
SUPPORT STAFF CONTRACT

*An Agreement Between the New Hope-Solebury Board of School
Directors and the New Hope-Solebury Education Support Professionals*



JULY 1, 2022 THROUGH JUNE 30, 2025
NEW HOPE-SOLEBURY SCHOOL DISTRICT

Table of Contents

ARTICLE 1 - RECOGNITION.....	3
ARTICLE 2 - HOURS OF WORK.....	3
ARTICLE 3 - PAY PERIODS	5
ARTICLE 4 - VACATION	5
ARTICLE 5 - HOLIDAYS	6
ARTICLE 6 - INSURANCE PROGRAM	6
ARTICLE 7 - SICK LEAVE.....	8
ARTICLE 8 - SERVICE INCREMENT	8
ARTICLE 9 - PERSONAL/EMERGENCY LEAVE	9
ARTICLE 10 - BEREAVEMENT TIME	9
ARTICLE 11 - CHILD REARING LEAVE.....	10
ARTICLE 12 - FAMILY AND MEDICAL LEAVE ACT.....	10
ARTICLE 13 - LEGAL AND JURY DUTY	11
ARTICLE 14 - UNCOMPENSATED LEAVE.....	12
ARTICLE 15 – WORK RELATED INJURIES.....	13
ARTICLE 16 - CREDIT REIMBURSEMENT	13
ARTICLE 17 - JUST CAUSE.....	14
ARTICLE 18 - PROBATIONARY PERIOD	14
ARTICLE 19 - PERSONNEL FILE	14
ARTICLE 20 - DISCIPLINARY CONFERENCE.....	15
ARTICLE 21 - SENIORITY	15
ARTICLE 22 - REDUCTIONS IN FORCE.....	16
ARTICLE 23 - ASSOCIATION RIGHTS.....	16
ARTICLE 24 - DUES DEDUCTION	16
ARTICLE 25 - POSTING OF VACANCIES	17
ARTICLE 26 - GRIEVANCE PROCEDURE	17
ARTICLE 27 - MEET AND DISCUSS GROUP	18
ARTICLE 28 - MANAGEMENT RIGHTS.....	18
ARTICLE 29 - NO STRIKE-NO LOCKOUT AGREEMENT	18
ARTICLE 30 - CONSTRUCTION	19
ARTICLE 31 - SEPARABILITY CLAUSE	19
ARTICLE 32 - WAIVERS.....	19
ARTICLE 33 - WAGES.....	19
ARTICLE 34 - TERM OF AGREEMENT	20
ARTICLE 35 - CIVILITY.....	20

ARTICLE 1 - RECOGNITION

The New Hope-Solebury School District, hereinafter called the "District," hereby recognizes the New Hope-Solebury School District Educational Support Professionals, hereinafter called the "Association," as the exclusive representative of the support staff employees of the New Hope Solebury School District. The bargaining unit is a subdivision of the employer unit comprised of all full-time and regular part-time nonprofessional employees including, but not limited to, business office employees, clerical employees, administrative assistants, instructional assistants, custodial/maintenance employees, computer technicians, security guards, and cafeteria employees; and excluding management-level employees, supervisors, first-level supervisors, and confidential employees as defined in the Public Employee Relations Act, Act 195.

ARTICLE 2 - HOURS OF WORK

Section 1. The normal hours of work, both daily and yearly, for each classification of bargaining unit members covered by this Agreement will be as follows:

Administrative Assistants, business office employees, computer technicians, and clerical employees - eight (8) hours per day, including two (2) fifteen (15) minute break periods per day scheduled with prior approval of the supervisor and with a one-half hour unpaid lunch period. During the summer months (defined as beginning the week after the last student day to the week before the first teacher day), the workweek shall be thirty-seven and one-half (37.5) hours without a reduction in pay, excluding a one-half hour lunch period and including two (2) fifteen (15) minute break periods per day. Employees may opt for a flexible work schedule during the summer months, subject to mutual agreement with the employee's immediate supervisor.

Operations - eight (8) hours per day, including two (2) fifteen (15) minute break periods per day scheduled with prior approval of the supervisor and with a one-half hour unpaid lunch period. During the summer months (defined as beginning the week after the last student day to the week before the first teacher day), the workweek shall be thirty-seven and one-half (37.5) hours without a reduction in pay, excluding a one-half hour lunch period and including two (2) fifteen (15) minute break periods per day. Employees may opt for a flexible work schedule during the summer months, subject to mutual agreement with the employee's immediate supervisor.

Instructional Assistants - seven (7) hours per day, including two (2) fifteen (15) minute break periods per day scheduled with prior approval of the supervisor and with a one-half hour unpaid lunch period. When Instructional Assistants must attend field trips that include lunch for the students, the District shall not be required to provide and unencumbered lunch or breaks, and the District agrees to pay the Instructional Assistant for their 30-minute lunch.

Instructional Assistants are sometimes asked to attend events outside their regular hours to assist students. Instructional Assistants who agree to work these events outside of their normal seven (7) hour day, they shall be paid time and a half (1.5x) pay with a two (2) hour minimum.

Food Service - as scheduled by the District.

Bargaining unit members scheduled to work less than seven (7) hours per day or less than thirty-five (35) hours per week are considered part-time and will be provided a monthly schedule subject to modification based on the needs of the District.

Section 2. The work year for each classification of bargaining unit members shall be as follows:

The work year for those full-time twelve (12) month bargaining unit members scheduled to work eight (8) hours

or more per day, and forty (40) or more hours per week, shall be paid 260 days.

The work year for those full-time ten (10) month bargaining unit members scheduled to work seven (7) hours or more per day, and thirty-five (35) hours or more per week shall be as follows:

Instructional Assistants - the number of student days plus one (1) start-up day prior to the beginning of the school year and one (1) additional day placed into the school calendar by the Superintendent. All instructional assistants approved by the District to attend a teacher in-service day will be paid his/her hourly rate.

Food Service - the number of full student days when lunch is being served, plus any additional time as scheduled by the supervisor.

No overtime shall be worked except as authorized in advance in writing by the appropriate administrator.

Bargaining unit members who are required to perform work in excess of forty (40) hours in any calendar week shall be compensated at the rate of one and one-half (1.5) times their regular hourly rate for any such hours actually worked in excess of forty (40).

All bargaining unit members shall be considered hourly employees. If an employee is full-time, whether ten (10) or twelve (12) months, the employee will be given the opportunity to earn a full-time salary based upon the ten (10) or twelve (12) month years. This guarantee shall not apply if the employee moves from full-time to part-time status.

Maintenance, Network Assistant and Computer Repair Manager employees who use their own tools and/or equipment will be reimbursed for any damage that occurs to their tools or equipment while performing work for the District. The District will require written proof of loss and cost in order for the employee to receive reimbursement.

The system for rotation of overtime for Operations employees will be based on seniority giving preference to permanent employees first and then long-term substitute employees. Bargaining unit members may opt out of overtime work by notifying their supervisor in writing prior to July 1 of each year. Bargaining unit members may opt back in at the beginning of each month by notifying their supervisor, in writing.

Bargaining unit members called in from home to work at a time other than the bargaining unit member's regular schedule will be guaranteed a minimum of four (4) hours of pay at time and one-half (1.5) for that call-in.

If called from home and required to resolve an issue without coming into the District, the employee shall be paid the actual time worked, rounded up to thirty (30) minute increments at time and one-half.

