

# AGREEMENT BETWEEN THE SOUTHERN LEHIGH EDUCATION ASSOCIATION AND THE

SOUTHERN LEHIGH SCHOOL DISTRICT September 1, 2024 to August 31, 2027

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# PART I — UNION/EMPLOYER RELATIONS

# **AGREEMENT**

THIS AGREEMENT entered into by and between SCHOOL DISTRICT OF SOUTHERN LEHIGH (hereinafter referred to as the "Employer") and SOUTHERN LEHIGH EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

# WITNESSETH

The parties hereto, intending to be legally bound hereby, mutually agree as follows:

# 1. RECOGNITION

The Association, which was duly certified on December 18, 1970, by the Pennsylvania Labor Relations Board following a joint request for certification and as amended in 1989, is recognized by the Employer as the bargaining agent for such of Employer's public employees comprising all teachers, librarians, school counselors, nurses, dental hygienists, department chairmen and psychologists (hereinafter referred to as "Employees") but excluding supervisors, first level supervisors and confidential employees as defined in the Public Employee Relations Act (1970 July 23, P.L. 563; 43 P.S. 1101.101 et seq.), hereinafter referred to as the "Act".

Annually, the Association will notify the District Superintendent of the names of the newly elected officers.

# 2. TERM OF AGREEMENT

This Agreement shall be effective as of September 1, 2024, and shall continue in full force and effect through August 31, 2027. Nothing herein contained shall prevent the parties from mutually agreeing, in writing, to extend the effective date of this Agreement.

# 3. NO STRIKES AND NO LOCKOUTS

There shall be no strikes, stoppages of work, slowdowns, lockouts or any other interference with performance of assigned work or duties of whatsoever nature during the term of this Agreement, or any extension thereof, it being expressly agreed that the sole remedy for any disputes that may arise shall be through and by utilization of the grievance procedure set forth in Union/Employer Relations, Article 5, Grievance Procedure.

# 4. EMPLOYER'S RESERVATION OF RIGHTS

It is specifically agreed that all negotiable matters have been discussed during the negotiation of this Agreement. During the term of this Agreement no additional negotiations will be held, unless provided for specifically herein or pursuant to Act 195 of 1970, and Act 88 of 1992 as amended.

The Employer reserves the right to alter, change or modify all other matters, conditions or benefits, unless otherwise provided herein or pursuant to Act 195 of 1970, and Act 88 of 1992 as amended.

# 5. GRIEVANCE PROCEDURE

- A. Recognizing that reconciliation and disposition of grievances is in the best interests of the school children and the general public whom both Employer and Employee serve, all grievances which may arise out of the interpretation of the provisions of this Agreement shall be resolved as expeditiously as possible in accordance with the following procedure:
  - <u>Step 1</u>. The aggrieved Bargaining Unit Member will first discuss the grievance with the principal or immediate superior or a designated representative with the objective of resolving the matter informally.

In the event that informal discussions with the principal or the individual's immediate superior or a designated representative do not resolve the grievance, or if no meeting takes place within the time frame after a reasonable effort; the aggrieved Bargaining Unit Member shall file a grievance, in writing, on the proper form by presenting such grievance to the building principal within fifteen (15) school days after the alleged occurrence. The grievance shall identify the specific article(s) and line number(s) of the contract that is (are) alleged to have been violated. The building principal shall reply in writing, to the employee with respect to such grievance within ten (10) school days after receipt of the written grievance.

Any employee initiating an alleged grievance, at his or her request, may be represented by the Association at any stage of the grievance procedure.

<u>Step 2</u>. If the grievance is not resolved by step 1 to the satisfaction of the employee, the grievance may be referred to the superintendent or to his designated representative within ten (10) school days following the building principal's reply. The superintendent or his designated representative shall reply, in writing, to the employee with respect to such grievance within ten (10) school days after the matter has been referred to him. The superintendent or his designated representative must provide the grievant and his representative an opportunity to present the grievance if the grievant requests it.

<u>Step 3</u>. If the grievance is not resolved by step 2 to the satisfaction of the employee, the grievance may be referred to the Board of Education at its first regular meeting occurring ten (10) days or more after the superintendent's reply. The Board of Education shall reply, in writing, to the employee within ten (10) days following the meeting at which the grievance has been referred. A Board level hearing may be held by mutual agreement of the parties.

<u>Step 4</u>. If the grievance is not resolved by step 3 to the satisfaction of the Southern Lehigh Education Association, the grievance may be referred to an arbitrator for a binding decision pursuant to Section 903 of the Act within ten (10) school days after the Board's response in accordance with step 3.

# **B.** Time Limit

- i. If the grievance extends beyond the school year, then district office days instead of school days shall be applicable in calculating the above time limitations.
- ii. School days shall mean those days during the normal school calendar that the employee is present on the job.

iii. Time limits may be extended or contracted by mutual agreement.

# C. Miscellaneous

- i. All meetings and hearings under this procedure shall not be conducted in public and shall only include such parties in interest and their designated representatives and persons who give relevant testimony.
- ii. A group grievance may be initiated through the president of the SLEA as an association grievance if said grievance affects a group, or class, of Bargaining Unit members. Such grievance shall commence at the lowest level or with the supervisor having jurisdiction over all members of the group.

# 6. PROFESSIONAL DUES DEDUCTION

- A. The District shall deduct from the salary of the professional employees membership dues of the Association and transmit the deductions to the Association provided the District has been presented with cards signed by the individual professional employees authorizing such deductions.
- B. The monies deducted in accordance with section A of this Article shall be transmitted to the Association on a bi-weekly basis.
- C. The Association shall indemnify, defend and save the District harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the District in reliance upon the payroll deduction authorization cards submitted by the Association to the District.
- D. All payroll deduction authorization cards shall be collected and approved by the Association, which shall submit the same to the District.
- E. Payroll deduction authorization cards shall be printed at the expense of the Association and presented to the District by the end of the third week of October to qualify for full deductions during the school year. For those professional employees hired for the second semester of the school year, the form shall be presented to the District by the end of the last full week in February to qualify for dues deductions during the second half of the school year, ending June 30.

# 7. DISCRIMINATION

The provisions of this Agreement shall be applied without regard to race, creed, religion, color, national origin, age, sex, marital status, political affiliation, and place of residence.

# 8. JUST CAUSE

No professional employee shall be disciplined, discharged, and/or reduced in compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. All information forming the basis for disciplinary action will be made available to the professional employee and the Association.

# 9. VALIDITY

If any clause, sentence, paragraph or part of this Agreement be adjudged by any State or Federal order or by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Agreement.

SCHOOL DISTRICT OF SOUTHERN LEHIGH

Date: 5/13/2024

By: June Selin

**SOUTHERN LEHIGH EDUCATION ASSOCIATION** 

Date: 5/24/2034

By: SCON

# PART II — WORK DAY, YEAR, POSITIONS, SENIORITY

# 1. WORK DAY

The length of a workday for all professional employees shall be seven and one ☐ half (7½) hours, inclusive of a lunch period.

# 2. THE SCHOOL YEAR

The Employer shall determine the school calendar. The employee shall work a maximum of 191 days per year (four of which may, or may not, be made up as a result of closings) at the discretion of the Board. During the initial year of their employment, teachers new to the district shall work a maximum of 195 days. The school year shall normally occur between September 1 and June 30.

In addition, all professional employees covered by this Agreement may be required, without additional compensation, to spend no more than twelve (12) hours per school year as specifically assigned by the Administration beyond the seven and one half (7½) hour school day for work-related duties such as, but not limited to, open house, faculty meetings, bus duty, science fairs, parent-teacher conferences and PTA meetings. Any assigned hours over the twelve (12) hours per school year will be compensated at the homebound instruction rate.

The Administration may require, without additional compensation, Professional Employees to spend an additional three (3) hours per Contract year in an activity. The choice of this activity shall be at the discretion of the Administration.

