

AGREEMENT  
BETWEEN  
LOYALSOCK TOWNSHIP SCHOOL DISTRICT

AND

LOYALSOCK TOWNSHIP EDUCATIONAL SUPPORT PROFESSIONALS  
ASSOCIATION

JULY 1, 2013- JUNE 30, 2017

## AGREEMENT

This Agreement, entered into this 24<sup>th</sup> day of April, 2013 by and between the Loyalsock Township School District, Loyalsock Township, Lycoming County, Pennsylvania, hereinafter called "Employer"; and Loyalsock Township Educational Support Professionals Association, hereinafter called "Association".

### **WITNESSETH:**

In consideration of the mutual covenants and agreements herein set forth, the parties hereto do agree as follows:

### **ARTICLE 1** **RECOGNITION**

The Employer hereby recognizes the Association as the Collective Bargaining Agent for the employees included in the bargaining unit as certified by the Pennsylvania Labor Relations Board under Case# PERA-R-4443-C and Case# PERA-R 80-594-C for bargaining purposes as set forth in the Public Employee Relations Act, being known as Act 195 (1970), as supplemented by Act 88 (1992).

### **ARTICLE 2** **PURPOSE**

**Section 1** - The Board Of Directors of the Loyalsock Township School District are engaged in furnishing essential public services necessary to the health and welfare of the public and both the School Directors and the employees have a responsibility to serve the public without interruption of their essential services. Recognizing this responsibility, both parties have entered into this Agreement for the purpose of promoting sound, stable and peaceful labor relations.

**Section 2** - It is the further intent and purpose of the parties to achieve uninterrupted operations in the Loyalsock Township School system and to achieve the highest level of employee performance consistent with safety, good health and sustained effort. To this end the Association agrees to encourage cooperation by its members with the Employer. The Employer agrees that its rules and practices shall not be detrimental to or inconsistent with safety and good health and shall not conflict with or violate any of the terms and provisions of this Agreement.

**ARTICLE 3**  
**MANAGEMENT PREROGATIVES**

**Section 1** - Except as limited by the specific terms of this Agreement, the Employer retains the exclusive right to manage its operation and to direct the working forces, including but not limited to, the right to hire, suspend or discharge for just cause, promote and transfer employees, determine the size of the work force, job descriptions, schedules of work, hours of work, and number of hours to be worked, to relieve employees from duty because of lack of work or other legitimate reasons, the setting of quality standards, and the determination of the source of material and supplies and the right to establish and enforce rules not inconsistent with this contract, it being understood the Employer retains all management rights not specifically limited by this Agreement.

**Section 2** - With respect to maintenance employees only, it is understood that the Building and Grounds Supervisors may perform work during the day to promote efficiency or to resolve an emergency. Buildings and Grounds Supervisors may perform work on night shifts to resolve an emergency or potentially dangerous situation or in any other routine situation in which maintenance employees are unwilling or unavailable to perform overtime work. While it is the policy of the Employer that supervisors shall direct, train and instruct employees in the bargaining unit and assist in cases of an emergency and not regularly perform work of the employees in the bargaining unit, the parties nevertheless recognize that from time to time supervisory employees may be required to assist in work in order to promote efficiency in operations. No employee in the bargaining unit shall be displaced from employment by such work performed by supervisors.

**ARTICLE 4**  
**EMPLOYEE RIGHTS**

**Section 1** - The Employer and the Association agree not to discriminate against any employee on the basis of race, creed, color, sex, marital status, age, national origin, Association membership or political affiliation.

**Section 2** - The Employer shall not demote, suspend, discharge or take any disciplinary action against an employee without just cause. An employee may appeal a demotion, suspension, or discharge beginning at the Third Step of the Grievance Procedure. The Association shall be notified promptly by the Employer of any demotion, suspension or discharge of an employee.

**Section 3 - Personnel Files.** There shall be an official personnel file for each employee. The contents of an employee's personnel file, excluding pre-employment information, are available for examination by the employee. Such examination shall be at the location where the personnel file is maintained and shall be conducted in the presence of the personnel officer or designee. Material shall not be removed from or added to the folder nor shall its contents be altered in any way without the employee being notified thereof. An employee is entitled to have a representative with him/her while reviewing his/her own file.

## **ARTICLE 5**

### **ASSOCIATION BUSINESS**

**Section 1 - Bulletin Boards.** The Employer agrees to provide space on bulletin boards to the Association for the announcement of meetings, election of officers of the Association and any other material related to Association business. The Association shall not post material detrimental to the labor management relationship nor of a political or controversial nature.

**Section 2 -** No Association member or representative shall solicit members, engage in organization work, or participate in other Association activities during working hours on the Employer's premises.

**Section 3 -** Association members or representatives may be permitted to use suitable facilities on the Employer's premises to conduct Association business during non-working hours. The Association shall obtain permission from the Superintendent of Schools or his designated representative for such use.

## **ARTICLE 6**

### **ASSOCIATION SECURITY**

**Section 1 -** Each employee who, on the effective date of this Agreement, is a member of the Association, and each employee who becomes a member after that date, shall maintain his membership in the Association, provided, that such employee may resign from the Association during a period of fifteen (15) days prior to the expiration of this Agreement. Any employee resigning from the Association shall so notify the Employer and the Association of such resignation in writing.

**Section 2** - The Employer shall not intimidate or coerce employees into not joining the Association or continuing their membership therein, and the Association and its employees shall not intimidate or coerce nonmember employees into joining the Association or to prevent them from withdrawing from the Association during the period of fifteen (15) days prior to the expiration of this Agreement.

**Section 3** - The Employer shall not dismiss any employee who fails to comply with this Article unless requested in writing by the Association. The Association shall indemnify the Employer against any and all claims resulting from such dismissal.

## **ARTICLE 7**

### **DEDUCTION OF DUES**

**Section 1** - The Employer will deduct dues from the pay of those employees covered by this Agreement, who have signed authorization cards and filed the same with the Employer. The deduction shall be uniform for each employee and shall be made from the first pay-period of each month and shall be paid to the Treasurer of the Association on or before the 15th day of the following month.

**Section 2** - The Association will indemnify and save harmless the Employer against any and all suits or other forms of liability of any kind which shall arise by, upon or by reason of action taken by the Employer for the purpose of complying with this Article.

**Section 3** - The Employer, through published Loyalsock Township School District Board of Education minutes, shall provide to the Association President or his/her designee the names and addresses of all new bargaining unit employees. Additionally, the Employer shall provide to the Association President or his/her designee notice of the retirement or resignation of bargaining unit employees.

