



AGREEMENT

Between

**The Board of Education
School District of Philadelphia**

and

**The Philadelphia Federation of
Teachers,
American Federation of
Teachers,
Local 3, AFL-CIO**

September 1, 2004– August 31, 2008

I. Purpose and Scope of Agreement

1. The Board of Education and/or the School Reform Commission for the School District of Philadelphia (hereinafter referred to as “the School District”) and the Philadelphia Federation of Teachers (hereinafter referred to as “the Federation”) acknowledge that their shared goal is achieving excellence in education to assure that all students have every opportunity for academic success. The parties recognize that their interest in attaining this goal goes far beyond the scope of a Collective Bargaining Agreement governing the terms and conditions of employment for bargaining unit members, and are committed to work together to achieve their goal.

2. With this goal in mind, the primary purpose of this Agreement is to set the terms and conditions of employment for bargaining unit employees that permit effective and professional working relationships among bargaining unit employees, administrators and the School District.

II. Management Rights and Responsibilities

The parties recognize that the School District has unilateral authority in the field of educational policy and development. This Agreement is not intended to modify by any of its terms any discretionary authority vested in the School District by any statutes of the Commonwealth or the Philadelphia Home Rule Charter. The School District maintains the right to exercise any and all authority granted by such legislation.

The School District shall bargain in good faith with the Federation with respect to hours, wages and terms and conditions of employment for the members of each bargaining unit represented by the Federation.

It is understood and agreed that the School District possesses the right, in accordance with applicable laws, to manage all operations, including but not limited to the direction of the work force and the right to plan, direct and control the operations of all schools, equipment and other property of the School District, except as modified by this Agreement.

Matters of inherent managerial policy are reserved exclusively to the School District. These matters include, but shall not be limited to such areas of discretion as the

right to hire, to determine the size of the work force, the use of schools, and after advance notice to the Federation, to make such reasonable rules and regulations that are not in conflict with this Agreement.

This listing of managerial rights is not intended to be exhaustive but merely illustrative. It is expressly agreed by the Union and the School District's and/or the School Reform Commission's ability to manage and control the operations of the School District is limited only to the extent that there is a provision of this Agreement which expressly limits a management prerogative.

III. Union Rights and Responsibilities

A. Recognition/Exclusive Representation

1. The School District recognizes the Philadelphia Federation of Teachers, Local 3, American Federation of Teachers, AFL-CIO (hereinafter referred to as the "Federation") as the sole and exclusive bargaining representative for all employees in each classification in each of the ten (10) bargaining units pursuant to the School District Resolution(s) and PERA Certification listed in Appendix A.

2. Unless otherwise noted, provisions of this Agreement contained in Articles I-XVII apply to all employee classifications included in Appendix A, to the extent that such classifications exist.

B. Union Representatives-Leaves

1. Employees who are elected or appointed to full time positions with the Federation or any organization with which it is affiliated will, upon proper application, be granted leaves of absence for the purpose of accepting those positions. Authorized Federation leaves shall be requested in writing by the President of the Federation only. Employees granted such leaves of absence shall retain all insurance and other benefits and shall continue to accrue seniority as though they were in regular service. Annually, the President of the Federation shall inform the School District

of the salary to be paid to each employee on approved leave with the Federation. The School District shall adjust each employee's salary accordingly. Upon return to service they shall be placed in the assignment which they left with all accrued benefits and increments that they would have earned had they been in regular service.

2. Employees on such leaves of absence shall be permitted to pay both their and the School District's regular contributions to all plans requiring such contributions.

3. The release of any employee for Federation business at any time during the first month of the school year shall be arranged prior to the commencement of that school year. Any release not arranged on a timely basis need not be permitted if it would be detrimental to any instructional activity.

4. Whenever members of the bargaining unit are mutually scheduled by the parties to participate during working hours in conferences or meetings or in negotiations respecting the Collective Bargaining Agreement, they shall suffer no loss in pay.

5. Within each bargaining unit listed below, the following limits on the number of employees granted leaves of absence to hold full-time staff positions with the Federation shall apply:

(a) Union leave for Teachers and School Based Employees

No more than thirty-five (35) teachers, four (4) paraprofessionals, four (4) secretaries and three (3) NTAs.

(b) Union leaves for Comprehensive Early Learning Center Employees

No more than four (4) employees shall be granted

such leaves of absence for any program year.

(c) Union leaves for Food Service Managers

No more than three (3) employees shall be granted such leaves of absence for any school year.

(d) Union leaves for Head Start Employees

No more than three (3) employees shall be granted such leaves of absence for any school year.

(e) Union leaves for Per Diem Teachers

No more than two (2) substitute teachers who are assured consecutive run assignment on days during which negotiations respecting this Agreement are mutually scheduled by the parties during work hours will be released to attend such negotiations with no loss in pay.

(f) Union leaves for Professional-Technical Employees

No more than five (5) employees shall be granted such leaves of absence for any school year.

C. Union Visitation

1. The School District shall permit a designated regular staff member of the Federation or off-duty employee representative of the Federation to visit the schools to investigate working conditions, employee complaints or problems, or for

any other purposes relating to the terms and conditions of this Agreement. When one (1) representative visits the school for such purposes no advance notice need be given; however, the representative shall notify the Principal immediately upon arrival in the building. In cases when two (2) representatives visit a school for any of the aforementioned purposes, the Principal shall be notified at least one (1) school day in advance of the visit. Such advance notification may be waived with the express consent of the Principal. In the event of emergency circumstances or a prearranged special event, more than two (2) representatives shall be permitted to visit a school. Such visits shall not interfere with the educational activities of the school.

2. In the event that one (1) or two (2) representatives desire to confer with the Principal or to have the Principal take action with regard to some problem, a request for a conference with the Principal shall be made in such amount of time, in advance, as is reasonable under the circumstances, and the Principal shall then be informed of the purpose and the subject matter of the conference. Difficulties in arranging for such conferences with the Principal to discuss problems are to be resolved by the Superintendent and/or Chief Executive Officer (hereinafter referred to as "CEO") of the School District with the advice of the Labor Relations Office. If conferences with employees are necessary, they shall be scheduled so as not to interfere with the instructional program. In the event that the Principal is absent, the acting administrator shall act on his/her behalf.

3. In schools where there is no Federation representative, an employee or regular staff member of the Federation who visits the school will inform the principal or his/her designee of his/her presence, the purpose of his/her visit, and will present a letter of identification signed by the President of the Federation. When so identified, he/she will be accorded the right of the authorized representative.

D. Meetings, Announcements, and Publications

1. Federation Building Representatives shall be given time well before the end of every staff meeting for brief reports and announcements.

2. Building Representatives shall have the right to insert notices in the daily bulletin or dailygram that is circulated in each School.

3. Authorized representatives of the Federation, upon twenty-four (24) hours notice to the administrator of the school, may schedule meetings in the building before or after the regular workday or during lunch time of the employees involved. Such meetings will not interfere with the education/activities of the school.

4. The Federation shall be provided adequate bulletin board space in a place readily accessible to all employees in each school for the posting of notices and other materials relating to Federation activities. The bulletin board space allocated shall be identified with the name of the Federation and the authorized representative of the Federation or his/her designee shall have the responsibility for posting materials on the bulletin board. Materials so posted shall bear the name of said representative or of the Federation.

5. The Federation shall be provided reasonable space on existing bulletin boards in departmental and divisional offices in schools and other buildings. Material will be posted on this space under the same conditions applicable to school bulletin boards.

6. The Federation shall have the right to place material in the mailboxes of employees. Placement will be made by the authorized representative of the Federation or his/her designee. Material placed in mailboxes shall bear the name of said representative or of the Federation. Any materials shall be subject to the same reasonable and uniform regulations as apply

to all other material.

7. Coverage shall be provided during time when a Federation representative is absent because he/she has been selected to attend a meeting scheduled by the Administration.

IV. Communication, Consultation And Cooperation

A. General Terms

Because the parties recognize the importance of communication between the Federation and the School District to accomplish these purposes, they agree to establish the following committees and mechanisms for consultation and communication.

B. Joint Federation-District Committee

1. A joint Federation-District Committee shall be established composed of the Superintendent and/or CEO and the President of the Federation or their designees and up to three (3) additional members named by the Federation and three (3) additional members named by the School District. By agreement of the representatives, the Committee may invite the advice of experts from within or outside the School District as needed to provide data regarding matters under consideration by the Federation-District Committee. By agreement of the representatives, the Joint Committee may constitute additional sub-committees, composed of equal numbers of Federation/District representatives, to deal with issues deemed vital to the success of the educational program.

2. The Federation-District Committee shall meet regularly, normally on a monthly basis, to discuss matters of education policy and development, matters and problems affecting employees generally, as well as matters relating to the implementation of this Agreement.

3. Representatives of the Federation's Nurse Committee shall meet monthly with the School District's representatives to discuss matters of concern to certified school nurses and school nurse practitioners.

C. Region Based Committees

1. Within each Region the Regional Superintendent shall meet regularly with Federation representatives, normally on a

monthly basis, to discuss matters of School District policy and operations, instructional programs, and questions relating to the implementation of this Agreement.

2. Ten (10) minutes of each Regional nurses' meeting shall be granted to the Federation or the elected staff representative for reports and announcements.

3. Comprehensive Early Learning Centers

(a) Whenever it will not interfere with the working time of members of the Region Committee, meetings with the appropriate administrator shall be held on program time. In the event that an employee is a member of the Region Committee, such employee shall be released to attend Region Committee meetings. The administrator shall provide such coverage as he/she shall deem appropriate for the assignments of such member of the Region Committee. Staff meetings for Comprehensive Early Learning Center employees shall be held during program time.

4. Head Start

(a) The School District shall permit a designated regular staff member of the Federation or off-duty employee representative of the Federation to visit the centers to investigate working conditions, employee complaints or problems, or for any other purposes relating to the terms and conditions of this Agreement. Where one (1) representative visits the center for such purposes, no advance notice need be given; however, the representative shall notify the administrator, if one is

present, immediately upon arrival in the building; if there is no administrator at the center, he/she shall notify the Office of the Director of the Head Start Program. In cases where two (2) representatives visit a center for any of the aforementioned purposes, the appropriate administrator shall be notified at least one (1) work day in advance of the visit. Such advance notification may be waived with the express consent of the administrator. In the event of emergency circumstances or a prearranged special event, more than two (2) representatives shall be permitted to visit a center.

