

AGREEMENT

Between

ABINGTON HEIGHTS SCHOOL DISTRICT

And

**ABINGTON HEIGHTS EDUCATIONAL SUPPORT
PERSONNEL ASSOCIATION**

**Effective
July 1, 2022
Through
June 30, 2027**

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ARTICLE I - PREAMBLE

THIS AGREEMENT, entered into this 7th day of September, 2022, by and between the Board of School Directors of the Abington Heights School District, hereinafter called the "Board", and the Abington Heights Educational Support Personnel Association, hereinafter called the "Association".

WITNESSETH:

WHEREAS, the parties have reached certain understandings, which they desire to confirm in this Agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE II – RECOGNITION

The Board recognizes the Association as the exclusive representative for purposes of collective bargaining as that term is defined in Act 195 for all bargaining unit employees as certified by the Pennsylvania Labor Relations Board in Case No. PERA-R-86-158-E.

ARTICLE III – DEFINITIONS

1. The term "Employer" when used in this Agreement shall mean the Abington Heights School District, its Board of School Directors, and its authorized administrators and management officials.
2. The term "Association" shall mean the Abington Heights Educational Support Personnel Association, its authorized officers and representatives and, where applicable, its affiliate, the Pennsylvania State Education Association, and its officials and representatives.
3. The term "full-time employee" shall mean all members of the bargaining unit who are regularly scheduled to work either thirty-seven and one-half (37-1/2) or forty (40) hours per week.
4. The term "part-time employee" shall mean any member of the bargaining unit who is regularly scheduled to work less than thirty-seven and one-half (37-1/2) hours per week.

ARTICLE IV - GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement shall be settled in the manner provided in this Article.

2. Workday

The term "days" when used in this Article shall mean work days when the District administrative offices are open for business, but shall not include any day observed as a holiday by the grievant.

B. Purpose

The purpose of this procedure is to secure at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Time Limits

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered a maximum. Failure to appeal the grievance at any step of the procedure within the prescribed time limit will make the grievance void and the decision at the previous step shall be final. By mutual agreement extensions to the time limits prescribed herein may be made at any step of the procedure, which extensions shall not be unreasonably denied.
2. Failure to communicate a decision at any step of this procedure within the specified time limits shall permit it to be advanced to the next higher step.

3. Initiation of Grievance

All grievances shall be presented as soon as practicable after the occurrence upon which the same is based, but in no event later than fifteen (15) days. Failure to submit a grievance in writing within such a period shall constitute a bar to further action thereon.

D. Procedure

Step One

The grievant or the Association representative may present the grievance in writing to the supervisor within fifteen (15) workdays after the occurrence on which the grievance is based. Such written grievance shall contain the date of the occurrence upon which the grievance is based, a description of the occurrence, sections or provisions of the Agreement involved and the remedy sought. The supervisor shall respond in writing to the grievance within five (5) workdays of its presentation in writing.

Step Two

In the event the grievance is not resolved at Step One, the appeal must be presented in writing by the employee or Association representative to the Assistant Superintendent within five (5) workdays after the supervisor's response. The Assistant Superintendent shall attempt to resolve the grievance and shall render a written decision within ten (10) workdays after the submission to Step Two.

Step Three

If the grievance is not resolved by the written decision at Step Two, it may be appealed in writing by the employee or Association representative within five (5) workdays of the date of the response at Step Two. The appeal shall be submitted to the Superintendent and shall include a copy of the grievance. Either party may request a conference concerning the grievance which will be held on a date of mutual agreement. The Superintendent shall render a written decision within fifteen (15) workdays after submission to Step Three.

Step Four

If the grievance is not resolved by the decision at Step Three, it may be appealed in writing to the Board within ten (10) workdays of the Step Three decision by the Association. The Board shall respond in writing not later than ten (10) workdays after the next regularly scheduled Board meeting.

Step Five

In the event the decision at Step Four fails to resolve the grievance, an appeal may be initiated by the Association serving notice upon the Superintendent of the intent to proceed to arbitration. Said appeal shall be submitted within ten (10) workdays after the decision at Step Four.

The arbitrator shall be selected by the parties from a list of arbitrators submitted by the Pennsylvania Bureau of Mediation by alternately striking names from the list with the employer striking the first name. Cost of the arbitrator shall be shared equally by the parties.

Each case shall be considered on its merits and the collective bargaining agreement shall constitute the basis on which the decision shall be rendered. The arbitrator shall first rule on the arbitrability of the grievance, if so requested. The arbitrator shall be without jurisdiction to render an award contrary to law or to add to, modify, vary, change or remove any term of this Agreement. The arbitrator shall be requested to render his decision in writing within thirty (30) days of the date of the hearing unless otherwise mutually agreed by the parties.

E. Miscellaneous

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Assistant Superintendent directly and the processing of such grievance shall be commenced at Step Two. The Association may process such a grievance through all steps of the grievance procedure even though the aggrieved person does not wish to do so.

2. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

3. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only the parties, their designated or selected representatives and any necessary witnesses.

4. All grievance activities shall be conducted outside the normal working day unless otherwise mutually agreed.

5. In the event any employee or the Association exercises any right of appeal to a court or an administrative agency concerning a subject appropriate for a grievance under the provisions of this Article, they shall be deemed to have waived their right to bring a grievance based upon the provisions of this Article or the occurrence which is the basis of such an appeal and any such grievance already instituted shall be barred from further processing if such an appeal is filed. In the event that the court or agency defers to the grievance procedure, the grievance may subsequently be processed.

6. Nothing in this Article shall prevent the parties from settling an alleged grievance to their mutual satisfaction at any step prior to the issuance of the arbitrator's decision.

ARTICLE V - HOURS OF WORK

A. Regular Hours

1. The hours of work for each classification of employee covered by this Agreement will be determined by the administration in accordance with the needs of the District. Work schedules indicating the hours of work for each employee or employee classification will be promulgated annually in writing by the appropriate building or District level administrator.

2. Paid hours of work shall be exclusive of an unpaid lunch period where applicable.

B. Summer Hours

Summer hours for secretaries will be from 8:30 a.m. to 3:30 p.m. These hours will be effective beginning the day after teacher dismissal at the end of the school year and will remain in effect up to two (2) weeks prior to the opening of school, at which time regular hours will go into effect again. Secretaries will receive their regular weekly pay during these weeks of summer hours.

C. Seminar Days

On Seminar Days all secretarial personnel will work from 8:30 a.m. to 3:30 p.m. and receive full day wages.

D. Overtime

1. Employees who are required to perform work in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar week shall be compensated at the rate of one and one-half (1 1/2) times their regular hourly rate for any such hours actually worked.
2. There shall be no compensatory time in lieu of overtime pay.
3. No overtime shall be worked except as authorized by the appropriate administrator.
4. There shall be no duplication or pyramiding of any premium pay provided under this Article or any other Article of this Agreement. Payment of overtime rates as provided in this Article shall be in lieu of the payment of any other differential or premium rate provided in this Agreement.
5. Overtime opportunities will be posted in each building and assignment will be made on a rotating basis whenever possible.

E. Snow Days

The policy regarding snow days for Custodial Maintenance that was in effect at the time of ratification of this Agreement will remain in effect during the life of this Agreement. All other classifications of

employees shall suffer no loss in pay for delays or early dismissals. Should the District utilize remote instruction where students are not in attendance in the buildings but are still considered to be instructional days, non-instructional Aides shall be scheduled to make up time lost due to such days. Instructional Aides are expected to work remotely.

