



COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CARLISLE AREA EDUCATION ASSOCIATION

An Affiliate of the Pennsylvania State  
Education Association and the National  
Education Association

AND

CARLISLE AREA SCHOOL DISTRICT

August 16, 2020

August 15, 2024

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## BARGAINING AGREEMENT

This Agreement entered into this 2nd day of January 2020 between the *Carlisle Area School District*, party of the first part hereinafter called the "*Employer*",

AND

*The Carlisle Area Education Association*, party of the second part, hereinafter called the "*Bargaining Agent*".

WITNESSETH:

### ARTICLE 1: BARGAINING AGENT

#### SECTION A – RECOGNITION

The Carlisle Area Education Association hereinafter called "*The Bargaining Agent*", is hereby recognized by the Carlisle Area School District, hereinafter called the "*Employer*," as the Bargaining Agent for wages, hours, and other terms or conditions of employment for the employees properly included in the bargaining unit as certified by the Pennsylvania Labor Relations Board, June 23, 1971, in case no. PERA- R- 272- C, under the conditions of Pennsylvania Law (Act 195) providing for collective bargaining for public employees.

#### SECTION B -TERM OF AGREEMENT

The term of this Agreement shall be August 16, 2020 through August 15, 2024. The two parties may hereinafter extend the term of this Agreement, until such later date evidenced by an amendment to this Agreement, to which amendment both parties shall signify their approval by affixing their signatures thereto.

### ARTICLE II: GENERAL PROVISIONS

#### SECTION A- WAGES AND SALARY PROVISIONS

1. The parties agree that wages and salaries affected by this Agreement are accurately reflected in Article III made part of this Agreement. Employees will advance on the salary schedules according to the Step Placement Chart, as specified in Article III, Section A- Salary Schedules.

2. Wages earned by members of the bargaining unit shall be paid in 26 installments and shall be paid approximately every two weeks by direct deposit and paperless payroll. Upon request submitted in writing and received in the business office on or before the first payroll of the school year, an employee may receive a final lump sum payment in the month of June for all remaining payments due for the 12-month payment period.

3. The Employer shall make available to the Association for use as the Association may determine, two (2) payroll deduction "slots" for voluntary payroll deductions. (One of these payroll deduction "slots" shall be used for the deduction of the dues established by the Association, as provided in Article VII, Section A.)

#### **SECTION B- GRIEVANCE PROCEDURE**

The parties agree that grievances shall be resolved in accordance with the grievance procedure described in Article VI, attached hereto, and made part of this Agreement.

#### **SECTION C- MANAGEMENT RIGHTS CLAUSE**

The Employer on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of Pennsylvania and of the United States.

#### **SECTION D- NO STRIKE- NO LOCKOUT PROVISIONS**

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

#### **SECTION E- OTHER EMPLOYEE BENEFITS**

The parties agree that other employee benefits to be provided under this Agreement are those set forth in Article IV, attached hereto and made a part of this Agreement.

#### **SECTION F- HOURS OF WORK AND OTHER CONDITIONS OF EMPLOYMENT**

The parties agree that hours of work and other conditions of employment to be effected by this Agreement are those set forth in Article V, attached to this Agreement.

#### **SECTION G -ASSOCIATION BENEFITS**

The parties agree that the Association shall have the benefits reflected in Article VII attached hereto and made part of this Agreement.

**SECTION H -UNPROFESSIONAL CONDUCT**

In no event will any member of the bargaining unit, professional staff, administration or Employer propagandize or otherwise attempt to influence students of the district as to any matter relating to the relationship of the Association and/or any of its members with the Employer.

**SECTION I- SAVINGS CLAUSE**

In the event that any of the provisions of this Collective Bargaining Agreement shall be or become legally invalid or unenforceable, such provisions shall be deemed void as of such invalidity or unenforceability. Such invalidity or unenforceability shall not affect the remainder of the provisions of this Collective Bargaining Agreement.

**SECTION J- WAIVERS**

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

**SECTION K- MODIFICATIONS CLAUSE**

This Collective Bargaining Agreement shall not be modified in whole or in part except by an instrument, in writing, duly executed by both parties.

**SECTION L- VOLUNTARY AGREEMENT**

Both parties aver that this Agreement sets forth the terms and conditions to which each party agrees to be bound, and that such Agreement has been reached voluntarily without undue or unlawful coercion or force by either party.

**SECTION M - EFFECTIVE DATE**

This Agreement shall be effective as of August 16, 2020.

ATTEST: CARLISLE AREA SCHOOL DISTRICT  
BOARD OF DIRECTORS

BY Paula X Burdick  
President

ATTEST: CARLISLE AREA EDUCATION ASSOCIATION

BY E. Starkey  
President

ARTICLE III --SALARIES

SECTION A-- SALARY SCHEDULE STEP PLACEMENT

CARLISLE AREA SCHOOL DISTRICT  
SALARY SCHEDULE STEP PLACEMENT

2019/20	2020/21	2021/22	2022/23	2023/24
				1
		1	1	1
1	1	2	2	2
2	2	3	3	3
3	3	4	4	4
4	4	5	5	5
5	5	6	6	6
6	6	7	7	7
7	7	8	8	8
8	8	9	9	9
9	9	10	10	10
10	10	11	11	11
11	11	12	12	12
12	12	13	13	13
13	13	14	14	14
14	14	15	15	15
15	15	16	16	16
16	16	17	17	16
17	17	17	17	16

All movement on this chart is horizontal



**Carlisle Area School District**

**Salary Schedule**

**2020-21**

**No step movement**

<b>Step</b>	<b>Bachelor</b>	<b>8+24</b>	<b>Masters</b>	<b>M+20</b>	<b>M+60</b>
<b>1</b>	50,199	52,347	53,409	55,383	57,486
<b>2</b>	51,269	53,409	54,468	56,435	58,531
<b>3</b>	52,209	54,359	55,422	57,396	59,501
<b>4</b>	53,298	55,463	56,536	58,521	60,640
<b>5</b>	54,323	56,502	57,527	59,548	61,723
<b>6</b>	55,232	57,345	58,435	60,437	62,579
<b>7</b>	56,237	58,351	59,441	61,435	63,587
<b>8</b>	57,074	59,236	60,329	62,377	64,549
<b>9</b>	58,341	60,503	61,596	63,644	65,816
<b>10</b>	59,680	61,820	62,913	64,960	67,134
<b>11</b>	60,947	63,136	64,229	66,277	68,454
<b>12</b>	62,291	64,453	65,546	67,594	69,773
<b>13</b>	63,525	65,770	66,862	68,910	71,084
<b>14</b>	64,925	67,086	68,179	70,228	72,388
<b>15</b>	66,182	68,403	69,496	71,545	73,707
<b>16</b>	67,952	69,720	70,814	72,861	75,014
<b>17</b>	69,803	72,196	73,280	75,308	77,468

**Carlisle Area School District**

**Salary Schedule**

**2021-22**

**Step movement**

<b>Step</b>	<b>Bachelor</b>	<b>8+24</b>	<b>Masters</b>	<b>M+20</b>	<b>M+60</b>
<b>1</b>	51,434	53,566	54,641	56,790	59,192
<b>2</b>	52,481	54,608	55,680	57,825	60,223
<b>3</b>	53,441	55,574	56,650	58,799	61,202
<b>4</b>	54,500	56,644	57,726	59,883	62,295
<b>5</b>	55,517	57,670	58,720	60,900	63,351
<b>6</b>	56,456	58,565	59,658	61,826	64,254
<b>7</b>	57,460	59,569	60,662	62,825	65,260
<b>8</b>	58,351	60,492	61,588	63,786	66,235
<b>9</b>	59,529	61,670	62,766	64,964	67,412
<b>10</b>	60,822	62,948	64,044	66,242	68,691
<b>11</b>	62,066	64,226	65,321	67,520	69,971
<b>12</b>	63,363	65,504	66,599	68,798	71,251
<b>13</b>	64,585	66,782	67,877	70,075	72,524
<b>14</b>	65,918	68,059	69,155	71,354	73,794
<b>15</b>	67,157	69,337	70,433	72,632	75,073
<b>16</b>	68,736	70,615	71,711	73,909	76,344
<b>17</b>	70,370	72,666	73,755	75,941	78,380

Carlisle Area School District

Salary Schedule

2022-23

No step movement

<b>Step</b>	<b>Bachelor</b>	<b>B+24</b>	<b>Masters</b>	<b>M+20</b>	<b>M+60</b>
<b>1</b>	53,736	55,852	56,939	59,264	61,965
<b>2</b>	54,759	56,872	57,959	60,281	62,980
<b>3</b>	55,739	57,856	58,943	61,268	63,970
<b>4</b>	56,769	58,890	59,981	62,310	65,016
<b>5</b>	57,777	59,903	60,978	63,319	66,044
<b>6</b>	58,747	60,851	61,948	64,282	66,996
<b>7</b>	59,748	61,853	62,950	65,281	67,998
<b>8</b>	60,694	62,815	63,912	66,262	68,986
<b>9</b>	61,783	63,904	65,001	67,351	70,075
<b>10</b>	63,029	65,143	66,240	68,589	71,314
<b>11</b>	64,252	66,381	67,479	69,828	72,554
<b>12</b>	65,500	67,620	68,718	71,067	73,794
<b>13</b>	66,711	68,859	69,957	72,306	75,031
<b>14</b>	67,978	70,098	71,196	73,545	76,265
<b>15</b>	69,197	71,337	72,435	74,784	77,505
<b>16</b>	70,587	72,576	73,674	76,023	78,741
<b>17</b>	72,004	74,201	75,296	77,639	80,359

Carlisle Area School District

Salary Schedule

2023-24

Step movement

Step	Bachelor	8+24	Masters	M+20	M+60
1	56,157	58,257	59,357	61,857	64,857
2	57,157	59,257	60,357	62,857	65,857
3	58,157	60,257	61,357	63,857	66,857
4	59,157	61,257	62,357	64,857	67,857
5	60,157	62,257	63,357	65,857	68,857
6	61,157	63,257	64,357	66,857	69,857
7	62,157	64,257	65,357	67,857	70,857
8	63,157	65,257	66,357	68,857	71,857
9	64,357	66,457	67,557	70,057	73,057
10	65,557	67,657	68,757	71,257	74,257
11	66,757	68,857	69,957	72,457	75,457
12	67,957	70,057	71,157	73,657	76,657
13	69,157	71,257	72,357	74,857	77,857
14	70,357	72,457	73,557	76,057	79,057
15	71,557	73,657	74,757	77,257	80,257
16	72,757	74,857	75,957	78,457	81,457

## **SECTION B- SPECIAL WAGE AND SALARY PROVISIONS**

### **1. EXTENDED CONTRACTS**

A. Guidance counselors, distributive education teachers, speech therapists, home and school visitors, trade and industrial education instructors, and librarian may be required by the Employer to work up to ten (10) days in addition to the work year of 187 days, or for such longer period of time as may be mutually agreed upon by the Employer and employee. Such employees shall be paid a per diem rate for such additional days worked.

B. School Psychologists will work 197 days per school year (contract year 191 days). School Psychologists will be compensated per diem for the additional six (6) work days. The work year will be mutually agreed upon by the School Psychologists and their direct supervisor. School Psychologists will not be required to complete Staff Development training as per Section A. Work Year -Item #2 of the Collective Bargaining Agreement.

