AGREEMENT

BETWEEN THE

SOUTHERN LEHIGH EDUCATION ASSOCIATION

AND THE

SOUTHERN LEHIGH SCHOOL DISTRICT

September 1,2009 – August 31, 2012

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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:

I. 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 1988, 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 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".

II. TERM OF AGREEMENT

This agreement shall be effective as of September 1, 2009, and shall continue in full force and effect through August 31, 2012. Nothing herein contained shall prevent the parties from mutually agreeing, in writing, to extend the effective date of this agreement.

III. 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 Article VI hereof.

IV. SALARY PROVISIONS

Salaries of the Employees shall be in accordance with the Salary Schedule entitled "Appendix A" and made a part hereof.

If any extension of this Agreement, pursuant to Article II herein, is conditioned upon a revised salary schedule to which the parties have mutually agreed, then Appendix A may be appropriately amended and become a part of this Agreement, as extended.

V. OTHER EMPLOYEE BENEFITS

Other employee benefits shall be in accordance with the Other Employee Benefits Schedule entitled “Appendix B” and made a part hereof.

If any extension of this Agreement, pursuant to Article II, herein is conditioned upon a revised Other Employee Benefits Schedule to which the parties have mutually agreed, then Appendix B may be appropriately amended and become a part of the Agreement, as extended.

VI. GRIEVANCE PROCEDURE

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:

Step 1. 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.

Step 2. 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.

Step 3. 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.

Step 4. 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.

Time Limit (a) 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.

Time Limit (b) School days shall mean those days during the normal school calendar that the employee is present on the job.

Time Limit (c) Time limits may be extended or contracted by mutual agreement in writing.

Miscellaneous (a) 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.

Miscellaneous (b) 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.

VII. 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 not in excess of five (5) school days within a period of ten (10) days of the death. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, grandchild, grandparent or near relative who resides in the same household, or any person with whom the employee was living at the time of death.

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, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

VIII. 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.

IX. PROFESSIONAL DUES DEDUCTION

1. 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.

2. The monies deducted in accordance with Section 1 of this Article shall be transmitted to the Association on a bi-weekly basis.

3. 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.

4. All payroll deduction authorization cards shall be collected and approved by the Association which shall submit the same to the District.

5. 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.

6. <u>Fair Share Deductions</u>

(a) Each nonmember in the bargaining unit represented by the Association shall be required to pay a fair share fee as provided by law.

(b) The School District and the Association agree to comply with all provisions of said law.

(c) The Association agrees to extend to all nonmembers the opportunity to join the Association, and to fully inform them of all options in that regard.

(d) If any legal action is brought against the School District as a result of any actions it is requested to perform by the Association pursuant to this article, the Association agrees to bear the expense of the School District's defense. The School District and the Association will each suggest a maximum of three (3) attorneys in an attempt to mutually agree upon a single selection. If after discussion there is no mutual agreement, then the School District will have the final decision of its counsel. The School District agrees to give the Association immediate notice of any such legal action brought against it, and the parties agree to cooperate fully with each other in the defense of the case.

(e) The Association agrees in any action so defended, to indemnify and hold the School District harmless for any monetary damages the School District might be liable for as a consequence of its compliance with this Article. However, it is expressly understood that this save harmless provision will not apply to any legal action which may arise as a result of any willful misconduct by the School District or as a result of the School District's failure to properly perform its obligations under this Article.

(f) The Association shall provide the District with a copy of the data for the calculation of the amount of the fair share fee to be deducted.

(g) The Association shall provide annually a list of employees in each membership and/or fair share fee category.

X. PROFESSIONAL ABSENCES

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.

XI. SEVERANCE PAY

Upon retirement Professional Employees shall receive severance pay in the amount of $30.00 per day for all unused sick leave. These payments shall be subject to the following conditions:

1. The employee will have completed fifteen (15) years of service within the District.

2. Prior to April 1 of the year retirement shall become effective, the employee shall submit a letter of retirement.

3. 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.

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

XII. WORK DAY

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

XIII. DEDUCTION FRACTION

The deduction fraction for chargeable daily absences for the duration of this agreement shall be on a per diem basis, calculated to be 1/191 of the salary during the life of the agreement. Teachers new to the district in each year of this agreement will be deducted at the rate of 1/195 for only their first year of employment. During the first year 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.

