

Elizabethtown Area School District

Collective Bargaining Agreement

Between

Elizabethtown Area Board of School Directors

and

Elizabethtown Area Education Association

July 1, 2017 to June 30, 2020

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## **I. PREAMBLE**

This Agreement is entered into as of the first day of July by and between the Board of Education of the Elizabethtown Area School District, Pennsylvania, hereinafter called the “Employer” or “School District” and the Elizabethtown Area Education Association, hereinafter called the “Bargaining Agent” or “Association.”

## **II. DURATION OF AGREEMENT**

The term of this Agreement shall begin on July 1, 2017, and shall continue in full force and effect until June 30, 2020, or until such later date as the two parties may hereinafter agree is to be the extended ending date. Any such extended date shall be evidenced by an amendment to this Agreement, to which amendment both parties shall signify their approval by affixing their signatures thereto.

## **III. WAIVER-MODIFICATION**

The parties agree that all items to be negotiated have been discussed during negotiations leading to this Agreement and that no additional negotiations will be conducted without mutual consent. If mutual consent is agreed to, no modification will be made in whole or in part on any item contained herein unless said modifications have been agreed to in writing and signed by each party.

## **IV. PRINTING OF AGREEMENT**

Copies of the Agreement shall be printed at the expense of the Employer and will be distributed to all members of the Bargaining Unit by the Administration.

## **V. RECOGNITION**

The School District hereby recognizes the Elizabethtown Area Education Association as exclusive and sole representative for collective bargaining concerning the wages, hours, and other terms and conditions of employment (as defined under Act 195) of all professional employees included in the Bargaining Unit as certified and determined by the Pennsylvania Labor Relations Board (“PLRB”), Case Number PERA-R-852-C, dated September 15, 1971, and any subsequent amendments, modification or clarifications made thereto by the PLRB.

Salary increases shall be prorated according to the time assigned to work. An example would be: half-time teachers shall receive one-half (1/2) the salary paid to full-time teachers with the same years of service.

The Employer shall provide and pay for the same amount of benefit for part-time members of this Unit who are employed for 50% or more of full-time as for full-time employees. Members of this Unit who are employed for less than 50% of full-time will receive only those benefits mandated by the Commonwealth.

## **VI. MAINTENANCE OF MEMBERSHIP**

Employees who become members of this Association during the duration of this Collective Bargaining Agreement shall be subject to the Maintenance of Membership provision as defined in Article III, Sub-section (18) and set forth in Section 705 of the Public Employee Relations Act, Act 195.

## **VII. ASSOCIATION DUES DEDUCTION**

The Employer agrees to deduct Bargaining Agent membership dues from the salary of Bargaining Unit members, provided the Board has been furnished authorization cards signed by the individual professional employees, authorizing such deductions. A new authorization card is required for each year of the Agreement.

Deductions referred to herein shall be made in as nearly equal bi-weekly installments as is practical during the twelve (12) consecutive pay periods, beginning with the first or second paycheck in November each year.

The monies deducted in accordance with this Article shall be transmitted to the Bargaining Agent in person on a bi-weekly basis.

The Bargaining Agent shall indemnify, defend, and save the Employer harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken by the Employer in reliance upon the payroll deduction authorization cards submitted by the Bargaining Agent to the Employer.

All payroll deduction authorization cards shall be collected and approved by the Bargaining Agent which shall submit the same to the Employer no later than three (3) weeks before the first payroll deduction in November each year.

Payroll deductions for contributions to political action committees established by the Bargaining Agent shall be limited to members covered by such Bargaining Agent's Collective Bargaining Agreement and as set forth in Act 171. Deductions authorized will be entirely voluntary on the part of each employee.

## **VIII. FAIR SHARE**

If, and for so long as, ninety percent (90%) or more of the members of the bargaining unit are voluntarily paying (either directly or by dues deductions) the Association's dues, the District shall deduct from each nonmember in the bargaining unit represented by the Association an amount annually certified by the Association as the fair share fee provided for by Act 84 of 1988. The District and Association agree to comply with all the provisions of said law. The Association agrees to extend to all nonmembers the opportunity to join the Association.

Deductions of fair share fees for nonmembers shall not occur prior to January 16 of any school year, so that nonmembers with bona fide religious objections may direct the Association to contribute their fair share fee to an eligible charitable institution per Act 84 of 1988. Thereafter, the fair share fee shall be deducted via payroll deductions from nonmembers' paychecks in equal installments between January 17 and the end of the school year.

The Association shall indemnify and hold the School District (and its directors, officers, employees and agents) harmless against any and all claims, suits, costs and expenses (including without limitation reasonable attorney fees, other legal costs and expenses), orders or judgments arising out this fair share fee obligation.

## **IX. ASSOCIATION LEAVE**

Officers and delegates of the Association shall be granted leave of absence for no more than a collective total of twelve (12) days during the school year for the conduct of official business, so long as such absences are scheduled in advance and do not interfere with the orderly operation of the overall educational process. Requests for such leave shall be submitted to the Superintendent at least five (5) days prior to the commencement of any such leave or portion thereof. At no time shall the number of employees absent under this Paragraph exceed a ratio of one (1) absence for each sixty-seven (67) members of the Bargaining Unit, to the maximum of four (4) employees at any one time. The Association shall reimburse the Employer for the cost of the substitutes for members granted leave.

## **X. ASSOCIATION USE OF SCHOOL BUILDINGS**

The Association and its representatives shall be allowed the reasonable use of school buildings for meetings before or after school hours and during in-service days outside scheduled programs and provided such meetings are held during scheduled hours of custodial service. Arrangements for such meetings shall be made with the Principal of the building in which the meeting is planned or with the Assistant Superintendent or Superintendent in the Principal's absence.

## **XI. ASSOCIATION USE OF BULLETIN BOARDS, MAIL FACILITIES, AND SCHOOL EQUIPMENT**

The School District shall make equipment such as copy machines, computers, typewriters, and audiovisual machines available to the Association in accordance with present Board policy. The Association agrees to supply or pay the cost of materials used in this equipment for Association business.

The Association shall have the use of a bulletin board in the faculty lounges for Association notices.

The Association shall be allowed the reasonable use of interschool mail facilities and the use of school mail boxes after giving notice of such use to the Principal.

## **XII. DISTRICT VACANCIES**

The School District shall notify employees of any vacancy in a full-time position by sending an e-mail announcement to all employees' official e-mail accounts and by posting on the District website.

Any employee may apply for such vacancy. The selection of the persons to fill any vacancy, however, shall be made at the sole discretion of the School District and its decision shall be final and binding.

For the purposes of this Agreement, vacancy shall be defined as any opening which is permanent in nature, and a position which the School District intends to fill on a permanent basis.

In the event a vacancy arises during the academic school year as a result of death, retirement, resignation or termination of an employee, the Association and District agree the District shall have the right to staff said vacancy with a long-term substitute teacher for up to a maximum of ninety (90) teacher contract days, and in no event shall the employee's appointment as a long-term substitute in said vacancy extend beyond the conclusion of the current academic school year.

### **XIII. PERSONNEL FILES**

The Employer shall maintain one official personnel file, in the human resources office, for each employee.

No material derogatory to an employee's conduct, service, or personality shall be placed in the personnel file unless the employee has received a copy and has had an opportunity to review the material. The employee shall have the right to submit a written answer to such material and attach it to the file copy.

An employee shall have access to the official personnel file during regular work hours at a time mutually agreed upon between the employee and the employee's representative. An employee may duplicate any material contained in the file free of charge.

The Association shall have access to an employee's personnel file at a reasonable time during the regular office hours after having given reasonable notice and having obtained express written approval from the employee.

If the employee's personnel file or any of its contents is subpoenaed in accordance with the law, the employee and the Association shall be immediately notified in writing.

### **XIV. REQUESTED TRANSFERS**

Professional employees may apply for transfers to different classes, buildings, or positions. Such requests shall be made in writing to the Superintendent. Whether such requests are granted rests solely within the discretion of the Employer. The Employer's decision shall be final and binding. Upon request, an employee that requested a transfer that was not granted may meet with the appropriate administrator to be told the reason(s) for the denial.

### **XV. LUNCH TIME**

Bargaining Unit members may leave their respective buildings during their thirty (30) minute duty-free lunch period, provided notification has been given to the Building Principal or his/her designated representative. The Principal or his/her designated representative shall be notified when the teacher returns.

In cases of unforeseen dire emergencies, this privilege can be revoked by the responsible administrator.

## **XVI. SALARIES**

It is agreed that all faculty who are presently employed by the employer are properly placed on the salary schedule.

Increases in salary shall be made according to the salary schedule which is attached hereto as Appendix "B." Percentage increase averages per year will be:

2017-2018	*3.25%
2018-2019	*3.25%
2019-2020	*2.875%

\* All increases represent additional dollars to total salary outlay from the preceding school year.

A teacher who works ninety (90) or more teaching days in any school year shall be entitled to a longevity increment, unless longevity increments have been suspended as part of the agreed-upon salary schedule. A teacher who works less than ninety (90) teaching days shall not be entitled to any longevity increment.

Teachers employed in the future shall be placed on the salary schedule at the number of years of experience and credits as agreed upon by the teacher and the employer at the time of hiring. The EASD salary schedule placement chart will be referenced for placement.

Initial placement on the salary schedule will include credits earned after the attainment of a teaching certificate. Employees may only move one (1) column on the salary schedule in a 12-month period (for example, January 1<sup>st</sup> through December 31<sup>st</sup>); however, any employee who earns his/her Master's Degree shall automatically qualify for placement in the Master's Degree column of the salary schedule regardless if the employee received column movement in the preceding twelve (12) months.

Letter of Equivalency for Master's Degree certificate is recognized for movement on the salary schedule only for those employees hired prior to July 1, 1988.

## **XVII. WORK YEAR – WORK DAY**

The basic salary and supplemental salary stated in this Agreement are for a normal work year and shall not exceed one hundred eighty-nine (189) days beginning each school year for the duration of this Agreement. There will be a maximum of 184 instructional days each year of the Agreement. The District shall be responsible for developing the district-operating calendar, to include parent-teacher conferences; however, input shall be sought from Association leadership on creating a calendar that meets the needs of the Board-approved comprehensive plan.

While the additional day contracts are optional, any employee whose work schedule at the Employer's discretion exceeds the normal work year shall be compensated at his/her per diem rate for each additional day of work beyond the normal work year. Positions for which this provision applies include, but are not limited to, the bargaining unit positions of Agriculture Education, Alternative Education, School Counselor, School Psychologist, and Math Coach.



The normal work day for all professional employees at school shall be seven and one-half (7 ½) hours, not including a thirty (30) minute duty-free lunch period. Variations in this schedule will be at the discretion of the administration.

In addition to the normal hours stipulated, all members of this Bargaining Unit will meet all responsibilities such as faculty meetings, parent-teacher conferences, parents' nights, and student-teacher conferences. For purposes of this paragraph, professional staff will be required to hold evening conferences two (2) times per year (3.5 hours per semester to be traded on a later date) in order to provide parents/guardians the ability to meet with their child's teacher(s). In addition, no more than two (2) faculty meetings shall be scheduled per month during the instructional year (September through May only – August and June are excluded from faculty meetings) for each teacher. All faculty meetings shall not extend more than thirty (30) minutes beyond the end of the normal work day, and a minimum of five (5) work days' notice shall be provided for such meetings, except in emergency situations. The term "faculty meeting" shall include meetings called by the administration for the entire faculty, the entire grade level within a school (i.e., all third grade teachers) or the entire department within a school (i.e., all social studies teachers). Teachers serving as District coaches shall be excused from faculty meetings when the start or leave time for a scheduled team competition (games, meets or tournaments) conflicts with those faculty meetings. However, teacher-coaches shall obtain and review information discussed at those missed faculty meetings.