(b) In the event that one (1) or two (2) representatives desire to confer with the appropriate administrator or have the appropriate administrator take action with regard to some problem, a request for a conference with the appropriate administrator shall be made in such amount of time, in advance, as is reasonable under the circumstances, and the appropriate administrator shall then be informed of the purpose and the subject matter of the conference. Difficulties in arranging for such conferences with the appropriate administrator to discuss problems are to be resolved by the Director of Head Start with the advice of the Office of Labor Relations. If conferences with employees are necessary, they shall be scheduled so as not to interfere with the work program. In the event that the appropriate administrator is absent, the acting administrator shall act on his/her behalf.

(c) Employees shall be entitled to submit written requests for inclusion of subjects on the agenda of meetings and the method of presentation thereof. If the matter will not be included on the next agenda, the director shall, in writing, notify the employees making the request either of the date when the subject will be so included or of the reason for his/her refusal to do so.

D. Building Committees

1. At each school, a Building Committee shall be established consisting of not more than five (5) teachers from that school and that may include, in addition, up to one (1) member from that school representing each of the other bargaining units represented by the Federation.
2. The Building Committee for each Comprehensive Early Learning Center and Head Start Center shall consist of not more than two (2) employees in a two (2) or three (3) classroom center, and not more than three (3) employees for a center of four (4) classrooms or more.
3. The Principal of a school who may be accompanied by one (1) Assistant Principal of his/her choice shall meet at least once a month with the Federation Building Committee at its request. At such meetings the Principal and the Building Committee shall work cooperatively on items regarding school operations and questions relating to the implementation of the Agreement.
4. Proposed changes in existing policies and procedures and new policies and procedures for the school shall be subjects for discussion at such Building Committee meetings. Such policies adopted or maintained by any Principal shall not be inconsistent with the terms of the Agreement.

5. Whenever it will not interfere with instructional time of teachers or working time of other members of the Building Committee, meetings with the Principal shall be held on school time.

6. In each senior high school, technical high school and middle school, all members of the Federation Building Committee shall be rostered for a preparation period at the same time at least once each week, provided the Federation submits to the Principal the names of its Building Committee prior to the making of the roster. Any meeting between the Principal and the Building Committee shall be held in such common preparation period.

In the event that members of other bargaining units represented by the Federation are members of the Building Committee, such persons shall be released to attend Building Committee meetings held during common preparation periods and the Principal shall provide such coverage as he/she shall deem appropriate for the assignment of such members. In the event an emergency requires that a meeting between the Principal and the Building Committee shall be held at some time other than that specified above, the Principal shall provide such coverage as he/she shall deem appropriate for the assignments of the members of the Building Committee.

7. In Comprehensive Early Learning Centers, members of the Building Committee shall be allowed common meeting time not to exceed three (3) hours per month. Meetings shall be scheduled so as not to disrupt the program.

E. Focus Groups and Work Teams

1. The School District shall be free to select from among all employees covered by this Agreement, as members of other committees, agencies, or bodies such as research groups, curriculum committees and the like, those employees who have special skills, expertise and experience and who

have demonstrated their competence in the appropriate area. Employees serving on such bodies shall in no way be considered to represent the Federation or any employees represented by it.

2. An employee who, on any committee, agency, or other such body in the School District is to represent any employees to whom this Agreement is applicable, shall be selected from nominees named by the Federation by reason of their special skills, expertise, experience and demonstrated competence in the appropriate area.

F. Data, Reports and Statistics

Each party agrees to make available to the other, upon its written request, information and statistics compiled and records it customarily maintains when such material is readily available and is reasonably relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement. This provision shall not be construed to require either party to produce to the other surveys or other documents created to inform policy deliberations.

G. Site-based Management-Educational Compacts

1. During the term of this Agreement, both the Federation and the School District agree to pursue an orderly process for empowering individual school administrators, teachers and staff to make programmatic and operating decisions best suited to their mission and the needs of their students and staff to the extent that these decisions may impact upon employees' working conditions.

2. In addition, the parties agree to the following contract waiver procedures whereby working conditions expressed in Articles XVIII-XXVII of this Agreement may be modified in their application to a particular school or Academy:

(a) Upon approval of the Principal, a proposed waiver will be submitted for ratification by the affected staff in the school or Academy.

Ratification shall be by way of a secret ballot in which all affected employees covered by this Agreement who are assigned to the school or Academy shall be eligible to vote, and shall require an affirmative vote of sixty-six and two-thirds percent (66.67%) of the affected employees in the school who vote.

(b) The balloting process shall be in accordance with Federation procedures.

(c) The proposed waiver shall include a schedule for implementation, which may require implementation after the beginning of the school year.

(d) Once such a waiver is approved by the Principal and ratified by the school staff, it shall be forwarded to the Federation-District Committee for review. The waiver shall not be implemented if the Committee determines that such implementation would affect the operation of another school or would result in additional costs to the School District that exceed the allocated budget for the school seeking the waiver. In all other circumstances, the waiver shall be implemented unless the committee agrees that it should not be implemented.

(e) Any contract waiver achieved shall be presumed to continue in effect for a complete school year, up to a maximum of three (3) years. Thereafter, the waiver will be continued, modified or rescinded by a majority (greater than 50%) of the affected

employees in a school that vote in accordance with the procedures set forth above.

V. Union Security

A. Dues Check-Off

1. The School District will deduct the required amount for the payment of Federation dues from the pay (including termination pay) of each employee from whom a written authorization is received. A draft for the sums deducted, a list of the employees from whom they have been deducted, and the amount deducted from each, together with a list of employees who have authorized such deductions and from whom no deductions were made and the reason therefor, shall be forwarded to the Federation's office within thirty (30) days after such deductions are made.

2. Any member of the bargaining unit may resign from Federation membership and revoke his/her dues authorization by so notifying the School District and the Federation in writing during a fifteen (15) day period prior to the expiration of this Agreement.

3. In the event that an individual ceases to be employed in a position included in any of the bargaining units represented by the Federation, such person may discontinue membership and dues deduction at that time.

B. Fair Share

Members of the bargaining units who are

non-Federation members shall be required to have deducted from their pay a representation fee equal to a proportion of dues required of members of the Federation as determined under the Fair Share Legislation of the Commonwealth of Pennsylvania.

C. Indemnification

The Federation shall indemnify, defend and hold the School District 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 School District in reliance upon the written deduction authorization provided for in this Article or for the purpose of complying with any provisions of this Article.

VI. Fair Practices

A. It is the continuing policy of the School District that the provisions of this Agreement shall be applied to all qualified employees, and that such persons shall be given equal employment opportunity, in accordance with existing federal, state and local laws, without regard to race, color, religious creed, national origin, sex, marital status, age, sexual orientation, or mental or physical disability as defined by law, membership or participation or association with the activities of any employee organization and any other category protected by federal, state or local law.

B. The Federation agrees in accordance with its constitution to admit persons to membership without discrimination on the basis of race, color, religious creed, national origin, sex, marital status, age, sexual orientation, or mental or physical disability as defined by law, and any other category protected by federal, state or local law, and to represent equally all employees without regard to membership or participation or association with the activities of any employee organization.

C. Nothing in this Article shall be construed as a waiver or modification of the right of any individual bargaining unit member to pursue any statutory or administrative right arising under federal, state or local law.

D. The parties agree that harassment on the part of any employee based upon any legally protected class is unacceptable and that engaging in such harassment may constitute just cause for employees' discipline up to and including discharge.

VII. Bargaining Unit Work

A. School District employees who are not included in any bargaining unit represented by the Federation shall not consistently and regularly perform duties that are consistently, regularly performed by members of the Federation bargaining units. This prohibition shall not apply to existing classifications of employees not represented by the Federation

whose duties currently involve work performed by members of the Federation bargaining units.

B. Programs initiated to utilize subsidies or grants available from agencies other than the School District or the Commonwealth of Pennsylvania will be staffed by employees voluntarily transferring to such programs or newly employed for such programs or provided by a contracting agency other than the School District. In any instance in which the applicable law, regulations, guidelines, contract or grant document covering the operation of such program prohibits the School District from doing so, the School District shall not extend the terms of this Agreement to the employees engaged in such programs. Otherwise, the School District shall extend the terms of this Agreement to employees employed in such programs.

VIII. Examinations and Appointments

A. Postings

1. Whenever it is decided during the school year to fill any positions in the School District below the rank of Regional Superintendent, notice of all examinations as well as the requirements for such positions, shall be posted in advance in all schools in a prescribed, appropriate place in each school so that applicants may know whether they qualify and will be given a reasonable opportunity to apply for the position. All positions for which appointment and/or assignment decisions are made during the summer months will be posted in all schools which are open, in Regional Offices and in the Administration Building. Copies of such postings shall simultaneously be sent to the Federation.

2. Job opportunity flyers and notices of grants and special program opportunities for which

employees may apply for participation shall be posted, when administratively possible, at least three (3) weeks prior to the closing date for applications. Such material shall carry the date of posting and the closing date.

B. Examinations

1. There may be a continued involvement of department heads in the process of examination of teacher candidates and participation and advisement in the establishment of criteria of teacher eligibility.

2. Department heads will be informed of the opportunity to serve as members of Oral Examining Committees and may be invited to apply for such service. Opportunities to serve may be distributed equitably among department heads who desire such service.

3. Unless the oral and/or practical examination is given on the same day as the written examination, an applicant shall be notified of the numerical results of the written portion of an examination and the practical portion, if any, before the oral portion of the examination is taken. When practical, all examinations shall be graded and applicants notified within thirty (30) calendar days.

4. Unless an employee requests otherwise, a recording shall be made of every oral examination taken by an employee. No member of the committee giving the oral examination shall suggest that the employee waive the recording. The employee and his/her authorized representative, or either of them shall, upon request, be permitted to

listen to the recording. The recording shall be retained by the Office of Human Resources for the duration of the list for which the examination was given. The employee shall, under reasonable circumstances, be permitted to make a copy of the recording.

5. Employees shall, upon request, be permitted to review promotional examinations with a technical representative of the Executive Director of Human Resources. The employee may, if he/she desires, be accompanied by a representative of the Federation.

