year are to be submitted to the Superintendent not later than May 15th. All claims are to be in writing and shall be accompanied by appropriate documentation which shall include, but not be limited to, an affidavit from the professional employee, a copy of the insurance claim, a copy of the police investigative report and a copy of the cancelled check reflecting payment of the deductible amount. In the event the cost of the item to be reimbursed is less than the deductible amount, the claim must be accompanied by a

cancelled check evidencing payment for the repair/replacement of said item or items. The professional employee shall have the burden of establishing his/her claim. No claim will be paid under this Section if the professional employee's loss is found to have resulted from his/her own negligence or contributory negligence.

All claims for reimbursement will be considered at the end of the school year by a committee comprised of two representatives selected by the Administration and two representatives selected by the Association. All meetings and proceedings of the Committee shall take place outside of normal working hours. If this committee is deadlocked concerning whether sufficient proof has been submitted to warrant payment of a claim, then such claim, at the discretion of either party, may be taken to arbitration in accordance with Article VII of this Agreement. The decision of the Committee or the arbitrator in one case in no way shall be considered as a precedent in any other case. The payment for any claim shall not under any circumstance exceed \$350. If the amounts of the allowed claims exceed \$3,500, the \$3,500 sum will be prorated among the claims allowed by the Committee or through arbitration.

Article VII

GRIEVANCE PROCEDURES

Section 1. Definitions:

- A. "Grievance" as used in this Agreement shall mean a claim or complaint by a professional employee, employees or that there has been a violation, misinterpretation or misapplication of a provision of this Agreement.
- B. The term "days" when used in this Agreement shall, except where otherwise indicated, mean school days; thus, weekend or vacation days are excluded.
- C. "Association Representative" for the purpose of this Article shall mean: President, Grievance Chairperson, PSEA Uniserve Representative, PSEA Legal Counsel, or any designee appointed by the SDEA President.

Section 2. General Procedures:

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered a maximum, and every reasonable effort shall be made to expedite the process.
- B. In the event a grievance is filed after May 15, which, if left unresolved until the beginning of the following school year, could result in irreparable harm to the aggrieved person, the parties agree to make a good faith effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as possible.
- C. In the event a grievance is filed so that sufficient time as stipulated under all levels of the procedure cannot be provided before the last day of the school year, then said grievance shall be resolved in the new school term in September under the terms of this Agreement and this Article and not under any succeeding Agreement.
- D. The official grievance form, which is attached hereto read into and made part hereof and marked Addendum "C" shall be transmitted to the next step if the grievance is not resolved to the satisfaction of the aggrieved.
- E. All communication concerning formal grievances shall be transmitted in writing to the aggrieved and the aggrieved shall also follow the same procedure of using written communication.

Section 3. Initiation and Processing:

A. Level I

A grievance is to be handled informally first but if necessary a formal meeting is to be held.

- 1) Informal meeting – An informal meeting shall be held with the immediate supervisor, there may be an Association Representative during these discussions. The Association must make a verbal or written request to the immediate supervisor for an informal grievance meeting. Once the request is made, the immediate supervisor has five (5) teacher days to hold the meeting. After the meeting, the immediate supervisor will have five (5) teacher days to respond either verbally or in writing. If the issue is not resolved,

a formal grievance will be filed not later than ten (10) teacher days following the receipt of the informal response. In the event of an alleged continuing grievance, the time limits in this section shall be applied to the date of commencement of such continuing grievance. The grievance shall specify the portion(s) of the Agreement alleged to have been violated. A copy of the grievance form shall be delivered to the immediate supervisor. Written proof of such delivery is required. A copy shall be sent to the Superintendent.

- 2) Formal meeting Level I -
Within ten (10) teacher days of filing the formal grievance, a meeting shall take place between the immediate supervisor, the grievant and his/her representative if so selected. Within ten (10) teacher days of the meeting, the immediate supervisor shall communicate to the aggrieved party and his/her representative the written disposition of the grievance.