Where the employees' shift begins after twelve noon, the employee will be paid a shift differential of Fifty Cents (\$0.50) per hour for hours worked in that shift which will be added to the base rate. The differential shall not be paid during non-working time or when the employees' shift is changed to begin prior to noon.

Instructional Assistant Premium Pay - An instructional assistant assigned to students with toileting needs shall receive an additional \$.50 per hour above the rate to which otherwise entitled.

Where school is closed early due to a State of Emergency declared by the Governor, non-essential employees will be released and paid for the remainder of the day, once all children have been released and departed the school.

If the District does not open due to a State of Emergency declared by the Governor, twelve (12) month employees will be paid the equivalent of one day per their regular work schedule.

If the District does not open due to a State of Emergency declared by the Governor, full-time, ten (10) month employees will be granted the opportunity to make up the time to reach their contractual days, at the end of the academic year.

ARTICLE 3 - PAY PERIODS

All employees will be paid on a bi-weekly basis according to the annual payroll schedule. All employees shall be required to utilize direct deposit.

Employees shall be entitled to receive their salary on a biweekly basis, ten-month employees may choose to receive their salary for either twenty-two (22) or twenty-six (26) pays on a bi-weekly basis. Any employee wishing to change his or her method of pay must notify the business office in writing no later than July 1 for the upcoming year. On the last pay date in June, ten-month employees will receive any remaining earnings. When a payday falls on a holiday or other day when ten-month employees are not scheduled to work, paychecks will be issued on the last scheduled work day prior to such holiday or day off.

ARTICLE 4 - VACATION

Section 1. All full-time, twelve (12) months support staff bargaining unit members shall be entitled to vacation as follows:

YEARS COMPLETED	# OF VACATION DAYS
0 to 1 year	Prorated as per schedule in Section 4
1 year to 3 years	10 days
4 years to 6 years	15 days
7 years to 10 years	20 days
11 years and longer	23 days

Section 2. Bargaining unit members are eligible to take vacation time within the school year based on the entitled vacation earned. The number of people scheduled within a classification and/or building is subject to management approval and to the work requirements of the District. For purposes of vacation scheduling, the school year will begin July 1 and extend through the following September 30.

Section 3. On the succeeding September 30th, unused vacation days about to expire will be converted to sick leave.

Section 4. Eligible bargaining unit members in their first year of employment shall earn vacation as follows starting the first day of the following month after their starting date:

1 to 5 months	0 days
6 months	4 days
7 months	5 days
8 months	6 days
9 months	7 days
10 months	8 days
11 months	9 days
12 months	10 days

Days are then calculated from July 1 through June 30 for each year thereafter.

Section 5. Eligible bargaining unit members must, except in the case of an emergency, give their Supervisors at

least one week's notice when applying for vacation days. Days are calculated from the first day of employment until the next July 1 (the first day of the fiscal year).

Section 6. A bargaining unit member who resigns or retires during the year shall be compensated for those days earned up to the date of departure.

Section 7. Vacation day requests are approved in the order in which the supervisor receives them with the understanding that requests may be denied based on the reasonable needs of the District.

ARTICLE 5 - HOLIDAYS

Section 1. The following holidays shall be granted to full-time bargaining unit members, provided they fall within the bargaining unit member's normal work year:

- New Year's Day
- Martin Luther King's Birthday (Monday)
- President's Day (Monday)
- Good Friday
- Memorial Day (Monday)
- Juneteenth
- Independence Day
- Labor Day (Monday)
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day

Full-time twelve-month bargaining unit members shall also receive one Floating Holiday. This day must be requested in advance and must be pre-approved by the bargaining unit member's immediate supervisor. This day does not accumulate nor is it converted to sick time.

Section 2. When any of the above holidays fall on a Sunday, the following Monday shall be considered the holiday. When a holiday falls on a Saturday, the district will designate another work day as the holiday in its place.

Section 3. Bargaining unit members must be on the job on the last regularly scheduled work day preceding and the first regularly scheduled work day following a holiday in order to be paid for the holiday. However, if a bargaining unit member is on vacation, sick leave, or other paid approved leave, he/she will be paid for the holiday falling within one of the above leave periods.

Section 4. Any bargaining unit member who is required to work on a holiday shall be paid double time and shall forfeit the day off.

ARTICLE 6 - INSURANCE PROGRAM

Section 1. Medical Insurance:

For full-time bargaining unit members, the Board shall contribute 100% of the bargaining unit members' premium (for the coverage elected), exclusive of required bargaining unit member contributions set forth below, for medical insurance benefits offered through the Bucks/Montgomery County Schools Consortium. Coverage will be extended to legally married spouses. The family coverage will not be extended to bargaining unit members who

have coverage from another source.

Each eligible bargaining unit member electing hospitalization insurance as set forth above, shall be required to contribute, by payroll deduction, to the premium cost of such insurance in the following amounts.

	Salary \$0 to \$35,000	Salary \$35,000+
7/1/2022	11.25%	12.25%
7/1/2023	11.5%	12.5%
7/1/2024	11.75%	12.75%

A Section 125 plan shall be implemented for the purpose of tax sheltering out-of-pocket expenses for medical, child care and other qualified expenses. Both start-up and administration costs will be borne by the District. Precise terms and conditions shall be dictated by the provisions of the plan and applicable law.

The District and the Association agree to continue to participate in the Bucks and Montgomery County Schools Healthcare Consortium ("Consortium") for the purpose of providing medical, dental and prescription benefits. Should the District subsequently withdraw from the Consortium, except as provided herein, it shall provide equivalent benefit plans as offered by the Consortium at the time of the District's withdrawal.

The parties agree that the District's participation in the Consortium is limited to the preferred plans offered by the Consortium. The insurance vendor and preferred plans are determined by the Board of Trustees of the Consortium and are subject to change by action taken by the Consortium's Board of Trustees. At the time the instant Collective Bargaining Agreement is ratified, the Consortium's insurance vendor is Aetna and the preferred plans available to the bargaining unit members of the District covered by the Agreement and subject to the premium co-share as set forth herein, are as follows:

1. BMCS-OC1
2. BMCS-OC2
3. BMCS-POS

The staff member has the option of taking a choice of health insurance packages provided through the district and making the appropriate contributions to its premium or receiving a check of Five Hundred Dollars (\$500) per month if the staff member waives health care coverage. The staff member may only make this request at the open enrollment time for the insurance plans. The choice will be irrevocable until the next open enrollment period unless the employee has a qualifying life event per the IRS guidelines. The staff member shall demonstrate the staff member is covered by another health plan when making this request. Any recipient of a premium waiver cannot receive benefits as a dependent under a District plan.

The prescription co-pays shall be Ten Dollars (\$10.00) for generic and Twenty Dollars (\$20.00) for non-generic drugs.

Section 2. Disability: For full-time bargaining unit members, the Board shall contribute 100% of the premium for Disability Insurance benefits as provided in the policies currently in effect of New York Life or equivalent coverage by insurance carriers to be exclusively chosen by the Board; which coverage provides 60% of the bargaining unit member's salary, including Social Security benefits payable to the bargaining unit member, to a maximum of \$3,500 per month.

Section 3. Dental Insurance: Full-time bargaining unit members shall be eligible for dental insurance. Each eligible bargaining unit member electing dental insurance, shall be required to contribute to the premium cost of such insurance in the following amounts:

	Salary \$0 to \$35,000	Salary \$35,000+
7/1/2022	11.25%	12.25%
7/1/2023	11.5%	12.5%
7/1/2024	11.75%	12.75%

Section 4. Group Term Life Insurance: For full-time bargaining unit members, the Board shall contribute 100% of the premium for Group Term Life Insurance benefits as provided in the policy currently in effect of New York Life or equivalent coverage by an insurance carrier to be exclusively chosen by the Board. Each member of the unit will be insured in the amount of one and one-half (1.5) times the bargaining unit member's base salary, with a minimum of Fifty Thousand Dollars (\$50,000), provided that any bargaining unit member may elect in writing to waive all or any portion of this coverage by notice to the Business Office.