C. Employees required to work days in excess of the work year shall not have the additional days so scheduled as to be denied at least two consecutive weeks of uninterrupted vacation.

### **2. CAREER AND TECHNICAL EDUCATORS**

A. For salary scale purposes, 6 years trade experience shall be equivalent to a B.S. Any years of trade experience from 6 to 10 years will count as one-year trade experience for one year of teaching experience and will place the teacher on the appropriate step on the Bachelor's scale.

B. Teaching experience outside the school system shall count as one year for one year, until a maximum on the salary schedule is reached. All college credits obtained will be included to place the person on the appropriate step and column on the salary schedule to a maximum of Bachelor's plus 24. For any credits required for certification beyond 24, the person shall be paid the total tuition cost of the course.

### **3. SPECIAL EDUCATION TEACHERS**

Special education teachers K-12 shall be reimbursed \$600 annually to compensate them for drafting and administering the implementation of the Individual Education Plan (IEP) for students. Said compensation shall be paid \$300, payable at the start of the school year and the remaining \$300 to be payable in a lump sum upon the Employee's timely and accurate completion of the required IEP paperwork as verified by the Director of Special Education. Upon request the employee will receive one-half (1/2) district day per month for the purpose of holding IEP meetings.

#### **4. SPECIAL NURSES AND DENTAL HYGIENISTS**

Shall receive the same amount indicated for classroom teachers with equivalent degrees and credits.

#### **5. REIMBURSEMENT FOR CREDITS**

A. To be eligible for credit reimbursement professional employees must obtain approval from the Superintendent for initial enrollment in any graduate education program. Prior Superintendent approval of course reimbursement requests is not required for reimbursement of any credits where the course is part of a program enrollment approved by the Superintendent before August 16, 2015. Prior Superintendent approval of course reimbursement requests is required and final for reimbursement of any additional graduate (or undergraduate Careers and Technology staff only) credits not part of a program enrollment previously approved by the Superintendent. Approval is required whether the additional credits fall within the employee's present certification or assignment or outside the certification or assignment. Any course taken at the request or recommendation of the Superintendent shall be eligible for reimbursement. Reimbursement will not be paid for credits earned as part of short seminars, conferences, correspondence courses, cruises, or field trips without prior approval of the Superintendent.

B. Each professional employee shall continue to be paid at the rate of \$20.00 per credit for credits earned prior to September 1, 1989 that were accumulated as a permanent part of the employee's salary. These payments shall be as provided in the Collective Bargaining Agreement dated August 27, 1987. This credit reimbursement shall not be retroactive and shall cease to be increased for courses begun after September 1, 1989. For the 1989-90 school year and each school year thereafter, each employee will continue to receive each year his/her credit reimbursement amount that was earned prior to September 1, 1989. No new credit reimbursement levels will be attained by any employee after September 1, 1989, but previously earned levels will continue to be paid yearly.

C. Professional employees shall be reimbursed the total tuition cost with the amount paid not to exceed the average of the Penn State (main campus) and Shippensburg (main campus) cost per credit for each qualifying credit.

D. The professional employee shall furnish to the district satisfactory evidence of the tuition paid and successful completion of the course. Successful course completion includes a receipt of an "A" or "B" or "Pass" in a pass-fail course.

E. The district shall reimburse the employee the tuition paid within one (1) month of receipt of documentation specified above.

F. No employee will be reimbursed for more than:

- 1) Six (6) credits earned during a regular academic semester (unless the employee is on an approved leave of absence).
- 2) Eighteen (18) credits taken during any one academic year.
- 3) Fifty-four (54) credits for the duration of their employment in the Carlisle Area School District. (Courses reimbursed under prior plans, such as Section B above, are not subject to this limitation.)

G. A teacher who voluntarily leaves the district must pay back 100% of the tuition reimbursement if the departure is within one (1) school year of the course completion or 50% of the tuition reimbursement if the departure is within two (2) school years of the course completion.

#### **6. REIMBURSEMENT FOR WORKSHOPS -AFTER-SCHOOL DETENTION**

Professional employees will receive a payment of \$24.33 per hour for 2020/21-2021/22; \$25.09 for 2022/23 - 2023/24 during the school year for attendance and participation in each workshop planned and sponsored by the school district during after-school hours on Saturdays or after 3 p.m. for secondary teachers and 3:30 p.m. for elementary teachers. The payment will also be made for detention coverage authorized by the building principal. This payment will be made after proper certification by the Superintendent.

#### **7. HOURLY RATES- HOMEBOUND, SUMMER SCHOOL, TEACHER SUBSTITUTION**

- A. Homebound instructors will be paid \$34.88 per hour for 2020/21 - 2021/22; \$35.96 for 2022/23- 2023/24 during the school year.
- B. If the Employer operates a summer school or night school all instructors shall be paid \$34.88 per hour for 2020/21- 2021/22; \$35.96 for 2022/23- 2023/24 during the school year.
- C. A teacher required to substitute involuntarily for another teacher shall be paid at the rate of \$34.88 per hour for 2020/21- 2021/22; \$35.96 for 2022/23- 2023/24 during the school year. The hourly rate shall be prorated over the actual time of the substitution. See Article V, Section K: Preparation Time.

#### **8. LONGEVITY BENEFITS**

Professional employees who have completed twenty-four (24) years of service with Carlisle Area School District shall receive an automatic bonus of \$300.00 in the first pay of June following the completion of the twenty-fourth (24th) year of service.

**9. EXTRA PAY- COACHES**

A. Coaches will be paid one half of their extra duty pay at approximately the middle of the athletic season and they will be paid in full after the close of the season upon certification by the Athletic Director that all reports and other obligations have been completed.

B. Coaches are paid pursuant to points calculated for each coaching position. The number of points for each position is determined by a process that is controlled by a document entitled "Interscholastic Athletics- Extra Pay for Coaching", which has been mutually accepted by the Bargaining Agent and the Employer.

C. The value per point shall be \$101.56 for 2020/21- 2021/22; \$104.71 for 2022/23-2023/24 school years.

**10. NEW TEACHER INDUCTION**

Support teachers who voluntarily act as mentors with first and second year teachers shall be paid \$500.00 per academic year for the life of the contract.

**11. STAFF DEVELOPMENT PRESENTERS**

Members of the bargaining unit who are staff development presenters shall be paid \$54.03 per hour for 2020/21- 2021/22; \$55.70 for 2022/23- 2023/24 for their time of actual presentation in workshops and seminars outside of the school day. They will be paid \$36.02 per hour for 2020/21 - 2021/22; \$37.13 for 2022/23 - 2023/24 for workshops during school hours.

**12. NATIONAL BOARD CERTIFICATION**

A. All bargaining unit teachers who attain "National Board Certification" status, as defined by the National Board for Professional Teaching Standards, shall be paid an additional \$3,000 annually over and above their authorized educational and step placement on the salary schedule. This payment, shall be part of salary, and shall remain in effect for as long as the member maintains the "National Board Certification" status. The \$3,000 annual stipend shall not compound with annual base salary increases but will be considered part of salary for retirement contributions and withholdings.

B. The district will provide up to 50% of the assessment fee for candidates not to exceed \$950.00 per candidate. This support is only available if the Federal or State Grants are not offered. The district will reimburse the candidates upon attainment of the National Board Certification. A teacher who voluntarily leaves the district must pay back 100% of assessment fee if the departure is within one (1) school year of the certification attainment or 50% of the assessment fee if the departure is within two (2) school years of the certification attainment.



### 13. After Hour Meetings

Employees required to attend meetings outside the contractual work day or during his/her prep time shall be compensated for the additional time at the workshop rate. This excludes required meetings outlined in other sections of the contract.

### 14. Flex Hours Program

A. Bargaining unit members will have the opportunity to accumulate flex hours to replace attending one (1) in-service day identified as May In-service day. To accumulate flex hours, you need to keep the following three (3) stipulations in mind:

1) Flex hours can be acquired for tasks or activities which are beyond the professional expectations of your position.

2) Flex hours cannot be accumulated if you are receiving compensation for the hours.

3) Flex hours must occur outside of the contracted school day. Exception is class coverage. You may defer payment in exchange for the flex hours.

B. Bargaining unit member will need to use the district form to record flex hours for the May In-service day. Pre-approval from an administrator must occur five (5) days prior to the event. The district form for Flex Hours must be submitted to your administrator ten (10) days prior to the May In-service day. Six (6) flex hours equals one (1) in-service day off. Flex hours cannot be used for anything but a full in-service day (6 hours). Forms will be available on the Intranet.

C. Only the following are acceptable flex hours:

1) Deferring payment for tutoring/homework help/CASH, class coverage, detention coverage, other building coverages that may be compensated.

2) IEP/CST/MDE meeting(s) that occur outside of school hours.

3) School events (limited) Musicals, Shakespeare Troupe, major events for the school.

Examples: 6th grade Kick-Off, Spring-Fest, School May Fair, Title I events, Graduation (row marshals) etc. The bargaining unit member must have a specific role or responsibility.

4) Science Fair/History Day or other academic competitions. The bargaining unit member must have a specific role (judging, set-up, tear down).

D. For flex hours, in lieu of payment, the bargaining unit member must immediately communicate to the building administrator that payment is being deferred. Once payment is processed, flex hours cannot be granted.

### **Section C- Extra Pay Schedule (Non-athletic)**

A. Payments for extra pay schedules will increase only twice.  
For 2020-2021 & 2021-2022: 3.2%; for 2022-2023 & 2023-2024: 3.1%.

B. Extra pay schedule payments will be made in two lump-sum payments, the first in the last paycheck of December; the second in the first paycheck of June.