B. Level II

- 1) Within ten (10) days of receipt of the decision rendered by the immediate supervisor, the decision of the immediate supervisor may be appealed to the Superintendent.
- 2) Appeals to the office of the Superintendent shall be heard within ten (10) days of receipt of the formal request. Written notice of the time and place of the hearing shall be given to the aggrieved person and his/her representative.
- 3) Within ten (10) days of hearing the appeal, the Superintendent of Schools shall communicate to the aggrieved person and the Association his/her written disposition of the grievance.
- 4) If a grievance affects a group or class of teachers working under different immediate supervisors, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at this level. Time limits for filing such grievance shall be the same as established in Level I.
- 5) The time limits set forth in Levels I and II may be extended by mutual consent provided both parties have reason to believe that the grievance can be resolved at a lower level.

C. Level III

If the Association is not satisfied with the disposition of the grievance by the Superintendent, the grievance may be submitted to the Board of School Directors or a committee thereof, utilizing the following procedure:

- 1) A written request for a hearing date shall be presented to the Board within five (5) school days after receipt of the Superintendent's decision or if no disposition has been made within fifteen (15) days of the hearing.
- 2) The Board or a committee of the Board shall have twenty (20) school days after receipt of the grievance to schedule a hearing.
- 3) At a hearing of the Board, or committee of the Board, an oral presentation, not to exceed fifteen (15) minutes for a complaint, may be made by the complainant or their representative, and questions may be asked by members of the Board. The Board or a committee of the Board will have ten (10) school days to render a decision.

- 4) No new evidence or new witnesses shall be presented in oral or written form at the hearing that was not presented to either the Principal or Superintendent unless a reason is shown why it could not be presented originally.
- 5) The only administrators who will attend are the Superintendent and/or Assistant Superintendent, unless an administrator is considered a witness in the matter at issue. If they are not a witness then no other administrators will be present at that time.
- 6) The Board's Solicitor or other attorney representing the Board or the administration in the matter at issue may be present at Level III hearings.
- 7) The Association has the right to have its UniServ Representative or Association legal counsel present if desired.
- 8) The Association and the Board can caucus with their respective representatives as needed during the hearing. The side calling for the caucus will leave the meeting room and conduct the caucus in another room.

D. Level IV

- 1) If the Association is not satisfied with the disposition of the grievance by the Board of School or a committee thereof or if no disposition has been made within fifteen (15) days, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator, they shall be selected in accordance with the provisions of Article IX of the Public Employee Relations Act. The arbitrator shall have no power to alter, amend, add to, or subtract from the terms of this Agreement. The award of the arbitration shall be final and binding.
- 2) Each party shall bear the total cost incurred by itself.
- 3) The fees and expenses of the arbitrator are the only cost which shall be shared equally by the Board and the Association.

E. General Provisions:

- 1) No prejudice shall attend any person by reason of utilizing or participation in the procedures contained in this Agreement. Such use, however, shall not be abused.
- 2) The filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay or interfere with the right of the Board to take the action complained of, subject, however, to the final decision on the grievance.
- 3) An aggrieved party may withdraw from the grievance at any time. Such withdrawal shall constitute a final settlement of the grievance.
- 4) Failure at any level of this procedure to communicate the decision in writing on a grievance within the specified time limit shall permit the aggrieved person to proceed to the next level. Failure at any level of the procedure to appeal a grievance to the next level within the specified time limit shall be deemed to be acceptance of the decision rendered at that level.
- 5) All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
- 6) Envelopes containing a grievance or appeal form shall be clearly marked "grievance."

Article VIII

TEACHER-ADMINISTRATION LIAISON

Section 1. A committee shall be formed by the Association, and the Administration to discuss current school problems of concern. The committee shall meet monthly commencing with the month of October, outside of normal school hours, for the duration of the school year. Additional meetings may be mutually agreed upon.

Section 2. Both the Board and the Association recognize the importance of meeting and discussing matters affecting wages, hours, terms and conditions of employment, as well as the impact thereon. The Board further recognizes that it is required under the Public Employee Relations Act to meet and discuss at reasonable times on these matters upon request by the Association and hereby affirms its intention of complying with this requirement in good faith. The Board and Association recognize their responsibility to meet at mutually agreed upon times and intervals to discuss issues of concern, based upon, but not limited to, a written agenda submitted with advance notice of twenty-four hours.

