

Agreement

between

**Moon Area School District
Board of Education**

and

**Moon Area Education Support Professionals
ESP/PSEA/NEA**

July 1, 2011 through June 30, 2016

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AGREEMENT

THIS AGREEMENT entered into this First day of July, 2011, by and between the Board of Education of the Moon Area Schools, Allegheny County, Pennsylvania, hereinafter called the "Board," and the Moon Area Education Support Professionals, ESPA/PSEA/NEA, hereinafter called the "Association."

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I **RECOGNITION**

1. The Moon Area School District Board of Education recognizes the Moon Area Education Support Professionals, ESPA/PSEA/NEA, as the exclusive and sole representative for collective bargaining for all employees included in the bargaining unit as certified and determined by the Pennsylvania Labor Relations Board at Case No. PERA-U-12163-W (PERA-R-4170-M). Any use hereafter of the terms "Association" and "Employee" in this Contract shall include all members of the bargaining unit. The word "Board" shall mean the Moon Area Board of School Directors.
2. It is mutually understood that this Article and the other terms and conditions of this Agreement shall be construed to apply to employees and not to work as such.

ARTICLE II **RESPONSIBILITY OF THE PARTIES**

1. Management of the School District and direction of the working forces are the sole right of the Board. The exercise of such rights by the Board shall include, but not be limited to, the right to hire, assign, demote, transfer, make temporary layoffs, drop for lack of work, and schedule work – including the subcontracting of work or hiring of part-time summer employees which does not result in diminished work hours, layoff, or termination of bargaining unit employees—provided that no action so taken shall be in violation of this Agreement.
2. The Board retains the right to discharge or suspend or otherwise discipline employees; however, no employee shall be reprimanded, disciplined, suspended, discharged, or reduced in rank or compensation without just cause.
3. It is understood that the Board retains all rights which it had prior to the execution of this Agreement, whether exercised or not, except as limited or modified by the express terms of this Agreement.
4. The personal life of an employee will not be used to discipline said employee except as it interferes with his/her duties and responsibilities in the School District and with the

exception that any employee who is convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver as prohibited by the Act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act" (35 P.S. § 780-101. et seq.), shall be terminated from his or her employment with the School District.

5. Non-bargaining unit personnel shall not perform work normally performed by bargaining unit employees. If the non-bargaining unit person's performance of said work causes the immediate reduction in the number of employees available to perform the work or causes the immediate reduction of the regular working hours of the employees available to perform the work.
6. An employee shall have the right to review, with Association representation, the contents of his/her personnel file, and receive copies upon request of any documents contained therein, with the exception of confidential employment records.

The Board further agrees to protect the confidentiality of personnel references, academic credentials, and other similar materials.

No derogatory materials shall be placed in an employee's personnel file without the employee having time to review the material. The employee shall acknowledge by signature that he/she has reviewed the material, and may upon reasonable request discuss the matter with his/her supervisor. He/she may also include in the file a rebuttal to said material.

7. Whenever an employee is required to appear before the Superintendent, the School Board or any committee thereof where the subject of the appearance shall concern suspension or discharge of the employee or his/her salary or benefits, except where health or safety consideration require immediate action, said employee shall be given prior written notice of the reasons for such meeting and shall be entitled to have representation of the Association present to advise and represent him/her during such meetings or interviews.
8. Any criticism by a supervisor or administrator of an employee, except in emergency situations, shall be made in confidence and not in the presence of other employees or the public.

ARTICLE III **GRIEVANCE PROCEDURE**

1. **Purpose**

The purpose of this procedure is to secure at the lowest possible level equitable solutions to the problems which may from time-to-time arise affecting employees. Both parties agree that those proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. **Definition**

A "grievance" is defined as a complaint by an employee that a provision in this Agreement has been violated, misinterpreted, or misapplied.

3. Procedure

Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

In the event a grievance affecting an employee who is employed less than a full calendar year is filed at such a time that it cannot be processed through the steps of the Grievance Procedure by the end of the employee's work year, and if left unresolved until the beginning of the employee's next work year would result in irreparable harm to that employee, the time limits set forth within this Grievance Procedure should be reduced so that the Grievance may be exhausted prior to the end of the school year or as soon thereafter as practicable.

a. Level One

An employee who believes that he/she has a justifiable grievance must first discuss it with his/her immediate supervisor within ten (10) working days of the occurrence or when the employee knows of the occurrence which is the subject of the grievance.

In the event of failure to adjust the grievance, it shall be reduced to writing and filed with the Superintendent of Schools or his/her designee within said ten (10) working days.

b. Level Two

Within ten (10) working days of receipt of the grievance, the Superintendent or his/her designee shall arrange a meeting with the grievant, either personally or accompanied by his/her Association representative, to discuss the grievance. The Superintendent or his/her designee will give his/her answer in writing within ten (10) working days after the meeting, with copies to the Association and the employee involved.

c. Level Three

If the answer at Level Two is not satisfactory, the grievance may be referred to a meeting between a representative from the Association, the grievant involved, and the Board or its designated representative within ten (10) working days after the receipt of the Superintendent's answer. The meeting will be held within thirty (30) days following the receipt of the appeal. The Board will submit a written answer to the grievance within thirty (30) days after such meeting or within three (3) days after the next regularly scheduled Board meeting.

d. Level Four

In the event the reply at Level Three is not considered satisfactory by the Association, it shall notify the Board and may refer the issue to arbitration within fifteen (15) working days after receipt of the Board's answer. If the grievance is not

appealed to arbitration within the said fifteen (15) working days, it will be considered settled on the basis of the Board's answer.

4. If a grievance is referred to arbitration, the parties shall meet and attempt to agree on an arbitrator within ten (10) working days. In the event the parties are unable to agree, either party may request a list of seven (7) qualified arbitrators from the Pennsylvania Bureau of Mediation. The parties shall attempt to agree to an arbitrator from such list to hear their dispute. If they are unable to agree on one (1) arbitrator from such list, the Board and the Association, with the Board striking first, shall in turn strike one (1) name from such list until only one (1) name remains. Such last remaining name on the list shall be the arbitrator. The decision of the arbitrator shall be final and binding on the Board, the Association, and the affected employee or employees.
5. The arbitrator shall have jurisdiction and authority only to interpret or determine compliance with the provisions of this Agreement. The arbitrator shall not have jurisdiction or authority to add to or alter in any way the provisions of this Agreement.
6. The salary and necessary expenses incident to the services of the arbitrator shall be paid equally by the Board and the Association.
7. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
8. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
9. All meetings and hearings under this Procedure shall not interfere with employee duties, not be conducted in public and shall include only such parties in interest and their designated or selected representative, heretofore referred to in this Article.
10. Failure at any level of this procedure to properly communicate the decision to the employee involved within the specified time limit shall permit the employee to proceed to the next prescribed step.

ARTICLE IV **NON-DISCRIMINATION**

The Association and the Board agree that they shall continue their policy of not discriminating against any employee on the basis of race, creed, color, national origin, sex, age, marital status, religious beliefs, handicap or political activities for the term of the Agreement in accordance with any applicable laws or regulations.

ARTICLE V
UNPAID LEAVES OF ABSENCE

1. Childbearing / Child Rearing Leave

An unpaid leave of absence of up to twelve (12) consecutive months shall be granted to a member of the bargaining unit giving birth to a child and for any resulting child rearing. An unpaid leave of absence of up to twelve (12) consecutive months shall be granted to a member of the bargaining unit not giving birth to a child for the purpose of child rearing or for the adoption of a child of preschool age or requiring temporary special home care. For purposes of this Article, "child rearing" shall include care of a child resulting from adoption. Childbearing and child rearing leave shall be in accordance with the following:

- a. A written request for leave, indicating the anticipated date of delivery, or placement of a child through adoption, and indicating the beginning date of the requested leave, shall be submitted to the Director of Human Resources at least sixty (60) days prior to the beginning date of such leave, or as soon as possible if exigent circumstances preclude timely request.
- b. During any period of disability caused or contributed to by pregnancy, childbirth or complications resulting from pregnancy or childbirth, the employee shall be entitled to use any or all accumulated sick leave. All requests for childbearing leave or sick leave resulting from related disability shall be supported by a physician's statement. The use of accumulated paid sick leave shall not extend the length of the childbearing/child rearing leave, the balance of which shall be unpaid.
- c. The District reserves the right to extend an unpaid leave of absence for childbearing or child rearing to coincide with the beginning of a school year or semester.
- d. Notice of intent to return to duty from childbearing/child rearing leave shall be in writing and shall be submitted to the Director of Human Resources at least thirty (30) days prior to the intended date of return to duty. Failure to provide such notice may preclude the employee's return.
- e. Individuals on leave for the birth of a child, child rearing or the placement of a child through adoption, and who have exhausted or are otherwise not entitled to the continuation of medical insurance coverage under the Family and Medical Leave Act (FMLA), shall be permitted to continue any such coverage upon paying the full cost of premiums for such coverage to the District. Upon returning from childbearing/childrearing leave the employee will receive vacation on a prorated basis in accordance with Article VIII.
- f. Upon return from childbearing/child rearing leave the District will make every attempt to assign the returning employee to the same or similar position.

2. Military Service

The Board shall accord to each employee who applies for reemployment after conclusion of his/her military service with the United States such reemployment rights as he/she shall be entitled to under the then existing laws.

3. Leave of Absence for Good Cause

The Board may grant such other unpaid leave of absence for good cause shown (e.g., illness in the immediate family) for a period not to exceed one (1) year. The employee shall be permitted to continue any or all fringe benefits available by remitting the costs for these benefits to the Board in advance on a monthly or longer basis.

4. Return from Leave Benefits

All benefits to which an employee was entitled at the time his/her leave of absence commenced, including seniority and unused accumulated sick leave, shall be restored to him/her upon his/her return as full as if he/she have never taken said leave; and he/she shall be assigned to the same position he/she would have held had he/she not taken the leave.

5. Temporary Military Leave

The School District agrees to abide by all state and federal statutes dealing with military leave, including National Guard and Reserve Units, in regard to the payment of salaries and leaves to cover such service.

6. Family Medical Leave

The District shall abide by the Family Medical Leave Act and shall be entitled to exercise the discretionary rights contained therein, provided the District shall grant employees married to each other separate Family Medical Leaves.

ARTICLE VI **SENIORITY**

1. Definitions

a. "Seniority" shall mean a regular employee's length of continuous service commencing on the first day of work on a bargaining unit position. Substitute service will not count towards seniority. For employees hired prior to July 1, 2001, seniority ties shall be broken by order of names in board minutes. For employees hired on or after July 1, 2001, seniority ties shall be broken by drawing lots.