Section C -- Extra Pay Schedule (Nonathletic)

Position	3.20%		3.10%
	2019/20	2020/21 & 2021/22	2022/23 & 2023/24
1. Audio-Visual Education			
A. Swartz Building	\$2,301	\$2,375	\$2449
B. McGowan Building	\$2,301	\$2,375	\$2A49
C. Academic Decathlon	\$1,769	\$1,825	\$1,882
2. School Paper (Periscope) CHS			
	\$2,551	\$2,633	\$2,715
3. Yearbook (Oracle)			
A. CHS	\$2,551	\$2,633	\$2,715
B. Middle School (2)	\$2,267	\$2,339	\$2412
C. Elementary (4) (3)	\$765	\$789	\$814
	\$1,134	\$1,170	\$1,206
4. Choir Activities			
A. CHS	\$1,701	\$1756	\$1,810
B. Singers Unlimited	\$1,701	\$1,756	\$1,810
C. Limited Edition	\$1,701	\$1,756	\$1,810
5. Band Activities			
A. CHS (inc. 40 hrs. summer band camp)	\$7,835	\$8,085	\$8,336
B. Assistant CHS	\$3,684	\$3,802	\$3,920
C. Middle School	\$3,684	\$3,802	\$3,920
D. CHS Band Front (incl. 40 hrs. summer band camp)	\$3,684	\$3,802	\$3,920
E. Middle School Band Front	\$1,097	\$1,132	\$1,167
F. Elementary	\$1458	\$1,504	\$1,551
6. Director of Auxiliary Jazz Dance Bands			
A. McGowan Building Galaxies	\$2,551	\$2,633	\$2,715
B. Swartz Building Sunrise	\$1,701	\$1,756	\$1,810
C. MS Jazz Band (1)	\$1,458	\$1,504	\$1,551

Position		2019/20	2020/21 & 2021/22	2022/23 & 2023/24
7. Director of Orchestra				
	A. CHS and MS	\$2,551	\$2,633	\$2,715
	B. Elementary	\$1458	\$1,504	\$1,551
8. Art Activities (CHS)		\$2,409	\$2,486	\$2,563
9. Science Projects Coach				
	A. CHS (2)	\$1,133	\$1,169	\$1,205
	B. Middle School (2)	\$1,133	\$1,169	\$1,205
	C. Elementary (2)	\$1,133	\$1,169	\$1,205
10. Class Advisors				
	A. Senior Class	\$2,834	\$2,925	\$3,015
	B. Junior Class	\$1,616	\$1,668	\$1,719
	C. Sophomore Class	\$1,458	\$1,504	\$1,551
	D. Freshman Class	\$1,458	\$1,504	\$1,551
11. Student Council Advisor				
	A. Swartz Building	\$1,813	\$1,871	\$1,929
	B. McGowan Building	\$1,813	\$1,871	\$1,929
	C. Middle School (2)	\$1,097	\$1,132	\$1,167
	D. Elementary	\$850	\$877	\$905
12. Dramatics -- Middle School (2)		\$850	\$877	\$905
13. Honors Banquet Coordinator		\$738	\$762	\$786
14. School Play Director (CHS)		\$1,948	\$2,010	\$2,073

Position	2019/20	2020/21 & 2021/22	2022/23 &2023/24
15. Musical - CHS			
A. Director	\$1,630	\$1,682	\$1,734
B. Art Director	\$1,630	\$1,682	\$1,734
C. Instrumental Music	\$1,630	\$1,682	\$1,734
D. Choreography	\$1,630	\$1,682	\$1,734
16. Intramural Activities (per hr.)	\$21.60	\$22.29	\$22.98
17. Cafeteria Lunch Duty			
A. CHS (4)	\$1,601	\$1,652	\$1,704
B. Middle School (4)	\$1,601	\$1,652	\$1,704
18. Team Leader-- Middle School (12)	\$2,267	\$2,339	\$2,412
19. DECA Club Advisor	\$1,205	\$1,243	\$1,282
20. Skills USA Club Advisor	\$1,205	\$1,243	\$1,282
21. National Honor Society	\$1,205	\$1,243	\$1,282
22. Vocal Music at Middle School (2)	\$1,133	\$1,169	\$1,205
23. Head Teachers/Counselors	\$1,984	\$2,047	\$2,111
24. Dean of Students	\$2,940	\$3,034	\$3,128

Position	2019/20	2020/21 & 2021 &22	2022/23& 2023/24
25. Technology Support (includes summer days for technology set up)			
A. Swartz (1)	\$2,921	\$3,014	\$3,107
B. McGowan (2)	\$2,921	\$3,014	\$3,107
C. Fowler (1)	\$2,197	\$2,267	\$2,338
D. Middle School (2)	\$2,921	\$3,014	\$3,107
E. Elementary (7)	\$2,197	\$2,267	\$2,338
26. Pandora's Box (2)	\$659	\$680	\$701
27. Quiz Bowl-- CHS	\$2,409	\$2,486	\$2,563
28. Quiz Bowl Director-Middle	\$1,106	\$1,142	\$1,177
29. Mock Trial	\$2,409	\$2,486	\$2,563
30. Shakespeare Troup Advisor	\$2,409	\$2,486	\$2,563
31. Virtual Classes			
A. Course Development	\$1,756	\$1,812	\$1,869
B. Teacher (15 students; \$205 per student from 16 to 20)	\$5,838	\$6,025	\$6,212
32. Model United Nations	\$1,133	\$1,169	\$1,205
33. Wingin It -- CHS	\$1,769	\$1,825	\$1,882

## **ARTICLE IV: EMPLOYEE BENEFITS**

### **SECTION A - LEAVE**

#### **1. BEREAVEMENT -IMMEDIATE FAMILY**

An employee absent from duty because of death of a member of the immediate family of said employee shall be entitled to five (5) school days leave with pay for such reason. Members of the immediate family shall be defined as the father, mother, brother, sister, son, daughter, husband, wife, grandchild, son-in-law, daughter-in-law or parent-in-law of said employee, or near relative of said employee who resides in the same household as said employee, or any person with whom the said employee has made his home. Any leave taken for bereavement, which is more than one (1) day, shall be taken on consecutive school days.

#### **2. BEREAVEMENT- NEAR RELATIVE**

An employee absent from duty because of the death of a near relative of said employee shall be entitled to one (1) school day of leave with pay on the day of the funeral of said near relative. Any employee attending a funeral of a near relative, which is held at a location of 150 miles or more from Carlisle, shall be entitled to two (2) days of leave with pay. A near relative shall be defined as a cousin, grandfather, grandmother, aunt, uncle, niece, nephew, sister-in-law, or brother-in-law of the employee or his/her spouse.

#### **3. PERSONAL/EMERGENCY LEAVE**

A. Each employee shall be entitled to three (3) days of personal leave each school year. Such leave shall be granted upon submission of a request through the online portal. When possible, the request for personal leave will be submitted to the building principal five (5) days prior to the exercise of such leave.

B. Personal leave may be granted on the day prior to or following:

- Labor Day
- Thanksgiving Recess
- Winter Recess
- Martin Luther King, Jr. Holiday
- Presidents' Holiday
- Spring Recess
- Memorial Day

However, only six (6) members of the bargaining unit at each Level-Elementary, Middle, & High School shall be approved for such leave for a total of eighteen (18) employees per holiday- adjacent day. Individuals requesting leave must complete a pre-approval process; forms available on the District Intranet.

C. Personal leave may not be taken during the first four (4) days of the school year or during the last three (3) student days of the school year, preceding or following any holiday not indicated in Section B. The Superintendent shall have the authority to approve extenuating circumstances at his/her sole discretion. The Superintendent's decision to approve or deny such days will be final. A personal day may be used on the last teacher in-service day if and only if the principal determines that all obligations are met.

D. Unused personal leave may be accumulated to nine (9) days. Employees may only use six (6) or more days consecutively if the employee gives at least two weeks written notice to the building principal.

E. At the end of each school year, an employee who has accumulated the maximum of nine (9) personal days shall automatically have a maximum of three (3) such personal days transferred and added to his or her sick leave days.

F. Each employee will be entitled to one (1) non-accumulative emergency leave day with pay each year. "Emergency" is defined as an event which is uncontrolled and unplanned by the employee and which requires the immediate attention of the employee. After an emergency day, the employee will send the Superintendent, or designee, an email including a description of the emergency situation for approval.

#### **4. ILLNESS AND INJURY**

A. An employee who is prevented by illness or accidental injury from following his or her occupation shall receive as pay for each day of absence the same wage payments said employee would have received had said employee actually performed his or her duties during said period, provided employee has unused sick leave.

B. Any employee who is prevented from performing his/her duties by any accidental job related injury incurred while performing his/her duty shall receive as pay for each day of absence the same wage payments said employee would have received had said employee actually performed his/her duties during the said period for a maximum of five (5) days without regard to or deduction from his/her unused sick leave provided the Employer's workmen's compensation insurance does not otherwise compensate the employee.

C. Sick leave shall be accrued at the rate of ten (10) days per school year. Any unused portion of the aforesaid ten (10) day absence period may be accumulated in the Employer's school district from year to year. Such absence time with pay as may have been accumulated in the district may be applied in any one or more subsequent school years in the event the employee is prevented by illness or accidental injury from following his/her occupation. Accumulated sick leave from other districts may be transferred into the Employer's school district, the total transferred not to exceed twenty-five (25) days.



D. If any tenured employee has exhausted all such employee's sick leave and has no sabbatical leave available and said employee is absent from work because of the illness of or injury to said employee, the Employer shall nevertheless retain such employee as an employee, without pay or other benefits, for a period of one year subsequent to the exhaustion of the employee's sick leave.

E. No employee's salary shall be paid if the accident or injury is incurred while the employee is engaged in remunerative work not associated with the school district.

F. Any employee may use, if available, up to five (5) sick days annually to assist his/her immediate family members (father, mother, sister, brother, children, spouse) when they are ill. The employee must so indicate family illness when reporting off for this reason.

#### **5. UNUSED SICK LEAVE**

A. An employee, who retires on or after attaining the age of superannuation or upon qualification for early or disability retirement, as defined by the Public School Employees' Retirement System, shall be entitled to the following payment for unused sick leave. Such payment will be the substitute teacher's daily rate. The amount of leave to be paid at retirement is 50% of sick days accrued, not to exceed a maximum of 300 accrued days.

B. All Employer paid post-employment cash benefits will be deposited as a non-elective contribution into one of the Carlisle Area School District Board approved 403(b) providers on behalf of the retired employee as soon as practical following the employment departure. There shall be no cash option.

#### **6. SICK LEAVE BANK**

A sick leave bank, the operation of which shall be jointly administered by the District and the Association and governed by the regulations attached hereto as Appendix A, Section B, shall be available for members of the bargaining unit on a voluntary basis.

#### **7. CHILD BEARING LEAVE**

Prior to commencing on unpaid child bearing leave, the employee may utilize accumulated sick leave, before or after the birth of the child, for the period of the actual disability only, as certified in writing by the employee's physician.

## **8. CHILD REARING LEAVE**

A. The employee planning for child rearing leave immediately prior to and following the birth of a child or following the adoption of a child shall notify the Superintendent in writing of such intentions at least sixty (60) days prior to the anticipated leave, except in emergency situations. The written request must include the anticipated date of return.

B. While on child rearing leave, the employee must confirm the employee's intention to resume employment on the date previously indicated by giving the Superintendent at least sixty (60) days written notice prior to the employee's scheduled return. The employee shall be employed in the position vacated or one of a like duty and responsibility for which the teacher is certified.

C. Such leaves as are granted shall expire not later than the commencement of the school year which is at least one year after the effective date of the leave. Such leave shall be without pay or other benefits, except as provided by law.

D. The employee shall receive no compensation during child rearing leave of absence.

E. When two (2) employees of the district are married to each other, just one employee shall be granted leave under this provision.

## **9. JURY DUTY**

Employees called for jury duty in a court of record or required under subpoena to give testimony before any judicial or administrative tribunal, except when the Employer is a party, shall be compensated for the difference between the wages the employee would have received and the amount received for the performance of such obligation.

## **10. SABBATICAL LEAVE**

Employees are eligible for sabbatical leave under the provisions of the Pennsylvania School Code of 1949 as amended. Decisions on sabbatical leave requests will be made by the school district by June 1<sup>st</sup> prior to the school year requested.

## **11. EMPLOYEE COMPENSATION AND BENEFITS INFORMATION STATEMENT**

By October 1 of each year, the Employer shall provide each employee with a description of compensation, benefits and accrued leave.

## **12. PROFESSIONAL LEAVE**

A. An employee shall be eligible for one day of professional leave with pay each school year with the approval of the Superintendent of schools. Professional leave days may be accumulated to three (3) days and used individually or consecutively in a single school year. A request for professional leave shall be submitted on the appropriate application provided by the school district. In determining whether or not the request shall be approved, the Superintendent shall consider the following:

1) The value of the meeting or visitation to an employee in his/her area of expertise, or the school district in general.