F. Additional Aide's Day

All aides with the exception of aides designated as 12 months shall be entitled to an additional day of work beyond the 180 student days. This additional day of work shall be scheduled on a day that is designated as a teacher in-service day. All aides will not necessarily be assigned to the same in-service day. The District shall provide a minimum of 30 days notice of the in-service day that the employee will be scheduled to work. This additional day will be seven hours and 15 minutes in length inclusive of a compensated thirty minute duty free lunch. This provision will be in effect until such time that both parties ratify a successor Collective Bargaining Agreement.

G. Training for Instructional Aides

1. The Abington Heights School District will endeavor to provide a sufficient number of training hours to meet the regulatory standard when established. The aides shall receive their normal hourly rate for attending district provided training hours if such hours are during the normal aides' workday/work year or are provided during regularly scheduled school in-service days. For the purpose of this memorandum, school in-service days are defined as the days that the professional staff is scheduled to work without students being present.
2. Aides must receive pre-approval to participate in trainings outside those provided by the district that require any form of reimbursement from the district. In no way are aides required to seek pre-approval for trainings taken on their own time at their own expense.
3. If the Abington Heights School District offers a training opportunity in a facility off school grounds, such as at Northeast Intermediate Unit 19, aides will be reimbursed at the IRS rate for travel to and from the training. Aides will not be paid their hourly rate to attend.
4. All training opportunities will be offered at no charge to the instructional aides.

5. The Abington Heights School District will make its desktop computers and Internet connection available to aides for the purpose of completing the required training. The access will not interfere with regularly scheduled student use. The access will occur during hours when the building is staffed by a custodian.

ARTICLE VI - SALARIES AND COMPENSATION

1. (Schedule A and Schedule B) represents the compensation for members of the bargaining unit in the various job classifications as set forth in Exhibit A attached to this Agreement for the 2022-2023, 2023-2024, 2024-2025, 2025-2026 and 2026-2027 school years.

(Employees hired after December 3, 2014 will be paid in accordance with Schedule A.)

(Individuals employed by Abington Heights School District on or before December 3, 2014 will receive credit for prior years of service for compensation placement. Compensation will be retroactive to July 1, 2014 and shall be paid in accordance with Schedule B.)

2. Pay Periods

Paychecks will be issued on a bi-weekly basis in accordance with uniform District-wide practice.

3. Shift Differential

An employee who works other than the first shift shall receive the following compensation for all regularly scheduled hours of work: An additional Fifty Cents (\$0.50) per hour compensation.

4. Higher Classification

Employees who are assigned by their supervisor to perform the duties of a higher classification job shall be paid at the higher classification rate of pay for each hour worked beginning with the second consecutive full day. District custodial/maintenance personnel who are used for van runs will receive the higher of their rate or a van driver's rate.

ARTICLE VII - SEVERANCE PAY

1. Each bargaining unit member who retires from the District in accordance with the regulations of the Public School Employees' Retirement System will receive a lump sum payment in an amount equal to the agreed rate multiplied by the number of the unused accumulated sick days earned in the District, as hereinafter set forth:
2. Custodians and Secretaries - Forty Dollars (\$40.00) per day of unused sick leave.

Cafeteria Employees and Aides - Thirty Five Dollars (\$35.00) per day for unused sick leave.
3. Upon the death of an employee this benefit shall be paid to the employee's beneficiary.
4. Any severance payment made in Section 1 over \$1,000.00 shall be paid into an eligible employee's 403b account.

ARTICLE VIII - MILEAGE REIMBURSEMENT

Any member of the bargaining unit who is required to use his or her personal automobile for school related travel shall be reimbursed for all approved mileage at the current rate. Mileage reimbursement shall be at the rate approved by the Internal Revenue Service for business expense deductions.

ARTICLE IX - INSURANCE PROGRAMS

A. Hospital/Surgical

The District shall pay 100% of the premium for individual or family coverage, where applicable, in the hospital, surgical and major medical plan for full-time employees who are regularly scheduled to work a minimum of one thousand eight hundred (1,800) hours or more per year. The Major Medical life-time maximum will be \$1,000,000. Major Medical co-payment shall be 80%/20% to \$2,000 and 100% thereafter. The calendar year deductible will be \$225 per person with a \$500 family cap. Carriers for all group insurance plans shall be selected by the District.

The District will pay the premium for medical insurance coverage for full-time employees who are regularly scheduled to work a minimum of one thousand eight hundred (1,800) hours or more per year in the same program as is provided for members of the AHEA bargaining unit. Any changes made in the AHEA program will apply at the same time to subscribers in the AHESPA bargaining

unit.

The District will offer an HMO as an optional medical plan with an annual open enrollment period to full-time employees who elect to enroll. The HMO plan will offer prescription drug coverage. District premium payments will not exceed those which would have been made under the regular medical plan.

Medical benefit claim disputes will be processed by the carrier's claims appellate procedures, which decision shall be binding.

B. Part-Time Employees

All part-time employees regularly scheduled to work a minimum of eight hundred and fifty (850) hours per year shall be eligible for Board contributions toward the premium for individual coverage under Hospital, Surgical and Major Medical insurance, provided the employee pays the balance of the premium cost in advance by the first day of each month. Board contributions shall not exceed \$1,000.00 per eligible employee, which shall be paid pro-rata on a monthly basis:

C. Cost Containment - Bonus Payments

The following provisions have been agreed to for the purpose of assisting the District in containing the cost of providing medical benefits to its employees and limiting the future increases in those costs:

1. All bargaining unit employees who are enrolled in family coverage under the District medical plan and who are willing to discontinue that coverage at the start of any school year shall receive a one-time bonus payment of One Thousand Dollars (\$1,000) at the time of such discontinuance in consideration of the cost savings to the District. To be eligible for the bonus payment, the disenrollment must be for a minimum period of one (1) year. Employees receiving a bonus who terminate employment with the District in less than one calendar year shall have deducted from final salary payments a pro-rata portion of the bonus.

Employees who must reenroll or newly enroll in the District medical plan prior to a full year of disenrollment due to loss of alternative medical coverage or other emergency circumstances may do so, subject only to limitations imposed by the medical insurance plan or carrier, and provided that the employee shall return to the District the pro-rata portion of the bonus

payment corresponding to the balance of the original year of disenrollment.

2. The District shall establish a Section 125 Plan solely for the purpose of depositing the bonus payment set forth in subsection 1 above.

D. Dental

The District shall pay 100% of the premium for individual coverage in a dental insurance plan for all full-time secretaries and custodians.

E. Vision Insurance

The District shall pay 100% of the premium for individual coverage in a vision insurance plan for all full-time secretaries and custodians.

F. Life Insurance

1. The District will provide life insurance for all employees regularly scheduled to work a minimum of one thousand eight hundred (1,800) hours or more per year in the amount of Fifty Thousand Dollars (\$50,000).
2. The District will provide life insurance in the amount of Twenty Five Thousand Dollars (\$25,000) for all part-time employees who are regularly scheduled to work a minimum of eight hundred fifty (850) hours per year.

G. Descriptions

The Benefits Summary for the health insurance plan shall be attached to this document as Exhibit C.

H. Flexible Spending Account

The employer agrees to provide a Section 125 flexible spending account to bargaining unit members for out-of-pocket medical and child care expenses. Each member shall be allowed to contribute monies up to the maximum dollar amount allowed by IRS Regulations.