The District shall provide each full-time teacher with forty-five (45) continuous minutes of preparation time during a full instructional day to the extent practicable, subject to the understanding that modifications may need to be made due to late arrivals, early dismissals, and other disruptions of the normal instructional day. The District shall provide each part-time teacher with continuous minutes of preparation time commensurate (i.e., prorated) to their appointment fraction during a full instructional day to the extent practicable, also subject to the understanding that modifications may need to be made due to late arrivals, early dismissals, and other disruptions of the normal instructional day (e.g., a 0.8 contracted employee shall have at least thirty-six (36) continuous minutes of preparation time during a full instructional day to the extent practicable). At the high school level, if no administrative duties and responsibilities are assigned or administrative-requested meetings held during an instructional block when an employee's preparation time may be scheduled, the employee may use any additional time within the remainder of the block for additional planning/preparation.

Bargaining Unit members who work less than the normal work year as defined above or take unpaid or unauthorized leaves of absence shall have their salary deducted for such days at the daily fractional rates of 1/189 for the 2017-2018 school year and each school year thereafter.

## **XVIII. EXTRACURRICULAR SALARIES**

The compensation for coaches and club/activity advisors shall be incorporated into this Agreement as Appendix "E".

## **XIX. ADDITIONAL DUTY PAY**

Any member of the Bargaining Unit who, during summer recess, agrees to teach or to perform a service directly related to his/her area of professional certification or to develop a course of study not stipulated as part of his/her regular assignment shall be paid at the rate of \$31.50 per hour for the duration of the Agreement.

Compensation for pre-approved hours, used for Act 48 Professional Growth, outside the normal work day shall be \$31.50 per hour for the duration of the Agreement.

Any member of the Bargaining Unit who is a support teacher under the District's Induction Program shall receive \$725.00 per year.

Any member of the Bargaining Unit who is the Title I Coordinator shall be responsible for coordinating the District's Title I program, including handling all communications, reporting and grant administration surrounding the Title I program. The annual stipend for this position shall begin at \$3,800 per school year.

Any member of the Bargaining Unit who is the Lead Elementary Reading Specialist shall serve as the Elementary Level coordinator for the Reading Specialist Team and be responsible for coordinating student testing, instructional activities and other projects for the Team. The annual stipend for this position shall begin at \$2,700 per school year.

The compensation for any member of the Bargaining Unit who serves as a Professional Leadership Liaison is defined in Appendix "F".

The above annual stipends shall be pro-rated in any year to reflect the actual number of work days on which duties are performed by employees in these extra-duty assignments.

The School District, in its sole discretion, shall decide whether the extra-duty assignments will continue from one school year to the next. The District shall notify the Association and the individuals serving in these positions by June 30<sup>th</sup> whether these extra-duty assignments will continue in the following school year. If the District elects to continue these extra-duty assignments for the succeeding school year and the same employee continues in the same extra-duty position for the succeeding school year, his/her annual stipend shall be increased by the same percentage contemplated by the co-curricular schedule as outlined in Appendix "E" of this Agreement. The District shall have the right to remove an employee from these extra-duty assignments for failure to perform their extra-duty assignment in a satisfactory and/or timely manner.

## **XX. TUITION ASSISTANCE/REIMBURSEMENT**

The School District will pay the tuition for employees who successfully passed graduate credits, subject to the following provisions:

1. Maximum Provisions:
  - a. The maximum tuition payment per course shall be 100% of the graduate credit rate established at Millersville University, effective September 1 to August 31 of each year of this Agreement. In-service credits shall be reimbursed at the rate established by the Lancaster-Lebanon Intermediate Unit or school entity which sponsors the in-service course.
  - b. Up to twelve (12) credits per fiscal year (July 1 to June 30) for each employee shall be eligible for tuition assistance/reimbursement prior to receipt of a Master's Degree or Master's Equivalency certificate. After receipt of a Master's Degree or Master's

Equivalency certificate, an employee shall be limited to nine (9) credits per fiscal year (July 1 to June 30). The course completion date will determine to which year a course is credited.

2. All course work is subject to the pre-approval of the Superintendent.
3. Only the following course work will be eligible for tuition payment: courses taken for full graduate credit at an accredited college or university approved by the Pennsylvania Department of Education (PDE), unless the Superintendent approves in advance a course offered by an out-of-state institution; or in-service credit approved in advance by the Superintendent, which satisfy one of the following criteria:
  - a. Courses directly related to the employee's area(s) of certification; or
  - b. Courses related to District educational-initiatives as authorized by the Superintendent; or
  - c. Courses directly related to the employee's current professional assignment; or
  - d. Education courses for purposes of obtaining the following certifications through the Pennsylvania Department of Education: permanent certification in an employee's area of professional assignment, one additional instructional or specialist certification, and one supervisory/administrative certification; or
  - e. Coursework that is part of an overall Master's or Doctoral Degree in Education; or
  - f. Any coursework approved by the Superintendent of Schools.
4. The Superintendent may waive any or all of the requirements set forth in this article in advance of taking credits. Any waiver must be approved by the Superintendent and School Board; the School District shall have sole discretion in deciding whether to grant such waiver requests.
5. No tuition assistance shall be paid for "third party provider" courses unless the Superintendent in his or her sole discretion approves such courses.
6. No tuition assistance shall be paid for repeated courses or undergraduate courses taken after the attainment of a Master's Degree.
7. For tuition assistance purposes, an employee may not commence coursework while on a sabbatical leave for health reasons, while on child rearing leave, while receiving income protection, or otherwise on an extended paid or unpaid leave for health reasons.
8. An employee must submit an official transcript/grade report or other official notice of grade status demonstrating he/she successfully completed the course within sixty (60) days of the course completion date. Successful completion of a course requires a grade of "B" (or its numerical equivalent) or greater, except that courses offered on only a "Pass-Fail" basis shall require the employee to earn a grade of "Pass" for the course to be considered successfully completed.
9. Employees shall be responsible for paying back in full to the School District any tuition payment made by the School District on an employee's behalf, if (i) the course is cancelled and the institution directly reimburses the employee; (ii) the employee withdraws, fails to

complete or fails to earn the requisite grade as set forth in paragraph 7 above; (iii) the employee timely fails to provide the transcript or other official notice of grade status showing successful completion of the course; (iv) the employee fails to meet any other condition set forth in the provision; (v) employees who voluntarily leave the service of the District before completing two full semesters of active employment following the completion of the course work. The School District may deduct from an employee's paycheck or from other amounts owed to the employee in order for the District to receive repayment.

10. An employee's repayment of tuition shall be made to the School District for any employee who fails to meet the requirements set forth in paragraph 8 above with any outstanding balance to be automatically withheld from the employee's paycheck in three (3) equal installments over three (3) consecutive pay periods. If an outstanding balance still remains, the employee shall make full payment of any outstanding balance within thirty (30) calendar days.

## **XXI. HEALTH CARE PROGRAM**

Beginning July 1, 2017, the Employer shall provide a PPO health care program that shall remain in effect through June 30, 2019, for all eligible members in the bargaining unit. If the District desires to change carriers or if one of the options is no longer available in the area, the District will (1) present the details of the change to the Association, (2) provide a reasonable time for the Association to analyze the proposed change, and (3) meet and discuss the issue with the Association. If a decision is made to change carriers there shall be no reduction in coverages and services. If one of the options is no longer available in the area, the parties shall meet and discuss how to address the issue.

The benefits provided under the PPO plan shall be as specified in the Schedule of Benefits attached hereto as Appendix "A."

Employees shall contribute toward the applicable premium of the PPO health care plan on a monthly basis as follows:

Single	2-Party	Family
11%	11%	11%

The District will pay the remaining cost of the applicable premium. The percentage of the total cost of the elected level of health care coverage paid by an employee shall not exceed \$100 per month for single coverage, \$200 per month for two-party coverage and \$225 per month for family coverage.

The District shall offer a Section 125 plan to enable employees to pay their share of insurance coverage premiums, unreimbursed medical/health/dental/vision care costs and dependent care on a pre-tax basis to the extent allowed by law.

In the event two spouses both work in the District and are both eligible for District-provided coverage, both spouses shall not be required to separately enroll for health care coverage.

In the event a spouse of an employee has medical insurance coverage available to him/her through his/her own employer at less than 51% of the total monthly premium, said spouse shall not be eligible for medical insurance coverage on the District's health insurance plan(s). The settlement or payment of claims shall not be subject to the grievance procedure included in this Agreement.

When the District has properly provided said program, in no case and under no circumstances shall the District be required to provide a cash settlement or any other substitute benefit in any form in lieu of the health care benefits provided for in this Article.

The District shall offer employees, through June 30, 2019, an optional Qualified High Deductible Healthcare Plan (QHDHP) with Health Savings Account (HSA) or Health Reimbursement Arrangement (HRA) for those not eligible for the HSA. Employee participation in this plan shall be optional through June 30, 2019, after which the PPO plan option shall be eliminated and said QHDHP shall become the sole and exclusive medical plan for eligible employees. The Schedule of Benefits, including employer contributions and schedule of deposits to each employee's HSA or HRA for this plan are set forth in Appendix "A." The District shall pay the full cost of the applicable premium (Single, 2-Party, and Family) for the QHDHP for the life of this Agreement.

The District reserves the right to establish direct contracts with healthcare providers to negotiate lower rates and waive deductibles and/or copays. A direct contract with a healthcare provider may consist of the District paying a set amount each month per member and being more closely involved in the process to receive lower costs and better care for employees. Employee participation in said contracts shall be voluntary. There shall be no reduction in coverages and services under this provision.

## **XXII. DENTAL CARE PROGRAM**

During the term of this Agreement, the District shall pay seventy-three percent (73%) of the total cost of the dental program premium for employees electing such coverage (single or family). Employees electing dental care coverage shall pay the remaining twenty-seven percent (27%) of the applicable premium on a monthly basis. The schedule of benefits for the dental care program is attached hereto as Appendix "C."

The payments for treatment performed by either participating or non-participating dentists will be made based on the maximum allowable charges (MACs), the same maximum for both dentists.

The settlement or payment of claims shall not be subject to the grievance procedure included in this Agreement.

When the Employer has properly provided said program, in no case and under no circumstances shall the Employer be required to provide a cash settlement or any other substitute benefit in any form in lieu of the dental care benefits provided in this Article.

## **XXIII. VISION CARE PROGRAM**

The School District shall provide eligible employees and their eligible dependents a fully-insured vision care plan without cost for those employees electing single, two-party or family coverage. The schedule of benefits for the vision care program is attached hereto as Appendix "D."

## **XXIV. LIFE INSURANCE**

The Employer will purchase term life insurance with accidental death and dismemberment coverage for each member of the Bargaining Unit. The amount of the coverage will be \$50,000.00 for the life of the Agreement, the beneficiary to be named by the employee.

The settlement or payment of claims shall not be subject to the grievance procedure included in this Agreement.

When the Employer has properly provided said policy, in no case and under no circumstances shall the Employer be required to provide a cash settlement or any other substitute benefit in any form in lieu of the insurance benefits provided for in this Article.