(1) If an employee is laid off, his/her accrual of seniority shall continue for a period of one (1) year from the date of layoff; and he/she shall not lose any seniority accrued as of that date.

(2) Any employee who is on layoff shall maintain seniority status with the employer for a period of two (2) years from the date of layoff. The amount of seniority which the employee maintains under this paragraph shall include

the one (1) year which may be accrued as described in paragraph one (1) above.

- (3) It shall be the responsibility of the laid-off employee to notify the Moon Area School District Personnel Office on the layoff anniversary date of his/her present mailing address and indicate his/her willingness to return to work.
- b. "Categories" shall mean the broad groupings of employees within the bargaining unit. There are six (6) categories: Maintenance; Custodial; Administrative Assistants; Clerical; Assistants; and Cafeteria.
- c. "Classifications" shall mean the positions that are encompassed within a "category" (e.g., library assistant, van/bus monitor).
- d. "Lateral Transfer" means bidding into a position within the employee's same classification (e.g., Custodian at building A bidding into a vacant custodial position in building B).
- e. "Promotion" shall mean an increase in either pay or hours for the subject employee except for an Assistant. For an Assistant, a promotion means an increase in the employee's total annual earnings. In the case of a vacancy, promotion shall also mean when any employee moves from one classification to another.
- f. "Vacancy" means a newly created position, or a position that has become permanently vacated and the District chooses to fill the position. The District may fill the position on a substitute basis for no more than thirty (30) calendar days.
- g. "Performance Test" means the performance test referenced in Article XVIII. The District shall administer a performance test to all employees seeking a position outside of the employee's classification. In addition, the District shall administer a performance test to all applicants outside the bargaining unit.
- h. If seeking a position outside of the employee's classification, "qualified" means the employee has attained the position's minimum passing score on the most current performance test being utilized by the District. See Article XVIII.

2. Reasons for Seniority and Employment Termination

- a. An employee's seniority and employment status shall terminate for the following reasons:
 - (1) discharge for just cause;
 - (2) voluntary resignation;
 - (3) absence from work for any reason for a period of twenty-four (24) consecutive months, except an absence that has been previously approved for purposes of maternity and/or child rearing as provided herein;

- (4) absence from work for four (4) consecutive days without reporting off unless the failure to report is because the employee was unable to follow call-off procedures for medical reasons or due to other exigent circumstances;
 - (5) failure to contact the Superintendent or designee within five (5) days after receipt of notice to report to work, delivered by certified mail as verified by return receipt, or by hand delivery as verified by affidavit, and/or failure to report for work within (2) weeks after receipt of notice to report to work as provided herein above;
 - (6) failure to return to work at the expiration of unpaid leave of absence unless an extension has been granted by the Board of School Directors.
- b. An employee's seniority shall be frozen for the following reason:
- (1) absence from work for twelve (12) consecutive months.
- c. Absence due to a compensated disability incurred during the course of employment for a period of less than twenty-four (24) consecutive months shall not break continuous service, provided:
- (1) such individual is returned to work within thirty (30) days after final payment of statutory compensation of such disability or after the end of the period used in calculating a lump sum payment. A break in service will not occur if the individual is not returned to work within thirty (30) days and such failure to return to work is because suitable work is not available or a qualified medical practitioner cannot certify that the work will not endanger the employee's health.

3. Probationary Period

New employees shall be considered probationary employees for a period of ninety (90) calendar days. The probationary period shall commence on the first day that said employee works in a permanent job. However, if said employee has worked as a temporary employee in that department, his/her probationary period shall be reduced one-half (0.5) day for each day worked in that department during the preceding six work months. If an employee continues beyond the proper probationary period as herein set forth, such employee shall then be considered an employee within the terms of this Agreement.

4. Probationary Period District Rights

During the probationary period, the Board shall have the right to discharge or dismiss any probationary employee. The Association shall then have no right, during said probationary period, to question or to raise as grievance the cause or reason for the discharge or dismissal of such probationary employee.

5. Seniority Lists

The District shall provide seniority lists on September 1 of each year. The District shall notify the Association of newly hired employees within ten days of hire and names of

employees who have left the employment of the district within ten days of Board action.
Copy to be mailed to the secretary of the Association.

6. Layoff and Bumping

In case of elimination of positions or layoffs, the following rules shall apply:

- a. No employee may bump into a promotion.
- b. No employee may bump into the Administrative Assistant category.
- c. Affected employees shall have the right to bump as follows:
 - (1) The affected employee's first bump will be any employee with less seniority in the same classification.
 - (2) In the event that the affected employee has no bump in his/her classification, he/she may elect to bump a less senior employee in the same work category, provided he/she is qualified.
 - (3) In the event that the affected employee has no bump in his/her classification or category, he/she may elect to bump a less senior employee in another category provided that he/she is qualified.
- d. Employees who bump may do so without interruption of their continuous service to the district.
- e. Employees who bump into a different position will have thirty (30) calendar days in which to demonstrate satisfactory service in the new position. The immediate supervisor shall have the right to determine, with documentation, unsatisfactory service. If an employee is deemed unsatisfactory in a position, the previous employee shall have first right to return to the position from which he/she was bumped. The employee who does not demonstrate satisfactory performance will assume layoff status.
- f. At any step, the employee may elect to take layoff status. Employees who are bumped shall have the same rights as defined above.
- g. No new employees shall be hired until all employees on layoff status desiring to return to work in a job within their work category and who are qualified to perform said work have been recalled.
- h. Employees who have been laid off shall be recalled in the order of their seniority to the employer.

7. Consolidation or Elimination of Jobs.

The District may eliminate jobs through attrition, job consolidation (combining the duties of two or more jobs), student needs, the installation of new equipment or machinery, the curtailment or replacement of existing facilities, the development of new facilities, or for any other reason whatsoever. However, no current seven (7) hour or greater position shall be

eliminated and replaced by two (2) five (5) hour or less positions for the sole purpose of eliminating benefits (e.g., seven (7) hour secretary at building A is replaced by a four (4) hour morning secretary and three (3) hour afternoon secretary at building A). An employee displaced by the consolidation or elimination of the employee's job shall be permitted to exercise their seniority rights to bump pursuant to the rules set forth in Article VI, Section 6 above, provided the employee is qualified.

8. Vacancies

When vacancies occur the positions shall be posted immediately in all school buildings for ten (10) working days. The posting shall include all qualifications necessary for the position. Employees interested in the position shall make written application during the ten (10) day period. The Association may submit bids on vacancies for employees who are on vacation or who do not work during the summer.

a. Vacancies in Clerical, Assistants, and Cafeteria Categories. The following procedure shall apply in the order listed below:

(1) Lateral Transfer. Bids by qualified employees which are lateral transfers within the same classification shall first be awarded. The awards shall be in order of seniority. Additional resultant transfers shall be accomplished at a single meeting of affected employees in that classification.

(2) Promotions. Following any lateral transfers, bids that would result in promotions shall be awarded to the qualified applicant with the greatest district seniority. The successful bidder shall have sixty (60) calendar days to demonstrate satisfactory performance in the position. Employees who do not perform satisfactorily shall be returned without loss of seniority to their original position.

(3) One-on-One Teacher Assistant Bidding. Any employee assigned as a one-on-one teacher's assistant may exercise bidding options but will not be moved to the bid position until:

- a. the end of the quarter; or
- b. until the child is no longer enrolled; or
- c. until the child is no longer in need of such services;

whichever occurs first, except the one-on-one teacher assistant may be moved to the newly bid position sooner if it is determined to be in the child's interest to do so as determined by the one-on-one teacher assistant, the special education teacher, and the building administrator. A transition period of approximately one week will be provided for the new hire during which time the one-on-one teacher assistant bidding out of the position will assist in transition activities. Beginning with the date the position was awarded, the one-on-one teacher assistant bidding out of the position shall be compensated for all time worked prior to assuming the new position at the new job rate of pay and hours of work. If the new job rate is lower than the

employee's current rate of pay the current rate of pay will prevail. Health benefits, if eligible, will be paid in accordance with Article XI.

b. Vacancies in the Custodian and Maintenance Categories.

- (1) Lateral Transfer. Bids by qualified employees which are lateral transfers within the same classification shall first be awarded. The awards shall be in order of seniority. Additional resultant transfers shall be accomplished at a single meeting of affected employees in that classification.
- (2) Eligibility to Bid. Any employee within the bargaining unit must have completed two (2) years of service within the District to be eligible to bid into custodial and maintenance positions.
- (3) Promotions. The District shall have the right in cases of promotions to fill every other position from outside the bargaining unit. This practice shall start by hiring from outside the bargaining unit. The District shall administer a performance test to all applicants from outside the bargaining unit. Thereafter, when the District awards a vacancy to a qualified applicant with the greatest District seniority from another classification within the bargaining unit, that applicant shall have sixty (60) calendar days to demonstrate satisfactory performance. Employees who do not perform satisfactorily shall be returned without loss of seniority to their original position.

c. Vacancies in the Administrative Assistant Category

- (1) Lateral Transfer. Bids by qualified employees which are lateral transfers within the same classification shall first be awarded. The awards shall be in order of seniority. Additional resultant transfers shall be accomplished at a single meeting of affected employees in that classification.
- (2) Promotions. Following any lateral transfers, promotions to Administrative Assistant positions may be filled at the discretion of the District from within or without the bargaining unit, and without any regard to seniority. All employees having made written application for the vacancy will be considered. The District shall administer a performance test to all applicants seeking the vacancy, whether from within or outside the bargaining unit. The District will fill the vacancy with the applicant the District believes is the most qualified. A minimum passing score or higher on the performance test is not the sole criteria for determining most qualified. The successful bidder shall have sixty (60) calendar days to demonstrate satisfactory performance in the position. Employees who do not perform satisfactorily shall be returned without loss of seniority to their original position.

- d. Training for Positions. In instances where the prior holder(s) of posted positions have been provided training for that position, the lack of said training may not be used to disqualify any otherwise qualified bidder for the posted position. The successful bidder shall be provided the same training on the job by the District.

9. New Positions. If a new position is created, or if a position is changed substantially by adding new duties or responsibilities not encompassed in the present position, the following procedure shall be used:
- a. the employer shall first establish and place into effect the rate of pay for the position;
 - b. if the Association disagrees with the rate as established, the parties will meet in an attempt to reach a satisfactory agreement; and
 - c. if the parties are unable to reach a satisfactory agreement within thirty (30) days (unless extended by the parties), the issue shall be referred to the arbitration level of the grievance procedure.

10. Reduction of Staff

Personnel will be eliminated by positions. Present hours of work will not decrease.