2) The number and timeliness of similar requests from other employees.

B. Professional leave shall be used for the following purposes:

1) Visitation to observe instructional techniques or programs.

2) Participation in professional conferences, workshops or educational programs.

C. When possible, the request for professional leave shall be submitted to the building principal at least five (5) days prior to the date of the leave.

D. A written report describing the professional leave shall be filed with the building principal within ten (10) days after such leave.

E. The District will pay the cost of any registration fees for conferences or workshops the District requires the staff to attend.

F. The District will pay the cost of any registration fees for conferences or workshops for staff who are presenting and representing the District, if requested to do so by the District.

## **SECTION B- FRINGE BENEFITS**

### **1. FRINGE BENEFITS DURING LEAVE**

Employees on unpaid leaves of absence may continue the fringe benefits enjoyed by active members of the bargaining unit by paying the cost of such benefits to the Employer, quarterly in advance.

## **2. MEDICAL, HOSPITAL, and PRESCRIPTION BENEFITS**

Should the school district change the individual medical benefits plans currently offered to both the administrative and support staff, the collective bargaining unit will have the option of selecting any new plans. If this option is exercised, notice to the district must be given in writing at least three months prior to the effective starting date of a new plan for administrative and support staff. The exercise of this option is only applicable should the bargaining unit agree to accept any new plan offered to the administrative and support staff 'in toto'. The bargaining unit shall not have the option of selecting specific programs within a plan offered to both the administration and support staff.

## **3. MEDICAL, HOSPITAL and PRESCRIPTION- PLANS**

A. When two employees of the district are married to each other the district shall provide one (1) healthcare coverage contract except under the following conditions:

1) If both employed members have dependents for whom they are legally responsible,

or

2) Where granted at the discretion of the Superintendent for extraordinary or compelling circumstances.

B. Medical Plan- All bargaining unit members shall have the right to select their medical benefits covered by the benefit plan as described below:

1) For each employee who is employed by the District for at least .5 full-time equivalent and his or her dependents, including unmarried children who are full-time students up to the age of 23, the Employer shall provide one Qualified High Deductible Healthcare Plan for the bargaining unit with the following plan design:

Note: See Appendix B for Benefits Highlights.

a) Deductible of \$2,000/\$4,000 for in network and \$4,000/\$8,000 out of network which includes medical and prescription drug benefits. The deductible is waived for preventive services.

b) Co-pay for Office visits (performed by a Family Practitioner, General Practitioner, Internist, Pediatrician, Preventive Medicine specialist, or participating Retail Clinic) \$20; co-pay for Specialist Office visit \$30, co-pay for Emergency Room \$100, co-pay for Urgent Care \$40; 20% co-insurance for out of network.

c) Inpatient (per admission) and Outpatient surgery will be covered in full after the deductible. 20% co-insurance for out of network.

- d) Total Maximum Out of Pocket (TMOOP) expense of \$2,500/\$5,000 for in and \$5,000/ \$10,000 out of network. Includes deductible, co-pays and co-insurance for medical and prescription drug benefits.
  
- e) Preventive Services to be covered in full and for which the deductible is waived are:
  - a. Pediatric Preventive Care
  - b. Adult Preventive Care
  - c. Immunizations
  - d. Mammograms (Screening-per benefit period and Diagnostic)
  - e. Gynecological Service
    - i. Screening exam and pap smear
  
- f) Other services to be covered in full after the deductible is met and 20% co-insurance for out of network are:
  - a. Acute Care Hospital Room & Board
  - b. Acute Inpatient Rehabilitation (60 days/benefit period)
  - c. Skilled Nursing Facility (100 days/benefit period)
  - d. Surgery- procedure & anesthesia
  - e. Maternity services and Newborn Care
  - f. Diagnostic Services
    - i. Radiology
    - ii. Laboratory
    - iii. Medical tests
  - g. Outpatient Surgery
  - h. Outpatient Therapy Services
    - i. Physical medicine- 25 visits/benefit period
    - ii. Occupational therapy -12 visits/benefit period
    - iii. Speech Therapy- 12 visits/benefit period
    - iv. Respiratory Therapy
    - v. Manipulation Therapy- 25 visits/benefit period
  - i. Emergency Services
  - j. Mental Health Care Services
  - k. Substance Abuse Services (rehabilitation (inpatient/outpatient))
  - l. Home Health Care Services- 90 visits/benefit period
  - m. Durable Medical Equipment (DME)
  - n. Prosthetic Appliances
  - o. Orthotic Devices

- g) Prescriptions
  - a. Deductible does not apply to preventive drugs listed on Capital's Rx Preventive Coverage List. Co-pays will apply.
  - b. Prescription Drug Tier for Retail (30 day)/Mail Service (90 days)/ Specialty (30 day)
    - i. Generic Preferred \$0/\$0/\$0
    - ii. Generic Non-Preferred \$15/\$30/\$20
    - iii. Brand Preferred \$30/\$60/\$50
    - iv. Brand Non-Preferred \$50/\$100/ \$100
  - c. Drug Tier for Contraceptives
    - i. Generic \$0/\$0
    - ii. Select Brand (no Generic equivalent) \$0/\$0
    - iii. Brand Preferred \$30/\$60
    - iv. Brand Non-Preferred \$50/\$100
  - d. Restrictive Generic Substitution Program- in addition

to the copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) unless the physician requests the brand be dispensed.

2) The District will contribute the following percentage of the employee's deductible into the employee's Health Savings Account (HSA):

a) 2020/21: 75% if the employee has completed the Wellness Program or 50% if employee has not completed the Wellness Program.

b) 2021/22: 70% if employee has completed the Wellness Program or 50% if employee has not completed the Wellness Program.

c) 2022/23: 75% if employee has completed the Wellness Program or 50% if employee has not completed the Wellness Program.

d) 2023/24: 70% if the employee has completed the Wellness Program or 50% if employee has not completed the Wellness Program.

3) Wellness Program will consist of the completion of a health screening survey and an annual physical. Reference-- Appendix C &D

4) Spousal Exclusion Clause as follows:

a) The District will make coverage for insurance benefits available to spouses of employees in limited circumstances. Spouses who work for and are eligible for medical coverage from any of the following entities will not be eligible for district provided medical insurance coverage.

- i. Federal government, Federal courts, active and retired US military personnel civilian employees of the US Department of Defense, and federal government related organizations, organizations
  - ii. Commonwealth of Pennsylvania or state related organizations.
  - iii. Pennsylvania public school districts, Pennsylvania charter and cyber charter schools, and Pennsylvania private schools,
  - iv. Pennsylvania institutions of higher education, including institutions of the Pennsylvania State System of Higher Education (PASSHE) Pennsylvania State related universities, Pennsylvania community colleges, and Pennsylvania private colleges and universities,
  - v. Pennsylvania county governments,
  - vi. Other governmental and governmental related agencies comparable to those enumerated above outside of Pennsylvania
  - vii. Spouses of a District employee not employed by the entities noted above are eligible for District medical.
- 5) During the term of this agreement, it is recognized by both parties that changes to other coverage aspects may be required by the federal and/or state governments.
- 6) An affidavit must be filed with the District for all employees who are requesting that their spouse remain on district medical coverage. See Appendix E for affidavit.

**4. FINANCIAL INCENTIVES AS PART OF MEDICAL, HOSPITAL, AND PRESCRIPTION PLANS**

A. If an employee elects to drop health benefits for all dependents, the annual incentive is \$750; to drop all health benefits, \$1,500. Cash incentives are not a part of annual salary but are added each year after the incentive amount has been determined. Employees who drop either individual, dependent or full family health benefits coverage will be allowed to re-elect district provided coverage only under the condition that a "change of status" occurred as defined below (Proof of other acceptable coverage is required.):

- 1) marriage or divorce of employee
- 2) death of the employee's spouse or dependent
- 3) birth or adoption of the employee's spouse's dependent
- 4) commencement or termination of employment of the employee's spouse
- 5) switch from full-time to part-time status by the employee's spouse
- 6) an unpaid leave of absence taken by the employee or the spouse
- 7) a significant change in the health coverage of the employee or spouse attributable to the spouse's employment.

B. Additional options- The district shall make available the following types of voluntary additional benefits:

- 1) Vision Buy Up
- 2) Universal Life- various levels, spouse and/or dependents
- 3) Disability- buy up and extended to two years
- 4) Cancer expense
- 5) Term Life- additional to Employer provided
- 6) Medical Spending Account
- 7) Dependent Care Spending Account
- 8) Tax Sheltered Annuities - 6 options, risk levels

C. The cost of participation will be the responsibility of the employee.

Cash/Financial incentives as described above, as well as annual salary, may be used as an offset to assist in the purchase of additional voluntary benefits as limited by state and federal regulations. Any cash incentive money which is not used to purchase additional benefits will be distributed in equal installments to the employee through his/her biweekly pay.

## **5. EMPLOYER CONTRIBUTIONS AS PART OF MEDICAL, HOSPITAL, and PRESCRIPTION PLANS**

A. The district will pay 92% of the cost of the coverage to which they are enrolled during the contract year (for example single, 2-person, family, etc.) for all eligible members of the bargaining unit.

B. The District shall provide a Limited Section 125 program in which employees may designate pre-tax dollars to be used for dental, vision or dependent care expenses to the extent allowable under Section 125 of the Internal Revenue Code.

C. Employee premium share increases due to claims experience is capped at a maximum 25% annually.

D. Employee premium share for all categories (Employee; Employee + child; Employee +spouse; Employee +children; Family) will be 8% for 2020/21; 2021/22, 2022/23 and 2023/24.



E. The Employer will provide a Virtual Care option for all enrolled in the Healthcare plan. The Virtual Care is available through the provider network.

- a. \$20 copay
- b. Co-pay will apply to the deductible

## **6. TERM INSURANCE**

The Employer shall provide a term life insurance policy for each employee in the amount of \$35,000.

## **7. FAMILY DENTAL CARE INSURANCE**

For each employee who is employed for at least .5 full-time equivalent and his or her dependents, including unmarried children who are full-time students up to the age of 23, the Employer shall pay 100% of the premium of the cost of coverage by Blue Cross/Blue Shield or a comparable plan of:

- A. The basic dental plan
- B. Dependent orthodontics dental care- \$1,000 per course of treatment with reimbursement of 50% of the covered charges- (covers dependents to age 19)
- C. Periodontics dental care- \$1,000 lifetime maximum, 100% co-insurance
- D. Oral surgery (100% UCR)
- E. Crown, inlay and onlay restorations (50% UCR)
- F. Prosthetics (50% UCR) with \$50.00 deductible

Note- Two members of a family both employed by the district shall be entitled to two family coverage contracts.

## **8. RETIRED EMPLOYEES**

To the extent permissible under the current plan, the retired employees of the bargaining unit shall be permitted to retain medical coverage as a member of the unit group as provided to employees of the district until age sixty-five (65) by paying their own premium and/or other cost and in accordance with regulations established by the Employer.