## **XXV. INCOME PROTECTION**

During the term of this Agreement, the Employer shall provide at its expense a long-term disability income protection program to eligible Employees. Specific terms regarding eligibility and coverage shall be governed by the plan document, provided the following terms shall continue to apply:

- a. The employee shall not be eligible until he/she has completed one year of continuous active, employment with the District.
- b. The elimination period shall be the later of thirty (30) days of continuous disability as defined in the plan document or the day following expiration of the employee's accumulated sick leave
- c. The employee shall not be eligible until the income protection plan provider has been furnished with the required proof of disability as defined in the plan.
- d. After meeting eligibility requirements, the employee shall receive a monthly benefit equivalent to 60% of monthly earnings to a maximum benefit of \$5,000.00 per month.

Periodic physician updates will be required by the plan provider in order to continue monthly benefits for up to two (2) years.

- e. The request for use of this benefit must be submitted in writing to the superintendent. Additionally, claim forms must be completed and forwarded to the plan provider
- f. If disability for which benefits were payable ends but recurs due to the same or related causes less than six (6) months after the end of a prior disability, it will be considered a resumption of the prior disability. Such recurrent disability shall be subject to the provisions of the policy that were in effect at the time the prior disability began.

Disability, which recurs more than six (6) months after the end of a prior disability are subject to:

- i. a new elimination period
- ii. a new maximum period payable, and
- iii. the other provisions of the policy that are in effect on the date the disability recurs.

- g. The lifetime maximum benefit for any employee to receive income protection shall not exceed one-half the total number of days that an employee has been employed by the School District or two (2) calendar years (maximum of 730 total days), whichever is less.

Employees who use the benefits provided in this article may elect to continue making their contributions to the Public School Employees' Retirement System (PSERS) for up to one (1) year from the beginning of this benefit. If the Employee elects to continue PSERS contributions, the District will continue its contributions to the retirement system for the same length of time. Both the Employee and the Employer's contributions shall be based on the Employee's full contract salary.

Income protection benefits shall be payable only as long as the Employee is continuously employed and is not receiving benefits under PSERS and/or Worker's Compensation.

Prior to returning to work, the employee will be required to present a full release for duty, signed by the physician, to the Human Resources Director.

## **XXVI. LEAVES**

### **A. Paid Time Off**

Four (4) days of paid time off ("PTO") pay per school year, cumulative to seven (7), are hereby granted to each professional employee. PTO may be used for personal reasons in full-day or half-day increments according to the following:

1. Not to be used during the first ten (10) student days or last ten (10) student days of the school year or on parent-teacher conference days. However, an employee may use one (1) PTO day each school year to attend his/her child's graduation ceremony from a postsecondary institution or branch of U.S. armed forces occurring within the last ten (10) student days of the school year.
2. No more than five percent (5%) of the Bargaining Unit may take such leave on any given day. The Superintendent/designee shall have sole discretion to grant exceptions to this cap for bona fide emergencies and such requests shall not be unreasonably denied.
3. A three (3) work day written notice is required to request use of PTO days. The Superintendent/designee may waive the three (3) work day written notice in cases of bona fide emergencies, and such exemptions shall not be unreasonably denied. Such waiver shall not be precedent-setting and shall not be subject to the grievance procedure of this Agreement.
4. Such personal reasons shall not include other employment of a compensable nature.
5. Teacher using PTO on professional development days shall make up missed work in a reasonable period of time either inside or outside the normal work day at the teacher's discretion.
6. Accumulated personal leave days may not be utilized in blocks exceeding four (4) consecutive school days, or in conjunction with unpaid leave unless approved by the Superintendent.

7. Unused PTO days may be rolled over into the following year with total accumulation not to exceed seven (7) days. Any excess over that limit shall automatically convert to sick leave.

## **B. Professional Leave**

Faculty may be granted up to three (3) days of leave per year to attend conferences, clinics, and/or workshops for professional improvement. Requests for professional days shall be submitted to the appropriate principal(s) at least five (5) work days in advance on request forms available in each school and are subject to the approval of the principal(s) and Superintendent.

If the faculty member is requested by the principal(s) to take professional leave for professional improvement, the District shall pay verified mileage, food, lodging, and registration expenses.

If the request is not from the principal but is approved by him or her, the District will pay the conference/program registration fee.

Within ten (10) working days following the leave, the faculty member will submit, to the principal(s), a written report on the leave.

## **C. Sick Leave**

Full-time employees shall receive ten (10) days of sick leave each school year in compliance with Section 1154 of the Public School Code. Part-time employees shall receive a pro-rated allotment of sick leave commensurate with the amount of time they work (i.e. half-time employee shall receive five (5) sick days). Sick leave for all employees shall accumulate from year to year without limit.

Employees may use up to ten (10) sick days each school year to care for a sick family member. For purposes of this paragraph, the term "sick family member" shall mean a spouse, child (including step, foster, and adopted children), parent (including step, foster, and adopted parent), parent-in-law, sibling or other family member permanently residing within the employee's household. Unused family sick leave days shall not accumulate from one school year to the next.

## **XXVII. LEAVE OF ABSENCE FOR COMPENSATED PROFESSIONAL LEAVE OR SABBATICAL LEAVE FOR RESTORATION OF HEALTH**

The employer agrees to abide by the provisions of the Pennsylvania School Code of 1949 as amended, Sections 1166.1 to 1171. The following contracted benefits, when in effect, will continue during the leave: health insurance, life insurance, dental insurance, vision insurance and income protection. Tuition reimbursement shall only be made available to employees taking a leave of absence for professional development.

## **XXVIII. SERVICE STIPEND**

Each member of the Bargaining Unit who becomes eligible for retirement and, in writing, notifies the Superintendent by January 15 for an end of the school year retirement or by September 1 for an end



of the first semester retirement, and, applies for retirement under the Public School Employees' Retirement System, shall be given a service stipend in the amount of the number of years of employment in the Elizabethtown Area School District multiplied by \$100.00 through June 30, 2018, \$125.00 through June 30, 2019, and \$150.00 through June 30, 2020, AND shall be given \$50.00 for each day of his/her accumulated, unused sick leave up to a maximum of two hundred fifty (250) sick leave days. Failure to provide written notification by said date will result in forfeiture of this benefit, except in cases in which an employee is stricken with an unforeseen documented medical condition or any other extenuating circumstances beyond the employee's control as determined by the Superintendent of Schools. The service stipend shall be paid as a non-elective employer contribution with no cash option directly into a 403(b) account set up by the retiring employee prior to his/her effective date of retirement for the benefit of the retiring employee.

Once a letter of notification is submitted to the Superintendent, it cannot be rescinded by the member.

## **XXIX. NO STRIKE – NO LOCK-OUT PROVISION**

Employees will not engage in a strike during the term of this Agreement and the School District pledges that it will not conduct or cause to be conducted a lock-out during the term of this Agreement.

## **XXX. GRIEVANCE PROCEDURE**

### **A. Definitions**

#### 1. Grievance

A grievance is hereby defined as a claim by a grievant, grievants, or the Bargaining Agent that a dispute or disagreement exists involving interpretation or application of the terms of this Agreement.

#### 2. Grievant

A grievant is one who is submitting a grievance as defined above on behalf of himself/herself, a group, or the Bargaining Agent.

#### 3. Days

Days shall mean professional employee working school days, except as otherwise indicated.

### **B. Procedure**

#### 1. Level One – Immediate Supervisor

The grievant shall present his/her grievance, in writing, on a form provided by the Administration and available at all administrative offices, to his/her first level supervisor within ten (10) days after the grievant's awareness of the occurrence.

The first level supervisor shall reply to the grievant within five (5) days after the initial presentation of the grievance. The grievant may commence a grievance at Level Two for a class action grievance or for actions involving decisions rendered by the Superintendent or the School Board when the first level supervisor is not involved in the decision that gave rise to the grievance.

2. Level Two – Superintendent or Designated Representative

If the grievant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after written presentation of the grievance at Level One, then the grievant may refer the grievance to the Superintendent or his/her designated representative. The Superintendent or his/her designated representative shall arrange for a hearing with the grievant to take place within five (5) days of his/her receipt of the appeal. Upon conclusion of the hearings, the Superintendent or his/her designated representative will have five (5) days to provide his/her decision, together with the reasons for the decision, to the grievant.

3. Level Three – School Board

If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) days after the written presentation at Level Two, then the grievant may appeal the grievance to the Board.

The Board or a Committee of the Board may hold a closed hearing of the grievance within ten (10) days after receipt of the written appeal.

If the Board fails to hold hearing within ten (10) days, the grievant shall have the right to proceed to arbitration as provided in Level Four of this procedure.

If the Board or its representatives holds a hearing, they shall have fifteen (15) days to provide its written decision to the grievant.

4. Level Four – Arbitration

If the action in Level Three fails to resolve the grievance to the satisfaction of the Association, the grievance shall be referred to binding arbitration as provided in Section 903 of the Act within ten (10) days after a decision has been rendered at Level Three or twenty (20) days after the hearing at Level Three. The arbitration procedure will be as indicated in Section 903 of Act 195:

Section 903: Arbitration of disputes or grievances arising out of the interpretations of the provisions of a Collective Bargaining Agreement is mandatory. The procedure to be adopted is a proper subject of bargaining with the provision that the final step shall provide for a binding decision by an arbitrator or a tripartite board of arbitrators as the parties may agree. Any decision of the arbitrator or arbitrators requiring legislation will be effective only if such legislation is enacted:

- a. If the parties cannot voluntarily agree upon the selection of an arbitrator, the parties shall notify the Bureau of Mediation of their inability to do so. The

Bureau of Mediation shall then submit to the parties the names of seven (7) arbitrators. Each party shall alternately strike a name until one (1) name remains. The public employer shall strike the first name. The person remaining shall be the arbitrator.

- b. The costs of arbitration shall be shared equally by the parties. Fees paid to arbitrators shall be based on a schedule established by the Bureau of Mediation.

5. Year-End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon as practical. Settlements of year-end grievances shall be based on the Agreement in effect at the time the grievance occurred.

**C. Rights of a Professional Employee to Representation**

Any grievant may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a representative from the Bargaining Unit or by a representative selected or approved by the Bargaining Agent. However, when a professional employee is not represented by the Bargaining Agent, the Bargaining Agent in accordance with Act 195 shall have the right to be present at the time of adjustment.

**D. Miscellaneous Provisions**

1. Written Decisions

Decisions rendered at Level One which are unsatisfactory to the grievant and all decisions rendered at Levels Two, Three and Four of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore, and shall be transmitted promptly to all grievants and the Bargaining Agent.

2. Separate Grievance Files

No documents communications, and records dealing with the processing of a grievance shall be placed in the employee's personnel file.

3. Grievance Forms and Processing

To be processed, a grievance must be in writing on an appropriate form to be supplied by the Administration, specifying the following: (1) the grievance procedure is being invoked, (2) the nature of the grievance, (3) the specific Paragraph of the Agreement violated, (4) the specific date and time at which the alleged grievance occurred, and (5) the desired resolution of the grievance.

4. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this grievance procedure.

5. New Evidence

No new evidence can be presented at any level of the grievance, by either party, than what was already presented at the First Level of the grievance.

6. Arbitrator's Jurisdiction

Nothing contained herein, however, shall empower any arbitrator in rendering his/her decision to in any way directly or indirectly expand, modify, or amend the terms and provisions of this Agreement, nor to require the commission of an act by either party prohibited by law or contrary to the terms and provisions of this Collective Bargaining Agreement.