11. Annual Bump and Bid Meeting.

The Parties recognize that at the end of a school term numerous employees may be displaced due to consolidation or elimination of jobs (particularly for Assistants). Therefore, on or before July 1 of each year, any affected employee will receive notification of displacement. If a displacement occurs after July 1 but prior to the Bump/Bid meeting the affected employee(s) will be promptly notified. All notification shall be by U.S. Mail if possible. During the third week of July of each year, an annual bump and bid meeting shall be held for all bargaining unit members. Bumping and bidding shall occur in the following order:

- a. Eligible employees shall bid from the position they held during the previous school year and
- b. If there are no positions available for which an employee is qualified or none in which the employee is interested, then eligible employee shall bump pursuant to Article VI.

ARTICLE VII
HOLIDAYS

1. Employees who satisfy the eligibility requirements shall receive holiday pay for each of the following designated holidays not worked, irrespective of the day of the week on which the holiday may be observed, such pay to be that of the employee's regular work day at straight time at their regular hourly rate:

a. 260 day employees and full-time (200/185 day) clerks, secretaries, and assistants:

New Year's Day
Good Friday
Memorial Day
Fourth of July (12-month employees)
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day before Christmas
Two (2) additional holidays to be taken during the school year on days when students and teachers are not in attendance.

b. Custodians/Head Custodians

New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day before Christmas
One (1) Floating Holiday per year

c. Assistants—Part-time (less than 5 hours)

New Year's Day
Good Friday
Memorial Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Day before Christmas

d. Cafeteria

New Year's Day
Good Friday
Thanksgiving Day
Christmas Day
Day before Christmas
Memorial Day

2. In order to be eligible for holiday pay, an employee must have:
 - a. Completed his/her probationary period.
 - b. Worked as scheduled or assigned both on his/her last scheduled workday prior to and on his/her first scheduled workday following the holiday. However, an employee will receive the holiday pay if sickness occurs prior to/following the holiday and on returning to work the employee presents a medical excuse or verification to his/her immediate supervisor.
3. In addition to their holiday pay, any employee required to work on any of the aforementioned holidays shall be paid one and one-half (1-1/2) times his/her regular rate for each hour worked for a total of two and one-half (2 1/2) times their regular rate of pay.
4. When a holiday occurs during an eligible employee's scheduled vacation, he/she shall be paid for the unworked holiday in addition to his/her vacation pay. However, the employee has the option of taking an extra day of vacation in lieu of the pay for the unworked holiday, if the employee obtains permission from his/her immediate supervisor.
5. Floating holidays may be taken when students are in attendance if no substitute is necessary.

ARTICLE VIII
VACATIONS

1. The vacation year is a twelve-month period beginning July 1. Eligibility for vacations is based on continuous service accrued as of the June 30th immediately preceding the vacation year in accordance with Article IX, Section 3.
2. Paid Vacation allowances are as follows:
 - a. The following vacation days shall be awarded on July 1 to all employees whose normal work year is more than 200 days and whose initial month of employment was:

Initial Month of Employment	Vacation Time
July	10 days
August	9 days
September	8.5 days
October	7.5 days
November	7 days
December	6 days
January	5 days
February	4 days
March	3.5 days
April	2.5 days
May	2 days

June	1 day
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This Section 2(a) applies only to a new employee's first vacation allotment.

- b. Thereafter, for all employees whose normal work year is more than 200 days:

Completed Years of Service	Vacation Time
One	10 days
Six	11 days
Seven	12 days
Eight	13 days
Nine	14 days
Ten	15 days
Eleven	16 days
Twelve	17 days
Thirteen	18 days
Fourteen	19 days
Fifteen	20 days

- c. Employees with five (5) or more years of service, not covered above, who work more than 205 days in any year in their regular position shall receive five (5) paid vacation days. These vacation days must be taken within the following twelve (12) month period.
- d. Vacation accrued must be used by June 30 of the year following the year in which the vacation was earned or be lost. In the event that the clerical staff is unable to use their vacation time by June 30, three of their unused days may be used within the first two weeks of the next fiscal year, with prior approval.
3. All employees shall be credited with the number of hours in their normal workday for each of the above vacation days.
4. Any employee who retires shall be compensated in cash for all earned and unused vacation time he/she has accumulated or accrued at the time of separation pro-rated from the previous July 1.
5. The vacation period shall be from the first day after the last day of the school term to Labor Day, or the day preceding the opening of the school term, whichever is sooner. Any employee who is entitled to more than two (2) weeks vacation may take up to one (1) week during the school term so long as students are not in attendance. The Board of Education reserves the right to grant vacation requests at other times when they deem it in the best interest of the District.
6. Before March 1 of each year, each eligible employee shall specify the vacation period he/she desires. Employees shall be given preference on the basis of seniority in the choice of vacation periods. Said vacation periods may either be in consecutive or non-consecutive calendar week blocks. On or before April 1 of each vacation year, the Board shall establish the vacation schedule, which shall not be changed except with the consent of the Board and employee involved.

7. The Board reserves the right to close the School District for one (1) week of vacations. If the Board wishes to close the School District, the Board will notify employees of the week the School District will be closed by March 1.

ARTICLE IX
HOURS OF WORK AND OVERTIME

1. This article defines the normal hours of work and the basis for the calculation of overtime and shall not be construed as a guarantee of hours of work per day or per week.
2. The normal work week (Monday through Friday, unless otherwise posted), for the following classified employees is as follows:
 - a. Full-time maintenance, custodial personnel and switchboard operator: 5 consecutive days, 8 hours per day.
 - b. Administrative assistants, secretaries, and clerical personnel: 5 consecutive days, 7 ½ hours per day.
 - c. Kitchen personnel:
 - (1) Head Kitchen personnel: 6 hours minimum per day, 5 consecutive days
 - (2) Kitchen personnel: 4.5 hours minimum per day, 5 consecutive days
 - (a) Cooks, Salad Bar, Snack Bar: minimum of 4.5 hours per day
 - (b) Satellite Worker: minimum of three (3) hours per day
 - (3) Dishwasher/Server: 3 hours minimum per day, 5 consecutive days
 - d. Assistants
 - (1) Full-time assistants: 7 hours per day, 5 consecutive days
 - (2) Part-time employees (assistants): less than five hours per day, 5 consecutive days

However, this provision shall not be construed as a limitation on the hours any employee may be called upon to work. It is recognized that there are occasions when additional working time must be scheduled, and it is agreed that management shall determine the number of hours to be so worked.

3. The normal work year for the following classified employees is as follows:
 - a. Full-time Maintenance and Custodial: 260 days, including paid holidays and paid vacation.
 - b. Administrative Assistants, Secretarial, and Clerical:

Administrative Assistants - Classes I, II, III, and IV
Clerical – Classes I, IV, and V
(260 days, including paid holidays and paid vacations)

Administrative Assistant – Class V
Clerical – Classes II and III
(200 days, excluding paid holidays)

- c. All Assistants
(185 days, excluding paid holidays)
- d. All Cafeteria Personnel:

Head Kitchen Personnel	One day beyond student calendar
Kitchen Personnel	One day beyond student calendar
Dishwasher/Server	Same as student calendar

However, this provision shall not be construed as a limitation or a guarantee of the number of days any employee may be called upon to work. It is recognized that there are occasions when additional working time must be scheduled and it is agreed that management shall determine the number of days to be so worked. However, the Board reserves the right to call in twelve (12) month secretaries for extra work days at additional pro-rata pay. This extra work shall be limited to one day during the Christmas and one day during the Easter School Holidays unless extra days are agreed to by the secretaries involved or their immediate supervisor specifically requests his or her own secretary. These call-ins shall be rotated among the secretaries in this category to the greatest extent possible and secretaries shall have the right to trade off this extra work unless the immediate supervisor specifically requests his or her own secretary.

- 4. If an employee works over eight (8) hours per day, or any hours which are not part of his/her regular schedule, he/she shall not be required to lose time to avoid the payment of overtime, provided there is work available for which he/she would have been regularly scheduled.
- 5. Overtime shall be divided among the employees as equitably as possible, with the employee working the job on which the overtime occurs being given the first chance to work—providing his/her overtime hours are not excessively high.
 - a. If secretarial/clerical work is available during the summer, members of administrative assistant Class V and clerical Classes II and III staff will be awarded the work in order of seniority. In the event that no secretary/clerk wishes to do the work, it will be offered to assistants who are members of the district-wide pool in order of seniority.
 - b. For custodians, overtime shall be assigned as follows:
 - (1) Emergency Overtime. For custodians, emergency overtime arising immediately following a custodian's shift shall first be given to a custodian

working the shift immediately preceding the emergency overtime, on a round robin basis within that shift.

- (2) Planned Overtime. For planned overtime, the principals shall contact the appropriate personnel directly, at least forty-eight (48) hours in advance. Planned overtime shall be assigned on a round robin basis by seniority within each building.
 - (3) Assigned Overtime. All other custodial overtime shall be assigned on a round robin basis by seniority within each building. Notice shall be deemed given and overtime deemed declined if the employee is telephoned at home and does not respond after ten (10) rings or after a message is left at custodian's home or answering machine prior to another custodian accepting overtime.
 - (4) Emergency Overtime List. The parties acknowledge that custodial overtime may require someone from outside of the building being assigned. If so, employees shall come from the custodial emergency overtime list.
6. Time and one-half the regular straight time rate will be paid for all hours worked in excess of eight (8) hours in one day or forty (40) hours in any one week. In no case shall premium pay be paid twice for the same hours worked.
 7. Regardless of any past practice, any employee who is called to work outside of his/her normal schedule of hours shall be guaranteed three (3) hours of work or three (3) hours pay at his/her regular straight time hourly rate.
 8. Cafeteria employees shall be eligible to volunteer for Extra Assignment work such as banquets, dinner, etc. A regular employee who volunteers for such an assignment shall be paid at the employee's regular rate per hour for the duration of this Agreement. It is agreed that Extra Assignment work may constitute overtime and, as such, is not eligible for any additional payments set forth in Article IX, Section 7 or any other Article of this Agreement. It is further agreed that Extra Assignment work is voluntary on the part of the cafeteria employees. In the event that there are insufficient volunteers for a particular Extra Assignment, the District may then offer such work to substitute employees.
 9. All employees, except cafeteria personnel, shall have at least a thirty (30) minute duty-free lunch period. If, for good reason, the employee's supervisor requests the employee to work his/her lunch period, the employee shall be paid his/her straight time rate for the time so worked.
 10. The employee work calendar shall begin on July 1 and end on June 30.
 11. All employees whose starting time is prior to 8:00 a.m. must report off at the earliest possible time, but no later than one hour preceding the start of their normal day. Employees whose starting time is 8:00 a.m. or later must report off at least two (2) hours prior to their reporting time.
 12. Upon cancellation of school for students, because of inclement weather or other emergencies, unless otherwise notified by proper authority or via the media, all employees,

except cafeteria workers, are required to report for work and shall make a reasonable attempt to report on time as scheduled. Upon cancellation or early dismissal of school for students for weather, bomb threats, fires, or similar emergencies, if employees are told not to report for work or are sent home early after the employee's workday begins, they shall only be paid for the hours actually worked. Employees will be given an opportunity to make-up work hours at a time mutually agreed upon by the District and the Association.