I. Premium Contribution

On the first of the month following ratification of this agreement, bargaining unit members covered by District provided insurance, shall contribute twenty dollars (\$20.00) per month towards their health insurance premium. The contribution shall be made through payroll deduction according to Section 125 of the IRS code.

ARTICLE X - WORK RELATED INJURIES

1. The Board agrees to maintain in force during the term of this Agreement workers' compensation insurance as required by law.
2. Employees suffering injuries during the course of their employment shall immediately report such injury to the building principal.
3. The workers' compensation insurance benefits as provided in this Article shall be coordinated with the sick leave and other paid leave and insurance benefit provisions of this Agreement and with other disability benefits provided by law.
4.
 - a. An employee receiving workers' compensation may, where applicable, use sick leave limited to the difference between workers' compensation and regular sick pay.
 - b. The employee shall have the option to receive full sick leave and return all worker's compensation insurance payments to the employer.
 - c. In either event, sick leave utilized shall be deducted from accumulated sick leave on a pro rata basis.
 - d. During the first seven (7) calendar days of an on-the-job injury the employee shall receive regular pay without deduction from sick leave, but shall be required to return all worker's compensation payments received for that period.
5. Employees shall notify the employer of payments received pursuant to workers' compensation insurance and/or disability insurance benefits within a reasonable time after receipt thereof.

ARTICLE XI - PAID LEAVES OF ABSENCE

A. Bereavement Leave

1. The Board will grant a leave of absence with the regular pay up to three (3) days to any member of the bargaining unit in the event of a death in the immediate family of the employee. Members of the immediate family shall be defined as husband, wife, father, mother, brother, sister, son, daughter, parent-in-law or near relative who resides in the employee's household.
2. An employee shall be granted a leave of absence on the day of the funeral in the event of the death of a near relative. A near relative shall be defined as first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.
3. The Superintendent may extend any period of paid bereavement leave as the employee's situation may warrant.

B. Jury Duty

1. A member of the bargaining unit who is summoned for jury duty shall make request for a leave of absence immediately upon receipt of notice of jury duty service. Such leave shall be granted with pay upon proper application for a period not to exceed ten (10) consecutive workdays. If mandatory jury service extends beyond ten (10) workdays, all benefits of this provision will continue to apply.
2. An employee granted leave for jury duty shall be paid his regular salary provided that the compensation for jury service received from the court has been turned over to the District. Prior to receipt of payment the employee shall be required to present a statement issued and signed by the Clerk of Court stating the number of days the employee was on jury duty and the compensation paid.

C. Sick Leave

1. Bargaining unit members shall receive sick leave, as follows:
Full-Time Secretaries and Custodians
 - a. During first year of employment - One (1) sick day for each

twenty-two (22) days worked.

- b. After first year of employment - Ten (10) sick days.
- c. Maximum accumulation - One hundred fifty (150) days.

Part-Time Secretaries and Custodians

- a. During first year of employment - One (1) sick day for each thirty-six (36) days worked.
- b. After the first year of employment - Ten (10) sick days.
- c. Maximum accumulation - One hundred fifty (150) days

Cafeteria

- a. During first year of employment - One (1) day for every thirty-six (36) days worked.
- b. After the first year of employment, five (5) days.
- c. Maximum accumulation - Seventy-five (75) days.
- d. Employees who work less than five (5) hours shall receive sick leave which shall be prorated based upon hours actually worked.

Drivers - Bus and Van

- a. After the first year of employment, five (5) days.
- b. Maximum accumulation - Fifty (50) days.

Crossing Guards and Mailman

- a. After the first year of employment, five (5) days.
- b. Maximum accumulation - Fifty (50) days.

Aides

- a. First year of employment - one (1) day for every twenty-two (22) days worked.
- b. After first year - eight (8) days per year.
- c. Maximum accumulation - seventy-five (75) days.
- d. Aides who work less than five (5) hours shall receive sick leave which shall be prorated based upon hours actually worked. The aides who have been reduced from five (5) hours will continue to receive their original amount of sick days.

2. The employee must exhaust his or her own available sick leave before any days may be withdrawn from the Sick Leave Bank as provided in Article XIII of this Agreement.

D. Personal Leave

1. Personal leave will be granted to all full-time secretaries and custodians, and cafeteria employees, aides who regularly work five (5) hours per day, and aides who were reduced from five (5) hours per day as follows:

First year of employment - One (1) day

After first year of employment - Two (2) days

Accumulative to six (6) days.

2. Cafeteria employees and aides who work less than five (5) hours per day shall receive personal leave days which shall be prorated based upon hours actually worked.
3. Drivers, part-time custodians, crossing guards and mailman shall receive one (1) personal day.
4. When possible, the request for personal leave will be submitted to the supervisor five (5) days prior to the requested date of leave.
5. Personal leave shall not be taken on the day immediately before or after a scheduled holiday or school vacation period, except when granted at the discretion of the Superintendent for extraordinary and compelling reasons.
6. An accumulation of personal days shall not be taken on consecutive days except when granted at the discretion of the Superintendent for extraordinary and compelling reasons.

ARTICLE XII - ASSOCIATION LEAVE

Association representatives will be granted up to six (6) days with full pay for official Association business. The Association shall give the District prior written notice of the person(s) attending and the dates of the leave. Association leave shall not be granted for absences of less than one-half day.

ARTICLE XIII - SICK LEAVE BANK

The District will establish a Sick Leave Bank for bargaining unit employees in accordance with the following:

- a. The District shall contribute fifty (50) non-cumulative sick days per year.
- b. A review committee will be established which consists of one member of the administration, one member of the Board and one member of the bargaining unit. The member of the bargaining unit will be chosen by the local President.
- c. Request for withdrawal shall be made to the committee which may grant or refuse the same based upon the following criteria:
 1. The nature of the illness for which the request is made.
 2. Previous employment record of employee, including usage of sick days by the employee making the request.
- d. The employee affected must exhaust his/her own sick leave, personal leave, and accrued vacation days before any days may be withdrawn from the Sick Leave Bank.
- e. The employee must be out of work for a minimum of ten (10) consecutive workdays and not be eligible for any other disability benefits (e.g., workers' compensation).
- f. The number of days granted shall not exceed the number of sick days the employee has accumulated before the illness for which application is being made.
- g. The committee may also recommend continued payment of medical insurances by the District not to exceed three (3) months. After the third month the medical insurances may be continued at the expense of the employee.
- h. Nothing herein contained shall be construed to modify the discretionary powers of the Board to grant additional leave.

ARTICLE XIV - UNPAID LEAVES OF ABSENCE

A. Child Rearing Leave

1. An employee who is expecting the birth or adoption of a child, and who wishes to continue employment, may be granted a child rearing leave of absence without pay.
2. Requests for approval of such leaves of absence without pay must be made, in writing, to the District Superintendent with as much advance notice as possible, but at least sixty (60) days prior to the requested effective date of the leave.

The written request for child rearing leave shall specify the expected date of birth or adoption of the child and shall specify the proposed inclusive dates of the leave.

The effective date requested shall be the expected date of birth or adoption of the child or a date reasonably prior or subsequent thereto.