In-service/Professional Development Days will consist of 6 hours of instruction with 1½ hours designated for lunch and travel between buildings. In-service/Professional Development Days will begin at 7:45 a.m. and conclude at 1:45 p.m. Duty-free lunch and prep time will occur at the conclusion of the day.

The Parties agree that if SLEA or SLSD express the need to exercise the request to modify the start time of the scheduled In-service/Professional Development Day, both parties will agree to do so within thirty (30) days of scheduled In-service/Professional Development Day. Both parties also agree to meet and discuss a proposed modification if the 30-day exception cannot be met due to unforeseen circumstances, it being understood that the District would then retain the ultimate right to modify the start time of the scheduled In-service/Professional Development Day.

The District will utilize its best efforts not to alter the start time within fourteen (14) calendar days of the scheduled in-service.

# 3. DEDUCTION FRACTION

The deduction fraction for chargeable daily absences for the duration of this Agreement shall be on a per diem rate (calculated to be 1/191 of the employee's salary) during the life of the Agreement. Teachers new to the district in each year of this Agreement will be subject to salary deduction at the per diem rate (calculated to be 1/195 of the employee's salary for only their first year of employment). During the first year's orientation, two (2) hours on one of the designated days shall be provided to the Southern Lehigh Education Association for an Association/Membership Awareness program.

# 4. PART-TIME PROFESSIONAL EMPLOYEES

Part-time professional employees shall receive the following compensation and benefits:

- A. 37.5 hours per week is considered full time.
- B. Part time is considered to be anyone who has an established schedule with the District to work less than 37.5 hours per week.
- C. Any part-time professional employee whose established schedule places them above the required hours threshold for participation in the District-sponsored health insurance Plan shall receive pro-rated medical, dental and prescription drug, vision, life insurance and income protection coverages. In addition, all part □ time employees shall receive pre rated sick leave, personal leave, emergency leave, funeral leave and tuition refund as set forth in the Collective Bargaining Agreement. All other terms of the Agreement shall apply.
- D. Part-time professional employees will be given one year of service credit for each year of part-time professional service to the Southern Lehigh School District.

# 5. SCHOOL COUNSELORS, SPEECH THERAPISTS, TECHNOLOGY COACHES AND SCHOOL NURSES

The School Counselors shall work a guaranteed minimum of 10 days in addition to their regularly scheduled school year and be compensated at the per diem rate (as calculated in Article 3 above). The additional 10 days are to be scheduled by the appropriate building principal.

Technology Coaches and Speech Therapists may be assigned up to 10 days in addition to their regularly scheduled school year and will be compensated at the per diem rate (as calculated in Article 3 above). These additional 10 days will be scheduled by mutual agreement.

School Nurses may be assigned up to 3 days in addition to their regularly scheduled school year and will be compensated at the per diem rate (as calculated in Article 3 above). The additional three days are to be scheduled by mutual agreement.

Professional Employees who work beyond the regularly scheduled school year shall receive compensation after the date they have worked. The Employer agrees to pay Professional Employees who work beyond their regularly scheduled school year within one pay period after the date the Professional Employee has submitted to the Employer a time sheet which indicates the time worked.

# 6. READING SPECIALIST(S), MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) TEACHERS, AND INSTRUCTIONAL COACHES

Any Reading Specialist(s), MTSS Teacher(s) and Instructional Coach(es) professional employees required to work beyond the regularly scheduled school year of 191 days shall be compensated at the per diem rate (as calculated in Article 3 above) for up to 30 days, or more days if by mutual agreement. The additional days are to be scheduled by the district/appropriate supervisor. All other terms and conditions of employment are defined by the Collective Bargaining Agreement.

Professional Employees who work beyond the regularly scheduled school year shall receive compensation after the date they have worked. The Employer agrees to pay Professional Employees who work beyond their regularly scheduled school year within one pay period after the date the Professional Employee has submitted to the Employer a time sheet which indicates the time worked.

# 7. SCHOOL PSYCHOLOGISTS

Any Psychologist required to work beyond the regularly scheduled school year of 191 days shall be paid at the per diem rate (as calculated in Article 3 above) for up to 40 days, or more if by mutual agreement. The additional days are to be scheduled by the district/appropriate supervisor. All other terms and conditions of employment are defined by the Collective Bargaining Agreement.

Professional Employees who work beyond the regularly scheduled school year shall receive compensation after the date they have worked. The Employer agrees to pay Professional Employees who work beyond their regularly scheduled school year within one pay period after the date the Professional Employee has submitted to the Employer a time sheet which indicates the time worked.

# 8. NOTIFICATION OF ASSIGNMENT

All employees shall be given written notice of their anticipated assigned buildings and subject assignments for the following September no later than the last day of June. In the event that changes in buildings or assignments are made due to unforeseen circumstances or changes in conditions, all affected employees shall be notified of the new assignments.

# 9. POSTING OF VACANCIES

All full- or part-time professional vacancies shall be advertised by posting the following information on the District website and conveying by District email to all employees:

- A. job title
- B. qualifications
- C. salary range, when available
- D. procedure for application
- E. time limit for applications

An attempt will be made by the Superintendent or his/her designee to post vacancies as they occur.

Postings shall be required only for positions which are available for one full semester or more. Postings shall not be required when the person who previously held the position has not given sixty (60) days of written notification to the District.

Subject Area and Other Educational Leader and Extracurricular vacancies will be posted, as they occur, on the District website and conveyed by District email to all employees, giving information listed in A, B, C, D, and E above.

Any member of the bargaining unit may apply for the position. The selection of the person to fill the vacancy shall be made at the sole discretion of the Employer, and its decision shall be final and binding.

#### 10. REDUCTION IN FORCE AND SENIORITY

If and when the Employer shall deem it necessary to reduce the professional staff, the following shall apply:

If the furlough(s) cannot be avoided through normal attrition, members shall be retained on the basis of seniority rights acquired through continuous employment in the Southern Lehigh School District in any or all areas of certification. Seniority shall include those years taught in the districts, which have been consolidated into the Southern Lehigh School District. Full seniority will accrue to involuntarily demoted part-time employees. Seniority shall continue to accrue during furloughs and all approved leaves of absences. Members of the bargaining unit shall be permitted to exercise seniority rights only after tenure is granted.

Members of the Bargaining Unit cannot exercise seniority rights into any area in which they are not certified.

Should there be more than one (1) employee with exactly the same number of days of seniority in the same area of certification, the individual whose name appears last in the school board minutes of the meeting at which these employees were initially hired shall be considered the least senior employee. Conversely, the first name that appears in the school board minutes shall be considered the most senior employee of the group.

If it appears a reduction in staff is necessary, the Employer shall meet with the Bargaining Agent prior to the notification of the employee(s) involved, for the purpose of discussing possible methods of avoiding employee furloughs. This meeting shall be held no later than August 1 of each year. The Employer shall also give at least thirty (30) calendar days advance notice of layoff/suspension to the employee(s) involved and to the Bargaining Agent.

The final determination of the number of professional employees to be furloughed, according to Section 1124 of the PA School Code, shall be reserved to the Employer and shall not be subject to the Grievance procedure or arbitration under the terms of this contract.

Furloughed teachers annually, at the anniversary date of the furlough, must report to the Employer in writing his/her intent to accept the same or similar position when offered. It shall be the responsibility of the furloughed employee to notify the Employer, in writing, of any address change.

A recall position shall be defined as 1) a professional vacancy; or 2) an opening in excess of 90 teacher-day duration. Recalled employees shall be compensated at their current salary placement.

Furloughed employees shall have the right to refuse full-time substitute positions.

Furloughed employees will be recalled in the inverse order of their furlough when a recall position exists for which they are certified. No new appointment shall be made in a subject area when there is a certified furloughed employee available who has had prior teaching experience in the subject area.