6. As it affects members of the bargaining units, there shall be no extension of an eligibility list for initial appointments or promotional opportunities beyond the date of expiration announced at the time of establishment of the list.

7. In the event that the Superintendent and/or CEO or the School District institutes a job freeze for economic reasons, all eligibility lists shall be extended by a period of time equal to the duration of the job freeze.

8. A copy of any eligibility list for appointments to regular and promotional positions shall be made available to a Federation Representative upon request.

C. Appointments

1. All appointments to positions in the Division of Libraries shall be impartially made on the basis of examinations appropriate for each such position.

2. A Principal or other appropriate site administrator may reject an

appointed employee referred to his/her school for possible placement. A copy of the recorded reasons for rejection shall be furnished to the employee. The employee may appeal from the decision on the grounds that it is arbitrary and capricious or in violation of this Agreement.

3. Subject to Article IX, Section A (13), employees who are provisionally appointed to positions shall have no superior rights to other applicants for said positions. An examination must be given within one hundred and eighty (180) days after provisional appointments are made. However, in the case of Instructional Support Positions, the examination shall be open only to School District employees who meet the qualifications of the position. Upon successful completion of the examination, seniority of Instructional Support employees will revert to their date of provisional appointment.

4. A teacher rated satisfactory who retires under the regulations of PSERS and registers to become a per diem substitute shall receive priority for assignment to substitute in the school from which he/she retired if he/she so desires.

5. Upon possession of a professional certificate issued by the Commonwealth of Pennsylvania, assuming satisfactory performance and completion of the alternative examination process, a Literacy Intern Teacher will become an appointed teacher.

6. An employee who has been suspended, demoted or otherwise disciplined for cause during the

preceding twelve (12) months may not be granted a promotional appointment.

7. A test shall not be required to change one's area of appointment to another certification area. The School District will use the individual's entry level score to merge into an existing eligibility list.

D. Secretarial Examinations

1. Examinations for positions within the Secretaries' bargaining unit shall be given in well lighted quiet rooms under conditions similar for all applicants and with equipment in good working order.

2. An employee who has taken and passed the applicable examinations for secretarial positions shall be issued a certificate of grade indicating the date of the test, type of examination passed, scores attained, and expiration date of certificate validity. A copy of this certificate will be placed in the employee's personnel file.

3. An employee who desires to improve his/her score on a qualifying examination for a secretarial position can retake the examination with all other test applicants; whichever score is higher will be used in the final composite grade.

4. An employee who takes the examination for Secretary I and passes the written examination but fails the practical portion may choose to retake the entire examination or may choose, within the life of the eligibility list, to take the practical portion of the exam only. In the latter case, if the employee passes the practical

portion of the examination, his/her total score shall be based on the score of the last written examination and the score on the passed practical examination. The option to take the practical portion only is limited to one (1) time within the life of the eligibility list.

5. To be eligible to take a Secretary III examination for a school office position, a secretary must have had experience for two (2) years in a school office.

E. Food Service

Examinations shall be required for food service managers to be appointed to entry-level positions.

IX. Employment Security

A. Seniority

1. An employee shall have both school system seniority and location seniority. Professional/Technical employees and Food Service Managers shall also have departmental seniority.
2. When the term location seniority is used, it shall include seniority accumulated at any school, center or other work location.
3. Wherever, in this Agreement, reference is made to seniority as the basis for decision, it shall mean that the person with the highest seniority of the type of seniority specified shall receive preference.
4. Seniority shall be determined as follows:
 - (a) School System seniority of an employee shall date from the beginning of his/her continuous appointment in any classification in any bargaining unit represented by the Federation as an appointed employee.
 - (b) Location seniority shall be the continuous length of service as an appointed employee in the present school, center or other work location except that an employee's length of service as an appointed employee in a previous work location shall be included under the following circumstances:
 - (1) If he/she is involuntarily transferred to his/her present work location by the School District;
 - (2) If he/she transferred by

his/her application into a work location and then was involuntarily transferred from that work location, he/she shall carry the sum of length of service in both previous locations to the new location.

(c) Departmental seniority is defined as uninterrupted, continuous service by an appointed employee in the collective bargaining unit in a department of the School District. He/she shall lose all accumulated departmental seniority if he/she voluntarily transfers as an appointed employee to a position in another department. If the employee returns to the former department within one (1) year, he/she shall retain his/her seniority accumulated in the department to which he/she returns.

When an employee accepts an appointment to a permanent position outside the bargaining unit, his/her seniority shall cease to accumulate. Should such an employee return to a position in the bargaining unit within one (1) year of the date on which he/she left his/her position in the bargaining unit, his/her departmental seniority shall be the sum of his/her departmental seniority prior to his/her appointment to a position outside the bargaining unit and his/her departmental seniority from his/her date of return to a position in the bargaining unit.

5. When location seniority is equal, school system seniority shall be the determining

factor. Continuity of appointed service shall not be broken by any period of approved leave without salary but such period shall not be included in the calculation of length of service.

6. When length of service in the system is equal, the date of the eligibility list from which the employee was appointed shall be the determining factor.

7. When appointment was made from the same eligibility list, the comparative score on that eligibility list shall be the determining factor.

8. An employee who is appointed, without interruption, from the status of appointed employee in one (1) bargaining unit represented by the Federation to the status of appointed employee in another bargaining unit represented by the Federation, shall retain his/her system seniority. Subject to the provisions of paragraph 13 below, no period of service as a per diem or long-term substitute, or intern (except intern psychologist) shall count in the calculation of an employee's location or school system seniority.

9. A seniority list of all employees in a department or location shall be maintained in that location and kept current during the school year. The list shall be available to all employees. School system seniority shall also be compiled and kept updated.

10. The Office of Human Resources shall make available to any employee his/her school system seniority as it may affect or contribute to the resolution of any specific problem.

11. A lay off of one (1) year or less shall not be considered a break in service.

12. Any employee who is laid off up to one (1) year shall have all time in lay off status counted as service time for seniority purposes.

13. Upon completion of certification requirements and after successfully completing the School District's examination procedure, Apprentice Teachers and Literacy Intern Teachers shall have system seniority retroactive to their date of hire and location seniority retroactive to the first day of the month in which their instructional certificate was issued; Provisional Teachers will have both system and location seniority retroactive to their date of hire.

B. Layoff/Recall

1. The parties agree that all employees who were regularly appointed to a full-time and/or part-time position during the 1979-1980 school year (i.e. September 1, 1979 to June 30, 1980) shall continue to be employed in their positions and be guaranteed full and complete job security during the term of this Agreement, except that in each job classification, employees may be laid off only in proportion to the projected decline in pupil enrollment as of the allotment date for each year of this Agreement, such layoff to be effective in any year only after giving notice to affected employees and to the Federation on or before June 30 of that year.

2. Wherever the salary of the position to which an employee has been reassigned is lower than their previous salary, he/she shall be red-circled. Employees need not be replaced when and if they should leave their positions by reason of death, retirement or termination of employment, except for, but not limited to, the class size or preparation time provisions of this Agreement or by applicable law.

3. When and if layoffs are effected, it is agreed that senior employees in a position and/or classification shall have the right to take layoff in lieu of an employee with less seniority in the position and/or classification.

4. To the extent that vacancies occur, due to new or expanded programs, sabbatical leaves, study leaves, long-term illness leaves, etc., or to maintain the class size and preparation

time provisions of this Agreement, the School District will reassign laid-off employees first to any position or positions for which the School District needs additional employees and for which the laid-off employee is qualified, first in a position in the employee's area of certification(s) and/or classification(s) and if such position is not available, then in another position which is available.

5. Comprehensive Early Learning Centers

(a) Subject to residence requirements and Federal Program guidelines, regularly appointed employees who are displaced because of a program reduction or elimination of jobs shall have the right, based on seniority, to transfer to a vacant position similar to one which the employee held prior to such reduction or elimination, or to a vacant lower paid position. In the event no such vacancies exist at the time the employee is displaced then the employee shall be placed on a preferential list for a period of two (2) years and, during this period, vacancies for such positions shall be filled from the employees on this list until they shall have had the opportunity to be offered such employment.

(b) Two (2) weeks notice of lay-off shall be given to appointed employees involved.

6. Paraprofessionals

Subject to residence requirements and Federal Program guidelines, regularly appointed employees who are displaced because of a program reduction or elimination of jobs shall have the right based on seniority to transfer to a vacant position similar to one which the employee held prior to such reduction or elimination, or to a vacant lower paid position. In the event no such vacancies exist at the time the employee is displaced then the

employee shall be placed on a preferential list for a period of two (2) years and during this period, vacancies for such positions shall be filled from the employees on this list until they shall have had the opportunity to be offered such employment.

7. Head Start

Subject to residence requirements and Federal Program guidelines, regularly appointed employees who are displaced because of a program reduction or elimination of jobs shall have the right based on seniority to transfer to a vacant position similar to one which the employee held prior to such reduction or elimination, or to a vacant lower paid position. In the event no such vacancies exist at the time the employee is displaced then the employee shall be placed on a preferential list for a period of two (2) years and during this period, vacancies for such positions shall be filled from the employees on this list until they shall have had the opportunity to be offered such employment.

8. Food Service Managers

(a) An employee who is subject to lay off and can not be assigned to a position as provided in Section (b) below may be assigned temporarily to any other vacancy in a department in the bargaining unit for which he/she is qualified.

(b) At least three (3) days before being laid off or force transferred an appointed employee shall be informed of all vacancies in any other work locations in his/her classification in the department in which he/she holds an appointment, for the purpose of giving him/her an opportunity, to be exercised within said three (3) days, to fill such vacancy. If he/she requests appointment to such vacancy, he/she shall be assigned thereto. In the event that vacancies in such classification

exists in several work locations, he/she shall be assigned to the vacancy designated by him/her. In the event more than one (1) appointed employee in such classification is laid off or involuntarily transferred and there are insufficient vacancies for such assignments, then the laid off employees with the highest system seniority shall first be assigned to the vacancies involved.

9. Professional/Technical

(a) An employee who is subject to lay off and can not be assigned to a position as provided in Section (b) below may be assigned temporarily to any other vacancy in a department in the bargaining unit for which he/she is qualified.