3. Approval of a request for child rearing leave of absence shall be at the sole discretion of the Board. Notification, in writing of the Board's disposition of a request for child rearing leave will be given not later than thirty (30) days prior to the requested effective date of the leave. The notification will specify an approved effective or beginning date and an approved termination or ending date for the leave.
4. The maximum period of the leave shall be a period of one (1) year after the leave has begun.
5. An employee who has been granted a child rearing leave of absence and who wishes to terminate the leave prior to the approved termination date may request approval of an earlier termination date. A request for an early termination of an approved child rearing leave must be made in writing to the office of the District Superintendent at least sixty (60) days prior to the new termination date requested. The reasons for requesting an early termination must be stated in the request. An employee who has been granted a period of child rearing leave must give notice of intention to return to the office of the District Superintendent no later than sixty (60) days prior to the date of return.
6. Upon termination of the leave the District shall reinstate the employee to the job held prior to

the leave, or to a substantially equal position if such jobs are vacant and available. If such jobs are not vacant and available, the employer may offer the employee any other available position for which the employee is eligible. An employee returning from child rearing leave shall not forfeit any seniority or any other rights accrued prior to the leave. Such rights shall not continue to accrue during the leave (e.g., vacation, sick leave, length of service for salary credit, etc.), except that seniority shall continue to accrue.

7. Employees granted child rearing leave may be allowed to remain a member of District group insurance plans during the leave at their own expense, subject to approval of the carrier(s), if they request that they be allowed to remain a member of the plans at the time that they request child rearing leave. The District may require that such employee repays to the District the entire premium for their participation in the plans one (1) month prior to the effective date of the leave. In any event, because the District pays premiums one (1) month in advance, the employee must submit payment to the Business Office of at least one (1) month's premium in advance.

B. Personal Leave Request

Employees may request other leaves of absence without pay for personal reasons. The School District shall exercise its discretion in granting such leaves.

C. Leave Benefits

While on leave, employees may continue all insurance benefits at their own expense by remitting appropriate amounts to the Business Office monthly.

D. Family and Medical Leave (FMLA)

1. The employee and eligible employees agree to comply with the requirements of the Family and Medical Leave Act of 1993. Neither the employer nor the employees waive the right to exercise any prerogative or right under the Act.
2. A year, for purposes of FMLA calculation, shall be deemed to commence annually on September 1.

ARTICLE XV – HOLIDAYS

1. Regular full-time employees who work the scheduled work day before and after shall receive the following paid holidays.

Full-Time Custodians:

Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Monday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Good Friday
Easter Monday
Memorial Day

Full-Time Secretaries:

Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving
Monday After Thanksgiving
Christmas Holidays including New Year's Day consistent with those worked by administrative staff
Easter Holidays consistent with those worked by administrative staff
Presidents' Holiday
Memorial Day

2. Should school be held on any scheduled holiday, the employee may reschedule that holiday time with approval of the Superintendent or his designee. No approval will be unreasonably denied.
3. When a scheduled holiday falls during an employee's vacation time, the holiday shall be added to the vacation. If a holiday falls on a Saturday or Sunday it will be observed as scheduled by the District calendar.
4. Employees who work on a scheduled holiday shall be paid one and one-half (1 1/2) times their normal hourly rate for all hours actually worked in addition to their regular holiday pay.

ARTICLE XVI – VACATION

1. All full-time twelve (12) month personnel will be granted vacation time as follows:

One year of service but less than seven (7) years of service	Ten (10) days
Seven (7) years of service but less than ten (10) years of service	One (1) additional day each year
Ten (10) or more years of service	Three (3) weeks vacation or two (2) weeks vacation and one (1) week additional salary
Eleven (11) years of service but less than thirteen (13) years of service	Sixteen (16) days/year
Thirteen (13) years of service but less than fifteen (15) years of service	Seventeen (17) days/year
Fifteen (15) years of service but less than seventeen (17) years of service	Eighteen (18) days/year
Seventeen (17) years of service but less than twenty (20) years of service	Nineteen (19) days/year
Twenty (20) years or more of service ...	Four (4) weeks vacation

2. Vacation shall be taken during the summer months unless special permission is given by the building principal or other appropriate supervisor and the Superintendent. The District reserves the right to limit the number of employees on vacation at one time if necessary.

3. Vacation for each year is earned and shall be accumulated as follows for any part of a year:

Months Worked	Days Vacation
1	1
2-3	2
4	3
5	4
6	5
7	6
8	7
9	7
10	8
11	9
12	10

4. Employees who resign or retire from the District during the year shall receive a pro-rata vacation payment in the last paycheck.

In the event that an employee shall die while in the employ of the District, his beneficiary shall be entitled to the above provision.

ARTICLE XVII – SENIORITY

A. Definition and Guidelines

1. Seniority shall be defined as an employee's length of continuous service with the employer since the employee's most recent date of hire. Transfer from one bargaining unit classification to another does not constitute a break in service. Seniority for employees regularly working less than five (5) hours per day will be prorated.
2. In the event of a layoff or reduction in force, layoffs within a job classification shall be on the basis of seniority. Recalls from layoff will be in inverse order of layoffs.
3. Employees who are laid off shall retain their seniority for a period of two (2) years following the date of layoff.
4. Seniority and all rights under this contract shall be lost by an employee for any of the following reasons:
 - a. Voluntary quit or resignation.
 - b. Discharge.
 - c. Failure upon recall from layoff to report to work within one (1) week.
 - d. Retirement.
 - e. Failure to return from an approved leave of absence.
 - f. Remaining on layoff status for period in excess of two (2) years.
 - g. Absence for three (3) consecutive days without notifying the District unless failure to do so is beyond the employee's control.

B. Probationary Period

Each employee shall be considered probationary during the first sixty (60) calendar days of employment. An employee may be terminated at any time up to the conclusion of the probationary period at the discretion of the District. Thereafter, the employee shall be considered a regular employee of the District and shall acquire seniority status back to the date of employment.

ARTICLE XVIII - POSTING OF VACANCIES

Vacancies in bargaining unit positions which are to be filled shall be publicized in all schools within ten (10) days after an opening occurs. Such notice shall state the qualifications and duties of the vacant position, provided, however, that at all times involving vacancies the Superintendent may temporarily fill such vacancy pending final determination. No such vacancy shall be permanently filled until all applications for that vacancy submitted by any then present employee, by the date specified by the Human Resources office, are fully processed. The notice required by this Article shall also be given to the Association.

ARTICLE XIX - PERSONNEL FILE

No derogatory material shall be placed in an employee's personnel file without notification and review of material with said employee. The employee shall acknowledge by signature that he has reviewed the material, and may include in the file a rebuttal to said material.

ARTICLE XX - JUST CAUSE

No employee shall be suspended, reprimanded, disciplined, discharged, or reduced in rank or compensation, without just cause.

ARTICLE XXI – UNIFORMS

Requisite uniforms shall be supplied by the District for cafeteria employees and maintenance employees according to present practice.

Beginning in the 2022-2023 school year the following clothing allowance shall be in effect:

Custodial/Maintenance and Cafeteria \$250.00

ARTICLE XXII - NO STRIKE-NO LOCKOUT AGREEMENT

1. It is mutually agreed that there shall be no strike, as that term is defined under the Public Employee Relations Act, during the life of this Agreement, nor shall any officer, representative or official of the Association authorize, assist or encourage any such strike during the life of this Agreement.
2. Should a strike occur not authorized by the Association, the Association within twenty-four (24) hours following a request by the employer shall:
 - a. publicly disavow such action by the employees;
 - b. advise the employer in writing that such employee action has not been authorized or sanctioned by the Association;
 - c. to the best of its ability advise employees that it disapproves of such action and advise them to return to work immediately.
3. The employer reserves the right to discipline, suspend, demote or discharge any employee or employees who violate the provisions of Section 1 of this Article.
4. The employer will not engage in any lockout or bargaining unit employees during the life of this Agreement.