## ARTICLE 8

### FAIR SHARE

**Section 1** - Each nonmember in the bargaining unit represented by the Loyalsock Township Education Support Professionals Association (LETSPA) shall be required to pay a fair share fee to Loyalsock Township Custodial, Maintenance Secretarial and Aides Association, as provided for by Act 84 of 1988. A fair share fee is defined as the regular membership dues required of members of the exclusive representative less the cost for the previous fiscal year of its activities or undertakings, which were not reasonably employed to implement or effectuate the duties of the employees' organization as exclusive representative. Annually, thirty (30) days prior to the beginning of each new year of this contract the Association shall verify to the School District the fair share amount as determined by PSEA for the upcoming year. A nonmember is an employee of the School District who is not a member of the Association but who is represented in the collective bargaining unit by the Association for purposes of collective bargaining.

**Section 2** - The Association further agrees to extend to all nonmembers the opportunity to join the Association.

**Section 3** - If any claim, suit or action of any kind whatsoever is made or filed in any form against the school district, its successors, assigns, agents or employees, as a result of any actions it is required to perform by the Association pursuant to this article, the Association agrees to provide for the defense of the School District at the Association's sole expense and through counsel mutually agreeable to the Association and the School District. The School District agrees to give the Association immediate notice of any claim, suit or action made or filed against it and agrees to cooperate with the Association in the defense of the case.

**Section 4** - In any action defended by the Association pursuant to the preceding paragraph, the Association agrees to indemnify the School District, its successors, assigns, agents and employees against, and agrees to protect, save and keep harmless each thereof from and hereby assumes liability for any and all claims, liabilities, obligations, damages, penalties, actions, suits, costs, expenses, disbursements, and losses of whatsoever kind and nature, in any way relating to or arising out of the School District's compliance with this Article; except that it is expressly understood that this save harmless provision will not apply to any claim, suit or action which may arise as a result of any willful misconduct by the School District, its successors, assigns, agents or employees.

**ARTICLE 9**  
**PROBATIONARY EMPLOYEES**

**Section 1** - All new employees hereafter employed and those hired after a break in continuous service shall be regarded as probationary employees until they have worked (six (6) calendar months) and they may be discharged without recourse during such probationary period.

**Section 2** - If such employees are continued in employment after the probationary period, they shall be considered regular employees and shall be placed on the seniority list retroactive to their first day on the payroll.

**Section 3** - Benefits provided for under this Agreement shall be extended to employees as of the first day of the month following their first day on the payroll.

**ARTICLE 10**  
**SENIORITY**

**Section 1- Definition.** For the purpose of this Agreement, the term “Seniority” means a preferred position for specific purposes which one employee within a unit may have over another employee within the unit because of a greater length of continuous service within the bargaining unit or classification. In the case of seniority ties, seniority shall be established by the drawing of lots.

**Section 2 – Break in Service.** The following shall constitute a break in continuous service: resignation, separation for just cause, retirement, absent without leave for three (3) working days, failure to report within three (3) working days of recall, failure to report after leave, acceptance of other permanent employment while on leave, absence due to lay off or disability for a continuous period of one (1) year, except for absence due entirely to compensable injury received in the course of employment with the Employer. If continuous service is broken by any of the above, the employee shall lose seniority credits. The Employer shall not be restricted in its right to take whatever personnel action it deems warranted for any of the above actions on behalf of the employee. The employee shall continue to accrue seniority during any temporary interruption of service that has been approved by the School District.

**Section 3 - Seniority Lists.** Seniority lists shall be prepared for each seniority group on September 15th of each school year. Appropriate service information shall be shown thereon to permit application of various seniority provisions. Such lists shall be posted on an appropriate bulletin board and a copy shall be provided to the Association President or his/her designee.

**Section 4 – Vacancies.** The Employer agrees to post job vacancies at appropriate work locations five (5) days prior to the filling of such vacancies, unless an emergency requires a lesser period of time. All employees desiring to bid such job shall submit their names to the Secretary of the School Board within the five (5) day period and the Employer shall award the job on the basis of bargaining unit seniority, ability, skill, and fitness for duty. If no employees bid for the job vacancy, or if there are no acceptable bids, the Employer shall have the right to fill a job by hiring outside of the bargaining unit. For the purpose of promotions and filling of vacancies, seniority standing shall be determined by length of continuous service of an employee in the class immediately below the class in which the vacancy exists.

**Section 5 – Layoffs.** Layoffs shall be made in the inverse order of classification seniority. Employees affected by layoffs, who have the requisite bargaining unit seniority, shall have the right to bump back to positions previously held within the bargaining unit; the employees may bump back to a previously held position provided they have the requisite seniority, ability, skill and fitness for duty. The Employer shall establish a preference list for those persons who have been laid off under the provisions of this Article in the inverse order of such layoff. This list shall be used in the order of bargaining unit seniority to fill vacancies within a classification from which the persons on the preference list may have been furloughed or laid off. In the event a person refuses an offer of a position under this section, he/she shall be dropped from the list.

**Section 6 – Transfers.** Employees desiring to transfer to other positions shall submit a written request to the Secretary of the School Board stating the reasons for the requested transfer. If the Employer, in its sole discretion, agrees to such transfer, the employee shall be entitled to maintain whatever seniority rights that are appropriate.

**Section 7 – Shift Assignments.** In making shift assignments, preference shall be granted on a seniority basis unless the Employer feels it is necessary to assign otherwise in order to protect



the efficiency of operation. Seniority status in this regard shall be that status attained within a classification.

## ARTICLE 11

### GRIEVANCE PROCEDURE

**Section 1** - Any grievance arising out of the meaning, interpretation of or compliance with the provisions of this Agreement shall be resolved according to the following procedure:

**Step 1** - The employee, either alone or accompanied by the Association representative or the Association where entitled, shall present the grievance, in writing, to the employee's immediate supervisor within seven (7) working days of the date of the initial occurrence of the event, giving rise to the grievance. If the employee chooses to present the grievance without representation by the Association, the Association President or his/her designee shall be provided the opportunity to attend any meeting(s) with the employee's immediate supervisor regarding the grievance. The supervisor shall attempt to resolve the matter and report this decision to the employee, in writing, within seven (7) working days of its presentation.

**Step 2** - In the event the grievance is not settled in Step 1, the employee or the Association may appeal the same, in writing, to the Secretary of the School Board within seven (7) working days after receiving the answer in Step 1. The Secretary of the School Board shall respond in writing to the employee and Association representative within seven (7) working days after receipt of the appeal.

**Step 3** - In the event the grievance has not been satisfactorily resolved in Step 2, a written appeal may be made by the employee or Association representative within seven (7) working days of the receipt of the decision in Step 2 to the Superintendent of Schools. Such appeal shall contain a copy of the grievance, as well as a copy of the answers in Step 1 and Step 2. The grievance shall be answered by the Superintendent or his/her designee, in writing, within seven (7) working days after receipt of same.

**Step 4** - If the grievance has not been satisfactorily resolved in Step 3, and if it meets the criteria of Section 903 of Act 195, the Association may refer the grievance to arbitration in accordance with the procedure identified in Section 2 below.