(b) At least three (3) days before being laid off or force transferred an appointed employee shall be informed of all vacancies in any other work locations in his/her classification in the department in which he/she holds an appointment, for the purpose of giving him/her an opportunity, to be exercised within said three (3) days, to fill such vacancy. If he/she requests appointment to such vacancy, he/she shall be assigned thereto. In the event that vacancies in such classification exist in several work locations, he/she shall be assigned to the vacancy designated by him/her. In the event more than one (1) appointed employee in such classification is laid off or involuntarily transferred and there are insufficient vacancies for such assignments, then the laid off employees with the highest system seniority shall

first be assigned to the vacancies involved.

(c) In the event of a departmental reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be involuntarily transferred in the inverse order of seniority of the employees in the department.

10. Supportive Services Assistants

(a) At least three (3) school days prior to being laid off due to the curtailment of the number of employees in a school, an employee shall be informed of all vacancies in other schools in the Region of the employee's original school or a contiguous Region for the purpose of giving such employee an opportunity to be exercised within said three (3) days to fill such vacancy.

(b) Employees with the least seniority in a school shall be the first laid off. Recall from lay off shall be by school seniority. An employee who is laid off shall retain the right to be recalled for the duration of this Agreement. During such period of lay-off, and right to recall, the employee shall retain his/her seniority but shall not accumulate seniority.

C. Just Cause

Employees other than probationary employees defined in Article XI, Section C(1) shall not be subject to discipline or discharge except for just cause, and in such cases, the employee affected shall have the option of electing to proceed under the provisions of the Pennsylvania Public School Code or, in the alternative, under the grievance and arbitration provisions of this Agreement.

X. Professional Development

A. Recognition of Need for Professional Development at School District, Regional, and School Levels

1. The Federation and the School District mutually recognize the importance of professional development and that it must be designed and delivered at school, Regional, and School District levels in order to assure the professional growth of all employees, to promote individual and school improvement, to improve student performance, and to build the capacity of the system to implement strategic plans, achieve regulatory compliance, and transmit the mission and policies of the School District.

2. The parties agree that flexibility within established, common parameters will be the key operating principle in the design and delivery of professional development at the school and Regional levels; and shall support professional development designed around the requirements of Act 48 of 1999 and the agreed upon professional development standards set forth in Appendix C of this Agreement.

3. At the school, Regional, and School District levels, the Federation and the School District shall work together cooperatively to effectively assess the professional development needs of instructional and instructional support personnel for the purpose of planning professional development activities.

B. Required Professional Development Hours

1. As part of their regular workday and work year, professional and temporary professional employees, long-term substitutes, intern teachers and apprentice teachers shall annually be required to participate in at least twenty-eight (28) hours of scheduled mandated professional development.

2. Professional development hours may be provided annually at the school, Region and/or School District level. The apportionment may be adjusted from time to time throughout the school year. Other hours

required under Act 48 must be approved by the School District. Such approval shall not be unreasonably withheld.

3. At each level, professional development activities shall be consistent with the professional education options of the School District's Continuing Professional Education Plan and shall be implemented to satisfy the Continuing Professional Education Requirements of Act 48.

4. As part of their regular workday and work year, instructional support personnel shall annually be required to participate in at least twenty-eight (28) hours of professional development activities as mandated.

C. Jointly Administered Programs

1. Promoting Enhanced Working

Relationships in Schools and Regions

The Federation and the School District agree that they have a shared responsibility to build the capacity for Federation and School District representatives at the school and Regional levels to make informed, educationally appropriate decisions. They commit to implement a program of jointly administered, School District-wide professional development for administrators and members of the Federation bargaining units to develop their capacities to participate in school-based decision-making. Such professional development shall include training in problem solving, dispute resolution and mediation procedures.

2. Partnership to Improve Teacher Quality

(a) In order to further their mutual interests in improving the quality of instruction, increasing retention rates, and in order to support teachers' efforts to deepen their subject knowledge, expand their repertoire of instructional methods, and reflect upon their teaching practice, the School District and the Federation shall cooperatively

develop programs of induction, mentoring and continuing professional education as set forth below.

(b) At the Regional and School District levels, the Federation and the School District shall cooperate to design professional development programs.

(c) Annually, the School District shall conduct a needs assessment for the purpose of planning professional development activities for the following school year. The School District will establish the schedule and content for the professional development activities for the School District that support the needs and activities of the School District. In designing the schedule and content, an organizational day shall be included in the beginning of the school year and a planning day at the end of the school year. The Federation shall be informed of the content and schedule for professional development in a timely manner.

3. Programs for New Teachers

(a) Induction and Coaching of New Teachers

(1) The School District and the Federation shall collaborate to establish an Induction Plan that meets the requirements of the Pennsylvania Department of Education's Induction Guidelines.

(2) At least during the first year of a new teacher's career, the induction program in each school shall require a mentor relationship (for example, with a new teacher coach, school-based mentor, retired teacher or other person assigned to provide support) for new teachers (including new long-term substitutes, intern teachers and apprentice teachers). In addition, school induction programs must specifically address the needs of new teachers hired or appointed after the beginning of the school year.

(3) Mentoring shall offer on-the-job support that allows new teachers, apprentice teachers and long term substitutes to gain a practical working command of the teaching profession and should include classroom visits and coaching in classroom management and/or student behavior management.

(4) The Federation-District Committee will assess the need for mentor relationships at each

school on an annual basis, prior to the start of the new school year. The Federation –District Committee shall oversee the administration of induction programs in schools and Regions to assure compliance with the School District Induction Plan and to assess the adequacy of implementation and/or the need for centralized supports.

(5) Colleague mentor teachers shall be selected in accordance with criteria jointly formulated by the school Principal and Building Committee, provided however, that in the event of an inability to agree upon the criteria, the Principal's determination shall be final provided it is neither arbitrary nor capricious.

(6) Once they have been selected, colleague mentors will be provided appropriate training for the role. Further, colleague mentors across the School District shall participate, as a cohort, in ongoing professional development.

(7) Funding for Induction/Mentoring Programs shall be provided by the School District as a separate allocation not to be considered as part of any school's discretionary funds.

(b) To the extent authorized by the Department of Education, college or continuing professional education course credits and/or credits towards attaining permanent certification will be granted for programs and activities related to new teacher induction.

4. Programs for Experienced Teachers

(a) Continuing Professional Education Activities

(1) The School District and the Federation together with other representatives required by Act 48 shall collaborate to establish the School District's Continuing Professional Education Plan that meets the requirements of Act 48 and the Pennsylvania Department of Education's related Professional Education Plan Guidelines.

(2) Both the Federation and the School District shall apply for approved

provider status for continuing professional education programs required by Act 48. In addition, the Federation and School District shall collaborate in pursuing affiliations with higher education institutions, in order to offer collegiate credits for programs required by the School District's Continuing Professional Education Plan.

(3) The parties agree that for purposes of fulfilling the professional development hours required by the terms of this Agreement employees shall participate in programs, courses, activities or learning experiences that are directly aligned with the goals of the School District's Continuing Professional Education Plan as it may have been supplemented at the school to which they are assigned.

(4) The Federation and the School District shall jointly develop and the School District shall operate a database to

provide information on approved professional development programs. The database shall be posted on the School District's and the Federation's web sites.

(b) Reactivating Certification
Professional educators who hold an Instructional II Certificate, and who are returning to service after a period of inactive certification of four (4) years or less may participate in continuing education programs offered by the School District.

5. Professional Development Programs for Instructional Support Personnel

(a) The School District's Professional Development Plan shall include a program of education and training for instructional support personnel to develop and enhance their job skills and competence.

(b) The program shall be based on a needs assessment, recommendations from instructional support staff representatives, administrator recommendations, and requirements based upon School District policy changes or initiatives.

(c) A committee with equal representation of Federation and School District members shall oversee the design and implementation of the program.

(d) Such program may include but not be limited to:

(1) technology training;

(2) student behavior management;

(3) orientation to School District policies;

(4) time management, conflict resolution and team building skills; and

(5) budgeting and record keeping.

XI. Assessment of Performance and Interventions

A. Individual Assessments for Professional Employees

1. Observations and Ratings

(a) In accordance with the Public School Code, tenured professional employees shall be rated annually.

(b) Ratings shall be made semi-annually for temporary professional employees (TPEs), long-term substitutes, and provisional employees. Tenured professional employees who have been rated unsatisfactory within the previous three (3) years shall be subject to semi-annual ratings for a period of three (3) years following their unsatisfactory rating. Teachers who have been rated unsatisfactory, and who are participating in the peer intervention program, will have their rating period extended until June 30, during the time they are participating in the program.

(c) All ratings of all employees shall be on the basis of satisfactory or unsatisfactory only. Comments by the Principal may be included on a performance appraisal form.

(d) Ratings of teaching performance shall be based upon the observations of a Principal, Assistant Principal or other rating official.

(e) The rating officer for the school nurse shall be the Principal who, when necessary, shall consult with the Nurse Supervisor.

(f) With the employee's consent, electronic devices may be used in the observation and supervision of an employee and as part of work-related projects. This does not preclude the use of lap-top computers.

(g) An observation may not be relied on to support an unfavorable rating of an employee unless a written statement of the observation is given to the employee within five (5) school days following the observation.

B. Interventions

1. Teacher Improvement Program Suggestions (TIPS) Upon receipt of a second anecdotal report of unsatisfactory classroom performance or an unsatisfactory rating for classroom performance, a teacher shall meet with the school Principal or other designated administrator and shall participate in an appropriate professional development program designed to correct the weaknesses identified. This program shall not exceed ten (10) hours outside of the regular teacher workday. Participation in such professional development shall not preclude the Principal or designee from working with the teacher during the workday when appropriate.

2. Peer Intervention

(a) The School District and the Federation have agreed to fund peer assistance on a voluntary confidential basis to temporary professional and professional employees. The Federation funding will be limited to the provision of office space and support staff for the Peer Intervention Program. The School District shall determine, from year to year, the level of funding for the program. The request for such assistance may

be initiated by the employee who
1) believes that his/her teaching
competence will benefit from
that assistance or, 2) by a
satisfactory teacher who has
received no more than one (1)
unsatisfactory classroom
observation in a rating period. In
the event of a second
unsatisfactory observation or an
unsatisfactory rating, the
employee may elect such
assistance in lieu of the TIPS
Program.