Section 5. Employee Assistance Program: For all bargaining unit members, the Board will pay 100% of the premium for an employee assistance program provided by New York Life or other Board selected provider.

Section 6. Vision Insurance: For full-time bargaining unit members, the Board shall pay the premium cost for the bargaining unit member and family coverage in a vision insurance plan provided by the policy in effect of Vision Benefits of America or equivalent coverage by an insurance carrier to be exclusively chosen by the Board.

Section 7. Benefits Buy-in for Part-Time Employees: Part-time employees will be entitled to purchase the insurance benefits set forth in this Article 6 at his/her own expense through payroll deduction, subject to any restrictions imposed by the insurance carrier(s).

ARTICLE 7 - SICK LEAVE

Section 1. Full-time twelve-month bargaining unit members shall receive twelve (12) sick leave days annually, all of which shall be cumulative. Full-time bargaining unit members who are scheduled to work seven (7) or more hours a day working less than twelve (12) months shall receive ten (10) sick leave days annually, all of which shall be cumulative. Part-time employees who work less than seven (7) hours per day shall receive five (5) sick days per year, pro-rated based on hours worked, all of which shall be cumulative.

Section 2. Sick leave is defined as leave taken by an eligible bargaining member who is absent from assigned duty because of personal disability due to illness or because he/she has been excluded from school by the District physician as having a contagious disease or other condition that creates a hazard for students and bargaining unit members.

Eligible bargaining unit members may utilize up to five (5) sick days per academic year to care for the illness of a family member who resides in the bargaining unit member's household.

Section 3. All eligible bargaining unit members must notify their supervisors directly when they are not able to come to work due to illness.

Section 4. The District shall consider the application of any eligible bargaining unit member for an extension of sick leave when the bargaining unit member's accumulated sick leave is exhausted.

ARTICLE 8 - SERVICE INCREMENT

Each bargaining unit member having served the District ten (10) or more years shall be eligible for a super

maximum increment for long term service to be paid during the last year of employment with the District. The super maximum increment shall be based upon a rate of Forty Dollars (\$40) per day for the first one hundred twenty (120) days of accumulated sick leave then Fifty Dollars (\$50) per day for the next one hundred twenty days. This super maximum service increment will be paid only during the last year of service to the District and only if the bargaining unit member is eligible for an annuity pension under the terms of the existing retirement legislation.

The bargaining unit member must apply for the super maximum increment by May 15, of the intended final year of service or 45 days prior to the date of retirement. The request will be submitted to the Board of School Directors for approval. If a bargaining unit member elects to receive the super maximum increment, the bargaining unit member must also submit a letter indicating that the bargaining unit member intends to retire from service that year. The super maximum payment for long term service will be withheld from the bargaining unit member until all retirement forms are completed and the bargaining unit member officially retires from service to the School District. However, the bargaining unit member may at his/her option apply super maximum payments toward the payment of medical premiums after retirement.

ARTICLE 9 - PERSONAL/EMERGENCY LEAVE

Section 1. The purpose and intent of this article is to provide time to attend to personal business or family matters which could not be attended to beyond the school day or a nonwork day.

Section 2. Each year every full-time bargaining unit member will be permitted three (3) Personal Business/Family Days and will receive a full pay for those days.

Section 3. Whenever possible, advance notice of one (1) week of the need to take or cancel a Personal Business/Family Day will be given to the supervisor and notice of cancellation by 12 Noon of the day prior if a substitute has been scheduled.

Section 4. Cancellation of a scheduled Personal Business/Family Day will not be charged against the bargaining unit member. It is the responsibility of the bargaining unit member to notify the business office of such cancellation in writing.

Section 5. Whenever possible, bargaining unit members will avoid taking time off on "sensitive" days, e.g. the day before and after holidays, the first or last day of school.

Section 6. Should the reason for the absence be taken care of before the end of the normal work day, the bargaining unit member should make every effort to come to work.

Section 7. An employee may carry over one unused personal day into the following year. Other unused Personal Business/Family Days convert to sick days at the end of the school year.

Section 8. In the event of an emergency, the Superintendent has the discretion to grant additional days off without pay, if all Personal Business/Family Days have been taken, provided that the approval or denial of such additional time off by the Superintendent shall not establish a practice or precedent for any future case and shall not be subject to the grievance procedure or arbitration.

ARTICLE 10 - BEREAVEMENT TIME

Section 1. Bargaining unit members who are absent due to a death in the immediate family shall receive paid bereavement leave for absence not to exceed five (5) school days. Members of the immediate family shall be defined as father, step-father, mother, step-mother, brother, step-brother, sister, step-sister, son, step-son,

daughter, step-daughter, husband, wife, son-in-law, daughter-in-law, brother-in-law, sister-in-law, parent-in-law, or near relative who resides in the same household, or any person with whom the bargaining unit member resides.

Section 2. Bargaining unit members who are absent due to a death of a near relative shall receive paid bereavement leave for absence of one (1) school day. A near relative shall be defined as first cousin, grandfather, grandmother, aunt, uncle, niece, and nephew.

Section 3. The Superintendent, at his/her discretion, may extend any paid bereavement leave as the circumstances of the case may warrant provided that the approval or denial of such request by the Superintendent shall not establish a practice or precedent for any future case and shall not be subject to the grievance procedure or arbitration.

ARTICLE 11 - CHILD REARING LEAVE

Employees taking child rearing leave must notify the Superintendent of Schools of their request in writing at least ninety (90) days prior to the expected birth date.

Employees taking child-rearing leave may use the following types of leave:

Personal Days

Sick Days (with a doctor's notice)

Vacation Days

Disability Leave

Family/Medical Leave (FMLA)

Unpaid Leave - upon the expiration of FMLA leave the Board may grant unpaid childrearing leave for up to two years from the time of birth. There is no advancement on the salary scale during this period unless the employee works at least ninety (90) days of the year.

While on paid leave, disability, and FMLA employees are covered under the School District's medical insurance policy.

Employees on unpaid leave do not receive insurance coverage and do not accrue paid leave time. Employees may continue their medical insurance coverage by reimbursing the School District, prior to the first day of each month, for the cost. The School District reserves the right to discontinue coverage for nonpayment or after two (2) late payments.

Employees must provide notice, in writing, at least sixty (60) days prior to the expected date of return. Employees will be returned to their previous position, if available. If their previous position is no longer available, they will be returned to a comparable position if one exists.

ARTICLE 12 - FAMILY AND MEDICAL LEAVE ACT

Section 1. The parties agree to comply with the requirements of the Family and Medical Leave Act (FMLA) of 1993. Neither the District nor the support staff employees waive the right to exercise any prerogative or right under the Act.

Section 2. If both spouses are employed by the District each staff member shall be entitled to FMLA rights.

Section 3. A year for FMLA purposes shall be deemed to begin July 1 of each year and ends June 30.