**Section 2 – Arbitration.** If the grievance is not resolved in Step 3, either party shall have the right to submit such grievance to arbitration in accordance with Section 903 of Act 195. The party deciding to refer the grievance to arbitration shall notify the other party, in writing, of its intention to arbitrate within seven (7) working days of the decision in Step 3. The parties, or their representatives, shall meet within seven (7) working days of receipt of such notice for the purpose of agreeing on an arbitrator. If the parties fail to agree on an arbitrator or if the arbitrator agreed upon refuses to serve, the party bringing the matter to arbitration shall, within seven (7) working days notify the Bureau of Mediation and request the appointment of an arbitrator, in accordance with Section 903 (1) of Act 195.

- A. Arbitrator's Duties - The arbitrator shall have no authority to add to, detract from or in any way change the terms of this Agreement or decide issues that are not the subject matter of this Agreement, or subject to arbitration under Section 903 of Act 195.
- B. All fees and expenses of the arbitrator shall be shared equally between the parties.
- C. The decision of the arbitrator shall be final and binding on both parties, except where the decision would require an enactment of legislation, in which case it shall be binding only if such legislation is enacted.

**Section 3** - If any grievance fails to meet the time requirements established in the procedure under Section 1 of the Article, action on the grievance shall be deemed terminated and the last decision made shall be deemed final. If the Employer at any step fails to render its decision within the time period established, the grievant or the Association shall be entitled to advance the grievance to the next Step. The failure to reply shall be deemed a denial.

**Section 4** - The time limits provided for herein may be extended by mutual agreement of the parties in writing.

**Section 5** - All parties to a grievance may be represented at any stage thereof starting with Step 1.

**ARTICLE 12**  
**HOURS OF WORK**

**Section 1 - Scope.** This Article defines the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week.

**Section 2 -Custodial and Maintenance Personnel Work Day, Work Week and Work Shift.**

- A. Eight (8) continuous hours in a consecutive twenty-four (24) hour period beginning with the employee's regular starting time, exclusive of a thirty (30) minute lunch period, shall constitute a normal work day.
- B. Forty (40) hours of work performed in five (5) continuous work days shall constitute a normal work week.
- C. An employee's regular work shift shall be defined as a consecutive eight (8) hour period beginning with the regular starting time in his shift, exclusive of lunch periods.

**Section 3 - Secretaries and Aides Work Day, Work Week, Work Year.**

- A. 7 ½ continuous hours, exclusive of a thirty (30) minute lunch period, commencing with the employee's regular starting time shall constitute a normal work day for secretaries and aides.
- B. 37 ½ hours of work performed in five (5) continuous work days shall constitute a normal work week for secretaries and aides.

**Section 4 -** Regular employees working thirty (30) hours or more per week shall be entitled to all fringe benefits. Employees working less than twenty-five (25) hours per week shall receive no fringe benefits. Only hours worked in an employee's regular duties shall be counted toward entitlement to fringe benefits. Other duties, considered as special events, shall not be considered for fringe benefits. All calculations of employee hours for full-time determination will be in accordance with the guidance set forth in the Patient Protection and Affordable Care Act. (PPACA). According to PPACA, an employee is considered full-time if they work an average of 30 or more hours per week.

**Section 5 - Rest Periods.** Each full-time employee shall be given two (2) fifteen (15) minute rest periods during the work day. The first rest period shall be approximately in the middle of the first half of his or her work day and second rest period shall be approximately in the middle of the second half of his or her work day. The Employer, however, shall be able to vary the scheduling of such rest period when, in its opinion, the demands or work require such variance.

**Section 6 – Scheduled Changes.** Should it become necessary to establish daily or weekly work schedules different from the normal work day or work week, notice of such change shall be given to the Association at least two (2) weeks in advance thereof, except in the event of an emergency. In an emergency situation, the Employer shall have the right to change such schedules without prior notice. An emergency shall be defined as a sudden illness, injury, or other unforeseen circumstances which would otherwise prevent a notice of two (2) weeks.

## ARTICLE 13

### **SHIFT DIFFERENTIAL**

This Article is applicable only to custodial and maintenance personnel.

**Section 1 – Shift Differential Pay.** Employees assigned to work on the second shift shall receive a differential or premium pay of 40 cents (\$.40) per hour.

**Section 2 – Overtime.** An employee regularly scheduled to work on the first shift, who completes his regular eight (8) hour day and continues to work into the second shift shall not be entitled to shift differential pay for such overtime work. An employee who works more than twelve (12) consecutive hours shall be reimbursed for meal expenses of up to fifteen dollars (\$15.00). The employee must submit a receipt for reimbursement.

**Section 3 – Head Custodian.** The Loyalsock Township School District has established the position of Head Custodian. A copy of the job description is available at the district office. This position can be held by personnel working either day shift or night shift. During the length of this contract, an increase in the hourly wage of \$1.00 per hour will be paid to the person holding this position. This amount is paid in addition to the regular wages up to forty hours per week and is not subject to overtime wage calculations.

**ARTICLE 14**  
**CALL-IN TIME**

**Section 1** – An employee, who has been called into work outside of his or her regular shift schedule on his or her regular job in an emergency situation, shall be guaranteed a minimum of four hours work and shall be paid therefore on the basis of his or her regular base pay plus applicable overtime. Call-in time pay begins when the employee reports to his or her assigned work site ready for work. There shall be no duplication of hours.

**Section 2 – Extracurricular Activities.** Call-in pay shall not be applicable to extracurricular activities where the employee has been notified in advance and has agreed to work such activities.

**ARTICLE 15**  
**OVERTIME PAY**

**Section 1 – Overtime Hours.** Time and one-half (1½) the regular rate of pay shall apply to all work performed by employees in excess of forty (40) hours in any one work week and in excess of eight (8) hours in any one work day. No employee shall be paid overtime twice for the same hours worked.

**Section 2 – Weekends.** Time and one-half (1½) the regular rate of pay shall apply to all work performed on the first day following an employee's normal work week and two (2) times the regular rate of pay shall apply for work performed on the second day following the employee's normal work week.

**Section 3 – Overtime Requirement.** The Employer shall have the right to schedule overtime when it deems necessary. When requested, any employee shall work such overtime unless excused there from by the Employer. The Employer shall consider any reasonable request to be excused.

**Section 4 – Distribution of Overtime.** Any employee shall be entitled to work the overtime on his or her regular job, and employees assigned to a particular building shall be entitled to work the overtime at such buildings and the overtime shall be equalized as nearly as possible among the

employees of a building. Overtime hours refused by an employee shall be counted as hours worked in calculating overtime distribution.

Section 5 Overtime on extra-curricular work or duties shall be equalized among the employees as near as possible, taking into consideration the ability, skill, and fitness for duty of the employees.