(b) The Program of Peer
Intervention will be provided in
the manner set forth below.

(1) The Peer
Intervention Panel
shall be composed of
nine (9) members,
five (5) of whom
shall be selected by
the Federation and
four (4) of whom
shall be selected by
the School District.
However, it will take
a vote of six (6) to
approve any
proposal.

(2) This Panel will
set qualifications and
procedures for the
selection of
intervenors, an
alternative careers
liaison and a
coordinator of the
program. The Panel
shall advertise, as
needed, the
intervenors,
coordinator and
alternative careers
liaison positions on a
citywide basis,
posting the

qualifications and procedures previously developed. The program's professional staff shall be selected in accordance with the posted procedures and the cost of all positions shall be borne by the School District.

(3) The Panel will review requests for help from individual teachers. The Panel will promptly notify the teacher of the determination of whether assistance will be provided. Yearly, upon receiving funding, the Panel must determine how many teachers it can serve, and set priorities for service.

(4) The intervenor will develop a plan to assist the participating teacher tailored to the specific needs of that teacher and will work with the teacher directly for not more than one (1) year.

(5) Any teacher who has a reasonable basis for needing such assistance and/or receives an unsatisfactory rating may request assistance from the

Peer Intervention Program, in writing, on a form promulgated by the Panel. The Panel will review requests and promptly notify the teacher of the determination as to whether assistance will be provided in that case. Such communications will be kept completely confidential.

(6) For three (3) months following the start of the intervention period, the Principal will not evaluate or observe the participating teacher for his/her instructional performance. However, no intervention process can be initiated after January 15 of any school year. Teachers participating in this process who were rated unsatisfactory in the previous school year will have their rating period extended until June 30.

(7) All communications between the intervenor and the participating teacher shall be completely confidential. As a condition of involvement in the program, all

participants in the program, including the intervenor and the participating teacher, must consent to the confidentiality provisions set forth in this paragraph. The School District and the Federation agree that the intervenor, or any other person involved in the Peer Intervention Program, shall not be subpoenaed by the School District or the Federation or called to testify, produce documents or participate in any other way concerning the intervention in any proceeding involving the participating teacher, including potential subsequent proceedings under the School Code. No arbitrator, in any proceeding under the parties' control, shall accept evidence regarding such communications.

(8) Except as otherwise herein provided, the Federation, the School District or any participating teacher may exercise any constitutional, statutory, regulatory or contractual right otherwise provided

by law, regulation or contract.

(9) The School District agrees to make available on a best efforts basis, alternative career opportunities for teachers who decide to leave the teaching profession in the course of or following intervention.

(10) Administrative procedures for effectuation of these provisions will be formulated by the Panel in consultation with the School District and the Federation and thereafter distributed by the Panel.

(11) These procedures relate solely to issues of competency and no other grounds of discipline.

(12) The acts of the Panel, intervenor, coordinator, Federation and School District shall be final.

C. Non-Professional Employees

1. Newly appointed employees (exclusive of professional employees, temporary professional employees, and per diem substitutes) shall serve a probationary period of forty-five (45) workdays from their dates of appointment. During this probationary period, an employee who has been absent for

any reason (with the exception of work related injuries) on three (3) or more occasions, or has had two (2) or more occasions of unsatisfactory work performance, or has had any documented unsatisfactory incident, may be transferred or terminated at the discretion of the Superintendent and/or CEO without recourse to the grievance procedure.

2. Employees who have completed the probationary period shall have their performance evaluated as satisfactory or unsatisfactory at least every two (2) years.

3. The Administration jointly with the Federation shall develop appropriate performance assessments for such non-professional employees.

XII. Compensation

A. Salaries

1. All employees shall receive the following salary increases:

10/1/05	3%
4/1/07	3%
4/1/08	3%

The above listed across-the-board increases apply to all salary schedules for all PFT members, including but not limited to extra-curricular rates, professional development rates and athletic coach rates.

B. General Compensation Terms

1. Employees not at the maximum of the salary scale applicable to their pay step shall receive an increment consistent with the salary schedule in effect.

2. Members of the PFT bargaining unit shall receive the following lump sum payments:

a. Effective December 1, 2004, members of the PFT bargaining unit will receive a lump sum payment of 3% of base salary, with a minimum payment of \$750 and a maximum payment of \$1,250.00. Per diem substitutes will receive this payment only after working ninety-one (91) days in the 2004/2005 school year.

b. Effective December 1, 2006, members of the PFT bargaining unit will receive a lump sum payment of 1% of base salary. Per diem substitutes will receive this payment only after working ninety-one (91) days in the 2006/2007 school year.

c. Effective December 1, 2007, members of the PFT bargaining unit will receive a lump sum payment of 1% of base salary. Per diem substitutes will receive this payment only after working ninety-one (91) days in the

2007/2008 school year.

3. A teacher, who enters the service of the School District of Philadelphia and has approved professional experience outside of the Philadelphia public schools, shall receive credit on a salary schedule for such years less one (1) year.

4. A former Philadelphia public school employee who returns to service within a period of four (4) years shall be placed on the appropriate salary schedule at the same level with an employee in service with equal experience.

5. A former teacher in the School District of Philadelphia who returns to service after a period of more than four (4) years shall be given the same salary credit for his/her prior service as a newly hired teacher with approved professional experience outside of the Philadelphia public schools.

6. A former secretary, Paraprofessional or NTA in the School District of Philadelphia who returns to service after a period of more than four (4) years shall be given salary credit for his/her prior service on a year for year basis up to a maximum of three (3) years.

7. An employee who has been promoted shall suffer no loss of pay as a result of such promotion.

8. When employees other than teachers are required to attend Staff Development Programs after their regularly scheduled work day, they shall be compensated at their regular hourly rate of pay.

9. Effective January 1, 2001, an employee moved to a lower paid classification shall, except in cases of demotion, retain his/her former rate in his/her new classification until such time as the rate for that new classification reaches his/her red-circled rate after which he/she shall be entitled to such increases as are applicable to the classification into which he/she has moved.

10. Teachers will be paid their regular hourly rate to teach a 6th period and/or Saturday class(es).

11. When schools are closed by administrative action, ten (10) month employees shall not be required to report to work.

12. Therapists who are employed at the Widener summer program shall be paid at their regular bi-weekly rate for such service.

13. Teachers teaching in the extended school year program (ESY) will be paid at their regular daily rate for each day worked in the program.

14. A nurse who has been required by appropriate administrative authority or in response to a health emergency, to use all or part of the lunchtime for other purposes, shall be entitled to compensatory time off.

15. When a nurse is called in early or retained by the School District only to cover for an absent nurse, he/she shall be paid for such time at the extra curricular rate.

16. There may be continued involvement of department heads in the development of curriculum. Payment for curriculum work performed at a time other than during the teacher's day shall be at the extra-curricular rate of pay. If a supervisory rate is established, payment is to be at that rate.

17. In the event an employee is absent less than two (2) hours on any day with approval of the Principal/administrator, there shall be no deduction from the employee's pay.

18. An employee who fails to submit a properly documented absence card within the pay period of absence shall not be paid until the card is delivered to the Principal or his/her designee.

19. An employee who, when and if permitted by this Agreement, is requested or directed by

the Administration to go to a location other than that to which he/she is regularly assigned or is authorized to use a personal car for School District business, shall be paid at the IRS-approved rate for any authorized travel and shall be reimbursed for any reasonable and necessary parking fees and tolls.

20. Teachers shall not be required to attend meetings outside of their regularly assigned workday for which there is no additional compensation, except for two (2) evening meetings per year and induction hours. Nothing in this Agreement shall prohibit employees from volunteering to perform duties outside their regularly assigned workday, which services shall not result in any additional compensation.

If an additional night meeting beyond the two (2) meetings referenced above is desired by a school community, the following process will be followed. The issue will be discussed and a plan developed collaboratively by the Principal, the Building Committee, the Home and School President and/or parent members of the School Council.

An additional night meeting may be scheduled through a shortened work day and that day cannot exceed the contractual work day. If such a meeting is scheduled, it requires the signature of the Principal, the Building Committee and the Home and School President.

21. All overtime shall be distributed equitably among eligible employees qualified to perform the work, within each classification at a given work location. Such distribution shall be accomplished in a manner to be determined by the operating head of each department in consultation with the Federation.

22. An employee, other than a member of the teachers bargaining unit, required to work on the first day of his/her scheduled two (2) days off shall be paid at the rate of time and one-half (1-1/2) for all time worked on such day. Such employee required to work on the

second day of his/her scheduled two (2) days off shall be paid at the rate of time and one-half (1-1/2) for all time worked on such day. In the event such employee is required to work both the first and second day of his/her scheduled two (2) days off, he/she shall be paid at the rate of double time for such time as he/she works on the second day of such scheduled two (2) days off.

23. All employees shall be eligible if qualified for extra-curricular activities and pay. Employees other than teachers shall be paid at their regular hourly rate of pay.

24. In each school year, each teacher (as defined in Article XVIII, Section A(1)) shall have the right, beginning in the 2005/2006 school year, to expend one hundred (\$100) dollars out of his/her school's allotment for supplies, instructional aids and books for the purpose of purchase or requisition of such materials for use with his/her students. Any unexpended portion of such one hundred (\$100) dollars shall be retained in the school's said allotment. The method of effectuation of this Section has been agreed upon by the Federation and the School District and will govern for the life of this Agreement except as modified from time to time by mutual agreement of the parties.

25. In each school year each psychologist shall have the right, beginning in the 2005/2006 school year, to expend one hundred (\$100) dollars out of the Division of Special Education allotment for instructional materials and supplies for the purpose of purchase or requisition of such material for use in his/her professional activities. Any unexpended portion of such one hundred (\$100) dollars shall be retained in the Division's said allotment. Procedures for the effectuation of this Section shall be established by agreement between the Federation and the School District.

26. The School District shall add to the regular school requisition form a health education materials listing. Beginning in the 2005/2006 school year, each public school

shall be allotted the sum of one hundred (\$100) dollars each year for such supplies to be ordered by the nurse. Beginning in the 2005/2006 school year, each non-public school which has at least one (1) day of nurse service every other week shall be allotted the sum of fifty (\$50) dollars for such purpose. The method of effectuation of this Section has been agreed upon by the Federation and the School District and will govern for the life of this Agreement except as modified from time to time by mutual agreement of the parties. A Joint Committee consisting of representatives designated respectively by the Superintendent and/or CEO and the Federation shall make a study of the appropriate health education material for the purpose of recommending the listing of approved additional materials on the school requisition forms.