Section 3. Notice Requirement: An eligible employee must provide at least thirty (30) days' notice when the qualifying event, as described in the preceding section, for the leave which is foreseeable or as much advance

notice as practical when the qualifying event for the leave is not foreseeable such as in the case of serious health conditions of self or family. If the required notice is not given, the Board may require, at its option, that the employee take leave for a particular duration or transfer temporarily to an alternative position. Alternatively, the Board may, at its option, require the employee to delay the taking of leave until the notice requirement under the Act is met. A leave of absence request form should be completed and returned to the Superintendent's office within five (5) business days of when the need for leave becomes known to the employee.

Section 4. Leave Entitlement: An eligible employee, male or female, shall be granted up to twelve (12) weeks of unpaid leave per "leave year" for any leave qualifying event; however, this entitlement to leave for the birth or placement of a child expires twelve (12) months after the birth of a child or placement of an adopted or foster child with the employee.

Section 5. Substitution of Paid Leave: An employee granted unpaid leave under this policy shall first be required to use all available earned or accrued paid leave to which the employee might be entitled, except that the employee may reserve up to five (5) sick days and up to ten (10) vacation days from the requirement to use available paid time. This paid leave shall be counted against the leave to which the employee is entitled under the Act. Once such benefits are exhausted, the balance of the leave will be without pay. Paid leave includes, but is not limited to: sick leave (in the case of the employee's illness), personal leave, emergency leave, vacation leave, administrative leave, workers' compensation, etc. Leave under the Act will be part of and not in addition to any other unpaid leave to which the employee might be entitled (e.g., child rearing leave, etc.).

Section 6. Maintenance of Health Benefits: An employee granted leave under this policy shall continue to be covered for health care benefits at the same level and conditions of coverage (including contribution to premium), which existed prior to the commencement of leave. If an employee voluntarily fails to return to service upon the expiration of the leave, except for reasons of a continuing serious health condition or circumstances beyond the employee's control, the employee must reimburse the School District for health care premiums paid by the School District during the period of the unpaid leave. The employee, in order to avoid a refund obligation, may waive the School District's obligation to continue health care benefits.

Section 7. Intermittent or Reduced Schedule Leave: Intermittent or reduced schedule leave may be granted only in cases of a serious health condition of an employee or immediate family member. If intermittent leave is required and granted, the Administration may temporarily transfer the employee to another job, which better accommodates the employee's need for recurring periods of leave with no reduction in pay and benefits.

Section 8. Restrictions Regarding Intermittent Leave for Instructional Employees: The Board, at its option, may extend the period of leave requested by Instructional employees near the end of a semester as prescribed by the Act.

Section 9. Medical Certification: Leaves requested for reasons of an employee's own serious health condition or the serious health condition of an immediate family member must be supported by appropriate medical certification from the treating health care provider. The Board reserves the right, at its expense, to secure a second opinion and/or subsequent re-certification of the serious health condition as provided for in the Act. If a third opinion is required by the District, the Doctor will be mutually chosen by the Doctors of the District and employee.

Section 10. Return to Employ: Employees returning to work following a family and medical leave of absence shall be placed in their former position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment as provided in established school board policies and practices and collective bargaining agreements.

ARTICLE 13 - LEGAL AND JURY DUTY

Section 1. In the event that a bargaining unit member is required to serve as a member of a jury, he or she will continue to receive the regular rate of pay. For jury duty obligations lasting more than 3 days, the professional staff member will reimburse the District for any amount received in payment for jury duty from the Court (excluding mileage).

Section 2. If an employee is subpoenaed to appear in a legal proceeding by any court or public body having jurisdiction to issue such subpoena, the member will be paid for the regular rate of pay for the time that the employee is required to be present at such proceeding, providing the following conditions are met:

1. The employee shall file with the District a copy of the subpoena either on the first school day after service of the same or at least three (3) days prior to the date of the required appearance;
2. If the subpoena is served on a weekend and will require an appearance on the next school day, the employee shall promptly notify the immediate supervisor;
3. The employee requests to remain "on call" for the scheduled appearance date or dates rather than attending the proceeding covered by the subpoena for the full day or days specified. If the issuer of the subpoena will agree to an "on call" status, the Administration will cooperate to make the employee available when called;
4. The employee shall reimburse the District for any amount paid for his or her appearance or testimony at the proceeding covered by the subpoena.

Section 3. The employee appearing in a legal or judicial proceeding in a case to which the employee is a party or appears on behalf of a party adverse to the District, shall not be paid for such time unless the employee uses available, appropriate leave time.

ARTICLE 14 - UNCOMPENSATED LEAVE

The following guidelines are established for uncompensated leaves of absence.

Section 1. Service Requirement – Employees with three years' service in the District are eligible for uncompensated leave.

Section 2. Application - Request for uncompensated leave shall be made to the Human Resources Office when the need for the leave becomes known to the employee but, when possible, at least ninety (90) calendar days in advance of the desired start date. In cases of emergency, the District may grant the request on shorter notice.

Section 3. Period of Leave - An uncompensated leave may be granted for a period to be determined by the Superintendent. Extensions for one semester shall be considered upon proper application as per above.

Section 4. Commitment of Employee - The employee granted an uncompensated leave shall inform the Board by the scheduled return date as to his/her intentions.

Section 5. Commitment of Employer - If the employee returns to work within one year of beginning an uncompensated leave, he/she will be offered an equivalent position for which he/she is qualified.

Where the uncompensated leave extends beyond one year, the Employee's seniority will be terminated.

Time on uncompensated leave shall not count as time on the job. While on uncompensated leave, an employee

shall not be entitled to insurance benefits unless he or she pays the monthly premium in advance.

ARTICLE 15 – WORK RELATED INJURIES

Section 1. Bargaining unit members suffering injuries during the course of their employment shall immediately report such injury to the building principal or immediate supervisor and to the current worker's compensation provider. The bargaining unit member shall also be required to provide a copy of the worker's compensation report form to his or her building principal or immediate supervisor.

Section 2. A bargaining unit member off work due to a work related injury or illness shall have the option to receive:

1. Worker's compensation insurance payments, or
2. Worker's compensation benefits shall be coordinated with sick leave and/or other paid leave for which the bargaining unit member may be eligible under this agreement. No bargaining unit member shall receive combined benefits that exceed the amount of the bargaining unit member's regular base salary. Sick and other paid leave utilized shall be deducted from accumulated days on a pro rata basis.

Section 3. Bargaining unit members shall notify the District of payments received pursuant to worker's compensation insurance.

Section 4. A bargaining unit member unable to work due to a work related illness or injury and who exercises option Section 2 #2 above, and who otherwise is eligible for group insurance, shall be covered by all insurance provisions of this Agreement so long as the bargaining unit member is receiving paid leave. If exercising option Section 2 #1 above, a bargaining unit member shall receive "employee only" benefits for a period not to exceed six (6) months. Should a bargaining unit member exercising option Section 2 #2 exhaust all accumulated sick leave, he/she shall receive "employee only" benefits for an additional period not to exceed six (6) months.

Section 5. Should worker's compensation leave extend beyond one (1) year, the employee's seniority shall terminate.

ARTICLE 16 - CREDIT REIMBURSEMENT

Section 1. Prior approval by the full-time bargaining unit member's Supervisor and the Superintendent must be obtained before a bargaining unit member registers for a course or courses in accordance with District procedure. To be considered for reimbursement a course must be part of the pre-approved courses taken from the schools identified in Exhibit C of this Agreement and be reasonably related to the staff member's current position or to another position which the staff member intends to pursue and in which it is reasonable to expect the District to have a future interest. At the sole discretion of the Administration, courses from schools not listed in Exhibit B may be approved as well based upon needs of the school district or prescribed programs of staff members. Such pre-approved courses must lead to a degree or certification, reasonably relevant to the staff member's assignment or to another position which the staff member intends to pursue and in which it is reasonable to expect the District to have a future interest.