## **9. EXCESS COVERAGE INSURANCE**

Employer shall provide insurance coverage for each member of the bargaining unit who, as an incident of employment, is expected to use a motor vehicle in the course of employment, or who is specifically requested or authorized by a member of the administrative staff to use a personally owned motor vehicle on school business. The excess coverage shall protect the bargaining unit member against personal liability arising out of a motor vehicle accident to the limits of \$500,000 each person, \$1,000,000 each occurrence for personal injury and \$100,000 property damage, provided that such unit member has basic coverage of \$50,000 each person, \$100,000 each

occurrence for personal injury and \$10,000 each occurrence for property damage. Those who regularly use a personal automobile for school purposes shall furnish the Employer with a certificate of such insurance coverage.

#### **10. EMPLOYEE ASSISTANCE PROGRAM**

The Employer shall offer an employee assistance program (EAP) which will provide the employee the opportunity for confidential, professional assistance for personal problems affecting job performance.

#### **11. FAMILY VISION CARE INSURANCE**

For each employee who is employed for at least .5 full-time equivalent and his or her dependents, including unmarried children who are full-time students up to age 23, the Employer shall pay 100% of the premium cost of a vision care program.

#### **12. RE-ESTABLISHMENT OF HEALTHCARE COMMITTEE**

The Employee and the Association will oversee the generation of a Healthcare Committee with the purpose of assessing and analyzing the effectiveness of the District's Healthcare plan. This committee, which will consist of equal representation from both the Association and the Employer, will meet at least twice per year to ensure that the Healthcare system- to include participation with the South Central Trust, the prescription medication plan, and other elements of the plan- best meets the needs of all employees of the school district.

### **SECTION C- VOLUNTARY RETIREMENT BENEFIT**

Any eligible employee occupying a full-time position who completes the academic year (or leaves sometime during the academic year at the discretion of the Superintendent for what he/she deems to be a compelling reason) will be entitled to participate in a voluntary retirement benefit plan and receive a payment as hereinafter set forth.

1. An eligible employee is defined as a member of the bargaining unit who:
  - A. Plans to retire at the end of the school year and has delivered to the Superintendent a letter of intent to retire at the end of the current school fiscal year and has made such delivery on or before March 1<sup>st</sup> of said fiscal year; or
  - B. Plans to retire mid-year and has delivered to the Superintendent a letter of intent to retire on a specific date of retirement approved by the Superintendent has made such delivery on or before October 1<sup>st</sup>, and
  - C. Has satisfactorily completed, or will have satisfactorily completed by the end of the current fiscal year, at least fifteen (15) years of continuous full-time employment within the Carlisle Area School District or have at least twenty-five (25) years of full-time teaching experience in the Carlisle Area School District; (at the discretion of the Superintendent, the

employee may be given credit for their 15th year or 25th year as described above for incentive purposes only for what the Superintendent deems a compelling reason); and

D. Has made and filed an official and completed application for retirement benefits in the State Public Employees' Retirement System, thereby declaring a commitment not to be employed as a full-time teacher in the public schools of Pennsylvania. AND

E. Is not qualified for retirement by reason of permanent disability.

2. Eligible employees will receive the retirement incentive in the appropriate percentage of their job duties (i.e. 1.0 employees will receive 100% of the incentive;.8 employees will receive 80% of the incentive; .5 employees will receive 50% of the incentive.)

## **2. PAYMENT SCHEDULE**

A. Eligible applicants for this voluntary retirement benefit shall receive a onetime retirement benefit of \$5,500 with the understanding that the applicant has retired from full-time teaching in the public schools of Pennsylvania.

B. All Employer paid post-employment cash benefits will be deposited as a non-elective contribution into one of the Carlisle Area School District Board approved 403(b) providers on behalf of the retired employee as soon as practical following the employment departure. There shall be no cash option.

## **3. PUBLIC EMPLOYEES' RETIREMENT SYSTEM - EARLY INCENTIVE**

This provision of the contract shall be null and void in the event that the Pennsylvania Public School Employees' System provides an early retirement incentive to its membership for which an employee is eligible.

## **ARTICLE V: HOURS OF WORK AND OTHER CONDITIONS OF EMPLOYMENT SECTION**

### **A - WORK YEAR**

1. Except for employees with longer contracts as identified in Article II, Section B, all other employees shall be under contract with the Employer each school year for a period of nine and one-half (9 ½) months. While the initial contractual period shall be for a period of nine and one-half months, employees shall be required to work there under not more than one hundred eighty-three (183) student attendance days and four (4) in-service or non-student days for the term of this contract for a total of 187 days.

## **2. PAYMENT FOR PROFESSIONAL DEVELOPMENT TRAINING**

A. For the purpose of administrative efficiency, all bargaining unit members will have their salaries established at the beginning of each school year using the salary schedules

described in Article III - Salaries, Section A, with the exception of employees hired after the starting date of the new school year.

B. Bargaining unit members who choose not to participate in annual professional development will have their last gross pay in June reduced by their per diem rate for each day not completed as on the salary schedule for that employee.

<u>Year</u>	<u>Days Offered</u>	<u>Weighting Factor</u>
2020-2024	3	per diem rate

Example: 1 day missed; employee on Bachelor's Step 5 for 2020/21 receiving \$54,323 divided by 191= \$284.41.

C. A professional development training day will be defined as 6 hours of workshop time outside of the normal work day. Partial completion of hours in blocks of time which add up to less than 6 hours will not be applicable. The school district shall be required to provide a schedule of workshops which can be applied to meet this requirement no later than April 30<sup>th</sup> in each preceding year. The district will provide a minimum of eighteen (18) hours of workshop opportunities for each year of the contract for each bargaining unit member during the summer and each semester of the school year.

D. Employees may fulfill up to a full day-six hours of professional development by attending sessions that include time for equivalent application (See the examples below).

#### Professional Development Training Day Options

- 1) 6 hours of direct instruction
- 2) 3 hours of direct instruction and 3 hours of application (on your own)\*\*

*\*\*Training that provides for application time would be offered as 3 or 6 hour workshops with 50% of that time allotted for application.*

*Example (1) -A 3-hour workshop would include 1.5 hours direct instruction with 1.5 hours of application.*

*Example (2) -A 6-hour workshop would include 3 hours direct instruction with 3 hours of application.*

*\*\*Evidence of application will be required within 14 days of the workshop for the instructor to assign credit for the entire workshop.*

Workshops must be offered in the summer and both semesters of the school year based on need. During the school year, workshops can be offered during evenings or mornings before and after school hours and on weekends. Part-time employees will have their workshop requirement prorated according to the percent of time described as their work year. The topics for professional development will be determined by the Superintendent.

E. Additionally, the employee will complete six (6) hours of self-selected professional development, which would include, but is not limited to all state-mandated on-line training. To supplement this mandated training, the Employer will provide a list from which the staff can select the on-line professional development. Verification of completion will be the responsibility of the employee to submit the appropriate form by May 15<sup>th</sup> of each year. These hours will be subject to the same weighting factor as described in item B above.

F. At the discretion and pre-approval of the Superintendent, employees can apply workshops offered by outside agencies provided the employee is not compensated nor receives credit reimbursement.

G. Workshops for which an employee is reimbursed by the school district are not eligible to be applied toward this requirement.

H. Employees who fail to attend professional development workshops which have been factored into their annual salary will be notified of the payroll deduction by June 1<sup>st</sup> of their current work year. All training must be scheduled and completed prior to May 15<sup>th</sup> of the current work year. Summer workshops will be credited toward the following school year.

I. Employees who have had deductions taken from their last pay will be returned to the appropriate salary on step scheduled for the subsequent school year.

J. This provision will not apply for an employee who does not complete the full work year or when new employees are hired after the start of the school year.

## **SECTION B - WORK HOURS**

1. Professional employees shall report for duty fifteen (15) minutes prior to the commencement of and remain on duty fifteen (15) minutes after the termination of the school day. Professional employees may be excused with the students prior to an official school holiday as established by the Employer. Exceptions may be granted at the discretion of the building principal for extraordinary and compelling reasons which are unique to the employee.

2. When all schools are closed because of inclement weather or other unforeseen emergency, employees in the bargaining unit shall not be required to report to work on that day.

3. When a school building is closed early because of inclement weather or other unforeseen emergency, employees in the bargaining unit shall be permitted to leave immediately with the principal's permission but no later than fifteen (15) minutes after the students are dismissed.

4. Abbreviated classroom sessions for students for administrative purposes shall not affect the duration of a "school day" for employees.

5. No professional employee in the bargaining unit shall be required to be in the building or buildings to which he or she is assigned for more than a total of seven and one-half (7 ½)

hours per day, including a thirty (30) minute duty free lunch period.

6. All employees, in addition to the regular report of the aforesaid, shall report for faculty meetings to begin no earlier than 7:30A.M. and to end no later than 90 minutes after the end of the school day. No more than twelve (12) such meetings will be held each school year. Six (6) of the twelve (12) meetings shall be limited to sixty (60) minutes and six (6) of the twelve (12) shall be limited to ninety (90) minutes.

7. Elementary Grading Period - there will be an early dismissal for elementary students the first Friday after the end of the grading period for the purpose of end-of-marking- period responsibilities specific to Elementary teachers. In addition, there will be one early dismissal for Elementary teachers for the purposes of professional development.

In addition to the foregoing each member of the bargaining unit shall:

A. Attend two (2) meetings or events identified by the Employer as “family involvement” activities. Prior to the first day of school, each Building Principal will provide a list of at least ten (10) options for such “family involvement” activities specific to that building from which the employee may choose.

B. Attend department, faculty, grade level or committee meetings when requested to do so by the department coordinator or school district administrator. Such meetings shall not exceed two meetings per month and ninety (90) minutes each in duration, and must begin within 15 minutes of the end of the faculty work day.

C. Attend the appropriate building Back to School Event for their grade level and/or subject area. Bargaining unit members will only be required to attend one (1) Back to School event per year.

### **SECTION C- LUNCH PERIOD**

Each employee shall be entitled to a lunch period of thirty (30) consecutive minutes each school day free and uninterrupted by supervisory or other duties. Upon informing his or her building principal, an employee may leave his or her building during the employee's lunch period.

### **SECTION D - PROFESSIONAL MEETINGS**

1. Should the Employer approve the request of any employee to attend a professional meeting, conference or seminar, such employee shall be reimbursed for all reasonable out-of-pocket expenses as pre-approved by the Superintendent or the Superintendent's designee.

2. Receipts for expenditures shall be presented to the Employer for reimbursement.

3. The same reimbursement procedures shall apply in the event an employee is requested by the Employer to attend a professional meeting.

## **SECTION E - USE OF PERSONAL VEHICLES**

1. School nurses, home-school visitors, the home-school coordinator and other professional employees, whose duties may include use of their personal vehicles on school business, including but not limited to the transportation of students from time to time shall be reimbursed at the IRS rate per mile.

2. Other members of the bargaining unit shall not be required to transport students in their personal vehicles.

3. Should a member of the bargaining unit use a personal vehicle in the course of employment with prior written permission of the Employer or his agent, such employee will be reimbursed per mile of travel at the IRS rate.

## **SECTION F- CHANGE IN ASSIGNMENT**

If the Employer determines to change the subject matter or grade level of students to be taught by a teacher, the Employer shall notify such teacher of the change by June 30<sup>th</sup> of the summer preceding the change. The Employer may make changes after June 30<sup>th</sup> but in such event shall notify the employee affected by such change as soon as a need for a change occurs.

