

**NEGOTIATED AGREEMENT**

**BETWEEN**

**SHIPPENSBURG AREA SCHOOL DISTRICT**

**AND**

**SHIPPENSBURG AREA EDUCATION ASSOCIATION/PSEA/NEA**

**JULY 1, 2013 – JUNE 30, 2016**

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## THIS AGREEMENT

- A. MADE this \_\_\_\_\_ day of 2014 effective July 1, 2013 and through June 30, 2016, BETWEEN the SHIPPENSBURG AREA SCHOOL DISTRICT, hereinafter called School, AND the SHIPPENSBURG AREA EDUCATION ASSOCIATION, hereinafter called Association.
- B. WHEREAS, the parties hereto, having negotiated in good faith pursuant to the Pennsylvania Law, Act 195, and having arrived at an agreement deemed fair and just to both parties.

NOW WITNESS, both parties aver such an agreement sets forth the terms and conditions to which each party agrees to be bound, and that such an agreement has been reached voluntarily without undue or unlawful coercion by either party.

### ARTICLE I – RECOGNITION

- 1.00 The SHIPPENSBURG AREA EDUCATION ASSOCIATION is hereby recognized as the Exclusive Bargaining Agent for all wages, hours, and other terms and conditions of employment as specified in Sec. 701 of Act 195, for a Bargaining Unit described by the Pennsylvania Labor Relations Board in its ORDER dated November 24, 1970 and coded PERA R – 130 – C.

In a subdivision of the employee unit comprised of instructors; guidance and attendance personnel; and nurses and dental hygienists.

### ARTICLE II – GRIEVANCES

#### 2.00 Scope and Definitions

- (a) All grievances which arise out of the interpretation of the terms of this agreement shall be subject to processing through binding arbitration as provided hereafter.
- (b) All grievances arising from violations, misrepresentations, or inequitable applications of Board or Administration policy shall be handled through Meet and Discuss procedures which shall be adopted by the Board.
- (c) The term "days" shall mean school working days.

#### 2.01 Procedures

- (a) Grievances must be processed as rapidly as possible; therefore the number of days provided on each level (See Section 2.02. "Processing" Level Four), should be considered the maximum allowable time for their resolution.

- (b) The Association recognizes the right of any member of the bargaining unit, whether a member or non-member of the Association, to discuss his/her problems on an informal basis with any member of the Administrative Staff without the intervention of the Association; however, it is agreed that, should he/she fail to obtain redress in this way, he/she shall still have the right to initiate the grievance procedures on the appropriate level.
- (c) A member of the Professional Rights and Responsibilities Committee of the Association may attend, on any level, any meetings, hearings, appeals or other proceedings necessary to the processing of a grievance.
- (d) It is understood that no reprisals on the part of the Board or the Administrative Staff shall be brought to bear on any member of the bargaining unit filing a grievance.

## 2.02 Processing

### (a) Level One

An aggrieved party shall first discuss his/her grievance with his/her immediate superior. He/she may be accompanied by a representative of the Association, if he/she so desires. Should he/she fail to obtain redress from this quarter, he/she shall fill out three (3) copies of the grievance form, giving one to his/her principal or first level of supervision and one to the Chairman of the Professional Rights and Responsibilities Committee. The principal or first level of supervision shall, within five (5) days after receipt of the complaint, meet with the aggrieved party in an attempt to resolve the grievance. The principal or first level supervisor shall render a decision within five (5) days after his/her conference with the aggrieved party and shall communicate his/her decision to the aggrieved party in writing.

### (b) Level Two

- (1) One, shall within five (5) days after receiving the decision of his/her principal or first level supervisor, inform the Superintendent of his/her grievance in writing and name his/her representative, if any. The aggrieved party shall also inform the Chairman of the Professional Rights and Responsibilities Committee of his/her decision to carry his/her grievance to Level Two.
- (2) The Superintendent shall, within ten (10) days after receipt of the complaint, meet with the aggrieved party to hear his/her

grievance. He/She shall inform the aggrieved party and the Chairman of the Professional Rights and Responsibilities Committee of his/her decision, in writing, within five (5) days after the date of the hearing and shall give his/her reasons for the same.

(c) Level Three

If the grievance cannot be resolved on Level Two, the aggrieved party may then have recourse to the Board of School Director. He/She shall make his/her request for a hearing, in writing, give his/her reasons for wanting the hearing. He/She shall do this within ten (10) days after receiving the decision of the Superintendent. The Board shall hear the grievance within ten (10) days after the receipt of said request and shall render its decision, in writing, within ten (10) days after the hearing.

(d) Level Four

- (1) If, for any reason, no satisfactory resolution of the grievance can be reached on Level Three, the Association may, within thirty (30) days after return of the decision of the Board, submit the grievance to arbitration and notify the other party of this intent. The arbitration shall take place within fifteen (15) days after the arbitrator has received notification of the intent of the Association to submit the grievance to his/her arbitration.
- (2) The arbitrator may be selected by mutual consent. Failure to obtain mutual consent gives either party the right to proceed under Sec. 903 (1) of the Act 195.
- (3) The arbitrator shall declare his/her decision, in writing, and shall set forth the reasons for his/her conclusions.
- (4) This arbitration shall be binding upon both parties in accordance with the laws of the Commonwealth of Pennsylvania.
- (5) Any costs incident to this arbitration shall be borne equally by the Association and the Board.

2.03 Miscellaneous

- (a) The failure of the aggrieved party to initiate the grievance procedure herein outlined within the time limits specified at each level shall be construed as an acceptance on his/her part of the decision previously rendered and shall be an automatic waiver of all right to appeal on that grievance in the future. The failure of an Administrator to render a

decision concerning the grievance within the time limits specified on any level shall give the aggrieved party the right to proceed to the next level. Similarly, failure of the Board to render a decision within the time limits specified for Level Three shall give the aggrieved party the right to proceed to Level Four. However, all time limits may be extended by mutual agreement.

- (b) If, in the judgment of the Professional Rights and Responsibilities Committee, a grievance affects a group or class of members of the bargaining unit, the Professional Rights and Responsibilities Committee, composed of the chairman and no more than three members of this Committee, may begin processing the grievance at the appropriate Level.

### ARTICLE III – TERMS AND CONDITIONS

#### 3.00 Leaving Premises During Workday

It is agreed that any member of the bargaining unit shall be permitted to leave the school premises during the time when no scheduled supervision of students is assigned to him/her providing that the matter to be transacted during this time shall be of such a nature that it cannot be conveniently postponed until after school hours. It shall be the responsibility of the individual member to notify his/her principal, or designee, of his/her intent and of his/her purpose to absent himself and to provide an estimate of the length of time of said absence. Upon return the member shall notify the principal or designee. A written record of the members' absences shall be kept at the building level.

#### 3.01 Length of the School Day

It is agreed that the bargaining unit member's work day shall be an average of seven and one half (7.5) continuous hours but shall not exceed eight (8) continuous hours in any one day. Specific hours of work shall be established by the Administration and made known to the members of the bargaining unit prior to the start of the school year. Hours of work may, with at least five (5) working days notice, be altered by the principal to accommodate conditions unique to a particular school. The workday shall take place between the hours of 7:00 a.m. and 4:00 p.m., unless mutually agreed upon by the administration and the member of the bargaining unit. During each workday, the administration will provide at least a thirty (30) minutes duty free lunch period. The work week shall be defined in section 3.01 as five (5) consecutive teacher workdays and shall not exceed thirty-seven and one half (37.5) hours. During each thirty seven and one half (37.5) hour work week, a minimum of two hundred (200) minutes of duty free planning time will be provided in segments of not less than forty (40) minutes each at the secondary level and thirty (30) minutes each at the elementary level. The administration shall attempt to schedule these segments each day.



In addition to the above-defined work day or thirty seven and one half (37.5) hours per week, each member of the bargaining unit is expected to attend and/or participate in the following after work hour assignments unless otherwise excused by appropriate administrative personnel.

1. A maximum of nine (9) monthly faculty meetings per year with a maximum length of one (1) hour each.
2. A maximum of six (6) meetings per year for a total maximum of (5) hrs. of professional time for the purpose of curriculum review/development, data review and/or differentiated professional development. The agenda/purpose of the professional meetings will be established and led by administration. Attendance will be required based on the purpose/focus of the meeting. Each meeting will last a maximum of 1.5 hours and all records of attendance will be kept in the office of the Assistant Superintendent. Notification of these meetings and the expected length of the meetings shall be given one (1) week prior to each semester.
3. A maximum of two (2) of the following activities per year: Back-to-School Night, Open House, or Graduation. Such activities shall not exceed two (2) hours each, except for teachers responsible for graduation which shall not exceed three (3) hours.
4. Attendance and/or participation by appropriate staff at Child Study Team (CST) meetings, Multi-Disciplinary Team (MDT) meetings and other mandatory meetings that require specific staff and parents to meet during mutually agreeable times.

Bargaining Unit members attending IEP meetings outside of the regular work day/school year in excess of four (4) hours/school year shall be compensated, upon request, at their per diem rate for all such hours/minutes. The above meetings shall be held during mutually agreeable times.

It is agreed that both bargaining unit members and the Administration will continue to try to schedule the above meetings during the school day. In order to receive payment members of the bargaining unit must document their time spent at such meetings on the appropriate district form.