Section 2. Upon successful completion of a course or courses, the Credit Reimbursement/Salary Advancement Form must be submitted to the Superintendent.

Section 3. The District will reimburse each full-time bargaining unit member fifty percent (50%) of the tuition cost for courses taken with the approval of the Superintendent, up to a total of six (6) credit hours per semester during the fall and winter semesters as defined below provided a grade of B or better is achieved. The full-time bargaining unit member must submit a request for reimbursement within ninety (90) days of receipt of the final

grade. Reimbursement will be made to the full-time bargaining unit member at the next Board meeting following receipt of proof (official transcript) of satisfactory course completion; and on proof of payment (paid receipt or canceled check) by the full-time bargaining unit member for such course(s); and provided that this documentation is received by the Business Office at least one (1) week prior to the Board meeting.

Support staff employees are eligible for 50% tuition reimbursement, with a cap of \$4,000 per fiscal year, for courses approved by the Superintendent. Tuition reimbursement terminates immediately if the support staff member is no longer employed in a full-time capacity with the New Hope-Solebury School District.

Section 4. For the purposes of this section, semesters shall be defined as classes held in the fall (during September through December), winter (during January through May), and summer (during June through August). Courses not fitting exactly in the above listed timetable shall be approved at the discretion of the Superintendent.

Section 5. The District will reimburse the Network Administrator and Computer Repair Managers for all costs incurred for workshops and/or online training taken to achieve computer certifications which will directly benefit the District, and which have been approved in advance in writing by the District. The procedure for obtaining reimbursement for such costs will be the same for credit reimbursement above.

Section 6. An employee who voluntarily leaves employment with the New Hope-Solebury School District between 0 and 12 months of having received tuition reimbursement shall repay 100% of the tuition reimbursement checks received during that period from their final paycheck. An employee who voluntarily leaves employment with the New Hope-Solebury School District after 12 months but before 24 months of having received tuition reimbursement shall repay 50% of the tuition reimbursement checks received during that 24 month period from their final paycheck.

Section 7. Instructional assistants who take Act 14 professional development shall be paid at their hourly rate if and only if the District does not provide training.

ARTICLE 17 - JUST CAUSE

Disciplinary actions taken by the Board or Administration with respect to an employee covered by the terms of the Agreement shall be for just cause.

ARTICLE 18 - PROBATIONARY PERIOD

New employees will be hired with a ninety (90) calendar day probationary period. The School District reserves the right to terminate employment at any time during this probationary period. Such termination will not be subject to the grievance and arbitration procedure.

The School District reserves the right to terminate employment during this period if an employee's performance is evaluated as unsatisfactory. Such termination will not be subject to the Grievance and Arbitration procedure.

The District may extend the probationary period for up to an additional three (3) calendar months of employment. The District will notify the employee and the Association of this extension in writing listing the reasons for the extension.

ARTICLE 19 - PERSONNEL FILE

Except for information pertaining to initial employment, the employee shall have the right upon one-day advance notice to review the contents of his/her employee file and to copy material therein. Copies shall be made at the

expense of the employee at the current open record's rate. Material derogatory to any employee's conduct, service, character, or personality will be placed in his/her personnel file within thirty (30) days of the occurrence only after the employee actually is given a copy of said material. The Administration should be encouraged to place in the employee's file information of a positive nature indicating special commendations, achievements, performances or contributions of an academic, professional or curricular nature. Employees shall have the right to attach a written response or explanation to all materials in his/her file. Employees may add additional material of a professional nature to their file, which the School District might have difficulty in obtaining.

ARTICLE 20 - DISCIPLINARY CONFERENCE

Section 1. In the event it becomes necessary to hold a disciplinary conference, defined as one in which an official reprimand would be placed in the personnel file of the bargaining unit member, the District will normally, in non-emergent situations, provide twenty-four hours' notice of the conference and apprise the employee of the nature of the conference.

Where in non-emergent cases twenty-four (24) hours' notice is not given, the conference will be held but the employee may request a follow-up conference.

The employee may be accompanied by and receive advice from an Association representative.

Section 2. In emergent situations, the employee may request union representation which will be provided as long as it does not unduly delay the interview.

Section 3. Should a conference called for another purpose become disciplinary to the extent that it would result in an official reprimand which would be placed in the personnel file of the bargaining unit member, the bargaining unit member shall have the right to leave such conference and seek advice as indicated above.

ARTICLE 21 - SENIORITY

Section 1. Seniority shall be determined in accordance with a bargaining unit member's service with the district. Seniority shall continue to accrue during periods of layoff and approved leaves of absence.

In calculating seniority status for support staff employees, the following guidelines will be utilized:

1. Full-time employees will accrue seniority for each year worked. Partial years will be prorated.
2. Part-time employees will accrue one-half (1/2) year of seniority for each year worked. Partial years will be prorated.

Section 2. In the event more than one bargaining unit member began work on the same date, the order in which bargaining unit members are recorded in the School Board minutes shall determine seniority rank.

Section 3. Seniority is broken if a bargaining unit member is absent without authorization for more than five (5) days.

Section 4. On or about October 30 of each year, the District will establish a bargaining unit wide seniority list, which will be posted in each school building. Any bargaining unit member disputing his/her seniority placement or computation shall notify the District in writing within fifteen (15) school days of the date of posting. If the dispute is not sooner resolved, a written grievance may be filed within ten (10) school days after the written notice. If no written notice and written grievance are filed within the above time limits, the seniority list shall be deemed final, and all grievances challenging seniority calculation or placement up to the date of posting of the list shall be permanently time-barred and in arbitrable.

ARTICLE 22 - REDUCTIONS IN FORCE

Section 1. In the event a layoff is necessary, the District shall first attempt to reduce the number of staff through attrition.

Section 2. In the event that it becomes necessary to layoff, the layoff shall occur in inverse order of seniority within a job classification.

Section 3. For the purpose of this provision, the following are the job classifications:

1. Administrative Assistant
 - a. District Assistant
 - b. Building Assistant
2. Teacher Assistant
 - a. Non-Instructional Teacher Assistant
 - b. Instructional Teacher Assistant
3. Computer Repair Manager
4. Custodian
5. Groundskeeper
6. Maintenance Technician
7. Cafeteria Worker
8. Network Administrator
9. Health Aide
10. Security
11. Payroll/Accountant
12. Business Office

Section 4. Recall from layoff shall be in order of layoff.

Section 5. When an employee is involuntarily transferred, the employee may request a conference with the Human Resources Director. The employee may have Union representation present.

ARTICLE 23 - ASSOCIATION RIGHTS

Section 1. The Bargaining Unit agrees not to hold meetings during the work day.

Section 2. The employer agrees that the Association shall be allowed to use the school buildings for meetings after work hours at no charge when not in conflict with activities planned for that building. Arrangements for such meetings shall be made with the building principal.

Section 3. The Board agrees to provide for release time with full compensation for Association representatives to attend any conventions, meetings or functions of PSEA, NEA or any of their affiliates. This will be limited to a total of ten (10) absences a year for the bargaining unit. All such requests for Union release time must be submitted by the Union President. The Association will reimburse the district for the cost of any substitute actually hired.

ARTICLE 24 - DUES DEDUCTION

The Board agrees to deduct dues from the salary of individual members of the Association, the Pennsylvania State

Education Association and the National Education Association upon receipt of written authorization of the individual member for a given school year. In such case, the Board will deduct and transmit the monies by check promptly to the treasurer of the Association.