If a furloughed teacher refuses a recall position offered for which the furloughed teacher has proper certification, the name will be stricken from the recall list. Upon request, furloughed

teachers will be placed on the day-to-day substitute teacher list in the areas of their certification, and compensated at the then current daily rate.

Employees who are furloughed shall be given the opportunity to substitute on a day-to-day basis in a Bargaining Unit position outside the area of their certification when a certified substitute cannot be secured by the Employer, providing that there is no violation of the Professional Personnel Certification and Staffing Policies and Guidelines of the Pennsylvania Department of Education, as may be amended.

A furloughed employee who is enrolled in a daytime college program during the period of furlough and who is recalled shall be given the option of delaying his/her return to service until the end of the current semester.

No furloughed employee shall be prevented from engaging in another occupation during the period of furlough.

# 11. SCHEDULING/ASSIGNMENT OF DISTANCED EDUCATION AND ONLINE EDUCATIONAL COURSES

In the event that an Employee is selected or assigned to teach a Distanced Education or an Online Education course during the normal workday, such class or course will be counted as a regular teaching period. The number of teaching periods or sections shall be increased for every thirty (30) students enrolled in the online course.

# PART III — COMPENSATION

# 1. SOUTHERN LEHIGH SALARY SCHEDULE

The salary schedules for the term of this Agreement are set forth in Appendix A. Salary increases are as follows:

2024-25 — 3.75% increase including step and column movement

2025-26 — 3.70% increase including step and column movement

2026-27 — 3.60% increase including step and column movement

# 2. EXTRA INSTRUCTION PAY

The hourly rate of remuneration to a teacher for the performance of homebound instruction and after school or summer drivers' education instruction shall be as follows:

	Current Rate 2023-24	2024-25	2025-26	2026-27	
		3.6%	3.6%	3.6%	
Extra Instruction Pay	\$51.52	\$53.37	\$55.30	\$57.29	

In addition to the hourly reimbursement rate of such instruction, a travel reimbursement (at the rate published by IRS at the time of travel) will be paid for each mile of travel required by such instruction in excess of the usual miles traveled by the teacher in the performance of regular duties.

## 3. TRAVEL REIMBURSEMENT

When an employee is obliged to provide, at his own expense, an automobile other than for traveling to and from home and school in pursuance of assigned duties or to attend designated conventions, conferences, etc., such employee shall be reimbursed at the rate published by IRS at the time of travel.

# 4. SUBJECT AREA AND OTHER EDUCATIONAL LEADERS

Subject Area Leader pay shall be determined from a base rate corresponding to the amount of curriculum work in that area as follows:

		2024-25	2025-26	2026-27
Level 1	1-4 courses:	\$3,068.66	\$3,179.13	\$3,293.58
Level 2	5-10 courses:	\$3,810.55	\$3,947.72	\$4,089.85
Level 3	11+ courses:	\$4,402.97	\$4,561.48	\$4,725.69

# A. The curricular area categories:

<u>Level 1</u>: Library Science, Middle School Science, Middle School Social Studies, K-3 Science, 4-6 Science, K-3 Social Studies, 4-6 Social Studies, K-3 Language Arts, 4-6 Language Arts, K-3 Math, 4-6 Math

Level 2: Middle School Math

<u>Level 3</u>: Art, Business Computers and Information Technology (BCIT), Music, Physical Education/Health, Technology Education, World Language, Family and Consumer Sciences, High School Language Arts, High School Math, High School Science, High School Social Studies and Middle School Language Arts

- B. Individuals who manage an extensive bid process and budgeting will receive an additional stipend of \$500 per year. At this time, it is agreed that this includes Art and High School Science only.
- C. Other Educational Leaders' pay shall be determined as follows:

	2024-25	2025-26	2026-27
Health Services Leader K-12	\$3,261.01	\$3,378.40	\$3,500.03
School Counselor Leader K-12	\$3,261.01	\$3,378.40	\$3,500.03
Special Education Leader K-6	\$2,935.67	\$3,041.36	\$3,150.84
Special Education Leader 7-8	\$2,935.67	\$3,041.36	\$3,150.84
Special Education Leader 9-12	\$3,911.67	\$4,052.49	\$4,198.38
English as a Second Language K-12	\$3,261.01	\$3,378.40	\$3,500.03

D. Preparation for in-service activities shall be assigned and contracted with appropriate compensation, separate from this section and the monies allocated to its implementation, by the Curriculum Department.

# 5. NATIONAL BOARD CERTIFICATION

Professional employees who attain "National Board Certification" status, as defined by the National Board for Professional Teaching Standards, National Association of School Psychologists, National Board of Certified School Counselors or the National Board for

Certification of School Nurses shall be reimbursed a maximum of two thousand five hundred dollars (\$2,500) for expenses incurred in the process of receiving such certification. Professional employees who earn and maintain National Board Certification shall receive a stipend in the amount of two thousand dollars (\$2,000) for each year the employee maintains this national certification in addition to their salary as set forth on the salary schedule during the life of this Agreement, beginning with the contract year in which the certification is awarded.

# 6. MENTOR TEACHERS

Each employee who serves as a mentor teacher in Employer's induction plan established pursuant to the requirements of 22 Pa. Code Section 49.16 during the term of this Collective Bargaining Agreement shall receive as compensation an annual stipend of \$700.

Each Employee who serves as a mentor teacher as specified above for multiple inductees shall, instead of the compensation stated above, receive compensation as follows:

- For two inductees, an annual stipend of \$1,400.
- For three inductees, an annual stipend of \$2,100.

# 7. INTRAMURAL SALARY SCHEDULES

Approved intramural activities shall normally be one and one-half (1½) hours in duration and be compensated at the rate listed below. Depending upon the unique needs of the activity, the intramural session may be lengthened or shortened in quarter (¼) hour increments, not to exceed three (3) hours, with Building Principal approval and compensation adjusted accordingly.

	Current Rate 2023-24	2024-25	2025-26	2026-27
		3.6%	3.6%	3.6%
Intramural Pay	\$64.45	\$66.77	\$69.17	\$71.66

# 8. EXTRACURRICULAR ACTIVITIES SALARY SCHEDULE

The Extracurricular Activities Salary Schedule for the term of this Agreement is set forth below. The increase to each stipend is as follows:

	2024-25	2025-26	2026-27
Athletics Increase	3.6%	3.6%	3.6%
Non-Class Related Increase	3.6%	3.6%	3.6%
Class Related Increase	3.6%	3.6%	3.6%

ATHLETICS	2024-25	2025-26	2026-27
Football, Head	\$12,345	\$12,789	\$13,250
Football Assistants (4)	\$7,407	\$7,674	\$7,950
Football, Head Middle School	\$5,555	\$5,755	\$5,962
Football, Assistant. Middle School	\$3,704	\$3,837	\$3,975
Basketball, Head (Boys/Girls)	\$10,493	\$10,870	\$11,262
Basketball, Assistants (2 Boys/2 Girls)	\$6,296	\$6,522	\$6,757
Basketball, Jr. High (Boys/Girls)	\$5,771	\$5,978	\$6,193