## ARTICLE 16

### HOLIDAYS

Section 1 The following holidays shall be recognized as paid holidays for custodial and maintenance employees:

- ♦ New Year's Day
- ♦ Good Friday
- ♦ Memorial Day
- ♦ Fourth of July
- ♦ Labor Day
- ♦ Thanksgiving Day
- ♦ The day after Thanksgiving
- ♦ The first day of Antlered Deer Season
- ♦ The day before Christmas
- ♦ Christmas Day
- ♦ The day before New Year's Day
- ♦ President's Day

In the event that President's Day is used as a school make-up day, this will become a floating holiday for custodial and maintenance employees.

Section 2 – Holiday Pay. An eligible employee shall be allowed eight (8) hours holiday pay at his/her regular base rate for the aforesaid holidays. If any employee is required to work on any of the holidays set forth herein, he/she shall be compensated at one and one-half (1 ½) times his/her regular rate of pay for all hours worked on said holiday, provided that day is a scheduled school holiday.

Section 3 – Holiday on Saturday or Sunday. Holidays occurring on Saturday shall be observed

under this Agreement on the preceding Friday and any holidays occurring on Sunday shall be observed on the following Monday. Provided, however, that in case said holiday is being observed nationally on another designated day, such day of National observance shall be treated as the holiday under this Agreement.

**Section 4 – Eligibility Rules.** In order for an employee to be eligible for Holiday Pay the employee shall have worked his or her last full scheduled work day prior to the holiday or his or her first full scheduled work day after the holiday, unless his or her absence there from is due to vacation, personal leave, or sick leave (may require a physician’s certificate), or is with the permission of the Employer. The granting of such permission shall be solely within the discretion of the Employer and shall not be subjected to the grievance procedure.

**Section 5** – Secretaries and aides are working on a specific salary for a specific time, such as 9 months (183 days); 10 month (203 days); and 11 months (223 days); and although they receive the holidays falling within the working time, they do not receive additional pay or compensation for the holidays in addition to their salary. If secretaries and aides are requested to work beyond their normal work year, additional hourly compensation or compensation time will be provided based on the number of hours worked. The use of compensation time shall be mutually agreed to by the supervisor and employee.

## **ARTICLE 17**

### **VACATIONS**

This Article is applicable only to maintenance and custodial personnel. Secretaries and aides receive no paid vacation time.

**Section 1 – Length of Vacation.** An eligible employee shall receive a vacation of

- A. Five (5) working days providing such employee has attained six (6) months but less than two (2) years of continuous service on or before June 15<sup>th</sup>;
- B. Ten (10) working days provided the employee has attained two (2) years but less than five (5) years of continuous service on or before June 15<sup>th</sup>;

- C. Fourteen (14) working days provided the employee has attained five (5) years but less than seven (7) years of continuous service on or before June 15<sup>th</sup>;
- D. Fifteen (15) working days provided the employee has attained seven (7) years but less than ten (10) years of continuous service on or before June 15<sup>th</sup>;
- E. Sixteen (16) working days provided the employee has attained ten (10) years or more of continuous service on or before June 15<sup>th</sup>;

**Section 2 – Vacation Pay.** Vacation pay shall be based upon the employee's regular base rate in effect for the pay period preceding the vacation.

**Section 3 – Scheduling of Vacations.** Vacations shall be scheduled during the period between June 15<sup>th</sup> and August 15<sup>th</sup> for custodial and maintenance personnel. Vacation time and schedules shall be approved by the employee's supervisor and the administration. At least one employee shall be scheduled to work in each building or regular assignment during the vacation period. No more than one (1) maintenance employee shall be off at one time unless approved by the buildings and grounds supervisor. The Superintendent will consider, on an individual basis, a custodian's request that had been made in advance, to use vacation time to attend an event involving their child or spouse.

- A. Maintenance personnel will be allowed to save seven (7) days of vacation time for winter use with the understanding that prior approval must be obtained before use.
- B. Custodial personnel will be allowed to save three (3) days of vacation time to be carried over into the next school year. Prior approval must be obtained before use.
- C. Secretarial personnel working 11 months (223 days) will be allowed to carry over ten (10) non-work days into the next school year effective with the 2013-2014 school year. Non-work days are not eligible for payment if not used.
- D. If an employee is required to work more than their schedule number of work days due to district requirements, then the District would reimburse the employee based on a per diem rate.

**Section 4 – Holiday during Vacation.** If a holiday falls during the employee's vacation, the employee shall receive holiday pay for such holiday in addition to his vacation pay, provided he has



worked the last full scheduled work day prior to his vacation and the first full scheduled work day following the vacation, unless his absence there from has been excused by the Employer. Such holiday so paid for shall be considered as a day of vacation.

## **ARTICLE 18**

### **SICK LEAVE**

**Section 1** – Custodial and maintenance employees shall be allowed two (2) days of sick leave for the first month of service during the contract year and one (1) day sick leave for each following month of service during the contract year for a total of thirteen (13) sick leave days per year. Such sick leave shall be applicable only to full-time regular Employees and shall be earned by an employee for any month in which he or she has been on a payroll status for the scheduled work days during said month.

**Section 2** – Secretaries and aides shall receive the following sick leave for each contract year: eleven (11) month employees, twelve (12) days; ten (10) month employees, eleven (11) days; nine (9) month employees, ten (10) days.

**Section 3 -Accumulation.** Employees may accumulate sick leave without limitation.

**Section 4 -Notification.** The employee taking sick leave shall notify the Employer as promptly as possible and shall make a reasonable attempt to notify the Employer at least one (1) hour before the employee's scheduled time to report for work. Such notification shall be given to the office designated by the Employer for that purpose.

**Section 5 -Doctor's Certificate.** A doctor's certificate is required for an absence from work due to sickness or injury for three (3) or more consecutive days. For absences of less than three (3) days, a doctor's certificate may be required when, in the opinion of the Employer, the employee has been abusing his/her sick leave privileges. Except as provided in Section 6 below, sick leave may be used only when the absence from work is due to the sickness or injury of the employee.

**Section 6 - Family Sickness.** When sickness in the immediate family requires the employee's absence from work, employees may use not more than five (5) days of such sick leave entitlement in

each calendar year for that purpose. Immediate family is defined as father, mother, son, daughter, husband, wife, parent-in-law, step-parents, step-children, or near relative who resides in the same household, or any person with whom the employee has made his or her home. The Employer may require proof of such family sickness.

**Section 7** In the event that sick leave in excess of thirteen (13) days per year is granted unto any other group of employees or bargaining unit, sick leave provided for herein shall be increased to a like amount for custodial and maintenance personnel and a proportional amount for secretaries and aides.

**Section 8 - Sick Bank.**

A. Each employee shall initially contribute two (2) of his/her sick leave days to the sick bank. Each employee shall contribute one (1) of his/her days of sick leave to replenish the sick bank when the number of sick days remaining in the bank is less than one hundred (100).