13. At least two (2) weeks prior to the first workday, administrative assistant Class V and clerical Classes II and III, assistant, and cafeteria personnel shall be informed of their initial workday. They shall be informed of their work calendar (workdays) for the remainder of the current school year on their first workday. It is specifically understood that this provision does not in any manner prohibit the employer from thereafter changing or amending the work calendar.

ARTICLE X COMPENSATION

1. Pay Periods

As per Appendix "A"

First Year	-	2011-2012
Second Year	-	2012-2013
Third Year	-	2013-2014
Fourth Year	-	2014-2015
Fifth Year	-	2015-2016

The base annual salary will be paid in twenty-four (24) equal installments except that employees who are in positions that are not 12-month positions have the option of receiving pay in nineteen (19) equal installments. Compensation earned by employees that is in addition to the base annual salary including, but not limited to, overtime shall be paid in the immediately-following pay period.

There is attached hereto and marked Appendix "A" a Wage Rate Schedule for the job classification of the employees covered under this Collective Bargaining Agreement.

2. Probationary Period Wages

All employees during the period of their probationary period will be paid ninety (90) percent of their regular wages for that classification of work (or the State or Federal minimum wage, whichever is higher). At the conclusion of this probationary period, the employee will be placed on the regular wage scale for his/her classification and receive medical benefits applicable for that classification of work and consistent with the terms and conditions of this Collective Bargaining Agreement.

3. Upgrading

Any employee shall perform whatever work may be assigned with the understanding that when an employee is assigned to a job paying a lesser rate he/she will be entitled to his/her

regular rate of pay unless he/she has been permanently transferred to that job. An employee who is temporarily assigned by the employer to a higher (pay) classification shall receive the rate of pay for such higher (pay) classification for the hours worked. Before any assignment is made that constitutes an upgrade in pay, the employee's supervisor must authorize said assignment in writing using a form that will be developed by the District after consultation with the Association.

- a. Any employee in the assistants category, Class I through Class IV shall not receive an upgrade in pay for any hours worked in the higher (pay) classification in the assistants category;
- b. If any employee in the assistants category is required to perform work in the clerical category, the employee shall receive no upgrade in pay for the first three (3) hours worked in the clerical category;
- c. All employees in any other category other than (a) or (b) who are required to work in a higher (pay) classification shall receive no upgrade in pay for the first one (1) hour worked in said higher (pay) classification.

It is understood that the intent of this section is not to have employees work in a higher classification without upgrade pay on a day to day basis; or to use multiple employees under this section to replace a position; or to relieve the District from reasonable attempts to replace an absent employee with a substitute. Rather, the intent of the section is to provide alternative work for employees in order to fully utilize the employee's work day (i.e. when an assistant's one on one student is absent for the day).

4. Temporary Absences

The District has the right to have temporary absences, other than absences subject to Article IX(5)(a), filled by assigning a person from the substitute list. In the event no substitute is available, the District reserves the right to leave the temporary absence unfilled.

5. Mileage Reimbursement

When an employee is required by the District to use his/her own vehicle to travel on school business, he/she shall be reimbursed in the amount equal to the IRS maximum allowable rate per mile.

6. Bereavement

For a period not exceeding five (5) days, there shall be no deduction in the salary of an employee in the event of the death of a spouse, child, parent, brother, sister, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made his/her home. A period of not more than three (3) days' leave with pay will be provided in the event of the death of a grandparent or grandchild to attend the funeral. A period of not more than two (2) days' leave with pay will be provided in the event of the death of an aunt, uncle, niece, nephew, brother-in-law or sister-in-law to attend the funeral.

7. Pay Dates

Employees will be paid twice a month during their working month. If any pay date falls on a non-working day, the pay will be distributed on the last work day prior to the non-work day.

8. Years of Service

- a. Years of service shall be defined as the total years credit for salary purposes which were granted at the time of initial employment, in addition to the number of years of service thereafter in the School District.
- b. For new employees with previous experience entering the School District, credit will be allowed for the number of years of service by mutual agreement between the employee and the School District. If an employee begins employment with the District after the first day of the work year (July 1) but before January 1, the employee shall receive credit for the full year of service at the start of the next work year.
- c. When an employee receives a promotion within his/her classification or to another classification, the employee shall be given full credit for each year of service in his/her former position.
- d. Years of service, as determined by a., b., c. above, shall serve as the basis for determining positions on the salary schedule and length of paid vacations, where applicable. Each July 1, employees shall be given credit for an additional year of service.

9. Overtime Computation – Holidays and Vacation

A paid holiday or vacation day shall be considered as hours actually worked for purpose of overtime computation.

10. Overtime Computation – Work Week

Time and one-half (1-1/2) shall be paid for all hours worked on the sixth (6th) or seventh (7th) work day in the work week during which work was actually performed on five other work days.

11. Retirement Increment

At retirement after at least fifteen (15) years of service with the District, employees shall be paid an amount equal to the number of accumulated unused sick leave days multiplied by \$30.00 per day.

In the event of the death of any employee, the District shall pay the employee's beneficiary \$25.00 per day for accumulated sick leave days.

12. Attendance Reward

An employee utilizing two (2) or less sick leave days in a year shall receive an additional day's pay in the first pay check following July 1 (e.g., a four hour employee receives four hours of pay; a seven hour employee receives seven hours of pay). Sick leave days include sick days utilized for family sick leave in Article XIII, Section 1.e.

13. Summer Work

Employees who are not regularly scheduled to work during the summer shall be paid the regular rate for their position or any upgraded position, whichever is greater. Employees volunteering to work on special summer projects shall receive a rate determined by the District. The District shall inform all potential volunteers of the rate at the time of its solicitations.

14. Signing Bonus

Each full-time employee shall receive an additional one hundred fifty dollar (\$150) signing bonus and each part-time employee (less than five hours) shall receive a seventy-five dollar (\$75) signing bonus.

**ARTICLE XI
INSURANCE PROTECTION**

1. Health Care Insurance Coverage

The District shall provide eligible employees the Standard HMO Medical Insurance Plan as provided by the Allegheny County Schools Health Consortium (ACSHIC). In the event the current standard HMO is discontinued, the District shall provide any subsequent standard medical plan as provided by the ACSHIC. The District shall assume full cost of the Standard Plan elected by the employees (e.g., family, individual, husband and wife, parent and child/children, etc.) less the amount of the premium contributions listed below:

Date	Coverage	Premium Contribution
July 1, 2011	Individual All Other	\$12.50/monthly \$25.00/monthly
July 1, 2012	Individual All Other	3% of premium/monthly 3% of premium/monthly
July 1, 2013	Individual All Other	3% of premium/monthly 3% of premium/monthly
July 1, 2014	Individual All Other	5% of premium/monthly 5% of premium/monthly
July 1, 2015	Individual All Other	5% of premium/monthly 5% of premium/monthly

The District reserves the right to provide coverage for employees who are spouses and eligible for medical coverage through the purchase of two (2) individual coverage plans when there are no eligible children and the spouses would otherwise be eligible for spousal coverage.

Any eligible employee under this Section shall have the right to remain in the Standard PPO Medical Insurance Plan as provided by the Allegheny County Schools Health Consortium (ACSHIC), provided that said eligible employee shall pay to the District the difference between the Standard HMO and Standard PPO medical insurance plan as provided by the Allegheny County Schools Health Consortium (ACSHIC).

2. Life Insurance

Term Life Insurance Coverage in the amount of \$30,000 for each employee with the exception of cafeteria employees, and part-time employees shall be provided. Employees may make arrangement for additional amount by assuming the financial responsibility for additional premium costs. Said insurance is to contain accidental death and dismemberment rider.

Each cafeteria and part-time employee shall be covered by a \$20,000 life insurance policy with the same provisions as above.

3. Dental Insurance

The District shall provide the Standard ACSHIC Dental Plan for all employees. The employee shall be able to purchase additional riders at his/her expense consistent with Insurance Carrier policies. (See Article XI, Paragraph 7)

4. Vision Insurance

The District shall provide Group Vision for the employee, and their family/dependents, who works five (5) or more hours per day. (See Article XI, Paragraph 7)

The District shall provide to eligible employees the ACSHIC Standard Davis Vision Program, or any subsequent ACSHIC Vision Program that is designated as the standard plan, for the employee and the employee's family/dependents, in accordance with Article XI, Paragraph 7 herein below.

5. Retirement Coverage

- a. Any eligible employee receiving insurance benefits who has twenty (20) years of continuous service in the Moon Area School District who has attained sixty-two (62) years of age, or who has thirty (30) years of service and is at least sixty (60) years of age, or has completed thirty-five (35) years of service regardless of age and retires as per P.S.E.R.S. shall be entitled to individual health care coverage as described in #1 above for three (3) years. In addition, the retiree shall be entitled to a one-time bonus of \$1,000 (after taxes) at the time of retirement.
- b. The District shall pay one hundred percent (100%) of the cost of insurance benefits for the eligible retiree as provided for in 5a; provided, however, before any premium

is paid the retiree is obligated to contribute to the purchase of health insurance coverage a minimum of one hundred dollars (\$100) per month, or such equal, lesser or greater amount as may from time to time be established under Act 23 of 1991 or any similar successor provision. The District's obligation shall be to pay, beyond the retiree contribution, the balance of the premium. If for any reason the retiree is not eligible or becomes ineligible for the amounts provided by said Act 23, as amended, then the retiree's contribution shall be waived.

- c. Any employee who retires will be allowed to continue to purchase medical insurance in accordance with Section 513 of the Public School Code, 24 P.S. § 5-513, as may be amended from time to time.

6. Description to the Employee

The coverage provided hereunder shall be subject to the Master Contract between the Board and the Insurance Carriers; and the Board shall provide to each employee a description of all insurance coverages agreed upon under this Article no later than the anniversary date of each policy and/or the employee's date of hire, which contain and include a clear description of the conditions and limitations of each policy.