ARTICLE 25 - POSTING OF VACANCIES

Permanent vacancies in bargaining unit positions which will be filled by the Board will be posted electronically on the District's job posting website and District "All News." The filling of vacancies shall be at the discretion of the District. The Human Resource department will inform the Educational Support Professional leadership of any new hires into the bargaining unit within five (5) business days of their employment.

ARTICLE 26 - GRIEVANCE PROCEDURE

Section 1. Definition: A grievance is hereby defined as a claim that there has been a breach, violation, misinterpretation or misapplication of any of the express provisions of this Agreement.

Section 2. Purpose: The purpose of this grievance procedure is to secure the prompt resolution of grievances at the lowest possible administrative level. Days when referred to herein shall be defined as days in which the District Office is open.

Section 3. Application:

1. The rights of the grievant shall be in accordance with Act 195.
2. Grievances will be processed by the Association.
3. This procedure shall not apply to matters not covered by this Agreement.
4. If it is the intention of either party to have legal counsel present at any formal hearing or meeting, forty-eight (48) hours' notice of this intention will be given to the other party prior to the meeting or hearing.
5. Until the final disposition of a grievance, the grievant shall be required to conform to the original direction of his or her regular responsibilities.
6. Without approval of the administration, grievance discussions shall not take the bargaining unit member from his or her regular responsibilities.
7. The grievant shall be entitled to Association representation at all levels of the grievance procedure.

Section 4. Oral Settlement of Grievances: An aggrieved person shall be encouraged to discuss an alleged grievance with his or her building principal or designated administrator with the objective of solving the matter informally and expeditiously. Such oral discussion is not to be construed as filing a grievance.

Section 5. Time Limits: The time limits stated herein may be extended by mutual, written consent. A day shall be defined as days in which the District Office is open.

Section 6. Grievance Report Form: Grievances shall be submitted on the Grievance Report Form, which is attached to this Agreement as Exhibit A.

Section 7. Procedures:

1. Level 1: The bargaining unit member is encouraged to resolve alleged grievances through oral settlement. If, however, the oral settlement is not satisfactory, a grievance may be filed in writing on the Grievance Report Form with the immediate supervisor within ten (10) days of the time of its inception. The immediate supervisor shall meet with the grievant within five (5) days after receipt of the grievance form and shall reply to the grievance in writing within three (3) days of such meeting.

2. Level 2: Within five (5) days of the receipt of such response a grievant may appeal the decision to the District Superintendent. The appeal shall be in writing on the grievance form. A copy of the appeal shall be given to the immediate supervisor. The grievant shall supply the original grievance and a copy of the Level I disposition report with the appeal. The District Superintendent shall meet with the grievant at a mutually agreed time within five (5) days of the receipt of the grievance form. A disposition report (Level 2) by the Superintendent shall be issued within five (5) days of the meeting.
3. Level 3: Within five (5) days of the receipt of the District Superintendent's report a grievant may appeal the decision to the Board of Education. The Board of Education shall set a date, time and place for a hearing on such appeal to be held within fifteen (15) days of the receipt of the appeal form. Five (5) days written notice shall be given to the grievant. The grievant must be present at the hearing. All hearings may be continued from time to time as determined by agreement of the parties concerned. From the date of filing the appeal to Level 3, the Board will have sixty (60) days to conduct a hearing and issue a decision. This will be extended if the hearing extends beyond one (1) day. At the discretion of the Board, the hearing may be held before the Board or before a committee of the Board. The Board may designate a committee or representative to meet with the grievant to discuss such decision. If the grievant has been heard by a committee of the Board, and the grievant is not satisfied with the decision rendered by the Board, the grievant may, within three (3) days of the receipt of such decision request a review of the decision (but not a further hearing) by the entire Board. This review must take place within twenty (20) days and the final decision of the Board affirming, reversing, or modifying its prior decision shall be given in writing to the grievant within that time.
4. Level 4: Within ten (10) days after the conclusion of Level 3, the Association may, after notice to the Board in writing, refer the grievance to binding arbitration as provided in Section 903 of the Public Employee Relations Act, Act 195, and the procedures set forth in Act 195 or in the regulations of the Pennsylvania Labor Relations Board shall thereafter control. Both parties will request that the decision of the arbitrator shall thereafter control. Both parties will request that the decision of the arbitrator be in writing and set forth his or her findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be binding upon the Board, the Association and the grievant. Each case shall be considered on its merits and the collective bargaining agreement shall constitute the basis on which the decision shall be rendered. The arbitrator shall be without jurisdiction to render an award contrary to law or to add to, modify, vary, change or remove any term of this Agreement.

ARTICLE 27 - MEET AND DISCUSS GROUP

A meet and discuss group will be formed consisting of three (3) representatives from the support staff and the three representatives of the School Board who shall meet in accordance with the provisions of Act 195. The Meet and Discuss Group will meet a minimum of once a year. The Meet and Discuss Group shall also meet with the Superintendent a minimum of once every three (3) months.

ARTICLE 28 - MANAGEMENT RIGHTS

It is recognized that in addition to other functions and responsibilities which are not otherwise specifically mentioned in this Agreement, the Board shall not be required to bargain over matters of inherent managerial policy, which shall include, but shall not be limited to, such areas of discretion or policy as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, the organizational structure and selection and direction of personnel.

ARTICLE 29 - NO STRIKE-NO LOCKOUT AGREEMENT

Section 1. It is mutually agreed that there shall be no strike, as that term is defined under the Public Employee

Relations Act and Act 88, during the life of this Agreement, nor shall any officer, representative or official of the Association authorize, assist or encourage any such strike during the life of this Agreement.

Section 2. Should a strike occur not authorized by the Association, the Association within twenty-four hours following a request by the District shall:

Publicly disavow such action by the bargaining unit members;

Advise the District in writing that such bargaining unit member action has not been authorized or sanctioned by the Association;

To the best of its ability advise bargaining unit members that it disapproves of such action and advise them to return to work immediately.

Section 3. The District will not engage in any lockout of bargaining unit members during the term of this Agreement.

ARTICLE 30 - CONSTRUCTION

The Association and the District agree that this Agreement shall be interpreted and construed in a manner neither in violation of nor in conflict with any provision of any statute or statutes enacted by the General Assembly of the Commonwealth of Pennsylvania.

ARTICLE 31 - SEPARABILITY CLAUSE

In the event any provision of this Agreement is found to be inconsistent with any statute or law, the provisions of such statute or law shall prevail, and if any provision herein is found to be invalid and unenforceable by a court of any administrative agency have jurisdiction, then such provision shall be considered void, but all other valid provisions shall remain in full force and effect.

ARTICLE 32 - WAIVERS

The parties agree that all negotiable items have been discussed during negotiations leading to this Agreement, and that no additional negotiations on this Agreement will be conducted during the life of this Agreement on any items, whether contained herein or not, except as provided in Article 36, Term of Agreement.

ARTICLE 33 - WAGES

Section 1. Salaries shall be as reflected on Exhibit C.

Section 2. Placement on the salary schedule will be determined in accordance with each employee's years of service. An employee with greater than one-half (1/2) year of service on July 1 will be rounded up for step calculation purposes. At the time of hire, the District may grant credit for years of prior, outside experience.

Section 3. An employee who moves from one classification to another shall be placed at the step that is closest to, but higher than their current salary. The employee will subsequently progress to the next step in accordance with Section 3.