ATHLETICS	2024-25	2025-26	2026-27
Basketball, Middle School Head (Boys/Girls)	\$4,722	\$4,892	\$5,068
Basketball, Middle School Assistant (Boys/Girls)	\$3,148	\$3,262	\$3,379
Wrestling, Head	\$10,493	\$10,870	\$11,262
Wrestling, Assistant	\$6,296	\$6,522	\$6,757
Wrestling, Jr. High	\$5,771	\$5,978	\$6,193
Wrestling, Jr. High Assistant	\$4,722	\$4,892	\$5,068
Baseball, Head	\$9,012	\$9,337	\$9,673
Baseball, Assistant (2)	\$5,407	\$5,602	\$5,803
Field Hockey, Head	\$9,012	\$9,337	\$9,673
Field Hockey, Assistant (2)	\$5,407	\$5,602	\$5,803
Field Hockey, Head Middle School	\$4,055	\$4,201	\$4,352
Field Hockey, Middle School Assistant	\$2,703	\$2,800	\$2,901
Soccer, Head (Boys/Girls)	\$9,012	\$9,337	\$9,673
Soccer, Assistant (2 Boys/2 Girls)	\$5,407	\$5,602	\$5,803
Softball, Head	\$9,012	\$9,337	\$9,673
Softball, Assistant (2)	\$5,407	\$5,602	\$5,803
Swimming, Head	\$9,012	\$9,337	\$9,673
Swimming, Assistant (2)	\$5,407	\$5,602	\$5,803
Track & Field, Head	\$9,012	\$9,337	\$9,673
Track & Field, Assistant (3)	\$5,407	\$5,602	\$5,803
Track & Field MS Head	\$4,055	\$4,201	\$4,352
Track & Field MS Assistant	\$2,703	\$2,800	\$2,901
Lacrosse, Head (Boys/Girls)	\$7,160	\$7,418	\$7,685
Lacrosse, Assistant (Boys/Girls)	\$4,296	\$4,451	\$4,611
Cross Country, Head	\$7,160	\$7,418	\$7,685
Cross Country, Assistant	\$4,296	\$4,451	\$4,611
Cross Country Head Middle School	\$3,222	\$3,338	\$3,458
Cross Country, Middle School Assistant	\$2,149	\$2,226	\$2,306
Volleyball, Head (Boys/Girls)	\$7,160	\$7,418	\$7,685
Volleyball, Assistant (Boys/Girls)	\$4,296	\$4,451	\$4,611
Volleyball, Head Middle School (Girls)	\$3,222	\$3,338	\$3,458
Volleyball, Middle School Assistant. (Girls)	\$2,149	\$2,226	\$2,306
Golf, Head	\$6,172	\$6,395	\$6,625
Tennis, Head (Boys/Girls)	\$6,172	\$6,395	\$6,625
Cheerleading Spirit, Head (Fall/Winter)	\$6,172	\$6,395	\$6,625
Cheerleading Spirit, Assistant (Fall/Winter)	\$3,704	\$3,837	\$3,975
Cheerleading Spirit, Head Middle School (Fall/Winter)	\$2,778	\$2,878	\$2,981
Cheerleading Competition, Head (Comp. Season)	\$6,172	\$6,395	\$6,625
Rifle, Head	\$4,691	\$4,860	\$5,035
Rifle, Assistant	\$2,814	\$2,915	\$3,020
Indoor Track (Winter)	\$4,691	\$4,860	\$5,035
Indoor Track Assistant (Winter)	\$2,814	\$2,915	\$3,020

NON-CLASS RELATED	2024-25	2025-26	2026-27
Broadway Musical Director HS	\$4,020	\$4,064	\$4,125
Class Advisor – Freshman	\$1,245	\$1,259	\$1,278
Class Advisor – Sophomore	\$1,367	\$1,382	\$1,403
Class Advisor – Junior	\$2,244	\$2,268	\$2,302
Class Advisor – Senior	\$2,574	\$2,602	\$2,641
Dance Team	\$3,516	\$3,554	\$3,607
Debate Team	\$3,458	\$3,907	\$4,431
Drama	\$2,847	\$2,878	\$2,921
Ecology Club	\$1,628	\$1,646	\$1,670
FBLA	\$2,017	\$2,039	\$2,069
Honor Society	\$1,564	\$1,845	\$2,094
Junior Honor Society	\$1,453	\$1,585	\$1,706
Indoor Color Guard	\$2,252	\$2,277	\$2,311
Key Club	\$2,649	\$2,678	\$2,718
Newspaper HS	\$2,430	\$2,456	\$2,493
Robotics Club	\$3,262	\$3,686	\$4,181
STAR	\$1,897	\$1,918	\$1,946
Scholastic Scrimmage	\$1,929	\$2,179	\$2,212
Stage – Senior HS	\$1,768	\$1,787	\$1,814
Stage & AV – MS	\$1,982	\$2,004	\$2,034
Student Senate Advisor – HS	\$3,018	\$3,050	\$3,096
Student Senate Advisor – MS	\$1,833	\$2,000	\$2,153
Technology Student Assoc. Advisor	\$2,017	\$2,039	\$2,069
Teen Counseling	\$2,540	\$2,567	\$2,605
Varsity Club	\$2,212	\$2,236	\$2,269
Yearbook HS	\$4,176	\$4,221	\$4,284

CLASS RELATED	2024-25	2025-26	2026-27
Band IS	\$4,317	\$4,472	\$4,633
Band – MS	\$4,317	\$4,472	\$4,633
Band – Senior HS	\$10,267	\$10,636	\$11,019
Band Assistant HS (2)	\$4,949	\$5,127	\$5,312
Band Front	\$5,089	\$5,272	\$5,462
Choral Music – IS	\$2,648	\$2,743	\$2,842
Choral Music – MS	\$2,648	\$2,743	\$2,842
Choral Music – Senior HS	\$4,932	\$5,110	\$5,294
Orchestra IS	\$1,657	\$1,716	\$1,778
Orchestra – MS	\$1,657	\$1,716	\$1,778
Orchestra – Senior HS	\$2,772	\$2,872	\$2,976

# PART IV — MEDICAL, DENTAL, PRESCRIPTION AND OTHER BENEFITS

# 1. MEDICAL, DENTAL AND PRESCRIPTION COVERAGE

A. The Employer shall provide Lehigh County Schools Consortium PPO Plan (PPO 6), or its equivalent, with respect to each full-time employee including eligible dependents as defined in the said Plan.

Effective September 1, 2024, employees must pay an additional cost to cover a spouse for couple or family coverage who has the option to elect healthcare coverage through their employer. The additional cost or surcharge will be \$75 per month effective September 1, 2024, and \$100 per month effective September 1, 2025, which will be payable through mandatory payroll deductions. During benefits open enrollment, employees will be required to verify the above criteria, and the Employer will have the right to audit or request verifying information. Examples of surcharge liability would be:

- In the event an employee's spouse is working at an employer that offers group health insurance but has declined that coverage and wants to remain on the District's health plan.
- If an employee's spouse is eligible and/or enrolled in Medicare but is still actively working at their own employer that offers group health insurance.
- If an employee's spouse is offered coverage for any time period throughout the
  year with their employer and the employee chooses to continue their coverage
  under the District's health plan. Notification of this change shall be required by the
  close of the open enrollment period of each year. If an employee's spouse loses
  coverage at any time throughout the year, the District shall cease the collection of
  the spousal surcharge upon verifiable notification by the employee of spouse's loss
  of coverage.
- No surcharge will be applicable in the event an employee and an employee's spouse are both employed by the District and are both covered on the District's health plan under either family or the spouse's health coverage. The surcharge only applies to the medical plan but does not apply to the District's dental and vision plans.
- B. The District may, at its discretion, offer additional plans to be available, if offered, on a voluntary basis. Professional employees, eligible for such District group coverage, shall have a seminar/workshop presented by the provider(s) of these alternate programs prior to a designated open enrollment period. The employee may voluntarily change from the indemnity medical insurance during this open enrollment period and must remain in this alternate program until the next enrollment period. The employee may, after that one-year period, and during subsequent enrollment periods, return to the group indemnity medical insurance without pre-existing condition(s). The exception to this, for any of the programs, would be if the professional employee experiences any family status change (a "qualifying event") during the plan year. This employee may reenroll, after providing proof of the family status change(s), (i.e., Marriage, Divorce, Death of a dependent, Birth or adoption, etc.) into the other medical insurance program.
- C. The Employer shall continue Dental Plus dental coverage or its equivalent, to the employees currently in the bargaining unit, including eligible dependents, as well as currently participating retirees and their participating dependents, during the appropriate enrollment periods. There shall be no new enrollment in the Dental Plus plan. Dental Plus will be extended to include any dependents as prescribed by federal law. Any

premium costs of Dental Plus, or its equivalent, in excess of the premium for the traditional Dental program shall be borne by the individual employee.