XIV. GUIDANCE COUNSELORS, SPEECH THERAPISTS, TECHNOLOGY COACHES AND SCHOOL NURSES

The Guidance Counselors shall work a guaranteed minimum of 10 days in addition to their regularly scheduled school year and be compensated on the following per diem basis for these days: 1/191. 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 on the following per diem basis for these days: 1/191. 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 on the following per diem basis for these days: 1/191. 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.

XV. READING SPECIALIST(S) AND INSTRUCTIONAL SUPPORT TEAM (IST)

Any Reading Specialist(s) and/or IST professional employees required to work beyond the regularly scheduled school year of 191 days shall be compensated at a per diem rate 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.

XVI. PSYCHOLOGISTS

Any Psychologist required to work beyond the regularly scheduled school year of 191 days shall be compensated at a per diem rate 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.

XVII. REDUCTION IN FORCE

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. Service rendered on a part-time basis shall be pro-rated as a fractional part of a school year, except that 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 day-time 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.

XVIII. CHILDREARING LEAVE

1. Childrearing Leave

The Employer shall grant unpaid Childrearing Leave to any member of the Bargaining Unit, excluding all categories of substitutes, in accordance with the provisions of the Equal Employment Opportunity Act of 1972 and the Civil Rights Act of 1964, as amended, and other applicable state and federal laws and/or regulations. A verifying physician's statement shall be required by the Employer and must be attached to the employee's written request for childrearing leave. The Employer, at its expense, will provide the employee on Childrearing Leave, subject to the approval and limitations of the carriers, continued coverage of term life and medical insurance benefits through the end of the month during which childbearing disability ends.

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. Childrearing Leave shall commence on the day following the last day of the disability related to the pregnancy period or, in the case of adoption, on the day of placement for adoption. 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.

2. 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.

XIX. 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.

XX. 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 _____ By_____

SOUTHERN LEHIGH EDUCATION ASSOCIATION

Date _____ By_____

STEP PROGRESSION CHART

From Top	2009-2010	2010-2011	2011-2012
Top	Top	Top	Top
1	Top	Top	Top
2	1	Top	Top
3	2	1	Top
4	3	2	1
5	4	3	2
6	5	4	3
7	6	5	4
8	7	6	5
9	8	7	6
10	9	8	7
12	10	9	8
12	11	10	9
13	12	11	10
14	13	12	11

APPENDIX A, SCHEDULE I

SOUTHERN LEHIGH
SALARY SCHEDULE
2009-2010

	Bachelors	B+15	B+30	Meq/M	M+15	M+30	M+45	PhD
Top	69,038	70,326	71,640	79,281	80,363	81,380	82,393	83,394
1	59,727	60,918	63,050	73,077	74,702	76,328	77,954	79,579
2	56,355	58,264	59,599	67,462	69,088	70,714	72,339	73,965
3	53,527	55,370	57,118	62,784	64,413	66,042	67,671	69,299
4	50,916	52,699	54,427	60,052	61,681	63,309	64,938	66,567
5	49,611	51,364	53,082	58,685	60,313	61,942	63,571	65,200
6	49,041	50,139	52,105	57,433	59,061	60,690	62,319	63,948
7	47,829	49,157	50,866	56,291	57,923	59,555	61,187	62,819
8	46,920	48,039	49,739	55,149	56,781	58,413	60,045	61,677
9	46,134	47,260	48,612	54,008	55,640	57,272	58,904	60,536
10	45,007	46,134	47,720	52,897	54,500	56,132	57,764	59,396
11	44,106	45,232	46,814	52,086	53,587	55,219	56,851	58,483
12	43,439	44,776	46,245	51,275	52,875	54,575	56,175	57,837
13	43,042	44,152	45,484	50,878	52,478	54,178	55,778	57,440
14	42,645	43,755	45,087	50,481	52,081	53,781	55,381	57,043

Placement on the salary schedule (step and column) at the time of hire shall be at the discretion of the District.