ARTICLE XXIII - MANAGEMENT RIGHTS

1. The employer hereby reserves to itself the authority conferred upon it by law. Such authority shall not be deemed to be limited, except by the express provisions of this Agreement.
2. It is understood and agreed that the employer, at its sole discretion, possesses the right, in accordance with applicable laws, to direct, manage and control all operations of the District including the direction of the working force and the right to plan, direct, and control the operation of all equipment and other property of the employer, to determine the employment, classifications, and initial and subsequent assignment of employees, the types of work to be performed, the shifts, schedules and hours of work, the number of employees required, to select and hire employees, to promote, suspend, lay off, demote, or discharge employees, and

to make, apply and enforce rules and regulations, provided that such rights shall not be exercised by the employer in violation of the express provisions of this Agreement.

3. Matters of inherent managerial policy are reserved exclusively to the employer. These include but shall not be limited to such areas of discretion or policy as the functions and programs of the employer, standards of service, its overall budget, utilization of technology, the organizational structure and selection and direction of personnel.
4. The listing of specific rights in this Article is not intended to be nor shall be considered restrictive or a waiver of any of the rights of management not listed and not specifically surrendered herein, whether or not such rights have been exercised by the employer in the past.

ARTICLE XXIV - USE OF CONTRACTORS

The District retains the right to utilize outside contractors at its discretion to perform any work within the District, provided only that the performance of such work shall not cause the loss of regular work hours for any current employee.

ARTICLE XXV – SUPERVISORS

It is agreed that supervisory and management employees have the right to perform any work in the District including work which is otherwise performed by members of the bargaining unit, provided only that the performance of such work shall not cause the loss of regular work hours for any current employee.

ARTICLE XXVI - ASSOCIATION RIGHTS

1. Inter-school Mail

The Association shall have reasonable use of existing inter-school mail facilities and school mailboxes in accordance with current practice.

2. School Facilities

The Association and its representatives may have the use of school buildings for meetings

after school hours if those buildings are unscheduled for other use at the time requested. Arrangements for such meetings shall be made with the approval of the appropriate administrator at least three (3) days in advance.

3. School Equipment

The Association shall have reasonable use of school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines and all types of audiovisual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and for any repairs necessitated as result thereof.

4. Bulletin Boards

Bulletin board space in a place designated by the District will be provided in each school building for the posting of Association notices and other material dealing with proper and legitimate Association business.

ARTICLE XXVII - DUES DEDUCTION

1. The District agrees to deduct the currently applicable Association dues from the pay of those employees who authorize such deduction in writing. The amount to be deducted in a fixed dollar amount shall be certified to the District by the Association, and the deduction shall be made from the second pay of each month. The District shall transmit the total amount of each month's deductions to the Treasurer of the Association by check, together with an itemized statement of current employee members, by the tenth (10th) day of the month following said deductions.
2. The Association shall indemnify and save the employer harmless against any and all claims, demands, suits or other forms of liability that shall arise out of any dispute between the employer and a member of the bargaining unit by reason of action taken by the employer for the purpose of complying with any provisions of this Article, or in reliance on any list, notice or document furnished under any of such provisions.

ARTICLE XXVIII - UNION ACTIVITY DURING WORK HOURS

1. No member of the bargaining unit shall engage in organizational activity, grievance activity, or any other union related activity on the premises of the employer during working hours of the employee except with the express prior agreement of the employer.
2. No member, official or representative of AHESPA or PSESPA shall interfere with or interrupt the work activities of any member of the bargaining unit during the work hours of the individual without the express prior agreement of the employer.

ARTICLE XXIX - MAINTENANCE OF MEMBERSHIP

The Board agrees that all employees who are members of the Association at the time of final execution of this Agreement shall be subject to the Maintenance of Membership provision of Article XVIII, subsection 18 of the Public Employee Relations Act, Act 195.

ARTICLE XXX - REQUIRED MEETINGS OR HEARINGS

When an employee is required to appear before the Superintendent, the School Board, or any committee thereof where the subject of the appearance shall concern suspension or discharge of the employee or his salary or benefits, said employee shall be entitled upon request to have a representative of the Association present to advise and represent him during such meetings or interviews.

ARTICLE XXXI – WAIVERS

The Board and the Association acknowledge that this Agreement represents the results of collective negotiations between said parties conducted under and in accordance with the provisions of the Public Employee Relations Act and constitutes the entire Agreement between the parties for the duration of the life of this Agreement; each party waiving the right to bargain collectively with each other with reference to any other subject, matter, issue or thing, whether specifically covered herein or wholly omitted herefrom and irrespective of whether said subject was mentioned or discussed during the negotiations preceding the execution of this Agreement, except as otherwise agreed by the parties in writing.

ARTICLE XXXII - SEPARABILITY CLAUSE

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

ARTICLE XXXIII - MEET AND DISCUSS

The Association and Board will meet and discuss during the term of this agreement matters associated with a new collective bargaining agreement, should one be approved, between the Board and Abington Heights Education Association.

ARTICLE XXXIIIIV – CONSTRUCTION

The Association and the District agree that this Agreement shall be interpreted and construed in a manner neither in violation of nor in conflict with any provision of any statute or statutes enacted by the General Assembly of the Commonwealth of Pennsylvania. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under the Public School Code of 1949 as amended, or the Public Employee Relations Act, Act 195, or other applicable laws and regulations.

ARTICLE XXXV - ENTIRE AGREEMENT

This written Agreement constitutes the entire Agreement between the Abington Heights School District and the Abington Heights Educational Support Personnel Association and supersedes and replaces any and all obligations and agreements, whether written or oral, or expressed or implied between or concerning the parties hereto. Any amendment, modification or addition must be reduced in writing and duly executed by the parties to be effective.

ARTICLE XXXVI - DURATION OF AGREEMENT

This Agreement shall take effect as of July 1, 2022 and shall continue in full force and effect through June 30, 2027

IN WITNESS WHEREOF, the parties hereunto have set their hands and seals this 7th day of September, 2022

**ABINGTON HEIGHTS EDUCATIONAL
SUPPORT PERSONNEL ASSOCIATION/ESPA**

**ABINGTON HEIGHTS
SCHOOL DISTRICT**

A. H. E. S. P. A.

President Abington Heights
Board of School Directors

Date

Date

EXHIBIT A - Abington Heights School District Classification System for Support Personnel

Custodial Maintenance

Class I

District Mechanic
District Maintenance
High School Maintenance

Class II

District Groundskeeper
Elementary Day Custodians
High School Pool
Middle School Maintenance

Class III

High School Day Custodians
Middle School Day Custodians
Night Custodians
Floating Custodians

Secretarial

High School Principal Secretary
Middle School Principal Secretary
High School Attendance
Elementary Principals' Secretary
High School Detention Secretary
Insurance and Activities Bookkeeper
High School Assistant Principal Secretary
Middle School Assistant Principal Secretary
Accounts Payable Clerk
Personnel and Student Accounting Clerk
Transportation Secretary