Article IX

NO STRIKE – NO LOCKOUT

Section 1. It is understood there shall be no strike, as that term is defined under the Public Employee Relations Act, during the life of this Agreement nor shall any officer, representative or official of the Association authorize, assist or encourage any such strike during the life of this Agreement.

Section 2. Should a strike occur not authorized by the Association, following official written notice from the Board, will within the next school day publicly disavow such action. The Association will advise the Board in writing that such action has not be authorized or sanctioned and will advise its members to return to work immediately.

Section 3. The Board will not engage in any lockout during the life of this Agreement.

Article X

MISCELLANEOUS PROVISIONS

Section 1. Nothing contained in this agreement shall in any way abrogate or diminish the right of the Board to seek equitable relief in the courts when in the opinion of the Board a strike has occurred. The utilization of the grievance procedure established in this Agreement shall not be considered a prerequisite for such recourse to the court.

Section 2. The Board and the Association acknowledge that this agreement represents the results of collective negotiations between said parties conducted under and in accordance with

the provisions of the Public Employee Relations Act of the Commonwealth of Pennsylvania and constitutes the entire Agreement between the parties for the duration of the life or said Agreement; each party waiving the right to bargain collectively with each other with reference to any other subject, matter, issue or thing whether specifically covered herein or wholly omitted here from and irrespective to any other subject, matter, issue or discussed during the negotiations preceding the execution of this Agreement.

Section 3. In the event that subject matter is contained in this Agreement which is also provided for in the Public Schools Code and if said Public School Code establishes a procedure for the resolution of any disputes which may arise concerning any such subject matter, the procedure established by the School Code shall have precedence over the grievance procedure established in the Agreement. The grievance procedure of this Agreement shall not apply to disputes arising over the retention of or non-retention of temporary professional employees. Such disputes shall be resolved in accordance with statutory and common law.

Section 4. Nothing contained in this Agreement shall be so construed or implemented so as to be in derogation of any of the rights or obligations of the parties hereto and inconsistent or in conflict with, or in violation of the provisions of any statute or statutes enacted by the General Assembly of the Commonwealth of Pennsylvania.

Section 5. If any of the provisions of this Agreement or its application thereof shall be held invalid for any reason, such invalidity shall not affect the other provisions or other application of this Agreement which can be given effect without the invalid provision of application and to that end; all provisions of this Agreement are deemed to be servable.

Section 6. Copies of this Agreement shall be printed, with cost shared equally by the SDEA and Southeast Delco Board of School Directors, within thirty (30) days after the Agreement is signed and presented to all professional employees now employed or employed during the term of this Agreement.

Section 7. Nothing contained herein shall be construed so as to deny to any professional employee those rights as may exist under the Pennsylvania School Code of 1949, as amended or other applicable legislation. The rights granted under this Agreement shall be in addition to those provided by law or statutes, unless they contradict, or are in violation of, the School Code or other statute, in which case the applicable statute will control. Professional employees shall have the right to file a grievance under the collective bargaining agreement or request a hearing pursuant to sections 1121 through 1132 of the School Code, but not both.

Article XI

EFFECTIVE DATE AND TERMINATION DATE

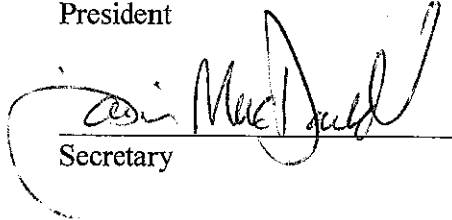
This Agreement shall become effective on September 1, 2022, and shall terminate on August 31, 2027.

The parties through their duly authorized officers intending to be legally bound, hereby have set their hands and seals to day and year above written.