APPENDIX A, SCHEDULE II

SOUTHERN LEHIGH
SALARY SCHEDULE
2010-2011

	Bachelors	B+15	B+30	Meq/M	M+15	M+30	M+45	PhD
Top	69,438	70,822	72,357	80,567	81,648	82,683	83,818	84,854
1	60,127	61,284	63,429	74,254	75,412	77,053	78,694	80,335
2	56,755	58,613	59,957	68,123	69,744	71,385	73,026	74,667
3	53,927	55,702	57,460	63,448	65,089	66,735	68,381	70,027
4	51,316	53,015	54,753	60,682	62,328	63,974	65,620	67,266
5	50,011	51,672	53,689	59,301	60,947	62,593	64,239	65,884
6	49,441	50,440	52,626	58,036	59,681	61,327	62,973	64,619
7	48,229	49,365	51,374	56,938	58,589	60,240	61,890	63,541
8	47,333	48,331	50,236	55,784	57,434	59,085	60,736	62,387
9	46,634	47,297	49,099	54,629	56,280	57,931	59,581	61,308
10	45,935	46,747	48,268	53,970	55,767	57,367	58,967	60,911
11	45,236	46,197	47,376	53,270	55,370	56,970	58,570	60,514
12	44,537	45,647	46,979	52,873	54,973	56,573	58,173	60,117
13	44,140	45,250	46,582	52,476	54,576	56,176	57,776	59,720
14	43,743	44,853	46,185	52,079	53,679	55,379	56,979	59,023

Placement on the salary schedule (step and column) at the time of hire shall be at the discretion of the District.

APPENDIX A, SCHEDULE III

SOUTHERN LEHIGH
SALARY SCHEDULE
2011-2012

	Bachelors	B+15	B+30	Meq/M	M+15	M+30	M+45	PhD
Top	69,438	71,236	73,057	82,007	83,178	84,232	85,285	86,339
1	60,127	61,651	63,809	75,641	76,317	77,978	79,639	81,299
2	56,755	58,965	60,316	68,921	70,581	72,242	73,903	75,563
3	53,927	56,037	57,805	64,300	65,968	67,636	69,304	70,972
4	51,316	53,333	55,082	61,502	63,170	64,838	66,506	69,662
5	50,011	51,982	53,991	60,086	61,870	63,220	65,426	68,355
6	49,441	51,058	52,901	58,855	60,786	62,320	64,349	67,048
7	48,229	50,136	51,811	57,870	59,803	61,420	63,272	65,741
8	47,333	49,214	50,721	57,070	58,820	60,520	62,195	64,434
9	47,061	48,639	50,121	56,470	58,170	59,870	61,520	63,734
10	46,520	48,064	49,521	55,870	57,520	59,220	60,845	63,034
11	45,979	47,489	48,921	55,270	56,870	58,570	60,170	62,334
12	45,582	47,092	48,524	54,873	56,473	58,173	59,773	61,937
13	45,185	46,695	48,127	54,476	56,076	57,776	59,376	61,540
14	44,788	46,298	47,730	54,079	55,679	57,379	58,979	61,143

Placement on the salary schedule (step and column) at the time of hire shall be at the discretion of the District.

Equivalency of Graduate Study Increment Payments to the Laws of the State of Pennsylvania

Acceptance of any or all Graduate Study Increment payments by any professional employee shall be construed to indicate acceptance by that employee of the equivalency of this program and the salary payments involved to the provisions of the laws of Pennsylvania concerning salary payments on account of a Master's or higher degree and to the provisions of the District salary schedule.

APPENDIX B – PART I – OTHER EMPLOYEE BENEFITS

1. HOMEBOUND INSTRUCTION REMUNERATION

The hourly rate of remuneration to a teacher for the performance of homebound instruction shall be:

2009-2010	$36.03
2010-2011	$37.40
2011-2012	$38.82

In addition to the hourly reimbursement rate of such instruction, a travel reimbursement (IRS rate) 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.

2. DRIVERS' EDUCATION

The hourly rate of remuneration for performance of after school or summer drivers' education instruction shall be:

2009-2010	$36.03
2010-2011	$37.40
2011-2012	$38.82

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 the IRS during the previous year. The reimbursement rate shall be that determined by the IRS for that year.