It is agreed that there shall be a two-hour early dismissal prior to Easter, Thanksgiving and Christmas vacations.

5. Parent/teacher conferences conducted when deemed necessary by parent and teacher, to be held at a mutually agreeable time.

The following activities and/or programs are important aspects of the school experience in which the District's professional educators are encouraged to participate from time to time but are not required to do so. Attendance at these activities is, therefore, voluntary and will be arranged by mutual agreement between the building principal and his/her professional staff: Parent Teacher Organization meetings, Science Fairs, Concerts, outdoor education, field/class trips, and other special programs/activities.

### 3.02 Length of School Year

It is agreed that the work year for the bargaining unit members shall be 186 days.

Of the 186 days, at least one-half (1/2) day shall be used for professional development and one-half (1/2) day shall be used for preparation of rooms and materials.

The work year schedule shall be in accordance with the Board approved school calendar for each year of this agreement.

### 3.03 Teaching Assignments

(a) It is agreed that each member of the bargaining unit shall be given written notice to their next year's tentative assignments, by semester where applicable, no later than the following dates:

- (1) Elementary----- July 1
- (2) Middle School-----August 1
- (3) Senior High School----- August 1

(b) Such notice shall specify the building, grade level, and subject area to which the member of the bargaining unit will be assigned. Said assignment shall become effective by August 15, except in case of emergency.

### 3.04 Use of Classroom Teacher Assistants

Classroom assistants shall not be allowed to supervise and/or instruct students in the classroom to which they are assigned without teacher presence and supervision during a student's scheduled period of instruction.

Classroom assistants will be able to supervise and/or assist students according to their I.E.P.. Classroom assistants shall not supplant teachers, but will support students as directed by the teacher/administration.

#### ARTICLE IV – SALARY SCHEDULES

- 4.00 The parties agree that salaries to be affected by this Agreement are actively set forth in Appendix A. The schedule of salaries set forth in Appendix A shall be the schedule which shall remain in force for the period of this Agreement.
- 4.01 Supplemental salaries are agreed to and are set forth in Appendix B
- 4.02 In the event that the term of this Agreement shall be extended as hereinafter provided, and in the event that such mutually agreed upon changes result as a condition of such extension, then revised appendices shall be executed by the parties and attached to and made a part of this agreement.
- 4.03 Placement of Part-time Teacher on Salary Schedule

Any member of the bargaining unit who teaches less than full-time or less than a full year, if employed full-time any successive year, shall be advanced on the salary schedule a full increment.

#### ARTICLE V – ABSENCES/LEAVES

5.00 In General

- (a) The Board, in its discretion, may grant any member of the bargaining unit who does not qualify for sabbatical leave a leave of absence up to one year for study in his/her chosen field. This leave shall be without pay. Request for this leave shall be made in writing to the Superintendent at least ninety (90) days prior to the time such leave will begin.
- (b) Leave of absence in order to attend graduate classes, in those cases where the member of the bargaining unit is unable to commute to the graduate class and still attend his/her duties in the district, shall be granted to the member, not to exceed two (2) teaching days.

5.01 Bereavement Leave

- (a) Where there has been a death in the immediate family (as defined in School Code Section 1154), five (5) days leave of absence shall be granted, which leave includes the legal period of three (3) days, and two (2) additional days. This leave of absence is not restricted to one death in the family per year.
- (b) One (1) day of leave shall be granted to attend the funeral of a near relative (as defined in School Code Section 1154). This leave of absence is not restricted to one death per year. Extension of this leave (subsection (b)) shall be granted, unless quotas in section 5.06 b are exceeded, with

the use of available personal leave. If the employee does not have accumulated personal leave, then the employee may use accumulated sick days.

- (c) One (1) day of leave shall be granted to attend the funeral of a close friend. This leave of absence is not restricted to one death per year.

#### 5.02 Sick Leave

- (a) All members of the bargaining unit shall be granted ten (10) days sick leave per complete school year. Sick leave shall be used for personal illness. Members of the bargaining unit shall be able to use up to five (5) days of accumulated sick leave per year for illness of a member of the immediate family (As defined in School Code 1154). Should a situation arise which requires additional days, the request will be considered by the Superintendent after validated information has been presented to the superintendent. Any unused leave shall accumulate indefinitely. This leave shall be prorated for the year fractionally completed because of leaves, other than sabbatical or sick, or due to employment for less than a full year. The entire cumulative entitlement may be used in any one school year.

- (1) A physicians' excuse will be required of each employee who is absent due to his/her personal illness/injury or family illness/injury for more than five (5) consecutive work days, or ten (10) or more cumulative work days in one (1) school year.

- (2) Where the member of the bargaining unit is in his/her first or second year of his/her profession, he/she shall be granted, when necessary, an additional two (2) days for each of his/her said two beginning years, but these days granted shall not be cumulative nor counted toward the retirement credit, nor shall they be available until the above ten 10 days are used.

#### 5.03 Educational Leave

It is agreed that any member of the bargaining unit, with prior approval of the appropriate Principal and the Superintendent, may be granted up to three (3) days per school year for educational leave. Examples of educational leave are attendance at conferences or conventions or visitations to other schools or educational clinics.

#### 5.04 Maternity Leave

- (a) The Board shall grant Maternity Leave under the following guide:

- (1) Upon verification from her physician that she is pregnant, the member of the bargaining unit shall notify the District Superintendent of such and state the expected date of birth and when she wishes her leave to commence. If she desires to work into and beyond the seventh month of pregnancy, the member must submit a doctor's report during the seventh, eighth, and ninth months, stating that she is capable of working and that the work will not be harmful to her health.
- (2) At the time the member of the bargaining unit applies for her Maternity Leave, she shall also state the date of her return. The time requested for return shall not be later than the semester break or the beginning of a school year, whichever is first, following six months after the birth of the child. Any request to return before the third month after the birth of the child shall be accompanied by a doctor's certificate that she is capable of performing normal full time activities required of a member of the bargaining unit, and such return shall not be harmful to the health of the member.
- (3) In the event the Maternity Leave of Absence extends beyond six months after the birth of the child, due to unforeseen circumstances, the member of the bargaining unit shall request a further extension, but such shall be accompanied by a doctor's certificate stating that she is unable to perform the duties of a full time member of the bargaining unit for reasons of the member's health arising from maternity.
- (4) During the time of withdrawal, the member of the bargaining unit shall receive no salary, nor shall the District make any contributions toward retirement, social security, or other district benefits, but will receive, upon returning, the increment provided for in this Contract under "Salary Schedules", Section D - Placement of Part-time Teacher on Salary Schedule.

#### 5.05 Adoption

- (a) It is agreed that a leave of absence shall be granted to an adoptive parent. When such adoption becomes imminent, the prospective adoptive parent shall notify the Superintendent of the probable date of the placing of the child in his/her home. This leave shall commence when the adopted child is placed in the home and shall last for a period of not more than one (1) year. It shall be the obligation of the member of the bargaining unit, in requesting such leave, to specify in writing to the Superintendent the length of leave desired. It shall be understood that the member of the bargaining unit will be permitted to return to work at

the first new school year or semester break following the period of leave requested. No extenuating circumstances will be permitted to shorten the length of leave initially applied for by the member of the bargaining unit.

- (b) During the time of withdrawal, the member of the bargaining unit shall receive no salary, nor shall the District make any contributions toward retirement, social security, or other District benefits but will receive, upon returning, the increment provided for in this Contract under "Salary Schedules", Section 4.03 – Placement of Part-time Teacher on Salary Schedule.

#### 5.06 Personal Leave

- (a) The Board shall make available to members of the bargaining unit four (4) days of personal leave per school year. These four days may be taken in one-half day segments if desired. Members are not required to state a reason for personal leave but must notify their principal by delivery of a Personal Leave Request Form to the principal or his/her designee before the end of the school day at least three (3) calendar days in advance of the leave, but no earlier than the first teacher day of the school year. The above restrictions as well as the building quotas listed below will be waived if the member of the bargaining unit utilizes his/her personal leave day for an emergency situation or bereavement leave other than that described in section 5.02. Personal days shall be cumulative to five (5) days, with a maximum of one (1) day carried into the next school year.
- (b) Personal leave quotas for the buildings shall be based on the number of total bargaining unit members assigned to a building with the ratio set at one (1) person per every ten, or major fraction thereof, bargaining unit members entitled to utilize a personal day on any one day. If any building has less than ten (10) bargaining unit members, the quota will be one (1) personal day. The Association and the District will meet annually in late August to determine the building quotas for the upcoming work year.
- (c) Unused personal leave days shall be reimbursed to the member of the bargaining unit at the rate of Ninety dollars (\$90.00) per day at the member's request. All reimbursement due under this section shall be placed in a 403(b) account, selected by the member, which is currently in the District's 403(b) approved plan. This is an employer contribution and there is no cash option. Should a member not have a 403(b) account established, the personal days will be considered accumulated if permitted, or forfeited. Said reimbursement into a 403(b) account shall be made no later than June 30th of the school year.

**5.07 Association Leave**

It is agreed that any member of the bargaining unit who is an authorized delegate of the local Association to the Pennsylvania State Education Association House of Delegates shall be granted leave to attend that convention if attendance requires the member to be absent from his/her assigned duties in the Shippensburg Area School District.