B. After an employee has used his/her entire accrued sick or personal leave, in the event of serious illness or injury, the employee (or employee's designated representative in cases of severe incapacitation) may apply to the Joint Committee administering the sick leave bank for additional sick leave and shall be eligible to receive up to sixty (60) days of sick leave from said bank in a school year in accordance with the sick bank leave guidelines.

C. The Joint Committee shall consist of two (2) employees designated by the Educational Support Professionals Association, two (2) members designated by the Education Association, and two (2) representatives designated by the District; a majority of the vote of the Committee shall be required to allow a withdrawal of sick leave from the bank. All six (6) members shall constitute a quorum of the Joint Committee. The Association President shall notify the District of the names of its members who will serve on the Joint Committee by September 15<sup>th</sup> of each year.

D. The Joint Committee shall have the right to require full medical support for any requests submitted to it before exercising its power hereunder.

E. It is the purpose and intent of the sick bank to provide a reservoir of additional sick leave for employees who are confronted with a serious loss of earnings due to an extended inability to work resulting from a severe illness or injury.

F. After an employee becomes eligible for benefits under the District's Income Protection Program, sick bank leave shall not be used.

**ARTICLE 19**  
**PERSONAL LEAVE DAY**

**Section 1** - Each regular full-time employee shall receive the following number of personal leave days for each contract year:

Custodial and Maintenance Employees	3 days
10 and 11 Month (203 and 223 day ) Secretarial Employees	3 days
9 Month Employees	2 days

**Section 2** - Pay for personal leave days shall be at employee's regular base pay. Written approval for such leave shall be submitted on a form supplied by the Employer at least three (3) days before the day requested as leave, except in emergency situations. No more than one (1) employee assigned to a particular building shall be granted a personal leave day at any one time.

**Section 3** – Employees not using all of their personal leave days during the year may carry over up to two (2) days into the following year. The use and application for such personal leave days shall be as set forth in Sections 1 and 2 above.

**Section 4** – If during the duration of this contract any other group or bargaining unit receives additional personal leave days, the members of this unit shall receive like increases added to the present schedule defined in this article.

**ARTICLE 20**  
**BEREAVEMENT LEAVE**

**Section 1 – Immediate Family.** Each employee covered by this Agreement shall be granted time off

according to the reasonable necessities of the situation with pay for three (3) scheduled work days lost at his or her regular base pay as the result of the death of his or her father, mother, brother, sister, son, daughter, husband, wife, grandparent, grandchild, parent-in-law, step-parents, step-brother/sister, step-children, son/daughter-in-law, or near relative who resides in the same household, or any person with whom the employee has made his or her home.

**Section 2 – Near Relative.** In the event of the death of an employee's first cousin, aunt, uncle, niece, nephew, brother-in-law; sister-in-law, or an employee's spouse's aunt, uncle or grandparent, the employee will be allowed one (1) day's time off with pay at his or her regular base pay on the day of the funeral, or the nearest scheduled work day thereto for the purposes of attending the funeral.

**Section 3** – The Superintendent of Schools may extend the period of bereavement leave with pay at his/her discretion as the exigencies of the case may warrant. This extension of leave shall be charged to the employee's sick leave.

## **ARTICLE 21**

### **LEAVES OF ABSENCE**

**Section 1 – Jury Duty.** An employee who is called for jury duty and performs the same, will be compensated by the Employer for the difference between payment received for such jury duty and the payment he or she would have received based upon his or her regular base rate for the straight time hours he or she was thereby required to lose from his or her regular work schedule, provided written notification is given the Employer within five (5) working days of receipt of notice for jury duty. The employee shall provide the Employer with documentary proof of jury duty and the payments received there from. During such leave, the employee will considered to be in regular attendance. The employee shall suffer no loss of salary, benefits, seniority, or other contractual advantage as a result of such leave. An employee who is called for jury duty and is temporarily excused by the Court shall be required to report for work on the days in which he or she is excused from jury service if such days are his or her regularly scheduled working days. Failure to report shall constitute a waiver of employer's obligation to pay for jury service under this provision.

**Section 2 – Maternity Leave.** Maternity leave, without pay, except during the period of disability, not to exceed six (6) months, shall be granted at the request of female employees. The employee

shall be entitled to use sick leave during the term of her disability. During the term of disability, all fringe benefits shall be continued in accordance with the Family and Medical Leave Act (FMLA). Following the FMLA period, the employee may continue dental, medical, and hospitalization insurance by remitting the full premium of the insurance monthly to the Business Office of the School Board. Upon returning from maternity leave, the employee shall be returned to the same or substantially equivalent position occupied by her prior to the leave, unless the position no longer exists, in which event, she shall be given another position for which she is qualified. Maternity leave may, upon the request of the employee and at the discretion of the Employer, be extended or renewed for a period not to exceed six (6) additional months.

**Section 3 – Armed Forces.** Whenever an employee is drafted, enlists or is ordered to active duty at any time into the military service of the United States in time of war or armed conflict, he or she shall be entitled to reinstatement to the extent and under the circumstances that reinstatement may be required under the applicable laws of the United States. Such military leave shall be without pay or benefits.

**Section 4 – Leave for Good Cause.** A leave of absence without pay or other benefits may be granted at the discretion of the Employer at the request of an employee. The employee shall make a written request stating the reason for such leave of absence. Such leave of absence shall not be for more than ninety (90) calendar days and can be renewed for not more than an additional ninety (90) calendar days for good cause, at the sole discretion of the Employer. Employees accepting employment elsewhere during such leave shall be considered to have resigned without notice. Falsification of the reason for a leave of absence shall be grounds for discharge.

**Section 5 – Conventions.** Members of the Association, not to exceed two (2) elected as official delegates to the annual conventions of the Association shall, upon request, be granted a leave of absence not to exceed five (5) working days for the purpose of attending such convention. Such leave of absence shall be without pay.

**Section 6 – Replacement.** Any employee on leave of absence in accordance with this Article may be replaced by a temporary substitute.

## ARTICLE 22

### WAGES

**Section 1** - The wages provided for in this Agreement shall become effective as of July 1, 2013, and on the July 1st anniversary every year thereafter the next year's wage rate shall become effective. The Agreement, effective July 1, 2013 provides a wage system for all categories based on the attached schedules. Employees on steps 1 through 11 will advance one step each year and will receive a 2.5% increase based on the previous year's salary. Employees who have reached Step 12 will receive a 2.5 % increase based on the previous year's salary.

Upon initial full-time hire, the employer has the right to start an employee at any step based on education, qualification, and prior experience; as solely determined by administration unless arbitrary or capricious.

For the purpose of this Article, the above shall be determined as:

**Education:** Attainment of credits leading to the granting of certificates, diplomas, or degrees.

**Qualifications:** Specific skills applicable to the job classification for which the applicant has applied. These shall be reflected by licenses or certifications reflecting training or tested competencies.