D. The Employer shall provide a three-tier (10/30/55) prescription drug insurance coverage as provided by the Lehigh County Consortium Prescription program or its equivalent for each member and his/her family including any dependents as prescribed by federal law subject to a co-pay up to:

\$55.00 per prescription for brand name prescriptions,

\$10.00 per prescription for generic prescriptions,

\$30.00 per prescription for formulary brand name prescriptions.

The Employer shall offer to employees the Lehigh County Consortium Mail Order Drug Program or its equivalent at a co-pay up to:

\$100.00 per prescription for brand name prescriptions,

\$20.00 per prescription for generic prescriptions,

\$50.00 per prescription for formulary brand name prescriptions.

Employees will be required to utilize the Lehigh County Consortium Mail Order Drug Program for maintenance-type drugs for ongoing or chronic conditions following the employee's purchase of his/her first refill of the prescription.

E. If, during the term of this Agreement, the Plans under which the employee is otherwise covered, including but not limited to Dental Plus, expires or is discontinued on a no-cost basis or is terminated for any reason whatsoever, then such employee and dependents will be included under the Employer's current Plans, requiring that an employee complete a written application for coverage, which would be effective as soon as possible under the Employer's Plan.

# 2. EMPLOYEE MEDICAL INSURANCE CONTRIBUTION

Employees participating in the District-sponsored medical plan shall be required to contribute a percentage of the medical premium costs as listed below. Election of any change in dependent coverage shall be made in writing during the annual open enrollment period or within thirty (30) days of any qualifying event. Payments shall be made through payroll deduction.

PPO 6 Monthly Premium Share	2024-25	2025-26	2026-27
Single	9% of premium	9% of premium	9% of premium
Parent & Child	9% of premium	9% of premium	9% of premium
Parent & Children	9% of premium	9% of premium	9% of premium
Couple	9% of premium	9% of premium	9% of premium
Family	9% of premium	9% of premium	9% of premium

In the event the parties to the Agreement cannot agree upon a Plan that eliminates the need for ACA Excise Tax, the Excise Tax will be split evenly by the District and the bargaining unit members who receive benefits under the Plan.

# 3. VISION PROGRAM

The Employer shall make available a vision care program which provides coverage for employees and immediate family members. An employee shall be reimbursed up to \$500 over the three-year term of this Agreement for the costs of an examination by a licensed vision care practitioner and the purchase of eyeglass lenses and frames. Reimbursement shall be made subsequent to the submission to the Business Office of a receipt for the examination and/or lenses or frames that is less than one (1) year old. Once an employee has been reimbursed a total of \$500 or the costs of exams, glasses, and/or frames, the employee shall not be entitled to any additional reimbursement for such purchases for the balance of the three-year Agreement. In the event that the parties decide to continue the terms and conditions of the 2024-2027 Agreement while they bargain their successor agreement, the parties agree that they will make a preliminary determination of the vision benefits to be made available to the employees during the pendency of their negotiations. In order to be reimbursed for vision care, all receipts must be turned in to the Business Office no later than one year from the date of vision care.

# 4. INCOME PROTECTION

Employees less than sixty-five (65) years of age who became sick and disabled, or who become disabled as a result of an accident during the term of this Agreement shall, beginning with the thirty-first (31st) day of disability as defined in the insurance plan selected by the Employer or the cessation of accumulated sick leave, which occurs later, be entitled to the sum of sixty percent (60%) of their monthly salary up to a maximum of \$2,500 per month while totally disabled, with said benefits payable to age sixty-five (65). Effective September 1, 2025, the maximum amount will increase to \$5,000 per month.

The above coverage shall be subject to the limitations of the insurance policy chosen by the Board of Education.

# 5. DEATH BENEFIT

Employees shall be covered by a death benefit of \$50,000 with \$50,000 additional accidental death and dismemberment protection without cost to the employee.

If an employee is over age 70 on the effective date of his insurance, the amount of life insurance and the accidental death and dismemberment insurance for such employee shall be 50% of the amount for which he would otherwise be eligible in accordance with this schedule.

For an employee under age 70, the amount of life insurance and the accidental death and dismemberment insurance shall be reduced by 50% upon attainment of his 70th birthday.

# 6. TAX-SHELTERED ANNUITIES AND INDIVIDUAL RETIREMENT ACCOUNTS

The Employer agrees to make payroll deductions for employees who desire and authorize such deductions for tax-sheltered annuities and individual retirement accounts in accordance with District guidelines and requirements of the company and/or bank.

The Employer reserves the right to establish criteria for eligible financial institutions.

## PART V — TIME OFF

# 1. EMERGENCY DAY AND PERSONAL DAY

- A. Emergency Day An employee, during the course of the 2024-25 school year, shall be eligible for two (2) emergency days of leave without loss of salary. Effective September 1, 2025, an employee, during the course of the school year, shall be eligible for one (1) emergency day of leave without loss of salary. For the purpose of this clause, the day will begin at 8:00 p.m. preceding the workday for which the emergency day is being used. An emergency day is a day upon which some unforeseen happening occurs which calls for immediate action such as, but not limited to, (1) immediate family\* illness requiring hospitalization or emergency doctor's care, (2) accidents occurring either personally or within the immediate family\*, (3) fire, (4) flood or any other unforeseen happening which can be construed as an emergency. As emergencies cannot be predicted prior to their occurrence, it shall be the responsibility of the employee involved to forward the written documentation for the emergency day's leave to the district Superintendent stating, therein, the reason within five (5) school days.
- B. Personal Day Each member of the Bargaining Unit is entitled to two (2) personal days of absence without loss of pay during the 2024-25 school year. Effective September 1, 2025, each member of the Bargaining Unit is entitled to three (3) personal days of absence without loss of pay during each school year. If unused, such days shall be cumulative from year to year. No more than five (5) days may be taken in any contract year except with the approval of the superintendent. Requests for more than one (1) personal day are to be submitted to the professional employee's building principal or supervisor at least 24 hours prior to said personal days. If qualified substitutes are not available, the administration reserves the right to limit the number of professional employees requesting personal days on any particular day to 10% of the professional employees per building. Personal days shall not be taken immediately before or after school holidays or the first ten (10) or the last ten (10) contracted days of the school term except with the approval of the superintendent.

# 2. SICK LEAVE PROGRAM

Professional employees shall receive sick leave at the rate of ten (10) days per year for either personal or family illness, which, if not used, will accumulate and may be used for personal illness in successive years.

# \*Family:

- 1. father, mother, husband, wife, son, daughter
- 2. near relative who resides in the same household
- 3. any person with whom the person has made his/her home.

# 3. FUNERAL LEAVE

Whenever a full-time employee shall be absent from duty to arrange, to attend and/or to travel to funeral or memorial services for a member of the immediate family of said employee, there shall be no deduction in the salary of said employee for an absence or absences not in excess of five (5) school days within a period of ten (10) days of the death. This inclusionary period may be extended with the approval of the Superintendent or his/her designee. Members of the immediate family shall be defined as spouse, biological or adopted child, father, mother, brother, sister, parent-in-law, son-in-law, daughter-in-law,

grandparent, grandchild or near relative who resides in the same household, or any person with whom the employee was living at the time of death or any step-relative corresponding to those immediate family members named above. "Step-relative" shall be defined as one of the above-listed family members genetically related to an employee's spouse from a previous relationship, or an adopted person of an employee's spouse from a previous relationship.

Whenever a full-time employee shall be absent from duty because of death of a near relative of said employee, there shall be no deduction in the salary of said employee for an absence not to exceed two (2) school days to arrange, to attend and/or to travel to funeral or memorial services. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, brother-in-law, sister-in-law or grandparent-in-law.