Director Instructional Services Secretary
High School Guidance Secretary
Central Office Switchboard
Middle School Guidance/Attendance
Special Education/Psychologist Secretary
Purchasing Clerk
Substitute Coordinator

Aides

Vocational Educational Aide
Special Education Aides
Elementary Classroom Aides
Middle School Building Aide
Middle School Library Aide
High School Library Aides
High School Laundry Aide

High School Building Aides
Health Records Aide
District Audio-Visual Aide
Middle School Office Aide
Elementary Building Aides
Elementary Library Aides

Part-Time Secretaries

Coordinators

Nurse Aides

Nurse Aide
Certified Nurse Assistant

EXHIBIT B – Wage Schedules

SCHEDULE A

CUSTODIANS

		Prob.		After Prob.
2021-2022				
I	\$	14.19	\$	39,340
II	\$	13.86	\$	37,867
III	\$	13.51	\$	37,028
2022-2023				
I	\$	14.90	\$	41,307
II	\$	14.28	\$	39,003
III	\$	13.92	\$	38,139
2023-2024				
I	\$	15.64	\$	43,372
II	\$	14.70	\$	40,173
III	\$	14.33	\$	39,283
2024-2025				
I	\$	16.43	\$	45,541
II	\$	15.15	\$	41,378
III	\$	14.76	\$	40,461
2025-2026				
I	\$	17.25	\$	47,818
II	\$	15.60	\$	42,620
III	\$	15.21	\$	41,675
2026-2027				
I	\$	18.11	\$	50,209
II	\$	16.07	\$	43,898
III	\$	15.66	\$	42,926

SECRETARIES

		Prob.		After Prob.
2021-2022	\$	13.51	\$	34,692
2022-2023	\$	14.19	\$	36,427
2023-2024	\$	14.61	\$	37,519
2024-2025	\$	15.05	\$	38,645
2025-2026	\$	15.50	\$	39,804
2026-2027	\$	15.97	\$	40,998

PART TIME SECRETARIES

		Prob.		After Prob.
2021-2022	\$	13.19	\$	16.98
2022-2023	\$	13.85	\$	17.83
2023-2024	\$	14.26	\$	18.36
2024-2025	\$	14.69	\$	18.91
2025-2026	\$	15.13	\$	19.48
2026-2027	\$	15.59	\$	20.07

CAFETERIA

		Prob.		After Prob.
2021-2022				
I	\$	12.09	\$	16.50
II	\$	11.24	\$	15.66
2022-2023				
I	\$	12.69	\$	17.33
II	\$	11.80	\$	16.44
2023-2024				
I	\$	13.08	\$	17.84
II	\$	12.16	\$	16.94
2024-2025				
I	\$	13.47	\$	18.38
II	\$	12.52	\$	17.44
2025-2026				
I	\$	13.87	\$	18.93
II	\$	12.90	\$	17.97
2026-2027				
I	\$	14.29	\$	19.50
II	\$	13.28	\$	18.51

TEACHER AIDES

		Prob.		After Prob.
2021-2022	\$	12.09	\$	16.89
2022-2023	\$	12.69	\$	17.73
2023-2024	\$	13.08	\$	18.27
2024-2025	\$	13.47	\$	18.81
2025-2026	\$	13.87	\$	19.38
2026-2027	\$	14.29	\$	19.96

NURSE AIDES

		Prob.		After Prob.
2022-2023	\$	18.00	\$	20.00
2023-2024	\$	18.54	\$	20.60
2024-2025	\$	19.10	\$	21.22
2025-2026	\$	19.67	\$	21.85
2026-2027	\$	20.26	\$	22.51

CERTIFIED NURSE ASSISTANTS

		Prob.		After Prob.
2022-2023	\$	20.00	\$	22.00
2023-2024	\$	20.60	\$	22.66
2024-2025	\$	21.22	\$	23.34
2025-2026	\$	21.85	\$	24.04
2026-2027	\$	22.51	\$	24.76

PART TIME CUSTODIAN AND MAILPERSON

		Prob.		After Prob.
2021-2022	\$	12.08	\$	16.50
2022-2023	\$	12.68	\$	17.33
2023-2024	\$	13.06	\$	17.84
2024-2025	\$	13.46	\$	18.38
2025-2026	\$	13.86	\$	18.93
2026-2027	\$	14.28	\$	19.50

DRIVERS

		RUN		HOURLY
2021-2022	\$	42.88	\$	18.79
2022-2023	\$	45.02	\$	19.73
2023-2024	\$	46.37	\$	20.32
2024-2025	\$	47.77	\$	20.93
2025-2026	\$	49.20	\$	21.56
2026-2027	\$	50.67	\$	22.21

CROSSING GUARD

		DAILY RATE
2021-2022	\$	52.68
2022-2023	\$	55.31
2023-2024	\$	56.97
2024-2025	\$	58.68
2025-2026	\$	60.44
2026-2027	\$	62.26

SCHEDULE B

CUSTODIANS

		Prob.	Prob./2 yrs	2+5 yrs	5+10 yrs	10+15 yrs	15+ yrs
2021-2022							
I	\$	14.19	\$ 39,340	\$ 41,020	\$ 42,705	\$ 44,384	\$ 46,066
II	\$	13.86	\$ 37,867	\$ 39,550	\$ 41,233	\$ 42,915	\$ 44,597
III	\$	13.51	\$ 37,028	\$ 38,709	\$ 40,392	\$ 42,073	\$ 43,752
2022-2023							
I	\$	14.76	\$ 40,914	\$ 42,661	\$ 44,413	\$ 46,159	\$ 47,909
II	\$	14.41	\$ 39,382	\$ 41,132	\$ 42,882	\$ 44,632	\$ 46,381
III	\$	14.05	\$ 38,509	\$ 40,257	\$ 42,008	\$ 43,756	\$ 45,502
2023-2024							
I	\$	15.20	\$ 42,141	\$ 43,941	\$ 45,746	\$ 47,544	\$ 49,346
II	\$	14.85	\$ 40,563	\$ 42,366	\$ 44,169	\$ 45,971	\$ 47,772
III	\$	14.47	\$ 39,664	\$ 41,465	\$ 43,268	\$ 45,069	\$ 46,867
2024-2025							
I	\$	15.66	\$ 43,405	\$ 45,259	\$ 47,118	\$ 48,970	\$ 50,826
II	\$	15.29	\$ 41,780	\$ 43,637	\$ 45,494	\$ 47,350	\$ 49,205
III	\$	14.91	\$ 40,854	\$ 42,709	\$ 44,566	\$ 46,421	\$ 48,273
2025-2026							
I	\$	16.13	\$ 44,707	\$ 46,617	\$ 48,532	\$ 50,440	\$ 52,351
II	\$	15.75	\$ 43,033	\$ 44,946	\$ 46,859	\$ 48,770	\$ 50,682
III	\$	15.35	\$ 42,080	\$ 43,990	\$ 45,903	\$ 47,813	\$ 49,721
2026-2027							
I	\$	16.61	\$ 46,049	\$ 48,015	\$ 49,987	\$ 51,953	\$ 53,922
II	\$	16.22	\$ 44,324	\$ 46,294	\$ 48,264	\$ 50,233	\$ 52,202
III	\$	15.81	\$ 43,342	\$ 45,310	\$ 47,280	\$ 49,248	\$ 51,213