### **XXXI. MEET AND DISCUSS PROVISION**

In accordance with Section 702 of Act 195, which states that public employers shall be required to meet and discuss on policy matters affecting wages, hours, and terms and conditions of employment, as well as the impact thereon, upon request of the public employee representative, the parties agree to the following procedure: (1) Representatives of the parties agree to meet on mutually agreeable dates during the school year. Times and dates for such meetings may be changed by mutual agreement. (2) Both the Employer and the Association shall submit items for the Agenda for any given meetings to each other at least ten (10) working days prior to that meeting. (3) Each party agrees to select no more than four (4) people to represent them who are most qualified to discuss the particular topics identified in Item (2) above.

### **XXXII. PERSONAL PAYROLL DEDUCTIONS**

The Employer agrees to the following payroll deductions when a signed card is filed with the District Office of the School District authorizing deductions:

1. United Way (United Fund)
2. Lancaster County Credit Union
3. Approved Tax Sheltered 403(b) Programs
4. Approved Cancer Insurance Program
5. Pennsylvania State Employees Credit Union
6. Section 125/HSA Account Administrator

**XXXIII. SICK LEAVE BANK**

Employees may at their discretion each year contribute days of their accumulated sick leave to the Sick Leave Bank during the term of this Agreement. The Association will have the responsibility for maintenance of the Sick Leave Bank.

**XXXIV. IEP WRITING**

The administration shall provide all full-time special education teachers two (2) days of release time each school year to write students' IEPs. Scheduling of said days shall be at the sole discretion of the administration and may be scheduled during teacher in-service days.

**XXXV. SEPARABILITY**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid, except to the extent permitted by law, but all other provisions or applications of this Agreement shall continue in full force and effect.

**XXXVI. DATE AND SIGNATURE**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 17<sup>th</sup> day of January, 2017.

\_\_\_\_\_  
Board of School Directors  
of the Elizabethtown Area  
School District of  
Elizabethtown, Pennsylvania

\_\_\_\_\_  
Elizabethtown Area  
Education Association

\_\_\_\_\_  
Elizabethtown Area  
Education Association

## APPENDIX A: PPO PLAN SCHEDULE OF BENEFITS

A PPO, or Preferred Provider Organization, offers two levels of benefits. If you receive services from a provider who is in the PPO network, you'll receive the highest level of benefits. If you receive services from a provider who is not in the PPO network, you'll receive the lower level of benefits. In either case, you coordinate your own care. There is no need to select a Primary Care Physician (PCP). No referrals are needed for specialty care. Below are specific benefit levels.

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
<b>Benefit Period</b>	Fiscal/Contract Year (July 1 to June 30)	
<b>Deductible</b> <i>Per Fiscal/Contract Year (July 1 to June 30)</i>	\$500 Individual/\$1,000 Family per year	\$1,000 Individual/\$2,000 Family per year
<b>Payment Level</b> <i>Based on Provider's Reasonable Charge (PRC)</i>	100% PRC after deductible	80% PRC after deductible until out-of-pocket limit is met; then 100% PRC
<b>Out-of-Pocket Limit</b> <i>Includes Coinsurance</i>	None Individual None Family	\$3,000 Individual \$6,000 Family
<b>Total Maximum Out-of-Pocket Limit</b> <i>Includes Deductibles, Coinsurance, Copays &amp; other qualified medical expenses, in-network only. Once met, the plan pays 100% for remainder of Benefit Period</i>	<b>2017-2020: TBD under ACA</b>	None - Individual None - 2-Party or Family
<b>Lifetime Maximum</b>	Unlimited	
<b>Allergy Extract and Injections</b>	100% PRC after deductible	80% PRC after deductible
<b>Ambulance</b>	100% PRC after deductible	80% PRC after deductible
<b>Assisted Fertilization Procedures</b>	Not Covered	Not Covered
<b>Condition Management</b>	Case Management, Blues On Call and Disease State Management	Case Management, Blues On Call and Disease State Management
<b>Dental Services related to accidental injury</b>	Not Covered	Not Covered
<b>Diabetes treatment</b>	100% PRC after deductible	80% PRC after deductible
<b>Diagnostic Services</b> <i>Standard and Advanced Imaging (MRI, CAT, PET scan, etc., Diagnostic Medical, Lab/Pathology, Allergy Testing)</i>	100% PRC after deductible	80% PRC after deductible
<b>Durable Medical Equipment</b> <i>Includes Orthotics and Prosthetics</i>	100% PRC after deductible	80% PRC after deductible
<b>Emergency Room Services</b>	100% PRC after \$100 copayment – waived if admitted	
<b>Entereal Formulae</b>	100% PRC no deductible	80% PRC no deductible
<b>Hearing Care Services</b>	Not Covered	Not Covered
<b>Home Health Care</b> <i>Excludes Respite Care</i>	100% PRC after deductible	80% PRC after deductible
<b>Hospice</b> <i>Includes Respite Care</i>	100% PRC after deductible	80% PRC after deductible
<b>Hospital Expenses</b> <i>Inpatient and Outpatient</i>	100% PRC after deductible	80% PRC after deductible
	365 days; 2 pint blood deductible/benefit period	365 days; 2 pint blood deductible/benefit period
<b>Infertility Counseling, Testing and Treatment<sup>①</sup></b>	100% PRC after deductible	80% PRC after deductible
<b>Maternity</b> <i>Non-preventive facility and professional services. Includes dependent daughter.</i>	100% PRC after deductible	80% PRC after deductible
<b>Medical Care</b> <i>Includes Inpatient Visits and Consultations (Except Office Visits)</i>	100% PRC after deductible	80% PRC after deductible
<b>Mental Health – Inpatient<sup>②</sup></b>	100% PRC after deductible	80% PRC after deductible
	30 days/benefit period (up to 30 for serious mental illness)	
<b>Mental Health – Outpatient<sup>②</sup></b>	100% PRC after \$20 copayment	50% PRC after deductible
	30 visits/benefit period (up to 60 for serious mental illness)	

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
<b>Office Visits</b> <i>Physicians (PCP)</i> <i>Urgent Care and Specialist</i> <i>Retail Clinic Visits</i> <i>Virtual Visit Originating Site Fee</i>	100% PRC after \$15 copayment 100% PRC after \$30 copayment 100% PRC after \$20 copayment 100% PRC after deductible	80% PRC after deductible 80% PRC after deductible 80% PRC after deductible 80% PRC after deductible
<b>Oral Surgery</b>	100% PRC after deductible	80% PRC after deductible
<b>Other Therapy Services</b> <i>Cardiac rehabilitation</i> <i>Chemotherapy</i> <i>Radiation therapy</i> <i>Dialysis</i> <i>Infusion</i>	100% PRC after deductible 100% PRC after deductible 100% PRC after deductible 100% PRC after deductible 100% PRC after deductible	80% PRC after deductible 80% PRC after deductible 80% PRC after deductible 80% PRC after deductible 80% PRC after deductible
<b>Physical Medicine</b> <i>Outpatient</i>	100% PRC after \$20 copayment Unlimited visits/benefit period	80% PRC after deductible
<b>Preventive Care</b> <i>Routine Adult Services include:</i> <i>Physical Exam</i> <i>Gynecological Exam &amp; Pap Test</i> <i>Mammograms</i> <i>Adult immunizations</i> <i>Colorectal cancer screening</i> <i>Diagnostic services and procedures</i>	100% PRC no copay/no deductible 100% PRC no copay/no deductible 100% PRC no copay/no deductible 100% PRC no copay/no deductible 100% PRC no copay/no deductible 100% PRC no copay/no deductible	80% PRC after deductible 80% PRC no deductible 80% PRC no deductible 80% PRC after deductible 80% PRC after deductible 80% PRC after deductible
<i>Routine Pediatric Services include:</i> <i>Physical Exams</i> <i>Pediatric Immunizations</i> <i>Diagnostic services and procedures</i>	100% PRC no copay/no deductible 100% PRC no copay/no deductible 100% PRC no copay/no deductible	80% PRC after deductible 80% PRC no deductible 80% PRC after deductible
<b>Private Duty Nursing</b>	100% PRC after deductible	80% PRC after deductible
	240 hours/benefit period	
<b>Respiratory Therapy</b>	100% PRC after deductible	80% PRC after deductible
<b>Skilled Nursing Facility Care</b>	100% PRC after deductible	80% PRC after deductible
	100 days/benefit period	
<b>Speech &amp; Occupational Therapy</b> <i>Outpatient</i>	100% PRC after \$20 copayment	80% PRC after deductible
	12 visits /benefit period per type of therapy	
<b>Spinal Manipulations</b>	100% PRC after \$20 copayment	80% PRC after deductible
	Unlimited visits/benefit period	
<b>Substance Abuse - Inpatient Detoxification</b>	100% PRC after deductible	80% PRC after deductible
	Combined Limit 7 days/admission; 4 admissions/lifetime	
<b>Substance Abuse – Inpatient Rehabilitation</b>	100% PRC after deductible	80% PRC after deductible
	Combined Limit 30 days/benefit period; 90 days/lifetime	
<b>Substance Abuse - Outpatient</b>	100% PRC after \$20 copayment	80% PRC after deductible
	Combined Limit 60 visits/benefit period; 120 visits/lifetime	
<b>Surgical Expenses (except office visits)</b> <i>Includes assistant surgery, anesthesia, sterilization and reversal procedures, and neonatal circumcision.</i>	100% PRC after deductible	80% PRC after deductible
<b>Transplant services</b>	100% PRC after deductible	80% PRC after deductible
<b>Precertification Requirements<sup>③</sup></b>	Performed by network provider	Performed by member

PRESCRIPTION DRUG BENEFITS	
<b>Prescription Drug Program</b>	Mandatory Generic**  <b>31-day Generic supply:</b> \$10 copayment  <b>31-day Brand supply (when no Generic equivalent exists):</b> \$25 copayment  <b>31-day Brand supply (when a Generic equivalent exists):</b> \$30 copayment
<b>Mail Order Prescription Drug Program</b>	Mandatory Generic**  <b>90-day Generic supply:</b> \$15 copayment  <b>90-day Brand supply (when no Generic equivalent exists):</b> \$37.50 copayment  <b>90-day Brand supply (when a Generic equivalent exists):</b> \$45 copayment
<b>Contraceptives</b> <b>Fertility Agents</b> <b>Fluoride Products</b> <b>Insulin and Diabetic Supplies</b> <b>Smoking Deterrents (prescription)</b> <b>Vitamins (prescription)</b> <b>Weight Loss Drugs</b> <b>Allergy Serum</b> <b>Durable Medical Equipment</b> <b>Prescription Hair Growth Products</b>	Covered Covered – with Prior Authorization Covered Covered Covered Covered Covered Not Covered Not Covered Not Covered
<b>Exclusive Pharmacy Provider</b>	Applies – selected high cost prescription drugs are covered only when they are dispensed through an exclusive pharmacy provider.
<b>Quantity Level Limits on selected prescription drugs</b>	Applies – the quantity dispensed under your plan per new or refill prescription may be limited per recommended guidelines.
<b>Managed Rx Coverage on selected prescription drugs</b>	Applies – certain drug therapies may be monitored for appropriate usage and subject to case evaluation if recommended guidelines are exceeded.
<b>Managed Prior Authorizations</b>	Applies on select high cost drugs
<b>Formulary</b>	Comprehensive – Your program includes coverage for both formulary and non-formulary drugs at the specific copayment amounts listed above.
<b>Benefit Design</b>	Open
<b>Deductible/Out-of-Pocket Maximum</b>	None; N/A
<b>Claim Submission</b>	Pharmacy Files at Point-of-Sale
<b>Non-Network Pharmacy</b>	Not Covered

- ① Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group’s prescription drug program.
- ② State mandated benefits (30 inpatient days and 60 outpatient visits annually) may apply for serious diagnosis. Serious diagnosis includes schizophrenia, schizo-affective disorder, major depressive disorder, bipolar disorder, obsessive compulsive disorder, panic disorder, anorexia nervosa, bulimia nervosa, delusional disorder.
- ③ Capital Blue Cross must be contacted prior to a planned inpatient admission or within 48 hours of an emergency or maternity-related inpatient admission. Be sure to verify that your provider is contacting Capital Blue Cross for precertification. If the insurer is not contacted prior to a non-emergency inpatient admission and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, the member will be responsible for any costs not covered.