**Experience:** Years of previous employment within the job category or closely related to it.

In no event shall new employees be granted more step credit on the salary schedule than current employees who possess relatively the same experience, education, and qualifications as a new employee within the same job classification. Step placement for the contract period for current employees shall be in accordance with the Wage Guide for 2013-2014 through 2016-2017. Revisions to the Wage Guide may be needed to correct any misplacement of current staff and additions of new staff hired immediately prior to the signing date of this Agreement. The Wage Guide is intended to replace all previous Wage Guides, but in no event will it reduce the wages of any current employee or disadvantage any employee because of inappropriate placement.

### **Section 2 - Custodial and Maintenance Employees**

A. All permanent custodial and maintenance employees, who are members of the bargaining

unit, shall be considered non-exempt employees under the Fair Labor Standards Act.

- B. The annual salary for custodial and maintenance shall be distributed equally over twenty-six (26) or (27) payments.

**Section 3 – Secretaries, Aides, and Data Coordinator.**

- A. All permanent secretaries and aides shall be considered non-exempt employees under the Fair Labor Standards Act.
- B. The annual salary for secretaries and aides shall be distributed equally over twenty-six (26) or (27) payments.

**Section 4 - Part-Time Aides.**

- A. Wages, as well as employment during the length of this contract, will be dependent upon the budget of federally funded programs.
- B. This provision shall not be construed as a guarantee of employment or of the number of hours for the employees included herein.

**ARTICLE 23**

**INSURANCE**

Commencing July 1, 2013 through June 30, 2017, the employer will furnish the following insurance coverage:

- 1. Health and Accident - Effective July 1, 2013 the District shall offer only those plans offered by the Lycoming County Insurance Consortium (LCIC). Effective July 1, 2013, the District shall offer PPO Plans C, E, F, and G at the Consortium's tiered rates. The individual employee shall have a choice of PPO Plan and tier within that plan. The tiers shall consist of Single, Employee/Child, Employee/Children, Employee/Spouse and Family. The employee shall be able to choose a different plan and/or a different tier within a plan during the annual open enrollment period established each year by the District. If the employee selects a tier that includes

children, the coverage shall be provided to age twenty-six (26).

- a. If an employee chooses to waive the insurance, the employee will be paid \$1,600 for the 2013-2014 school year, \$1,700 for the 2014-2015 school year, \$1,800 for the 2015-2016 school year and \$1,900 for the 2016-2017 school year. One installment will be paid in December and one installment will be paid in June.
  - b. All LTESPA employees will pay 10% (ten percent) of the total cost of healthcare for the 2013-2014 school year based on the tiered rating structure. Employees will pay 11% of the total cost of healthcare for the 2014-2015 school year, 12% of the total cost of healthcare for the 2015-2016 and 2016-2017 school years..
2. Dental Insurance (current plan) – The present dental plan will be continued with no cost to the employee and an option to purchase the family plan will be provided by the employer. The coverage is as follows:

	<u>PAID BY CARRIER</u>	<u>PAID BY INSURED</u>
Diagnostic – (exams and x-rays)	100%	0%
Preventive – (teeth cleaning)	100%	0%
Basic Restorative – (fillings)	100%	0%
Major Restorative – (crowns)	50%	50%
Oral Surgery – (extraction)	70%	30%
Endodontics (root canal therapy)	70%	30%
Periodontics (treatment of gum disorder)	70%	30%
Denture Repair (to existing dentures)	70%	30%
Prosthodontics – (dentures, bridgework)	50%	50%

3. Group Life Insurance – Group life insurance coverage shall be provided in the amount of fifty thousand dollars (\$50,000) per employee, effective July 1, 2013 through June 30, 2017.
4. Group Guaranteed Income Protection Insurance – Guaranteed Income Protection Insurance will be provided at 66% or 2/3 of employees' base wage, beginning with the



end of sick leave or sixty (60) days after termination of regular pay, whichever last occurs. Currently this plan provides coverage up to 65 years of age with a maximum benefit of \$2,000 per month.

5. Vision Insurance – Policy to be determined by district with agreement by union. The full cost of the vision plan will be borne by participating employees.

**Section 2** – New employees shall be eligible for such insurance as is provided for herein as of the first day of the month following their initial date of employment.

**Section 3** – Insurance coverage as set forth herein will be provided when the employee is in payroll status. Provided, however, that the Health and Accident insurance herein provided for shall be continued for the maximum allowed by Federal law if the employee ceases to be in a payroll status due to sickness or injury, or during the period of maternity medical disability, not to exceed the maximum allowed by Federal law. If the employee has ten (10) years of continued service with the Loyalsock Township School District, the District would carry the above listed school insurance for six (6) months.

**Section 4** – Insurance coverage on any employee terminating his employment during the term of this Agreement shall be terminated as of the end of the month in which such employment is terminated.

## ARTICLE 24

### SEVERANCE PAY

The Employer shall pay to each employee covered by the Agreement an amount of money as set forth below. Payment shall be made in a lump sum during the pay period following the last working day prior to his/her retirement. Employees will be eligible for one of the following benefits listed below:

Retirement benefit for those employees who have waived the health insurance benefit offered.

#### Unused Sick Day Balance

0 to 50 days

51 to 100 days

101 to 150 days

#### Severance Payment

\$20 for each year of service

\$40 for each year of service

\$60 for each year of service

151 or more days

\$80 for each year of service

Retirement benefit for those employees who retire prior to age 65 and carry the group health insurance coverage.

**Unused Sick Day Balance**

51-100 days with 15 years of service

101-150 days with 15 years of service

151-200 days with 15 years of service

201+ days with 15 years of service

**Health Insurance Benefit**

\$30/month, up to age 65 or 8 years

\$60/month, up to age 65 or 8 years

\$90/month, up to age 65 or 8 years

\$120/month, up to age 65 or 8 years

**ARTICLE 25**

**MISCELLANEOUS PROVISIONS**

**Section 1 - Eating and Sanitary Facilities.** The Employer shall provide adequate eating space and sanitary facilities at all permanent locations which shall be properly heated and ventilated.

**Section 2 - Safety and Health.** The Employer will take affirmative action to assure compliance with laws concerning the health and safety of employees working on premises owned or leased by the Employer.

**Section 3 - Bus Duty.** Members of the bargaining unit shall not be assigned to bus duty (monitoring the loading and unloading of buses) except in cases of emergency.

**Section 4 - Bus Driving.** - It is agreed that the Employer may assign such employees that hold bus driver's licenses to such duty during their regular working hours for trips between buildings or of less than one hour duration.

**Section 5 - Summer Help.** It is understood and agreed that the Employer may hire summer help (during the time the school is not in session) for the purpose of cleaning, maintaining and readying

the buildings and grounds for the coming school year. Such summer help shall not be covered by this Agreement. The Employer agrees that no Employee in the bargaining unit will be displaced from employment by such work on the part of summer help.