## **SECTION G- THE COLLECTION, MAINTENANCE, DISSEMINATION OF TEACHER RECORDS**

1. Employees covered by the Public School Code of 1949, as amended, shall be rated only by persons authorized to do so there under.

2. Any employees rated by a classroom visit shall be given a personal copy of the classroom rating report prepared by the evaluator. No such rating report shall be placed in the employees file or otherwise acted upon without a prior conference with the employee. No employee shall be required to sign an incomplete rating form.

3. Any member of the bargaining unit shall have the right at any reasonable time to review the contents of his/her personal file with the exception of confidential references received prior to the Family Educational Right and Privacy Act of 1974. He/She shall also have the right to obtain copies of any item or items in his/her file.

4. Any employee shall have the right to submit a written commentary to any material placed in his/her file and such written comment shall be attached to the item in question in his/her file.

5. Nothing derogatory or unfavorable toward an employee shall be placed in his/her file unless the employee has been presented with a copy of such material and has an opportunity to respond, in writing, to such material. Such response shall be attached to material and made part of his/her file.

6. No items not identified as to origin shall be placed in the employee's file.

7. The examination of an employee's file shall be limited to qualified professional supervisory personnel and the board of school directors.

8. When notations are made of deficiencies in an employee's conduct, such deficiencies shall be brought to the attention of the employee promptly with recommendations for correcting such deficiencies.

9. Should the employee fail to follow the Employer's recommendations, the Employer will provide the employee with a warning of the possible or probable consequences.

10. Any complaint, as hereinafter defined, made against a teacher by any parent, student or other person shall be reported to the subject teacher in writing promptly. A "complaint" shall be an adverse criticism of a teacher communicated to any member of the administration which is either submitted in writing, or if unwritten is of such a character as to be further investigated or otherwise pursued by the administration. The subject teacher shall have the right to meet with his/her supervisor to discuss the complaint.

11. All disciplinary matters will be discussed in private.

12. No written reprimand will be placed in the employee's file without first being approved by the Superintendent.

13. All written reprimands will be purged from the employee's file after three years if no similar continuing violations occur.

#### **SECTION H- ANNUAL EVALUATION RESULTING IN A SALARY FREEZE**

1. Annual evaluations which result in a rating of Unsatisfactory may also result in a recommendation by the rater of a freeze in salary at the step and column which currently applies to the employee being rated. For the purposes of a salary freeze, an Unsatisfactory rating must reflect a pattern of poor performance throughout the school year. A pattern of poor performance must be established as follows:

A. Written documentation outlining areas of concern must demonstrate that the employee was experiencing problems in both semesters of the school year.

B. Documentation must include evidence that the employee was notified of the concerns in writing. For results of oral communication to be considered, the employee must have received a follow-up written summary of the concerns expressed orally.

C. The employee must have been offered reasonable assistance in overcoming the problem(s) identified.

D. In addition, at least one formal observation followed by a written report in each semester must reflect an indication that a lesson or activity observed was less than satisfactory.



E. No later than five (5) days after the end of the first semester, an employee who has experienced problems must be informed in writing that if the pattern continues through the end of the second semester, he/she may have his/her salary frozen at the current step and column should a final rating of Unsatisfactory occur.

2. In the first year of employment, this provision shall not apply to employees who begin at the start of or during the second semester.

3. This provision shall not apply in the first year of an involuntary transfer to a new assignment.

4. This provision shall not apply to employees who are required to receive ratings at the end of each semester.

5. An employee who receives an annual rating of Unsatisfactory with a recommendation of a salary freeze may use the appeal process as described by the evaluation document (dated September 2010) already established by the school district to have his/her case reviewed. If the Appeals Committee rules in favor of the employee, the salary freeze provision of this contract will not be applied. No other provisions of the evaluation document shall be a part of this contract.

6. Upon receiving a Satisfactory rating at the end of the year in which the salary was frozen, the employee will return to the appropriate step and column on the salary schedule which reflects his/her years of service and credits earned.

7. This provision is not intended to replace or substitute for any other right of the employee or Employer under the school code.

## **SECTION I- COMPLIMENTARY TICKETS**

A faculty athletic pass will be issued to each employee. Said pass shall admit the employee and one guest to athletic events held by the school district's students, but shall not admit anyone to any fundraising event. Said passes shall be non-transferable.

## **SECTION J- TAX SHELTERED ACCOUNTS**

1. The Employer will make deductions for tax sheltered accounts (TSA) as heretofore, but the Employer may require that no more than four plans be available for this purpose.

2. The Carlisle Area School District will appoint two administrators and the CAEA will appoint two members of the bargaining unit to a joint committee. If the district needs to replace a vendor, this committee will first determine the criteria for eligibility of the 403(b) qualified products. On Agreement of criteria the committee will then determine the specific vendor to provide the 403(b) qualified investments.

## **SECTION K- PREPARATION TIME**

1. All employees will receive the equivalent of one instructional period preparation time per student day. At the Elementary level, one instructional period will be defined as

the length of the Elementary Specials Program. At the Secondary level, one instructional period will be defined as the length of a standard student period. During a normal student day, each employee will receive no fewer than forty-five (45) minutes of continuous preparation time.

A. As a last resort due to specific scheduling requirements, there may be employees whose schedules preclude them from continuous forty-five (45) minutes of preparation time. These employees will receive two blocks of preparation time during each regular student day: one (1) block of thirty (30) minutes and one (1) block of fifteen (15) minutes.

B. When developing the new elementary program, the Employer will prioritize discussion of forty-five (45) minutes of continuous planning time for all teachers.

2. The Employer will make every effort to ensure that an employee is without students or duties of any kind during his or her preparation time to ensure that it can be used for necessary preparation purposes.

A. However, the Employer can request that an employee cover another class during his or her preparation time. Employees who cover during preparation time will be compensated at the hourly rate, as detailed in Article III, Section B. Employees have the option to forgo monetary compensation in lieu of Flex hours, if they would prefer.

B. As a last resort, the Employer may have to split a class of students if no substitute is available. When an employee must cover any portion of another employee's class while still performing their standard job description (including, but not limited to: duty time, active teaching, or preparation time), the employee(s) absorbing the split class will receive a prorated amount based on a total of the daily substitute rate per full day. For example, if two teachers split uncovered class for a full day and the daily substitute rate is \$105, they would each receive \$52.50 for that day.

3. It is understood that conditions beyond the control of the Employer, such as sickness, lateness of the special subject teachers or substitutes, or delays due to weather or other unplanned factors that occur from time to time might preclude an employee from receiving his or her full preparation time. The Employer will make every effort to ensure that this happens only on rare and exceptional occasions.

4. For the purposes of Association leadership, meetings, and planning duties, the president of the Carlisle Area Education Association will receive one (1) additional duty-free period per week. The Employer can schedule Association meetings during these planning periods at his or her convenience.

## **SECTION L – CLASS SIZE**

In the interest of providing optimal learning for all students, the Employer will work with the Association to frame guidelines and parameters that reflect best practices regarding class size. In order to generate these guidelines, the Employer will oversee the creation of a committee representative equally of the Administration and the Association to research these best practices, standards at other local school districts, and to ultimately craft a Memorandum of Understanding

(MOU) regarding class size at Carlisle Area School District. This committee will hold its first meeting in September of 2020 with a deadline for the MOU of May of 2021.

## **ARTICLE VI: GRIEVANCE PROCEDURE**

### **SECTION A- DEFINITIONS**

1. A "grievance" is a dispute arising out of the interpretation, misapplication, or violation of the terms of this Agreement.
2. "Day" shall mean working school day.
3. "Association representative" is an appointee of the association for the purpose of participating in the grievance procedure.

### **SECTION B - EXCEPTION**

Any grievance which is solely a matter of salary may be originally filed with the Superintendent. The times of filing and responses shall be as in Step A. If the written response fails to resolve the grievance, the Superintendent shall be notified as in Step B as though the Superintendent's written response were that of the principal as in Step A, and a meeting shall be scheduled as provided in Step B. Thereafter the procedure shall follow the step procedure, as hereinbefore set forth.

### **SECTION C- MANNER OF FILING**

Each grievance shall be submitted electronically on a form approved by both parties and provided by the Employer. The form shall provide for the insertion of the identity of the aggrieved party or parties, the date of filing, the provisions of the contract involved, including the specific subparagraph, and a brief narrative description of the nature of the grievance, and shall specify the name of the aggrieved party.

### **SECTION D- TIME LIMITATIONS**

1. A grievance not filed within the limits established herein shall be deemed invalid. The number of days indicated at each step in the procedure is a maximum. There is no minimum.
2. No grievance shall be filed or any meeting held to discuss the resolution of any grievance during the school day.

### **SECTION E- REPLY**

Any reply shall be submitted electronically. The reply shall be part of the form or attached thereto. Copies shall be furnished to the grievant, the association, and to the Superintendent.

## **SECTION F -STEPS IN THE PROCEDURE**

Step A. The person or persons initiating the alleged grievance shall present the grievance to the building principal and the Carlisle Area Education Association Grievance Committee within ten (10) days after its occurrence. The building principal shall meet with and reply to the grievant within five (5) days after the initial presentation of the grievance. The aggrieved party may be accompanied by a representative of the Bargaining Agent at this level of the grievance procedure.

Step B. If the action in Step A fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred in writing to the Carlisle Area Education Association Grievance Committee by the grievant within three (3) days after the grievant received the written report of the principal. At the discretion of said Grievance Committee, the grievance may be dropped or forwarded to the Superintendent of schools within five (5) days and the grievant notified in writing of the action taken. Within ten (10) days after referral, the Superintendent shall meet with the grievant and the chair and/or a representative of the association leadership to consider the alleged grievance. The Superintendent shall indicate his/her disposition within five (5) days after said meeting in writing.

Step C. If the action taken at Step B fails to resolve the grievance to the satisfaction of the affected parties, the grievance may be referred by the Grievance Committee to the School Board within three (3) days after receiving the report of the Superintendent. The School Board, or a Committee of the Board, shall meet with the grievant and Chair and/or representative of the association leadership within fifteen (15) days and advise the grievant and the Chair of its disposition within five (5) days after the meeting.

Step D. If the action taken in Step C fails to resolve the grievance, the Association may refer the grievance to binding arbitration as provided in SEC. 903 of The Public Employee Relations Act. In such case, the District and the Association shall each pay one half (1/2) of the costs of arbitration.

## **ARTICLE VII: ASSOCIATION AND OTHER EMPLOYEE RIGHTS**

### **SECTION A- DUES DEDUCTIONS**

1. The Employer shall deduct from the wages of those employees who so authorize such deductions by a proper and lawful written authorization, the dues established by the association. Said authorization form, which shall be valid for the term of this contract, to be executed by the employee shall contain an assignment and shall be furnished by the Employer.

2. For the convenience of the employees, the Employer shall make authorized deductions for twenty (20) pay periods during the months of November through August in as nearly equal amounts as reasonably convenient. Deducted amounts shall be remitted to the association after deductions are effected. Should an employee's employment terminate prior to the making of all deductions, the balance of the deductions shall be made from the employee's final pay. The Employer shall not be responsible should said balance exceed the amount of the employee's final pay.

## **SECTION B- FREEDOM OF ASSOCIATION**

Neither the Employer nor the association shall discriminate or coerce any employee because of deduction or non-deduction of dues, or in joining or refraining from becoming a member of the association.