27. Teachers employed on October 1, 1996, or earlier shall receive one (1) additional personal leave day per year placed in his/her frozen bank not later than August 31st of each year.

28. All ten (10) month long-term substitute teachers appointed effective September 1 of each school year shall receive their annual contractual salaries as described in Article XII, Section O(6). Long term substitutes in this class shall be eligible for benefits only through June 30th.

C. Senior Career Teachers

1. For employees hired after September 1, 1985 who are paid on a salary schedule that provides for a degree differential, placement on a schedule higher than a Master's degree shall be subject to approval of the content of the academic work presented, which approval shall not be unreasonably withheld.

2. To qualify for placement on the salary schedule for Senior Career Teachers, teachers must meet the following minimum requirements:

(a) M.A. Degree plus sixty (60)

credits or Ph.D.

(b) Ten (10) years' of satisfactory teaching in the School District of Philadelphia

(c) Dual Certification as follows

(1) Two (2) subject areas, or

(2) Elementary and Secondary, or

(3) K-12 Certification, or

(4) Regular and Special Education

3. For purposes of Dual Certification, Principal or Supervisor's Certificate shall be eligible for consideration as one (1) of the two (2) certifications.

D. Other Compensation Terms for members of the Secretaries' Bargaining Unit

1. An employee's regular hourly rate for the purpose of calculating overtime shall be his/her (bi-weekly) base salary divided by the number of hours he/she is scheduled to work.

2. For work during hours in excess of the regularly scheduled number of hours of work per day, an employee shall be paid at his/her straight time rate up to a total of forty (40) hours worked in a week and at the rate of time and one half (1-1/2) for all time worked in excess of forty (40) hours per week.

3. Long term substitutes shall be paid at the first step of the appropriate classification, except for long-term substitute secretaries who have completed one (1) year of service shall be paid at the second step of the ten (10) or twelve (12) month schedule.

4. A school secretary who enters the service of the School District of Philadelphia and has

approved experience as a school secretary outside of the School District of Philadelphia shall for each year of such experience receive a year of credit on the applicable salary schedule, such credit not to exceed two (2) years.

5. In those schools where only one (1) secretary is employed and where the pupil enrollment exceeds six hundred (600), the salary of such secretary shall be increased by the same percentages as other salaries and the salary schedule shall be contained in the pay plan published by the School District.

E. Other Compensation Terms for members of the Paraprofessionals' Bargaining Unit

1. An employee's regular hourly rate for the purpose of calculating overtime shall be his/her (bi-weekly) base salary divided by the number of hours he/she is scheduled to work.

2. For work during hours in excess of the regularly scheduled number of hours of work per day, an employee shall be paid at his/her straight time rate up to a total of forty (40) hours worked in a week and at the rate of time and one half (1-1/2) for all time worked in excess of forty (40) hours per week.

3. Each holiday as designated in the official School District Calendar on which schools are closed shall be considered as the appropriate number of hours worked as specified for the employee's classification.

4. Each day of authorized absence because of sickness shall be considered as the appropriate number of hours worked for each classification of employee.

5. Employees who work in a summer program shall be paid their regular hourly rate for such work.

6. Long-term substitutes shall be paid at the first step of the salary schedule for the appropriate classification.

7. LIMAs shall receive a fifty (\$50) dollar supply allotment from the library budget allotment each year.

F. Other Compensation Terms for members of the Non-Teaching Assistants' Bargaining Unit

1. The following rules shall govern the calculation of compensation for overtime required by or performed at the request of an authorized person:

(a) Overtime at the rate of time and one-half (1-1/2) shall be paid for all time worked in excess of forty (40) hours in any week.

(b) Each holiday as designated in the official School District Calendar on which schools are closed shall be considered as eight (8) hours of straight time worked for the above purposes.

(c) An employee's regular hourly rate for the purpose of calculating overtime shall be his/her (bi-weekly) base salary divided by the number of hours the employee is scheduled to work. He/she shall be paid for all hours worked in excess of seven and three quarter (7-3/4) hours in any day at the rate of time and one-half (1-1/2). A holiday and sick leave day shall be considered seven and three quarter (7-3/4) hours of straight time worked. For ten (10) month employees, the ten (10) month bi-weekly shall be used for such calculation.

2. NTAs shall be paid time and one-half (1-1/2) for all hours worked during the evening.

3. Those NTAs who are required to remain in the building up to thirty (30) minutes beyond the regular work day to accomplish a task which is not an emergency task will receive straight time compensation for the additional time period.

4. In the event an employee shall be required to perform work for the School District during any Saturday, Sunday or holiday on which schools are closed, he/she shall be paid

for all hours worked during such days at his/her regular hourly overtime rate in accordance with Section 1 of this Article, depending upon the number of hours he/she worked during the payroll week in which such day falls, but not less than four (4) hours at his/her regular rate.

5. A long-term substitute shall advance to the next succeeding step of the appropriate schedule at each increment date. A long term substitute returning to service as a long-term substitute shall be placed upon the same salary step at which he/she was when his/her long-term service was terminated.

6. NTAs who are employed in the summer shall be paid at their regular hourly rate of pay.

G. Other Compensation Terms for Per Diem Substitutes

1. Any regularly appointed teacher who has been laid off by the School District, or any employee who was a long-term substitute teacher in the previous year and who serves as a per diem substitute teacher shall be paid at the daily rate specified in the Agreement as if he/she had worked the required twenty-two (22) teacher days in the preceding or in the current school year.

2. When a per diem substitute teacher achieves long-term status there shall be no deduction from the long-term substitute salary on account of a difference between the daily salary rates of the two (2) classifications.

3. If schools are closed by administrative action, a per diem substitute who has been assigned for that day shall be paid.

XII. Compensation

H. Other Compensation Terms for members of the Professional/Technical Bargaining Unit

1. An employee who is assigned to a School District vehicle and who is required, because of a vehicle breakdown, to remain with the vehicle beyond his/her shift, shall be compensated for any time beyond his/her regular shift. The employee shall report to his/her supervisor as soon as possible.
2. All employees in the bargaining unit whose salary is equal to or less than forty-five thousand eight hundred eleven dollars (\$45,811) per year effective April 30, 2000 shall be eligible for overtime compensation at the rate of time and one half (1-1/2) for time worked in excess of forty (40) hours in any one (1) week or eight (8) hours in any one (1) day, and for straight time for time worked between the normal work week and forty (40) hours, except for employees assigned a ten (10) hour / four (4) day per week schedule, who shall be eligible for time and one half (1-1/2) for time worked in excess of forty (40) hours in any one (1) week.
3. All employees in the bargaining unit earning more than the amount named in Section 2 above, but less than sixty-eight thousand fifty- three dollars (\$68,053) per year effective April 30, 2000 shall, earn overtime as above based on the hourly rate of an employee earning the amount named in paragraph 2.
4. All employees in the bargaining unit earning in excess of the higher amount named in paragraph 3 shall be eligible to earn compensatory time.
5. There shall be no pyramiding of overtime rates under any section of this Article.
6. An employee who works on a scheduled School District holiday shall be paid at time and one half (1-1/2) of his/her regular hourly rate for all hours worked on such day, in

addition to the holiday pay for which the employee is eligible.

7. An employee called to work on other than regular work on other than regular hours shall be guaranteed at least two (2) hours work or pay in lieu thereof for any period less than two (2) hours; four (4) hours work or pay in lieu thereof for any period more than two (2) hours and less than four (4) hours; six (6) hours work or pay in lieu thereof for any period more than four (4) hours and less than six (6) hours. However, employees earning in excess of the higher amount named in paragraph 2 of this Section shall receive compensatory time.

8. A ten (10) month employee who is required to work on a day the schools are closed because of inclement weather shall be paid at straight time for all hours worked on such day in addition to his/her regular salary or shall receive a compensatory day.

9. The time worked on such day shall be included as time worked for purposes of computing time and one half (1 $\frac{1}{2}$) after forty (40) hours in any week in which such day may occur. The difference, if any, between such time worked on such day and the normal work day of such employee shall be included as time worked for purposes of computing time and one half (1-1/2) after forty (40) hours in any week in which such day may occur.

10. An employee who is not required to work on a day the schools are closed because of inclement weather shall receive his/her regular salary for such day. Such day not worked shall be included as time worked for purposes of computing time and one half (1-1/2) after forty (40) hours in any week in which such day may occur.

11. If a snow day falls on an employee's regularly scheduled day off, then such employee shall not be paid for such day, and such day shall not be included as time worked for the purposes of computing overtime.

12. A foreman who is assigned to work scheduled overtime on Saturday or Sunday shall receive guaranteed four (4) hours of overtime pay; except for individuals assigned to the ten (10) hour / four (4) day per week schedule, who are governed by the side letter that sets forth terms and conditions for the ten (10) hour / four (4) day per week schedule.

13. An employee's regularly scheduled day off shall not be included as time worked for the purposes of computing overtime.

14. The tool-carrying allowance presently payable to Maintenance Department employees and Building Construction Inspectors shall be twelve dollars (\$12.00) per month for each month of active employment.

I. Other Compensation Terms for members of the Comprehensive Early Learning Center Bargaining Unit

1. An employee who is required to work beyond his/her regular workday shall be granted compensatory time. For all hours worked beyond forty (40) hours in any one (1) week, he/she shall be paid at the rate of time and one half (1-1/2) of his/her regular hourly rate.

2. Exclusive of Lead Teachers and Social Workers' staff, employees shall be paid at the rate of time and one half (1-1/2) of their regular hourly rate for the time spent at any evening meeting beyond two (2) meetings in one (1) year.

3. An employee who is required to use part or all of his/her regular daily break for staff meetings or for emergency situations shall be entitled to compensatory time for the time used in such cases.

4. Such compensatory time shall be taken in individual blocks equal to the break time lost.

5. Employees in the Comprehensive Early Learning Center will be given credit for prior appointed teaching experience that was

completed within the Philadelphia School District.

6. No more than (3) compensatory days can be used during the period from June 30 to September 1, nor may such days be used to extend vacation leave.