7. Exclusion Clauses

- a. It is understood that any employee who has comparable coverage at similar or lesser expense to that described in 1, 3, and 4 above through another employer or their spouse shall not be eligible for such coverage from the School District.
- b. It is further understood that employees hired after July 1, 1981, to work fewer than five (5) hours per day, shall not be eligible for the above listed insurance benefits except for life insurance in Section 3.

8. Change in Vision and Dental Carriers

Management may change vision and dental insurance carriers when identical coverage can be provided by cost-saving plans offered by another company. The Association shall review the plan before a change in carriers is finalized.

9. Health Care Benefits for Part-Time Cafeteria

Cafeteria part-time dishwasher/server: The District will pay 50% of the premiums for part-time (less than 5 hours) for medical, vision and dental for those eligible. (See Article XI, Section 7a and 7b)

10. Health Care Benefits for Part-Time Assistants

Assistants – part-time: The District will pay 50% of the premiums for part-time (less than 5 hours) for medical, vision and dental for those eligible. (See Article XI, Section 7a and 7b)

11. Prorated Health Care Coverage

The District agrees to pay a pro-rated monetary figure up to \$50 per month for any eligible

employee who elects not to receive any or all of the medical, vision and dental benefits. The proration shall be computed on the percentages of family plan monthly premiums.

12. Loss and Damage of Personal Property

The Board shall reimburse any Employee, should insurance protection payments be insufficient to make replacement costs, for any damage or destruction of clothing or personal property (excluding watches, jewelry, and motor vehicles) suffered by the Employee during work hours as a result of a student assault, breaking up a student fight or disturbance, or protecting a student from immediate danger or harm.

Any damage subject to the reimbursement provisions shall be reported before the end of the day in which the damage occurred, whenever possible. However, in no event shall it be reported later than the end of the next work day. If the employee fails to report as stated above, reimbursement shall be deemed waived. Reimbursement will be made within forty-five (45) days of the reporting of the incident.

ARTICLE XII
SAFE WORKING CONDITIONS

An employee shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger health and safety.

ARTICLE XIII
ILLNESS, DISABILITY AND PERSONAL LEAVE

1. Accumulative Sick Leave Days

- a. On the opening day of each work year, each maintenance, custodial, and secretarial/clerical/wage tax office employee, shall be credited with a ten (10) day sick leave allowance. The unused portion of this leave shall continue to accumulate indefinitely, and there shall be no limit on the number of accumulated sick leave days taken at one time.
- b. On the opening day of each work year, each teacher assistant and cafeteria employees shall be credited with a seven (7) day sick leave allowance. The unused portion of this leave shall continue to accumulate indefinitely, and there shall be no limit on the number of accumulated sick leave days taken at one time.

Beginning July 1, 2007, any teacher assistant or cafeteria employee who has accumulated twenty (20) or more days of sick leave will be credited with eight (8) days of sick leave at the beginning of any work year in which the employee has twenty (20) or more accumulated days as of July 1.

- c. A doctor's excuse may be requested by the District in cases of suspected abuse of sick leave.
- d. Sick leave days used shall be at an employee's regular daily rate of pay.

- e. Each employee may utilize up to ten (10) accumulated sick days during a contract year for family sick leave. Family sick leave means taking care of an ill child or ill spouse who resides in the same household as the employee; or taking care of an ill parent. The Employer may request and the Employee shall provide a medical excuse verifying the family member's illness. (Failure to request a medical excuse shall not create a past practice).

2. Leave of Absence

An employee, who is unable to work because of personal illness or disability and who has exhausted all sick leave available, may be granted an unpaid leave of absence for a maximum period of one (1) year. Said leave shall not unreasonably be denied. The employee may continue any or all fringe benefits available by remitting the costs of these benefits to the School District on a monthly basis in advance.

3. Notification of Accumulation of Sick Leave

Each employee shall be given a written account of accumulated sick leave days no later than the first month of each work year.

4. Injury at Work – All Employees

If an employee is absent due to an injury incurred in the course of his/her employment, the employee has the option to: 1.) only receive benefits provided under the Pennsylvania Workers' Compensation Act and not have the absence charged against his/her sick leave days; 2.) receive benefits provided under the Pennsylvania Workers' Compensation Act and receive the difference in his/her salary and said benefits from the Board by charging that absence against his/her sick leave days on a percentage basis.

5. Emergency Leave – Personal Days

The School District will make available annually, two (2) days of paid personal/emergency leave to employees covered by this Agreement, with no reason needed for requiring the leave. These days are to be non-accumulative. However, unused personal leave days will be added to the employee's accrued sick leave.

Beginning July 1, 2007, the District will grant three (3) personal/emergency leave days to employees with three (3) or more years of service.

ARTICLE XIV
JURY DUTY

Employees as defined in this Agreement, who served time on jury duty that prevents them from working their work schedule on such days, will be paid the difference between their jury pay and their hourly rate as set by the schedule and this Agreement.

ARTICLE XV
MAINTENANCE OF MEMBERSHIP AND DUES DEDUCTIONS

1. Deduction from Salary

The Board agrees to deduct dues from the salaries of members of the local Association and the Education Support Professionals as said members authorize the Board to deduct and transmit the monies by check promptly to the Moon Area Education Support Professionals.

2. Equal Monthly Installments

Deductions referred to in Paragraph 1. above will be made in as nearly equal installments as practicable during the employee's work year.

3. Dues Deduction List

Deductions from wages in any month shall be on the basis of authorization cards on hand or received by the Business Manager of the employer prior to the 20th day of the preceding month.

4. Authorization Cards

The Board will honor such authorization cards pursuant to the maintenance of membership agreement.

MOON AREA EDUCATION SUPPORT PROFESSIONALS
PAYROLL AUTHORIZATION FORM

I hereby authorize the Board or its agents of the Moon Area School District to deduct dues (MAESPA, ESPA/PSEA/NEA) from my pay checks according to the terms of the contract. This authorization shall be valid on a year-to-year basis while I am a member of the local bargaining unit unless I notify the Association Officers and the Board or its agents in writing that said authorization has been withdrawn. Such notice must be given fifteen (15) days prior to the expiration of the Agreement.

Signed: _____

Name (typed or printed): _____

Date: _____

5. Maintenance of Membership

The Board agrees that all employees, who are presently members or who become members of the Association, shall be subject to the "Maintenance of Membership" provision as defined in Article III, Subsection (18) and set forth in Section 705 of the Public Employee Relations Act, Act 195.

6. Fair Share

- a. Each non-member in the Bargaining Unit represented by the Association shall be required to pay a fair share fee as provided for by Act 84 of 1988.
- b. The School District and the Association agree to comply with all provisions of Act 84 of 1988.
- c. If any legal action is brought against the School District as a result of any actions it is requested to perform by the Association pursuant to this Article, the Association agrees to provide for the defense of the District at the Association's expense and through counsel selected by the Association. The School District agrees to give the Association immediate notice of any legal action brought against it and cooperate fully with the Association, any obligation of the Association to provide a defense under this Article will cease.

7. Indemnification

The Association shall indemnify and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of, or by reason of, action taken or not taken by the Board for the purpose of this Article.

ARTICLE XVI
MISCELLANEOUS

1. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee or the District such rights as either may have under the Public School Code of 1949 as amended or the Public Employee Relations Act, Act 195, or other applicable laws and regulations.

2. Separability Clause

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 and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

3. Copies of this Agreement

The cost of providing copies of this Agreement shall be shared equally by the Board and the Association. The Agreement shall be presented to all employees now employed and hereafter employed.

4. Notice

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

Association to Board

If by Association, to Board at:

8353 University Boulevard
Moon Township, PA 15108

Board to Association

If by Board, to Association at:

Pennsylvania State Education Association
10 South 19th Street
Pittsburgh, PA 15203-1878

5. Personal Data Notification

All employees shall furnish to the Board in writing a telephone number and an address where they may be reached. Notices or communications to such number or address shall satisfy all requirements for notice under this Agreement.

6. Zipper Clause

It is the intend and purpose of the parties to this Agreement that is set forth in its express terms, all agreements of the parties covering rates of pay, wages, hours of work, and other working conditions for the employees covered by this Agreement.

7. Request for Information

The Board shall make available to the Association upon reasonable request such information as is legally required for negotiations or for the enforcement of this Agreement. The Board shall not be required to originate or compile the information but may provide the information in the form in which it is readily available.

8. School Facilities

The Association and its representatives may have the right to use school buildings for meetings, provided the use of such facilities does not conflict with school activities or other scheduled activities. Before using said facilities, the Association shall make proper application through the building principal and have the approval of the Superintendent. Such approval shall not unreasonably be withheld.

9. Bulletin Boards

The District will provide space on one presently existing bulletin board in each building for the posting of official Association notices. All notices shall be signed by the Association President with the date to be posted and the date to be removed. (The parties will designate an area for the new buildings).

10. Information

During the course of the school year, the Board shall provide the Association with a copy of the Board's tentative agenda when it becomes available prior to the regularly scheduled Board meetings. Minutes of the meeting will be provided after their approval.

11. Work Schedule

All employees shall have a regular starting and quitting time. Employees will be notified of any permanent changes in their work schedule, except for overtime situations, at least one week prior to the effective date.

12. Meetings and Hearings

Whenever any employee is mutually scheduled to participate during working hours in grievance procedures, conferences, or meetings, he/she shall suffer no loss of compensation.

13. Required Medical Exams

Any physical examination or health test required by the School District for the continued employment of its employees will be provided by the School District with the selection of the physician being mutually decided by the employee and the employer. If no agreement is reached, a doctor from the Workers' Compensation list will be selected by the employee.

14. Employee Liability

District shall continue to provide General Liability Insurance coverage for employees in the Bargaining Unit. In accordance with the Pennsylvania Tort Claims Act, 42 Pa.C.S. 8541 et. Seq., employees who, during the course of performing their assigned duties, are named as a defendant in any action involving injury to another person shall be entitled to any legal defense paid for by the District, if so requested by the employee, and to be indemnified for any damage assessed against the employee as a result of said legal action, except as may otherwise be provided under the Act.

15. Cafeteria Volunteer Work

Cafeteria personnel shall not be required but may volunteer to work any dinners which are not school related.

16. Subcontracting

Subcontracting bargaining unit services shall be permitted if such services do not result in the termination by direct replacement of any employee, reduction of any employee's regular work hours or the elimination of any employee's retirement benefits. Employee means a bargaining unit member who is actually on the payroll, other than a substitute.

17. Limitation of Responsibility

No employee shall be required to assume professional responsibilities. The provision includes, but is not limited to, health care or nursing duties.

Health Assistants will not be required to perform tasks which exceed their training.

18. Involuntary Transfers

No employee shall be involuntarily transferred without a conference with a MAESPA representative present.