## **SECTION C- ASSOCIATION LEAVE**

1. The Employer, to the extent the same shall not unreasonably interfere with the operation of the school system, shall, upon the association's written request, grant no more than a total of fifteen (15) employee days off with pay each school year to be divided among employees designated by the association to attend any official association activities held on other than school property. The association's written request or requests, as appropriate, shall be given to the Employer not less than seven (7) days prior to the time such time off is requested to commence, shall clearly identify the employee or employees to be released, and shall state the day or days for which time off is required.

2. In addition, the Employer shall grant no more than two (2) days per year to the Association president for official Association duties that can be completed on campus.

## **SECTION D - RELEASED TIME FOR MEETINGS**

Whenever any representative of the association or any professional employee is required by the Employer to participate in grievance proceedings, mediation, arbitration or court hearings during working hours, he/she shall suffer no loss of pay.

## **SECTION E- POLICY OF FILLING VACANCIES WHICH OCCUR IN THE DISTRICT**

1. The Employer shall notify the association of all vacancies and new positions of the professional staff which occur within the school district. The notice shall state the title of the job and location of the job; and as to new positions, a brief job description.

2. The notice shall be given to any one of the officers designated by the Carlisle Area Education Association as proper persons to receive such notice. In the absence of such designation by the association, the Employer may give such notice to any one of the officers of the association. Employer agrees that no professional vacancy which occurs within the bargaining unit shall be filled by the Carlisle Area School District until after ten (10) days' notice is given. The time shall run from the date of the written notice to CAEA. All vacancies will be distributed electronically to all members.

## **SECTION F- INFORMATION**

The district maintains certain statistical and other data in which individual employees or the association may have an interest. Some of this data is public record, and some, such as, but not limited to personnel records, must be considered as confidential to the employee involved. Insofar as the requested information is public, the administrative officer shall cooperate with any reasonable request to make available such information. In no event shall the Employer be obligated to compile and assemble such information, but simply make it available.

## **SECTION G- SAFE WORKING CONDITIONS COMMITTEE**

The parties shall establish a joint committee concerning safe working conditions. This committee will combine with the safety committee led by the Superintendent or designee. The purpose of this committee shall be to consider any instance of unsafe or unhealthful or hazardous working conditions reported by any individual to any building principal. The committee shall be composed of an equal number of Association members (appointed by the Association) and Administrators (appointed by the Superintendent). The committee shall meet monthly in order to consider all requests for consideration as submitted by employees or building principals. The committee shall elect Co-Chairpersons, one (1) representing the Association and one (1) representing the School Board, and shall develop its own rules of operation. The committee shall make recommendations in writing to the Superintendent. Committee members may be required to inspect school property for safety violations, however no bargaining unit member will be asked or required to inspect a fellow bargaining unit member's classroom or location.

## **SECTION H- PROFESSIONAL STAFF EVALUATION COMMITTEE**

The CAEA, CASD Board of Directors and administration share mutual concern to improve the educational opportunities and levels of student achievement of all CASD students. The above mentioned, along with the general school community will work together to implement proactive approaches to address a quality evaluation system with the sole goal of the improvement of the district's education program.

The parties shall establish a joint committee to review professional staff evaluation. The purpose of the committee shall be to research, review and analyze ways to improve the professional supervision and evaluation plan. The basis of this discussion shall be informed by the current Teacher-Principal Model Evaluation Project, a statewide initiative. This committee shall attempt to implement the proposed statewide framework<sup>1</sup> or a locally developed framework that includes a research-based evaluation model which incorporates multiple measures.

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<sup>1</sup> If the state mandates a statewide professional evaluation model this committee will work to implement the model into the CASD Professional Supervision and Evaluation Plan.

The committee shall be composed of an equal number of Association members (appointed by the Association) and Administrators (appointed by the Superintendent). The committee will meet as needed and requested by either the Association or the Employer.

## APPENDIX A

### CARLISLE AREA EDUCATION ASSOCIATION AND CARLISLE AREA SCHOOL DISTRICT SICK LEAVE BANK

#### STATEMENT OF PURPOSE

The Sick Leave Bank is established for use by members of the bargaining unit of the Carlisle Area Education Association to provide additional sick leave days to allow members to reach that point in time where they may choose an alternate solution to their situation. A serious illness is defined as a serious unhealthy condition of the body or mind that renders the employee incapable of performing his/her regular duties. Alternate solutions could be the return to work, disability retirement, medical sabbatical leave, uncompensated leave, or other leave provided for under board policy.

#### RULES AND REGULATIONS

##### **I. Membership:**

A. Membership in the Carlisle Area Education Sick Leave Bank is open to all bargaining unit members.

B. Membership in the bank will be granted upon the completion of an Application for Membership and the donation of two (2) days of sick leave or one-day sick leave and one day of personal leave within the first ten (10) working days of the school year for the first year and one (1) day a year of subsequent continuous membership.

C. Members joining in subsequent years will be required to contribute one (1) day for each year the bank has been in operation, except newly hired employees who need only contribute as per section B.

D. Faculty Representatives of CAEA and Sick Leave Board Members will contact eligible employees concerning membership.

E. Membership is voluntary and is automatically renewed annually. Membership can be terminated at any time by written notification. All previously donated days remain in the bank.

F. If in any school year the balance of days as of June 30th is one thousand (1000) or more, members from the previous year will renew their membership without donating an additional day of sick leave. New members will be required to donate their two (2) days of sick leave.

G. If membership in the bank falls below 50% of the bargaining unit, bank operation shall be suspended except that those already receiving benefits may continue to receive such benefits up to the maximum withdrawal.

H. In the event contributed days become depleted during the operation of the bank, operation of the bank will be suspended until the beginning of the next school year.

**II. SICK LEAVE BANK COMMITTEE:**

A. The Sick Leave Bank Committee of the Carlisle Area Education Association shall consist of three (3) CAEA members, selected by CAEA, with at least one representative from the elementary, middle and high school levels and three (3) CASD members, selected by the District.

B. Members will serve a term of two (2) years.

C. The Committee will be responsible for all necessary records and reports.

D. The Committee will meet in September, January, and May of each year. Special meetings may be called on an as needed basis.

E. The Sick Leave Bank Committee has the following duties:

1. Preparation, distribution, and collection of all forms, rosters, receipts, etc., which are deemed necessary.

2. Maintaining accurate membership records and files for all members.

3. Consideration of all applications for benefits and approving or rejecting same.

4. Giving prompt and adequate notice to the Carlisle Area School District when the bank is to be used.

5. Prepare and submit a report to the Superintendent/Carlisle Area Board of School Directors by October 31<sup>st</sup> identifying membership.

6. Prepare and submit to the Superintendent by June 30<sup>th</sup> of each year an Annual Report which will include:

- a. Membership
- b. Utilization
- c. Days accrued and unused
- d. Requests approved and rejected
- e. Any other pertinent information

7. Review and revise rules of operation as necessary.

**III. OPERATION:**

A. Application for benefits will be subject to the following terms and conditions:

1. The long-term illness or injury must be such that it is unavoidable during the school year and necessitates absence from professional duties.



2. The employee must have used all accrued sick, personal, emergency, or other approved days and satisfied the required waiting period.

3. Bank benefits shall not be available to employees on Child rearing leave or other long term unpaid leaves of absence, except extended sick leave.

4. A waiting period will be required and will be based on the amount of days accrued at the beginning of the school year.

<u>Sick Leave Days</u>	<u>Waiting Period</u>
15 days or less	15 working days
16-30 days	10 working days
31-40 days	5 working days
41 days	1 working day

5. Benefits apply only to working days as defined by the official school

6. The Bank Committee may require of any employee using the Bank benefits a doctor's note, examination by a physician, progress reports on any illness or such other steps as may be reasonably necessary to protect the integrity of the Bank and prevent abuse of its benefits. The Board retains its right under the School Code to require a statement from a physician or other practitioner prior to payment of sick leave, whether or not payable out of Bank benefits.

7. Within seven (7) days of returning to work, the employee must provide the Sick Leave Bank Committee with an appropriate physician's release. Failure to promptly submit this information will cause any paid leave days granted to be revoked.

B. Distribution of days will be made on a first come, first served basis by the Sick Leave Bank Committee using the following guidelines:

1. Each application for benefits will be dealt with on an individual basis.
2. Approval or rejection will be by majority vote.
3. Exclusions - The committee is forbidden to award days for the following circumstances:
  - a. Cosmetic Surgery of an elective nature.
  - b. Worker's Compensation cases - except as a supplement to Worker's Compensation so as to continue the individual in fully compensated status.
4. The draw of days may extend from one school year to the next.
5. A maximum of one hundred (100) consecutive days may be taken by a

member, followed by a period of ninety (90) working days on the job before being eligible for additional benefits.

6. Long term requests (more than twenty (20) days) will be subject to review every twenty (20) days. Further medical verification may be requested after each review period.

C. This sick leave bank is operated solely for the convenience of the membership of the Carlisle Area Education Association and its intent is to hold harmless the Board of Directors and the Administration of the Carlisle Area School District.

D. All items relating to medical history of any members is considered CONFIDENTIAL

E. The Bank Committee will determine what forms for purposes of oversight and administration will be used.

#### **IV. TERMINATION:**

A. Members who voluntarily withdraw or terminate membership in the Sick Leave Bank shall forfeit any days donated. Individuals seeking reinstatement must apply during the regular enrollment period as per section I- C.

B. Should the Sick Leave Bank be terminated through the mutual Agreement of Carlisle Area School District and Carlisle Area Education Association, any member receiving benefits at the time of termination shall continue to receive benefits to the maximum allowed by these rules and regulations.

C. Upon termination of the Sick Leave Bank, accumulated days will be distributed equally, to the nearest half-day, to all members who have contributed at the time of termination.

### **NONDISCRIMINATION STATEMENT**

The Carlisle School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, religion or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

No person shall, on the grounds of race, color, national origin, age, sex, sexual orientation, religion or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded in whole or in part by federal funds. Discrimination on the basis of sex or religion is also prohibited in some federal programs.

For information regarding civil rights and grievance procedures, contact Dr. Colleen Friend, Assistant Superintendent, at 623 West Penn Street, Carlisle, PA 17013 (717-240-6800). For information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact Dr. Colleen Friend, Assistant Superintendent.


[www.capbluecross.com](http://www.capbluecross.com)

Document Assistant  
Ask Alexa "Open my Cap  
BlueCross" and follow instructions

**BENEFIT HIGHLIGHTS**
**PPO HSA PLAN**
**Carlisle Area School District**

This information is not a contract, but highlights some of the benefits available to you and is not intended to be a complete list or description of available services. Benefits are subject to the exclusions and limitations contained in your Certificate of Coverage (also known as "benefit booklet"). Refer to your benefit booklet for complete details.