# 4. PROFESSIONAL ABSENCE

Professional employees must give sixty (60) days' notice of intent to leave employment in order to run for or to serve in public or political office. The employee shall retain all seniority obtained prior to his or her leaving employment. Seniority shall accumulate for the period of said absence. Said leave of absence shall extend for one (1) year or the term of office, whichever is greater.

# 5. CHILDREARING LEAVE

# A. Childrearing Leave

The Employer shall grant unpaid Childrearing Leave to any member of the Bargaining unit excluding all categories of substitutes, for up to twelve (12) months renewable for up to an additional twelve (12) months subject to the return from leave provision. Childbearing Leave shall commence on the day following the last day of disability related to the pregnancy period or, in the case of adoption, on the day of placement for adoption. The Employer will provide the employee on childrearing leave continued coverage of term life and medical insurance benefits to the extent that is required by law. If not required by law, the Employer will, subject to the approval and limitations of the carrier, maintain the employee on childrearing leave in the insurance groups for term life insurance and medical insurances provided that the employee remits to the Business Office the amount of the billing for the employee's coverage within thirty (30) days of receipt of said bill. Failure to remit such payments in a timely fashion may result in loss of coverage.

# **B.** Return from Leaves

The exact leave duration, including starting date and returning date from a Childrearing Leave shall be determined by the Superintendent or his/her designee after consulting with the employee. The Employee may, upon requesting a period of childrearing leave, request a duration of one semester, the balance of the current semester, one full school year, or the remainder of the school year once release to work has been secured from the attending physician. The employee shall notify the Superintendent, in writing, of the intention to return to duty for the next school year or request a second period of childrearing leave for the next school year no later than the preceding April 1 or thirty (30) days after a birth/adoption if it occurs after the preceding April 1. An employee may return sooner if approved by the Superintendent.

A bargaining unit member must return to employment following childrearing leave to reestablish their rights under this section. Consecutive childrearing leaves will not be granted.

# 6. ASSAULT

A professional employee shall not lose any sick leave days or salary for a period up to twenty working days because of an injury resulting from an unprovoked assault on a professional employee while in the classroom or on an assigned duty. The District will make whole an employee's salary for any compensation not made up by workman's compensation. Said employee will not make more than one hundred percent of their normal salary during that twenty-day period. A doctor's certificate may be required at the discretion of the Superintendent.

#### PART VI — RETIREMENT PROGRAM

# 1. REQUIREMENTS

- A. Minimum age 55 or 30 years of service.
- B. Minimum of 15 years of service in the Southern Lehigh School District (years need not be consecutive).
- C. The employee has not taken a professional development leave or any other leave as authorized by Section 1166 of the School Code as amended during any of the preceding seven years. This requirement shall not include sabbatical leaves for restoration of health.
- D. The employee retires between the period September 1, 2024, and 12:00 noon on August 15, 2027.
- E. The employee shall notify the Superintendent, in writing, of his/her intent to retire no later than April 1 for end-of-school year retirement or sixty (60) calendar days prior to date of effective retirement. The notification requirement may be waived by the District for urgent circumstances or for such reason as the District may determine, in its discretion, to be valid.
- F. Employees who worked within the 2020-21 school year or earlier are eligible for this program.

# 2. BENEFITS

The employee (and dependents, if so chosen) will receive the current Medical, Dental and Prescription or equivalent coverage in effect at the time of the Employee's retirement providing said coverage is available. Coverage will continue under the Plan currently in effect for the active membership until the specified amount is exhausted. When the employee reaches Medicare-eligible age, all coverage shall end and the balance of the Specified Amount shall revert to the District.

Coverage shall be continuous until the specified amount is exhausted or Medicare-eligible age is reached, whichever comes first.

All benefits under this section will cease upon the death of the Employee provided Medicare-eligible age has been reached.

#### 3. FUNDING

- A. The cost for benefits as specified above will be funded by the District at a rate equal to the expenditure that the District would have incurred if the employee had taken a sabbatical for professional development. If applicable, one-half of any annual National Board Certification stipend will be added to this amount. This expenditure shall hereafter be referred to as "Specified Amount" and will be modified by the following parameters:
  - The employee retires 4 or more years PRIOR to the point that said employee is eligible for full retirement benefits as defined by PSERS = 140% of specified amount.
  - The employee retires 1-3 years PRIOR to the point that said employee is eligible for full retirement benefits as defined by PSERS = 120% of specified amount.
  - The employee retires during the year that said employee is eligible for full retirement benefits as defined by PSERS = 110% of specified amount.
  - The employee retires 1-3 years AFTER the point that said employee is eligible for full retirement benefits as defined by PSERS = 80% of specified amount.
  - The employee retires 4 or more years AFTER the point that said employee is eligible for full retirement benefits as defined by PSERS = 60% of specified amount.

# \*\*\*Full retirement is defined by PSERS as:

- Any age, provided one has 35 years of PSERS-eligible service.
- Age 60, provided one has 30 years of PSERS-eligible service.
- Age 62, one can retire with one or more years of PSERS-eligible service.

Retirement Date	PSERS Full Benefits Date (any age with 35 years of service, age 60 with 30 years of service; age 62 with at least one year of service)	Correct contractual percentage of Specified Amount
2024-25 Contract Year	2028-2029 or later	> 3 contract years prior – 140%
	2025-2026, 2026-2027, 2027-2028	1-3 contract years prior – 120%
	2024-25	Same contract year – 110%
	2021-2022, 2022-2023, 2023-2024	1-3 contract years after – 80%
	2020-2021 or earlier	> 3 contract years after – 60%
2025-26 Contract Year	2029-2030 or later	> 3 contract years prior – 140%
	2026-2027, 2027-2028, 2028-2029	1-3 contract years prior – 120%
	2025-2026	Same contract year – 110%
	2022-2023, 2023-2024, 2024-2025	1-3 contract years after – 80%
	2021-2022 or earlier	> 3 contract years after – 60%
2026-27 Contract Year	2030-2031 or later	> 3 contract years prior – 140%
	2027-2028, 2028-2029, 2029-2030	1-3 contract years prior – 120%
	2026-2027	Same contract year – 110%
	2023-2024, 2024-2025, 2025-2026	1-3 contract years after – 80%
	2022-2023 or earlier	> 3 contract years after – 60%

- B. The District shall deduct from the Specified Amount the cost of the employee's monthly premiums for the coverage's specified in Section 2 above.
- C. In addition to the Specified Amount, credits representing interest earned on each retiree's Specified Amount (as reduced for prior payments of monthly premiums) shall be used to partially or fully offset the expenditures for monthly premiums. The credits shall

be determined by the Business Office and the procedure for performing the calculations shall be available for inspection in the Business Office.

# 4. TERMINATION OF BENEFITS

- A. If the Specified Amount, plus credits, is depleted prior to the retired Employee reaching the age of Medicare eligibility, the Employee shall have the option of paying for the premiums for the benefits outlined in Section 2 at his/her own expense until the Employee's age of Medicare eligibility is reached.
- B. If the retired employee should die prior to exhausting the Specified Amount, his/her spouse shall be given the option of continuing the benefits outlined in Section 2 until the Specified Amount is exhausted.
- C. When the Specified Amount is exhausted, all benefits under this program cease for both the retired employee and spouse.
- D. The retired employee and spouse shall have no vested rights to the Specified Amount plus credits. For illustrative purposes, if 1) coverage as outlined in Section 2 is no longer available; 2) the retired employee chooses to withdraw from this program at any time; or 3) the retired employee dies prior to exhausting the Specified Amount and the spouse decides not to continue coverage as provided in B above, the program ceases for that employee and his/her spouse with no rights to the Specified Amount, credits, or any portion thereof.
- E. No benefits will be paid, nor any continuance of coverage be allowable under the District Plan(s), following the death of the Employee and his/her spouse at the Employee's time of death.

