

AGREEMENT
BETWEEN THE
QUAKERTOWN COMMUNITY SCHOOL DISTRICT
AND THE
QUAKERTOWN COMMUNITY EDUCATION ASSOCIATION
July 1, 2024 - June 30, 2029

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PREAMBLE

This Agreement entered into this eleventh day of May 29, 2024 by and between the Board of Education of the School District of Quakertown, Pennsylvania, hereinafter called the "Board," and the Quakertown Community Education 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:

EMPLOYER AUTHORITY

Except as limited by the specific and expressed terms of this Agreement, the District reserves and retains the sole and exclusive right for proper management of the school system including, but not limited to, determining and administering school policy, operating and managing the schools, directing the employees, scheduling the work, assigning the work, and determining all matters of inherent managerial policy including, but not limited to, such areas of discretion or policies as the functions and programs of the District, standards of services, its overall budget, utilization of technology, the organizational structure, and selection and direction of personnel. The District further expressly reserves any and all rights and duties imposed upon it by the school code or any of the laws of the Commonwealth of Pennsylvania.

ARTICLE I - RECOGNITION

A. Unit

The Quakertown Community School Board, hereinafter referred to as the "Board," recognizes the Quakertown Community Education Association--PSEA, hereinafter referred to as the "Association," as the exclusive and sole collective bargaining representative for the teachers, psychologists, guidance counselors, nurses, nurse assistants and librarians (hereinafter collectively "professional employees") employed by the Board, part-time employees and long-term substitutes employed by the Board in excess of ninety (90) consecutive working days, such employees having been determined by the Pennsylvania Labor Relations Board to comprise an appropriate bargaining unit under the Public Employee Relations Act (Act 195).

B. No Strike - No Lockout Provision

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

ARTICLE II - NEGOTIATIONS OF A SUCCESSOR AGREEMENT

A. Deadline Date

The parties agree to enter into collective bargaining over a successor agreement no later than January 10, 2029. Any agreement so negotiated shall be reduced to writing after ratification by the Association and approval by the Board.

ARTICLE III - GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is hereby defined as: A claim by a member or members of the bargaining unit alleging that there has been a misapplication regarding the meaning, interpretation, or application of any provision in this Agreement.

2. Aggrieved Person

An "aggrieved person" is the person or persons making the claim.

3. School Work Days

"School Work Days" shall be defined as days during which the District Administration offices are open.

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 teachers. Both parties agree that these proceedings will be kept as informal as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Days referred to in the grievance procedure shall mean school work days. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall be deemed a denial and shall permit the Association to proceed to the next step. Failure at any step to proceed within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. The District will notify the Association as soon as possible if there will be no response at a particular step.

2. Year End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a grievant or grievors, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year. The parties may mutually agree to extend the Year End Grievance timelines.

3. Step I

Only the Association may initiate a grievance. The Association shall present the grievance, in writing, either electronically or on paper, to the appropriate building principal within twenty (20) school work days after its occurrence. It is anticipated by the parties that every reasonable effort will be made to resolve the grievance through discussion, before it is reduced to writing.

The building principal shall reply to the grievance within five (5) school work days after initial presentation of the grievance.

Grievances not appealed to Step II within five (5) school work days of receipt of Step I answer shall be deemed denied at this level, and the Association may move the grievance to Step II.

4. Step II

If the action in Step I above fails to resolve the grievance to the satisfaction of the Association, the grievance shall be referred to the Director of Human Resources. The Director of Human Resources shall reply to the grievance within five (5) school work days after receipt of the grievance in Step II.

Grievances not appealed to Step III within five (5) school work days of receipt of Step II answer shall be deemed denied at this level, and the Association may move the grievance to Step III.

5. Step III

If the action in Step II above fails to resolve the grievance to the satisfaction of the Association or parties, the grievance shall be referred to the Superintendent. The Superintendent shall reply to the grievance within five (5) school work days after receipt of the grievance in Step III.

Grievances not appealed to Step IV within five (5) school work days of receipt of Step III answer shall be deemed denied at this level, and the Association may move the grievance to Step IV.

6. Step IV

If the action in Step III above fails to resolve the grievance to the satisfaction of the Association, the grievance shall be referred to the Board of School Directors. The Board of School Directors shall reply to the grievance within fifteen (15) school work days after receipt of the grievance in Step IV. In all instances, the aggrieved person shall appear before the committee of the Board of School Directors. The appearance before the Board Committee will not be public.

Grievances not appealed to Step V within five (5) school work days of receipt of Step IV answer shall be deemed denied at this level, and the Association may move the grievance to Step V.

7. Step V

If the action in Step IV above fails to resolve the grievance to the satisfaction of the Association or the District, the Association or District may elect to refer the grievance to arbitration. Such action must be taken within fifteen (15) school work days after receipt of the Step IV answer.

If the grievance fails to meet the criteria of Section 903 of Act 195, which limits arbitrable grievance to items in the collective bargaining agreement, the decision of the Board of School Directors in Step IV shall be final.

D. Rights of Teachers to Representation

1. Teacher and Association

Any aggrieved person shall, at the discretion of the Association, be represented at all stages of the grievance procedure by an Association representative.

E. Miscellaneous

1. Group Grievance

The Association may file a group grievance and, in such an event, it will commence at Step III.

2. Grievance Form

The grievance form is available electronically.

3. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives heretofore referred to in this Article.

4. Non-Forfeiture Clause

Failure to process a contractual violation by any member of the bargaining unit shall not constitute an acceptance of any conditions or practices under this Agreement and shall not waive any future rights to grieve any item.

ARTICLE IV - RIGHTS OF PROFESSIONAL EMPLOYEES

A. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict any professional 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 which govern the collective bargaining relationship between the parties to this Agreement.

B. Just Cause

No professional employee covered by the terms of this Agreement shall be reprimanded in writing or be subjected to disciplinary action, such as a dismissal, suspension, or a reduction in rank or compensation without just cause. Disciplinary action imposed on professional employees shall be uniformly applied in similar circumstances.

C. Required Meetings or Representation During Disciplinary Proceedings

Whenever a professional employee covered by the terms of the Agreement is required to appear before the School Board or any of its agents where the purpose of such appearance is disciplinary action as set forth in B above, such professional employee shall be entitled to written notice of the reasons for such appearance and shall be entitled to have PSEA representation. All information forming the basis for the disciplinary action will be made available 24 hours in advance of any appearance before the Board requested by the professional employee or employees to the professional employee and/or employees. If wages have been withheld as a result of such charges, such professional employee shall receive the difference between any wages lost and any monies received upon exoneration from or withdrawal of such charges by the complaining party.

D. Non-Discrimination

The Board and the Association agree that they will not discriminate against any professional employee covered by this Agreement on account of race, color, religion, sex, ancestry, national origin, age, marital status, or the presence of non-job-related medical conditions or handicaps or disabilities.

E. Personnel File

1. The only official file for purposes of any action against any employee shall be in the District's central office.
2. No material derogatory to a bargaining unit employee's conduct, service, character, or personality shall be placed in the official employee file unless the professional employee has had an opportunity to acknowledge they have read such material by signing or initialing the actual copy to be filed, the meaning of such signature on the file card being specifically limited to signify that the employee has read the material to be filed. Such initialing or signature does not indicate agreement with its content. Records pertaining to grievance procedures shall not be maintained in personnel files.

3. The employee shall have the right to answer any material filed in their official file, and the employee's answers shall be attached to the file copy.
4. Upon receipt by the employee, permission to examine the individual personnel file shall be granted at reasonable times.
5. The employee shall be permitted to make copies on the premises of any material in their official file at the employee's expense.

ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES

A. Released Time for Association Business

A total of nine (9) teacher work days for Association business shall be granted at regular pay with no loss of sick leave, personal leave, or privileges to the Association as a whole. Said days shall be taken in full or half day increments. During each school year during the term of this Agreement, in the event the Association has exhausted the foregoing work days for Association business, it may receive up to three (3) additional days for the purpose of attending the Association convention. Utilization of these days will not count toward daily absence percentage.

No more than 10% of the professional staff in elementary buildings, 7% of the professional staff in secondary buildings, and no more than one (1) employee where there are less than ten (10) employees may be absent on any one day. This limitation shall not apply to the President, Vice President, and Grievance Chairperson of the Association. The Association must notify the principal two (2) weeks in advance of such leave.

If the Administration determines that a substitute(s) is required, the Association will reimburse the school district for the cost of the substitute(s).

In addition, the Association President will be granted release time for Association business. Release time shall be a reduction of an average of a 45 minute teaching period in the secondary level and an equivalent amount of time on the elementary level.

B. Meet and Discuss

1. Meet and Discuss meetings will be held in accordance with mutually-acceptable procedures to be established by the parties. At least one member of the Board of School Directors will attend Meet and Discuss meetings.
2. When an issue is raised in Meet and Discuss that requires a response, the Superintendent or the Association President will provide a response within a reasonable period of time.

C. Use of Facilities

1. The Association shall have the right to the use of bulletin board space, to be determined by the building principal in a designated area of each building, and shall have the right to the use of school buildings for the purpose of Association business, including meetings when said buildings are not in use, upon advance approval of the Board. The Association shall have the right to use the interschool mail, school mailboxes, and, with the approval of the principal or their designee, the public address system. The Association may be granted permission by the Board to use school equipment, provided the Association reimburses the Board for any materials or supplies used or equipment damaged as a result of such use.
2. The District shall establish for the Association's sole use, an email distribution list of QCEA members, by building, on the network. The QCEA secretary will maintain the list. No District employees except members of the QCEA bargaining unit will be permitted to have access to this distribution list.

D. Association Rights to Information

The Board agrees to furnish to the Association, within a reasonable period of time, information essential to the Association in collective bargaining. The Board also agrees to furnish, in a timely manner, information which is necessary for the Association to process grievances. The Board agrees to furnish the Association with a copy of the official policy and regulations book and addenda. It shall be the responsibility of the Association to ensure that the book is kept up to date. The Board will send to the Association President, each month, a copy of the Board agenda and the official minutes of the Board meeting.

ARTICLE VI - TERMS AND CONDITIONS OF EMPLOYMENT

A. Work Week/Work Year for Professional Employees

1. Except as otherwise provided below for newly hired teachers, the yearly term of employment for all bargaining unit members shall be 191 days.

Newly hired employees will work 191 teacher days plus ten (10) days in their first year of contracted employment, 191 days plus five (5) days in their second year of contracted employment.

The purpose of the additional days for new teachers is to participate in the District's New Teacher Induction program, which requires ten (10) extra days for Year 1, and five (5) extra days for Year 2. If a newly contracted teacher has already completed the District Year 1 program during a previous term of employment, they will be obligated for five additional days in their first contracted year to complete the Year 2 program, and will thereafter work the number of days specified for all members of the bargaining unit. If a newly contracted teacher has already completed the District Year 1 and Year 2 programs during previous terms of employment, they will work the number of days specified for all members of the bargaining unit. Newly hired teachers who provide proof of completing a New Teacher Induction program with the previous employer will be required to participate only in the district-specific portion of the program.

2. The present thirty-six (36) hours and fifteen (15) minutes of the work week shall continue as presently in effect except for emergencies, energy conservation, or for reasons mandated by the state or federal government.
3. The Board will not schedule employees in the bargaining unit to work earlier than 10 work days before Labor Day except for newly hired employees in the first year of employment who may be scheduled up to 15 work days prior to Labor Day. This shall not preclude professional employees from volunteering to participate in, or assist in the delivery of, professional development programs scheduled prior to those dates. December 23 shall be a holiday provided it falls on a weekday. If December 23 does not fall on a weekday, there will be no holiday.

B. Utilization of Days

1. **Instructional Days**
There will be 182 student days. 180 of the student days will be instructional days and two (2) of the days will be Act 80 days for conferences (both in-person and virtual to be planned at the end of marking periods 1 and 3). Additional days may be added to the calendar, with the additional days designated as inclement weather make-up days. Should instructional time be lost due to inclement weather or emergency days, these inclement weather make-up days will be used to complete a 180-day instructional calendar. In addition, if more instructional days than the inclement weather make-up days designated in the calendar are lost to inclement weather or emergency, additional days necessary to meet PDE requirements without loss of subsidy will be added to the calendar, and will be required work days for all bargaining unit employees.
2. **Non-instructional Days**
The remaining nine (9) days will be non-instructional days used for professional development, which

will be planned by administration and identified as such on the calendar. Seven (7) of the nine (9) professional development days will be designated as in-person staff days. Two (2) of the nine (9) days will be designated as full asynchronous staff days. Effective July 1, 2024, Morning Professional Development will be eliminated. No Professional Development will occur after the last scheduled Student Day. Personal days may be used on professional development days with prior approval of the Superintendent or designee, which will not be unreasonably denied.

During the month of August of each year subject to this agreement, all teachers shall have one (1) full In-Person Staff Day and two (2) Professional Development Days split into one-half (½) day in-person and on-half (½) day asynchronous.

3. IEP Writing Days

The District will provide each teacher (the teachers must be a case manager, not a contributor) with an IEP/GIEP caseload over twenty (20) students with two (2) IEP writing days that can be taken in full or half-day (½) increments. The days must be mutually agreed upon between the professional employee and their supervisor. The employee must work from a district building, and shall have the opportunity to reserve space in a different building in the district on those days if preferred.

4. The District and the Association recognize that teaching is a profession, and as such, have a joint commitment to achieving the District mission and goals and have a joint desire to encourage, expect, and hold accountable all bargaining unit members to successfully fulfill their professional responsibilities as public school educators and to achieve the outcomes described in the QCSD Evaluation Rubric as "Proficient" or "Distinguished."

5. It is also understood that additional time beyond that provided in the parties' current Agreement and in Board Policy #332 will be required of the members of the bargaining unit in order to fulfill their professional obligations and to meet the level of "Proficient" as described in the QCSD Evaluation Rubric.

6. All employees are expected to meet all professional responsibilities. Specific professional responsibilities for which all employees are accountable include, but are not limited to: attendance at required building/faculty and/or department meetings per current practice; attendance at building-scheduled parent conferences; professional development sufficient for the employee to achieve all required outcomes, implement District initiatives, and to grow professionally; participation in collaboration; participation in building events; parent communication and assessment reporting; providing remediation for students; professional involvement with students in activities or identified building duties or needs; and completion of District goals. This list is intended to provide a broad description of professional responsibilities. Professional responsibilities will be specifically defined through a collaborative process, as described in Section 6 below. Additional guidance on the nature of and expectations regarding professional responsibilities is listed in the Joint Commitment Statement, incorporated herein by reference.

7. At least annually, building administrators and teachers in each building will meet and discuss suggestions and recommendations for building activities and events, evaluating each recommendation based on contribution to the school community and student learning, taking into consideration staffing levels and time responsibilities for each activity or event. While the number and types of activities and events are expected to vary by building and by level, it is the intention to maintain a reasonable degree of equity between buildings at the same level. Staff members will have flexibility in determining how to meet the expectations under this section, provided that events and activities must have adequate staffing. Staff members will be held accountable through the evaluation rubric, Component 4f. Acceptable evidence for this component may also include other activities, such as filling athletic and activity advisor roles.

8. Supervision of student arrival and dismissal is part of professional responsibilities, provided that additional time required beyond the times listed in Board Policy 432 is limited to 150 minutes per

year. At the secondary level, this additional time is limited to no more than 15 minutes per day. At the elementary level this additional time is limited to no more than 20 minutes per day. There will also be a yearly bus duty stipend of \$1,150 beyond the contractual 150 minutes set forth above as assigned by the Superintendent or designee. An employee who does not receive a bus duty stipend may agree to be assigned bus duty beyond the 150 minute limitation, but any time beyond the 150 minutes specified in this section will be compensated at the professional rate.

9. Additional Time

Should additional time be required by Administration beyond the contracted work year, the affected staff will receive their professional rate.

10. Mandated Days

In the event additional instructional days are mandated by law, such days shall be taken from the non-instructional days.

C. Vacancies, Promotions, and Transfers

1. A vacancy is defined as a professional or temporary professional position which is newly created or which is open due to resignation, retirement, death, or the permanent transfer of an employee to another position.
2. First consideration for filling all vacant positions should be given to qualified teachers presently employed in the Quakertown Community School District.
3. The notification of all professional vacancies shall be posted throughout the District with a copy sent to the Association President. The notification shall include the building location, subject area, and grade level if known at the time of posting. A professional vacancy may be filled temporarily in the case of emergency, but no such vacancy shall be permanently filled until notice of such vacancy has been posted for seven (7) calendar days.
4. In the event a staff member from within is equally qualified to an outside applicant for any vacancy, the qualified staff member from within will be given first consideration for filling the vacancy. If two or more staff members apply to fill the vacancy and are equally qualified, when compared to the most qualified outside applicant, the more senior and equally qualified staff member shall be given first consideration for the vacancy. The District shall determine the qualifications which an applicant must possess to fill a vacancy and shall state such qualifications at the time the notice of vacancy is posted. Said qualifications shall include but not be limited to: (1) certification; (2) academic achievement; (3) coursework emphasis; (4) professional or other job-related experiences relevant to the vacancy; and (5) performance during interviews for the vacant position. Postings shall list the qualifications for the vacant position established by the District.
5. The decision for filling the professional vacancy rests with the District, and all applicants for the professional vacancy from the bargaining unit will be notified of the action of the Board of School Directors. However, the parties agree that any dispute concerning the relative qualifications of applicants to fill vacancies is subject to the grievance and arbitration procedure.
6. Members of the bargaining unit may request transfers to other departments, buildings, or assignments. Transfer requests shall set forth the reasons for the requested transfer: the school, grade, or position sought, and the applicant's professional qualifications as the same relate to the posting issued by the District. Employees requesting a transfer pursuant to this section shall receive notification of all appropriate vacancies during the summer. However, transfer requests will not be considered applications for vacancies, and all transfer requests will expire on the first day of the new school year.

7. Involuntary transfers are non-consensual changes in an employee's work assignment. Save for paragraph 8 herein, the Superintendent shall have the right to make involuntary transfers for non-arbitrary and non-capricious reasons.
8. In the event of a District reorganization or school building closing which necessitates teacher transfers, the District will first seek and consider volunteers to accomplish such transfers. If additional transfers are necessary, then the District agrees to transfer employees according to the following procedure:
 - a. The district will post a list of positions which remain vacant. An employee who will be affected by an involuntary transfer will indicate two (2) preferences within their area(s) of certification (for vacancies posted on the list). The District will have the right to transfer each employee to any of the two preferences indicated by the employee. No employee will have the right to bump into a position which is currently filled by another employee who is not affected by the reorganization or building closing.
 - b. If the District is unable to accomplish the transfers according to employee preferences, then the least senior employee will be transferred outside their preference.
 - c. Exceptions to the strict application of this procedure may be made by the Superintendent where necessary for the good of the educational process, provided that such exceptions are not arbitrary or capricious.
9. If positions affected by involuntary transfer are currently filled by professional employees, said employees will be notified of the forthcoming transfer immediately so that they may apply for preferred positions. The written notice will include the reason for transfer.
10. In unusual circumstances (by way of example, a building closing), the District and QCEA will meet and discuss the method/reasoning for transferring staff and will memorialize in a Letter of Agreement.

D. Hazardous Conditions

The Board shall endeavor to work with the Association to create a safe working environment for Bargaining Unit Members. A professional employee shall not lose any sick leave days during a waiting period because of an injury caused by the actions of a student or students on a professional employee in the classroom or assigned duty as a result of which it is determined to be workers' compensation eligible.

In the event that an injury is determined to be workers' compensation compensable and there is a waiting period for workers' compensation benefits, the district will continue to pay the employee's salary during the waiting period. Said employee will not make more than one-hundred percent (100%) of their normal salary. A doctor's certificate may be required at the discretion of the Superintendent.

1. Teachers shall be requested to report in writing immediately to their administrator any unsafe or hazardous conditions in their building of which they are aware.
2. The administrator shall respond in writing within ten (10) school work days. A copy of the complaint and the response shall be forwarded to the Association President.
3. In case of failure to respond or, if the response is unsatisfactory, the Association has the right to request a Meet and Discuss meeting within ten (10) school work days of the date an administrator's response was due.
4. If the problem remains unresolved following Meet and Discuss, the parties may refer the matter to the appropriate federal or state agency responsible for enforcing laws respecting safety and health.

E. Reimbursement for Travel Expenses

Upon advance approval of the immediate supervisor, any employee required to conduct District business shall be reimbursed for travel expenses for the required use of a personal vehicle and shall be reimbursed for all other reasonable expenditures made necessary by the nature of said business, supported by receipts of payments for such expenditures. Each July 1, the rate of mileage reimbursement shall be the minimum amount permitted by the Internal Revenue Service for mileage expense deductions as of the preceding January 1.

F. Notification of Assignments

The Board shall provide each employee whose assignment has been changed with written notification of the following years' tentative assignment including grade, subject, and building by the last school day preceding said year. In the event of emergencies, such as leaves, illnesses or death, retirement or resignation, or other emergencies beyond the control of the administration, reassignment may be made as needed and the affected employee shall be notified in writing as soon as possible of such change.

G. Seniority

1. The seniority of a professional employee is determined by the length of their service in the Quakertown Community School District, computed in years and partial years from the first day of their latest period of continuous employment. Partial years will be computed on the basis of the number of days worked in paid status divided by the number of work days in that school year (e.g., $190/199 = .955$ years).

All non-tenured employees in a certification area are listed before any tenured employee. This means that once an employee receives tenure, their position on the list may change.

2. Part-time employees will accrue seniority prorated on the basis of number of hours and days worked (e.g., an employee working 4 days per week would accrue 4/5 of a year).
3. A professional employee shall lose their seniority rights if the professional employee resigns or is discharged in accordance with the School Code, except as provided in Section 5 (a) herein.
4. Seniority will continue to occur during periods of layoff and all leaves of absence: including, but not limited to Child bonding leave, sick leave, personal leave, sabbatical leave, military leave, teacher exchange leave, and professional study leave.
5. In the event that two or more employees have the same amount of service in years and partial years, then the tie shall be broken in the following manner:
 - a. An employee who had previous professional service in the Quakertown Community School District prior to their latest period of continuous service will be deemed to have greater seniority;
 - b. In the event that two or more newly hired bargaining unit members have the same Board approval date, a drawing of those names involved in the tie shall occur as soon as practicable following Board approval. All those involved in the tie, or their designee, must be present for the drawing.
6. The District will post a seniority list electronically or on the faculty bulletin board in each building during the first week of November each year. The seniority list will include the name of each bargaining unit member, their seniority in years and partial years, their tenure status, their previous years of service at QCSD, and their current area(s) of certification. Employees objecting to their seniority listing will have until November 30 of each year to file a written objection to their listing with the Personnel Office. After November 30, the seniority list will be final and binding for that school year. Objections to the seniority listing will be resolved in accordance with the Grievance Procedure in Article III, beginning at Step II.

H. Rights of Furloughed Employees

Furloughed teachers of Quakertown Community School District shall be placed on a preferential substitute list making available to them all substitution opportunities that occur in the District, provided such furloughed employees are certificated and qualified to fill the vacancy or vacancies involved.

I. Reduction in Force

1. Any reduction in the number of present staff members shall be accomplished by attrition if appropriate certifications are available within the District.
2. In the event it becomes necessary to reduce the number of present staff members by layoff, untenured employees shall be laid off first in inverse order of seniority.
3. In the event the District is unable to sufficiently reduce the present staff by attrition or layoff of untenured employees, tenured employees will be laid off in inverse order of seniority.
4. In the event of a layoff, the District shall use checker- board realignment to ensure that more senior employees are provided with the opportunity to fill positions for which they are certificated and which are being filled by less senior employees. The District shall not be required to use checkerboard realignment where, in the opinion of the Superintendent, such realignment is educationally unsound, provided that the decision of the Superintendent is not arbitrary or capricious.

A tenured employee is entitled to cross-bump (realign) into a second area of certification if such employee has satisfactorily taught the second area of certification for at least two (2) years within the District or after notice if such employee takes six credits in the secondary area of certification prior to the commencement of the subsequent school year.

5. Suspended employees shall be reinstated on the basis of their seniority within the school entity. No new appointment shall be made while there is a suspended professional employee available who is properly certificated to fill such vacancy. For the purpose of this subsection, positions from which professional employees are on approved leave of absence shall be considered temporary vacancies.

To be considered available, a suspended professional employee must annually report to the District their intent to accept the same or similar position when offered.

An employee offered reinstatement to a temporary or part-time vacancy may decline such an offer and remain on the eligibility list for reinstatement to a permanent position. An employee who declines an offer of reinstatement to a permanent position for which they are certificated will be removed from the eligibility list.

6. It is the intention of the parties that the seniority provisions as provided in Section F, G, and I herein supersede the provisions of Section 1125.1 of the Pennsylvania Public School Code, as permitted under Section 1125.1(e) of the Code. In the event that these provisions are found to be contrary to the law, then the parties agree to calculate seniority in accordance with the provisions of the Public School Code.

J. Preparation Time

The Administration will guarantee forty five (45) consecutive minutes of preparation time per day for each elementary classroom teacher - except for unusual circumstances. A daily twenty-five (25) minute block of time will be provided except for extenuating circumstances such as inclement weather, etc. The lunchroom aides' schedule will provide fifteen (15) minutes of preparation time for classroom teachers. The two blocks of time - fifteen (15) minutes and forty-five (45) minutes preparation time - will be divided, one in the morning, one in the afternoon.

Specialists will receive forty-five (45) minutes of daily preparation time with at least one thirty (30) minute block. Travel time will not be considered preparation time.

Secondary teachers shall receive a minimum of forty-five (45) minutes daily of preparation time except for unusual circumstances. Should the District move to block scheduling the parties will meet to bargain the impact of this language.

K. Letter of Agreement

The District and the Association have executed a Letter of Agreement on Cyber Instruction that is incorporated into this Agreement by reference.

ARTICLE VII - PROFESSIONAL COMPENSATION

A. Salary

The basic salaries of employees covered by this Agreement are listed in Appendix I.

1. The horizontal categories shall be adjusted July 1st each year following the completion of the credits required for the next category. Such column movement shall be limited to one column per fiscal year. In order to qualify for column movement, all credits must be completed prior to the first teacher day of the school year and the *Request for Salary Adjustment* form must be submitted to the HR office no later than May 1st of anticipated guide movement for the following school year in order to be moved on the guide for the first pay period of the new school year. If you submit anticipated guide movement after May 1st, column movement will not occur the following school year..

No more than 6 credits of third party provider courses shall be approved for use towards column movement during the term of employment.

2. For each year of this agreement, staff at the top of the schedule (step 13), shall receive a one time lump sum payment in the amount of \$500. The payment shall be made on the first pay after July 1st. The payment is not base building and not PSERS eligible.
3. The District and the Association agreed that all salary changes including schedule changes, step movement, column movement, and scale increases are effective July 1st of each school year.
4. Masters Equivalency
 - The Masters Equivalency shall be eliminated for salary increment on September 1, 1998.
 - Any employee who currently has or attains a Masters Equivalency prior to September 1, 1998, shall be grandfathered for salary purposes with no reduction in salary. These grandfathered employees may continue to take graduate credits to move across the salary schedule through M+15 and M+30. They will be awarded the same compensation and adjustment as any other employee on the salary step.
5. Long-term substitute pay will be a percentage of the starting salary on the salary scale (Step 0, B+0) pro-rated for days worked. The percentage of the starting salary will be determined by years of completed service in a long term substitute capacity in the District. A year of service is defined as working as a long term substitute for at least 50% of the days in the work year. The percentage for the first year will be 90%, for the second year 92%, for the third year, 94% and for the fourth and any subsequent years, 96%. Nothing in this section will obligate the District to select a long term substitute for a subsequent assignment.
6. Part-time employees who are members of the bargaining unit will be placed on the appropriate column based on their degrees and credits. They will receive a full one-year credit for salary purposes for each year of service in the Quakertown Community School District.

Part time teachers will be placed on the appropriate step and column of the salary schedule the same as full-time teachers. They will receive step movement the same as full time teachers. Their salary will be prorated based on the number of hours they work.

Registered Nurse Assistants will receive an hourly rate for hours worked calculated based on the following schedule divided by the number of contracted teacher days times 7 hours:

<u>Years of Service</u>	<u>% Used</u>	<u>Bachelors Step</u>
0	85%	0
1	85%	1
2-4	85%	2
5-9	87%	3
10-14	89%	4
15-20	91%	5
21+	93%	6

7. At the Board's discretion credit may be granted for public school service in other districts. Public school service is defined as Pennsylvania public school services based on PSERS records or out of state public school service based on reasonable and appropriate documentation of such service.
8. When a tenured employee receives an initial overall unsatisfactory rating, the District will withhold their scheduled increase in salary subject to the application of the Just Cause Provision of this Agreement. The result of a salary withhold is that an employee assessed the same will forever forfeit the increase and the step movement in their salary that they would have received during the time period following the unsatisfactory rating.

Any employee who receives an unsatisfactory rating shall be required to participate in a program to help eliminate identified deficiencies in their job performance, subject to the following provisions:

- a. An employee shall be granted adequate time to correct identified deficiencies in their job performance prior to receiving a second formal rating.
- b. A minimum of four (4) formal observations with conferences must have occurred prior to the issuance of a second formal rating.
- c. The deficiencies cited as a basis for a second unsatisfactory rating must be recurrent.
- d. A mentoring program will be devised for the employee by the employer, building principal, and Superintendent and/or their representative.
- e. In order to correct deficiencies in an employee's job performance, mentoring programs will contain goals for the employee to accomplish and specify the means by which the employee can attain their identified goals.
- f. If cooperation and progress toward achieving the mentoring program's remediation goals is not evident after a reasonable time and the employee receives a second unsatisfactory rating, the provisions of the School Code may be applied. Should the District institute dismissal proceedings, the employee, at their option, may elect to proceed under the School Code or may choose arbitration as a method of contesting the dismissal.

9. Professional Growth Incentive

The District and the Association may establish a voluntary professional growth program for employees upon mutual agreement. Any professional growth program implemented by the District shall be strictly voluntary and designed to compensate employees for additional effort dedicated toward achieving District goals identified in the professional growth program.

B. Service Increments

1. All members of the bargaining unit shall be given an additional annual increment of \$500 upon completion of a confirmed fifteen (15) years of service in public education.
2. Members completing and confirming twenty (20) years of service in public education shall receive an additional \$1,000 increment for a total annual increment of \$1,500 after twenty years of service.
3. Members completing and confirming twenty-five (25) years of service in public education shall receive an additional \$500.00 increment for a total annual increment of \$2,000 after twenty-five years of service.
4. Members completing and confirming thirty (30) years of service in public education shall receive an additional \$1,000 increment for a total annual increment of \$3,000 after thirty years of service.

C. Homebound Instruction, Summer School, Enrichment/Remediation and Curriculum/Staff Development Work

All members of the bargaining unit voluntarily taking a homebound instructional assignment, summer school assignment, enrichment/remediation assignment or a curriculum/staff development assignment shall be compensated at the rate of \$34.79 per hour for the 2024-2025 school year and increase the same percentage as the salary increase at the Master Column Step 13 for each subsequent year of the agreement.

<u>School Year</u>	<u>Rate Per Hour</u>
2024-2025	\$34.79
2025-2026	\$35.42
2026-2027	\$35.86
2027-2028	\$36.31
2028-2029	\$36.77

D. Co-curricular Payments

Payments for co-curricular assignments shall be separate and apart from any check which any member of the bargaining unit receives for the performance of his regularly-assigned duties. Full payment for activities shall be made within four (4) weeks of the conclusion of the activity. Advisors of year-long activities and similar responsibilities shall receive semi-annual payments.

E. Credit Reimbursement

Members of the bargaining unit shall be reimbursed for up to twelve (12) semester credits per year at the rate set forth below for each course of study resulting in a grade acceptable for degree credit. Such course of study shall be subject to prior approval of the Superintendent or their designee and shall be pursued in a state-accredited college or university, or through an Intermediate Unit only if the employee is enrolled in a certification program (by way of example ESL or Reading Specialist). Payment for approved courses of study shall be made within 45 days of tender of the official transcript to the Superintendent or their designee. In order to receive reimbursement for the course, the employee must receive a grade of "B" or better, or, in the case of a pass/fail course, a passing grade.

No more than twelve (12) credits of third party provider courses shall be approved for credit reimbursement under this section during an employee's term of employment. No more than six (6) credits of third party provider courses shall be approved for use towards column movement. Third party credits that are used as part of a degree program are not included in these limits.

Third party credits are credits that are transcribed by an accredited college or university but are provided by an outside entity.

Rate Per School Year:

<u>School Year</u>	<u>Rate Per Semester Credit</u>
2024-2025	\$309.57
2025-2026	\$315.14
2026-2027	\$319.08
2027-2028	\$323.07
2028-2029	\$327.11

F. Co-curricular Duty Compensation

The unit value for co-curricular duty assignments shall be \$296.82 per unit for the 2024-2025 school year and increase the same percentage as the salary increases at Masters Column Step 13 for each of the subsequent years of the agreement. The unit allocations for each activity shall be made pursuant to meet and discuss.

<u>School Year</u>	<u>Rate Per Semester Credit</u>
2024-2025	\$296.62
2025-2026	\$301.96
2026-2027	\$305.73
2027-2028	\$309.55
2028-2029	\$313.42

The parties agree that the Unit Pay Committee will meet once per year, which will be composed of appropriate members of the Association and District Administration.

G. Teacher Leadership

Each year, the District may, at its sole discretion, offer teacher leadership assignments, with or without release time, for supplemental pay. The assignments offered will be on a one-year basis and may change from year to year. The supplemental pay offered will be a percentage of the selected employee's salary. A minimum (floor) and/or maximum supplement amount may be specified. The percent of supplemental pay offered will be consistent for assignments with similar job duties and levels of responsibility. All such assignments will be posted and application will be voluntary. Examples of teacher leadership assignments include, but are not limited to, teacher mentors, department or building team leaders, teachers on special assignment, and other assignments that provide opportunities for teacher leadership.

H. Paycheck Distribution

Professional employees' salaries shall be divided into twenty-six biweekly sums and shall be disbursed ratably throughout the fiscal year. All amounts unpaid as of the last regular pay period of the fiscal year shall be paid in a lump sum to the employee no later than June 30. Any required federal withholding on the lump sum payment

shall not exceed that amount which would have been withheld, had the lump sum been paid in separate biweekly amounts.

I. Direct Deposit

The District will make direct deposit available to all members of the bargaining unit.

J. Retirement Severance

- a. An employee who retires (retirement being defined as being entitled to an annuity pension from PSERS upon severance from the School District) shall be entitled to a retirement severance payment for up to 200 days of accumulated unused sick leave. The retirement severance payment rate per unused sick day shall be determined by the number of unused sick days the employee has accumulated as of the date of retirement. If the employee has 100 or fewer accumulated sick days as of the date of retirement the retirement severance payment rate shall be \$50 per day. If the employee has more than 100 and less than 200 accumulated sick days as of the date of retirement the retirement severance payment rate shall be \$60 per day. If the employee has 200 accumulated sick days or more as of the date of retirement the retirement severance payment rate shall be \$75 per day for a maximum of 200 days.
- b. Retirement severance payments must be made to the employees 403b plan.

K. Missed Preparation Period Payment

Employees shall receive \$25 for each preparation period missed when required to provide substitute teaching coverage or attendance at group meetings (e.g. IEP or 504 meetings). As a general practice, scheduling other meetings during prep periods should be avoided unless absolutely necessary. Individual meetings (e.g. goal meetings) and meetings scheduled by the teacher do not qualify for payment. Missed preparation payments will not be prorated (i.e. if part of a preparation period is missed then the teacher qualifies for the whole payment).

It is the intent of the Parties to utilize a reasonable standard regarding payment for missed preparation periods. For example, shortened periods due to special assemblies or events that shorten periods resulting in the preparation period being shortened would not qualify. Accordingly, unusual, infrequent, or emergency circumstances are not eligible for payment.

Payment for missed preparation periods will be lump sum semi-annual payments and are not base building.

ARTICLE VIII - LEAVES

A. Paid Leaves of Absence

1. Personal Days

- a. Absence with pay for up to four days per year will be allowed for each employee upon request for personal reasons. Requests for such leave must be made on forms agreed to by the parties and must be submitted at least one week prior to the date(s) of absence whenever possible. Requests for such leave may be approved even if submitted less than one week prior to the date(s) of absence. No such late request shall be unreasonably denied.
- b. No more than 10% of the professional staff in elementary buildings, 7% of the professional staff in secondary buildings, and no more than one (1) employee in buildings where there are less than ten (10) employees may be granted leave for personal reasons on any given day. Leave for

personal reasons will not be granted on any given day on which the foregoing limitations have been met. No approvals of personal leave time shall be withdrawn on any day in which the limitations for leave have been met if such approval was granted prior to the day in question.

- c. Such days will be granted on a "first come, first serve" basis.
- d. Unused personal days will be converted to sick days at the end of the school year. Once converted to sick days, unused personal days may not be used for personal reasons.

2. Bereavement Leave

- a. Whenever a professional or temporary professional employee shall be absent from duty because of death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence of not in excess of five (5) school days. The Board may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. Immediate family shall include father, mother, son, daughter, brother, sister, spouse, grandchild, parent-in-law, child-in-law.
- b. Whenever a professional or temporary professional employee shall be absent from duty because of death of a grandparent, or near relative who resides in the same household of said employee, or any person with whom the employee has made his home, excluding roommates, there shall be no deduction in salary of said employee for an absence of not in excess of three (3) school days. The Board may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. "Near relative" is defined as a first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.
- c. Whenever a professional or temporary professional employee shall be absent from duty because of death of a near relative of said employee, there shall be no deduction in salary of said employee for absence on the day of the funeral. The Board may extend the period of absence with pay in its discretion as the exigencies of the case may warrant. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.
- d. The definition of "Bereavement" includes attending the funeral and/or making funeral arrangements.
- e. It is normally expected that bereavement days will be taken in close proximity to the date of death of the family member. If the burial or services do not fall within close proximity to the date of death of a family member, up to two (2) days of bereavement leave may be reserved to attend the burial or services. The employee must provide the specific reasons and date(s) of the burial or services as soon as practicable on a Request for leave form. The District may request proof that a request meets the criteria listed in this section.

3. Leave for Compensable Injuries and Illnesses

For a period of one (1) year employees who incur work related injuries or illnesses determined to be compensable by the District's Worker's Compensation carrier will be paid at their regular rate of pay during the period Workers' Compensation benefits are paid provided they endorse their Workers' Compensation checks to the District. Such employees shall not be eligible for short-term disability income protection benefits and they will not be charged for sick leave during the time they receive workers' compensation benefits. Following the one (1) year period, employees receiving Workers' Compensation will be paid the difference between Workers' Compensation and their regular salary and have their sick leave reduced on a pro rata basis.

4. Use of Sick Leave

A professional employee may use up to five (5) days per year of accumulated personal sick leave for family illnesses that require the employee to be absent to care for a member of the immediate family, as defined by

the Family Medical Leave Act, who is ill. Use of additional personal sick leave for family illness purposes may be approved by the Superintendent or designee s on a case by case basis. No more than an additional five (5) days per year may be approved for family illnesses.

5. Donation of Sick Days

A bargaining unit member who is absent from work for personal illness and who has exhausted their accumulated sick and personal leave days may request donated sick days from bargaining unit members under the terms and conditions contained in Appendix III of this Agreement.

B. Unpaid Leave of Absence

1. A professional employee shall be granted a leave of absence without pay in the following circumstances:

- a. An unpaid leave of absence of up to two (2) years shall be granted to an employee for purposes of serving in an Association office, provided there shall be a limit of one such leave at any time and such leave shall coincide with the beginning and termination of the school term.
- b. An unpaid leave of absence for education or other purposes shall be granted for at least one year at the discretion of the Board. Such leave, except for extenuating circumstances beyond the control of the employee, shall commence at the beginning of a school term (September) or the second semester (January). Employees shall return to work following such leaves at the beginning of the school term (September) or the second semester (January). Employees may continue their fringe benefits at the group rate by making the appropriate payments to the district.
- c. An employee who has exhausted all available paid leave and who is unable to work because of illness or injury shall be granted an unpaid leave of absence for the duration of such illness or injury. The disability must be documented by a note from a medical doctor or psychiatrist. The Board may request a second opinion from a physician of its choice at Board cost. The maximum duration of the leave shall be two (2) years, except that the leave may be extended beyond two (2) years at the discretion of the Board.

2. Child bonding Leave

- a. An employee shall be entitled to a Child bonding leave of absence in accordance with the following provisions.
- b. An employee who is informed by their physician that they are pregnant or any employee planning to take a Child bonding leave of absence shall request that the physician inform the Administration in writing of the anticipated date of delivery at the earliest time such a medical determination can be made. As soon as possible after the anticipated date of delivery is established, the employee shall request in writing when they desire the unpaid Child bonding leave to commence and the anticipated termination date of the leave. An employee who gave birth and who intends to take a Child bonding leave following the birth of the child may request that the beginning date of the Child bonding leave be at the expiration of their disability.

Requests for Child bonding leave shall be consistent with the continuity of the educational process.

- c. A pregnant employee who incurs a medically recognized disability attributable to the pregnancy prior to the time their anticipated Child bonding leave of absence is to commence shall be eligible to utilize their accrued sick leave for as long as they are unable to work as scheduled on account of the disability or until accrued sick leave is exhausted. In the event the disabled employee has exhausted accrued sick leave and remains unable to return to work, they shall be placed on an unpaid disability leave of absence. Pregnant employees who utilize sick leave for a

certified disability will provide a medical statement from their physician certifying the existence of the disability and specifying the starting and ending dates of the period of disability.

- d. Return to work following such unpaid leave shall be at the start of the school term (September) or at the start of the second semester (January). Such return shall not be sooner than the anticipated date originally stated in the leave of absence request unless sixty (60) days written notice has been given to the Board. However, this requirement can be waived by the Board in its discretion. In any case, written notice to the Board must be given no later than three (3) weeks after the birth of the child or after termination of the pregnancy stating the date of return to work.
- e. The maximum amount of time for a Child bonding leave shall not exceed three school semesters, except that an employee may request a fourth semester of unpaid Child bonding leave only when it will avoid a midyear return to work.
- f. An employee is permitted only one Child bonding leave for the birth or adoption of each child. The Child bonding leave must be taken within the first two years of the birth date or date of adoption of the child. Employees returning following the birth of a child will not be eligible for Child bonding leave until the following school year.
- g. All periods of Child bonding leave shall be deemed leave without pay during which period sick leave and/or other benefits will not accrue.

3. Return from Leave

All benefits to which a professional employee was entitled as of the point in time that the leave of absence commenced, including but not limited to unused accumulated sick leave, salary schedule placement, and credits toward sabbatical eligibility, shall be restored upon return and such professional employee shall be assigned to their original position or a position of like status and compensation. Employees who work more than one-half (1/2) of the year shall be credited with an increment upon return to employment.

4. Statutory Leaves

- a. Leaves of absence shall be granted in accordance with the sabbatical leave of absence provisions in the School Code. Fringe benefits will be extended by the Board to employees on sabbatical leaves of absence only.
- b. Leave of absence for service in the military shall be granted in accordance with the provisions of the School Code.

ARTICLE IX - INSURANCE

A. Health Care Insurance

The Board shall pay health care insurance protection as designated below:

- 1. For each member of the bargaining unit who remains in the employ of the District, the Board shall make payment of health insurance premiums to provide coverage for each full twelve (12) month period commencing September 1 and ending August 31. In situations where both spouses are District employees, only one employee and spouse or family plan will be provided.
- 2. For those members electing to participate in individual, employee and child, employee and children, employee and spouse or family health insurance coverage the Board shall provide health care coverage according to the provisions listed below:

a. Consortium Membership and Plans

The District and the Association have agreed and are party to a Memorandum of Understanding authorizing the District to participate in the Bucks and Montgomery County Schools Health Care Consortium (hereinafter referred to as the "Consortium") for purposes of providing medical, prescription, and potentially dental benefits.

The parties agree that the plans available to the employees of the District, covered by this collective bargaining agreement, will be limited to preferred plans as identified by the Trustees of the Consortium. For the 2024-2029 year, those plans are: BMCS Open Choice 1, BMCS Open Choice 2, BMCS Open Choice 3, and BMCS POS. The parties recognize and agree that the individual benefits, benefit limits and plan options set forth in the preferred plans may be changed by the Trustees during the course of this Agreement.

The Association agrees to cooperate with, support, and faithfully implement wellness initiatives developed and approved by the Trust.

The District and Association agree that if medical premiums increase by more than the estimated 5% trend in a given year, consortium fund balance will be used to stabilize the portion of the increase that exceeds 5% for that one year only, provided that such use of fund balance is permitted by consortium rules and does not exceed the maximum recommended percentage use of consortium fund balance.

- b. The employee premium contribution rates for Personal Choice BMCS Open Choice 1 will be 17% of the premium for 2024-2025, 17% of the premium for 2025-2026, 17% of the premium for 2026-2027, 17% of the premium for 2027-2028, and 17% of the premium for 2028-2029. The premium contribution amounts for other plans will be calculated based on the actuarial rating of that plan in comparison to BMCS Open Choice 1. Premium contribution amounts for all plans will be clearly listed during open enrollment. All Premium contribution changes will occur on September 1st of each year of the agreement.
- c. The maximum obligation of the District for 2024-2025 is 83% of the cost of BMCS Open Choice 1. The maximum obligation of the District for 2025-2026 is 83% of the cost of BMCS Open Choice 1, the maximum obligation of the District for 2026-2027 is 83% of the cost of BMCS Open Choice 1, the maximum obligation of the District for 2027-2028 is 83% of the cost of BMCS Open Choice 1, the maximum obligation of the District for 2028-2029 is 83% of the cost of BMCS Open Choice 1.
- d. Part-time teachers and Registered Nurse Assistants who work at least half the number of hours of full-time teachers (half of the hours calculated in Article VII, Section A.5 and Section A.6 respectively, per year) will receive full benefits. Part-time teachers and Registered Nurse Assistants who work less than half time will receive prorated benefits if they elect to participate in the benefit programs and pay their portion of the cost plus the portion of the applicable premium contributions. All of these employees can take advantage of the cost containment provision with employees who work less than half time receiving a portion of the payment equal to the percent of the prorated benefit to which the individual employee is entitled.
- e. The District will continue its practice of permitting retirees to purchase health insurance at the group rate at their own expense. An employee on unpaid leave may elect to purchase health insurance at the group rate at their own expense.

B. Income Protection Insurance

The Board shall provide short-term disability income protection insurance for all members of the Bargaining Unit employed by the District except those employed less than an average of five (5) hours per day, in an amount equal to 66 2/3% of their salary, with a waiting period of thirty (30) calendar days, or the expiration of accumulated sick leave, whichever is later.

C. Change of Carrier

In the event the Board should consider an alteration or change of existing health and income insurance policies which would reduce the present coverage, the Board shall confer with the proper officers of the Bargaining Unit and shall not contract for reduced benefits without the express consent of the Bargaining Unit. In such an event, the District shall notify QCEA of its intent to investigate an alternate carrier at least sixty (60) days prior to a change of carriers. During the sixty (60) days prior to any change of insurance carriers, the District shall meet and discuss with QCEA the District's proposed change of insurance carriers, provided that the only issue subject to a grievance by QCEA shall be whether there is any reduction in benefits.

D. Life Insurance

The Board of School Directors shall pay life insurance premiums for each member of the bargaining unit. Such insurance shall provide a death benefit and accidental death and dismemberment benefit in the maximum amount of \$100,000 for the life of the contract.

E. Dental Insurance

The Board shall provide the full cost of a basic dental plan and supplemental coverage (which provides 100% coverage for oral surgery and 50% coverage for prosthetics, crown, inlay, and onlay restoration, periodontics, and a maximum reimbursable amount of \$1,000.00 for orthodontics) for individual employees and their families currently offered by Delta Dental or a similar dental plan.

F. Prescription Plan

The board shall provide a prescription plan for the employee and eligible dependents with a \$5.00 deductible for generic prescriptions, and \$20.00 deductible for preferred (formulary) brand prescriptions and a \$40.00 deductible for non-preferred (non-formulary) brand prescriptions. The premium contributions for prescription cover will be as follows:

2024-2025: 10%
2025-2026: 15%
2026-2027: 17%
2027-2028: 17%
2028-2029: 17%

A mail order option will be available with no deductible for generic prescriptions, a \$10.00 deductible for preferred (formulary) brand prescriptions, and a \$25.00 deductible for non-preferred (non-formulary) brand prescriptions. The above deductibles will apply regardless of whether a generic drug is available and regardless of whether the prescription is "Dispense as Written". The list of preferred (formulary) brands will be in accordance with the formulary list of the District's prescription benefit administrator.

G. Vision Reimbursement

The District will provide a reimbursement allowance of up to \$200 once every three years per employee for the cost of an eye examination, eyeglasses, or contact lenses for the employee only. The employee shall submit a Vision Reimbursement Form with appropriate receipts at the time reimbursement is requested.

In the event the consortium offers a vision insurance plan, the district will offer this benefit on a voluntary basis at no cost to the district.

H. Cost Containment Provisions

The following provisions have been agreed to for the purpose of assisting the Quakertown Community School District in containing the cost of providing medical benefits to its employees.

Employees who are covered by the District health insurance plan and who are willing to discontinue that coverage as of September 1 of the current school year will receive a check in the amount of \$1,000 for

individual coverage and \$2,000 for multiple coverage. The employee must agree to drop the insurance for the entire year. Employees may reenter the plan during the year if they can document a qualifying life event as defined by Section 125. Employees reentering the plan as a result of a qualifying life event must repay the District the prorated portion of the annual incentive for the months that they are covered by District insurance.

This incentive payment is available on an annual basis. Employees hired as long term substitutes for one semester only can elect this option and receive half the payment.

Employees who utilize an unpaid leave of absence at any time during the twelve-month period are not eligible for this payment for the months that the District would not be obligated to pay their insurance.

Professional employees have the ability to select plans, such as two (2) single plans, or any configuration that suits them.

I. Voluntary Benefits

The district agrees to facilitate the offering of additional benefits provided that such benefits will be offered at no cost to the district. Recommendations for a voluntary benefit of interest to a group of employees should be submitted to the Office of Human Resources for consideration. The District agrees to facilitate the offering of additional voluntary benefits to the extent that is administratively practicable.

J. Impact of PPACA

During the term of this agreement should there be modifications to the Patient Protection and Affordable Care Act as amended, or any federal law successor or similar state legislation, interpretative regulations thereto, or should there be any court rulings impacting such laws or regulations which cause a significant increase in health care costs to the District than the costs contemplated as of the date of ratification, as solely determined by the District, the following process shall be followed:

- a. The District shall notify the Association that it has decided that a significant increase in health care costs has developed due to one of the reasons noted above and what it intends to do to eliminate those increases.
- b. In the absence of mutual agreement on how the issue will be addressed within thirty (30) calendar days after the District provides the information required by Section a, a disagreement will be deemed to exist. Either party may then request binding arbitration by notifying the other with ten (10) days of the disagreement date. A request to the Pennsylvania Bureau of Mediation for a list of arbitrators will be made by the notifying party immediately thereafter and an arbitrator will be selected from the list. The arbitration concerning this issue will proceed as follows:
 1. Within ten (10) calendar days of the receipt of the request to arbitrate each party shall submit to the other its proposal for addressing the issue.
 2. The selected arbitrator shall be required to conduct a hearing within thirty (30) days or as soon as practicable thereafter, and then shall be required to choose either the Association's proposal or the District's proposal. The proposal selected by the arbitrator shall become a part of the Agreement and will supersede any affected provisions of the Agreement.

ARTICLE X - MEMBERSHIP DUES DEDUCTION

A. Deduction from Salary

The Board agrees to deduct Association dues, the amount of money set by the Association, from the salaries of the members of the local Association, as said members authorize the Board to deduct and transmit the monies to the Quakertown Community Education Association account.

1. Ten Equal Installments

Deduction referred to in paragraph A above shall be made in ten (10) installments which shall be as nearly equal as practicable. The deduction shall be made beginning with the first paycheck in October, and continue for the next nine consecutive paychecks.

2. A facsimile of the authorization card to be used for this deduction shall be as follows:

To the Quakertown School District:

I, the undersigned, a professional employee of the Quakertown School District, authorize the Quakertown School District to deduct annual dues from my salary and to remit the amount so deducted to the Quakertown Community Education Association. This authorization shall automatically renew itself unless I give written notice to the Quakertown School District and the Quakertown Community Education Association during the period of fifteen (15) days prior to the end of the school term that I revoke my authorization.

_____ Signature Date

B. Membership List

1. Should a member of the Bargaining Unit decide to seek payroll deduction after June 15, this arrangement will be accepted by the District provided the person signed a Dues Authorization Card indicating deduction.
2. A list of the professional employees from whom the dues have been deducted and the amount of deduction shall be provided to the Association by the District no later than December 15 of each school year.
3. No later than June 15 of each year, the Association shall provide the District a list of members who authorized payroll dues deduction and the amount of deduction for each member.
4. The Association shall indemnify, defend, and save the Board harmless against any and all claims, demands, suits, or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon the payroll deduction authorization card submitted by the Association to the Board or in any way related to deductions made by the Board as set forth in this Article.

ARTICLE XI - MISCELLANEOUS PROVISIONS

A. Printing Agreement

The parties agree to make the Agreement available electronically.

B. Effect of Law

If any provision of this Agreement during the life of this Agreement is held to be contrary to law, then such provision shall not be deemed to be valid, but all other provisions shall continue in full force and effect for the life of this Agreement.

C. Notice

1. Whenever any notice is required to be given by either of the parties to this Agreement to the other party, pursuant to the provision(s) of this Agreement, either party shall do so by written notice or registered letter at the following addresses:
 - a. Association to Board

If by Association, to Board at:
Quakertown Community School Board

100 Commerce Drive
Quakertown, PA 18951

b. Board to Association

If by Board, to Association at:
President, (Home Address)

ARTICLE XII - DURATION OF AGREEMENT

A. Effective Date

This five-year Agreement shall be effective as of July 1, 2024 and shall continue in effect until June 30, 2029, subject to the Association's right to negotiation over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

B. Option

In Witness whereof, the Association has caused this Agreement to be signed by its president and secretary, and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon, all on the day and year first above written.

Quakertown Community Education Association

By _____
President

By _____
Secretary

Quakertown Community Board of Education

By _____
President

By _____
Secretary

APPENDIX I – SALARY SCHEDULE

**QUAKERTOWN COMMUNITY SCHOOL DISTRICT
SALARY SCHEDULE**

Years Experience	B	B+24	M	M+15	M+30
0	49.25%	59.25%	64.25%	69.25%	74.25%
1	52.00%	62.00%	67.00%	72.00%	77.00%
2	54.75%	64.75%	69.75%	74.75%	79.75%
3	57.50%	67.50%	72.50%	77.50%	82.50%
4	60.25%	70.25%	75.25%	80.25%	85.25%
5	63.00%	73.00%	78.00%	83.00%	88.00%
6	65.75%	75.75%	80.75%	85.75%	90.75%
7	68.50%	78.50%	83.50%	88.50%	93.50%
8	71.25%	81.25%	86.25%	91.25%	96.25%
9	74.00%	84.00%	89.00%	94.00%	99.00%
10	76.75%	86.75%	91.75%	96.75%	101.75%
11	79.50%	89.50%	94.50%	99.50%	104.50%
12	82.25%	92.25%	97.25%	102.25%	107.25%
13	85.00%	95.00%	100.00%	105.00%	110.00%

Beginning July 1, 2013, the B and B+24 columns end at Step 6, except that any member employed by the District as a Temporary Professional or Professional Employee on July 1, 2013 is grandfathered.

Appendix I – Salary Schedules

Year 1					
2024/25			Percentage Exclusive of Increment	Percentage Inclusive of Increment	
Base			2.7%	4.26%	
Years	B	B+24	M	M+15	M+30
0	51,124	61,505	66,695	71,886	77,076
1	53,979	64,360	69,550	74,740	79,931
2	56,834	67,214	72,405	77,595	82,785
3	59,688	70,069	75,259	80,450	85,640
4	62,543	72,924	78,114	83,304	88,495
5	65,398	75,778	80,969	86,159	91,349
6	68,252	78,633	83,823	89,014	94,204
7	71,107	81,488	86,678	91,868	97,059
8	73,962	84,342	89,533	94,723	99,913
9	76,816	87,197	92,387	97,578	102,768
10	79,671	90,052	95,242	100,432	105,623
11	82,526	92,906	98,097	103,287	108,477
12	85,380	95,761	100,951	106,142	111,332
13	88,235	98,616	103,806	108,996	114,187

Year 2					
2025/26		Percentage Exclusive of Increment	Percentage Inclusive of Increment		
Base		1.8%	3.16%		
Years	B	B+24	M	M+15	M+30
*0	52,045	62,612	67,896	73,180	78,464
1	54,951	65,519	70,802	76,086	81,370
2	57,857	68,425	73,708	78,992	84,276
3	60,763	71,331	76,614	81,898	87,182
4	63,669	74,237	79,520	84,804	90,088
5	66,575	77,143	82,427	87,710	92,994
6	69,481	80,049	85,333	90,616	95,900
7	72,387	82,955	88,239	93,522	98,806
8	75,293	85,861	91,145	96,428	101,712
9	78,200	88,767	94,051	99,335	104,618
10	81,106	91,673	96,957	102,241	107,524
11	84,012	94,579	99,863	105,147	110,430
12	86,918	97,485	102,769	108,053	113,336
13	89,824	100,391	105,675	110,959	116,243

*Step 0 is removed effective July 1, 2025

Year 3					
2026/27		Percentage Exclusive of Increment	Percentage Inclusive of Increment		
Base		1.25%	2.4%		
Years	B	B+24	M	M+15	M+30
0	52,696	63,395	68,745	74,095	79,445
1	55,638	66,338	71,687	77,037	82,387
2	58,580	69,280	74,630	79,980	85,329
3	61,523	72,222	77,572	82,922	88,272
4	64,465	75,165	80,514	85,864	91,214
5	67,407	78,107	83,457	88,807	94,156
6	70,350	81,049	86,399	91,749	97,099
7	73,292	83,992	89,342	94,691	100,041
8	76,235	86,934	92,284	97,634	102,984
9	79,177	89,877	95,226	100,576	105,926
10	82,119	92,819	98,169	103,519	108,868
11	85,062	95,761	101,111	106,461	111,811
12	88,004	98,704	104,054	109,403	114,753
13	90,947	101,646	106,996	112,346	117,696

Year 4					
2027/28		Percentage Exclusive of Increment	Percentage Inclusive of Increment		
Base		1.25%	2.4%		
Years	B	B+24	M	M+15	M+30
0	53,354	64,187	69,604	75,021	80,437
*1	56,333	67,166	72,583	78,000	83,416
2	59,312	70,146	75,562	80,979	86,396
3	62,291	73,125	78,541	83,958	89,375
4	65,271	76,104	81,521	86,937	92,354
5	68,250	79,083	84,500	89,916	95,333
6	71,229	82,062	87,479	92,896	98,312
7	74,208	85,041	90,458	95,875	101,291
8	77,187	88,021	93,437	98,854	104,271
9	80,166	91,000	96,416	101,833	107,250
10	83,146	93,979	99,396	104,812	110,229
11	86,125	96,958	102,375	107,791	113,208
12	89,104	99,937	105,354	110,770	116,187
13	92,083	102,916	108,333	113,750	119,166

*Step 1 is removed effective July 1, 2027

Year 5					
2028/29		Percentage Exclusive of Increment	Percentage Inclusive of Increment		
Base		1.25%	2.4%		
Years	B	B+24	M	M+15	M+30
0	54,021	64,990	70,474	75,958	81,443
1	57,037	68,006	73,490	78,975	84,459
2	60,054	71,022	76,507	81,99	87,475
3	63,070	74,039	79,523	85,007	90,492
4	66,086	77,055	82,539	88,024	93,508
5	69,103	80,072	85,556	91,040	96,525
6	72,119	83,088	88,572	94,057	99,541
7	75,136	86,104	91,589	97,073	102,557
8	78,152	89,121	94,605	100,089	105,574
9	81,168	92,137	97,621	103,106	108,590
10	84,185	95,153	100,638	106,122	111,607
11	87,201	98,170	103,654	109,139	114,623
12	90,218	101,186	106,671	112,155	117,639
13	93,234	104,203	109,687	115,171	120,656

***A step will be added to the guide at the end of Year 5 and the Parties will form a committee to decide the most appropriate level for the added step.**

Appendix II – RN Salary Schedules

Years of Service	% Used	Bachelors Step	2024-25 schedule	Cont. Days	Hours	Rate	Annual
0	85%	0	\$51,124	191	7	\$32.50	\$43,455
1	85%	1	\$53,979	191	7	\$34.32	\$45,882
2-4	85%	2	\$56,834	191	7	\$36.13	\$48,309
5-9	87%	3	\$59,688	191	7	\$38.84	\$51,929
10-14	89%	4	\$62,543	191	7	\$41.63	\$55,663
15-20	91%	5	\$65,398	191	7	\$44.51	\$59,512
21+	93%	6	\$68,252	191	7	\$47.47	\$63,474
Years of Service	% Used	Bachelors Step	2025-26 Schedule	Cont. Days	Hours	Rate	Annual
0	85%	0	\$	191	7	\$	\$0
1	85%	1	\$54,951	191	7	\$34.93	\$46,708
2-4	85%	2	\$57,857	191	7	\$36.78	\$49,178
5-9	87%	3	\$60,763	191	7	\$39.54	\$52,864
10-14	89%	4	\$63,669	191	7	\$42.38	\$56,665
15-20	91%	5	\$66,575	191	7	\$45.31	\$60,583
21+	93%	6	\$69,481	191	7	\$48.33	\$64,617
Years of Service	% Used	Bachelors Step	2026-27 Schedule	Cont. Days	Hours	Rate	Annual
0	85%	0	\$	191	7	\$	\$0
1	85%	1	\$55,638	191	7	\$35.37	\$47,292
2-4	85%	2	\$58,580	191	7	\$37.24	\$49,793
5-9	87%	3	\$61,523	191	7	\$40.03	\$53,525
10-14	89%	4	\$64,465	191	7	\$42.91	\$57,374
15-20	91%	5	\$67,407	191	7	\$45.88	\$61,340
21+	93%	6	\$70,350	191	7	\$48.93	\$65,426
Years of Service	% Used	Bachelors Step	2027-28 Schedule	Cont. Days	Hours	Rate	Annual
0	85%	0	\$	191	7	\$	\$0
1	85%	1	\$	191	7	\$	\$0
2-4	85%	2	\$59,312	191	7	\$37.71	\$50,415
5-9	87%	3	\$62,291	191	7	\$40.53	\$54,193
10-14	89%	4	\$65,271	191	7	\$43.45	\$58,091

15-20	91%	5	\$68,250	191	7	\$46.45	\$62,108
21+	93%	6	\$71,229	191	7	\$49.55	\$66,243

<u>Years of Service</u>	% Used	Bachelors Step	2028-29 Schedule	Cont. Days	Hours	Rate	Annual
0	85%	0	\$-	191	7	\$-	\$0
1	85%	1	\$-	191	7	\$-	\$0
2-4	85%	2	\$60,054	191	7	\$38.18	\$51,046
5-9	87%	3	\$63,070	191	7	\$41.04	\$54,871
10-14	89%	4	\$66,086	191	7	\$43.99	\$58,817
15-20	91%	5	\$69,103	191	7	\$47.03	\$62,884
21+	93%	6	\$72,119	191	7	\$50.17	\$67,071

APPENDIX III- Unit Pay-Athletics

Athletic Activity	Position	Rate
Baseball	Assistant I - JV Coach	\$3,678.21
Baseball	Assistant II - Freshman	\$2,298.88
Baseball	Assistant III	\$919.55
Baseball	Head Coach	\$5,517.32
Basketball - Boys	Assistant I - JV Coach	\$5,057.54
Basketball - Boys	Assistant II - Freshman	\$3,218.44
Basketball - Boys	Assistant III	\$1,379.33
Basketball - Boys	Head Coach	\$7,356.42
Basketball - Girls	Assistant I - JV Coach	\$5,057.54
Basketball - Girls	Assistant III	\$1,379.33
Basketball - Girls	Head Coach	\$7,356.42
Bowling	Head Coach	\$4,597.77
Bowling	Assistant	\$1,839.11
Cheerleading	Assistant II	\$1,839.11
Cheerleading	Assistant II	\$1,839.11
Cheerleading	Head Coach	\$4,597.77
Cross Country	Assistant I	\$2,758.66
Cross Country	Head Coach	\$4,597.77
Field Hockey	Assistant I - JV Coach	\$3,678.21
Field Hockey	Assistant II - Freshman	\$2,298.88
Field Hockey	Assistant III	\$919.55
Field Hockey	Head Coach	\$5,517.32
Football (split 50/50)	Assistant I	
Football (split 50/50)	Assistant I	\$6,436.87

Football	Assistant I	\$6,436.87
Football	Assistant II	\$4,137.99
Football	Assistant II	\$4,137.99
Football	Assistant II	\$4,137.99
Football	Assistant III	\$1,839.11
Football	Head Coach	\$9,195.53
Golf	Assistant II - JV Coach	\$1,839.11
Golf	Head Coach	\$4,597.77
Lacrosse - Boys	Assistant I	\$3,678.21
Lacrosse - Boys	Assistant III	\$919.55
Lacrosse - Boys	Head Coach	\$5,517.32
Lacrosse - Girls	Assistant I	\$3,678.21
Lacrosse - Girls	Assistant III	\$919.55
Lacrosse - Girls	Head Coach	\$5,517.32
Soccer - Boys	Assistant I - JV Coach	\$3,678.21
Soccer - Boys	Assistant III	\$919.55
Soccer - Boys	Head Coach	\$5,517.32
Soccer - Girls	Assistant I	\$3,678.21
Soccer - Girls	Assistant III	\$919.55
Soccer - Girls	Head Coach	\$5,517.32
Softball	Assistant I - JV Coach	\$3,678.21
Softball	Assistant III	\$919.55
Softball	Head Coach	\$5,517.32
Speed & Agility - Summer 2024	Assistant II	\$2,298.88
Speed & Agility - Fall	Assistant II	\$2,298.88
Speed & Agility - Winter	Assistant II	\$2,298.88

Speed & Agility - Spring	Assistant II	\$2,298.88
Swimming	Assistant I	\$2,758.66
Swimming	Head Coach	\$4,597.77
Tennis - Boys	Assistant III	\$919.55
Tennis - Boys	Head Coach	\$4,597.77
Tennis - Girls	Assistant II - JV Coach	\$1,839.11
Tennis - Girls	Head Coach	\$4,597.77
Track - Boys Spring	Assistant II	\$2,298.88
Track - Boys Spring	Assistant III	\$919.55
Track - Boys Spring	Head Coach	\$5,517.32
Track - Girls Spring	Assistant II	\$2,298.88
Track - Girls Spring	Assistant III	\$919.55
Track - Girls Spring	Head Coach	\$5,517.32
Track - Indoor Boys	Assistant III	\$919.55
Track - Indoor Boys	Head Coach	\$2,758.66
Track - Indoor Girls	Assistant III	\$919.55
Track - Indoor Girls	Head Coach	\$2,758.66
Volleyball - Boys	Assistant I - JV Coach	\$3,678.21
Volleyball - Boys	Head Coach	\$5,517.32
Volleyball - Girls (split 50/50)	Assistant I - JV Coach	\$3,678.21
Volleyball- Girls (split 50/50)	Assistant I - JV Coach	
Volleyball - Girls	Assistant II	\$2,298.88
Volleyball - Girls	Head Coach	\$5,517.32
Weight Training - Summer 2024	Assistant II	\$2,298.88
Weight Training - Fall	Assistant II	\$2,298.88
Weight Training - Winter	Assistant II	\$2,298.88

Weight Training - Spring	Assistant II	\$2,298.88
Wrestling	Assistant I - JV Coach	\$5,057.54
Wrestling	Assistant II	\$3,218.44
Wrestling	Head Coach	\$7,356.42
Wrestling - Girls	Assistant I	\$5,057.54
Wrestling - Girls	Head Coach	\$7,356.42
Baseball	Head Coach	\$2,758.66
Baseball	Assistant I	\$1,839.11
Basketball - Boys	Assistant I	\$1,839.11
Basketball - Boys	Head Coach	\$2,758.66
Basketball - Girls	Assistant I	\$1,839.11
Basketball - Girls	Head Coach	\$2,758.66
Cheerleading	Assistant II	\$1,379.33
Cheerleading	Head Coach	\$2,758.66
Field Hockey	Assistant I	\$1,839.11
Field Hockey	Head Coach	\$2,758.66
Football	Assistant I	\$1,839.11
Football	Head Coach (White)	\$2,758.66
Football	Assistant I	\$1,839.11
Football	Head Coach (Blue)	\$2,758.66
Lacrosse	Head Coach	\$2,758.66
Lacrosse	Assistant I	\$1,839.11
Soccer	Assistant I	\$1,839.11
Soccer	Head Coach	\$2,758.66
Softball	Assistant I	\$1,839.11
Softball	Head Coach	\$2,758.66

Track	Assistant II	\$1,379.33
Track	Assistant II	\$1,379.33
Track	Assistant III	\$919.55
Track	Head Coach	\$2,758.66
Track	Head Coach	\$2,758.66
Volleyball - Boys	Assistant I	\$1,839.11
Volleyball - Boys	Head Coach	\$2,758.66
Volleyball - Girls	Assistant I	\$1,839.11
Volleyball - Girls	Head Coach	\$2,758.66
Wrestling	Assistant II	\$1,379.33
Wrestling	Head Coach	\$2,758.66
Unified Sports	Head Coach	N/A
Unified Sports	Assistant Coach	N/A

APPENDIX IV- Unit Pay-Activities

Activity	Position	Rate
Marching Band	Assistant I	\$4,434.62
Marching Band	Assistant II	\$3,411.25
Marching Band	Assistant II	\$3,411.25
Marching Band	Assistant II	\$3,411.25
Marching Band	Assistant III	\$1,364.50
Marching Band	Assistant III	\$1,364.50
Marching Band	Assistant III	\$1,364.50
Marching Band	Assistant III	\$1,364.50
Marching Band	Director	\$7,845.86
Choir	Assistant I	\$2,046.75
Choir	Assistant I	\$2,046.75
Choir	Assistant I	\$2,046.75
Choir	Director	\$4,434.62
Choir Accompanist (Day Choir) - First Semester	Assistant I	\$4,434.62
Choir Accompanist (Day Choir) - Second Semester	Assistant I	\$4,434.62
Class Advisor - Freshmen (1/3)	Director	\$682.25
Class Advisor - Freshmen (1/3)	Director	\$682.25
Class Advisor - Freshmen (1/3)	Director	\$682.25
Class Advisor - Junior (1/2)	Director	\$1,876.18
Class Advisor - Junior (1/2)	Director	\$1,876.18
Class Advisor - Senior (1/4)	Director	\$1,108.65
Class Advisor - Senior (1/4)	Director	\$1,108.65

Class Advisor - Senior (1/4)	Director	\$1,108.65
Class Advisor - Senior (1/4)	Director	\$1,108.65
Class Advisor - Sophomore (1/3)	Director	\$909.67
Class Advisor - Sophomore (1/3)	Director	\$909.67
Class Advisor - Sophomore (1/3)	Director	\$909.67
Dance Team	Director	\$2,046.75
Honors Orchestra	Director	\$2,046.75
Indoor Color Guard	Assistant I	\$682.25
Indoor Color Guard	Director	\$2,046.75
Indoor Drum Line	Assistant I	\$682.25
Indoor Drum Line	Director	\$2,046.75
Jazz Band	Assistant II	\$682.25
Jazz Band	Director	\$2,729.00
Musical	Director	\$3,752.37
Musical Choreographer	Director	\$2,046.75
Musical Lighting Design	Assistant I	\$1,364.50
Musical Set Builder	Assistant I	\$1,364.50
Musical Set Designer	Assistant I	\$1,364.50
Musical Stage	Director	\$3,752.37
Musical Technology	Director	\$3,752.37
National Honor Society (1/3)	Director	\$1,023.37
National Honor Society (1/3)	Director	\$1,023.37
National Honor Society (1/3)	Director	\$682.25
Orchestra	Director	\$4,434.62
Fall Drama (formerly Senior Play)	Director	\$2,046.75
Student Congress	Director	\$3,752.37

TSA (Technology Student Association)	Assistant I	\$996.46
TSA (Technology Student Association)	Director	\$1,989.66
Varsity Singers	Director	\$2,046.75
Yearbook	Director	\$1,876.18
Yearbook	Director	\$1,876.18
Band	Director	\$1,228.05
Bell Choir - 6GC only	Director	\$1,364.50
Choir	Director	\$1,228.05
Honors Orchestra	Director	\$1,705.62
Jazz Band	Director	\$1,705.62
Orchestra	Director	\$1,228.05
Select Choir	Director	\$1,705.62
TSA (Technology Student Association)	Assistant I	\$999.66
TSA (Technology Student Association)	Director	\$1,989.66
Musical/Play	Assistant I	\$682.25
Musical/Play	Director	\$1,228.05
Musical/Play Choreographer	Director	\$1,228.05
Band	Director	\$1,228.05
Choir	Director	\$1,228.05
Orchestra	Director	\$1,228.05
Honors Orchestra	Director	\$1,705.62
Jazz Band	Director	\$1,705.62
Select Choir	Director	\$1,705.62
TSA (Technology Student Association)	Assistant I	\$999.66
TSA (Technology Student Association)	Director	\$1,989.66

**APPENDIX V- PARTNERS FOR TOMORROW:
A JOINT COMMITMENT OF THE QUAKERTOWN COMMUNITY EDUCATION
ASSOCIATION AND THE QUAKERTOWN COMMUNITY SCHOOL DISTRICT**

The mission of the Quakertown Community Education Association and the Quakertown Community School District is "to maximize the achievement of each student and to empower all students to become productive citizens. Enter to Learn, Leave to Serve." This mission, core beliefs, and strategic goals are further described in our Strategic Plan.

INTRODUCTION

The Quakertown Community Schools have a long tradition of quality public schools seeking continuous improvement and have enjoyed widespread public support. The professional educator acknowledges that the schools belong to the public they serve for the purpose of providing quality learning opportunities for all students. The Quakertown Community professional educator recognizes their responsibility for providing professional competence and leadership in the classroom and school and for upholding this image in the community. It must be recognized that the professional educator's actions will be viewed and appraised by the community, Board, professional colleagues, parents, and students. To these ends, the Quakertown Community Education Association and the Quakertown Community School District jointly support the following guidelines for educational excellence.

GUIDELINES FOR TEACHING EXCELLENCE

The Quakertown Community Education Association and the Quakertown Community School District expect staff to aspire to excellence in teaching, to display a positive child-centered attitude and to communicate frequently with parents. Teachers should endeavor to create and maintain a uniform education climate in each classroom and school, one that emphasizes academic standards, essential skills and study skills development, practice, self-discipline, and extracurricular activities.

Teacher qualities that create long-term differences in the life of the student include: caring and personal attention, creating academic exploration or discovery leading to higher levels of learning, personal recognition of the student's potential, inspiring a student to do something they might never have done, and inspiring intellectual pursuits.

STUDENT ACHIEVEMENT

Reaching for excellence is an attitude that is cultivated within each individual. The focus for educators must be a commitment to student performance and the continued implementation of sound instruction. Working together we believe this expectation can be achieved for all children. Curriculum analysis and building action plans should be developed and implemented by all teachers so students can be as successful as ability permits on PDE assessments, SATs, ACTs, AP exams, etc. Realistic achievement targets should be established yearly.

RESPONSIBILITY FOR ACTIVITIES

It is anticipated that professional employees will realistically utilize their talents and efforts to support, promote and work in District activity programs that provide opportunities for District students to develop their skills and talents.

PROFESSIONAL INVOLVEMENT WITH STUDENTS

Each faculty member, both teaching and professional support staff, will make a good faith effort to work with students in an activity or identified building need to bring out the best in students, develop wholesome student relationships, maintain student interest in and identify with the school, and motivate student interest in a subject area.

HOME/SCHOOL COMMUNICATIONS

The District and the Association believe that good communications between parents and teachers is a fundamental element for quality educational programs. The partnership is enhanced when the school district provides the means to facilitate good communications.

PROFESSIONAL DEVELOPMENT

The District will develop programs that will address the staff development and public relations needs of the staff and school district based on District goals and individual supervision needs. Staff development should adhere to National Staff Development Council standards including job- embedded and self-directed professional development.

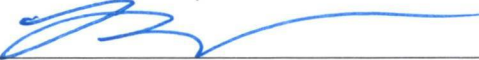
CLIENT AND COMMUNITY RELATIONS

The Board and Association recognize that the goodwill and support of the community is vital to maintaining support for quality public schools. In order to foster strong community relations, the Board and Association mutually agree to:

1. Meet periodically to discuss concerns of the constituents of the Quakertown Community School District.
2. Cooperate in emphasizing the many accomplishments of the students and staff to the Quakertown Community School District.
3. The Association agrees to encourage its membership to promote the positive public image of the Quakertown schools.
4. The Association and the District will cooperate in a proactive way to improve parent and community relations.

Intending to be mutually committed to these goals, and promising our best good faith effort, the undersigned pledge the support of their respective organizations to the accomplishment of the goals, ideas, and aspirations outlined in this document.

Quakertown Community Education Association

By 

President

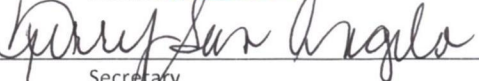
By 

Secretary

Quakertown Community Board of Education

By 

President

By 

Secretary

November 14, 2024

APPENDIX VI- DONATED SICK DAYS

The purpose of this Appendix is to delineate the terms and conditions under which an employee may request and receive donated sick days from other QCEA bargaining unit members. The purpose of permitting donated sick days is to provide assistance to an employee who has exhausted all paid leave available to the employee due to serious personal illness and who is experiencing financial hardship. The opportunity to donate sick days to a colleague is intended to be reserved for situations in which there is significant need.

Eligibility:

To be eligible to request donated days, the employee must meet the following eligibility requirements:

1. The employee must have been out of work due to personal illness for a period of at least 45 consecutive calendar days; and,
2. The employee must have used all of their sick and personal leave days; and
3. The employee must have continued to be out of work due to personal illness without pay for 5 work days after exhaustion of their sick and personal leave days.
4. In circumstances where the employee's absences have been intermittent for the same illness, eligibility requirement #1 above may be modified accordingly to reflect the individual circumstances.

Process for Requesting Donated Days:

When the employee has met or anticipates meeting the eligibility requirements listed above, the employee can request donated sick days by completing a "Donated Sick Days Request Form", including their signature, and submitting the completed form to the Director of Human Resources. The form must be accompanied by medical verification of the employee's continuing disability. Donated days may not be requested for family illness.

The Director of Human Resources will verify the employee's eligibility to request donated sick days and send a copy of the approved "Donated Sick Days Request Form" to a designated Association representative for distribution via email to the Association email list. The medical verification information will be retained by the Director of Human Resources, and medical information will not be shared as part of the donated sick day request process.

Donating a Sick Day:

Bargaining unit members who would like to donate a sick day to the requesting employee print, complete, and sign the donation form and return the form in a confidential envelope to the Director of Human Resources by the deadline date indicated in the request. Members are limited to donating one (1) day per member per request. Donations are strictly voluntary on the part of the donating employee.

Receiving Donated Sick Days:

The Director of Human Resources will tabulate the donated days in the order received and notify the requesting employee of the number of days donated to them. The requesting employee will not be notified of the identity of the donors. Donations will be limited to 50 days per employee. The employee may request donated sick days only once during their employment with the District.

The donated days will be credited to the requesting employee and charged to the donor one day at a time in the order received. Each donor will receive confirmation that the donated day was charged when it is used – no deductions will be made from sick day allotments for the donor until that day is actually used by the requesting employee.

In the event that more days are donated than are needed by the requesting employee for the term of their illness, remaining unused days will be retained by the donors, not credited to the requesting employee.

During the period of time during which the requesting employee is using donated sick days, they must submit documentation on a monthly basis satisfactory to the Director of Human Resources confirming the continuation of the medical disability.

The Association will designate a representative to liaison with the District on matters related to the administration of donated sick day requests.

The Superintendent or their designee may waive strict enforcement of any provision of the requirements of this Appendix on a case-by-case basis in the interest of the District without creating a precedent or establishing a practice governing any future case.

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**Agenda Item Details**

Meeting	Nov 14, 2024 - Work Session/Regular Voting Meeting - 7:00 pm
Category	9. Human Resources Consent Agenda
Subject	G. Approval of QCEA Collective Bargaining Agreement
Type	Action
Recommended Action	Motion to approve the five-year contract, dated July 1, 2024, between the Quakertown Community Education Association and Board of School Directors of the Quakertown Community School District, to be effective July 1, 2024 to June 30, 2029 as presented.

[Agreement between QCSD and QCEA - July 1, 2024 to June 30, 2029.pdf \(349 KB\)](#)

Motion & Voting

Motion to approve the five-year contract, dated July 1, 2024, between the Quakertown Community Education Association and Board of School Directors of the Quakertown Community School District, to be effective July 1, 2024 to June 30, 2029 as presented.

Motion by David O'Donnell, second by Brian Reimers.

Final Resolution: Motion Passed

Yes: Ronald Jackson, Jonathan Kern, Chris Spear, Brian Reimers, Todd Hippauf, Glenn Iosue, Joseph Lyons, David O'Donnell

Abstain: Charles Shermer