SOUTHEAST DELCO
EDUCATION ASSOCIATION

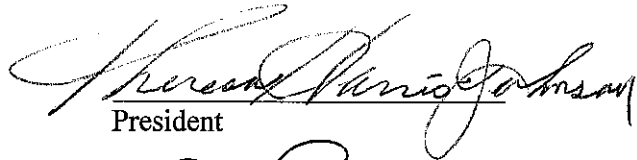


President



Secretary

SOUTHEAST DELCO BOARD OF
SCHOOL DIRECTORS



President



Secretary

ADDENDUM "A"

Southeast Delco School District

AUTHORIZATION FOR PAYROLL DEDUCTIONS

(Professional Dues)

I hereby authorize the treasurer of the School District to make Professional Dues Deductions annually from my pay on ten consecutive pay days commencing with the second pay in November.

I understand that in the event I leave the District prior to the last deduction referred to above, the balance will be deducted from my final pay. I understand that if in the event I leave employment with the District, this authorization shall be valid only for the payments due for the balance of the school year.

This authorization shall remain in effect for the term of the current collective bargaining agreement between Southeast Delco School District and the Southeast Delco Education Association.

Signature _____ Date _____

Print Name _____

ADDENDUM "B"

Work Year – School Counselors

School counselors shall work additional days beyond the end of the school year to prepare for the next school year. Those days will extend beyond the 190 days depending on the school counselor's assignment. The school counselor will receive per diem rate of pay for any additional days worked beyond the 190 days.

ADDENDUM "C"

GRIEVANCE REPORT FORM

Grievance # _____ Southeast Delco School District	Distribution of Form:
Grievance Report	1. Superintendent
Submit to Principal in Duplicate	2. Principal
	3. Association
	4. Teacher

STEP 1

A. Date Cause of Grievance Occurred: _____

B. 1. Statement of Grievance and Alleged Portion(s) of Contract

Violated: _____

Relief Sought: _____

Signature/Date: _____ / _____

C. Disposition by Principal: _____

Signature/Date: _____ / _____

D. Position of Grievant and/or Association: _____

Signature/Date: _____ / _____

STEP II

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

Signature/Date: _____ / _____

STEP III

A. Date Submitted to Board of School Directors: _____

B. Disposition of the Board of School Directors: _____

Signature/Date: _____ / _____

STEP IV

A. Date Submitted to Arbitration: _____

B. Disposition and Award of Arbitrator: _____

Signature/Date: _____ / _____

ADDENDUM "D"

RETIREMENT SEVERENCE PAY

Upon retirement, under the State Retirement system, the Board shall pay the teacher for accumulated unused sick leave as follows:

<u>Days at Retirement</u>	<u>Payment for Each Day</u>
1-100	\$55.00
101-200	\$65.00 (for days of 100)
201 to 300	\$80.00 (for days over 200)
301 - +	at 30% of the employee's current per diem rate of pay in the year in which they retire.

The payment of accumulated unused sick leave upon retirement shall be conditioned upon the employee's notification to the District of their intent to retire at the end of the current school year by April 15th of each school year.

If a retirement notice is received on or after April 16th and continuing until the last day before the first teacher day of the next school year, the employee would receive three quarters of their accumulated unused sick leave.

If the employee plans to retire during the school year and that retirement date is before April 15th, they must provide 60 calendar days notice of their retirement.

This requirement may be waived by the Superintendent, where a change in the retirement law, or a family, or health emergency justify a lesser notification period.

In the event a teacher leaves the district, as provided by the School Code, after having completed five (5) years but less than ten (10) years in this District, the teacher is entitled to receive forty (\$40) dollars for unused sick leave accumulated over twenty-five (25) which are transferable to another District.

An employee with ten (10) or more years of consecutive service in the District, who dies prior to retirement, shall have the benefit under this provision paid to his/her estate.

The District shall provide the option for a retiree to obtain group insurance after leaving active employment with the District. All retirees will have the opportunity to purchase group insurance in a la carte format starting September 1, 2014.

Effective with the contract year starting September 1, 2014, all employees who retire after September 1, 2014 and elect to continue group insurance coverage after the District paid

insurance ends, that person shall pay equal the cost of the program for active employees and dependents plus an additional two per centum.

Effective with the contract year starting September 1, 2014, all employees who retire after September 1, 2014 may remain in the group insurance plan(s) until they reach seventy (70) years of age or until they are covered by another insurance plan. In no such cases will the coverage continue beyond the age of seventy (70).