**Section 6 - Volunteer Work.** It is understood and agreed that when certain non-profit organizations such as the PTA, Kiwanis Club, Booster Club, Odyssey of the Mind, etc., have had affairs on the school premises in the past, members of such organizations have assisted in cleaning up thereafter. Such voluntary assistance may continue as it has in the past, and shall not be the subject of the grievance procedure hereunder. The Employer agrees that no employee in the bargaining unit shall be displaced from employment by such voluntary assistance.

**Section 7 - Retirement.** All Employees in the bargaining unit shall maintain membership in the Public School Employees' Retirement System.

**Section 8 - Unemployment Compensation.** It is understood that it has been compulsory for the School District to carry Unemployment Compensation on employees in the Bargaining Unit. In the event that the law is changed, or if for any reason it is not compulsory for the School District to carry Unemployment Compensation, this contract may be reopened for negotiations concerning Unemployment Compensation. To exercise this right to reopen, written notice shall be given within thirty (30) days of time that it is determined that Unemployment Insurance is not compulsory.

**Section 9 - Prescription Safety Glasses.** The Employer will provide one pair of safety glasses every other year for each member of the maintenance crew. If prescription safety glasses are needed, the Employer will provide each maintenance staff member with a one hundred fifty (\$150) dollar credit every other year. Safety glasses must always be worn while on the job. Failure to wear approved safety glasses may be grounds for disciplinary action.

## ARTICLE 26

### **NO STRIKE - NO LOCKOUT**

**Section 1** - The parties agree that they will abide by the provisions of the Pennsylvania Public Employees' Relations Act (Act 195) and this Agreement. The Employer pledges that it will not conduct or cause to be conducted a lockout during the term of this Agreement, and the Association

pledges that it will not call, condone, sanction or take part in any strike, walkout, slow down or work stoppage during the term of this Agreement.

**Section 2** In the event that any strike should occur during the term of this Agreement, the Association agrees that it will without delay do all things possible to bring about a prompt termination of such strike.

**Section 3** - Employees engaging in a strike in violation of this Article may, at the discretion of the Employer, be subject to discipline, including discharge, without recourse to the Grievance Procedure set forth herein. Provided, however, that such Employees participation in the unlawful activity may be the subject of the Grievance Procedure.

## **ARTICLE 27**

### **SCOPE OF AGREEMENT**

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 shall be conducted on any item contained herein during the life of this Agreement, unless by mutually agreed by the parties.

## **ARTICLE 28**

### **SUCCESSOR CLAUSE**

This Agreement shall be binding upon the parties hereto and the successors or assigns of each.

**ARTICLE 29**  
**TERM OF AGREEMENT**

This Agreement shall be effective on the first day of July 1, 2013 and shall continue until midnight June 30, 2017. This Agreement may be extended by mutual agreement of the parties, in writing. In witness whereof, and intending to be legally bound hereby, the Parties have hereunto caused their properly authorized officers to sign this Agreement, this 24th day of April 2013

ATTEST:

LOYALSOCK TOWNSHIP EDUCATIONAL  
SUPPORT PROFESSIONALS ASSOCIATION

Carrie D. Lambert

Secretary

BY: Robin A. Rose

President

ATTEST:

LOYALSOCK TOWNSHIP SCHOOL DISTRICT

Doreen L. McLaughlin

BY: Shelley J. Yates

Vice-President

Loyalsock Township Education Support Personnel  
Wage Group Rate Tables 2013-2017

Wage Group A: Aides

Wage Group B: Nurses & Interpreters

Wage Group C: Secretaries, Group CC: Grading, Scheduling, Data Coordinator

Wage Group D: Custodians

Wage Group E: Maintenance

			1.025				1.025				1.025				1.025
<b>Wage Group A</b>															
Step	2012-2013	% Inc.	A	2013-2014	% Inc.	2014-2015	% Inc.	2015-2016	% Inc.	2016-2017	% Inc.				
1	9.35	1.08%	1	9.40	0.53%	9.45	0.53%	9.50	0.53%	9.55	0.53%				
2	9.57	3.50%	2	9.58	2.50%	9.64	2.50%	9.69	2.50%	9.74	2.50%				
3	9.80	3.50%	3	9.81	2.50%	9.82	2.50%	9.88	2.50%	9.93	2.50%				
4	9.98	3.50%	4	10.05	2.50%	10.06	2.50%	10.07	2.50%	10.12	2.50%				
5	10.11	3.50%	5	10.23	2.50%	10.30	2.50%	10.31	2.50%	10.32	2.50%				
6	10.18	3.50%	6	10.36	2.50%	10.48	2.50%	10.56	2.50%	10.57	2.50%				
7	10.30	3.50%	7	10.43	2.50%	10.62	2.50%	10.75	2.50%	10.82	2.50%				
8	10.43	3.50%	8	10.56	2.50%	10.69	2.50%	10.88	2.50%	11.01	2.50%				
9	10.58	3.50%	9	10.69	2.50%	10.82	2.50%	10.96	2.50%	11.16	2.50%				
10	10.74	3.50%	10	10.85	2.50%	10.96	2.50%	11.09	2.50%	11.23	2.50%				
11	11.37	3.50%	11	11.01	2.50%	11.12	2.50%	11.23	2.50%	11.37	2.50%				
12	11.99	3.50%	12	11.65	2.50%	11.28	2.50%	11.39	2.50%	11.51	2.50%				
From prior contract:															
12E	12.54	3.00%	12E	12.85	2.50%	13.18	2.50%	13.51	2.50%	13.84	2.50%				
12D	13.10	3.00%	12D	13.43	2.50%	13.76	2.50%	14.11	2.50%	14.46	2.50%				
12C	13.68	3.00%	12C	14.02	2.50%	14.37	2.50%	14.73	2.50%	15.10	2.50%				
12B	14.69	3.00%	12B	15.06	2.50%	15.43	2.50%	15.82	2.50%	16.21	2.50%				
12A	16.05	3.00%	12A	16.45	2.50%	16.86	2.50%	17.28	2.50%	17.72	2.50%				

Loyalsock Township Education Support Personnel  
Wage Group Rate Tables 2013-2017

Wage Group A: Aides

Wage Group B: Nurses & Interpreters

Wage Group C: Secretaries; Group CC: Grading, Scheduling, Data Coordinator

Wage Group D: Custodians

Wage Group E: Maintenance

**Wage Group B**

Step	<u>2012-2013</u>	<u>% Inc.</u>	<u>B</u>	2013-2014	% Inc.	2014-2015	% Inc.	2015-2016	% Inc.	2016-2017	% Inc.
From prior contract:											
12B	15.67	3.00%	12B	16.06	2.50%	16.46	2.50%	16.87	2.50%	17.29	2.50%
12A	16.59	3.00%	12A	17.00	2.50%	17.43	2.50%	17.87	2.50%	18.31	2.50%