4. MEDICAL, DENTAL AND PRESCRIPTION COVERAGE

a. The Employer shall provide a choice of the current Lehigh County Schools Consortium Traditional Indemnity Medical Plan, or its equivalent, or The Lehigh County School Consortium PPO Plan, or its equivalent, with respect to each full-time employee including eligible dependents as defined in the said Plans and who, as a person other

than the head of the household, is not fully covered under another plan with similar or better benefits and the cost of which is paid by another employer. This Traditional Medical Plan coverage, as well as the PPO Plan coverage, is also extended to include unmarried children who are full-time students between ages 19 to 25.

The Major Medical portion of the Traditional Plan shall have unlimited coverage with a disappearing co-insurance provision at $2,000, and two hundred and fifty dollars ($250.00) deductible for the remainder of this Agreement.

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.

b. 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 unmarried children who are full-time students between ages 19 to 25. 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.

c. The Employer shall provide prescription drug insurance coverage as provided by the Lehigh County Consortium Prescription program or its equivalent for each member and his family (including unmarried children between ages 19 to 25 who are full-time students) subject to a co-pay up to:

$30.00 per prescription for brand name prescriptions,
$5.00 per prescription for generic prescriptions.

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

$60.00 per prescription for brand name prescriptions,
$10.00 per prescription for generic 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.

5. EMPLOYEE MEDICAL INSURANCE CONTRIBUTION

Employees participating in the District-sponsored medical plans shall be required to contribute the amounts below per month. 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. The amounts specified below shall be valid for the life of this Agreement.

Single Coverage	Dependent Coverage
$16.00	$50.00

6. 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).

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

7. 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.

8. 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.

9. SAVINGS BOND DEDUCTION

The Employer agrees to make payroll deductions for employees who desire and authorize such deductions for the purchase of United Stated Savings Bonds.

10. EMERGENCY DAY AND PERSONAL DAY

a. Emergency Day – An employee, during the course of the school year, shall be eligible for two (2) emergency days of leave without loss of salary. For the purpose of this clause, the day will begin at 8:00 p.m. preceding the work day 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 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 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. Requests for more than one (1) personal day are to be submitted to the professional employee's building principal 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) school days of the school term except with the approval of the superintendent.

11. 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.

12. GRADUATE STUDY PROGRAM

The Graduate Study Program is set forth in Appendix B, Part II, which is made a part hereof, with the understanding that the current language which permits the district to pre-approve courses for reimbursement will be implemented as written.

13. GRADUATE INCENTIVE PROGRAM

The Graduate Incentive Program is set forth in Appendix A, Schedules I through III which are made a part hereof.

14. NATIONAL BOARD CERTIFICATION

Professional employees who attain "National Board Certification" status, as defined by the National Board for Professional Teaching Standards, shall be reimbursed in the year such status is first awarded a maximum of two thousand five hundred dollars ($2,500) for expenses incurred in the process of receiving such certification. In each subsequent year, 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.

15. SICK LEAVE PROGRAM

Professional employees shall receive sick leave at the rate of ten (10) days per year which will be accumulated if not used. Up to five (5) days per year of these ten (10) days may be used for family*.

*Family: father, mother, husband, wife, son, daughter or near relative who resides in the same household or any person with whom the person has made his/her home.

16. EXTRACURRICULAR ACTIVITY SALARY SCHEDULE

The Extracurricular Activity Salary Schedule is set forth in Appendix B, Part III, which is made a part hereof.

17. ASSAULT

A professional employee shall not lose any sick leave days or salary for a period up to five (5) days because of an injury resulting from an unprovoked assault by a Southern Lehigh student on a teacher while in the classroom or on an assigned duty.

A doctor's certificate may be required at the discretion of the superintendent.

18. 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.

19. DEPARTMENT COORDINATORS AND SUBJECT AREA LEADERS

All K-12 Department Coordinators shall be compensated as follows:

2009-2010	$689
2010-2011	$715
2011-2012	$743

Subject Area leaders shall receive:

2009-2010	$1658 plus $50 per department member
2010-2011	$1721 plus $50 per department member
2011-2012	$1786 plus $50 per department member

Should an Employee be appointed to perform both the duties of K-12 Department Coordinator and Subject Area Leader, they shall receive both applicable stipends.

Elementary Subject Area leaders and World Language Subject Area leaders shall receive:

2009-2010	$1658 plus $450
2010-2011	$1721 plus $450
2011-2012	$1786 plus $450

20. 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.