If the retired employee has employee and spouse coverage and the retired employee reaches age seventy (70) years of age and terminates coverage with the group insurance plan, the spouse has the right to elect continuation of coverage at the single tier rate for up to thirty-six (36) months. The spouse would be subject to the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended (COBRA).

If the spouse of a retired employee reaches age seventy (70) while covered under the group insurance plan(s), the spouse's coverage will be terminated at the end of the month they reach seventy (70). At that time, the spouse will be eligible for Medicare benefits or they have coverage through another insurance plan.

ADDENDUM "E"

SUPPLEMENTAL SALARY SCHEDULE

The following summary shall apply for supplemental salaries for the term of this Agreement.

- A. Each activity is assigned a number of units. For each unit the supplemental salary schedule is \$96.00 per unit.
- B. For department chairpersons, for each individual assigned over three, three (3) additional units shall be assigned up to a maximum of twenty-two (22) units. The twenty-two units shall be the maximum number allowable to be assigned for department chairpersons.
- C. Three (3) persons supervised by department chairpersons are required before any compensation requirements attaches.
- D. Due to the additional weeks of coaching required when an athletic team or player(s) compete in the District 1 playoff and/or State playoff, an additional supplemental of 3 units will be added to the supplemental of the head coach and the assistant coach(es) for each week of competition of the team/player(s) in the playoff.

See attached Supplemental schedule

Athletics:	
Units	
	Units
Two Assistant Athletic Directors (Fall & Winter)	75
Athletic Trainer	275
Baseball – Middle	32
Middle Asst	22
Senior High Head	50
Senior High Asst	34
Basketball-Middle Head	32
Middle Asst	22
Freshman	32
Senior High Head	68
Senior High Asst	46
Cheerleaders- Middle	20
Senior High Fall	32
Senior High Winter	32
Cross Country- Coed	50
Field Hockey- Middle Head	32

Middle Asst	22
Senior High Head	50
Senior High Asst	34
Fitness Center Supervision(Winter & Spring)	30
Football- Middle Head	32
Middle Asst (2)	22
Freshman -Head	34
Freshman -Asst	24
Senior High Head	86
Senior High Asst (3)	58
Intramurals- Fall (1 per each gr 1-8 bldg)	10
Intramurals- Winter (1 per each gr 1-8 bldg)	10
Intramurals- Spring (1 per each gr 1-8 bldg)	10
Lacrosse- Middle Head...	32
Middle Asst	22
Senior High Head...	50
Senior High Assistant	34
Soccer-Middle Head	32
Middle Asst	22
Senior High Head	50
Senior High Asst	34
Softball- Middle Head	32
Middle Asst	22
Senior High Head	50
Senior High Asst	34
Tennis- Girls	50
Boys	50
Track- Middle Head (Coed)	32
Middle Asst (Coed)	22
Senior High Winter (Boys)	50
Senior High Winter (Girls)	50
Senior High Spring Head (Boys)	50
Senior High Spring Asst (Boys)	34
Senior High Spring Head (Girls)	50
Senior High Spring Asst (Girls)	34
Volleyball- Middle Head	32
Middle Asst	22
Freshman	32
Senior High Head	50
Senior High Asst	34
Wrestling .Middle Head	32
Middle Asst	22
Senior High Head	68
Senior High Asst	46

Other:	
Audio Visual .High School	32
Band	40
Class Sponsor .Freshman (2)	12
Sophomore (2)	18
Junior (2)	22
Senior (2)	28
Department Chairperson (for 3)(Includes Guidance and Lead/Clinical Mentoring Psychologist Chairperson)	10
High School SAP Coordinator	12
District Musical -	
Choreographer	32
Costume Director	15
Director	50
Instrumental Director	28
Producer	34
Stage Crew Director	24
Tech Crew Director	18
Vocal Director	28
High School 'What's your Passion' Coordinator	4
poetic 101 (lead)	53
poetic 101 (Asst)	27
Hi-Q	6
Honor Society .Senior High	6
National Junior Honor Society Advisor	
(1 per each gr 1-8 bldg)	6
Mentor Teachers – Orientation (½ day August)	2
Mentor Teachers – Remainder of Year	12
Newspaper .Elementary	20
Senior High	20
Play Director .Head	32
Asst	22
Renaissance Sponsor	22
Rising Scholar Sponsor	22
Safety Patrol – Elementary	18
Student Council Elementary	15
Interact @ APHS	28
Vocal Music Director	18
Yearbook .Elementary	20
Senior High Sponsor	32
Senior High Asst	16