**5.08 Sabbatical Leave**

In accordance with the Sabbatical Leave Law, the following conditions shall prevail for the granting of leaves of absence (Sections 1166 to 1171 inclusive, School Laws of Pennsylvania):

- (a) The Applicant must have taught ten (10) years in the Commonwealth, the last five (5) of which shall have been in the Shippensburg Area School District.
- (b) Leaves of absence may be for one year, one semester, or for two semesters during two school years (Section 1166). Leave may begin at any time of year (Act 112-1955 Session General Assembly).
- (c) A member of the bargaining unit who has been granted a sabbatical leave of absence shall receive one-half of his/her regular salary, less contributions to the Retirement Fund and such other deductions as are authorized.
- (d) A written application shall be placed in the hands of the Superintendent at least four (4) months before its desired effective date and shall contain the following:
  - (1) Specific request for the leave, stating the period for which it is desired;
  - (2) The purpose for which it is desired and how the leave is to be used;
  - (3) Assurance that the member of the bargaining unit will return to work in the District for at least one year following the leave.
  - (4) Authority to continue deductions for the Retirement Fund at full pay and other deductions if desired.
- (e) Members of the bargaining unit seeking a Sabbatical Leave for health or desiring to resume their duties following the termination of a Sabbatical

Leave granted for reasons of health may be required to pass a medical examination satisfactory to the School District at the District's expense.

- (f) Sabbatical Leave of Absence for study/professional development will be approved only if the request is accompanied by verification that the member of the bargaining unit is to be enrolled in a minimum of nine (9) graduate credits or twelve (12) undergraduate credits of academic course work or one hundred eighty (180) hours of professional development for a semester of leave. Eighteen (18) graduate credits or twenty-four (24) undergraduate credits or three hundred sixty (360) hours of professional development shall be required for year long leaves.
- (g) Near the conclusion of any Sabbatical Leave but prior to the bargaining unit member's return to work, he/she shall present a written report to the Superintendent for forwarding to the Board. This report shall state the member's accomplishments during the leave as well as the benefits the District can expect to receive from the leave.

#### ARTICLE VI – EMPLOYEE PROTECTION

##### 6.00 Statutory Savings Clause

The employer agrees to abide by all applicable laws of the Commonwealth of Pennsylvania.

##### 6.01 Teachers Tenure Act

It is agreed that in the event of the repeal of the Teachers Tenure Act, the subject of job security shall be subject to immediate negotiations between the Board and the Association. The scope of such negotiations shall be limited only to those areas presently covered by the Tenure Act (i.e. Dismissal). It is further agreed that no member of the bargaining unit shall be dismissed except as provided by the present Tenure Act, until such negotiations are completed.

##### 6.02 ABA (Association/Board/Administration)

During the term of this agreement the Superintendent and a member of the Board agree to meet on a regular basis with the President and President-elect of the Shippensburg Area Education Association for the purpose of fostering communications and resolving concerns of both parties. These meetings shall be convened approximately every two weeks at the convenience of the four individuals involved.



6.03 File Access

Each member of the bargaining unit shall have access to his/her personnel file upon request to the Office of the Superintendent and be permitted to review the contents of said file and make copies of the same during normal administration office hours.

6.04 Just Cause

No member of the bargaining unit shall be reprimanded in writing or discharged without just cause.

6.05 Fair Share

Each member in the bargaining unit represented by the Association shall be required to pay a Fair Share Fee as provided for in Act 84, 71 P.S. §575 of 1988.

The employer and the Association agree to comply with all provisions of said law.

The Association agrees to extend to all nonmembers the opportunity to join the Association.

This Fair Share Fee shall be deducted by the employer in accordance with Article X, Section 10.00 hereof.

The Association shall indemnify and save harmless the employer from any and all claims, suits, judgments or orders arising out of this Fair Share Fee obligation.

ARTICLE VII – VACANCIES & TRANSFERS

7.00 Vacancies

It is agreed that notice of vacant positions shall be provided to members in the bargaining unit five (5) days prior to any commitment to a candidate. Any qualified candidate for the above vacancies who is an employee of the District shall be interviewed for that position.

7.01 Transfers

An involuntary transfer, to a different grade level, subject, or building, can be made only after a thirty (30) calendar day notice to the employee except in an emergency.

Prior to any transfer, the affected employee(s) will be consulted and apprised of the need for such a transfer. A qualified volunteer transfer will be considered prior to any involuntary transfer.

Involuntary transfers shall be by inverse order of seniority within area of certification.

Involuntary transfers shall not be made for disciplinary reasons.

#### 7.02 Seniority

Seniority shall be the total length of service in the school district as a member of the bargaining unit, regardless of area of certification being taught, beginning with the most recent date of hire.

Seniority of members of the bargaining unit who come from the intermediate unit shall be credited in accordance with the transfer between entities provision of the PA School Code as amended.

Seniority shall be determined on the basis of school years. A member of the bargaining unit who works more than the school year shall not be considered to have more seniority than a member of the bargaining unit who works the normal school year. Members of the bargaining unit who work part-time shall be awarded the same experience as those who work full-time.

In the event that two members of the bargaining unit have the same seniority, the tie shall be broken by lot. The first name drawn shall be considered most senior.

Seniority will not be broken but will accrue during the following:

1. Time lost because of an occupation-related accident or disease compensable under existing law.
2. Board approved leaves of absence whether paid or unpaid.
3. Periods of layoff.
4. Use of sick leave.

Seniority shall be broken by termination or resignation.

### ARTICLE VIII – INSURANCE AND MEDICAL BENEFITS

#### 8.00 Life Insurance

(a) A term life insurance policy in the face amount of Thirty Thousand Dollars (\$30,000) on each member of the bargaining unit shall be provided at the sole cost of the School District.

- (1) The parties recognize that this benefit is not available to part-time employees.

**8.01 Hospitalization and Major Medical**

The District will provide a PPO Plan with the same plan design as 2012/13 for 2013/14 and reflected in Appendix C. For 2014/15 and 2015/16 the plan design will be modified as described in Appendix C. The deductible for 2015/16 will increase to \$500/\$1,500. The cost of the same shall be borne by the District. In the 2013/14 school year, members of the bargaining unit shall make a co-payment of the same flat dollar amount paid in the 2012/13 school year for the coverage elected. For 2014/15 and 2015/16 school years, members of the bargaining unit shall make a co-payment of 9% of the premium cost of coverage elected. The co-payment shall be divided equally over the 26 pay periods beginning with the first pay of each new school year. The cost to the employee in any given year shall be based on the District's premium cost for the coverage elected by the employee each year.

**8.02 Dental**

The Board shall provide a program of prepaid dental care protection for each member of the bargaining unit and their dependents substantially equal to the current coverage.

**(a) The Basic Program (100% UCR)**

Diagnostic preventive and basic restorative services  
Routine oral examination and prophylaxis  
Periapical and bitewing x-rays  
Full mouth x-rays  
Topical application of fluoride for dependent children  
Repair of broken partial or full removable dentures  
Space maintainers that replace prematurely lost teeth of children  
Palliative emergency treatment for dental pain  
Amalgam, silicate, acrylic, synthetic porcelain and composite filling restorations to restore diseased or accidentally broken teeth  
Simple extractions  
Endodontics, including pulpotomy, direct pulp capping and root canal treatment  
Anesthetic services  
Consultations

**(b) Oral Surgery (100% UCR)**

Surgical removal of teeth  
Surgical removal of maxillary mandibular intrabony cysts  
Procedures performed for the preparation of the mouth for dentures  
Apicoectomy (dental root resection)

(c) Periodontics (80% UCR)

Periodontal examinations  
Gingival curettage  
Gingivectomy and gingivoplasty  
Osseous surgery in connection with periodontal disease  
Mucogingivoplastic surgery

(d) Prosthetics and Crown, Inlay and Onlay Restorations (80% UCR)

Single unconnected crown, inlays and onlays  
Crown, inlay and onlay restorations  
Replacement of crowns, inlays and onlays  
Initial insertion of bridges  
Initial insertion of partial or full dentures  
Replacement of an existing partial or full dentures or bridge with a new denture or bridge  
Addition of teeth to an existing partial denture or to a bridge  
Relining or rebasing dentures  
Repair of broken crowns, inlays, onlays or bridges

(e) \$1,500.00 Annual Maximum

8.03 Vision

(a) The Board shall provide a plan for family, basic vision insurance substantially equal to the current coverage to members of the bargaining unit and their dependents.

(b) Payment for lenses to:

Single	\$35
Bifocal	\$55
Trifocal	\$65
Aphakic	\$95

8.04 Carrier/Plan

A change in carrier/plan may occur if, in the interest of cost containment, a less expensive price is available from a carrier/plan which will guarantee substantially equal coverage. Substantially equal coverage is to be determined to the satisfaction of the Board of Directors and the general membership of the SAEA who are insurance participants.

8.05 Liability

The Board shall provide a liability policy on all members of the bargaining unit and shall be financially responsible up to the limits of the said policy where a member, in the performance of his/her duties and within the scope of his/her employment, shall be subject to any legal or extra-legal action resulting from the inadvertent injury of a student or the inadvertent damaging of a student's personal property.