# 5. SEVERANCE PAY

Upon retirement Professional Employees shall receive severance pay in the amount of \$60.00 per day for all unused sick leave. These payments shall be subject to the following conditions:

- A. The employee will have completed fifteen (15) years of service within the District.
- B. Prior to April 1 of the year retirement shall become effective, the employee shall submit a letter of retirement.
- C. The employee shall have applied for and have been accepted by the Public School Employees' Retirement Board for payment of retirement allowance. Payment of said severance pay will be made during the month of July following retirement, or no later than one month after the last day of employment during the school year, provided notice is given by April 1. If notice is given after April 1, payment will be made during the month of December of the same calendar year following retirement.

The Employer shall establish a plan document, which shall specify at least three 403(b) providers. The number of providers shall be determined by the District. The Employer shall make every effort to secure plan providers that will ensure that Employees may transfer funds among the providers on the provider list without any penalty.

Payment shall be made as an employer contribution into a 403(b) tax-sheltered annuity account, in accordance with IRC 403(b) (3). This account shall be established by the eligible Employee from the list of plans available from the District, prior to the District contribution. Failure to establish an account will result in forfeiture of the benefit. All Employees who have accumulated less than one thousand (\$1,000.00) dollars will receive cash compensation, and all others will receive the benefit in the form of a non elective employer contribution.

D. The Employer shall pay all accumulated leave benefits to Employees by March 15 of the calendar year following severance from service with the district.

# PART VII — GRADUATE STUDY PROGRAM

# 1. TUITION REIMBURSEMENT FIRST MASTER'S DEGREE - GENERAL

Under the following conditions the Southern Lehigh School District will reimburse District Professional Employees for tuition costs for pre-approved courses taken up to and including the employee's first Master's Degree during active employment (not including leaves) up to a maximum of twelve (12) credits, or equivalent, per Contract year provided no more than six (6) credits, or equivalent, are taken in any semester.

- A. Employees may submit courses or programs of study to the ACMC (Advanced Course Management Committee) for preapproval at any time. Upon completion of the first year of employment in the District, the Bargaining Unit Member will be eligible for reimbursement for preapproved courses which will be paid upon commencement of the second year of employment, provided he/she is under a valid contract at the time each preapproved course is started and reimbursement has been approved. The ACMC may not approve coursework for reimbursement that has been completed or in progress; it may approve tuition reimbursement for programs that include future coursework or future courses themselves from the point of application approval forward.
- B. It is the Professional Employee's responsibility to submit his/her application for tuition reimbursement together with a transcript, or other appropriate documents, showing the date of the course, course number, college or university, grade received, and a receipt of tuition payment to the District Superintendent. It is also the Professional Employee's responsibility to submit the Graduate Increment Application Form when eligible for a graduate study increment.
- C. A recommendation for reimbursement will be made by the District Superintendent, where possible, at the next meeting of the Board of School Directors. Reimbursement to the applicant shall be made no later than 10 working days following the said School Board meeting.
- D. A grade of "B" or better in a course or a "B" average in a program is necessary for reimbursement. Specifically, this does not include "B-".

# 2. TUITION REIMBURSEMENT - POST-MASTER'S DEGREE - GENERAL

Under the following conditions, the Southern Lehigh School District will reimburse District Professional Employees for tuition costs for preapproved courses taken following the first Master's Degree during active employment (not including leaves) up to a maximum of six (6) credits, or equivalent, per contract year.

- A. Employees may submit courses or programs of study to the ACMC (Advanced Course Management Committee) for preapproval at any time. Upon completion of the first year of employment in the District, the Bargaining Unit member will be eligible for reimbursement for preapproved courses, which will be paid upon commencement of the second year of employment, provided he/she is under a valid contract at the time each preapproved course is started and reimbursement has been approved. The ACMC may not approve coursework for reimbursement that has been completed or in progress; it may approve tuition reimbursement for programs that include future coursework or future courses themselves from the point of application forward.
- B. It is the Professional Employee's responsibility to submit his/her application for tuition reimbursement together with a transcript, or other appropriate documents, showing the dates of the course, course number, college or university, and grade received. A receipt, itemized to show payment of the course's tuition, must be included. This submission must be forwarded to the Superintendent's Office.
- C. A recommendation for reimbursement will be made by the District Superintendent, where possible, at the next meeting of the Board of School Directors. Reimbursement to the applicant shall be made no later than 10 working days following approval at said School Board Meeting.
- D. A grade of "B" or better in a course or "B" average in a program is necessary for reimbursement. Specifically, this does not include a "B-".

# 3. GRADUATE INCREMENT

Pre-approved Courses may be submitted for Tuition Reimbursement that are not accepted by the college or university as fulfillment of requirements for a Master's Degree or Doctorate Degree. Although eligible for tuition reimbursement when pre-approved by the ACMC, these courses are not eligible for graduate increment.

Courses eligible to be used for purposes of Graduate Increment must be pre-approved by the ACMC and accepted by the college or university as partial fulfillment of requirements leading to a Certification program, Master's, Second Master's Degree or Post-Master's Degree.

The Professional Employee must be enrolled in an approved Certification, Master's, Second Master's Degree or Post-Master's Degree program offered by one of the institutions listed as an approved provider below.

When a new hire is made, he/she may be compensated at a level that takes into consideration credits that have been accumulated at a postgraduate level at the District's option. That coursework or a new Program may be considered for approval by the District. New post-hire coursework or a new Program must be given approval by the ACMC.

All documents requesting graduate increment must be received in the Superintendent's Office prior to September 15<sup>th</sup> in order that salary adjustments may be made retroactive to September 1, the beginning of the contract year, and the only day upon which graduate increment may be effective. Graduate increment must be requested by the Professional Employee to be granted.

# 4. THE ADVANCED COURSE MANAGEMENT COMMITTEE

A. The Committee shall be comprised of: one (1) Central Office Administrator, one (1) member from the Southern Lehigh School Board, and two (2) members selected by the Southern Lehigh Education Association. The purpose of the ACMC will be to approve courses or programs of study by District Bargaining Unit members that will benefit the District, or disapprove same. Courses and programs of study may be approved solely for tuition reimbursement or for tuition reimbursement and graduate increment. The ACMC will also ensure that the coursework is taken through an approved provider (listed below).

A substitution of members is permitted to allow the smooth function of the Committee. It is intended that there be no delay to applications if members are absent.

- B. Minutes of each meeting will be kept and available to each of the constituent groups represented, housed in the Central office and available for examination by District personnel.
- C. The ACMC will meet (at least) one time per month to address concerns relevant to this section.
- D. The ACMC's decisions are binding upon all parties and all approvals must be approved by a majority vote (at least three members) of the ACMC, or a majority vote of those members who are present when the vote occurs.
- E. Professional Employees may appear before the Committee for further explanations of the Employee's request.
- F. Applications for course approvals, from approved providers, will be made through the building Principals and forwarded directly to the ACMC. The building Principal will forward to the ACMC the application within 1 week of receipt of the application from the Employee.
  - The ACMC will notify the Employee of acceptance or denial of the application within 1 week of the monthly meeting of the ACMC.
- G. The ACMC may approve courses or a Program from a non-approved provider upon request by a Professional Employee, who will be responsible to provide documentation and justifications for such approvals subject to evaluation and approval/disapproval by the ACMC.
- H. The ACMC may approve for reimbursement for courses that will not qualify for salary increment. Such approvals will be forwarded to the Superintendent. If a course is approved under this provision, the District will pay for the course at the time of approval by the ACMC and no grade, other than passing, is required.
- I. The Employee will reimburse the District for non-completion of the course.
- J. The monies allowed under Section H (above) will be apportioned by the Board annually and may not be exceeded.

#### 5. APPROVED PROVIDERS

The following is a list of approved providers under this section and is subject to the review by the ACMC at any time.