Section 4. Bargaining unit members who are assigned in writing by an authorized supervisor to perform work in a higher classification for a period in excess of five (5) consecutive work days will receive the pay rate of that higher classification for all hours worked in that higher classification.

Section 5. Instructional Assistants with a valid, active teaching certificate, who substitute for teachers shall receive the coverage rate of \$35.00 per teaching period. Instructional Assistants without a teaching certificate shall receive \$25.00 per teaching period. The payment shall be in lieu of, and not in addition to, the Instructional Assistant's hourly rate.

ARTICLE 34 - TERM OF AGREEMENT

This Agreement shall take effect on July 1, 2022 and shall remain in full force and effect until June 30, 2025 unless there is mutual agreement to discuss, delete, or alter any article or introduce any new article. Any extension or amendment of this contract shall be evidenced by a written amendment to this Agreement, to which amendment both parties shall signify their approval by affixing their signatures.

ARTICLE 35 - CIVILITY

Where a bargaining unit member contends in writing to the Association that an Administrator is requiring the member to work in unsafe conditions or would require the member to engage in unethical conduct, then the following process will be followed:

- a. The Association, at its discretion, will notify the building Principal or supervisor of the situation and recommend a solution. Within five (5) calendar days, a written reply will be given to the Association indicating if the Principal or supervisor will take any remedial action and by when.
- b. If the Association is not satisfied with the solution in (a) above, the employee's report and Principal's/supervisor's response will be forwarded to the Superintendent within five (5) calendar days.
- c. The Superintendent (or his/her designee) shall forward a written response to the Association within ten (10) calendar days.
- d. If the Association is not satisfied with the response from the Superintendent, the written material will be forwarded to the Board within ten (10) calendar days, with a copy to the Superintendent by the Association with a recommendation for resolution. The Superintendent may file a reply with the board, with a copy to the Association. The Board will reply to the Association, with a copy to the Superintendent, within thirty (30) calendar days after its review of the matter.
- e. Issues covered by this procedure are not subject to the grievance and arbitrations provisions of the collective bargaining agreement between the District and the Association and may not be processed through the grievance procedure. However, failure by the District or Association to follow the procedure set forth by this article is subject to grievance and arbitration. The only remedy for such failures shall be an order by the Arbiter that the District or Association follow these procedures.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed on this ____ day of _____, 2021.

NEW HOPE-SOLEBURY
EDUCATION SUPPORT PROFESSIONALS

NEW HOPE-SOLEBURY
SCHOOL DISTRICT

Ms. Joanne Roberts
Chief Negotiator

Dr. Charles W. Lentz
Superintendent

Ms. Nancy Buchler
NHSESP President

Ms. Judeth Finn
President, Board of School Directors

Exhibit A
NEW HOPE-SOLEBURY SCHOOL DISTRICT
GRIEVANCE REPORT FORM

Building

Name of Grievant(s)

Step 1 (Immediate Supervisor)

Date Cause of Grievance Occurred: _____

Statement of Grievance:

Articles Violated:

Relief Sought:

Signature

Date Filed

Date Received by Immediate Supervisor: _____

Disposition by Immediate Supervisor:

Signature

Date Filed

Position of Grievant and/or Association:

Signature Date Filed

Step 2 (Superintendent)

Date Received by Superintendent: _____

Disposition by Superintendent:

Signature Date Filed

Position of Grievant and/or Association:

Signature Date Filed

Step 3 (School Board)

Date Received by School Board: _____

Disposition by School Board:

Signature

Date Filed

Position of Grievant and/or Association:

Signature

Date Filed

Step 4 (Arbitration)

Date Submitted to Arbitration: _____

NOTE: If additional space is needed in reporting any section, attach additional sheets.

Exhibit B

LIST OF APPROVED COLLEGES/UNIVERSITIES FOR TUITION REIMBURSEMENT

Arcadia University
Brandman University (for Responsive Classroom classes only)
Bloomsburg University
Cabrini College
California University of Pennsylvania
Cairn University
Carnegie-Mellon University
Chestnut Hill College
Cheyney University
Clarion University
Delaware Valley University
DeSales University
Drexel University
Eastern University
East Stroudsburg University of Pennsylvania.
Edinboro University of Pennsylvania
Gratz College
Gwynedd-Mercy College
Holy Family University
Immaculata University
Indiana University of Pennsylvania
Jefferson University
Kutztown University of Pennsylvania
LaSalle University
Lehigh University
Lock Haven University of. Pennsylvania
Mansfield University of Pennsylvania
Mercyhurst University
Millersville University of Pennsylvania
Moravian College
Neumann University
Penn State University
Philadelphia College of Osteopathic Medicine
Rider University
Rosemont College
Rutgers. University
Shippensburg University of Pennsylvania
Slippery Rock University of Pennsylvania
St. Joseph's University
Temple University
The College of New Jersey
Thomas Edison College
University of the Arts
University of Pennsylvania
University of Pittsburgh
Villanova University
West Chester University

Westminster College
Westminster Choir College
Widener University
Wilkes University
York College of PA

Exhibit C

2022-2023											
	1	2	3	4	5	6	7	8	9	10	11
IT											
IT Spec/Comp. Repair Manager	23.77	24.65	25.54	26.41	27.29	28.18	29.05	29.57	30.08	30.59	31.11
Systems Administrator	28.39	29.44	30.50	31.55	32.60	33.66	34.71	35.22	35.73	36.25	36.76
Lead Systems Administrator	33.02	34.23	35.47	36.69	37.90	39.13	40.36	40.87	41.39	41.90	42.42
Data Specialist	33.30	33.99	34.67	35.36	36.05	36.74	37.43	38.12	38.81	39.50	40.18
District/Business Office											
Payroll/Accountant	26.73	27.76	28.78	29.81	30.84	31.87	32.90	33.41	33.92	34.44	34.95
Purchasing Agent	27.06	27.57	28.08	28.60	29.11	29.63	30.14	30.65	31.17	31.68	32.20
Accounts Payable Specialist	28.14	28.65	29.16	29.68	30.19	30.71	31.22	31.73	32.25	32.76	33.28
District Office Admin. Asst	23.70	24.57	25.45	26.34	27.20	28.08	28.96	29.47	29.99	30.50	31.01
Admin. Assistants											
Principal Admin. Asst	20.63	21.38	22.15	22.92	23.67	24.45	25.22	25.73	26.24	26.76	27.27
Admin. Assistant	18.63	19.29	20.00	20.71	21.40	22.10	22.80	23.32	23.83	24.34	24.86
Attendance Admin. Asst	18.63	19.29	20.00	20.71	21.40	22.10	22.80	23.32	23.83	24.34	24.86
Operations											
Maintenance Tech	28.23	29.17	30.14	31.09	32.02	32.99	33.93	34.45	34.96	35.48	35.99
Maintenance Worker	23.16	23.90	24.65	25.39	26.15	26.89	27.64	28.16	28.67	29.18	29.70
Groundskeeper	20.53	21.12	21.70	22.29	22.85	23.44	24.02	24.54	25.05	25.57	26.08
Custodian	19.02	19.45	19.87	20.29	20.72	21.15	21.58	22.09	22.61	23.12	23.63
Lead Custodian	24.16	24.59	25.01	25.43	25.86	26.29	26.72	27.23	27.75	28.26	28.77
Security	25.31	26.06	26.84	27.64	28.48	29.34	30.20	30.72	31.23	31.74	32.26
Food Services											
Lead Food Service Worker	19.85	20.57	21.29	22.00	22.72	23.43	24.14	24.65	25.17	25.68	26.19
Asst. Lead Food Service Worker	16.38	16.98	17.59	18.18	18.79	19.40	20.00	20.52	21.03	21.55	22.06
Food Service Worker	14.24	14.70	15.17	15.67	16.18	16.69	17.21	17.72	18.24	18.75	19.26
IA's											
Instructional Assistant - I	18.47	19.03	19.59	20.16	20.70	21.22	21.73	22.25	22.76	23.27	23.79
Non-Instructional Asst	16.06	16.41	16.76	17.11	17.45	17.79	18.14	18.66	19.17	19.69	20.20
Nurse	27.42	28.24	29.09	29.96	30.86	31.79	32.73	33.25	33.76	34.27	34.79
Health Office Clerk	16.06	16.41	16.76	17.11	17.45	17.79	18.14	18.66	19.17	19.69	20.20