21. POSTING OF VACANCIES

All full- or part-time professional vacancies shall be advertised by posting the following information in a conspicuous place in each school:

a. job title
b. qualifications
c. job goal(s)
d. salary range, when available
e. procedure for application
f. time limit for applications

An attempt will be made by the superintendent 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.

Extracurricular vacancies will be posted, as they occur, in each school, giving information listed in a, d, e and f above.

Notice of vacancies shall be posted in all schools on an appropriate bulletin board. The Association president shall be provided a copy of all vacancy postings.

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.

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

22. VISION PROGRAM

The Employer shall make available a vision care program which provides coverage for employees only. An employee may be reimbursed up to $ 390.00 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. Once an employee has been reimbursed a total of $390.00 for 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 2009-2012 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.

23. RETIREMENT PROGRAM

The District will provide to employees who are eligible for the Retirement Program the following:

Section A – Requirements

1. Minimum age 55 or 30 years of service.

2. Minimum of 15 years of service in the Southern Lehigh School District (years need not be consecutive).

3. 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.

4. The employee retires between the period September 1, 2009 and 12:00 noon on August 15, 2012.

Section B – 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 the Employee may elect to participate in the District-sponsored supplemental insurance Plan until the specified amount is exhausted**.**

Coverage shall be continuous until the specified amount is exhausted.

All benefits under this section will cease upon the death of the Employee and the last spouse of the Employee if married at the time of the Employee's death.

Section C – Funding

1. The cost for benefits as specified above will be funded by the District up to an amount not greater than the expenditure that the District would have incurred if the employee had taken a sabbatical for professional development. This requirement shall not include sabbatical leaves for restoration of health. This expenditure shall hereafter be referred to as "Specified Amount."

2. The District shall deduct from the Specified Amount the cost of the employee's monthly premiums for the coverages specified in Section B.

3. 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.

Section D – Termination of Benefits

1. If the Specified Amount, plus credits, are 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 B at his/her own expense until the Employee's age of Medicare eligibility is reached.

2. 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 B until the Specified Amount is exhausted

3. When the Specified Amount is exhausted, all benefits under this program cease for both the retired employee and spouse.

4. 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 B 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 2 above, the program ceases for that employee and his/her spouse with no rights to the Specified Amount, credits, or any portion thereof.

5. 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.

24. 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 $1400.

For three inductees, an annual stipend of $2100.

APPENDIX B – PART II

GRADUATE STUDY PROGRAM

Section I. Tuition Reimbursement - General

Under the following conditions the Southern Lehigh School District will reimburse District Professional Employees for tuition costs for courses taken 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:

1. Upon completion of the first year of employment in the District, the Bargaining Unit Member will be eligible for reimbursement which will be paid upon commencement of the second year of employment, provided he/she is under a valid contract at the time each course is started and reimbursement has been approved.

2. It is the Professional Employee's responsibility to submit his/her application for reimbursement together with a transcript, or other appropriate documents, showing the date, 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. All documents must be received in the Superintendent's Office prior to October 1 and/or February 1 in order that salary adjustments attributable to graduate increment can be made during the months of October and/or February, retroactive to September 1 and February 1, respectively.

3. 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.

Section II

Master's Program, Second Master's Degree Program, Doctorate Degree Program

a. The Professional Employee must be enrolled in an approved Master's, Second Master's Degree or Doctoral Program offered by one of the institutions listed as an approved provider in Section IV.
b. Each course taken must be approved and accepted by the college or university as partial fulfillment of requirements leading toward a Master's, Second Master's Degree or Post-Master's Degree.
c. The Advance Course Management Committee of the Southern Lehigh School District must pre-approve each program.