ADDENDUM "F"

The Board may, at its discretion, employ in each school building one or more building substitute teacher(s) who shall not be deemed to be "a long term substitute" and shall not be full members of the bargaining unit. The building substitute teacher(s) will work every student day. The building substitute teacher will report the first student day and complete the assignment on the last student day, unless the individual resigns, is terminated or is hired at a different point in the school year. The building substitute teacher(s) will not be required to work professional development days. Such building substitute teacher(s) shall be compensated at \$125.00 a day for each day worked. If the Board wants to change the pay rate, the Board will meet and discuss with the Association the rate of pay. The District will pay all required payroll taxes and retirement contributions, but the building substitute teacher will not be eligible for insurance benefits as afforded to the faculty members of the Southeast Delco Education Association. The number of building substitute teacher(s) employed by the Board of School Directors could be adjusted each school year depending on the need and financial resources of the District. The building substitute teacher will have recourse if a disagreement or misunderstanding should occur between themselves, the district administration or the Board through the use of Board Policy number 326: Complaint Process.

The building substitute will be given the opportunity to purchase single coverage of the core medical insurance plan, single coverage of the prescription plan, single coverage of the core dental plan and single coverage of the vision plan. The building substitute must select the medical insurance plan if they want to select the prescription, dental and vision plan. Building substitutes will be given the opportunity to select a Section 125 Premium Only Plan to allow them to use tax laws to their advantage in funding medical insurance premium contributions.

The Board reverses the right at any time not to have these positions or to subcontract them to a substitute teacher agency.

Addendum G: Salary Schedules

Southeast Delco School District								
2022-2023								
	<u>STEP</u>	Bachelors	B15	Masters	M15	M30	M45	PHD
	1	49,968	53,497	57,561	62,576	65,639	68,664	72,283
	2	50,627	54,156	58,521	63,235	66,298	69,938	73,799
	3	51,286	54,815	59,180	63,800	67,647	71,032	75,080
	4	51,945	55,390	60,393	65,630	69,523	72,908	77,237
	5	52,604	56,049	61,052	66,289	70,182	73,567	79,047
	6	53,170	57,130	62,133	67,370	71,263	74,648	80,128
	7	53,920	58,730	63,733	68,970	72,363	75,748	81,728
	8	55,520	60,330	65,333	70,570	73,963	77,348	83,328
	9	57,120	61,930	66,933	72,170	75,563	78,948	84,928
	10	60,157	64,986	70,078	74,870	78,263	81,648	86,328
	11	63,194	69,042	73,223	77,672	81,064	84,450	88,328
	12	66,232	72,098	76,368	81,474	85,359	88,744	92,130
	13	69,269	75,154	79,513	84,275	88,161	91,546	94,931
	14	72,306	78,272	82,721	87,140	91,025	94,911	98,796
	15	75,206	80,272	85,621	89,907	93,907	97,735	101,178
	16	78,831	84,140	89,449	93,446	97,443	101,439	102,671

Southeast Delco School District								
2023-2024								
	<u>STEP</u>	Bachelors	B15	Masters	M15	M30	M45	PHD
	1	50,726	54,302	58,469	63,508	66,673	69,737	73,548
	2	51,320	54,896	59,330	64,101	67,267	70,878	74,905
	3	51,913	55,489	59,923	64,611	68,474	71,859	76,052
	4	52,507	56,008	61,011	66,248	70,152	73,537	77,980
	5	53,100	56,601	61,604	66,841	70,746	74,130	79,599
	6	53,610	57,570	62,573	67,810	71,714	75,099	80,568
	7	54,360	59,170	64,173	69,410	72,814	76,199	82,168
	8	55,960	60,770	65,773	71,010	74,414	77,799	83,768
	9	57,560	62,370	67,373	72,610	76,014	79,399	85,368
	10	60,597	65,426	70,518	75,310	78,714	82,099	86,768
	11	63,634	69,482	73,663	78,112	81,515	84,901	88,768
	12	66,672	72,538	76,808	81,914	85,799	89,184	92,570
	13	69,709	75,594	79,953	84,715	88,601	91,986	95,371
	14	72,746	78,712	83,161	87,580	91,465	95,351	99,236
	15	75,646	80,712	86,061	90,347	94,347	98,175	101,618
	16	79,694	85,003	90,312	94,309	98,306	102,302	103,534