- 1. The Pennsylvania State University
- 2. De Sales University
- 3. Kutztown University
- 4. Moravian University
- 5. Muhlenberg University
- 6. Cedar Crest College
- 7. Temple University
- 8. Lafayette University
- 9. Lehigh University
- 10. Wilkes University
- 11. East Stroudsburg State University

The ACMC may recommend adding or deleting providers, preserving the right of a Professional Employee already enrolled in a course(s) from that deleted provider to finish a course or Program without disqualification from tuition reimbursement or graduate increment. Should the ACMC approve coursework from a non-approved Provider, that Provider shall be considered approved for that particular coursework.

# 6. TUITION REFUND DOLLARS AND PENALTIES

Any Professional who has received benefits under this section and who voluntarily leaves the District's employment without one year's active service following the end of the course or courses shall be liable to repay all tuition benefits received for that course or courses taken in the preceding twelve months. The Superintendent may consider the suspension of this section in cases involving extenuating circumstances. The Superintendent's decision is final and binding upon all parties and is not precedent setting.

# 7. RATE OF REIMBURSEMENT FOR GRADUATE INCREMENT ELIGIBLE COURSES

The rate of reimbursement per credit for courses under this Program shall be the rate charged by Kutztown University per credit + 20% of the difference between the Kutztown tuition per credit rate and any other institution's tuition per credit rate.

# **PART VIII — CYBER OPTION**

The parties reached a Memorandum of Understanding for the 2021-22 school year which supersedes this article (Part VIII, Cyber Option). Effective September 1, 2022, the following will go into effect:

To the extent and in the manner permitted by the following, the Association and the District agree that eligible District students may participate in the cyber option offered by the District in partnership with Virtual Learning Network (VLN) or similar vendor.

# 1. RESERVATION OF RIGHTS

The District and the Association agree that the Association has not waived its exclusive right to bargaining unit work, and agrees that it will not assert in any forum or circumstance that

the cyber option through VLN or similar vendor waives the Association's right to assert its exclusive right to bargaining unit work.

# 2. TERMS CONCERNING THE IMPLEMENTATION OF THE CYBER OPTION

- A. The District will not openly advertise the cyber option to children in the district unless they are currently attending a cyber charter school or they approach the district office to withdraw to attend a cyber charter school.
- B. The District may use the cyber option as an alternative for students that will be expelled.
- C. The District may use the cyber option for a student who is out for extended medical reasons.
- D. The District will give a special diploma showing, and the transcripts will reflect that, the student graduated from cyber option.
- E. The District will not expand the cyber option program beyond these limits without the approval of the Association

# 3. PRESERVATION OF BARGAINING UNIT POSITIONS

The District and the Association agree that no bargaining unit positions will be reduced or eliminated as a direct result of the District's implementation of the cyber option through VLN or similar vendor.

# SOUTHERN LEHIGH SCHOOL DISTRICT CENTER VALLEY, PENNSYLVANIA

	Reference No#: Date Submitted:
Grievance Report Form Step 1	
Grievance Initiated By:	Work Place:
Bargaining Unit:	
Grievance relates to Contract Section and Line	e Number to Line Number
Action Requested/Desired:	
Signature of Grievant	Date
Received By:	Date:
Step II Decision:	
Employer Representative Signature	Date
Received By:	on (date)

# SOUTHERN LEHIGH SCHOOL DISTRICT CENTER VALLEY, PENNSYLVANIA

Reference No#: (Use Original Reference Number) Step III Step II Grievance Action was initiated on (date) Bargaining Unit:\_\_\_\_\_ Name and Title of Supervisor responsible for Step I decision: Employee's Statement: Signature of Grievant **Date** Received By: Date: Step III Decision:\_\_\_\_ **Employer Representative Signature Date** Received By:\_\_\_\_\_ on (date) \_\_\_\_\_

# APPENDIX A

# SOUTHERN LEHIGH 2024-2025

Salary Schedule

From Top	Bachelors	B+15	B+30	Masters/M Eq	M+15	M+30	M+45	D
Тор	71,983	73,781	89,694	96,582	97,904	99,188	100,482	101,776
1	62,832	66,391	85,922	93,439	94,940	96,440	97,939	99,442
2	62,832	66,391	83,399	90,216	91,717	93,217	94,716	96,219
3	62,832	66,391	81,088	87,445	88,946	90,446	91,945	93,448
4	62,832	66,391	78,688	85,045	86,546	88,046	89,545	91,048
5	62,832	66,391	76,288	82,645	84,146	85,646	87,145	88,648
6	62,832	66,391	73,888	80,245	81,746	83,246	84,745	86,248
7	62,832	66,391	71,488	77,845	79,346	80,846	82,345	83,848
8	62,832	66,391	69,088	75,445	76,946	78,446	79,945	81,448
9	62,832	66,391	68,463	74,820	76,321	77,821	79,320	80,823
10	62,207	65,766	67,838	74,195	75,696	77,196	78,695	80,198
11	61,582	65,141	67,213	73,570	75,071	76,571	78,070	79,573
12	61,162	64,721	66,793	73,150	74,651	76,151	77,650	79,153
13	60,742	64,301	66,373	72,730	74,231	75,731	77,230	78,733
14	60,322	63,881	65,953	72,310	73,811	75,311	76,810	78,313

# SOUTHERN LEHIGH 2025-2026

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From Top	Bachelors	B+15	B+30	Masters/M Eq	M+15	M+30	M+45	D
Тор	74,683	76,481	92,394	99,282	100,604	101,888	103,182	104,476
1	65,532	69,091	88,622	96,139	97,640	99,140	100,639	102,142
2	65,532	69,091	86,099	92,916	94,417	95,917	97,416	98,919
3	65,532	69,091	83,788	90,145	91,646	93,146	94,645	96,148
4	65,532	69,091	81,388	87,745	89,246	90,746	92,245	93,748
5	65,532	69,091	78,988	85,345	86,846	88,346	89,845	91,348
6	65,532	69,091	76,588	82,945	84,446	85,946	87,445	88,948
7	65,532	69,091	74,188	80,545	82,046	83,546	85,045	86,548
8	65,532	69,091	71,788	78,145	79,646	81,146	82,645	84,148
9	65,532	69,091	71,163	77,520	79,021	80,521	82,020	83,523
10	64,907	68,466	70,538	76,895	78,396	79,896	81,395	82,898
11	64,282	67,841	69,913	76,270	77,771	79,271	80,770	82,273
12	63,862	67,421	69,493	75,850	77,351	78,851	80,350	81,853
13	63,442	67,001	69,073	75,430	76,931	78,431	79,930	81,433
14	63,022	66,581	68,653	75,010	76,511	78,011	79,510	81,013

# SOUTHERN LEHIGH 2026-2027

Salary Schedule

From Top	Bachelors	B+15	B+30	Masters/M Eq	M+15	M+30	M+45	D
Тор	77,538	79,336	95,249	102,137	103,459	104,743	106,037	107,331
1	68,387	71,946	91,477	98,994	100,495	101,995	103,494	104,997
2	68,387	71,946	88,954	95,771	97,272	98,772	100,271	101,774
3	68,387	71,946	86,643	93,000	94,501	96,001	97,500	99,003
4	68,387	71,946	84,243	90,600	92,101	93,601	95,100	96,603
5	68,387	71,946	81,843	88,200	89,701	91,201	92,700	94,203
6	68,387	71,946	79,443	85,800	87,301	88,801	90,300	91,803
7	68,387	71,946	77,043	83,400	84,901	86,401	87,900	89,403
8	68,387	71,946	74,643	81,000	82,501	84,001	85,500	87,003
9	68,387	71,946	74,018	80,375	81,876	83,376	84,875	86,378
10	67,762	71,321	73,393	79,750	81,251	82,751	84,250	85,753
11	67,137	70,696	72,768	79,125	80,626	82,126	83,625	85,128
12	66,717	70,276	72,348	78,705	80,206	81,706	83,205	84,708
13	66,297	69,856	71,928	78,285	79,786	81,286	82,785	84,288
14	65,877	69,436	71,508	77,865	79,366	80,866	82,365	83,868