Section III

Post Master's Degree Courses

a. A Committee to oversee the management of Post Master's Degree courses and approved providers and any other matters related to this section is established through this section of the Collective Bargaining Agreement. The Committee shall operate according to the following:

1. The Committee shall be known as the Advanced Course Management Committee (ACMC).
2. 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. Substitutions of members is permitted to allow the smooth function of the Committee.
3. Minutes of each meeting will be kept and supplied to each of the constituent groups represented. In addition, minutes and records of each meeting will be housed in the Central office and are available for examination by District personnel.
4. The ACMC will meet (at least) one time per month to address concerns relevant to this section.
5. 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.
6. The ACMC may approve courses 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 #4 of this section.
7. 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.
8. The ACMC may approve courses 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 application to the institution provider and no grade, other than passing, is required. The Employee will reimburse the District for non-completion of the course. The monies allowed under this section will be apportioned by the Board annually and may not be exceeded.
9. Professional Employees may appear before the Committee for further explanations of the Employees request.

b. Courses for graduate increment must be recognized or accepted by the approved institution as satisfying requirements for Master's or Post-Master's Degree Programs.

c. The course, or courses, must be taken through an approved provider to qualify for reimbursement.
d. A grade of “B” or better in a course or “B” average in a program is necessary for reimbursement.
e. Courses taken through approved providers will be approved by the ACMC when the application process is followed.
f. Applications for course approvals, from approved providers, will be made through the building Principals and forwarded directly to the ACMC. The ACMC will notify the Employee of acceptance or denial of the application within 1 week of the monthly meeting of the ACMC. The building Principal will forward to the ACMC the application within 1 week of receipt of the application from the Employee.

11. From time to time, the ACMC may recommend desirable changes to this section of the Agreement.

Section IV

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. DeSales 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

This list of approved providers will be negated at the expiration of the Collective Bargaining Agreement. The ACMC will evaluate and re-certify a listing of approved providers at that time. All Teachers participating in the graduate study program upon negation of their chosen institution will be allowed to finish approved courses and/or programs and receive reimbursement therefore.

Section V

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.

Section VI

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.

APPENDIX B – PART III

EXTRACURRICULAR ACTIVITIES SALARY SCHEDULE

ATHLETICS	2009-2010	2010-2011	2011-2012
Head Baseball	6755	6796	7054
Assistant Baseball	4065	4078	4233
Head Boys Basketball	7918	7913	8214
Assistant Boys Basketball	4758	4748	4928
Jr. High Boys Basketball	4758	4352	4518
Middle School Head Basketball – Boys	3487	3561	3696
Middle School Asst Basketball – Boys	2094	2374	2464
Middle School Head Basketball – Girls	3487	3561	3696
Middle School Asst Basketball - Girls	2094	2374	2464
Jr. High Girls Basketball	4758	4352	4518
Head Girls Basketball	7918	7913	8214
Assistant Girls Basketball	4758	4748	4928
Cross Country	5157	5400	5605
Assistant Cross Country	3094	3240	3363
Head Football	9441	9310	9664
Assistant Football	5663	5586	5798
Middle School Head Football	5663	4189	4349
Middle School Asst. Football	5663	2793	2899
Golf	4682	4655	4832
Head Field Hockey	6031	6796	7054
Assistant Field Hockey	3630	4078	4233
Middle School Head Field Hockey	2468	3058	3174
Middle School Asst Field Hockey	1482	2039	2116
Rifle	3342	3538	3672
Head Boys Soccer	6031	6796	7054
Assistant Boys Soccer	3630	4078	4233
Head Girls Soccer	6031	6796	7054
Assistant Girls Soccer	3630	4078	4233
Head Volleyball	4057	5400	5605
Assistant Volleyball	2438	3240	3363
Swimming	5437	6796	7054
Assistant Swimming	3262	4078	4233
Head Softball	6755	6796	7054
Assistant Softball	4065	4078	4233
Head Track	6174	6796	7054
Assistant Track	3707	4078	4233
Head Wrestling	7735	7913	8214