Loyalsock Township Education Support Personnel  
Wage Group Rate Tables 2013-2017

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Wage Group D: Custodians

Wage Group E: Maintenance

**Wage Group CC**

Step	2012-2013	% Inc.	2013-2014	% Inc.	2014-2015	% Inc.	2015-2016	% Inc.	2016-2017	% Inc.
12A	20.94	3.00%	21.46	2.50%	22.00	2.50%	22.55	2.50%	23.11	2.50%

**Wage Group C**

Step	2012-2013	% Inc.	C	2013-2014	% Inc.	2014-2015	% Inc.	2015-2016	% Inc.	2016-2017	% Inc.
1	11.70	0.86%	1	11.75	0.43%	11.80	0.43%	11.85	0.42%	11.90	0.42%
2	12.01	3.50%	2	11.99	2.50%	12.04	2.50%	12.10	2.50%	12.15	2.50%
3	12.32	3.50%	3	12.31	2.50%	12.29	2.50%	12.34	2.50%	12.40	2.50%
4	12.64	3.50%	4	12.63	2.50%	12.61	2.50%	12.60	2.50%	12.65	2.50%
5	12.90	3.50%	5	12.96	2.50%	12.94	2.50%	12.93	2.50%	12.91	2.50%
6	13.00	3.50%	6	13.23	2.50%	13.28	2.50%	13.27	2.50%	13.25	2.50%
7	13.15	3.50%	7	13.33	2.50%	13.56	2.50%	13.61	2.50%	13.60	2.50%
8	13.32	3.50%	8	13.48	2.50%	13.66	2.50%	13.90	2.50%	13.95	2.50%
9	13.52	3.50%	9	13.65	2.50%	13.82	2.50%	14.00	2.50%	14.24	2.50%
10	13.71	3.50%	10	13.86	2.50%	14.00	2.50%	14.17	2.50%	14.35	2.50%
11	14.34	3.50%	11	14.06	2.50%	14.20	2.50%	14.35	2.50%	14.52	2.50%
12	14.99	3.50%	12	14.70	2.50%	14.41	2.50%	14.56	2.50%	14.70	2.50%
From prior contract:											
12D	16.07	3.00%	12D	16.47	2.50%	16.89	2.50%	17.31	2.50%	17.74	2.50%
12C	16.64	3.00%	12C	17.05	2.50%	17.48	2.50%	17.92	2.50%	18.36	2.50%
12B	18.24	3.00%	12B	18.70	2.50%	19.17	2.50%	19.65	2.50%	20.14	2.50%
12A	18.83	3.00%	12A	19.30	2.50%	19.78	2.50%	20.28	2.50%	20.78	2.50%



Loyalsock Township Education Support Personnel  
Wage Group Rate Tables 2013-2017

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Wage Group D: Custodians

Wage Group E: Maintenance

**Wage Group D**

Step	2012-2013	% Inc.	D	2013-2014	% Inc.	2014-2015	% Inc.	2015-2016	% Inc.	2016-2017	% Inc.
1	10.70	0.00%	1	10.75	0.47%	10.80	0.47%	10.85	0.46%	10.90	0.46%
2	11.07	3.50%	2	10.97	2.50%	11.02	2.50%	11.07	2.50%	11.12	2.50%
3	11.35	3.50%	3	11.35	2.50%	11.24	2.50%	11.29	2.50%	11.35	2.50%
4	11.64	3.50%	4	11.64	2.50%	11.64	2.50%	11.52	2.50%	11.58	2.50%
5	11.88	3.50%	5	11.93	2.50%	11.93	2.50%	11.93	2.50%	11.81	2.50%
6	11.96	3.50%	6	12.17	2.50%	12.23	2.50%	12.23	2.50%	12.22	2.50%
7	12.10	3.50%	7	12.26	2.50%	12.48	2.50%	12.54	2.50%	12.53	2.50%
8	12.25	3.50%	8	12.41	2.50%	12.57	2.50%	12.79	2.50%	12.85	2.50%
9	12.44	3.50%	9	12.56	2.50%	12.72	2.50%	12.88	2.50%	13.11	2.50%
10	12.62	3.50%	10	12.75	2.50%	12.88	2.50%	13.04	2.50%	13.20	2.50%
11	13.24	3.50%	11	12.93	2.50%	13.07	2.50%	13.20	2.50%	13.36	2.50%
12	13.80	3.50%	12	13.57	2.50%	13.25	2.50%	13.39	2.50%	13.53	2.50%
From prior contract:											
12A	17.56	3.00%	12A	18.00	2.50%	18.45	2.50%	18.91	2.50%	19.38	2.50%

Loyalsock Township Education Support Personnel  
Wage Group Rate Tables 2013-2017

Wage Group A: Aides

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Wage Group D: Custodians

Wage Group E: Maintenance

**Wage Group E**

Step	2012-2013	% Inc.	<u>E</u>	2013-2014	% Inc.	2014-2015	% Inc.	2015-2016	% Inc.	2016-2017	% Inc.
1	12.30	0.82%	1	12.35	0.41%	12.40	0.40%	12.45	0.40%	12.50	0.40%
2	12.63	3.50%	2	12.61	2.50%	12.66	2.50%	12.71	2.50%	12.76	2.50%
3	12.96	3.50%	3	12.94	2.50%	12.92	2.50%	12.98	2.50%	13.03	2.50%
4	13.30	3.50%	4	13.29	2.50%	13.27	2.50%	13.25	2.50%	13.30	2.50%
5	13.61	3.50%	5	13.64	2.50%	13.62	2.50%	13.60	2.50%	13.58	2.50%
6	13.72	3.50%	6	13.95	2.50%	13.98	2.50%	13.96	2.50%	13.94	2.50%
7	13.88	3.50%	7	14.06	2.50%	14.30	2.50%	14.33	2.50%	14.31	2.50%
8	14.05	3.50%	8	14.23	2.50%	14.41	2.50%	14.66	2.50%	14.69	2.50%
9	14.25	3.50%	9	14.40	2.50%	14.59	2.50%	14.77	2.50%	15.03	2.50%
10	14.46	3.50%	10	14.61	2.50%	14.76	2.50%	14.95	2.50%	15.14	2.50%
11	15.12	3.50%	11	14.83	2.50%	14.98	2.50%	15.13	2.50%	15.32	2.50%
12	15.76	3.50%	12	15.49	2.50%	15.20	2.50%	15.35	2.50%	15.51	2.50%
From prior contract:											
12B	16.36	3.00%	12B			15.88	2.50%	16.28	2.50%	16.69	2.50%
12A	19.80	3.00%	12A	20.29	2.50%	20.80	2.50%	21.32	2.50%	21.85	2.50%