\*\* When you purchase a brand drug that has a generic equivalent, you will be responsible for the brand drug co-payment plus the difference in cost between the brand and generic drugs, unless your physician requests that the brand name drug be dispensed.



## APPENDIX A: QUALIFIED HIGH DEDUCTIBLE HEALTH PLAN WITH HEALTH SAVINGS ACCOUNT

The School District may offer each employee eligible to receive health care coverage under the Collective Bargaining Agreement, the option to participate in a High Deductible Healthcare Plan (“QHDHP”) with a Health Savings Account (“HSA”) or Health Reimbursement Arrangement (“HRA”) for those not eligible for the HSA by law. Employee participation in the QHDHP shall be optional until June 30, 2019, and shall be mandatory thereafter for eligible employees who elect health benefits coverage through the District.

DEDUCTIBLES AND MAXIMUMS	IN-NETWORK * MEMBER RESPONSIBILITY	OUT-OF-NETWORK MEMBER RESPONSIBILITY
Annual Deductible **		
Employee-Only	\$1,500	\$3,000
Family	\$3,000	\$9,000

The individual deductible applies when the Participant has Employee-Only coverage. For health care coverage that includes the Employee and one or more covered family members, the family deductible must be met before any family member begins to receive the covered benefits, including prescription drug benefits covered under the prescription drug benefit (except preventative services).

\* To the extent required by law, the annual deductible for employee-only and family coverage under the in-network member responsibility shall be automatically adjusted at the start of any plan year if required in order to satisfy the IRS announced minimum deductible requirements for a QHDHP.

If the QHDHP annual deductible is increased in order to satisfy the minimum deductible requirement established by the IRS, the School District’s annual funding of each participating employee’s HSA (or HRA where applicable) shall be increased by the same dollar amount as the deductible increase. For example, if the annual deductible for employee-only coverage under the QHDHP increases from \$1,500 to \$1,600, the HSA/HRA School District contribution of \$1,140 would increase by \$100 to \$1,240, and if the annual deductible for 2-Party and Family increases from \$3,000 to \$3,200, the HSA/HRA School District contribution of \$2,280 would increase by \$200 to \$2,480.

\*\* Under the QHDHP, the School District shall annually fund a separate HSA (or HRA where applicable) for each participating employee by depositing **\$1,140** for Employee-Only Coverage and **\$2,280** for Two-Party or Family Coverage as follows: 1/3 deposited on July 1<sup>st</sup> and 2/3 deposited on October 1<sup>st</sup> each deductible year. Employees who incur medical expenses in excess of their HSA or HRA balance prior to October 1<sup>st</sup> may request the District advance up to its remaining 2/3 contribution and said request will not be unreasonably denied. HSA funds may be used for the deductible and any qualified unreimbursed medical, dental or vision expenses in compliance with applicable law. Any unused HSA funds at the end of the plan year shall remain in the account and available for the employee’s use for qualified unreimbursed medical, dental or vision expenses in compliance with applicable law.

	IN-NETWORK MEMBER RESPONSIBILITY	OUT-OF-NETWORK MEMBER RESPONSIBILITY
<b>Coinsurance Out-Of-Pocket Maximum</b> (including coinsurance for medical, but excludes deductible)		
Individual	N/A	\$800
Family	N/A	\$2,400
<b>Total Out-Of-Pocket Maximum</b> (includes copays and deductibles for both medical and prescription benefits)		
Individual	\$6,350	N/A
Family	\$12,700	N/A

BENEFITS	IN-NETWORK	OUT-OF-NETWORK
Unless otherwise specified above, the QHDHP Schedule of Benefits shall be identical to the PPO Plan Schedule of Benefits contained in Appendix A.	Coverage shall be subject to the applicable copays and the deductible listed above.	Coverage shall be subject to the applicable copays, coinsurance and deductible listed above.

In addition to the School District HSA contribution listed above, employee contributions may be made into an employee’s HSA account **at any time** during the plan year. All employee HSA contributions are voluntary and must be made in compliance with applicable law. Tremendous tax savings can and will be realized by employees who take advantage of the tax-favored treatment of HSAs. See **IRS Publication 969** for complete details on annual contribution limits, qualifying for an HSA, etc. at [www.irs.gov](http://www.irs.gov).

If an eligible employee participating in the QHDHP does not meet the criteria to qualify for an HSA, as set forth in 1-4 below, said employee shall instead be entitled to receive his/her employer contribution in the same amounts and under the same terms and conditions as set forth in the Schedule of Benefits above deposited into his/her rollover Health Reimbursement Arrangement (HRA) account. Specifically, an employee is eligible for the rollover HRA (and can rollover 100% of the unused balance at year-end) option if and only if s/he is not eligible to contribute to an HSA under any one of the following conditions:

1. An employee or covered spouse is enrolled in Medicare, or
2. An employee is also covered by a non-qualified health plan by their spouse, or
3. An employee’s spouse is covered by an employer-funded FSA or HRA, or
4. An employee or covered spouse is participating in Tri-Care

HRA funds may be used for the deductible, any qualified and/or eligible medical, dental or vision expenses, and insurance premiums paid following separation of service. However, unlike an HSA, employee contributions into an employee’s HRA account are **not** permitted by law; only employer contributions are permitted to be deposited into an HRA.

## APPENDIX B: SALARY SCHEDULES

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<b>Elizabethtown Area 2017-2018</b>
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Steps		B	B+15	B+30	M/ME	M+15	ME+18	M+30	M+45	M+60	D
<u>16-17</u>	<u>17-18</u>										
	1	52,863	54,890	61,143	64,387	66,503	66,503	68,577	70,647	71,847	74,614
1	2	52,913	54,940	61,193	64,437	66,553	66,553	68,627	70,697	71,897	74,664
2	3	52,963	54,990	61,244	64,486	66,604	66,604	68,677	70,747	71,947	74,714
3	4	53,013	55,040	61,295	64,536	66,655	66,655	68,727	70,797	71,997	74,764
4	5	53,063	55,090	61,345	64,586	66,705	66,705	68,777	70,847	72,047	74,814
5	6	53,113	55,140	61,395	64,636	66,755	66,755	68,826	70,897	72,097	74,864
6	7	53,693	55,720	61,975	65,216	67,335	67,335	69,406	71,477	72,677	75,444
7	8	53,794	56,301	62,556	65,798	67,917	67,917	69,988	72,059	73,259	76,026
8	9	54,894	57,401	63,656	66,898	69,017	69,017	71,088	73,159	74,359	77,126
9	10	55,994	58,501	64,756	67,998	70,117	70,117	72,188	74,259	75,459	78,226
10	11	57,094	59,601	65,856	69,098	71,217	71,217	73,288	75,359	76,559	79,326
11	12	58,225	60,732	66,987	70,229	72,348	72,348	74,419	76,490	77,690	80,457
12	13	59,305	61,812	68,067	71,309	73,428	73,428	75,499	77,570	78,770	81,537
13	14	60,465	62,972	69,227	72,469	74,588	74,588	76,659	78,730	79,930	82,697
14	15	61,585	64,092	70,347	73,589	75,708	75,708	77,779	79,850	81,050	83,817
15	16	63,701	66,208	72,463	75,705	77,808	77,808	79,879	81,950	83,150	85,917
16	17	65,817	68,324	74,579	77,821	79,908	79,908	81,979	84,050	85,250	88,017
17-18	18	67,933	70,440	76,695	79,937	82,008	82,008	84,079	86,150	87,350	90,117

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<b>Elizabethtown Area 2018-2019</b>
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Steps		B	B+15	B+30	M/ME	M+15	ME+18	M+30	M+45	M+60	D
<u>17-18</u>	<u>18-19</u>										
	1	54,976	57,483	63,738	67,081	69,254	69,253	71,426	73,596	74,896	77,563
1	2	55,026	57,533	63,788	67,131	69,304	69,303	71,476	73,646	74,946	77,613
2	3	55,076	57,583	63,838	67,181	69,354	69,353	71,526	73,696	74,996	77,663
3	4	55,126	57,633	63,888	67,231	69,404	69,403	71,576	73,746	75,046	77,713
4	5	55,176	57,683	63,938	67,281	69,453	69,453	71,626	73,796	75,096	77,763
5	6	55,226	57,733	63,988	67,331	69,503	69,503	71,676	73,846	75,146	77,813
6	7	55,276	57,783	64,038	67,381	69,553	69,553	71,725	73,896	75,196	77,863
7	8	55,326	57,833	64,088	67,431	69,603	69,603	71,775	73,946	75,246	77,913
8	9	56,336	58,843	65,098	68,440	70,612	70,612	72,784	74,955	76,255	78,922
9	10	57,344	59,851	66,106	69,448	71,620	71,620	73,792	75,963	77,263	79,930
10	11	58,352	60,859	67,114	70,456	72,628	72,628	74,800	76,971	78,271	80,938
11	12	59,360	61,867	68,122	71,464	73,636	73,636	75,808	77,979	79,279	81,946
12	13	60,365	62,872	69,127	72,469	74,641	74,641	76,813	78,984	80,284	82,951
13	14	61,455	63,962	70,217	73,559	75,731	75,731	77,903	80,074	81,374	84,041
14	15	62,545	65,052	71,307	74,649	76,821	76,821	78,993	81,164	82,464	85,131
15	16	64,640	67,147	73,402	76,744	78,916	78,916	81,088	83,259	84,559	87,226
16	17	66,735	69,242	75,497	78,839	81,011	81,011	83,183	85,354	86,654	89,321
17-18	18	68,833	71,340	77,595	80,937	83,108	83,108	85,279	87,450	88,750	91,417

## Appendix B (cont'd)

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**Elizabethtown Area  
2019-2020**