Assistant Wrestling	4648	4748	4928
Jr. High Wrestling	4648	4352	4518
Jr. High Asst. Wrestling	4648	3561	3696
Boys Tennis	4502	4655	4832
Girls Tennis	4502	4655	4832
Head Lacrosse (Boys or Girls)	4704	5400	5605
Asst. Lacrosse (Boys or Girls)	2935	3240	3363
MS Head Volleyball	1622	2430	2522
MS Asst. Volleyball	1014	1620	1681
NON-CLASS RELATED	**2009-2010**	**2010-2011**	**2011-2012**
HS Head Cheerleading	3692	3832	3978
HS Assistant Cheerleading	2215	2299	2386
HS Competition Cheerleading	3468	3600	3737
Middle School Cheerleading	2215	2299	2386
Stage – Senior High	1286	1335	1386
AV & Stage – Middle School	1441	1496	1553
Class Advisor – Freshman	906	940	976
Class Advisor – Sophomore	995	1033	1072
Class Advisor - Junior	1632	1694	1758
Class Advisor – Senior	1872	1943	2017
Debate	2194	2277	2364
Faculty Photographer	1254	1302	1351
Newspaper	1768	1835	1905
Yearbook	3038	3153	3273
Student Senate Advisor – Middle School	1252	1300	1349
Student Senate Advisor – Senior High	2194	2277	2364
Honor Society	992	1030	1069
Junior Honor Society	992	1030	1069
Drama	2070	2149	2231
Key Club	1927	2000	2076
Varsity	1609	1670	1733
SADD	1381	1433	1487
Scholastic Scrimmage	1403	1456	1511
Ecology	1184	1229	1276
FBLA	1466	1522	1580
Broadway Musical	2925	3036	3151
Robotics	2070	2149	2231
Webmaster	4142	4299	4462
Teen Counseling	1847	1917	1990
Indoor Color Guard	1638	1700	1765
Dance Team	2558	2655	2756
CLASS RELATED			

Band – Middle School	3077	3194	3315
Band – Senior High School	7315	7593	7882
Choral Music – Middle School	1887	1959	2033
Choral Music – Senior High	3514	3648	3787
Orchestra – Middle School	1179	1224	1271
Orchestra – Senior High	1975	2050	2128
Band Front	3626	3764	3907

INTRAMURAL SALARY SCHEDULES

The director of an intramural activity shall submit to the building administrator for approval a schedule indicating the number of sessions, tentative dates, and the length of each session. Sessions shall normally be one and one-half (1½) hours in length. On this basis, remuneration shall be at the rate of:

$ 45.06 per session, 2009-2010
$ 46.77 per session, 2010-2011
$ 48.55 per session, 2011-2012

However, depending upon the unique needs of the program or the building, the building administrator may shorten or lengthen the session by one-quarter (1/4) hour increments. In such cases remuneration shall be adjusted accordingly.

MEMORANDUM OF UNDERSTANDING

PART-TIME PROFESSIONAL EMPLOYEES

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

1. 37.5 hours per week is considered full time.

2. Part time is considered to be anyone who has an established schedule with the District to work less than 37.5 hours per week.

3. 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 pro-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.

4. 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.

Southern Lehigh School District
Center Valley, PA

Reference Number _____
Date Submitted _____

Grievance Report Form – Step I

Grievance Initiated by: _____ Work Place _____

Bargaining Unit: (SLEA) _____

First-Level Supervisor _____

Date and Nature of Alleged Grievance: _____

_____

_____

Grievance Relates to Contract Section(s) and/or Line No. _____ To Line No._____

Action Desired: _____

_____

_____

Signature of Grievant _____Date_____

Received by: _____Date Received _____

Decision by First Level Supervisor _____

_____

_____

_____

_____

Employer Representative's Signature _____

Received by: _____ on _____
(Signature) (Date)

Southern Lehigh School District
Center Valley, PA

Reference Number _____
(Fill in from original grievance report form)

Grievance Report Form – Step II

Step I Grievance Action was initiated on _____
(Date)

Bargaining Unit: (SLEA) _____

Name and Title of Supervisor responsible for Step I decision:_____

Employee's Statement: _____

_____

_____

_____

_____

Signature of Grievant _____Date: _____

Received by: _____Date Received _____

Step II
Decision

_____

_____

_____

_____

_____

_____

_____

Employer Representative's Signature _____

Received by: _____ on _____
(Signature) (Date)

Southern Lehigh School District
Center Valley, PA

Reference Number _____
(Fill in from original grievance report form)

Grievance Report Form – Step III

Step II Grievance Action was initiated on _____
(Date)

Bargaining Unit: (SLEA) _____

Name and Title of Supervisor responsible for Step I decision:_____

Employee's Statement: _____

_____

_____

_____

_____

Signature of Grievant _____Date: _____

Received by: _____Date Received _____

Step III
Decision

_____

_____

_____

_____

_____

_____

_____

Employer Representative's Signature _____

Received by: _____ on _____
(Signature) (Date)