19. Parent Volunteers

The participation of parent volunteers with Act 34 Clearance in the schools is encouraged so long as the use of volunteers does not result in the termination by direct replacement of any employee, reduction of any employee's regular work hours, or the elimination of any employee's retirement benefits. The term "Employee" means a bargaining unit member who is actually on the payroll, other than a substitute. The participation of volunteers shall be consistent with the provisions of this Agreement. Supervision of volunteers shall be by the building principal. Any problems arising from the use of volunteers will be directed to the principal.

20. Liaison Committee

The Association shall be entitled to one (1) representative per building to serve on the Moon Education Association Liaison Committee subject to approval by the MEA and the MAESPA on a building by building basis.

21. In-Service Training

Any employee who desires to take training specifically for their position shall be given the opportunity to do so without loss of pay. Any employee seeking such training shall put his/her request in writing, along with a description of the program, hours, content, and cost to the administration. No reasonable request shall be denied. Such training could include CPR, special training for dealing with exceptional children, etc. The District will continue to provide twenty (20) hours of training in accordance with Chapter 14.

ARTICLE XVII
JOB DESCRIPTIONS

Job descriptions may be updated after Administration determines a need and after meeting and discussing with MAESPA representatives the proposed modifications. Revisions of a current job description, except for revisions related to compensation and hours of work, will not constitute the creation of a new position. If a job description is revised so as to require additional skills or responsibilities and the job is currently occupied, the District will provide such training as may be required. The employee shall attend any and all training as required by the District and shall be paid in accordance with the Fair Labor Standards Act. Every attempt shall be made to schedule training during the regular work day/ work week. The employee will be given a minimum of one week prior notice of the date, time, and location of the training. In the event the employee is unable to attend the scheduled training because of prior existing personal commitments, the employee shall notify the Superintendent or designee by 3:00 p.m. of the next business day immediately following the day on which notice was received and supply such information as necessary to explain the reason for the employee's unavailability. The Superintendent or designee will reschedule the training unless it is established that no reason exists for the employee not to attend the training.

ARTICLE XVIII
MOON AREA SCHOOL DISTRICT TESTING GUIDELINES

The District will meet and discuss with MAESPA any new or revised performance testing to be utilized by the District prior to its implementation.

ARTICLE XIX
PERFORMANCE IMPROVEMENT PLAN

1. Scope

It is the School District's obligation to provide all employees with service, counseling, support and development where performance is marginal or unsatisfactory, in order to assist the employee to meet job requirements and to prevent the need for disciplinary action or termination of such employees from the school district.

2. Philosophy

The School District is interested in providing each employee with the direction, development and counseling necessary to assure a productive and rewarding career. The School District's employee evaluation program is the primary method for providing guidance and feedback to employees on their performance and skill development. In cases where employee performance is substandard (i.e., below established expectations) on a sustained basis (i.e., several months), additional counseling and direction may be necessary beyond that provided by the employee evaluation program. This plan outlines the steps that should be taken to provide this direction and counseling.

3. Definition of Unsatisfactory Performance

Performance may be unsatisfactory in a number of areas, including but not restricted to:

- a. Work output (quality or quantity) is not meeting the requirements of the job.
- b. Work is consistently untimely.
- d. The employee is not meeting generally accepted standards of employment (e.g., excessive absenteeism or tardiness).
- e. Inability to maintain satisfactory working relationships with others.

Employees whose performance is unsatisfactory, on a sustained basis, in any of the above categories, should be provided the following steps of counseling:

Step 1

At the first sign of sustained unsatisfactory performance, the administrator should:

- a. Meet with the employee for a formal discussion of performance.
- b. Clarify expectations which are not being met.
- c. Discuss specific performance problems.
- d. List specific expectations for improvement.
- e. Provide the employee with a dated written summary of the discussion, including a statement describing the performance problems and a list of specific expectations for improvement.
- f. Closely monitor the employee's performance for a period of at least one month following the discussion.

Step 2

If improvement has occurred, the administrator should provide feedback to the employee on the improved work performance.

If improvement has not taken place:

- a. The employee should be placed on a formal performance improvement plan for a period of one (1) month. This plan should be documented in writing and signed by the administrator and the employee. A copy should be sent to the personnel office.

- b. The administrator should again specify improvements which must be made during this time frame and suggest development actions to assist the employee in making the improvements.
- c. The administrator should specify future disciplinary action to be taken if improvement is not made during the improvement plan period.
- d. The administrator should monitor performance closely during the improvement plan period. It is also critical that the administrator provide frequent guidance and counsel to assist the employee in making the desired improvements.
- e. At the end of the improvement plan period, the administrator should formally review performance with the employee.

If the performance has improved, the employee should be taken off the formal improvement plan and reminded that improved performance is now expected to continue. If performance has not improved or it regresses at a later date, appropriate disciplinary action will be taken. Documentation of unsatisfactory performance will remain in the employee's personnel file for three years. At the end of three years, the documentation shall be destroyed if the employee's performance has been fully satisfactory during the interim period.

4. Objective

The major objective of this policy is to improve marginal or unsatisfactory employee performance and to prevent further deterioration of the employee's work performance. A second important objective is to make certain that when an employee's continued employment is under question, the employee will be provided support, assistance and guidance from the school district before disciplinary action becomes necessary.

ARTICLE XX REVIEW OF UNPAID LEAVE REQUESTS

1. In the event an employee has exhausted all personal days, floating holidays and vacation days (when applicable), an employee may request additional days of leave without pay for only the following reasons:
 - a. Emergencies
 - b. Physician-directed activities
 - c. Special events, in instances where the employee has not been granted unpaid days in the prior two (2) contract years, and has not therefore demonstrated a recurring pattern of absences.
2. Each such request will be reviewed by the employee's immediate supervisor, the Central Administrator in charge of Personnel and the Superintendent or the Superintendent's designee.

3. All other requests for unpaid leave will be subject to the following limitations:
 - a. No employee shall be granted more than five (5) days in any contract year.
 - b. No more than one (1) employee in each work location (building/classification) will be granted unpaid leave for the same days. Conflicts shall be resolved by seniority.
4. All requests, when possible should be submitted at least five (5) days prior to the requested unpaid day using the Absence from Duty report form.

ARTICLE XXI
DURATION AND TERMINATION

This Agreement shall be effective as of July 1, 2011, and shall continue in effect until June 30, 2016. This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated, unless mutually extended by the parties in writing.

Both parties agree to implement the provision of this Agreement for the full life thereof and as a condition of the various provisions of this Agreement, the Association and the employees agree that they shall not authorize, instigate, or engage in a strike or work stoppage during the term of this Agreement, and the Board and the Administration agree that they will not authorize, instigate or engage in a lockout during the term of this Agreement.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Vice president, and the Board has caused this Agreement to be signed by its President, attested to by its Secretary and its Corporate Seal to be placed thereon, all on the day and the year first above written.

MOON AREA EDUCATION
SUPPORT PROFESSIONALS
ESPA/PSEA/NEA

By: Karen L. Neptune
President
By: Dennis P. Blodier
By: Blair E. Hess
By: Judie Tambullini
By: Jerry J. [Signature]
By: Mark K. Kainall
By: Margaret G. Blavin

MOON AREA SCHOOL
DISTRICT BOARD OF
EDUCATION

By: Mark E. Sepp
President
By: Lisa A. Ublewicz
Secretary

Ratified by MAESPA:

Ratified by Board of Education:

Job Categories, Classifications and Rate Schedule

MAINTENANCE CATEGORY

Tech	Technicians, Air conditioning/refrigeration, electrician, plumber
Class I	General Maintenance
Class II	Groundskeeper, general maintenance/welding, carpentry, and/or painter
Class III	General Maintenance-Vehicles and courier (food/mail)

CUSTODIAL CATEGORY

Class I	Head Custodian-Elementary
Class II	Head Custodian-Secondary and Elementary (475+ students/at least 67,000 sq. ft. and no third shift custodian)
Class III	Custodian & Athletic Custodian

ADMINISTRATIVE ASSISTANT CATEGORY

Class I	Administrative Assistant/Bookkeeper
Class II	(Vacant)
Class III	Administrative Assistant for Transportation
Class IV	Administrative Assistant – Senior High Principal (260 day) Administrative Assistant – Middle School Principal (260 day) Administrative Assistant for Special Education (260 day) Administrative Assistant – Elementary Principal (200 day)

CLERICAL CATEGORY

Class I	260 day employees Associate Secretary/Bookkeeper, Asst. Bookkeeper, Guidance Secretary, and Switchboard/Receptionist/Secretary
Class II	200 day employees Secretary – Sr. High Assistant Principal
Class III	Clerks- Attendance Office Clerk, Main Office Middle School Clerk, Special Education Clerk and Athletic Clerk
Class IV	Clerk/Fiscal and School Services
Class V	Child Acct. Registrar

ASSISTANTS CATEGORY

Class I	Health Assistants
Class II	Special Education, Reading and Transition Services Assistant
Class III	Library, Teacher/Playground Assistants and Van/Bus Monitors
Class IV	Nurses Assistants/Transition Facilitator

CAFETERIA CATEGORY

Class I	Head Kitchen and Baker
Class II	Kitchen Personnel: Cooks, Salad Bar, and Satellite Workers
Class III	Dishwasher/Server

**APPENDIX A
COMPENSATION**

A. MAINTENANCE

Technicians

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$18.95	\$19.46	\$19.84	\$20.50	\$21.21
2	\$20.03	\$20.57	\$20.97	\$21.66	\$22.41
3	\$21.11	\$21.67	\$22.10	\$22.83	\$23.62
4	\$22.19	\$22.78	\$23.23	\$24.00	\$24.83
5	\$23.27	\$23.89	\$24.36	\$25.16	\$26.03
6	\$24.35	\$25.00	\$25.49	\$26.33	\$27.24
7	\$25.43	\$26.10	\$26.61	\$27.50	\$28.45
8	\$26.51	\$27.21	\$27.74	\$28.66	\$29.65
9	\$27.58	\$28.32	\$28.87	\$29.83	\$30.86
10	\$28.66	\$29.43	\$30.00	\$31.00	\$32.07
11	\$29.74	\$30.53	\$31.13	\$32.16	\$33.27
12	\$30.82	\$31.64	\$32.26	\$33.33	\$34.48