SECRETARIES

		Prob.	Prob./2 yrs	2+5 yrs	5+10 yrs	10+15 yrs	15+ yrs
2021-2022	\$	13.51	\$ 34,692	\$ 36,383	\$ 38,067	\$ 39,753	\$ 41,439
2022-2023	\$	14.05	\$ 36,080	\$ 37,838	\$ 39,590	\$ 41,343	\$ 43,097
2023-2024	\$	14.47	\$ 37,162	\$ 38,973	\$ 40,777	\$ 42,583	\$ 44,389
2024-2025	\$	14.91	\$ 38,277	\$ 40,143	\$ 42,001	\$ 43,861	\$ 45,721
2025-2026	\$	15.35	\$ 39,425	\$ 41,347	\$ 43,261	\$ 45,177	\$ 47,093
2026-2027	\$	15.81	\$ 40,608	\$ 42,587	\$ 44,559	\$ 46,532	\$ 48,506

PART TIME SECRETARIES

		Prob.	Prob./2 yrs	2+5 yrs	5+10 yrs	10+15 yrs	15+ yrs
2021-2022	\$	13.19	\$ 16.98	\$ 17.73	\$ 18.14	\$ 18.57	\$ 19.01
2022-2023	\$	13.72	\$ 17.66	\$ 18.44	\$ 18.87	\$ 19.31	\$ 19.77
2023-2024	\$	14.27	\$ 18.19	\$ 18.99	\$ 19.43	\$ 19.89	\$ 20.36
2024-2025	\$	14.84	\$ 18.73	\$ 19.56	\$ 20.01	\$ 20.49	\$ 20.97
2025-2026	\$	15.43	\$ 19.30	\$ 20.15	\$ 20.61	\$ 21.10	\$ 21.60
2026-2027	\$	16.05	\$ 19.88	\$ 20.75	\$ 21.23	\$ 21.74	\$ 22.25

CAFETERIA

		Prob.	Prob./2 yrs	2+5 yrs	5+10 yrs	10+15 yrs	15+ yrs
2021-2022							
I	\$	12.09	\$ 16.50	\$ 16.92	\$ 17.24	\$ 17.55	\$ 17.98
II	\$	11.24	\$ 15.66	\$ 16.07	\$ 16.40	\$ 16.70	\$ 17.11
2022-2023							
I	\$	12.57	\$ 17.16	\$ 17.60	\$ 17.93	\$ 18.25	\$ 18.70
II	\$	11.69	\$ 16.29	\$ 16.71	\$ 17.06	\$ 17.37	\$ 17.79
2023-2024							
I	\$	12.95	\$ 17.67	\$ 18.12	\$ 18.47	\$ 18.80	\$ 19.26
II	\$	12.04	\$ 16.77	\$ 17.21	\$ 17.57	\$ 17.89	\$ 18.33
2024-2025							
I	\$	13.34	\$ 18.21	\$ 18.67	\$ 19.02	\$ 19.36	\$ 19.84
II	\$	12.40	\$ 17.28	\$ 17.73	\$ 18.09	\$ 18.43	\$ 18.88
2025-2026							
I	\$	13.74	\$ 18.75	\$ 19.23	\$ 19.59	\$ 19.94	\$ 20.43
II	\$	12.77	\$ 17.80	\$ 18.26	\$ 18.64	\$ 18.98	\$ 19.44
2026-2027							
I	\$	14.15	\$ 19.31	\$ 19.81	\$ 20.18	\$ 20.54	\$ 21.05
II	\$	13.16	\$ 18.33	\$ 18.81	\$ 19.20	\$ 19.55	\$ 20.03

TEACHER AIDES

		Prob.	Prob./2 yrs	2+5 yrs	5+10 yrs	10+15 yrs	15+ yrs
2021-2022	\$	12.09	\$ 16.89	\$ 17.31	\$ 17.63	\$ 18.00	\$ 18.41
2022-2023	\$	12.57	\$ 17.57	\$ 18.00	\$ 18.34	\$ 18.72	\$ 19.15
2023-2024	\$	12.95	\$ 18.09	\$ 18.54	\$ 18.89	\$ 19.28	\$ 19.72
2024-2025	\$	13.34	\$ 18.64	\$ 19.10	\$ 19.45	\$ 19.86	\$ 20.31
2025-2026	\$	13.74	\$ 19.19	\$ 19.67	\$ 20.04	\$ 20.46	\$ 20.92
2026-2027	\$	14.15	\$ 19.77	\$ 20.26	\$ 20.64	\$ 21.07	\$ 21.55

PART TIME CUSTODIAN AND MAILPERSON

	Prob.	Prob./2 yrs	2+5 yrs	5+10 yrs	10+15 yrs	15+ yrs
2021-2022	\$ 12.08	\$ 16.50	\$ 16.92	\$ 17.24	\$ 17.55	\$ 17.98
2022-2023	\$ 12.56	\$ 17.16	\$ 17.60	\$ 17.93	\$ 18.25	\$ 18.70
2023-2024	\$ 12.94	\$ 17.67	\$ 18.12	\$ 18.47	\$ 18.80	\$ 19.26
2024-2025	\$ 13.33	\$ 18.21	\$ 18.67	\$ 19.02	\$ 19.36	\$ 19.84
2025-2026	\$ 13.73	\$ 18.75	\$ 19.23	\$ 19.59	\$ 19.94	\$ 20.43
2026-2027	\$ 14.14	\$ 19.31	\$ 19.81	\$ 20.18	\$ 20.54	\$ 21.05

DRIVERS

	RUN	HOURLY
2021-2022	\$ 42.88	\$ 18.79
2022-2023	\$ 45.02	\$ 19.73
2023-2024	\$ 46.37	\$ 20.32
2024-2025	\$ 47.77	\$ 20.93
2025-2026	\$ 49.20	\$ 21.56
2026-2027	\$ 50.67	\$ 22.21

CROSSING GUARD

	DAILY RATE
2021-2022	\$ 52.68
2022-2023	\$ 55.31
2023-2024	\$ 56.97
2024-2025	\$ 58.68
2025-2026	\$ 60.44
2026-2027	\$ 62.26