8.06 Section 125 Plan

The District shall provide a Section 125 program selected by the Association for members of the bargaining unit at no cost to the District, in which employees may designate pre-tax dollars to be used for specific insurance premium expenses, health care expenses and dependent care expenses to the extent allowable under Section 125 of the Internal Revenue Code. The Association agrees to hold harmless the District in regards to the implementation and administration of the Section 125 plan.

8.07 Retirement Date

Bargaining unit members planning on retiring at the end of the school year must submit a letter of retirement by March 1, in order to receive paid benefits through July and August.

ARTICLE IX – MISCELLANEOUS BENEFIT PROVISIONS

9.00 Credit for Military Service

It is agreed that members of the bargaining unit entering employment in the district shall be given credit for one (1) year of military service, if such has been performed, prior to his/her employment in the District, to establish his/her proper step in the salary schedule.

9.01 Reimbursement For Travel

It is agreed that any member of the bargaining unit whose regular assigned duties require traveling during the school day shall be compensated at the IRS rate per mile.

9.02 Athletic Passes

All members of the bargaining unit shall receive a pass admitting him/her and one guest to all athletic events. If both husband and wife are members of the bargaining unit, a single pass will be issued to each.

9.03 Part-Time Professional Employees

- (a) Any member of the bargaining unit who regularly works more than 49% of the normal workday or work week shall be considered a full-time employee. Those members of the bargaining unit who regularly work less than the normal work day or week shall receive the benefits of a full-time member of the bargaining unit except that those working less than 49% of the day or week shall have the following benefits prorated by the percentage of the day or week they work.
  - (1) Hospitalization, dental insurance, sick leave, educational leave, personal leave, emergency leave.
- (b) Any part time member of the bargaining unit who works 49% or more shall receive full benefits. The following benefits shall be granted, without proration, to all members, full or part time.
  - (1) Mileage reimbursement, pass to athletic events, dues deduction, permission to leave the building on unassigned periods. Credit for military service shall be according to section 9.00 of this agreement.

9.04 Long Term Substitute

Any individual hired as a Long Term Substitute shall be paid at the prevailing substitute rate, in effect in the District at that time, for the first fifteen (15) consecutive days of employment in the same position.

Starting on the sixteenth (16<sup>th</sup>) consecutive day of employment, in the same position, a Long Term Substitute shall be paid at Bachelor's Step 1 of the Salary Schedule with limited benefits. These prorated benefits shall be sick leave, personal leave, emergency leave, and educational leave. A Long Term Substitute shall be entitled to bereavement leave as defined in Section 5.02 of this agreement.

It is understood that a Long Term Substitute shall be granted the opportunity, starting on the sixteenth (16<sup>th</sup>) day of employment, to participate in the District medical plan at the employee's expense.

Long Term Substitutes shall be required to be employed in the same position for forty-five (45) days to be eligible for credit for one-year of service under the collective bargaining unit.

## ARTICLE X – ASSOCIATION PROVISIONS

### 10.00 Dues Deduction

PSEA dues payroll deductions will be made available to the Shippensburg Area Education Association and will be deducted in twenty-five (25) equal payments. In order that the amount can be calculated for September, the Shippensburg Area Education Association will provide the necessary authority for deduction forms duly signed by each member wishing the deduction by the fourth school day of the new year. All monies paid in by the Association members shall be remitted to the Association monthly. In the event that any member of the Association terminates his/her employment in the District, the Board shall have no further obligation to neither deduct nor be responsible in the event of a deduction after termination.

### 10.01 Payroll Deductions

Payroll deductions shall be available for #1 Ed Credit Union and Pennsylvania State Employees' Credit Union. Payroll deductions for tax-sheltered annuities for Board-approved companies shall be available with payment being forwarded to the respective banks or firms. Member of the bargaining unit requests for participation in tax-sheltered annuities with five (5) members or more involved shall be approved.

### 10.02 Direct Deposit

Employees shall use direct deposit for the payment of salary. Employees shall receive direct deposit notification electronically. Employees choosing to have a hard copy may print out a copy of the notification on District equipment at no cost to the employee. For the summer months the District will mail a hard copy of the notification to those employees without internet access. It will be the responsibility of the employee to notify the District, before the end of the school year, if s/he will need a hard copy mailed and provide the appropriate address.

### 10.03 Inter-Office Mail

The Association shall be allowed to use the inter-office mail throughout the school term for distribution of its items to its membership to the extent that mail procedures are provided by the District.

### 10.04 Policy Handbooks

Policy handbooks shall be made available to members of the bargaining unit on the District's website. Notification of posting and clear instructions will be given to all staff on where to find the documents on the website upon posting. Should

a hard copy be needed, members may make a copy on the district copiers at no cost to the bargaining unit member.

**10.05 Orientation Day**

The Association shall be permitted one-half (1/2) hour, being the half hour before the regular order of business on Orientation Day, to conduct its business with the members of the bargaining unit.

**10.06 School Board Communication**

It is agreed that the President of the Association or his/her designee shall be entitled to:

- (a) A copy of the agenda of the next Board meeting prior to the meeting.
- (b) A copy of all committee reports and minutes acted upon by the full Board.
- (c) Copies of policy proposals, which are presented to the Board in advance of the Board meeting.

All information will be made available on the District website. Notification of posting and clear instructions will be given to the Association leadership on where to find the documents on the website upon posting. Should a hard copy be needed, the leadership may make a copy on the district copiers at no cost to the bargaining unit.

**ARTICLE XI – MISCELLANEOUS PROVISIONS**

**11.00 Contract Application**

It is the intent of the parties that the terms and conditions of this agreement shall apply only to members of the bargaining unit.

**11.01 Strikes and Lockouts**

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



11.02 Waiver Clause

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

ARTICLE XII – Negotiation of Successor Agreement

12.00 Deadline Date

Any such extended date shall be evidenced by an amendment to this agreement, to which amendment both parties shall signify their approval by affixing their signatures thereto. It is further agreed that negotiations for the following term shall begin by the fifteenth (15<sup>th</sup>) day of December immediately prior to the end of the contract term.

ARTICLE XIII – Drafting, Printing and Distribution

13.00 Responsibilities

It is agreed that the Association shall type, arrange the contract sections in a systematic logical sequence and provide the Board with a "copy ready" document. When the Board has proofread and verified the document, the Board shall distribute the contract electronically to each member of the bargaining unit within thirty (30) days after the signing of the contract. Clear instructions will be given to all staff on where to find the documents on the website. Should a hard copy be needed, members may make a copy on the district copiers at no cost to the bargaining unit member.

13.01 New Employees

All new employees who shall be members of the bargaining unit shall be given a copy of this contract which will be distributed electronically by the Board or its agents prior to or on the first day of their employment. The District will provide the new employees with the appropriate information and electronic access to the location of the CBA.

14.00 Term

The term of this agreement shall begin July 1, 2013 and shall continue in full force and effect until June 30, 2016, or until such later date as the parties hereto may hereinafter mutually agree.

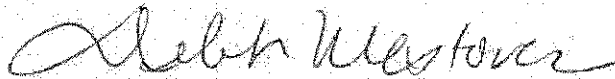
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IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

SHIPPENSBURG AREA SCHOOL DISTRICT

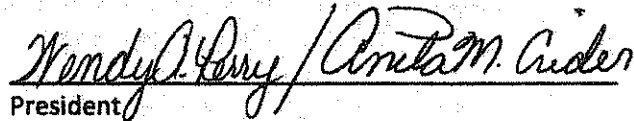


President



Secretary

SHIPPENSBURG AREA EDUCATION ASSOCIATION



President



Secretary

APPENDIX "A-1"

SALARY

For 2013/14 there will be no increase applied to the salary schedule. Every step in each column of the salary schedule shall be increased over the previous year's amount by 1.50% in 2014/15 and 1.50% in 2015/16. It is agreed that there will be no step movement for 2013/14. Every member of the bargaining unit shall advance a step on the salary schedule for 2014/15 and 2015/16 until they have reached Step 10 and no newly hired member of the bargaining unit shall be placed higher on the salary schedule than a current member of the bargaining unit with equal number of years of experience.