7. No employee shall be required to take a compensatory day. The employee shall notify the lead teacher at least two (2) school days in advance of his/her request to take off a compensatory day except in the case of a personal emergency. Such request shall be granted unless the number of such requests would affect the operation of the school or center. Such requests shall be granted for any one (1) day to no more than one-third (1/3) of the teachers and assistant teachers in a school or center and to no more than one (1) employee of each other classification.

8. A record of all compensatory time shall be kept both by the Head Teacher and the employee. The system for such records shall be reviewed by the Federation and the Administration.

9. If a school or center is closed as a result of an emergency situation, the employees shall be given the option of taking a compensatory day or being reassigned for the day. However, if any employee has already reported for work and has remained in the school or center for a period of two (2) hours or more, said employee shall be given credit for a day's work and shall not be reassigned or required to take a compensatory day.

10. All Food Service Assistants shall be paid according to the salary schedule of Custodial Assistants – five (5) hours – step 178.

11. Social Worker Assistant IV with one (1) or more degrees shall be paid at parity with Assistant Teacher IV.

12. Fifty dollars (\$50) per year, per class, from the Comprehensive Early Learning Center budget shall be allocated for the

purchase of supplies not listed on the requisition.

J. Other Compensation Terms for members of the Head Start Bargaining Unit

1. An employee who is required to work beyond his/her regular workday, with authorization of the appropriate administrator, shall be granted compensatory time.

Compensatory time is to be taken during the same pay period. Compensatory time shall be taken with authorization of the appropriate administrator and with no less than twenty-four (24) hours prior notice.

2. For all hours worked beyond forty (40) hours in any one (1) week, he/she shall be paid at the rate of time and one half (1-1/2) of his/her regular hourly rate.

3. Exclusive of Head Teachers, employees shall be paid at the rate of time and one half (1-1/2) of their regular hourly rate for the time spent at any evening meeting beyond two (2) meetings in one (1) year.

4. An employee who is required to use part or all of his/her regular daily break or who is required to work beyond his/her regular work day shall be entitled to compensatory time for time used in such cases. Such compensatory time shall be taken in individual blocks equal to the break time lost or time worked that extended his/her day.

5. A request for compensatory time shall be granted unless the number of such requests would affect the operation of the center.

6. In each school year, each teacher shall have the right to expend fifty dollars (\$50) out of his/her center's allotment for supplies, instructional aids and books for the purpose of purchase or requisition of such materials for use with his/her students. Any unexpended portion of such fifty dollars (\$50) shall be retained in the center's said allotment. The method of effectuation of this Section has been agreed upon by the

Federation and the School District and will govern for the life of this Agreement except as modified from time to time by mutual agreement of the parties.

K. Other Compensation Terms for SSA Bargaining Unit

1. If the employees are required to work beyond their regular school day, they shall be compensated at straight time until forty (40) hours per week and time and one half (1-1/2) after forty (40) hours per week.

2. When employees are required to attend staff development programs after their regularly scheduled workday, they shall be compensated at their regular hourly rate of pay.

3. In each year, the regular daily schedule of an employee shall be no less than two (2) hours or the number of hours up to four (4), which are in effect when the employee commences work during the school year.

4. In the event that the schools are closed on account of inclement weather, the employees assigned thereto shall not be required to report for duty on that day. Such employee shall be paid for the regular daily number of hours for that day.

5. Employees shall be paid for all of the non-working days during the Christmas and Easter holidays. Employees shall be paid for all holidays.

L. Other Compensation Terms for Food Service Managers Bargaining Unit

1. For work during hours in excess of the regularly scheduled number of hours of work per day, an employee shall be paid at his/her straight time rate up to a total of forty (40) hours worked in a week and at the rate of time and one-half (1-1/2) for all time worked in excess of forty (40) hours per week.

2. The classification formula for Food Service Managers shall be modified to provide for the

classification of Food Service Manager IV.
This classification shall be based on two thousand (2,000) meals per day or more.

M. Pay for Assignment to an Acting Position

An employee who is designated to fill an assignment which, it is anticipated, will continue for twenty (20) or more consecutive calendar days in a position whose salary schedule contains a higher salary than his/her own shall, from the inception of his/her filling of such position, be compensated in the same manner as if he/she were regularly appointed to such position. Where it is contemplated that the assignment will continue for fewer than twenty (20) consecutive calendar days but actually continues for twenty (20) or more consecutive calendar days, the provisions concerning compensation above shall apply for the whole period of his/her assignment retroactively. This provision shall not be construed to apply to employees who are classified in a relief position.

N. Pay for Satisfactory Performance

1. All employees shall be eligible for pay raises, incremental increases or service increments only if they receive a satisfactory rating at the end of the rating period proceeding the effective date of the increase.

2. When an employee is determined to be ineligible for pay raises and incremental increases under this provision, he/she shall remain at the same level of the salary schedule and shall receive the same salary in the next succeeding school year that he/she is in active service. If such an employee is rated satisfactory at the end of the next rating period, he/she shall not be granted any standard contractual pay increases or service increments retroactively.

O. Schedule/Methods of Payment

1. Employees shall be paid every other Friday.

2. When a holiday falls on a day when checks are issued, paychecks will be mailed in a timely fashion, but in no event later than two (2) days prior to the regular payday.

3. A nurse who is regularly assigned to a public school on the Friday on which salaries are paid shall have his/her paycheck delivered to that school with the paychecks of other employees in the school. However, a nurse who had direct deposit need not be assigned to his/her payroll school on the Friday on which salaries are paid. For nurses assigned full time to non-public schools, arrangements for transmittal of paychecks will be made by the Division of Health Services.

4. Salary increments shall be implemented and paid effective the date of the increment.

5. Employees shall have a leave bank created to store personal days accumulated as a result of administrative actions such as prep time payback, etc. Employees shall be eligible to use all such accumulated days each year. In the year of termination, employees shall receive termination pay for each unused day at the then daily rate of pay.

6. All ten (10) month employees shall be reclassified as twelve (12) month employees for the purpose of this section only, and shall be paid their contractual annual salary over a twelve (12) month period.

7. Any employee whose schedule does not require attendance during July and August shall continue to receive salary during July and August at their daily rates of pay in anticipation of their availability to work as of September 1 as long as they remain in active status.

8. If any such employee is not in pay status on any days or parts of days between September 1 and June 30, his/her future salary during the following July and August shall be reduced by the proportion that the number of such days or parts of days not in pay status bears to the total number of weekdays between said September 1 and June 30.

9. Nothing herein shall be construed to modify the present method of computation of personal illness or personal leave

reimbursement.

10. An explanation of the codes on the paycheck stub shall be made available to employees during the first month of each school year.

11. If an employee whose schedule does not require attendance during July and August terminates his/her employment at any time, he/she shall be entitled to severance payment equal to a percentage of his/her daily salary for each day he/she was in pay status between the first day of September prior to his/her termination and his/her last day of work whichever is earlier. Such percentage shall be determined by dividing the number of weekdays occurring between July 1 and August 31 by the number of weekdays occurring between the preceding September 1 and June 30. If the employee's termination date is between July 1 and August 31, such severance payment shall be reduced by the gross amount of salary received for the period from July and August 31.

12. Any 10 pay 12 employee (a ten (10) month employee who receives his/her salary over a twelve (12) month period) who terminates is entitled to receive any monies in his/her reserve accrual account after taking into account salary adjustments/corrections required as a result of early termination.

P. National Board of Professional Teaching Standards

1. The School District shall reimburse classroom teachers up to \$2,500.00 for application fees and expenses incurred in applying for National Board of Professional Teaching Standards Certification. The classroom teachers shall only be eligible for reimbursement for fees and expenses involved in applying for National Board of Professional Teaching Standards Certification after receiving certification.

2. During the initial application process for the National Board of Professional Teaching Standards Certification, the School District shall provide up to one (1) day of substitute

service for a classroom teacher within thirty (30) days before their portfolios are due. The teacher must request the day of substitute service at least two (2) weeks in advance.

3. All teachers who receive certification from the National Board of Professional Teaching Standards shall be given an annual bonus of \$3,500.00, for the length of their certification.

4. During the period of their certification, a National Board of Professional Teaching Standards certified teacher may be requested to assist or mentor another teacher applying for National Board of Professional Teaching Standards Certification.

Q. Incentive Schools

1. The Federation-District Committee will meet to establish criteria to determine which schools shall comprise the Incentive School List.

(a) The Incentive School List shall contain no more than twenty-five (25) schools.

(b) Schools shall remain on the Incentive School List for a minimum of three (3) years. The District-Federation Committee will meet and discuss the criteria for the Incentive School List in or around January 2008.

(c) The Incentive School List, as set forth in this subsection, and the benefits associated with being on this List, replaces the 2001 agreement between the School District of Philadelphia and the Philadelphia Federation of Teachers that addressed hard to staff school issues. The 2001 list of schools, and the benefits associated with being on the 2001 list, are considered null and void by the Parties and shall have no force or effect whatsoever.

2. The terms and benefits for teachers assigned to schools on the Incentive School List are as follows:

(a) The terms and benefits set forth in this Section, shall begin in the 2005/2006 school year, and shall remain in effect for the school years in which the school remains on the Incentive School List.

(b) Each teacher on the staff on the Incentive School List shall receive tuition reimbursement of up to six (6) credits per year, at the rate of \$400 per credit to a maximum of \$2,400 per year.

(c) Teachers on the staff of schools on the Incentive School List who have attained a Masters +30 and beyond shall have the option of receiving the tuition reimbursement or three (3) additional personal leave days a year to be placed in a frozen leave bank payable at retirement or resignation.

(d) As part of the School District's overall class size reduction program, for schools on the Incentive School List, the goal is to reduce class size below the School District's average class size in comparable buildings (e.g., K-8, elementary, middle).

(e) Teachers on staff in schools on the Incentive School List will be provided targeted professional development dealing with managing disruptive pupil behavior.

(f) Literacy Intern Teachers and Transition Support Tutors may elect to remain in vacancies in these schools when they become

appointed teachers with the agreement of the Principal.

(g) Teachers who voluntarily transfer into schools on the Incentive School List shall suffer no loss of building seniority.