Steps											
<u>18-19</u>	<u>19-20</u>	<b>B</b>	<b>B+15</b>	<b>B+30</b>	<b>M/ME</b>	<b>M+15</b>	<b>ME+18</b>	<b>M+30</b>	<b>M+45</b>	<b>M+60</b>	<b>D</b>
	<b>1</b>	56,482	58,990	65,245	68,686	70,958	70,958	73,229	75,500	76,900	79,467
<b>1</b>	<b>2</b>	56,532	59,040	65,295	68,736	71,008	71,008	73,279	75,550	76,950	79,517
<b>2</b>	<b>3</b>	56,582	59,090	65,345	68,786	71,058	71,058	73,329	75,600	77,000	79,567
<b>3</b>	<b>4</b>	56,632	59,140	65,395	68,836	71,108	71,108	73,379	75,650	77,050	79,617
<b>4</b>	<b>5</b>	56,682	59,190	65,445	68,887	71,158	71,158	73,429	75,700	77,100	79,667
<b>5</b>	<b>6</b>	56,732	59,240	65,495	68,937	71,208	71,208	73,479	75,750	77,150	79,717
<b>6</b>	<b>7</b>	56,782	59,290	65,545	68,987	71,258	71,258	73,529	75,800	77,200	79,767
<b>7</b>	<b>8</b>	56,832	59,340	65,595	69,037	71,308	71,308	73,579	75,850	77,250	79,817
<b>8</b>	<b>9</b>	57,828	60,336	66,591	70,033	72,304	72,304	74,575	76,846	78,246	80,813
<b>9</b>	<b>10</b>	58,824	61,332	67,587	71,029	73,300	73,300	75,571	77,842	79,242	81,809
<b>10</b>	<b>11</b>	59,820	62,328	68,583	72,025	74,296	74,296	76,567	78,838	80,238	82,805
<b>11</b>	<b>12</b>	60,817	63,324	69,579	73,021	75,292	75,292	77,563	79,834	81,234	83,801
<b>12</b>	<b>13</b>	61,814	64,321	70,576	74,018	76,289	76,289	78,560	80,831	82,231	84,798
<b>13</b>	<b>14</b>	62,811	65,318	71,573	75,015	77,286	77,286	79,557	81,828	83,228	85,795
<b>14</b>	<b>15</b>	63,808	66,315	72,570	76,012	78,283	78,283	80,554	82,825	84,225	86,792
<b>15</b>	<b>16</b>	65,783	68,290	74,545	77,987	80,258	80,258	82,529	84,800	86,200	88,767
<b>16</b>	<b>17</b>	67,758	70,265	76,520	79,962	82,233	82,233	84,504	86,775	88,175	90,742
<b>17-18</b>	<b>18</b>	69,733	72,240	78,495	81,937	84,208	84,208	86,479	88,750	90,150	92,717

## APPENDIX C: DENTAL CARE PROGRAM BENEFITS

Network: Alliance

Benefit Category <sup>1</sup>	CONCORDIA FLEX PLAN	
	IN-NETWORK <sup>2</sup>	NON-NETWORK <sup>2</sup>
<b>Class I – Diagnostic/Preventive Services</b>		
Exams Bitewing X-rays All Other X-rays Cleanings & Fluoride Treatments Sealants Space Maintainers	100%	100%
<b>Class II – Basic Services</b>		
Palliative Treatment Basic Restorative (Fillings) Simple Extractions Repairs of Crowns, Inlays, Onlays, Bridges & Dentures Endodontics Complex Oral Surgery General Anesthesia	100%	100%
<b>Class III – Major Services</b>		
Nonsurgical Periodontics Surgical Periodontics Inlays, Onlays, Crowns Prosthetics (Bridges, Dentures)	80%	80%
<b>Orthodontics for dependent children to age 19</b>		
Diagnostic, Active, Retention Treatment	50%	50%
<b>Maximums &amp; Deductibles (applies to the combination of services received from network and non-network dentists)</b>		
Annual Program Deductible (per person/per family)	None	
Annual Program Maximum (per person)	\$1,500	
Lifetime Orthodontics Maximum (per person)	\$1,000	
<b>Reimbursement</b>	Alliance	90 <sup>th</sup> Percentile

Representative listing of covered services – certificate of coverage provides a detailed description of benefits.

<sup>1</sup> Dependent children covered to age 26.

<sup>2</sup> Reimbursement is based on our schedule of maximum allowable charges (MACs). Network dentists agree to accept our allowances as payment in full for covered services. Non-network dentists may bill the member for any difference between our allowance and their fee (also known as balance billing). United Concordia Dental's standard exclusions and limitations apply.

## Appendix C (Cont'd)

Benefit Category	United Concordia's Standard Frequency Limitations F-Plan 8W
<b>Class I</b>	
Exams	2 every 12 months
X-rays (Bitewings Only)	1 set every 12 months under age 19 and 1 set every 18 months age 19 and over
X-Rays (All Others)	1 every 5 years for Full Mouth and Panoramic X-Rays Limitations may apply to other types of X-rays
Cleanings; Fluoride Treatment	2 every 12 months; 1 every 12 months under age 14
Sealants	1 per tooth every 3 years to age 16 on permanent first and second molars
Space Maintainers	1 every 5 years under age 14
<b>Class II</b>	
Palliative Treatment (Emergency)	2 per 12 months in combination with pulpal debridement
Basic Restorative	Not within 24 months of previous placement
Simple Extractions	<i>Any frequency (no limitations)</i>
Repairs of Crowns, Inlays, Onlays, Dentures and Bridges	1 per 36 months
Endodontics	<ul style="list-style-type: none"> <li>• Pulpal therapy: primary teeth that have no permanent tooth to replace it</li> <li>• Root canal treatment: one per tooth per lifetime</li> </ul>
Complex Oral Surgery	May vary by procedure
General Anesthesia	Limited to 60 minutes per session
<b>Class III</b>	
Nonsurgical Periodontics	<ul style="list-style-type: none"> <li>• Full Mouth debridement: 1 per lifetime</li> <li>• Scaling and root planing: 1 per 36 months (per area of mouth)</li> <li>• Periodontal maintenance: 2 every 12 months (in addition to routine prophylaxis following active periodontal therapy)</li> </ul>
Surgical Periodontics	Surgical periodontal procedures: 1 per 36 months (per area of mouth) Guided tissue regeneration: 1 per tooth per lifetime
Inlays, Onlays, and Crowns	Not within 5 years of previous placement
Prosthetics (Bridges, Dentures)	Not within 5 years of previous placement
<b>Class IV</b>	
Diagnostic, Active, Retention Treatment for dependents to age 19	
<b>Dependent Eligibility</b>	
Dependent children covered to age 26.	
<i>Due to state and federal mandates applying to other states, dependent eligibility may differ from that quoted.</i>	

**APPENDIX D: VISION CARE PROGRAM BENEFITS**

<b>In-Network Benefits – Non-Voluntary</b>		<b>Fashion Focus V</b>	
<b>Frequency – Once Every:</b>			
Eye Examination (including dilation when professionally indicated)		12 months	
Spectacle Lenses		12 months	
Frame		12 months	
Contact Lens Evaluation, Fitting & Follow-Up Care		12 months	
Contact Lenses (in lieu of eyeglass lenses)		12 months	
<b>Copayments</b>			
Eye Examination		\$0	
Spectacle Lenses		\$0	
Contact Lens Evaluation, Fitting & Follow-Up Care		\$0	
<b>Eyeglass Benefit – Frame</b>		<b>Average Retail Value</b>	
<b>Non-Collection Frame Allowance (Retail):</b>		Up to \$130	
<b>Davis Vision Frame Collection<sup>1</sup> (in lieu of Allowance):</b>		Included	
- Fashion level		\$20 copayment	
- Designer level		\$40 copayment	
- Premier level			
<b>Eyeglass Benefit – Spectacle Lenses</b>		<b>Average Retail Value</b>	
<b>Member Charges</b>			
Clear plastic single-vision, lined bifocal, trifocal or lenticular lenses (any Rx)		\$60-\$120	
Oversize Lenses		\$20	
Tinting of Plastic Lenses		\$20	
Scratch-Resistant Coating		\$25-\$40	
Scratch Protection Plan Single Vision		\$60-\$120	
Scratch Protection Plan Multifocal		\$60-\$120	
Polycarbonate Lenses <sup>2</sup>		\$60-\$75	
Ultraviolet Coating		\$25-\$30	
Standard Anti-Reflective (AR) Coating		\$50-\$70	
Premium AR Coating		\$65-\$90	
Ultra AR Coating		\$100-\$125	
Standard Progressive Lenses		\$150-\$195	
Premium Progressives (Varilux®, etc.)		\$195-\$300	
Intermediate-Vision Lenses		\$150-\$175	
High-Index Lenses		\$90-\$150	
Polarized Lenses		\$95-\$110	
Plastic Photosensitive Lenses		\$95-\$150	
<b>Contact Lens Benefit (in lieu of eyeglasses)</b>			
- Evaluation, Fitting & Follow-Up Care – Standard Lens Types		Included	
- Evaluation, Fitting & Follow-Up Care – Specialty Lens Types		Included	
<b>Contact Lenses (in lieu of Allowance): Materials</b>			
- Standard Daily wear contact lenses		Included	
- Disposable		Up to \$100	
- Planned Replacement		Up to \$100	
<b>Medically Necessary Contact Lenses (with prior approval)</b>			
- Materials, Evaluations, Fitting & Follow-Up Care		Included	
<b>Out-of-Network Reimbursement Schedule: up to</b>			
Eye Examination: \$32	Single Vision lenses: \$25	Trifocal Lenses: \$46	Elective Contact Lenses: \$48-75
Frame: \$30	Bifocal/Progressive Lenses: \$36	Lenticular Lenses: \$72	Medically Necessary CL: \$225
Contact Lens Evaluation & Fitting – Daily Wear: \$20		Contact Lens Evaluation & Fitting – Extended Wear: \$30	

**One-year eyeglass breakage warranty included.**

<sup>1</sup> Collection is available at most participating independent provider offices. Collection is subject to change. Collection is inclusive of select torics and multifocals.

<sup>2</sup> Polycarbonate lenses are covered in full for dependent children, monocular patients and patients with prescriptions +/- 6.00 diopters or greater.

## APPENDIX E: EXTRACURRICULAR COMPENSATION PLAN

The District and the Association agree to establish stipends for interscholastic coaches, extracurricular activity advisors and co-curricular activity advisors as fully set forth below:

1. The School District and Association mutually agree to the lists of interscholastic coaching, extracurricular activity advisor and co-curricular activity advisor positions as set forth herein;
2. The School District and Association mutually agree that the ranges set forth herein for each compensated position for interscholastic coaches, extracurricular activity advisors and co-curricular activity advisors beginning with the 2017-2018 school year are for initial placement purposes only. Members holding extracurricular/co-curricular positions and/or coaches who reach the maximum dollar amount of the range for their position during the term of this Agreement will continue to be paid the appropriate percent increase as set forth below each year for the term of the Agreement;
3. The School District shall determine the salary range placement for all newly-hired interscholastic coaches, extracurricular activity advisors and co-curricular advisors;
4. Unless otherwise noted herein, current interscholastic coaches, extracurricular activity advisors, and co-curricular activity advisors shall receive a 2.50% increase in their stipend over the amount of money they received in the preceding school year during the term of the current Collective Bargaining Agreement. Minimum and maximum salaries for the range of each said position shall also increase annually by 2.50% over the preceding school year's minimum and maximum salaries during the term of the current Collective Bargaining Agreement;
5. The School District and Association mutually agree to the following extra compensation provisions when a varsity athletic team's season extends beyond the end of its regular season:

When a particular varsity season extends beyond the end of the regular season, the head coach and one (1) assistant coach designated by the head coach (exception: Head Football Coach can designate three assistants), shall be paid \$100 for every week that the season is extended. For the purposes of this Agreement, any part of a week equals one week. The end of the regular season is defined as follows:

- |                                   |  |
|-----------------------------------|--|
| 1. Baseball                       | Last Scheduled Game                      |
| 2. Basketball (Boys and Girls)    | Last Scheduled Game                      |
| 3. Bowling                        | Last Qualifying Event*                   |
| 4. Cheerleading (Fall and Winter) | Consistent with sport in extended season |
| 5. Cross Country (Boys and Girls) | Last Qualifying Event*                   |
| 6. Field Hockey                   | Last Scheduled Game                      |
| 7. Football                       | Last Scheduled Game                      |
| 8. Golf                           | Last Qualifying Event*                   |
| 9. Lacrosse (Boys and Girls)      | Last Scheduled Game                      |
| 10. Rifle                         | Last Qualifying Game                     |
| 11. Soccer (Boys and Girls)       | Last Qualifying Game                     |
| 12. Softball                      | Last Scheduled Game                      |
| 13. Swimming (Boys and Girls)     | Last Qualifying Event                    |
| 14. Tennis (Boys and Girls)       | Last Scheduled Match                     |
| 15. Track (Boys and Girls)        | Last Qualifying Event*                   |



- |                                 |                        |
|---------------------------------|------------------------|
| 16. Volleyball (Boys and Girls) | Last Scheduled Game    |
| 17. Wrestling                   | Last Qualifying Event* |

\* This refers to the last scheduled game or qualifying event into the playoff tournament. The last qualifying event is the last scheduled event that determines the extended season.