EXHIBIT C – Benefits Summary



Abington Heights School District Teachers

Groups- 10214097-98-99

Effective 7/1/2018

On the chart below, you'll see what your plan pays for specific services. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefit	In Network	Out of Network
General Provisions		
Benefit Period(1)	Calendar Year	
Deductible (per benefit period)		
Individual	\$250	\$500
Family (\$500 maximum per family)	\$500	\$1,000
Plan Pays – payment based on the plan allowance	100% after deductible	80% after deductible
Out-of-Pocket Limit (Once met, plan pays 100% coinsurance for the rest of the benefit period)		
Individual	none	\$2,000
Family	none	\$4,000
Total Maximum Out-of-Pocket (Includes deductible, coinsurance, copays, prescription drug cost sharing and other qualified medical expenses, Network only) (2) Once met, the plan pays 100% of covered services for the rest of the benefit period.		
Individual	\$7,350	not applicable
Family	\$14,700	not applicable
Office/Clinic/Urgent Care Visits		
Retail Clinic Visits & Virtual Visits	100% after \$20 copay	80% after deductible
Primary Care Provider Office Visits & Virtual Visits	100% after \$20 copay	80% after deductible
Specialist Office Visits & Virtual Visits	100% after \$40 copay	80% after deductible
Virtual Visit Originating Site Fee	100% after deductible	80% after deductible
Urgent Care Center Visits	100% after \$40 copay	80% after deductible
Telemedicine Services (3)	100% after \$15 copay	not covered
Preventive Care (4)		
Routine Adult		
Physical Exams	100% (deductible does not apply)	80% after deductible
Adult Immunizations	100% (deductible does not apply)	80% after deductible
Routine Gynecological Exams, including a Pap Test	100% (deductible does not apply)	80% (deductible does not apply)
Mammograms, Annual Routine	100% (deductible does not apply)	80% (deductible does not apply)
Mammograms, Medically Necessary	100% (deductible does not apply)	80% (deductible does not apply)
Diagnostic Services and Procedures	100% (deductible does not apply)	80% after deductible
Routine Pediatric		
Physical Exams	100% (deductible does not apply)	80% after deductible
Pediatric Immunizations	100% (deductible does not apply)	80% (deductible does not apply)
Diagnostic Services and Procedures	100% (deductible does not apply)	80% after deductible
Emergency Services		
Emergency Room Services	100% after \$75 copay (waived if admitted)	
Ambulance – includes coverage for wheelchair van transport	100% (deductible does not apply) for emergencies; 100% after program deductible for non-emergencies	100% (deductible does not apply) for emergencies; 80% after program deductible for non-emergencies
Hospital and Medical / Surgical Expenses (including maternity)		
Hospital Inpatient	100% after deductible	80% after deductible
Hospital Outpatient	100% after deductible	80% after deductible
Maternity (non-preventive facility & professional services) including dependent daughter	100% (deductible does not apply)	80% after deductible
Medical Care (including inpatient visits and consultations)/Surgical Expenses	100% after deductible	80% after deductible
Therapy and Rehabilitation Services		
Physical Medicine	\$40 copay after deductible	80% after deductible
	limit: 20 visits/benefit period	

Benefit	In Network	Out of Network
Pulmonary Therapy	100% after deductible	80% after deductible
Respiratory Therapy	100% after deductible	80% after deductible
Speech Therapy	\$40 copay after deductible	80% after deductible
	limit: 12 visits/benefit period	
Occupational Therapy	\$40 copay after deductible	80% after deductible
	limit: 12 visits/benefit period	
Spinal Manipulations	100% after \$30 copay	80% after deductible
	limit: 12 visits/benefit period	
Cardiac Rehabilitation Therapy	100% after deductible	80% after deductible
Infusion Therapy	100% after deductible	80% after deductible
Chemotherapy	100% after deductible	80% after deductible
Radiation Therapy	100% after deductible	80% after deductible
Dialysis	100% after deductible	80% after deductible
Mental Health / Substance Abuse		
Inpatient Mental Health Services	100% after deductible	80% after deductible
Inpatient Detoxification / Rehabilitation	100% after deductible	80% after deductible
Outpatient Mental Health Services (includes virtual behavioral health visits)	100% after deductible	80% after deductible
Outpatient Substance Abuse Services	100% after deductible	80% after deductible
Other Services		
Allergy Extracts and Injections	100% after deductible	80% after deductible
Autism Spectrum Disorder Including Applied Behavior Analysis (5)	100% after deductible	80% after deductible
Assisted Fertilization Procedures (Limited to Artificial Insemination - 3 attempts per lifetime)	not covered	not covered
Dental Services Related to Accidental Injury	100% after deductible	80% after deductible
Bony Impacted Wisdom Teeth Removal	100% after deductible	80% after deductible
Diagnostic Services		
Advanced Imaging (MRI, CAT, PET scan, etc.; \$0 copay applies for self-standing facility)	\$75 copay per test after deductible	80% after deductible
Basic Diagnostic Services (standard imaging, diagnostic medical, lab/pathology, allergy testing)	100% after deductible	80% after deductible
Durable Medical Equipment and Supplies including ostomy supplies	100% after deductible	80% after deductible
Orthotics	100% after deductible	80% after deductible
Prosthetic Devices	100% after deductible	80% after deductible
Home Health Care	\$40 copay after deductible	80% after deductible
Hospice	100% after deductible	80% after deductible
	limit: 180 days/ lifetime; 180 days/ lifetime maximum of 30 days can be used for continuous or inpatient care 10 days/ lifetime can be used for respite care	
Infertility Counseling, Testing and Treatment (6)	100% after deductible Testing to determine infertility only	80% after deductible Testing to determine infertility only
Private Duty Nursing	not covered	not covered
Skilled Nursing Facility Care	100% after deductible	80% after deductible
	limit: 60 days/benefit period	
Prostate Cancer Screening	100% (deductible does not apply)	80% (deductible does not apply)
Transplant Services	100% after deductible	80% after deductible
Precertification Requirements (7)	Yes	Yes
Prescription Drugs		
Prescription Drug Deductible		
Individual		none
Family		none

Benefit	In Network	Out of Network
Prescription Drug Program (8) Hard Mandatory Generic Defined by the National Pharmacy Network - Not Physician Network. Prescriptions filled at a non-network pharmacy are not covered. Your plan uses the Comprehensive Formulary with an Incentive Benefit Design	Retail Drugs (30-day Supply) \$0 low cost generic copay \$5 formulary generic copay \$15 formulary brand copay \$25 non-formulary brand copay Maintenance Drugs through Mail Order (90-day Supply) \$0 low cost generic copay \$10 formulary generic copay \$30 formulary brand copay \$50 non-formulary brand copay	

This is not a contract. This benefits summary presents plan highlights only. Please refer to the policy/ plan documents, as limitations and exclusions apply. The policy/ plan documents control in the event of a conflict with this benefits summary.

- (1) Your group's benefit period is based on a Calendar Year which runs from January 1 to December 31.
- (2) The Network Total Maximum Out-of-Pocket (TMOOP) is mandated by the federal government. TMOOP must include deductible, coinsurance, copays, prescription drug cost share and any qualified medical expense.
- (3) Services are provided for acute care for minor illnesses. Services must be performed by a Highmark approved telemedicine provider. Virtual Behavioral health visits provided by a Highmark approved telemedicine provider are eligible under Outpatient Mental Health benefit.
- (4) Services are limited to those listed on the Highmark Preventive Schedule with enhancements. (Women's Health Preventive Schedule may apply).
- (5) Coverage for eligible members to age 21. Services will be paid according to the benefit category (e.g. speech therapy). Treatment for autism spectrum disorders does not reduce visit/day limits.
- (6) Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.
- (7) Highmark Medical Management & Policy (MM&P) must be contacted prior to a planned inpatient admission or within 48 hours of an emergency or maternity-related inpatient admission. Be sure to verify that your provider is contacting MM&P for precertification. If this does not occur and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, you will be responsible for payment of any costs not covered.
- (8) The Highmark formulary is an extensive list of Food and Drug Administration (FDA) approved prescription drugs selected for their quality, safety and effectiveness. The formulary was developed by Highmark Pharmacy Services and approved by the Highmark Pharmacy and Therapeutics Committee made up of clinical pharmacists and physicians. All plan formularies include products in every major therapeutic category. Plan formularies vary by the number of different drugs they cover and in the cost-sharing requirements. Your program includes coverage for both formulary and non-formulary drugs at the copayment or coinsurance amounts listed above. Under the hard mandatory generic provision, when you purchase a brand drug that has a generic equivalent, you will be responsible for the brand drug copayment plus the difference in cost between the brand and generic drugs.