Class I

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$17.76	\$18.23	\$18.59	\$19.21	\$19.88
2	\$18.77	\$19.27	\$19.65	\$20.31	\$21.01
3	\$19.78	\$20.31	\$20.71	\$21.40	\$22.14
4	\$20.79	\$21.35	\$21.77	\$22.49	\$23.27
5	\$21.80	\$22.39	\$22.82	\$23.59	\$24.40
6	\$22.82	\$23.42	\$23.88	\$24.68	\$25.53
7	\$23.83	\$24.46	\$24.94	\$25.77	\$26.66
8	\$24.84	\$25.50	\$26.00	\$26.87	\$27.80
9	\$25.85	\$26.54	\$27.06	\$27.96	\$28.93
10	\$26.86	\$27.57	\$28.11	\$29.05	\$30.06
11	\$27.87	\$28.61	\$29.17	\$30.15	\$31.19
12	\$28.88	\$29.65	\$30.23	\$31.24	\$32.32

Class II

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$16.27	\$16.70	\$17.03	\$17.60	\$18.20
2	\$17.20	\$17.65	\$18.00	\$18.60	\$19.24
3	\$18.13	\$18.60	\$18.97	\$19.60	\$20.28
4	\$19.05	\$19.56	\$19.94	\$20.60	\$21.31
5	\$19.98	\$20.51	\$20.91	\$21.60	\$22.35
6	\$20.90	\$21.46	\$21.88	\$22.60	\$23.38
7	\$21.83	\$22.41	\$22.84	\$23.60	\$24.42
8	\$22.76	\$23.36	\$23.81	\$24.60	\$25.46
9	\$23.68	\$24.31	\$24.78	\$25.61	\$26.49
10	\$24.61	\$25.26	\$25.75	\$26.61	\$27.53

11	\$25.53	\$26.21	\$26.72	\$27.61	\$28.56
12	\$26.46	\$27.16	\$27.69	\$28.61	\$29.60

Class III

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$13.86	\$14.23	\$14.51	\$14.99	\$15.51
2	\$14.65	\$15.04	\$15.33	\$15.85	\$16.39
3	\$15.44	\$15.85	\$16.16	\$16.70	\$17.28
4	\$16.23	\$16.66	\$16.98	\$17.55	\$18.16
5	\$17.02	\$17.47	\$17.81	\$18.41	\$19.04
6	\$17.81	\$18.28	\$18.64	\$19.26	\$19.92
7	\$18.60	\$19.09	\$19.46	\$20.11	\$20.81
8	\$19.38	\$19.90	\$20.29	\$20.97	\$21.69
9	\$20.17	\$20.71	\$21.11	\$21.82	\$22.57
10	\$20.96	\$21.52	\$21.94	\$22.67	\$23.45
11	\$21.75	\$22.33	\$22.76	\$23.53	\$24.34
12	\$22.54	\$23.14	\$23.59	\$24.38	\$25.22

B. CUSTODIAL**Class I-Elem**

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$13.69	\$14.05	\$14.33	\$14.81	\$15.32
2	\$14.47	\$14.85	\$15.15	\$15.65	\$16.19
3	\$15.25	\$15.65	\$15.96	\$16.49	\$17.06
4	\$16.03	\$16.45	\$16.78	\$17.34	\$17.94
5	\$16.81	\$17.25	\$17.59	\$18.18	\$18.81
6	\$17.59	\$18.05	\$18.41	\$19.02	\$19.68
7	\$18.36	\$18.85	\$19.22	\$19.87	\$20.55
8	\$19.14	\$19.65	\$20.04	\$20.71	\$21.42
9	\$19.92	\$20.45	\$20.85	\$21.55	\$22.29
10	\$20.70	\$21.25	\$21.67	\$22.39	\$23.17
11	\$21.48	\$22.05	\$22.48	\$23.24	\$24.04
12	\$22.26	\$22.85	\$23.30	\$24.08	\$24.91

Class II-Sec

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$14.54	\$14.93	\$15.22	\$15.72	\$16.26
2	\$15.37	\$15.78	\$16.08	\$16.61	\$17.19
3	\$16.19	\$16.62	\$16.95	\$17.51	\$18.11
4	\$17.02	\$17.47	\$17.81	\$18.40	\$19.04
5	\$17.85	\$18.32	\$18.68	\$19.30	\$19.96
6	\$18.68	\$19.17	\$19.54	\$20.19	\$20.89
7	\$19.50	\$20.02	\$20.41	\$21.09	\$21.81
8	\$20.33	\$20.87	\$21.28	\$21.98	\$22.74
9	\$21.16	\$21.72	\$22.14	\$22.88	\$23.66
10	\$21.99	\$22.57	\$23.01	\$23.77	\$24.59
11	\$22.81	\$23.42	\$23.87	\$24.67	\$25.51
12	\$23.64	\$24.27	\$24.74	\$25.56	\$26.44

Class III

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$12.37	\$12.69	\$12.94	\$13.37	\$13.83
2	\$13.07	\$13.42	\$13.68	\$14.13	\$14.62
3	\$13.78	\$14.14	\$14.41	\$14.89	\$15.41
4	\$14.48	\$14.86	\$15.15	\$15.65	\$16.19
5	\$15.18	\$15.58	\$15.89	\$16.41	\$16.98
6	\$15.89	\$16.31	\$16.62	\$17.17	\$17.77
7	\$16.59	\$17.03	\$17.36	\$17.94	\$18.55
8	\$17.29	\$17.75	\$18.09	\$18.70	\$19.34
9	\$18.00	\$18.47	\$18.83	\$19.46	\$20.13
10	\$18.70	\$19.20	\$19.57	\$20.22	\$20.92
11	\$19.41	\$19.92	\$20.30	\$20.98	\$21.70
12	\$20.11	\$20.64	\$21.04	\$21.74	\$22.49

C. Administrative Assistant

Class I-Administrative Assistant/ Bookkeeper

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$14.94	\$15.33	\$15.63	\$16.16	\$16.72
2	\$15.79	\$16.20	\$16.52	\$17.08	\$17.67
3	\$16.64	\$17.08	\$17.41	\$17.99	\$18.62
4	\$17.49	\$17.95	\$18.30	\$18.91	\$19.57
5	\$18.34	\$18.82	\$19.19	\$19.83	\$20.52
6	\$19.19	\$19.69	\$20.08	\$20.75	\$21.47
7	\$20.04	\$20.57	\$20.97	\$21.67	\$22.42
8	\$20.89	\$21.44	\$21.86	\$22.59	\$23.37
9	\$21.74	\$22.31	\$22.75	\$23.51	\$24.33
10	\$22.59	\$23.18	\$23.64	\$24.43	\$25.28
11	\$23.44	\$24.06	\$24.53	\$25.35	\$26.23
12	\$24.29	\$24.93	\$25.42	\$26.27	\$27.18

Class II-Vacant

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$14.32	\$14.70	\$14.99	\$15.49	\$16.02
2	\$15.13	\$15.54	\$15.84	\$16.37	\$16.93
3	\$15.95	\$16.37	\$16.69	\$17.25	\$17.84
4	\$16.76	\$17.21	\$17.55	\$18.13	\$18.76
5	\$17.58	\$18.04	\$18.40	\$19.01	\$19.67
6	\$18.39	\$18.88	\$19.25	\$19.89	\$20.58
7	\$19.21	\$19.72	\$20.11	\$20.77	\$21.49
8	\$20.02	\$20.55	\$20.96	\$21.65	\$22.40
9	\$20.84	\$21.39	\$21.81	\$22.54	\$23.31
10	\$21.65	\$22.23	\$22.66	\$23.42	\$24.23
11	\$22.47	\$23.06	\$23.52	\$24.30	\$25.14
12	\$23.28	\$23.90	\$24.37	\$25.18	\$26.05

Class III-Administrative Assistant for Transportation

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$13.70	\$14.07	\$14.34	\$14.82	\$15.33
2	\$14.48	\$14.87	\$15.16	\$15.67	\$16.20
3	\$15.26	\$15.67	\$15.97	\$16.51	\$17.08
4	\$16.04	\$16.47	\$16.79	\$17.35	\$17.95
5	\$16.82	\$17.27	\$17.61	\$18.20	\$18.82
6	\$17.60	\$18.07	\$18.42	\$19.04	\$19.69
7	\$18.38	\$18.87	\$19.24	\$19.88	\$20.57
8	\$19.16	\$19.67	\$20.06	\$20.73	\$21.44
9	\$19.94	\$20.47	\$20.87	\$21.57	\$22.31
10	\$20.72	\$21.27	\$21.69	\$22.41	\$23.18
11	\$21.50	\$22.07	\$22.50	\$23.26	\$24.06

12 \$22.28 \$22.87 \$23.32 \$24.10 \$24.93

Class IV- Administrative Asst. (to Principal/Spec Ed) 260/200 Day

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$13.33	\$13.68	\$13.94	\$14.40	\$14.90
2	\$14.09	\$14.46	\$14.74	\$15.22	\$15.75
3	\$14.84	\$15.23	\$15.53	\$16.04	\$16.60
4	\$15.60	\$16.01	\$16.32	\$16.86	\$17.45
5	\$16.36	\$16.79	\$17.12	\$17.68	\$18.29
6	\$17.12	\$17.57	\$17.91	\$18.50	\$19.14
7	\$17.88	\$18.35	\$18.70	\$19.32	\$19.99
8	\$18.64	\$19.13	\$19.50	\$20.14	\$20.84
9	\$19.39	\$19.90	\$20.29	\$20.96	\$21.69
10	\$20.15	\$20.68	\$21.08	\$21.78	\$22.53
11	\$20.91	\$21.46	\$21.88	\$22.60	\$23.38
12	\$21.67	\$22.24	\$22.67	\$23.42	\$24.23

D. CLERICAL

Class I - 260 Day Employees

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$13.33	\$13.68	\$13.94	\$14.40	\$14.90
2	\$14.09	\$14.46	\$14.74	\$15.22	\$15.75
3	\$14.84	\$15.23	\$15.53	\$16.04	\$16.60
4	\$15.60	\$16.01	\$16.32	\$16.86	\$17.45
5	\$16.36	\$16.79	\$17.12	\$17.68	\$18.29
6	\$17.12	\$17.57	\$17.91	\$18.50	\$19.14
7	\$17.88	\$18.35	\$18.70	\$19.32	\$19.99
8	\$18.64	\$19.13	\$19.50	\$20.14	\$20.84
9	\$19.39	\$19.90	\$20.29	\$20.96	\$21.69
10	\$20.15	\$20.68	\$21.08	\$21.78	\$22.53
11	\$20.91	\$21.46	\$21.88	\$22.60	\$23.38
12	\$21.67	\$22.24	\$22.67	\$23.42	\$24.23