Extended season will begin after all tie-breaking events for entry into the playoff tournament. Cheerleading (fall and winter) extended season will be consistent with the sport in extended season.

6. The School District and Association mutually agree that the following procedures apply when establishing the stipend for an athletic coach or extracurricular/co-curricular advisor, determining their method of payment, and the expectations of continued employment in such positions:

Bargaining Unit members and coaches shall be notified in writing of their salaries for extracurricular/co-curricular/coaching position(s) when approved by the Employer. This will apply only as a minimum for individuals who would accept any of these positions. The Employer may give more than the minimum, based on merit, to any individual without increasing the minimum for the position when a successor takes over the position.

Members of the Bargaining Unit and coaches shall have the option of receiving payment in one (1) of the following methods:

1. Entire payment at the completion of the activity
- OR
2. Two (2) payments during the activity period

All Bargaining Unit members and coaches holding any of these positions will be in attendance for the duration of all practices, activities and events, except in cases of absence approved by the Administration. These positions do not have protection under tenure and each appointment is to be renewed or terminated each year. It is further understood that these positions are not hereby established, authorized, or continued, and that wages and salaries as stated are applicable only if, when, and so long as the Employer authorizes the positions and has members/coaches assigned to them.

Fall Coaching Positions and Initial Placement Salary Ranges for 2017-2020, are to be adjusted annually as described herein:

POSITION	BASE 17-18	MAXIMUM 17-18	BASE 18-19	MAXIMUM 18-19	BASE 19-20	MAXIMUM 19-20
<b>Strength and Conditioning (all sports)</b>	\$2,692	\$5,384	\$2,759	\$5,519	\$2,828	\$5,657
<b>Varsity Football</b>						
Head Coach	\$5,213	\$9,480	\$5,343	\$9,717	\$5,477	\$9,960
Assistant Coach I	\$3,530	\$6,984	\$3,618	\$7,159	\$3,708	\$7,338
Assistant Coach II	\$3,530	\$3,530	\$3,618	\$3,618	\$3,708	\$3,708
Assistant Coach III	\$3,446	\$6,984	\$3,532	\$7,159	\$3,620	\$7,338
Assistant Coach IV	\$3,446	\$6,984	\$3,532	\$7,159	\$3,620	\$7,338
Jr. High Coach	\$3,900	\$6,157	\$3,998	\$6,311	\$4,098	\$6,469
Assistant Jr. High Coach I	\$2,667	\$5,644	\$2,734	\$5,785	\$2,802	\$5,930
Co-Assistant Jr. High Coach II	\$2,567	\$5,844	\$2,631	\$5,990	\$2,697	\$6,140
<b>Girls' Field Hockey</b>						
Head Coach	\$3,632	\$7,692	\$3,723	\$7,884	\$3,816	\$8,081
Assistant Coach I	\$2,261	\$6,515	\$2,318	\$6,678	\$2,376	\$6,845
Jr. High Coach	\$2,315	\$6,569	\$2,373	\$6,733	\$2,432	\$6,901
Assistant Jr. High Coach I	\$1,831	\$4,038	\$1,877	\$4,139	\$1,924	\$4,242
<b>Varsity Golf</b>						
Head Coach	\$2,670	\$5,701	\$2,737	\$5,844	\$2,805	\$5,990
<b>Varsity Soccer</b>						
Head Coach	\$4,186	\$7,788	\$4,291	\$7,983	\$4,398	\$8,183
Assistant Coach I	\$2,763	\$5,487	\$2,832	\$5,624	\$2,903	\$5,765
Assistant Coach II	\$2,763	\$5,487	\$2,832	\$5,624	\$2,903	\$5,765
Jr. High Coach	\$2,046	\$5,923	\$2,097	\$6,071	\$2,149	\$6,223
Assistant Jr. High Coach I	\$1,723	\$4,604	\$1,766	\$4,719	\$1,810	\$4,837
<b>Girls' Soccer</b>						
Head Coach	\$4,186	\$7,788	\$4,291	\$7,983	\$4,398	\$8,183
Assistant Coach I	\$2,763	\$5,748	\$2,832	\$5,892	\$2,903	\$6,039
Assistant Coach II (Goalkeeping)	\$2,763	\$5,658	\$2,832	\$5,799	\$2,903	\$5,944
Jr. High Coach	\$2,046	\$3,748	\$2,097	\$3,842	\$2,149	\$3,938
Assistant Jr. High Coach I	\$1,723	\$3,338	\$1,766	\$3,421	\$1,810	\$3,507
<b>Varsity Cross Country</b>						
Head Coach	\$2,890	\$6,400	\$2,962	\$6,560	\$3,036	\$6,724
Assistant Coach I	\$1,938	\$3,392	\$1,986	\$3,477	\$2,036	\$3,564
Jr. High Coach	\$1,938	\$3,392	\$1,986	\$3,477	\$2,036	\$3,564
<b>Varsity Cheerleading (Fall)</b>						
Head Coach	\$2,876	\$5,839	\$2,948	\$5,985	\$3,022	\$6,135
Assistant Coach I	\$2,126	\$4,628	\$2,179	\$4,744	\$2,233	\$4,863
<b>Girls' Volleyball</b>						
Head Coach	\$2,630	\$6,063	\$2,696	\$6,215	\$2,763	\$6,370
Assistant Coach I (Head JV)	\$1,777	\$4,528	\$1,821	\$4,641	\$1,867	\$4,757
<b>Girls' Tennis</b>						
Head Coach	\$2,630	\$5,752	\$2,696	\$5,896	\$2,763	\$6,043

Winter Coaching Positions and Initial Placement Salary Ranges for 2017-2020, are to be adjusted annually as described herein:

POSITION	BASE 17-18	MAXIMUM 17-18	BASE 18-19	MAXIMUM 18-19	BASE 19-20	MAXIMUM 19-20
<b>Varsity Basketball</b>						
Head Coach	\$4,746	\$8,699	\$4,865	\$8,916	\$4,987	\$9,139
Assistant Co-Coach I	\$3,059	\$6,182	\$3,135	\$6,337	\$3,213	\$6,495
Jr. High Coach	\$2,692	\$5,811	\$2,759	\$5,956	\$2,828	\$6,105
Assistant Jr. High Coach I	\$2,692	\$5,811	\$2,759	\$5,956	\$2,828	\$6,105
<b>Girls' Basketball</b>						
Head Coach	\$4,746	\$8,699	\$4,865	\$8,916	\$4,987	\$9,139
Assistant Coach I	\$3,059	\$6,182	\$3,135	\$6,337	\$3,213	\$6,495
Jr. High Coach	\$2,692	\$5,811	\$2,759	\$5,956	\$2,828	\$6,105
Assistant Jr. High Coach I	\$2,154	\$5,811	\$2,208	\$5,956	\$2,263	\$6,105
<b>Varsity Wrestling</b>						
Head Coach	\$4,773	\$8,720	\$4,892	\$8,938	\$5,014	\$9,161
Co-Assistant Coach I	\$3,129	\$6,317	\$3,207	\$6,475	\$3,287	\$6,637
Jr. High Coach	\$2,746	\$5,034	\$2,815	\$5,160	\$2,885	\$5,289
Assistant Jr. High Coach I	\$2,315	\$4,092	\$2,373	\$4,194	\$2,432	\$4,299
<b>Varsity Cheerleading (Winter)</b>						
Head Coach	\$2,876	\$5,839	\$2,948	\$5,985	\$3,022	\$6,135
Assistant Coach I	\$2,126	\$4,628	\$2,179	\$4,744	\$2,233	\$4,863
<b>Swimming</b>						
Head Coach	\$4,306	\$7,824	\$4,414	\$8,020	\$4,524	\$8,221
Assistant Coach I	\$2,148	\$3,920	\$2,202	\$4,018	\$2,257	\$4,118
<b>Rifle</b>						
Head Coach	\$2,884	\$6,004	\$2,956	\$6,154	\$3,030	\$6,308
<b>Bowling</b>						
Head Coach	\$2,012	\$4,086	\$2,062	\$4,188	\$2,114	\$4,293

**Spring Coaching Positions and Initial Placement Salary Ranges for 2017-2020, are to be adjusted annually as described herein:**

<b>POSITION</b>	<b>BASE 17-18</b>	<b>MAXIMUM 17-18</b>	<b>BASE 18-19</b>	<b>MAXIMUM 18-19</b>	<b>BASE 19-20</b>	<b>MAXIMUM 19-20</b>
<b>Varsity Baseball</b>						
Head Coach	\$3,951	\$7,296	\$4,050	\$7,478	\$4,151	\$7,665
Assistant Coach I	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
Assistant Coach II	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
Assistant Coach III	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
<b>Girls' Softball</b>						
Head Coach	\$3,951	\$7,296	\$4,050	\$7,478	\$4,151	\$7,665
Assistant Coach I	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
Assistant Coach II	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
Assistant Coach III	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
<b>Varsity Lacrosse</b>						
Head Coach	\$3,951	\$7,296	\$4,050	\$7,478	\$4,151	\$7,665
Assistant Coach I	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
Assistant Coach II	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
<b>Girls Lacrosse</b>						
Head Coach	\$3,951	\$7,296	\$4,050	\$7,478	\$4,151	\$7,665
Assistant Coach I	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
Assistant Coach II	\$2,757	\$5,658	\$2,826	\$5,799	\$2,897	\$5,944
<b>Boys' Tennis</b>						
Head Coach	\$2,630	\$5,752	\$2,696	\$5,896	\$2,763	\$6,043
<b>Varsity Volleyball</b>						
Head Coach	\$2,630	\$5,752	\$2,696	\$5,896	\$2,763	\$6,043
Assistant Coach I	\$1,777	\$3,118	\$1,821	\$3,196	\$1,867	\$3,276
<b>Varsity Track</b>						
Head Coach	\$4,278	\$7,967	\$4,385	\$8,166	\$4,495	\$8,370
Assistant Coach I	\$2,993	\$5,794	\$3,068	\$5,939	\$3,145	\$6,087
Assistant Coach II	\$2,611	\$5,492	\$2,676	\$5,629	\$2,743	\$5,770
Assistant Coach III	\$2,611	\$5,492	\$2,676	\$5,629	\$2,743	\$5,770
Assistant Coach IV	\$2,611	\$5,492	\$2,676	\$5,629	\$2,743	\$5,770
Jr. High Coach	\$2,611	\$5,492	\$2,676	\$5,629	\$2,743	\$5,770
Assistant Jr. High Coach I	\$1,723	\$3,338	\$1,766	\$3,421	\$1,810	\$3,507
Assistant Jr. High Coach II	\$1,723	\$3,338	\$1,766	\$3,421	\$1,810	\$3,507
<b>Co-Assistant to the Athletic Director (Fall/Winter/Spring)</b>	\$4,523	\$8,831	\$4,636	\$9,052	\$4,752	\$9,278