2023-2024

	1	2	3	4	5	6	7	8	9	10	11
IT											
IT Spec/Comp. Repair Manager	24.41	25.32	26.22	27.12	28.03	28.94	29.84	30.36	30.89	31.42	31.95
Systems Administrator	29.16	30.24	31.32	32.40	33.48	34.57	35.64	36.17	36.70	37.23	37.75
Lead Systems Administrator	33.91	35.16	36.42	37.68	38.93	40.18	41.45	41.98	42.50	43.03	43.56
Data Specialist	34.20	34.90	35.61	36.32	37.03	37.73	38.44	39.15	39.85	40.56	41.27
District/Business Office											
Payroll/Accountant	27.45	28.51	29.56	30.62	31.67	32.73	33.78	34.31	34.84	35.37	35.90
Purchasing Agent	27.79	28.32	28.84	29.37	29.90	30.43	30.95	31.48	32.01	32.54	33.07
Accounts Payable Specialist	28.90	29.42	29.95	30.48	31.01	31.54	32.06	32.59	33.12	33.65	34.17
District Office Admin. Asst	24.34	25.23	26.14	27.05	27.94	28.84	29.74	30.27	30.80	31.32	31.85
Admin. Assistants											
Principal Admin. Asst	21.19	21.96	22.75	23.54	24.31	25.11	25.90	26.43	26.95	27.48	28.01
Admin. Assistant	19.13	19.81	20.55	21.27	21.98	22.70	23.42	23.94	24.47	25.00	25.53
Attendance Admin. Asst	19.13	19.81	20.55	21.27	21.98	22.70	23.42	23.94	24.47	25.00	25.53
Operations											
Maintenance Tech	28.99	29.96	30.95	31.93	32.89	33.88	34.85	35.38	35.91	36.43	36.96
Maintenance Worker	23.79	24.55	25.32	26.08	26.86	27.62	28.39	28.92	29.45	29.97	30.50
Groundskeeper	21.08	21.69	22.29	22.89	23.47	24.07	24.67	25.20	25.73	26.26	26.78
Custodian	19.53	19.97	20.41	20.84	21.28	21.72	22.16	22.69	23.22	23.74	24.27
Lead Custodian	24.81	25.25	25.69	26.12	26.56	27.00	27.44	27.97	28.49	29.02	29.55
Security	25.99	26.76	27.57	28.39	29.24	30.13	31.02	31.55	32.07	32.60	33.13
Food Services											
Lead Food Service Worker	20.39	21.13	21.86	22.59	23.33	24.06	24.79	25.32	25.84	26.37	26.90
Asst. Lead Food Service Worker	16.82	17.44	18.06	18.67	19.30	19.92	20.55	21.07	21.60	22.13	22.66
Food Service Worker	14.62	15.10	15.58	16.09	16.62	17.15	17.67	18.20	18.73	19.26	19.78
IA's											
Instructional Assistant - I	18.97	19.54	20.12	20.70	21.26	21.79	22.32	22.85	23.37	23.90	24.43
Non-Instructional Asst	16.49	16.85	17.21	17.57	17.92	18.28	18.63	19.16	19.69	20.22	20.75
Nurse	28.16	29.00	29.88	30.76	31.69	32.64	33.62	34.14	34.67	35.20	35.73
Health Office Clerk	16.49	16.85	17.21	17.57	17.92	18.28	18.63	19.16	19.69	20.22	20.75

2024-2025

	1	2	3	4	5	6	7	8	9	10	11
IT											
IT Spec/Comp. Repair Manager	25.06	25.99	26.92	27.84	28.77	29.71	30.63	31.17	31.71	32.25	32.79
Systems Administrator	29.93	31.04	32.15	33.26	34.37	35.48	36.59	37.13	37.67	38.21	38.75
Lead Systems Administrator	34.81	36.09	37.39	38.68	39.96	41.25	42.55	43.09	43.63	44.17	44.71
Data Specialist	35.10	35.83	36.55	37.28	38.01	38.73	39.46	40.18	40.91	41.64	42.36
District/Business Office											
Payroll/Accountant	28.18	29.26	30.34	31.43	32.51	33.60	34.68	35.22	35.76	36.31	36.85
Purchasing Agent	28.52	29.07	29.61	30.15	30.69	31.23	31.78	32.32	32.86	33.40	33.94
Accounts Payable Specialist	29.66	30.20	30.75	31.29	31.83	32.37	32.91	33.45	34.00	34.54	35.08
District Office Admin. Asst	24.98	25.90	26.83	27.77	28.68	29.61	30.53	31.07	31.61	32.15	32.70
Admin. Assistants											
Principal Admin. Asst	21.75	22.54	23.35	24.17	24.96	25.77	26.58	27.13	27.67	28.21	28.75
Admin. Assistant	19.64	20.33	21.09	21.84	22.56	23.30	24.04	24.58	25.12	25.66	26.20
Attendance Admin. Asst	19.64	20.33	21.09	21.84	22.56	23.30	24.04	24.58	25.12	25.66	26.20
Operations											
Maintenance Tech	29.76	30.76	31.78	32.77	33.76	34.78	35.77	36.32	36.86	37.40	37.94
Maintenance Worker	24.42	25.20	25.99	26.77	27.57	28.35	29.14	29.68	30.23	30.77	31.31
Groundskeeper	21.64	22.26	22.88	23.50	24.09	24.71	25.33	25.87	26.41	26.95	27.49
Custodian	20.05	20.50	20.95	21.39	21.85	22.29	22.75	23.29	23.83	24.37	24.92
Lead Custodian	25.47	25.92	26.37	26.81	27.27	27.71	28.17	28.71	29.25	29.79	30.33
Security	26.68	27.47	28.30	29.14	30.02	30.93	31.84	32.38	32.92	33.47	34.01
Food Services											
Lead Food Service Worker	20.93	21.69	22.44	23.19	23.95	24.70	25.45	25.99	26.53	27.07	27.61
Asst. Lead Food Service Worker	17.26	17.90	18.54	19.16	19.81	20.45	21.09	21.63	22.17	22.72	23.26
Food Service Worker	15.01	15.50	16.00	16.52	17.06	17.60	18.14	18.68	19.23	19.77	20.31
IA's											
Instructional Assistant - I	19.47	20.06	20.66	21.25	21.83	22.37	22.91	23.45	23.99	24.54	25.08
Non-Instructional Asst	16.93	17.30	17.66	18.03	18.39	18.76	19.13	19.67	20.21	20.75	21.30
Nurse	28.90	29.77	30.67	31.58	32.53	33.51	34.51	35.05	35.59	36.13	36.67
Health Office Clerk	16.93	17.30	17.66	18.03	18.39	18.76	19.13	19.67	20.21	20.75	21.30