Supplemental Value

1. Dollar value for base salary for coaching
2. Dollar value for post-season play
3. Dollar value for points and experience factor for supplemental salaries
4. Dollar value for intramurals
5. Dollar value for detention hall, computer room supervisor, and weight room supervisor.
6. Dollar value for curriculum planning and development

**Appendix A-1  
Salary Schedule  
2013/14 0%, No Step Movement**

<b>Vr. 1 2013/14</b>						
<b>Step</b>	<b>Bachelors</b>	<b>Masters (30)</b>	<b>Masters (45)</b>	<b>Masters (60)</b>	<b>Masters (75)</b>	<b>Masters (90)</b>
1	45,283	47,052	48,824	50,065	51,308	52,548
2	46,765	48,538	50,308	51,550	52,790	54,031
3	49,068	50,840	52,614	53,853	55,092	56,335
4	51,372	53,145	54,917	56,159	57,399	58,639
5	53,676	55,447	57,221	58,462	59,701	60,943
6	55,980	57,751	59,525	60,767	62,007	63,246
7	58,283	60,055	61,830	63,069	64,311	65,552
8	60,589	62,360	64,134	65,374	66,614	67,853
9	62,894	64,666	66,438	67,678	68,919	70,161
10	65,199	66,968	68,741	69,982	71,221	72,463

**Appendix A-1  
Salary Schedule  
2014/15 1.50%, Step Movement**

<b>Vr. 2 2014/15</b>						
<b>Step</b>	<b>Bachelors</b>	<b>Masters (30)</b>	<b>Masters (45)</b>	<b>Masters (60)</b>	<b>Masters (75)</b>	<b>Masters (90)</b>
1	45,962	47,758	49,556	50,816	52,078	53,336
2	47,466	49,266	51,063	52,323	53,582	54,841
3	49,804	51,603	53,403	54,661	55,918	57,180
4	52,143	53,942	55,741	57,001	58,260	59,519
5	54,481	56,279	58,079	59,339	60,597	61,857
6	56,820	58,617	60,418	61,679	62,937	64,195
7	59,157	60,956	62,757	64,015	65,276	66,535
8	61,498	63,295	65,096	66,355	67,613	68,871
9	63,837	65,636	67,435	68,693	69,953	71,213
10	66,177	67,973	69,772	71,032	72,289	73,550

Appendix A-1  
 Salary Schedule  
 2015/16 1.50%, Step Movement

Yr. 3 2015/16						
Step	Bachelors	Masters (30)	Masters (45)	Masters (60)	Masters (75)	Masters (90)
1	46,652	48,474	50,300	51,578	52,859	54,136
2	48,178	50,005	51,829	53,108	54,386	55,664
3	50,551	52,377	54,204	55,481	56,757	58,038
4	52,925	54,751	56,577	57,856	59,134	60,411
5	55,298	57,123	58,951	60,229	61,505	62,785
6	57,672	59,497	61,324	62,604	63,881	65,158
7	60,045	61,870	63,699	64,975	66,255	67,533
8	62,420	64,245	66,072	67,350	68,627	69,904
9	64,795	66,621	68,446	69,724	71,002	72,282
10	67,170	68,992	70,819	72,097	73,374	74,653

APPENDIX A-2  
PLACEMENT TABLE FOR PRESENT MEMBERS OF  
THE BARGAINING UNIT ON THE SALARY SCALE

2012/13	2013/14	2014/15	2015/16
			1
		1	2
1	1	2	3
2	2	3	4
3	3	4	5
4	4	5	6
5	5	6	7
6	6	7	8
7	7	8	9
8	8	9	10
9	9	10	10
10	10	10	10

APPENDIX A-2

PLACEMENT TABLE FOR NEWLY  
HIRED MEMBERS OF THE BARGAINING UNIT  
BASED ON YEARS OF TEACHING

<u>At least</u>	<u>But Less than</u>	<u>Maximum Step</u>
0	1	1
1	2	2
2	3	3
3	4	4
4	5	5
5	6	6
6	7	7
7	8	8
8	9	9
9	--	10

No newly hired member of the bargaining unit shall be placed higher on the salary schedule than a current member of the bargaining unit with an equal number of year's experience.

## APPENDIX "B-1"

### SUPPLEMENTAL SALARIES – COACHING

The BASE DOLLAR VALUE shall be consistent with Appendix "A-1" (See Appendix "A-1" SALARY for increases and distribution).

#### METHOD OF CALCULATION – COACHING SALARIES

Salary for position = (Base dollar value) + (total number of points for the position held \* dollar value for each point) + (number of years of prior experience in position or equivalent \* dollar value for one year experience).

Experience will be known as all job-related experience within the Shippensburg Area School District regardless of gaps in service. In order to receive credit for experience gained outside the Shippensburg Area School District, a coach must gain approval for credit with the Board or its representative at the time of his/her employment as a coach. It will be the responsibility of the Superintendent or his/her designee to explain the above experience provision to all prospective coaches prior to their being hired. Coaching experience will be considered as experience toward any coaching position in the same sport.

A dollar value of \$60.00 shall be granted for each complete season of prior experience or partial season prorated to the nearest half.

Salary for all positions listed in Appendix B-1 and Appendix B-2 shall be paid at the same rate as the professional salaries listed in Appendix A for each year of the contract. 0% for 2013-2014; 1.5% for 2014-2015; and 1.5% for 2015-2016.

#### PAYMENT OF SUPPLEMENTAL SALARIES – COACHING

Payment for supplemental positions contained in "B-1" will be made following completion of the supplemental assignment.

A mid-season payment will be approved when requested before the season for any supplemental position. Where the duration of the assignment is concurrent with the school year, payment may be requested on a two-week schedule as previously defined herein under "Miscellaneous Salary Provisions", Section D, 5.

#### COACHING CLINICS

1. It is agreed that each coach shall be permitted one (1) day of school time per year per position to attend a clinic. No more than three (3) coaches per sport shall miss any one (1) day of school per year. All coaches shall



report in writing on the clinics attended to their fellow coaches of that sport who did not attend the clinic and, through the Athletic Directors, to the secondary principals with a copy of the report to the superintendent.

2. For the term of this contract, \$350 per year shall be allotted for each head coaching position and \$175 per year for each assistant coaching position to be used at the discretion of the head coach of each sport with approval of the High School principal.

#### POST-SEASON PLAY

Any member of the bargaining unit covered by Appendix "B-1", SUPPLEMENTAL SALARY – COACHING, who is involved in post-season competition shall be reimbursed at a rate consistent with Appendix "A-1" for post season. (See Appendix "A-1" SALARY for increases and distribution)

Payment shall be made for the following hours:

1. Travel time to and from each event.
2. Time of the actual event.

The Association will accumulate data concerning complaints and apparent injustices and will compile this information prior to each review period.

It shall be the responsibility of the Association President and the Superintendent to call their respective review committees into session no later than October 15 of the school year prior to a negotiations year in a multi-year contract or October 1 of a negotiations year in a one-year contract.

The point values of all new coaching positions created by the Board between review periods shall be negotiated between the Association President and the Superintendent subject to Board approval. Point values negotiated in the above manner will be subject to review in the established manner during the subsequent review period.

No changes made during the review period and approved by the Board will be retroactive to an earlier date than that of its effective date.

Any coach of a sport covered under this agreement who held that position previous to August 1, 1982 and received higher pay for that position than this agreement allows for, shall continue to receive the higher pay until he/she terminates his/her employment in that position. In the latter event that a coach continuing to be paid on the previous salary scale would be eligible for a higher pay on the point system, that coach would then be paid according to the higher salary.

**CRITERIA FOR COACHES POINT VALUES**

**A. Hours – Weekday after school practice hours. This is the total number of hours spent in practice after school.**

Under 50	8 points
50 – 99	16
100 – 149	24
150 – 199	32
200 – 249	40
250 – 299	48
300 – 349	56
350 – 399	64
400 – 450	72
Over 450	80

**B. Hours – Vacation time and/or non-practice weekend time. This is the total number of hours spent in practice or scouting on a non-school day. Weekend practice time is not to be counted.**

No practice	0 points
Under 25	10
25 – 49	20
50 – 74	30
75 – 99	40
100 – 124	50
125 – 149	60
Over 150	70

**C. Event Supervision – Establishes points for supervision of an event including travel, pre, and post game.**

Home event	4 points
Away event	6
All day event	8

**D. Student Supervision – Divide the yearly average number of students directly supervised in the program by the number of coaches involved with them.**

Under 15	8 points
15 – 24	12
25 – 49	16
50 – 99	20
Over 99	24

- E. Injury Risk to Pupil – Consider the potential and frequency of injury risk to the student in comparison to other sports and programs. Consider also the training necessary for coaches to be adequately prepared in first aid.

Average	0 points
Above Average	25

- F. Responsibility of equipment – Expense and amount of equipment used during practice or game conditions are the determining factors for each sport.

Average	0 points
Above Average	10
Major	20

- G. Head Coach Pressure – This takes into account possible and/or real pressure or stress caused by influence of crowds, community, etc.

Average	0 points
Above Average	32
Major	64

- H. Strategy Pressure – Head coach pressure due to continuous game strategy. Middle School, Junior Varsity, or High School assistant head coaches receive one-half (1/2) point value of head coach directly over them. Eighth grade head coach will receive one-half (1/2) of one-half (1/2) or one fourth (1/4) of total points.

Average	0 points
Above Average	32
Major	64

- I. Head Coach Factor – Establishes the accountability of each team coach. Middle School, Junior Varsity, or High School assistant head coaches receive one-half (1/2) point value of head coach directly over them. Eighth grade head coaches will receive one-half (1/2) of one-half (1/2) or one-fourth (1/4) of total points.

Per activity 100 points

- J. Total Program Supervision of Assistants (Head Coach) – This scale reflects the amount of supervision of each head coach over his/her total programs. Head Middle School coaches will receive one-half (1/2) of point total.

No assistants	0 points
1 – 2	20
3 – 4	40
5 or more	60

**K. Physical Facilities and Environment – This area shall take into account unique problems and conditions encountered because of environmental factors and shared practice facilities.**

**Per activity**

**15 points**

POSITION	CRITERIA											BASE TOTAL
	A	B	C	D	E	F	G	H	I	J	K	
Head Football	32	50	65	8	25	20	64	64	100	60	15	503
Ass't Football (4)	32	50	65	8	25	10	0	32	50	0	15	287
9 <sup>th</sup> Grade Football	24	20	35	12	25	20	0	32	50	30	15	263
Ass't. 9 <sup>th</sup> Football	24	20	35	12	25	10	0	16	0	0	15	157
7 <sup>th</sup> & 8 <sup>th</sup> Football	24	20	35	12	25	10	0	16	25	0	15	182
7 <sup>th</sup> & 8 <sup>th</sup> Ass't Football	24	20	35	12	25	10	0	16	0	0	15	157
Head Boys Basketball	24	40	135	8	0	0	64	64	100	40	15	490
Ass't Boys Basketball	24	40	135	8	0	0	0	32	50	0	15	304
9 <sup>th</sup> Boys Basketball	16	30	90	12	0	0	0	32	50	20	15	265
7 <sup>th</sup> & 8 <sup>th</sup> Boys Basketball	16	30	90	12	0	0	0	16	25	0	15	204
Head Girls Basketball	24	40	130	8	0	0	32	64	100	40	15	453
Ass't. Girls Basketball	24	40	130	8	0	0	0	32	50	0	15	299
9 <sup>th</sup> Girls Basketball	16	30	90	12	0	0	0	32	50	20	15	265
7 <sup>th</sup> & 8 <sup>th</sup> Girls Basketball	16	30	90	12	0	0	0	16	25	0	15	204
Head Wrestling	32	20	110	8	25	20	32	32	100	40	15	434
Ass't Wrestling	32	20	110	8	25	10	0	16	50	0	15	286
Head Middle School Wrestling	24	20	63	12	25	20	0	16	50	20	0	250
Ass't Middle Wrestling	24	20	63	12	25	10	0	8	25	0	0	187
Head Field Hockey	16	30	110	8	25	10	0	32	100	40	15	386
Ass't. Field Hockey	16	30	110	8	25	10	0	16	50	0	15	280
Head Middle School Head Hockey	16	10	70	12	25	10	0	16	50	20	15	244
Ass't Middle School Hockey	16	10	70	12	25	10	0	8	25	0	15	191
Cross Country	16	20	60	16	0	0	0	0	100	0	15	227
Head Swimming	24	20	68	12	0	10	0	32	100	20	0	286
Ass't Swimming	24	20	68	12	0	10	0	16	50	0	0	200
Head Volleyball H.S.	16	20	106	8	0	10	0	32	100	20	15	327
Ass't. Volleyball H.S.	16	20	106	8	0	10	0	16	50	0	15	241
Head Volleyball Middle School	16	10	70	12	0	10	0	16	50	10	0	194
Ass't Volleyball Middle School	16	10	70	12	0	10	0	8	25	0	0	151

POSITION	CRITERIA											BASE TOTAL
	A	B	C	D	E	F	G	H	I	J	K	
Head Baseball	24	10	98	8	0	10	32	64	100	20	15	381
Ass't. Baseball	24	10	98	8	0	10	0	32	50	0	15	247
Head Softball	24	10	100	8	0	10	32	64	100	20	15	383
Ass't. Softball	24	10	100	8	0	10	0	32	50	0	15	249
Head Track	24	10	74	12	0	20	0	32	100	40	15	327
Ass't. Track (4)	24	10	74	12	0	10	0	16	50	0	15	211
Head Cheer Advisor	24	20	310	8	0	0	0	0	100	40	0	502
Ass't. Cheer Advisor	24	20	310	8	0	0	0	0	50	0	0	412
Head Middle School Cheer Advisor	16	10	116	8	0	0	0	0	50	20	0	220
Ass't. Middle School Cheer Advisor	16	10	116	8	0	0	0	0	25	0	0	175
Head Soccer	16	30	80	12	0	0	32	32	100	20	15	337
Ass't Soccer	16	30	80	12	0	0	32	16	50	0	15	251
Head Middle School Soccer	16	20	80	12	0	0	0	16	50	20	15	229
Ass't Middle School Soccer	16	20	80	12	0	0	0	8	25	0	15	176
Head Golf Coach	16	30	60	12	0	0	0	0	100	0	15	233
Ass't Golf Coach	16	30	60	12	0	0	0	0	50	0	15	183

	BASE	X	SPORTS	TOTAL
Head A.D.	70	X	16	1120
Ass't. A.D.	40	X	16	640
Equipment Manager	30	X	16	480
Ticket Manager	40	X	5	200
Middle School A.D./ Ticket Mgr.	90	X	9	810
Ass't. Middle School A.D./ Equip. Mgr.	55	X	9	495

## APPENDIX "B-2"

### MISCELLANEOUS SALARY SCHEDULES

#### A. POINT SYSTEM FOR SUPPLEMENTAL SALARIES

- (1) The following supplemental salaries shall be paid on a scale commensurate with the following formula:

(Total number of points for position held) X (Dollar value of points) +  
(Experience factor, if applicable) = SALARY FOR POSITION

- (2) Experience will be known as all job-related experience within the Shippensburg Area School District regardless of gaps in service. In order to receive credit for experience gained outside of the Shippensburg Area School District, a member of the bargaining unit, accompanied by a representative of SAEA, must gain approval for credit with the Board or its representative at the time of his/her employment for the individual supplemental. It will be the responsibility of the Superintendent or his/her designee to explain the above experience provision to all applicants prior to their being hired.
- (3) A dollar value shall be placed on each point consistent with Appendix "A-1." (See Appendix "A-1" SALARY for increases and distribution.)

The dollar value for experience factor shall be a rate consistent with Appendix "A-1". (See Appendix "A-1" SALARY for increases and distribution.)

<u>POSITION</u>	<u>POINTS</u>
<u>MUSIC</u>	
High School Band Director	250
High School Assistant Band Director	80
Kaleidoscope or similar variety show	80
Middle School Vocal Ensemble	40
Middle School Band Director	80
Senior High Sharps Director	60
Musical Production	80
Combined Dramatic Musical Director	150
Dramatic Musical Choral Director	40
Dramatic Musical Instrumental Director	40
Middle School Assistant Band Director	32
Concerts	8/group/program + 50% exp.
"Day with the Arts" coordinator	50
6 <sup>th</sup> Grade Jazz Band	30
<u>PLAY PRODUCTIONS</u>	
Play Production (one (1) director)	80
Set Design	30
Choreography	20
<u>STUDENT COUNCIL</u>	
Senior High Student Council Advisor	80
Junior High Student Council Advisor	30
Elementary Student Council Advisor	15
<u>AV/STAGE</u>	
Senior High A.V.	120
Middle School A.V. and Stage Director	80
Senior High Stage Manager	120
Senior High Assistant Stage Manager	36
<u>SENIOR HIGH HEAD CLASS ADVISORS</u>	
Senior Class Advisor	35
Junior Class Advisor	35
Sophomore Class Advisor	25
Freshman Class Advisor	25



<u>POSITION</u>	<u>POINTS</u>
<u>OTHERS</u>	
Grade Level Chairperson (K-6)	150
Department Chairs	
(Teaching less than 25 periods/week)	120
(Teaching 25 or more periods/week)	150
(Teaching less than 25 periods/week but whose duties and/or responsibilities involve both elementary and secondary levels of education)	150
Summer Librarians	60
(Any two (2) weeks prior to the opening of school mutually agreeable to the administration and the employee)	
Assistant Department Chairs	50
Speech Coach	20
Senior High Yearbook Business Manager	40
Middle School Year Book Business Manager	40
Timothy House Supervisor	90
Timothy House Assistant	55
Mentors	50
Senior High Gifted	105
Academic Competition Advisor	15

(4) The point value of all new supplemental positions created by the Board during the term of this agreement shall be negotiated between the Association and the Board.

B. INTRAMURALS

It is agreed that intramural advisors of activities held during the school year and financed entirely by the District shall be paid a rate consistent with Appendix "A-1" (See Appendix "A-1" SALARY for increases and distribution) Years of service need not be consecutive or in the same activity.

C. IEP

It is agreed that members of the bargaining unit in the special education department performing duties related to the preparation of IEP's beyond school hours shall upon request receive release time to a maximum of five (5) days and/or be paid at the per diem rate. Maximum per diem compensation shall be as follows:

Gifted -----	1 Hour/IEP
Speech/Language -----	1 Hour/IEP
Learning Support -----	2 Hours/IEP
Life Skills -----	2 Hours/IEP
Emotional Support ---	2 Hours/IEP

**D. MISCELLANEOUS SALARY PROVISIONS**

1. All members of the bargaining unit on a 10 ½ or 11 ½ month contract will have their salary computed at an amount prorated on a 9 ½ month schedule.
2. Summer School
  - a. It is agreed that payment for summer school teaching and Driver's Education classes, Homebound, Classroom Plus, Academic Support Teacher, Truancy, and Adult Education (beyond school hours, both summer and winter), shall be at an hourly rate based upon per diem (individual salary divided by school calendar days divided by 7.5 hours).
  - b. It is agreed that two hours of planning time per week shall be granted for each class for summer school classroom teachers.
  - c. It is agreed that 1/2 hour prep shall be granted for every three (3) hours of teaching for Alternative Education teachers.
3. Compensation for members of the bargaining unit taking detention hall, computer room supervision, or weight room supervision beyond school hours shall be at the rate consistent with Appendix "A-1". Weight room supervision will be limited to compensation for three (3) days a week, two (2) hours per day during the pupil instructional year. (See Appendix "A-1" SALARY for increases and distribution.)
4. Members of the bargaining unit performing duties related to curriculum planning and development for courses of study shall be compensated for duties performed during non-contracted hours at a rate consistent with Appendix "A-1", with pre-approval by the Office of the Superintendent. (See Appendix "A-1" SALARY for increases and distribution)
5. Pay periods for members of the bargaining unit continue on a two-week schedule.
6. Every member of the bargaining unit shall have the opportunity of being paid their summer monthly salary consisting of the remainder of the yearly salary in one sum at the first June payment date, provided such

request is made before the bargaining unit member's first work day of the school year the lump sum is requested.

7. In-Service Education Credits shall be granted as follows:

The District shall provide each member of the bargaining unit, except Long Term Substitutes covered under Section 9.04 of this contract, up to sixteen thousand (\$16,000) for the career limit for tuition for graduate and/or Pennsylvania Department of Education (PDE) in-service credits for 2013/14; \$16,500 for 2014-2015; \$17,000 for 2015-2016. Members of the bargaining unit shall be paid for a maximum of twelve (12) credits per contract year. Course(s) must be taken in an accredited or District-approved educational institution and must be related to the member's professional growth (related to member's academic or potential academic responsibilities, guidance, and administration) within the School District as determined under the sole discretion of the superintendent. Video courses will not be approved. Only credits meeting the above criteria will be credited for salary placement. Coaches may receive reimbursement for courses in coaching, but these credits may not be used for salary level placement except for teachers of physical education. Prior approval must be obtained in writing, from the Superintendent for all courses. The District shall make payment to the institution of higher learning at the time of pre-registration for the cost of each course to be taken. In the event that any course is not satisfactorily completed with a grade of "B" or better, or "Pass on a Pass/Fail" system, the member of the bargaining unit shall reimburse the District all the monies paid for said course(s). Individual members of the bargaining unit will be responsible for requesting advancement on the salary schedule. Such requests shall be made, in writing, to the Superintendent and contain a transcript verifying the request change. All such requests must be submitted by September 15 for the advancement in the first semester and by January 15 for advancement in the second semester. In the event that a member of the bargaining unit who has received such reimbursement leaves the District within one (1) year of the completion of the credits, the member shall reimburse the District 100% of the cost of the credits. In the event that a member of the bargaining unit who has received such reimbursement leaves the District within two (2) years of the completion of the credits, the member shall reimburse the District 50% of the cost of the credits.

8. Retirement – Unused sick leave - It is agreed that upon retirement with no less than twenty-five 25 years in PSERS, compensation for unused sick leave shall be as follows:

Members with 25 or more years of experience in the District shall receive \$75.00 per day for 60% of all accumulated sick days to a maximum of 170 days.

Members with at least 15 but less than 25 years' experience in the District shall receive \$55.00 per day for 50% of all accumulated sick days to a maximum of 150 days.

The maximum compensation an employee can receive under this section is eleven thousand nine hundred (\$11,900)

All reimbursement due under this section shall be placed in a 403(b) account, selected by the member, which is currently in the District's 403(b) approved plan. This is an employer contribution and there is no cash option.

9. It is agreed that any member of the bargaining unit hired full time shall receive full credit for previous years taught in the Shippensburg Area School District. At the time of re-employment, the member shall be placed on the proper step of the salary schedule with no loss of service increment.
10. Payment for supplemental positions will be made following completion of the supplemental assignment.
11. A mid-season payment will be approved when requested before the season for any supplemental position. Where the duration of the assignment is concurrent with the school year, payment may be requested on a two-week schedule as previously defined herein under "Miscellaneous Salary Provisions", Section D, 5.

## Shippensburg Area School District with Lifestyle Drugs

HIGHLIGHTS	AMOUNTS YOU ARE RESPONSIBLE FOR:		
	Retail Pharmacy (up to a 30-day supply)	Mail Service Pharmacy (up to a 90-day supply)	Specialty Pharmacy (up to a 30-day supply)
<b>DEDUCTIBLE</b> Per benefit period*	None		
<b>OUT-OF-POCKET MAXIMUM</b> When the out-of-pocket maximum is reached, benefits are paid at 100% of the allowable amount until the benefit period ends.	None		
<b>BENEFIT PERIOD MAXIMUM</b> When the benefit period maximum is reached, the member is responsible for 100% of the discounted price.	\$2,500 benefit period maximum on Lifestyle Drugs		
<b>PRESCRIPTION DRUG TIER</b>	<b>BENEFIT</b>		
Generic Prescription Drugs	\$5 copayment	\$10 copayment	\$5 copayment
Preferred Brand Prescription Drugs	\$20 copayment	\$40 copayment	\$20 copayment
Non-Preferred Brand Prescription Drugs	\$35 copayment	\$70 copayment	\$35 copayment
Lifestyle Drugs	50% coinsurance	50% coinsurance	50% coinsurance
Network	CVS Caremark National Pharmacy Network		
<b>PRESCRIPTION DRUG TIER (Contraceptives)</b>	<b>BENEFIT</b>		
Generic Prescription Drugs	\$0 copayment	\$0 copayment	Not covered
Select Brand Prescription Drugs**	\$0 copayment	\$0 copayment	Not covered
Preferred Brand Prescription Drugs	\$20 copayment	\$40 copayment	Not covered
Non-Preferred Brand Prescription Drugs	\$35 copayment	\$70 copayment	Not covered
<b>FORMULARY SYSTEM</b>	Open		
<b>PRESCRIPTION CATEGORY</b>	<b>BENEFIT</b>		
Contraceptives (self-administered)	Covered	Covered	Not covered
Specialty Drugs (self-administered)	Covered	Not covered	Covered
Prenatal Vitamins (prescription)	Covered	Covered	Not covered
Anti-Flu Therapies	Covered	Not covered	Not covered
Diabetic Supplies	Covered	Covered	Not covered
Topical Retinoid (Acne) Products	Covered	Covered	Not covered
Over-the-Counter Equivalents	Not covered	Not covered	Not covered
<b>LIFESTYLE DRUGS</b>	<b>AMOUNTS YOU ARE RESPONSIBLE FOR:</b>		
Fertility Drugs	50% coinsurance	50% coinsurance	50% coinsurance
Sexual Dysfunction Drugs	50% coinsurance	50% coinsurance	Not covered
Weight Loss Drugs	50% coinsurance	50% coinsurance	Not covered
Nicotine Cessation Drugs (prescription)	50% coinsurance	50% coinsurance	Not covered
Vitamins (prescription, non-prenatal)	50% coinsurance	50% coinsurance	Not covered
<b>UTILIZATION PROGRAM</b>	<b>BENEFIT</b>		
Generic Substitution Program	Restrictive Generic Substitution – In addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) unless the physician requests the brand be dispensed.		
Quantity Level Limits (per prescription, day supply or copayment)	Applicable to selected drugs. Refer to the Capital BlueCross formulary or go to <a href="http://www.capbluecross.com">www.capbluecross.com</a> .		
Prior Authorization and Enhanced Prior Authorization	Applicable to selected drugs. Refer to the Capital BlueCross formulary or go to <a href="http://www.capbluecross.com">www.capbluecross.com</a> .		

This is not a Contract. Programs are subject to change. This information highlights benefits, limitations and exclusions of the prescription drug coverage and is not intended to be a complete list or complete description of available services. The terms and conditions of coverage shall be governed solely by the contract issued to the group. Contact your employer, marketing representative, or broker for additional benefit details.

\*Refer to your Certificate of Coverage or contact your employer for the applicable benefit period.

\*\*Select Brands include contraceptives for which there is no generic equivalent.

The pharmacy network includes many chain and independent retail pharmacies nationwide. Visit [www.capbluecross.com](http://www.capbluecross.com) to find a participating pharmacy.

Participating pharmacies agree to accept our allowance as payment in full, often less than their normal charge. If you use a non-participating pharmacy, you are responsible for paying the difference between what the non-participating pharmacy charges and the allowable amount in addition to any deductibles, coinsurance or copayment. You will also need to complete and submit a claim form for reimbursement. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to non-participating pharmacies are not applied to the out-of-pocket maximum.

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments described in your company's other health benefits coverage.

The prescription drug reimbursement plan is not offered in conjunction with the POS medical plan.

On behalf of Capital BlueCross, CVS/Caremark assists in the administration of our prescription drug program. CVS/Caremark is an independent pharmacy benefit manager.

On behalf of Capital BlueCross, CVS/Caremark assists in the administration of our prescription drug program. CVS/Caremark is an independent pharmacy benefit manager. Accredo Health Group, Inc. is the exclusive vendor for specialty prescription drugs. On behalf of Capital BlueCross, Accredo Health Group, Inc. assists in the delivery of specialty medications directly to our Members. Accredo Health Group, Inc. is an independent company.

Benefits are underwritten by Capital Advantage Assurance Company or by Capital Advantage Insurance Company. Both companies are subsidiaries of Capital BlueCross and are independent licensees of the BlueCross BlueShield Association. Communications issued by Capital BlueCross in its capacity as administrator of programs and provider relations for all companies.

SUMMARY OF BENEFITS	Limits and Maximums	Amounts Members Are Responsible For:	
		Participating Providers	Non-Participating Providers
<b>Mental Health Care Services</b> • Inpatient Services • Outpatient Services		Covered in full	20% professional and 50% facility coinsurance after deductible
<b>Substance Abuse Services</b> • Rehabilitation – Inpatient • Rehabilitation – Outpatient		Covered in full	20% professional and 50% facility coinsurance after deductible
<b>Home Health Care Services</b>	90 visits/benefit period	Covered in full	20% coinsurance after deductible
<b>Durable Medical Equipment (DME)</b>		Covered in full	20% coinsurance after deductible
<b>Prosthetic Appliances</b>		Covered in full	20% coinsurance after deductible
<b>Orthotic Devices</b>		Covered in full	20% coinsurance after deductible

Other Standard Plan Features	
<b>Preauthorization</b>	Preauthorization is a clinical program in which our nurses work with physicians to approve and monitor certain health care services prior to the delivery of services. The purpose of Preauthorization is to ensure all members receive medically appropriate treatment to meet their individual needs.
<b>Disease Management</b>	Disease Management Programs are a collaborative process that assess the health needs of a member with a chronic condition and provides education, counseling and on-demand information designed to increase a member's self-management of his/her diabetes, asthma, heart disease, and/or depression.
<b>Nurse Line</b>	Nurse Line is staffed 24 hours a day, 7 days a week by experienced Registered Nurses to provide information and support for any health-related concern. Call 800-452-BLUE.
<b>Better Health Works™ Personal Profile</b>	Answer questions about yourself and the way you live and, based on the answers you provide, you will receive customized recommendations for your health situation. Support is available to follow through on these recommendations and to make positive health changes.
<b>mycapbluecross.com</b>	Members register for on-line access to their personal account to check claim status, compare hospital quality and treatment costs, print temporary proof of coverage, read the SimplyWell™ member newsletter, view explanation of benefits, and much more.

Inpatient admissions as well as certain other services and equipment may require preauthorization.

Participating providers agree to accept our allowance as payment in full—often less than their normal charge.

If you visit a non-participating provider, you are responsible for paying the deductible, coinsurance and the difference between the non-participating provider's charges and the allowable amount. Non-Participating Providers may balance bill the member. Some non-participating facility providers are not covered.

In certain situations a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost sharing amount may apply to the facility fee.

For more information or to locate a participating provider, visit [www.capbluecross.com](http://www.capbluecross.com)

Autism Spectrum Disorders are covered as mandated by Pennsylvania state law for group size >51.



www.capbluecross.com

Benefit Highlights

PPO Plan

Shippensburg Area School District

This is NOT A CONTRACT. This information highlights some of the benefits available through this program and is NOT intended to be a complete list or description of available services. Benefits are subject to the exclusions and limitations contained in your Certificate of Coverage (COC). Refer to your COC for benefit details.

SUMMARY OF COST-SHARING	Amounts Members Are Responsible For:	
	Participating Providers	Non-Participating Providers
Deductible (per benefit period)  <i>Deductible may be waived for certain services related to chronic condition management</i>	\$250 per member \$750 per family	\$500 per member \$1,500 per family
Copayments		
• Office Visits (performed by a Family Practitioner, General Practitioner, Internist, Pediatrician, Preventive Medicine specialist, or participating Retail Clinic)	\$25 copayment per visit	Coinsurance applies
• Specialist Office Visit	\$25 copayment per visit	Coinsurance applies
• Emergency Room	\$100 copayment per visit, waived if admitted	
• Urgent Care	\$35 copayment per visit	
• Inpatient (Per Admission)	Not Applicable	Coinsurance applies
• Outpatient Surgery Copayment (facility)	Not Applicable	Coinsurance applies
Coinsurance	Not Applicable	20% coinsurance
Out-of-Pocket Maximum (Includes INN Deductible, Copayments and Coinsurance)	\$1,000 per member \$3,000 per family	\$2,000 per member \$6,000 per family

SUMMARY OF BENEFITS	Limits and Maximums	Amounts Members Are Responsible For:	
		Participating Providers	Non-Participating Providers
<b>PREVENTIVE CARE</b> - Administered in accordance with Preventive Health Guidelines and PA State mandates			
<b>Preventive Care Services</b>			
• Pediatric Preventive Care		Covered in full	20% coinsurance after deductible
• Adult Preventive Care		Covered in full	20% coinsurance after deductible
<b>Immunizations</b>		Covered in full	20% coinsurance, waive deductible
<b>Mammograms</b>			
• Screening Mammogram	One per benefit period	Covered in full	20% coinsurance, waive deductible
• Diagnostic Mammogram		Covered in full	20% coinsurance after deductible
<b>Gynecological Services</b>			
• Screening Gynecological Exam & Pap Smear	One per benefit period	Covered in full	20% coinsurance, waive deductible
<b>BENEFITS LISTED BELOW APPLY ONLY AFTER BENEFIT PERIOD DEDUCTIBLE IS MET</b>			
<b>Acute Care Hospital Room &amp; Board</b>		Covered in full	50% coinsurance after deductible
<b>Acute Inpatient Rehabilitation</b>	60 days/benefit period	Covered in full	50% coinsurance after deductible
<b>Skilled Nursing Facility</b>	100 days/benefit period	Covered in full	50% coinsurance after deductible
<b>Surgery</b>			
• Surgical Procedure & Anesthesia		Covered in full	20% coinsurance after deductible
<b>Maternity Services and Newborn Care</b>		Covered in full	20% coinsurance after deductible
<b>Diagnostic Services</b>			
• Radiology		Covered in full	20% coinsurance after deductible
• Lab		Covered in full	20% coinsurance after deductible
• Medical tests		Covered in full	20% coinsurance after deductible
<b>Outpatient Surgery</b>		Covered in full	20% coinsurance after deductible
<b>Outpatient Therapy Services</b>			
• Physical Medicine	25 visits/benefit period	Copayment applies	20% coinsurance after deductible
• Occupational Therapy	12 visits/benefit period	Copayment applies	20% coinsurance after deductible
• Speech Therapy	12 visits/benefit period	Copayment applies	20% coinsurance after deductible
• Respiratory Therapy		Copayment applies	20% coinsurance after deductible
• Manipulation Therapy	25 visits/benefit period	Copayment applies	20% coinsurance after deductible
<b>Emergency Services</b>		Covered in full, waive deductible Emergency room copayment applies, waived if admitted inpatient	

Benefits are underwritten by Capital Advantage Assurance Company®, a subsidiary of Capital BlueCross, an independent licensee of the BlueCross BlueShield Association. Communications issued by Capital BlueCross in its capacity as administrator of programs and provider relations for all companies.

<b>Shippensburg Area School District</b>			
<b>Notification of Supplemental Salary Values Form</b>			
	<b>0.00%</b>	<b>1.50%</b>	<b>1.50%</b>
	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
<b>Coaching Base Salary</b>	<b>\$1,117.52</b>	<b>\$1,134.28</b>	<b>\$1,151.29</b>
<b>Post Season Play</b>	<b>\$34.62</b>	<b>\$35.14</b>	<b>\$35.66</b>
<b>Points Miscellaneous</b>	<b>\$17.68</b>	<b>\$17.95</b>	<b>\$18.22</b>
<b>0 Year</b>			
<b>1-4 Years</b>	<b>\$79.55</b>	<b>\$80.75</b>	<b>\$81.96</b>
<b>5-10 Years</b>	<b>\$141.44</b>	<b>\$143.57</b>	<b>\$145.72</b>
<b>11-12 Years</b>	<b>\$185.60</b>	<b>\$188.38</b>	<b>\$191.21</b>
<b>16-20 Years</b>	<b>\$229.82</b>	<b>\$233.26</b>	<b>\$236.76</b>
<b>21+ Years</b>	<b>\$274.00</b>	<b>\$278.11</b>	<b>\$282.28</b>
<b>Intramurals</b>			
<b>1st &amp; 2nd Year Advisor</b>	<b>\$15.02</b>	<b>\$15.25</b>	<b>\$15.48</b>
<b>3rd &amp; 4th Year Advisor</b>	<b>\$15.93</b>	<b>\$16.17</b>	<b>\$16.41</b>
<b>5th &amp; 6th Year Advisor</b>	<b>\$16.83</b>	<b>\$17.08</b>	<b>\$17.34</b>
<b>7th &amp; 8th Year Advisor</b>	<b>\$17.69</b>	<b>\$17.96</b>	<b>\$18.23</b>
<b>Detention Hall</b>	<b>\$16.81</b>	<b>\$17.06</b>	<b>\$17.32</b>
<b>Computer Room Supervisor</b>	<b>\$16.81</b>	<b>\$17.06</b>	<b>\$17.32</b>
<b>Weight Room Supervisor</b>	<b>\$16.81</b>	<b>\$17.06</b>	<b>\$17.32</b>
<b>Curriculum Work</b>	<b>\$30.06</b>	<b>\$30.51</b>	<b>\$30.97</b>