**Extracurricular/Co-Curricular Positions and Initial Placement Salary Ranges for 2017-2020, are to be adjusted annually as described herein:**

<b>POSITION</b>	<b>BASE 17-18</b>	<b>MAXIMUM 17-18</b>	<b>BASE 18-19</b>	<b>MAXIMUM 18-19</b>	<b>BASE 19-20</b>	<b>MAXIMUM 19-20</b>
<b>GROUP A</b>						
Audio Visual Coordinator (HSMS)	\$2,369	\$4,308	\$2,428	\$4,416	\$2,489	\$4,526
FFA Advisor	\$2,369	\$4,308	\$2,428	\$4,416	\$2,489	\$4,526
Musical Director (HS)	\$2,369	\$4,308	\$2,428	\$4,416	\$2,489	\$4,526
Newspaper Advisor	\$2,369	\$4,308	\$2,428	\$4,416	\$2,489	\$4,526
<b>GROUP B</b>						
Marching Band Assistant Director	\$2,154	\$4,146	\$2,208	\$4,250	\$2,263	\$4,356
Play Director (Fall) (HS)	\$2,154	\$4,146	\$2,208	\$4,250	\$2,263	\$4,356
Student Council (HS)	\$2,154	\$4,146	\$2,208	\$4,250	\$2,263	\$4,356
<b>GROUP C</b>						
Assistant Marching/Maneuvering Director	\$1,185	\$2,073	\$1,215	\$2,125	\$1,245	\$2,178
Color Guard Advisor	\$1,185	\$2,073	\$1,215	\$2,125	\$1,245	\$2,178
MS Play Director	\$1,185	\$2,073	\$1,215	\$2,125	\$1,245	\$2,178
Musical Choral Director	\$1,185	\$2,073	\$1,215	\$2,125	\$1,245	\$2,178
Musical Orchestra Director	\$1,185	\$2,073	\$1,215	\$2,125	\$1,245	\$2,178
<b>GROUP D</b>						
Silk Director	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696
Band Percussion Instructor	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696
Class Co-Advisor 11 (2016)	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696
Class Co-Advisor 11 (2016)						
Class Co-Advisor 12 (2015)	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696
Class Co-Advisor 12 (2015)						
Close-Up Club Advisor	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696
National Honor Society Advisor	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696
Quiz Bowl Co-Advisor	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696
Quiz Bowl Co-Advisor						
Student Council Co-Advisor (MS)	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696
Student Council Co-Advisor (MS)						
Yearbook Advisor (MS)	\$1,077	\$1,615	\$1,104	\$1,655	\$1,132	\$1,696

**Extracurricular/Co-Curricular Positions and Initial Placement Salary Ranges for 2017-2020, are to be adjusted annually as described herein:**

<b>POSITION</b>	<b>BASE 17-18</b>	<b>MAXIMUM 17-18</b>	<b>BASE 18-19</b>	<b>MAXIMUM 18-19</b>	<b>BASE 19-20</b>	<b>MAXIMUM 19-20</b>
<b>GROUP E</b>						
MS Assistant Play Director	\$538	\$1,077	\$551	\$1,104	\$565	\$1,132
Key Club Advisor	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Math Counts Advisor (MS)	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Class Advisor Grade 10 (2017)	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Class Co-Advisor Grade 9 (2018)	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Class Co-Advisor Grade 9 (2018)						
Pep Club Co-Advisor	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Pep Club Co-Advisor						
Music Club Co-Advisor (MS) (Choral)	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Music Club Co-Advisor (MS) (Band)						
Music Club Co-Advisor (MS) (Color Guard)						
Music Club Co-Advisor (MS) (Orchestra)						
Quiz Bowl (MS) Co-Advisor	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Quiz Bowl (MS) Co-Advisor						
Assistant to the Director I (Fall-Play)	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Assistant to the Director I (Spring- Musical)	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Ski Club Advisor (HS)	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
Stock Market Club Advisor	\$538	\$1,185	\$551	\$1,215	\$565	\$1,245
<b>GROUP F</b>						
Book Club Advisor	\$431	\$862	\$442	\$884	\$453	\$906
Assistant to the Director II- Musical	\$431	\$862	\$442	\$884	\$453	\$906
Coma Club Advisor	\$431	\$862	\$442	\$884	\$453	\$906
Destination Imagination Co-Advisor - MS	\$431	\$862	\$442	\$884	\$453	\$906
Destination Imagination Co-Advisor - MS						
F1 in Schools	\$431	\$862	\$442	\$884	\$453	\$906
Literary Magazine Advisor	\$431	\$862	\$442	\$884	\$453	\$906
Model United Nations Club Advisor	\$431	\$862	\$442	\$884	\$453	\$906
Science Club Advisor	\$431	\$862	\$442	\$884	\$453	\$906
Ski & Snowboarding Club Advisor (MS)	\$431	\$862	\$442	\$884	\$453	\$906
TSA	\$431	\$862	\$442	\$884	\$453	\$906

Extracurricular/Co-Curricular Positions and Initial Placement Salary Ranges for 2017-2020, are to be adjusted annually as described herein:

POSITION	BASE 17-18	MAXIMUM 17-18	BASE 18-19	MAXIMUM 18-19	BASE 19-20	MAXIMUM 19-20
<b>GROUP I - Greater than 75% Cocurricular</b>						
Orchestra Director	\$538	\$1,077	\$551	\$1,104	\$565	\$1,132
Choral Director	\$538	\$1,077	\$551	\$1,104	\$565	\$1,132
Band Director (Marching)	\$538	\$1,077	\$551	\$1,104	\$565	\$1,132
<b>GROUP II - 51% to 75% Cocurricular</b>						
Yearbook Advisor (HS)	\$1,077	\$2,154	\$1,104	\$2,208	\$1,132	\$2,263
<b>GROUP III - 25% to 50% Cocurricular</b>						
Band Director Concert Band/Jazz Band	\$1,615	\$3,231	\$1,655	\$3,312	\$1,696	\$3,395

**Extracurricular/Co-Curricular Positions for which there is no compensation July 1, 2017 to June 30, 2020:**

<b>POSITION</b>	<b>BASE 17-18</b>	<b>MAXIMUM 17-18</b>	<b>BASE 18-19</b>	<b>MAXIMUM 18-19</b>	<b>BASE 19-20</b>	<b>MAXIMUM 19-20</b>
<b>NON-COMPENSATED</b>						
Aevidum Advisor	\$0	\$0	\$0	\$0	\$0	\$0
Art Club	\$0	\$0	\$0	\$0	\$0	\$0
Book Club	\$0	\$0	\$0	\$0	\$0	\$0
Chess Club	\$0	\$0	\$0	\$0	\$0	\$0
Club Fiesta	\$0	\$0	\$0	\$0	\$0	\$0
Debate Club - EAHS	\$0	\$0	\$0	\$0	\$0	\$0
Elizabethtown Area Gay Straight Alliance	\$0	\$0	\$0	\$0	\$0	\$0
Elizabethtown Interact Club	\$0	\$0	\$0	\$0	\$0	\$0
French Club	\$0	\$0	\$0	\$0	\$0	\$0
Girls Running Club	\$0	\$0	\$0	\$0	\$0	\$0
Habitat for Humanity	\$0	\$0	\$0	\$0	\$0	\$0
High School Debate Club	\$0	\$0	\$0	\$0	\$0	\$0
Ice Hockey	\$0	\$0	\$0	\$0	\$0	\$0
Knowledge Master Open (MS)	\$0	\$0	\$0	\$0	\$0	\$0
Middle School Volleyball Club	\$0	\$0	\$0	\$0	\$0	\$0
Middle School Newspaper Club	\$0	\$0	\$0	\$0	\$0	\$0
Mini Thon	\$0	\$0	\$0	\$0	\$0	\$0
Paws....and think Club	\$0	\$0	\$0	\$0	\$0	\$0
Spelling Bee (MS)	\$0	\$0	\$0	\$0	\$0	\$0
Student Store (MS)	\$0	\$0	\$0	\$0	\$0	\$0
Symphonium Music Club	\$0	\$0	\$0	\$0	\$0	\$0
Winter Track & Field	\$0	\$0	\$0	\$0	\$0	\$0



**APPENDIX F: PROFESSIONAL LEADERSHIP LIAISON POSITIONS**

The School District and Association mutually agree to the list of Professional Leadership Liaison (PLL) positions as set forth herein:

<b>PROFESSIONAL LEADERSHIP LIAISON (PLL) POSITIONS</b>	<b>17-18</b>	<b>18-19</b>	<b>19-20</b>
PLL for Student Supports	\$1,640	\$1,681	\$1,723
School Health PLL	\$1,640	\$1,681	\$1,723
College and Career Ready PLL	\$2,665	\$2,732	\$2,800
K-3 STEM PLL	\$2,665	\$2,732	\$2,800
K-3 Humanities PLL	\$2,665	\$2,732	\$2,800
4-6 STEM PLL	\$2,665	\$2,732	\$2,800
4-6 Humanities PLL	\$2,665	\$2,732	\$2,800
K-6 Related Arts PLL	\$2,665	\$2,732	\$2,800
7-12 Science PLL	\$2,665	\$2,732	\$2,800
7-12 Social Studies PLL	\$2,665	\$2,732	\$2,800
7-12 Math PLL	\$2,665	\$2,732	\$2,800
7-12 ELA PLL	\$2,665	\$2,732	\$2,800
7-12 Related Arts PLL	\$2,665	\$2,732	\$2,800
K-3 21st Century Learner PLL	\$2,665	\$2,732	\$2,800
4-6 21st Century Learner PLL	\$2,665	\$2,732	\$2,800
7-8 21st Century Learner PLL	\$2,665	\$2,732	\$2,800
9-12 21st Century Learner PLL	\$2,665	\$2,732	\$2,800

1. Unless otherwise noted herein, Professional Leadership Liaisons shall receive a 2.50% increase in their stipend over the amount of money they received in the preceding school year during the term of the current Collective Bargaining Agreement.

Members of the Bargaining Unit shall have the option of receiving payment in one (1) of the following methods:

- a. Entire payment at the completion of the activity
- OR
- b. Two (2) payments during the activity period

2. All Bargaining Unit members holding any of these positions will be in attendance for the duration of all required activities and events, except in cases of absence approved by the Administration. PLLs work directly with the Assistant Superintendent and the District’s building administrators. These PLL positions are ten (10) month supplemental positions and do not have protection under tenure. Each appointment is to be renewed or terminated each year contingent on the evaluation process. It is further understood that these positions are not hereby established, authorized, or continued, and that wages and salaries as stated are applicable only if, when, and so long as the Employer authorizes the positions and has members assigned to them.

Any modification to the stipends, salary ranges, and job descriptions for said positions shall be set forth in writing, agreed to by and between the parties to this Agreement, and ratified through the joint ratification process before any such changes can be made to this Appendix and incorporated and made part of the current Collective Bargaining Agreement.