Class II- 200 Day Employees

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$13.33	\$13.68	\$13.94	\$14.40	\$14.90
2	\$14.09	\$14.46	\$14.74	\$15.22	\$15.75
3	\$14.84	\$15.23	\$15.53	\$16.04	\$16.60
4	\$15.60	\$16.01	\$16.32	\$16.86	\$17.45
5	\$16.36	\$16.79	\$17.12	\$17.68	\$18.29
6	\$17.12	\$17.57	\$17.91	\$18.50	\$19.14
7	\$17.88	\$18.35	\$18.70	\$19.32	\$19.99
8	\$18.64	\$19.13	\$19.50	\$20.14	\$20.84
9	\$19.39	\$19.90	\$20.29	\$20.96	\$21.69
10	\$20.15	\$20.68	\$21.08	\$21.78	\$22.53
11	\$20.91	\$21.46	\$21.88	\$22.60	\$23.38
12	\$21.67	\$22.24	\$22.67	\$23.42	\$24.23

Class III - Clerks

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$12.10	\$12.42	\$12.66	\$13.08	\$13.54
2	\$12.79	\$13.12	\$13.38	\$13.83	\$14.31
3	\$13.47	\$13.83	\$14.10	\$14.57	\$15.08
4	\$14.16	\$14.54	\$14.82	\$15.31	\$15.85
5	\$14.85	\$15.24	\$15.54	\$16.06	\$16.62
6	\$15.54	\$15.95	\$16.26	\$16.80	\$17.39
7	\$16.23	\$16.66	\$16.98	\$17.55	\$18.16
8	\$16.92	\$17.36	\$17.70	\$18.29	\$18.93
9	\$17.60	\$18.07	\$18.42	\$19.04	\$19.70
10	\$18.29	\$18.78	\$19.14	\$19.78	\$20.47
11	\$18.98	\$19.48	\$19.86	\$20.53	\$21.24
12	\$19.67	\$20.19	\$20.58	\$21.27	\$22.01

Class IV- Clerk/Fiscal and School Services

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$12.34	\$12.66	\$12.91	\$13.34	\$13.80
2	\$13.04	\$13.38	\$13.64	\$14.10	\$14.59
3	\$13.74	\$14.10	\$14.38	\$14.86	\$15.37
4	\$14.44	\$14.82	\$15.11	\$15.62	\$16.16
5	\$15.15	\$15.55	\$15.85	\$16.38	\$16.94
6	\$15.85	\$16.27	\$16.58	\$17.14	\$17.73
7	\$16.55	\$16.99	\$17.32	\$17.89	\$18.51
8	\$17.25	\$17.71	\$18.05	\$18.65	\$19.30
9	\$17.95	\$18.43	\$18.79	\$19.41	\$20.08
10	\$18.66	\$19.15	\$19.52	\$20.17	\$20.87
11	\$19.36	\$19.87	\$20.26	\$20.93	\$21.65
12	\$20.06	\$20.59	\$20.99	\$21.69	\$22.44

Class V- Child Acct. Registrar

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$13.33	\$13.68	\$13.94	\$14.40	\$14.90
2	\$14.09	\$14.46	\$14.74	\$15.22	\$15.75
3	\$14.84	\$15.23	\$15.53	\$16.04	\$16.60
4	\$15.60	\$16.01	\$16.32	\$16.86	\$17.45
5	\$16.36	\$16.79	\$17.12	\$17.68	\$18.29
6	\$17.12	\$17.57	\$17.91	\$18.50	\$19.14
7	\$17.88	\$18.35	\$18.70	\$19.32	\$19.99
8	\$18.64	\$19.13	\$19.50	\$20.14	\$20.84
9	\$19.39	\$19.90	\$20.29	\$20.96	\$21.69
10	\$20.15	\$20.68	\$21.08	\$21.78	\$22.53
11	\$20.91	\$21.46	\$21.88	\$22.60	\$23.38
12	\$21.67	\$22.24	\$22.67	\$23.42	\$24.23

E. ASSISTANTS

Class I-Health

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$12.14	\$12.46	\$12.71	\$13.13	\$13.59
2	\$12.83	\$13.17	\$13.43	\$13.88	\$14.36
3	\$13.52	\$13.88	\$14.15	\$14.62	\$15.13
4	\$14.21	\$14.59	\$14.88	\$15.37	\$15.90
5	\$14.90	\$15.30	\$15.60	\$16.12	\$16.68
6	\$15.59	\$16.01	\$16.32	\$16.87	\$17.45
7	\$16.29	\$16.71	\$17.04	\$17.61	\$18.22
8	\$16.98	\$17.42	\$17.77	\$18.36	\$19.00
9	\$17.67	\$18.13	\$18.49	\$19.11	\$19.77
10	\$18.36	\$18.84	\$19.21	\$19.86	\$20.54
11	\$19.05	\$19.55	\$19.94	\$20.60	\$21.32
12	\$19.74	\$20.26	\$20.66	\$21.35	\$22.09

Class II Special Ed., Reading & Transition Services

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$11.27	\$11.57	\$11.80	\$12.19	\$12.61
2	\$11.91	\$12.23	\$12.47	\$12.88	\$13.33
3	\$12.55	\$12.88	\$13.14	\$13.58	\$14.05
4	\$13.19	\$13.54	\$13.81	\$14.27	\$14.77
5	\$13.83	\$14.20	\$14.48	\$14.96	\$15.49
6	\$14.47	\$14.86	\$15.15	\$15.66	\$16.20
7	\$15.11	\$15.52	\$15.82	\$16.35	\$16.92
8	\$15.76	\$16.18	\$16.49	\$17.05	\$17.64
9	\$16.40	\$16.83	\$17.17	\$17.74	\$18.36
10	\$17.04	\$17.49	\$17.84	\$18.43	\$19.07
11	\$17.68	\$18.15	\$18.51	\$19.13	\$19.79
12	\$18.32	\$18.81	\$19.18	\$19.82	\$20.51

Class III - Library, Playground & Van/Bus

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$11.02	\$11.31	\$11.53	\$11.91	\$12.32
2	\$11.65	\$11.95	\$12.19	\$12.59	\$13.03
3	\$12.28	\$12.60	\$12.84	\$13.27	\$13.73
4	\$12.90	\$13.24	\$13.50	\$13.95	\$14.43
5	\$13.53	\$13.88	\$14.16	\$14.62	\$15.13
6	\$14.16	\$14.53	\$14.81	\$15.30	\$15.83
7	\$14.78	\$15.17	\$15.47	\$15.98	\$16.53
8	\$15.41	\$15.82	\$16.13	\$16.66	\$17.23
9	\$16.04	\$16.46	\$16.78	\$17.34	\$17.94
10	\$16.67	\$17.10	\$17.44	\$18.01	\$18.64
11	\$17.29	\$17.75	\$18.09	\$18.69	\$19.34
12	\$17.92	\$18.39	\$18.75	\$19.37	\$20.04

Class IV - Nurse Asst/Transition Facilltator

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$12.85	\$13.19	\$13.45	\$13.90	\$14.38
2	\$13.59	\$13.94	\$14.22	\$14.69	\$15.20
3	\$14.32	\$14.69	\$14.98	\$15.48	\$16.02
4	\$15.05	\$15.44	\$15.75	\$16.27	\$16.83
5	\$15.78	\$16.19	\$16.51	\$17.06	\$17.65
6	\$16.51	\$16.95	\$17.28	\$17.85	\$18.47
7	\$17.24	\$17.70	\$18.04	\$18.65	\$19.29
8	\$17.97	\$18.45	\$18.81	\$19.44	\$20.11
9	\$18.71	\$19.20	\$19.57	\$20.23	\$20.93
10	\$19.44	\$19.95	\$20.34	\$21.02	\$21.74
11	\$20.17	\$20.70	\$21.10	\$21.81	\$22.56
12	\$20.90	\$21.45	\$21.87	\$22.60	\$23.38

F. CAFETERIA

Class I - Head Kitchen & Baker

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$12.08	\$12.40	\$12.64	\$13.06	\$13.52
2	\$12.48	\$12.81	\$13.06	\$13.49	\$13.96
3	\$12.89	\$13.23	\$13.49	\$13.94	\$14.42
4	\$13.30	\$13.65	\$13.92	\$14.38	\$14.88
5	\$13.70	\$14.06	\$14.34	\$14.81	\$15.33
6	\$14.12	\$14.49	\$14.78	\$15.27	\$15.80
7	\$14.52	\$14.90	\$15.20	\$15.70	\$16.25
8	\$14.95	\$15.35	\$15.65	\$16.16	\$16.73
9	\$15.35	\$15.76	\$16.06	\$16.60	\$17.18
10	\$15.76	\$16.18	\$16.49	\$17.04	\$17.63
11	\$16.18	\$16.61	\$16.93	\$17.49	\$18.10
12	\$16.99	\$17.44	\$17.78	\$18.37	\$19.01

Class II - Kitchen Personnel: Cooks, Salad Bar & Satellite Workers

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$11.04	\$11.33	\$11.55	\$11.94	\$12.35
2	\$11.42	\$11.72	\$11.95	\$12.35	\$12.77
3	\$11.79	\$12.10	\$12.34	\$12.75	\$13.19
4	\$12.16	\$12.48	\$12.72	\$13.15	\$13.60
5	\$12.53	\$12.86	\$13.11	\$13.55	\$14.01
6	\$12.91	\$13.25	\$13.51	\$13.96	\$14.44
7	\$13.29	\$13.64	\$13.91	\$14.37	\$14.86
8	\$13.66	\$14.02	\$14.29	\$14.77	\$15.28
9	\$14.03	\$14.40	\$14.68	\$15.17	\$15.69
10	\$14.42	\$14.80	\$15.09	\$15.59	\$16.13
11	\$14.79	\$15.18	\$15.48	\$15.99	\$16.54
12	\$15.53	\$15.94	\$16.25	\$16.79	\$17.37

Class III - Dishwasher/Server

Step	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>
1	\$10.18	\$10.45	\$10.66	\$11.01	\$11.40
2	\$10.54	\$10.82	\$11.03	\$11.40	\$11.80
3	\$10.88	\$11.17	\$11.39	\$11.77	\$12.18
4	\$11.22	\$11.52	\$11.75	\$12.14	\$12.56
5	\$11.57	\$11.88	\$12.11	\$12.52	\$12.95
6	\$11.91	\$12.23	\$12.47	\$12.88	\$13.33
7	\$12.24	\$12.57	\$12.81	\$13.24	\$13.70
8	\$12.60	\$12.93	\$13.19	\$13.63	\$14.11
9	\$12.95	\$13.29	\$13.56	\$14.01	\$14.50
10	\$13.29	\$13.64	\$13.91	\$14.38	\$14.88
11	\$13.64	\$14.00	\$14.28	\$14.76	\$15.27
12	\$14.31	\$14.69	\$14.98	\$15.48	\$16.02