Southeast Delco School District								
2024-2025								
	<u>STEP</u>	Bachelors	B15	Masters	M15	M30	M45	PHD
	1	52,283	55,956	60,332	65,421	68,796	71,940	76,144
	2	52,742	56,415	60,992	65,880	69,254	72,809	77,174
	3	53,201	56,873	61,450	66,276	70,173	73,557	78,048
	4	53,659	57,276	62,279	67,516	71,444	74,828	79,506
	5	54,118	57,734	62,737	67,974	71,902	75,287	80,732
	6	54,514	58,474	63,477	68,714	72,642	76,027	81,472
	7	55,264	60,074	65,077	70,314	73,742	77,127	83,072
	8	56,864	61,674	66,677	71,914	75,342	78,727	84,672
	9	58,464	63,274	68,277	73,514	76,942	80,327	86,272
	10	61,501	66,330	71,422	76,214	79,642	83,027	87,672
	11	64,538	70,386	74,567	79,016	82,443	85,829	89,672
	12	67,576	73,442	77,712	82,818	86,703	90,088	93,474
	13	70,613	76,498	80,857	85,619	89,505	92,890	96,275
	14	73,650	79,616	84,065	88,484	92,369	96,255	100,140
	15	76,550	81,616	86,965	91,251	95,251	99,079	102,522
	16	80,557	85,866	91,175	95,172	99,169	103,165	104,397

Southeast Delco School District								
2025-2026								
	<u>STEP</u>	Bachelors	B15	Masters	M15	M30	M45	PHD
	1	54,460	58,267	62,938	68,096	71,763	75,019	79,773
	2	54,730	58,538	63,314	68,366	72,033	75,507	80,347
	3	55,000	58,808	63,585	68,603	72,547	75,932	80,838
	4	55,271	59,048	64,051	69,288	73,249	76,633	81,639
	5	55,541	59,319	64,322	69,559	73,519	76,903	82,317
	6	55,778	59,738	64,741	69,978	73,939	77,323	82,736
	7	56,528	61,338	66,341	71,578	75,039	78,423	84,336
	8	58,128	62,938	67,941	73,178	76,639	80,023	85,936
	9	59,728	64,538	69,541	74,778	78,239	81,623	87,536
	10	62,765	67,594	72,686	77,478	80,939	84,323	88,936
	11	65,802	71,650	75,831	80,280	83,740	87,125	90,936
	12	68,840	74,706	78,976	84,082	87,967	91,352	94,738
	13	71,877	77,762	82,121	86,883	90,769	94,154	97,539
	14	74,914	80,880	85,329	89,748	93,633	97,519	101,404
	15	77,814	82,880	88,229	92,515	96,515	100,343	103,786
	16	81,419	86,728	92,037	96,034	100,031	104,027	105,259

Addendum "H" Coverage Payments

When a Bargaining Unit Employee is assigned to provide coverage for another employee during his/her allotted preparation time the Bargaining Unit Employee shall be compensated at Forty-Seven Dollars (\$47.00) per coverage. Payment shall be made within thirty (30) days of the submission for reimbursement by the Bargaining Unit Employee.

A coverage is defined as:

- 1) Teaching through your own preparation period because your students' special was cancelled; or
- 2) Covering an absent employee's class of students during your preparation period

A period is defined as:

- 1) An instructional block of 40 minutes or more.

Bargaining Unit Employees who did not receive make-up preparation time, shall be eligible for the coverage.