YOUR MEDICAL PLAN SUMMARY OF COST SHARING		
	Member Responsibilities	
	If provider is participating	If provider is nonparticipating
<b>Deductible</b> (per benefit period) Deductible is combined to include medical and prescription drug benefits for participating providers. If you enroll in a family plan, the overall family deductible must be met before the plan begins to pay.	\$2,000 per member \$4,000 per family	\$4,000 per member \$8,000 per family
<b>Coinsurance</b> (percentage you pay after your deductible is met)	No member coinsurance	20% coinsurance
<b>Out-of-Pocket Maximum</b> (The most you pay per benefit period, after which benefits are paid at 100%. This includes deductible, copayments and coinsurance for medical including ER and prescription drug.)	\$2,500 per member \$5,000 per family	\$5,000 per member \$10,000 per family
Office Visit / Urgent Care / Emergency Room Copayments		
<b>Office Visits</b> (performed by a family practitioner, general practitioner, internist, pediatrician or participating retail clinic)	\$20 copayment per visit after deductible	20% coinsurance after deductible
<b>Specialist Office Visits</b>	\$30 copayment per visit after deductible	20% coinsurance after deductible
<b>Urgent Care Services</b>	\$40 copayment per visit after deductible	20% coinsurance after deductible
<b>Emergency Room</b>	\$100 copayment per visit after deductible, waived if admitted	
Preventive Care		
<b>Pediatric and Adult Preventive Care</b>	No charge, waive deductible	20% coinsurance after deductible
<b>Screening Gynecological Exam and Pap Smear</b> (one per benefit period)	No charge, waive deductible	20% coinsurance, waive deductible
<b>Screening Mammogram</b> (one per benefit period)	No charge, waive deductible	20% coinsurance, waive deductible
<b>Diagnostic Mammogram</b>	No charge, waive deductible	20% coinsurance, waive deductible
Facility / Surgical Services		
<b>Inpatient Hospital Room and Board</b>	No charge after deductible	20% coinsurance after deductible
<b>Acute Inpatient Rehabilitation</b> (60 days per benefit period)	No charge after deductible	20% coinsurance after deductible
<b>Skilled Nursing Facility</b> (100 days per benefit period)	No charge after deductible	20% coinsurance after deductible
<b>Maternity Services and Newborn Care</b>	No charge after deductible	20% coinsurance after deductible
<b>Surgical Procedure and Anesthesia</b> (professional charges)	No charge after deductible	20% coinsurance after deductible
<b>Outpatient Surgery at Ambulatory Surgical Center</b> (facility charge only)	No charge after deductible	Not covered
<b>Outpatient Surgery at Acute Care Hospital</b> (facility charge only)	No charge after deductible	20% coinsurance after deductible
Diagnostic Services		
<b>High Tech Imaging</b> (such as MRI, CT, PET)	No charge after deductible	20% coinsurance after deductible
<b>Radiology</b> (other than high tech imaging)	No charge after deductible	20% coinsurance after deductible
<b>Independent Laboratory</b>	No charge after deductible	20% coinsurance after deductible
<b>Facility-owned Laboratory</b> (i.e. Health System owned)	No charge after deductible	20% coinsurance after deductible
Therapy Services (Rehabilitative and Habilitative Services)		
<b>Physical Therapy</b> (25 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
<b>Occupational Therapy</b> (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
<b>Speech Therapy</b> (12 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
<b>Respiratory Therapy</b>	No charge after deductible	20% coinsurance after deductible
<b>Manipulation Therapy</b> (25 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
Mental Health (MH) and Substance Use Disorder Services (SUD)		
<b>MH Inpatient Services</b>	No charge after deductible	20% coinsurance after deductible
<b>MH Outpatient Services</b>	No charge after deductible	20% coinsurance after deductible
<b>SUD Detoxification Inpatient</b>	No charge after deductible	20% coinsurance after deductible
<b>SUD Rehabilitation Outpatient</b>	No charge after deductible	20% coinsurance after deductible
Additional Services		
<b>Home Health Care Services</b> (90 visits per benefit period)	No charge after deductible	20% coinsurance after deductible
<b>Durable Medical Equipment and Supplies</b>	No charge after deductible	20% coinsurance after deductible
<b>Prosthetic Appliances</b>	No charge after deductible	20% coinsurance after deductible
<b>Orthotic Devices</b>	No charge after deductible	20% coinsurance after deductible

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

PPQSJ003,PPQSJ004,RXQSJ003,RXQSJ004  
09/2020


Large Group – QHDHP PPO Plan  
1/1/2020

YOUR PRESCRIPTION DRUG SUMMARY OF COST-SHARING			
	Member Responsibilities		
<b>Deductible</b> (includes medical and prescription drug benefits for participating providers) *Deductible does not apply to preventive drugs listed on Capital's Rx Preventive Coverage List; however, copays apply. Members can view the most current list by accessing the Capital BlueCross website at <a href="http://capbluecross.com">capbluecross.com</a> .	Retail Pharmacy (up to a 30 day supply)	Home Delivery (up to a 90 day supply)	Specialty Pharmacy (up to a 30 day supply)
<b>Prescription Drug Tier</b>			
Generic Preferred	\$0 copayment after deductible	\$0 copayment after deductible	\$0 copayment after deductible
Generic Nonpreferred	\$15 copayment after deductible	\$30 copayment after deductible	\$20 copayment after deductible
Brand Preferred	\$30 copayment after deductible	\$60 copayment after deductible	\$50 copayment after deductible
Brand Nonpreferred	\$50 copayment after deductible	\$100 copayment after deductible	\$100 copayment after deductible
<b>Contraceptives* (self-administered)</b>			
Generic	\$0 copayment	\$0 copayment	Not covered
Select Brands (no generic equivalent available)	\$0 copayment	\$0 copayment	Not covered
Brand Preferred	\$30 copayment after deductible	\$60 copayment after deductible	Not covered
Brand Nonpreferred	\$50 copayment after deductible	\$100 copayment after deductible	Not covered
<b>Additional Pharmacy Benefits/Details</b>			
<b>Network</b> (for Specialty Pharmacy information please refer to the Guide to Rx Benefits at <a href="http://www.capbluecross.com">www.capbluecross.com</a> )	Broad Plus		
<b>Formulary</b>	Advantage		
<b>\$0 Preventive Rx Coverage</b>	No charge		
<b>Generic Substitution Program</b>	Restrictive Generic Substitution – In addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) unless the physician requests the brand be dispensed.		
<b>Extended Supply Network (ESN)</b>	Members have the ability to obtain covered drugs for up to a 90 day supply at participating retail pharmacies.		

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments required under any other health benefits coverage you may have.

\*Certain preventive contraceptives are required to be covered at no cost to you when filled at a participating pharmacy with a valid prescription in accordance with Preventive Health Guidelines.

Participating providers and pharmacies agree to accept our allowance as payment in full—often less than their normal charge. If you visit a nonparticipating provider or pharmacy, you are responsible for paying the deductible, coinsurance and the difference between the nonparticipating provider's or nonparticipating pharmacy's charges and the allowed amount. Nonparticipating Providers may balance bill the member. Some nonparticipating facility providers are not covered. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to nonparticipating pharmacies are not applied to the out-of-pocket maximum. In certain situations, a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost sharing amount may apply to the facility fee.

 Voice activated paper.

Communications issued by Capital BlueCross in its capacity as administrator of programs and provider relations for all companies.

Carlisle Area School District  
Wellness Program

The Carlisle Area School District is implementing a voluntary Wellness Program with the health plan year starting September 1, 2017. For employees that select the District offered health plan and have a health savings account established, annual documented completion of the Wellness Program components will result in an additional contribution to the health savings account beyond employees that do not participate in the Wellness Program.

Wellness Program Components

The Wellness Program consists of two parts, both of which are required to be completed and documented on an annual basis in order to receive the additional contribution; (1) online personal profile/health risk assessment (the District does not have access to or is provided the results of the assessment), and (2) annual medical physical (the results are not provided to the District). Details on the completion and documentation of the components will be provided during the annual open enrollment period. Note: Spouses enrolled in the District health plan also are required to complete and submit documentation for both components in order for the additional contribution to be paid for family coverage.

Additional Contributions

The additional contribution for documented completion of the Wellness Program components per health plan year is as follows:

	<u>Single Coverage</u>	<u>Family Coverage</u>
2020-2021	\$500	\$1,000
2021-2022	\$400	\$800
2022-2023	\$500	\$1,000
2023-2024	\$400	\$800

Annual Timeline

A. By September 1 of each plan year for employees that choose to participate in the Wellness Program, the District deposits the wellness participation amount of the employer contribution due for the plan year into the employee's health savings account. The amount deposited is based on 75% in 2020-21; 70% in 2021-22; 75% in 2022-23 and 70% in 2023-24. Note: For payment to be made by September 1, the employee must have opened a bank account with the designated financial institution and given the account number to the District by August 10th. Otherwise, the payment will occur after September 1.

B. Following July 15 - documentation of completion of the online personal profile/health risk assessment and annual physical (see Appendix D) due to District business office. The completion of the components and submission of the documentation can occur anytime from July 16th of the prior year through July 15th of the current year. Note: If the deadline to submit documentation is missed, the difference between the Wellness Program contribution and the regular contribution in that year will be deducted from the contribution paid to the employee in the following plan year.

Carlisle Area School  
District

Annual  
Physical  
Certification  
Form

Name of Employee Covered by District: \_\_\_\_\_

I, \_\_\_\_\_ certify that I was seen by a medical  
Employee or Spouse

professional for an annual physical done

on

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee or Spouse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Medical Professional Signature

\_\_\_\_\_  
Medical Professional Name

**AFFIDAVIT RELATED TO SPOUSAL HEALTH  
COVERAGE**

The undersigned, \_\_\_\_\_ an employee of the Carlisle Area  
(employee name)  
School District ("District") and \_\_\_\_\_ the legal spouse of the  
(spouse name)  
employee, hereby certify and affirm that the following statements are true and correct as of the  
dates(s) shown below [place an "X" in the statements which apply]. In the event that a spouse is not  
employed by an entity listed under the first box, you should not complete the second box.

\_\_\_\_\_(spouse) is not Medicare eligible or employed in any capacity by  
any entity listed below:

- Federal government, Federal courts, active and retired US military personal, civilian employees of the US Department of Defense, and federal government related organizations.
- Commonwealth of Pennsylvania or state related organizations.
- Pennsylvania public school districts, Pennsylvania charter and cyber charter schools, and Pennsylvania private schools.
- Pennsylvania institutions of higher education, including institutions of the Pennsylvania State System of Higher Educations (PASSHE), Pennsylvania State related universities, Pennsylvania community colleges, and Pennsylvania private colleges and universities.
- Pennsylvania county governments.
- Other governmental and governmental related agencies comparable to those enumerated outside of Pennsylvania.

\_\_\_\_\_(spouse) is employed by \_\_\_\_\_(name of  
employer or entity listed above), with a business address & telephone number of:

\_\_\_\_\_My  
employment typically involves \_\_\_ hours \_\_\_per week. I am not eligible to enroll for medical benefits  
coverage through this employer because:

The employer or entity does not provide medical benefits at all; or  
The employer of entity provides medical benefits for which I am not eligible for the following  
reason or reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
In the event a spouse is identified as employed by an entity listed with the first box and has indicated  
ineligibility for medical coverage through that employer by completing the second box, then the District  
is authorized to contact the spouse's employer to verify and/or obtain additional information with  
respect to any of the statements contained in the Affidavit.

We agree to notify the District in writing (directed to the Benefits Office) within ten (10)  
calendar days, in the event \_\_\_\_\_(spouse) becomes eligible  
for medical benefits from an employer listed with the first box.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse