



**LITTESTOWN EDUCATION ASSOCIATION  
COLLECTIVE BARGAINING AGREEMENT  
FALL 2016 – SPRING 2020**

Colleagues,

The information in this handbook is the product of countless hours of work and negotiation by members of the Littlestown Education Association (LEA) and the School Board of Directors of Littlestown Area School District. Members of the negotiations committee include:

**LEA Negotiations Team:**

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**LASD Negotiations Team:**

Randy Mosebrook  
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As members of the LEA, it is important that you keep this document in a safe place and become familiar with its contents. Please refer questions about the collective bargaining agreement or the negotiations process to a member of the negotiations team.

Regards,  
LEA Negotiations Committee

The Littlestown Area School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices on the basis of race, color, national origin, gender, age, religion, ancestry, disability, union membership, or other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title VI, Title IX, and Section 504.

Inquiries regarding (1) civil rights; (2) grievance procedures; (3) services, activities, and facilities that are accessible to an use able by disabled persons; or (4) employee or participant complaints of harassment or discrimination, should be directed to Coordinator of Pupil Services, Littlestown Area School District, District Offices, 162 Newark Street, Littlestown, PA 17340. Telephone: 717 359-4146.

AGREEMENT BETWEEN

THE BOARD OF SCHOOL DIRECTORS OF THE LITTLESTOWN AREA SCHOOL DISTRICT

AND THE

LITTLESTOWN AREA EDUCATION ASSOCIATION

In witness whereof, the parties above named have hereunto set their hands and seals this \_\_\_\_\_

Day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Co-President, Littlestown Education Association

\_\_\_\_\_  
President of Board of School Directors

\_\_\_\_\_  
Co-President, Littlestown Education Association

Counter signed:

\_\_\_\_\_  
Secretary of Littlestown Education Association

\_\_\_\_\_  
Secretary of Board of School Directors

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## **ARTICLE I. RECOGNITION CLAUSE**

The Littlestown Education Association, hereinafter called the "Association" is hereby recognized, for the purpose of collective bargaining with respect to wages, hours, terms and conditions of employment by Littlestown Area School District, hereafter called the employer, as the exclusive representative for that subdivision of the employer unit which is comprised of all full-time and regular part-time classroom teachers, guidance counselors, librarians, media coordinators, school nurses and guidance directors; but excluding the department heads, head teachers, reading supervisor, athletic director, and all other employees of the employer performing nonprofessional work and any other supervisors, first-level supervisors and confidential employees as defined in Act 195, hereinafter called the bargaining unit, and for the employees properly included in the bargaining unit, under the conditions of the Pennsylvania Law (Act 195) providing for collective bargaining for the public employees.

The terms "teacher", "employee", or "professional employee" shall mean a member of the bargaining unit.

The terms "Board", "District", or "Employer" shall mean the Littlestown Area School District.

The term "work day" shall mean any day that the District Administration Offices are open.

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

## **ARTICLE II. TERM OF AGREEMENT**

- A. The term of this agreement shall begin on July 1, 2016 and shall continue in full force and effect until June 30, 2020, or until such later date as the two parties may hereafter agree is to be the extended ending date. Any such extended date shall be evidenced by written amendment to this agreement, to which amendment both parties shall signify their approval by affixing their signatures thereto. If agreement is not reached on a successor agreement by the expiration date of this agreement, all benefits that are provided through payroll deduction shall continue in effect until a successor agreement is reached or a work stoppage occurs.
- B. The school work year shall begin at 12:01 a.m. on the day of the first in-service day of the school year until 12:01 a.m. on the day of the first in-service day of the following school year.

## **ARTICLE III. ASSOCIATION RIGHTS AND PRIVILEGES**

- A. Use of School Facilities  
The members of the association may request to use the school buildings in accordance with school policy then in force.

B. Bulletin Boards

Employer agrees to permit professional employees to use, for association purposes only, a portion of one bulletin board in the faculty room of each building. Said portion will be a minimum of 600 square inches.

C. Association Leave Days

Members of the Association who are elected or appointed as official delegates shall be granted not more than a total of five (5) days of absence per the association with pay from their assigned duties for the purpose of attending conventions and/or conferences held by the NEA and the PSEA, subject to the following:

1. Written request must be submitted to the Superintendent at least ten (10) days in advance of the date of attendance.
2. The Association shall pay for the salaries of the substitute teachers who are employed to replace the said delegates.
3. A designated employee may be denied said leave where the granting of such leave interferes with special programs necessary for carrying on the orderly educational process.
4. Not more than two (2) teachers may be absent for this Association leave on the same school day.

D. Association President

The President of the Association shall be given one period per week release time during the student day in addition to regular prep time to perform the duties of his/her office. He/she shall suffer no loss in wages, benefits, or other contractual advantage as a result of such use.

#### **ARTICLE IV. MANAGEMENT RIGHTS**

The employer, on its own behalf, and on behalf of the electors of the school District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the Commonwealth of Pennsylvania and of the United States, except as otherwise expressly modified in this agreement.

#### **ARTICLE V. PROFESSIONAL EMPLOYEE RIGHTS**

A. Public School Code

The parties agree that nothing contained in this agreement shall be construed to deny or restrict any rights either party may have under the Public School Code of 1949, as amended, or the Public Employees Relations Act, Act 195.

B. Just Cause Provision

Nothing contained in the agreement shall impair the employer's right to hire employees or to discharge employees for just cause consistent with the existing legislation. No professional employee shall be disciplined, reprimanded or dismissed without just cause. The retention or non-retention of a temporary employee other than full-time or regular part-time employees shall be subject to the School Code and shall not be subject to the just cause provision.

C. Election of Remedies

Should any employee allege that the employer is in violation of the Just Cause Provision of this agreement (Paragraph B above), that employee shall have an election of remedies; that is to say, the employee shall have the option of seeking an appropriate hearing in accordance with the Public School Code of 1949, as amended or the Local Agency Law, or of resorting to the grievance procedure set forth in Article VI of this agreement. If such employee chooses the aforesaid School Code hearing or the Local Agency Law hearing, that employee's right to arbitrate the dispute under Article VI of this agreement will be forever barred.

**ARTICLE VI. GRIEVANCE PROCEDURE**

A. The parties to this agreement agree that an orderly and expeditious resolution of grievance arising out of the violation, interpretation, or application of the terms of this agreement shall be resolved through a five (5) step process, which is described in the following paragraphs. (See Appendix A for appropriate forms.)

B. The purpose of this grievance procedure shall be to settle equitably, at the lowest possible management level, grievances which may arise from time to time with respect to this agreement. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

C. Rights of Representation

At least one grievance committee member shall be present for any meetings, hearings, appeals or other proceedings relating to a grievance which has been formally presented.

Nothing contained herein may be construed as limiting the rights of any bargaining unit member having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the intervention of the Association, as long as the Association is notified, in writing, as to the disposition of the matter and such disposition is not in consistent with the terms of this agreement. A grievance committee member may be in attendance at those discussions.

A grievant may exercise self-representation at all stages of the grievance procedure and/or by an Association representative. If the Association does not represent a grievant, the Association shall have the right to be present and to state its views, with witnesses if necessary, at all stages.

Step I

The professional employee initiating the alleged grievance shall present the grievance in writing to the first level supervisors (department head or building head) within ten (10) work days after its occurrence.

The first level supervisor shall reply to the grievance within five (5) work days after initial presentation of the grievance. Should the procedure set out in this Step I not be available to the



grievant (i. e. no department head or building head), the grievant shall go directly to Step II and shall have ten (10) work days after the occurrence to initiate filing of the alleged grievance.

### Step II

If the action in Step I fails to resolve the grievance to the satisfaction of the affected parties, the grievant shall present the grievance in writing to his or her principal, within five (5) work days. The principal shall reply within five (5) work days after receipt of the grievance from the appropriate party.

### Step III

If the action in Step II fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred to the Superintendent in writing within five (5) work days. The Superintendent shall reply within ten (10) work days after receipt of the grievance.

### Step IV

If the action in Step III fails to resolve the grievance to the satisfaction of the affected parties, the grievance shall be referred to the Secretary of the Board of Education in writing within five (5) work days, of which the Board shall announce their written recommendation or decision within thirty (30) days of said referral.

### Step V

If the action in Step IV fails to resolve the grievance to the satisfaction of the affected parties, the Executive Council alone may submit said grievance to binding arbitration as provided in Section 903 of the Pennsylvania Public Employee Relations Act (Act 195). If the grievance fails to meet the criteria of Section 903 of Act 195, the decision of the Board in Step IV shall be final.

## **ARTICLE VII. WORKING CONDITIONS**

### **A. Professional Employee Work Year**

1. The regular school work year for professional employees shall be within the confines of the school calendar, and shall not exceed 186 days, of which 180 days will be student contract days. One (1) of the 186 work days will be 7.5 hours of pre-approved flex time. Flex time can be used for room readiness, professional development, curriculum writing and other approved activities.
2. Professional Employees, i.e., guidance counselors and librarians, who are required to work in excess of the regular school work year in their professional capacity, shall be compensated on a daily pro-rated basis.
3. Professional Employees, i.e., homebound, driver education, continuing education, who are requested to work in excess of the regular school work year in their professional capacity, shall be compensated on an hourly rate, as established by the Board of Education.

### **B. Professional Employee Work Day**

1. The normal length of the professional employee's day shall be seven and one-half (7-1/2) hours, including a 30-minute duty free lunch period. The Association recognizes the employer's rights to assign and reassign said professional employees to job related duties.

2. The employer will use its best efforts to see that each teacher will have five (5) scheduled preparation periods per school week. The employer retains the right to determine when such preparation periods occur.
3. Each teacher shall attend two (2) evening functions during each school year. All functions for which teachers receive reimbursement shall not be included in the above agreement. The building principal shall make the schedule of functions available at the beginning of each school year.

## **ARTICLE VIII. TEMPORARY LEAVES OF ABSENCE**

### **A. Illness**

1. Personal illness shall be administered according to the Public School Code of 1949 as amended. Each September, all professionals shall be informed of the amount of sick leave they have accumulated. For any absence, including pregnancy, in excess of three (3) consecutive days the employer may request, and the employee shall supply upon request, a certificate from a physician or other practitioner certifying that said employee was temporarily disabled and is to state the cause of the temporary disability.
  - (a) When the cause of a temporary disability is childbearing, the employee may request leave when the employer has determined that said employee is no longer able to perform assigned duties in a satisfactory manner due to the temporary disability. Written notice to the Superintendent must be given prior to August 1 of the academic year in which the employee intends to return and December 1, for a second semester return.

Upon return to work, the professional employee will be offered the same job the employee vacated or a substantially similar job commensurate with the employee's certifications, taking into consideration the availability of openings at the time. The professional employee's pay, fringe benefits, and pension rights will not accrue or be continued during the period the employee is on leave. However, the employee shall not suffer any loss of previously earned seniority, pension rights or other service credits and benefits. If, without the employee having returned to work, the employee fails to give proper notice or return to work, this shall act as an automatic resignation of employment.

2. Any regularly employed staff member shall be entitled to leave of absence to attend to a seriously ill member of his/her family, when such person resides with the staff member, with the following provisions for salary payment.
  - (a) Full salary will be paid for not more than five days of absence in a school year under this provision. For an absence in excess of three (3) consecutive days, the employer may request, and the employee shall supply upon request, a certificate from a physician or other practitioner certifying the reason for the absence.
  - (b) Childbirth shall be considered reason for absence of a father for one day under this regulation.
  - (c) Such leave shall be deducted from the employee's accumulated sick leave.

## B. Child Rearing Leave

An employee (male/female), may upon written request to the principal, be granted leave without pay for the purpose of child rearing. Such leave shall become effective the date of the birth of the child or the adoption of the child and last for a period not to exceed twenty-four (24) months provided, however, that the employee return to his/her job at the beginning of a semester.

Written notice to the Superintendent must be given prior to August 1 of the academic year in which he/she intends to return and December 1 for a second semester return. Upon return to work, the professional employee shall be offered the same job he/she vacated or a substantially similar job commensurate with his/her certifications, taking into consideration the availability of openings at the time. The employee's pay, fringe benefits, and pension rights will not accrue or be continued during the period he/she is on leave. However, the employee shall not suffer any loss of previously earned seniority, pension rights, or other service credits and benefits. If the employee's leave time has expired without the employee having returned to work, his/her failure to give proper notice or return to work shall act as automatic resignation of employment.

## C. Bereavement

Whenever a professional or temporary professional employee shall be absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee, for an absence not in excess of three school days. The three days shall be consecutive school days, one of which must be the day of the funeral. The Superintendent, upon written request, may extend or modify the period of absence with pay at his/her discretion as the exigencies of the case may warrant. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, husband, wife, grandparents, parent-in-law, or near relative who resides in the same household, or any person with whom the employee has made residence. Members of the family also include "step" family.

Whenever a professional or temporary professional employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral, immediately following the day of death. The Superintendent, upon written request, may extend the period of absence with pay at his/her discretion as exigencies of the case may warrant. A near relative shall be defined as first cousin, grandparent-in-law, aunt, uncle, nephew, niece, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. Members of the family also include "step" family.

## D. Grievance Leave

A grievant in the bargaining unit shall be granted leave to appear or otherwise participate in grievance hearings. If the grievant prevails in the hearing, the time off shall be paid to the grievant, not to exceed three (3) employees per grievance. If the grievant does not prevail, the time off shall be deducted from personal leave time, and if not available, deducted from salary. Whenever a member of the bargaining unit, other than the grievant, is requested to appear at a grievance hearing as a witness, the grievant shall be granted a leave of absence with pay for the

time required in said hearing. The outcome of the hearing shall have no bearing on this provision. Such leave shall be limited to one witness per day.

#### E. Civic Duty

Whenever an employee is summoned for jury or witness duty, the employee shall be granted a leave of absence and shall be paid for each day of absence the difference between the daily compensation which he/she received as a juror or witness and the amount of the employee's daily compensation as a school employee, provided, (1) the latter is greater; (2) the employee is not a party to the suit; (3) the employee, if summoned for jury or witness duty, shall have furnished to the Superintendent the summons or subpoena served.

#### F. Personal Leave

Each professional employee is permitted three (3) days of personal leave of absence per year without loss of pay. Unused personal leave may be accumulated from year to year, up to a maximum of ten (10) personal leave days. Such accumulated personal leave days may be used consecutively, subject, nevertheless to the following conditions: This leave shall be granted provided 48 hours prior notice is given to the building principal. In the case of an emergency, the 48-hour notice provision may be waived and the principal may grant personal leave immediately. Normally, such leave may not be taken on the first or last work days as established on the school calendar unless approved by the Superintendent. Personal days will be granted to a maximum of 10% of the bargaining unit in a building or three bargaining unit members, whichever is greater. A professional employee who takes sabbatical leave is not entitled to personal leave for the year of the sabbatical. If said employee takes a sabbatical leave of less than one year, personal leave shall be granted on a prorated basis.

At the conclusion of each school work year, each employee may have the right to forfeit any part or all of his or her accumulated personal leave days in exchange for a remuneration equal to the rate of substitute pay in effect at the end of each school year per accumulated day. Payment for such days returned to the school District shall occur on the next regular payday following a written request.

#### G. Sabbatical Leave

All professional employees who have completed ten (10) years of satisfactory services, at least five (5) of which were served consecutively in the Littlestown Area School District, shall be entitled to a leave of absence for restoration of health, professional development, or classroom occupational exchange. Thereafter, one leave of absence shall be allowed after each seven years of satisfactory service. Such leaves of absence shall be for a half or full term. However, a sabbatical leave shall not exceed two half-school terms during a period of two school years.

An application for sabbatical leave for health or professional development leave, which includes the required documentation, shall be made to the Superintendent no later than April 1 for the following school year and not later than October 1 for the following semester. (Exceptions to the prior application requirement will be made for sabbatical leave for health requests.)

Each application for sabbatical leave for professional development leave shall be reviewed by the Superintendent and acted upon by the Board of School Directors within two (2) months after being submitted. Approval of applications for professional development leave shall not be unreasonably withheld. Sabbatical leave for health and professional development leave request forms may be obtained from the office of the Superintendent, and shall be in the form attached hereto as Appendix C.

A sabbatical leave granted, also operates as a leave of absence without pay from all other school activities.

Applications for sabbatical leaves shall be given preference, according to years of service in the District since the previous sabbatical leave taken by the applicant.

The number of sabbatical leaves granted shall not be limited to less than ten percent (10%) of the number of persons eligible for such leave. The number shall not exceed 10% of the professional staff eligible for such leave on May 31 of the year applications are received.

Compensable full-time employment may not be engaged in while the employee is on sabbatical leave for health or professional development leave. Compensable part-time employment shall be permitted if the employee as part of his/her application establishes that he/she previously has engaged in similar part-time employment. (These limitations shall not preclude employment, whether full-time or part-time, for employees on sabbatical leave for health if the employee's physician prescribes employment.) Compensable graduate school related employment, including but not limited to graduate student assistantships, teaching assistantships and fellowships, are permitted.

The employee shall be returned to a comparable position in the same building or buildings he or she occupied prior thereto. If the employee fails to return from leave, unless prevented by illness or physical disability, he or she shall forfeit all benefits to which said employee would have been entitled under the provision of the Public School Code for the period of the leave. The amount contributed by the school District under Section 1170 to the Public School Employees' Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school District.

An employee on sabbatical leave receives fifty percent (50%) of the salary to which he or she is entitled in accordance with the salary schedule in effect during the leave. An employee who waives his/her right to an earned sabbatical leave after the tenth year and the seventeenth year of service in the District, may, after twenty-four (24) years of service, take a leave for medical reasons at full pay. If the leave is for professional development reasons, it shall be at seventy percent (70%) of full pay with a limit of three (3) employees eligible yearly for this education leave provision.

Every employee, while on sabbatical leave of absence, shall be considered to be in regular full-time daily attendance in the position from which the sabbatical leave was taken; during the period of said leave, for the purpose of determining the employee length of service and the right to receive increments, as provided by law.

Every employee on leave of absence shall continue his or her membership in the School Employees' Retirement Fund. The school District shall pay into the School Employees' Retirement Fund on behalf of each such employee on leave, in addition to the contribution required by law to be made by it, the full amount of the contribution required by law to be paid by the employee as though the position from which the sabbatical leave was taken so that such employee's retirement rights shall be in no way affected by such leave of absence. The amount of the contribution required to be paid by the employee shall be deducted from any compensation payable to the employee while on leave.

Nothing in the subdivision of the article shall be construed to prevent any person on leave of absence from receiving a grant for further study from any institution of learning.

#### RESTORATION OF HEALTH

An employee granted a sabbatical leave for restoration of health shall file a statement from the physician recommending such leave of absence. The Board reserves the right to have the school physician or a mutually agreeable physician to review the statement of the employee's physician who recommended such leave.

#### PROFESSIONAL DEVELOPMENT

A leave of absence for professional development shall be granted only to employees participating in an academic program from an accredited institution for: (1) the purpose of retaining a professional certificate or commission; (2) additional certification; (3) attaining other appropriate and identifiable education positions within the School District. All professional development activities, whether or not credits are to be received, shall involve the interaction between the employee and an instructor or supervisor.

An employee granted a sabbatical leave for professional development shall be required to earn a minimum of nine (9) graduate credits, twelve (12) undergraduate credits or complete 180 hours of professional development activities for each semester of the leave.

For purposes of calculating the minimum number of hours for non-credit professional development activities, only that time spent in actual interactive activities or in actual work related to the activities shall be counted. The employee's instructor or supervisor must confirm the hours in writing. Travel time to and from the sites of professional development activities shall not be included in the minimum required hours.

Requests for professional development leave shall be submitted to the Superintendent on the approved form (See Appendix C) together with a detailed plan.

Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive at least a cumulative grade of 3.0 on a 4-point scale. In courses that are graded as pass/fail, a grade of passing must be earned. Upon return from professional development leave, the employee shall submit to the Superintendent, within the first month,

an official transcript of all courses completed or written verification of course (s) completed with a B average. Failure to receive the minimum required grades or submit required transcripts or written verification on time shall result in forfeiture of all benefits and compensation for the period of leave.

Applicants who propose to undertake professional development activities without receiving credits shall submit to the Board a detailed plan listing the specific activities, identity of the instructor or supervisor, and if approved, shall submit monthly status reports to the superintendent substantiating compliance with the approved plan. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy, along with written confirmation of the number of hours from the instructor or supervisor. If the employee does not submit the complete report by the end of the month, a written reminder will be delivered to the employee. If the complete report is not submitted within ten (10) days after the date of the reminder, the employee shall forfeit all benefits and compensation for the period of the leave.

#### H. Military Leave

Military leave shall be administered in accordance with School Law (sections 1176 to 1181 inclusive, School Laws of Pennsylvania).

### **ARTICLE IX. TRANSFERS AND VACANCIES**

#### A. Request for Transfer

It is agreed that the professional employee may request a transfer, in writing, to the employee's building principal and Superintendent. This provision shall have no bearing, however, on whether or not the transfer is granted. Such decision is within the sole discretion of the employer and the employer's decision shall be final and binding.

#### B. Posting Vacancies

It is agreed that the employer will post notice whenever vacancy arises.

This provision shall have no bearing, however, on the selection of personnel to fill any such vacancy. Such decision is within the sole discretion of the employer and the employer's decision shall be final and binding.

### **ARTICLE X. SALARY AND FRINGE BENEFITS**

#### A. Method of Payment for Regular Salary

Each employee covered by the provisions of this Agreement shall receive his/her annual salary in twenty-six (26) equal payments paid bi-weekly; or if the employee so desires, upon written request by May 31<sup>st</sup> of each year, shall receive his/her salary for June, July and August in the last pay in June. Payment of wages shall be made on alternate Fridays, commencing in

September of each year. When the prescribed Friday is a holiday, payments shall be made on the last legal business day immediately prior thereto.

B. Method of Payment for Extra Duty Service

1. Where extra duty is a seasonal activity (such as sports, etc.) payment shall be made on

Fall Activities	No later than the last pay in November
Winter Activities	No later than the last pay in March
Spring Activities	No later than the last pay in May

2. Where the extra duty is a year-long activity (such as band, class advisor, etc.), payment shall be made in two equal payments by separate check, one at the next regular payday following the end of the first semester and the other at the next regular payday at the end of the second semester of the regular school term.

C. Annual review of the supplemental agreement will occur in April of each year.

D. Salary

1. The schedule for 2016-2017 will include a 1.50% - overall increase to the salary schedule, inclusive of step movement.
2. The schedule for 2017-2018 will include a 2.60% overall increase to the salary schedule, inclusive of step movement.
3. The schedule for 2018-2019 will include a 2.97% overall increase to the salary schedule, inclusive of step movement.
4. The schedule for 2019-2020 will include a 2.98% overall increase to the salary schedule, inclusive of step movement.
5. Each year or a major fraction thereof served in any other school District as a professional employee or temporary professional employee shall constitute one-half step on the salary schedule unless negotiated differently at the time of the hiring.
6. Effective 2008–2009 and thereafter, movement from the Bachelor's column to the Master's column on the salary scale shall occur on September 1 and January 31 each year. If movement occurs on January 31, then a prorated scale for payment will be used. All other column placement shall occur according to the employee's status as of the first day of September of each year. Notification of change in the status shall be the responsibility of the employee.
7. No part of this contract is meant to restrict the Board of Education from employing an incoming teacher at a salary higher than those prescribed herein.

E. Health Care Insurance

The employer agrees to continue, during the term of this agreement, health care coverage for professional employees and their dependents as set forth below, through the The Reschini Group. Employer shall notify the association in writing if the adoption of a new carrier is desired. The employer shall not unilaterally adopt a new carrier. The coverage as described in the present "plan document" shall remain in effect until the implementation of the benefits set forth below.



Littlestown Area School District will make coverage for insurance benefits available to spouse of employees in limited circumstances. Spouse who work for and are eligible for medical coverage from any of the following entities will not be eligible for LASD medical coverage:

- Federal Government, Federal Courts and Military
- Commonwealth of Pennsylvania
- Public School Districts, charter and cyber schools, higher education and other public school entities.

Spouse of a LASD employee not employed by the entities noted above are eligible for LASD medical coverage at premium share amount.

The District will provide health care coverage through a Qualified High Deductible Health Plan (QHDHP) with a Health Savings Account (HSA) through the Reschini Group. For 2016-2017, payments to the HSA will be made on the first pay of July for current employees and the first pay in September for new employees. All other years, the HSA will be paid in quarterly installments, beginning in July for current employees and October for new employees. Any fees for the account shall be the responsibility of the individual who owns the account. The plan shall have the following components:

- Deductible will be the IRS HDHP minimum deductible levels. For 2016, the IRS minimums are \$1,300 for single coverage and \$2,600 for family coverage. Note that QHDHP defines family deductible for those plans with two or more individuals. If required IRS action, the QHDHP deductible amount shall increase to match the minimum IRS guidance to maintain a qualified plan.
- In-network deductible, coinsurance and Rx expenses accumulate to the in-network out of pocket maximum.
- In-network Out of Pocket Maximum is \$2,000 for single coverage and \$4,000 for family coverage. Out-of-Network Out-of-Pocket Maximum shall be \$4,000 for single and \$8,000 for family coverage.
- Employee payroll deposits into the HSA are restricted to a single third party administrator that is mutually agreed upon by the Association and Board. Employee shall annually set their payroll contribution amount during the open enrollment period with changes restricted to life changing events or as approved by the Superintendent.

The District shall make a contribution into the Employee's HSA each year:

- For 2016-2017: 100% of the IRS HDHP minimum deductible amount
- For 2017-2018: 80% of the IRS HDHP minimum deductible amount
- For 2018-2019: 80% of the IRS HDHP minimum deductible amount
- For 2019-2020: 80% of the IRS HDHP minimum deductible amount

In-Network Payment — 100%

Out-of-Network Payment – 80%

Vision and dental care shall be included for both plans according to the tier assignment and will be subject to premium share contribution.

Employees participating in the health care insurance program shall be obligated to make premium share contributions toward the premium, including premium for vision and dental coverage, submitted to The Reschini Group on behalf of the employee for the coverage elected by the employee (i.e., Single, Parent/Child, Parent/Children, Employee/ Spouse, Family) as follows:

2015-2016 – 12.50% of the annual premium by a deduction of an equal amount each pay  
2016-2017 – 12.50% of the annual premium by a deduction of an equal amount each pay  
2017-2018 – 12.50% of the annual premium by a deduction of an equal amount each pay  
2019-2020 – 12.50% of the annual premium by a deduction of an equal amount each pay

The District and Association agree to meet and discuss if and when the Affordable Care Act changes to impact the contract both parties agree to open the contract to resolve issues related to health care only.

#### Opting Out of District Provided Healthcare

If any member of the bargaining unit elects to opt out of District provided health care coverage effective with the 2016-2017 plan year and for the period of time associated with this agreement, the District will compensate said employee an additional \$3,600 per year, paid over 26 pays, during each year that this agreement is in effect.

Effective with the 2016-2017 plan year, the District will not provide the opt out compensation to a spouse in the event two members (under one insurance contract) are employed by the District and electing health care coverage. Any employee who chooses to opt out of District provided health care coverage must first provide the District's Business Office with documented proof that the employee has other health insurance coverage.

#### F. Life Insurance

The employer shall provide for each employee term life insurance in the amount of \$20,000 during the term of this contract.

#### G. Professional Development and Educational Improvement

Employees shall be reimbursed at the current Penn State, Shippensburg or McDaniel College rate, whichever is higher, for each graduate and undergraduate credit earned after the first twelve (12) credits beyond the Bachelor's degree, subject to the following:

1. Reimbursement shall not be considered a part of the employee's salary but shall be considered a "once only" payment against tuition expenses incurred.
2. No employee shall receive reimbursement in an amount greater than that which the employee actually paid out in tuition costs and not reimbursed by scholarship, fellowship, grants or any other financial reimbursement. Reimbursement is only for "per credit" costs and does not cover costs for materials, lab fees, registration fees, etc.

3. In order to qualify for reimbursement under this section, a course must be approved in advance by the Superintendent or designee. Such credits shall be for studies in the teacher's field of certification where such advanced degree or area of certification intention has previously been filed with and approved by the employer. The course must be applicable to an advanced degree, or an additional certification, or relate directly to teaching methods, or to the person's current assignment.
4. Undergraduate credits must be requested of the employee by the Superintendent in order to obtain reimbursement. Credits are recorded in school year when course is completed. (School year July 1 to June 30).
5. To qualify for reimbursement, the employee must receive a cumulative grade for the approved course of at least a B minus. In approved courses that are graded pass/fail, a grade of passing must be earned.
6. Employee must be currently teaching in the Littlestown Area School District or be on sabbatical leave for educational purposes at the time he/she is taking the credit for which he/she seeks reimbursement. The maximum number of credits reimbursable in one school year shall be 12, unless an educational sabbatical for a full year has been pre-approved due to sabbatical requirements of 9 credits per semester. Payment shall be made to employees attending summer school only if the employee returns to duty the following school term.
7. Employees who take courses 100% online will be required to submit a course report prior to reimbursement.
8. In the event that a teacher leaves the District (other than by furlough or because of total disability) prior to the expiration of two (2) full teaching years after completion of the work for which reimbursement is requested, such payment shall not be made for those credits and if payment has already been made, the teacher shall pay the District 50% of the reimbursement amount.
9. The aggregate credit reimbursement payable to members of the bargaining unit shall not exceed: \$210,000 in 2016-2017; \$215,000 in 2017-2018; \$220,000 in 2018-2019; \$225,000 in 2019-2020. Applications for approval of a course for reimbursement will be granted on a first-come first served basis. The District will maintain a list on the District shared drive, to be updated bi-monthly, showing which courses have been approved and the remaining amount of that year's credit reimbursement allotment. The credit reimbursement amount for a course will be deducted from the remaining allotment when the employee provides proof of enrollment. When allotted funds for a year are exhausted, the Superintendent will notify the Association in writing and will include a list of courses for which an application was submitted but will not be reimbursed.
10. The District will reimburse for National Board Certification exams and fees to become certified. Upon formal certification, \$2000 will be added to the base salary of the certified teacher and reimbursed for seeking certifications. Reimbursement for fees and exams will not exceed 2 years.

#### H. Sick Leave Payment

Upon resignation, retirement, or in case of death, and providing the employee has ten (10) years of service in the Littlestown Area School District, a professional employee or his/her beneficiary shall receive \$20 per unused day of sick leave, to a maximum of \$4,000. This provision shall not apply to any employee discharged.

Employees who qualify for sick leave payment shall have the payments deposited into a 403(b) tax-sheltered annuity or Health Retirement Account (HRA) established by the eligible employee. The 403(b) account must be established prior to separation of service.

This is an employer contribution and no cash option is available. Contributions are limited in any one year to Section 415 limits. Excessive contribution amounts shall be made to the employees in the next and subsequent years up to the 415 limit until the eligible employer contribution amount has been transmitted to the employee's 403(b) or HRA account. The design of the agreement is intended to provide tax savings to the District and the employees of the District by depositing amounts hereunder directly into a 403(b) or HRA program, while permitting the employees to exercise investment control over the accounts until employees elect to withdraw amounts from the accounts.

#### I. Longevity Bonus

A bonus of two thousand dollars (\$2,000) shall be paid to any professional employee who has twenty or more years of service in the Littlestown Area School District and who has successfully completed thirty (30) or more graduate credits beyond a Bachelor's degree.

This bonus will be paid at the end of the school year in which both stipulations are met.

#### J. Retirement Termination Pay

A professional employee who accepts an annuity from the Public School Employee's Retirement Board and who has a minimum of twenty (20) years of service in the Littlestown Area School District will be paid 0.0075 times his/her highest year's earnings times the number of years of service in the Littlestown Area School District. A professional employee who has a minimum of 25 years of service in the Littlestown Area School District will be paid 0.008 times his/her highest year's earnings times the number of years of service in the Littlestown Area School District. A professional employee who has a minimum of 30 years of service in the Littlestown Area School District will be paid 0.0085 times his/her highest year's earnings times the number of years of service in the Littlestown Area School District. To qualify for this payment, the employee must notify the District in writing at least ninety (90) days in advance of his/her retirement date. Payment shall be made to an eligible employee's estate if he/she is deceased.

Employees who qualify for retirement termination pay shall have the payments deposited into a 403(b) tax-sheltered annuity or Health Retirement Account (HRA) established by the eligible employee. The 403(b) account must be established prior to separation of service.

This is an employer contribution and no cash option is available. Contributions are limited in any one year to Section 415 limits. Excessive contribution amounts shall be made to the employees in the next and subsequent years up to the 415 limit until the eligible employer contribution amount has been transmitted to the employee's 403(b) or HRA account. The design of the agreement is intended to provide tax savings to the District and the employees of the District by depositing amounts hereunder directly into a 403(b) or HRA program, while permitting the employees to exercise investment control over the accounts until employees elect to withdraw amounts from the accounts.

Any retired professional employee with at least thirty (30) years of service in the District shall be entitled to purchase all medical/hospitalization/dental/vision benefits available to the association membership until said employee attains Medicare eligible age. Until the earlier of seven (7) years after retirement or Medicare eligible age, the individual rate premium for the retired employee shall be paid in equal parts (50/50) by the District and the retired employee. Spouses of retirees are not eligible to be enrolled.

The District shall make a contribution into the Employee's HSA each year:

- For 2016-2017: 50% of the IRS HDHP minimum deductible amount
- For 2017-2018: 40% of the IRS HDHP minimum deductible amount
- For 2018-2019: 40% of the IRS HDHP minimum deductible amount
- For 2019-2020: 40% of the IRS HDHP minimum deductible amount

#### K. Non-Use of Sick Leave

At the conclusion of each school work year, each employee who has not used any sick leave during that school work year, not to include contributions to "sick bank", shall be given a bonus of \$300 for the non-use of sick leave. This payment shall be made on the first payday following the conclusion of the school work year. Any employee who is on leave shall not be eligible for this benefit.

#### L. Sick Leave Bank

A sick leave bank shall be established and administered by a committee comprised of two (2) members from each building, appointed by the Association Rep Council under the following conditions:

1. Membership in the bank shall be voluntary but the bank shall not be initially put into effect unless sixty five percent (65%) of the bargaining unit chooses to join.
2. Applications for membership shall be submitted in writing. Professional employees may join only upon written application to the bank during the first week of school each school year.
3. All members of the bank must contribute one (1) day upon written application to the bank during the first week of school each school year.
4. Contributed days shall remain in the bank and may not be withdrawn by the employee upon retirement or resignation from the District or on resignation from the bank. A donation of contributed days to the bank shall be absolute and irrevocable, and the days so donated shall be available for no other purpose than for use by the bank.
5. When seventy-five (75%) percent of the bank has been utilized, members will contribute one (1) additional day. May 1 of each year will be used to determine the seventy-five percent utilization factor for requiring additional sick leave contributions.
6. Bank benefits shall be available to any members of the bargaining unit under the conditions established by the District for illness or disability normally covered by sick leave. Bank benefits shall not be available to employees with long-term leaves of absence, except extended sick leave, nor shall bank benefits be available to employees under conditions where maternity leave would normally have been granted under past practice.
7. For an employee to receive benefits, he/she must have exhausted all his/her accumulated sick leave, provided, however, that there shall be an unpaid waiting period after he/she

exhausts all of his/her sick leave. Said unpaid waiting period shall be determined with regard to the amount of accumulated sick leave credited to said employee as of August 1 of each year. Said unpaid waiting period shall be determined as follows:

<u>Number of Accumulated Sick Leave Days as of Aug. 1 of Current Year</u>	<u>Waiting Period in Scheduled Workdays</u>
0 to 20	5
21 to 40	3
41 to 60	1
61 or more	0

8. Maximum withdrawal from the bank shall not exceed sixty (60) days. The Sick Leave Bank Committee may authorize use of sick days from the sick leave bank up to a maximum of ten (10) days per request. If more days are needed for illness, the employee must initiate a request for up to ten (10) more days by completing an additional sick leave bank withdrawal form.
9. The Bank Committee may require of any employee using the bank benefits, a doctor's report, examination by a physician, progress reports on any illness and such other steps as may be reasonably necessary to protect the integrity of the bank and prevent abuse of its benefits. If any applicant has been deemed "an abuser of sick leave" by the committee, said committee reserves the right to limit authorization of days as it sees fit.
10. Bank operation may be suspended at the end of each school year in the event of substantially increased use of accumulated sick leave benefits among members of the bank. An increased incidence of sick leave absence by members in excess of twenty percent (20%) over 1990–91 levels shall, in the absence of an epidemic or other such discernible cause, be deemed conclusive evidence justifying such suspension.
11. All records pertaining to operation of the bank shall be maintained by the committee. The committee shall keep the payroll department of the District informed of all transactions. Contributions by an employee to this bank shall not affect the provision under Article X, Section K, "Payment for Non–Use of Sick Leave".

#### M. 403(b) Plan

The District, in cooperation with the association, will offer a "tax-sheltered annuity plan", or "403 (b) plan", in accordance with Section 403 (b) of the Internal Revenue Code for eligible employees' elective deferrals of lump sum compensation at retirement.

The total number of District-approved companies available to current participants will be agreed upon by both parties.

### **ARTICLE XI. MEMBERSHIP DUES DEDUCTION**

#### A. Deduction from Salary

The Board agrees to deduct from the salary of the professional employee a designated sum payable to the Littlestown Education Association, provided the Business Manager has been presented cards signed by the individual professional employee authorizing such deductions at least one (1) week prior to the first pay in October.

## B. Method of Deduction and Transmittal

Said deductions will be made in as nearly equal installments as practical during the ten (10) consecutive pay periods beginning with the first paycheck in October. A member who has indicated his/her intent to pay dues by lump sum and is delinquent in such payments as of the pay day on which the fifth payroll deduction is made from other employees, shall revert automatically to payroll deduction. The employer shall deduct unpaid balance from said employee in nearly equal installments as practical during the remaining five pay periods for that school year. All monies deducted in accordance with this article shall be transmitted by means of one check to the association by the fifteenth (15th) day of the month immediately succeeding the month of such deductions.

## C. Lists Supplied to Association

The signed Authorization cards shall be presented to the Business Manager along with the list thereof. The Business Manager shall receipt the list for the cards so received.

## D. Hold Harmless Clause

The Association shall indemnify and save School Board harmless against any and all claims, demands, suits, or other forms of liability that shall arrive out of or by reason of action taken or not taken by the School Board for the purpose of complying with any of the provisions of this section, or in reliance on any list, notice, or assignments furnished under any of such provisions.

## **ARTICLE XII. PROFESSIONAL DEVELOPMENT OF STAFF**

### A. Induction

By April 30th of each year, the bargaining unit will provide the Administration with a list of members who would be willing to serve as a mentor in the program. All members on the list will be tenured teachers and have a minimum of three (3) years of experience in the District. The Administration will use this list to fill mentor positions when possible. It is the Administration's responsibility to inform the member if they have been chosen. The Administration, when possible, will try to have a 1:1 ratio between mentor and inductee.

Release time during the school day for mentors and inductees to observe each other's teaching shall be provided by the Administration. The provision of this time shall have no impact negatively upon the planning time of other teachers not involved with the program.

Salary established for the length of this contract shall be as follows:

Mentors	\$ 450 per year per inductee
Inductees	\$ 250 per year

This salary is based upon a time commitment, which is based on the induction plan as approved for the Adams-Franklin Consortium.

## B. Professional Development Committee

A Professional Development Committee shall be created as per Act 178. This committee shall develop a professional development plan, which shall address the professional development needs of all professional employees of the District and options for meeting these needs.

The Professional Development Committee shall be comprised of teacher representatives chosen by the bargaining unit and administrative representatives chosen by the Administration. Teacher representatives on this committee will be given release time to attend meetings of the Professional Development Committee.

## **ARTICLE XIII. MISCELLANEOUS PROVISIONS**

### A. Separability

If any provisions of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

### B. Waivers

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

### C. No Strike - No Lockout Provisions

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

### D. Reproduction and Distribution of Contract

The costs of reproduction and distribution of copies of this agreement shall be equally shared between the Association and the Board of Education.



**APPENDIX A**

Littlestown Area School District  
Grievance Procedure Step  
STATEMENT OF GRIEVANCE

Report Sent to: \_\_\_\_\_

Date: \_\_\_\_\_

- |       |        |   |
|-------|--------|---|
| _____ | Step 1 | Department Head or Building Head            |
| _____ | Step 2 | Elementary Principal or Secondary Principal |
| _____ | Step 3 | Superintendent                              |
| _____ | Step 4 | Secretary of Littlestown Area School Board  |
| _____ | Step 5 | Arbitration                                 |

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date Filed

\* Five copies of page 1 and 2 to be completed – 1 for the Aggrieved, 1 for the Association President; 1 for each person listed in Steps 1 through 3

APPENDIX A

Littlestown Area School District  
Grievance Procedure Step  
STATEMENT OF GRIEVANCE

Initiated by: \_\_\_\_\_

Grievance Number: \_\_\_\_\_

Grievant Work Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date Grievance Occurred: \_\_\_\_\_

Grievance:

a. Grievance concerns contract Article \_\_\_\_\_

Paragraph \_\_\_\_\_

\_\_\_\_\_

Lines (s) \_\_\_\_\_

\_\_\_\_\_

b. Nature of Grievance

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Action desired

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISPOSITION REPORT

Grievance Procedure Step 1

Name of Department Head \_\_\_\_\_

Date Grievance Presented \_\_\_\_\_

Disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Grievance Procedure Step 2

Name of Principal \_\_\_\_\_

Date Grievance Presented \_\_\_\_\_

Disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

D Grievance Procedure Step 3

Superintendent \_\_\_\_\_

Date Grievance Presented \_\_\_\_\_

Disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Grievance Procedure Step 4

Board Secretary \_\_\_\_\_

Date Grievance Presented \_\_\_\_\_

Disposition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*At each step of the Grievance, this form is to be filed with (1) the Association President, (2) the Aggrieved, (3) and persons listed in Steps 1 through 3.

LITTLESTOWN AREA  
Salary Schedule

2016/2017							
Step	Bachelor	Maters	M+15	M+30	M+45	M+60	Steps From Top
1	47,852	51,302	52,877	54,452	56,027	57,602	14
2	48,652	52,102	53,677	55,252	56,827	58,402	13
3	49,452	52,902	54,477	56,052	57,627	59,202	12
4	50,252	53,702	55,277	56,852	58,427	60,002	11
5	51,052	54,502	56,077	57,652	59,227	60,802	10
6	51,852	55,302	56,877	58,452	60,027	61,602	9
7	52,652	56,102	57,677	59,252	60,827	62,402	8
8	53,452	56,902	58,477	60,052	61,627	63,202	7
9	54,252	57,702	59,277	60,852	62,427	64,002	6
10	55,052	58,502	60,077	61,652	63,227	64,802	5
11	55,052	60,702	62,277	63,852	65,427	67,002	4
12	55,052	62,902	64,477	66,052	67,627	69,202	3
13	55,052	65,102	66,677	68,252	69,827	71,402	2
14	55,052	67,302	68,877	70,452	72,027	73,602	1
15	55,052	67,302	68,877	73,152	74,727	76,302	Top

2017/2018							
Step	Bachelor	Maters	M+15	M+30	M+45	M+60	Steps From Top
1	48,820	52,270	53,845	55,420	56,995	58,570	14
2	49,620	53,070	54,645	56,220	57,795	59,370	13
3	50,420	53,870	55,445	57,020	58,595	60,170	12
4	51,220	54,670	56,245	57,820	59,395	60,970	11
5	52,020	55,470	57,045	58,620	60,195	61,770	10
6	52,820	56,270	57,845	59,420	60,995	62,570	9
7	53,620	57,070	58,645	60,220	61,795	63,370	8
8	54,420	57,870	59,445	61,020	62,595	64,170	7
9	55,220	58,670	60,245	61,820	63,395	64,970	6
10	56,020	59,470	61,045	62,620	64,195	65,770	5
11	56,020	61,670	63,245	64,820	66,395	67,970	4
12	56,020	63,870	65,445	67,020	68,595	70,170	3
13	56,020	66,070	67,645	69,220	70,795	72,370	2
14	56,020	68,270	69,845	71,420	72,995	74,570	1
15	56,020	68,270	69,845	74,120	75,695	77,270	Top

LITTLESTOWN AREA  
Salary Schedule

2018/2019							
Step	Bachelor	Maters	M+15	M+30	M+45	M+60	Steps From Top
1	50,139	53,589	55,164	56,739	58,314	59,889	14
2	50,939	54,389	55,964	57,539	59,114	60,689	13
3	51,739	55,189	56,764	58,339	59,914	61,489	12
4	52,539	55,989	57,564	59,139	60,714	62,289	11
5	53,339	56,789	58,364	59,939	61,514	63,089	10
6	54,139	57,589	59,164	60,739	62,314	63,889	9
7	54,939	58,389	59,964	61,539	63,114	64,689	8
8	55,739	59,189	60,764	62,339	63,914	65,489	7
9	56,539	59,989	61,564	63,139	64,714	66,289	6
10	57,339	60,789	62,364	63,939	65,514	67,089	5
11	57,339	62,989	64,564	66,139	67,714	69,289	4
12	57,339	65,189	66,764	68,339	69,914	71,489	3
13	57,339	67,389	68,964	70,539	72,114	73,689	2
14	57,339	69,589	71,164	72,739	74,314	75,889	1
15	57,339	69,589	71,164	75,439	77,014	78,589	Top

2019/2020							
Step	Bachelor	Maters	M+15	M+30	M+45	M+60	Steps From Top
1	51,569	55,019	56,594	58,169	59,744	61,319	14
2	52,369	55,819	57,394	58,969	60,544	62,119	13
3	53,169	56,619	58,194	59,769	61,344	62,919	12
4	53,969	57,419	58,994	60,569	62,144	63,719	11
5	54,769	58,219	59,794	61,369	62,944	64,519	10
6	55,569	59,019	60,594	62,169	63,744	65,319	9
7	56,369	59,819	61,394	62,969	64,544	66,119	8
8	57,169	60,619	62,194	63,769	65,344	66,919	7
9	57,969	61,419	62,994	64,569	66,144	67,719	6
10	58,769	62,219	63,794	65,369	66,944	68,519	5
11	58,769	64,419	65,994	67,569	69,144	70,719	4
12	58,769	66,619	68,194	69,769	71,344	72,919	3
13	58,769	68,819	70,394	71,969	73,544	75,119	2
14	58,769	71,019	72,594	74,169	75,744	77,319	1
15	58,769	71,019	72,594	76,869	78,444	80,019	Top

APPLICATION FOR PROFESSIONAL DEVELOPMENT LEAVE  
AND  
SABBATICAL LEAVE FOR HEALTH

Applicant's Name \_\_\_\_\_ Current Assignment \_\_\_\_\_

Number of Years of Satisfactory School Service in Pennsylvania \_\_\_\_\_

Number of Years of Consecutive Service in School District \_\_\_\_\_

Date (s) or Previous Sabbatical Leave (s), if applicable \_\_\_\_\_

Type of Leave Requested \_\_\_\_\_  
(Restoration of Health or Professional Development)

Length of Leave Requested \_\_\_\_\_  
(Half school term or full school term)

Requested Time Period Leave will Occur \_\_\_\_\_  
(Indicate semesters and year) Semester (s) Year (s)

Do you wish to engage in compensable part-time employment while on  
Sabbatical leave? Yes \_\_\_\_\_ or No \_\_\_\_\_

(If yes, please list the type and hours of part-time employment in which you were engaged  
during the preceding school year): \_\_\_\_\_

Date of Application Submission \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date of School Board Approval \_\_\_\_\_

\_\_\_\_\_  
Signature of School Board President

\_\_\_\_\_  
Signature of School Board Secretary

**PROFESSIONAL DEVELOPMENT LEAVE PLAN**

Name of Applicant \_\_\_\_\_ Requested Period of Leave \_\_\_\_\_  
Semester (s) Year (s)

Type of Professional Development Leave Being Sought (Check one):

Option #1 \_\_\_\_\_ Attendance at accredited institution to earn graduate or Under-graduate credits to earn a degree or certification. (Minimum of 9 graduate credits and 12 undergraduate credits per half school term)

Option #2 \_\_\_\_\_ Plans not meeting the option 1 criteria may be submitted on a case by case basis reviewed by the Superintendent and acted upon by the School Board of Directors

**APPLICANTS SEEKING OPTION # 1 OR OPTION #2 APPROVAL**

Check below the reasons you are seeking professional development leave.  
(Check as many as apply.)

- \_\_\_\_\_ To retain a professional certificate or commission
- \_\_\_\_\_ To obtain additional certification (s)
- \_\_\_\_\_ To attain other appropriate and identifiable educational positions within the school district

**APPLICANTS SEEKING OPTION # 1 APPROVAL ONLY**

<u>Accredited Institution (s) Where Academic Credits will be Earned</u>	<u>No. of Credits Sought and Course Title</u>	<u>Semester</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

IMPORTANT NOTE: Written notification of acceptance and enrollment from an accredited institution of higher learning must be approved prior to commencement of professional development leave.