XIII. Benefits

A. Medical Plans

1. Medical Coverage. The School District shall provide medical coverage to eligible employees and their qualifying dependents, in accordance with this Section, in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, and Professional Technical bargaining units.

2. Employee Eligibility. Employees eligible for medical coverage under the School District's plans are those active employees who are employed in a full-time capacity or in an eligible part-time capacity under the two-fifths (2/5) rule. For employees hired by the 10th calendar day of the month, coverage becomes effective on the first day of the following month. For employees hired after the 10th calendar day of the month, coverage becomes effective on the first day of the next succeeding month. Subject to PHSA rights, coverage shall cease on the date that active employment ceases.

3. Qualifying Dependents.

(a) The employee may cover dependent children in accordance with Sections 105 and 152 of the Internal Revenue Code as amended. Spouse shall include your lawfully married

spouse or common law spouse, as specifically provided in this Agreement. The School District will not recognize common law marriages first entered into on or after September 17, 2003. The School District will develop reasonable procedures for recognizing those common law marriages entered into before September 17, 2003 but not presented to the School District until after that date. Common law spouses who were enrolled prior to September 17, 2003 shall continue to be eligible for coverage. However, no common law spouse may be enrolled for coverage after September 17, 2003. In addition, and upon attainment of age nineteen (19), and every six (6) months thereafter, a dependent child must provide proof satisfactory to the School District that he/she is a full-time student in good standing in an accredited college, community college, university or secondary program. Coverage for

dependent children shall terminate at age twenty-five (25). If a dependent is totally and permanently disabled and dependent upon the employee for support sufficient to qualify as a dependent on the tax return of the employee, then the dependent may continue to be enrolled for medical coverage so long as the employee is eligible for coverage. Original documentation sufficient to establish eligibility must be provided to the School District prior to the start date of coverage for each covered person.

(b) Domestic Partners: An employee may elect to cover a domestic partner. Imputed income equal to the cost of coverage for the domestic partner shall be added to the W-2 of the employee. Original documentation sufficient to establish eligibility must be provided to the School District prior to the start date of coverage for each covered person. The School District shall establish both a list

of required documentation necessary to establish Domestic Partnership as well as policies and procedures for ensuring that these documents are maintained in a confidential fashion.

4. Plan Options. The medical coverage offered by the School District shall be as follows:

(a) Effective November 1, 2004, all new employees shall be enrolled in Keystone HMO 10 for a period of four (4) years at no cost to the employee. Upon completion of four (4) years of employment, any employee choosing to enroll in the PC 15/25/70% (w/ variations) Plan shall be permitted to do so, provided however, that such employees shall be required to pay three percent (3%) of the then applicable current Personal Choice Component Premium (e.g., Single, Husband and Wife, Family).

(b) Effective November 1, 2004, any employee who is currently enrolled in Keystone HMO 5 shall be enrolled in Keystone HMO 10.

Any employee hired before November 1, 2004, completing three (3) years of employment after January 1, 2005, choosing to enroll in the PC 15/25/70% (w/ variations) Plan shall be permitted to do so, provided however, that such employees shall be required to pay three percent (3%) of the then applicable current Personal Choice Component Premium (e.g., Single, Husband and Wife, Family).

Any employee in the Keystone HMO or Keystone POS prior to November 1, 2000, and who chooses to migrate prior to January 1, 2005, shall be permitted to do so at no cost to the employee. Employees choosing to migrate after January 1, 2005 shall pay the three percent (3%) contribution.

(c) Effective November 1, 2004, all employees currently enrolled in the traditional Blue Cross/Blue Shield Indemnity Plan shall be enrolled in Personal Choice 15/25/70% (w/ variations) at no cost

to the employee.

(d) Effective November 1, 2004, all employees currently enrolled in Personal Choice 10/20/70% (w/ variations) shall be enrolled in Personal Choice 15/25/70% (w/ variations) at no cost to the employee.

(e) Effective November 1, 2004, all employees currently enrolled in Keystone POS 5 or any other medical benefit plan not otherwise listed in this section, shall be enrolled in Keystone POS 10C at no cost to the employee.

5. Cafeteria Plan. The School District will maintain a pre-federal income tax medical insurance premium conversion account for bargaining unit members.

Participation in the medical insurance premium conversion account will be governed by the Collective Bargaining Agreement. If a participant elects health coverage requiring a co-pay, the co-pay will be taken out of salary through regular payroll deduction on a before-tax basis, unless an affirmative election is made to use "after-tax" payroll deduction.

Employees who experience a change in family status within the meaning of the premium conversion plan document that

apply to this pre-tax account may, in certain circumstances, enroll after the start of the plan year, or stop further deductions during the year.

B. Creation of Philadelphia Federation Of Teachers Health And Welfare Fund

1. It is understood and agreed that the Philadelphia Federation of Teachers, Local 3, AFT, AFL-CIO shall establish a Trust Fund to be designated and known as the “Philadelphia Federation of Teachers Health and Welfare Fund.”

2. The Trust Fund shall have its place of business in Philadelphia, Pennsylvania, and it shall be operated by a Board of eight (8) Trustees, six (6) of whom shall be appointed by the Federation and two (2) of whom shall be appointed by the School District or its designee.

3. Effective September 1, 2004, the School District shall pay into the Fund the sum of three thousand one hundred and sixty-three dollars and fifty cents (\$3,163.50) per eligible member. The payments shall be made bi-weekly at the rate of one hundred and twenty-one dollars and sixty-seven cents (\$121.67) for each of twenty-five pay periods and one hundred and twenty-one dollars and seventy-five cents (\$121.75) for the twenty-sixth full pay period.

4. Effective September 1, 2005, the School District shall pay into the Fund the sum of three thousand four hundred and ninety-five dollars and sixty-seven cents (\$3,495.67) per eligible member. The payments shall be made bi-weekly at the rate of one hundred and thirty-four dollars and forty-four cents (\$134.44) for each of twenty-five pay periods and one hundred and thirty-four dollars and sixty-seven cents (\$134.67) for the twenty-sixth full pay period.

5. Effective September 1, 2006, the School District shall pay into the Fund the sum of three thousand eight hundred and sixty-two

dollars and seventy-one cents (\$3,862.71) per eligible member. The payments shall be made bi-weekly at the rate of one hundred and forty-eight dollars and fifty-six cents (\$148.56) for each of twenty-five pay periods and one hundred and forty-eight dollars and seventy-one cents (\$148.71) for the twenty-sixth full pay period.

Effective no later than September 1, 2006, the School District shall make a payment to the Fund of twelve million five hundred thousand dollars (\$12,500,000). The payment shall be made on behalf of all eligible members without regard to the number of eligible members then enrolled in the Fund's plan.

6. Effective September 1, 2007, the School District shall pay into the Fund the sum of four thousand two hundred and eighty-seven dollars and sixty-one cents (\$4,287.61) per eligible member. The payments shall be made bi-weekly at the rate of one hundred and sixty-four dollars and ninety cents (\$164.90) for each of twenty-five pay periods and one hundred and sixty-five dollars and eleven cents (\$165.11) for the twenty-sixth full pay period.

Effective no later than September 1, 2007, the School District shall make a payment to the Fund of twelve million five hundred thousand dollars (\$12,500,000). The payment shall be made on behalf of all eligible members without regard to the number of eligible members then enrolled in the Fund's plan.

7. The amounts paid into the Fund on behalf of each eligible employee shall be pro-rated over the eligibility period for each employee.

8. The School District shall pay into the Health and Welfare Fund for each day worked by eligible per diem substitute teachers in the bargaining unit, the following amounts:

Effective September 1, 2004
\$7.93
Effective September 1, 2005
\$8.76

Effective September 1, 2006

\$9.68

Effective September 1, 2007

\$10.74

C. Purpose Of Trust Fund

1. The purposes of the Trust Fund shall be to make payments from principal or income or both of (1) benefits to employees, their families and dependents for medical and hospital care; (2) benefits on account of sickness, temporary disability, permanent disability, death or retirement; (3) benefits for any and all other purposes which may be specified by the Trustees of the Fund, provided same are within the scope of applicable law.

2. Subject to the stated purposes of the Trust Fund, and applicable law, the Trustees shall have full authority to establish rules and regulations with respect to coverage, amounts of benefits, eligibility, priorities among classes of benefits, methods of providing or arranging for provisions for benefits, investment of Trust Funds, and all other related matters including reasonable and necessary administrative costs.

D. Payment To Trust

1. The payments to the Trust Fund shall be made by the School District to the Fund at the conclusion of each full bi-weekly pay period for twenty-six (26) such payments during the school year.

E. Title To Monies Paid Into Trust

Title to all the monies paid into and/or due and owing said Trust Fund shall be vested in and remain exclusively in the Trustees of the Trust Fund. No benefits or monies payable from this Fund shall be subject in any manner to anticipation, alienation, sale, transfer, assignment, pledge, encumbrance or charge, and any attempt to anticipate, alienate, sell, transfer, assign, pledge, encumber or charge the same shall be void. The monies to be paid into said Trust Fund shall not constitute or be deemed wages due to the individual employee nor shall said monies in any manner be liable for or subject to the debts, contracts, liabilities or torts of any beneficiary of such Trust Fund.

F. Leave Of Absence For Employees To Work For Health And Welfare

In accordance with the provisions of the foregoing Article III, Section B employees who are elected and/or appointed to full time positions with the "Philadelphia Federation of Teachers Health and Welfare Fund" shall be granted leaves of absence for the purpose of accepting those positions. No more than ten (10) employees from among all of the bargaining units presently represented by the Federation shall be granted such leaves of absence for any school year.

G. Philadelphia Federation Of Teachers Legal Services Trust Fund

1. The School District agrees to establish the "Philadelphia Federation of Teachers Legal Services Trust Fund" which shall be organized to qualify as a tax-exempt organization pursuant to the provisions of the United States Internal Revenue Code of 1954, as amended. The exclusive function of said Trust being to form part of a qualified legal services plan within the meaning of Section 120 of the United States Internal Revenue Code of 1954, as amended. For the 2004/2005 school year, the School District shall pay to said Trust Fund one hundred and thirty-five dollars (\$135) per year for each employee covered by this Agreement payable at the rate of six dollars and seventy-five cents (\$6.75) per employee per pay period for twenty (20) full bi-weekly pay periods each school year. Effective beginning with the 2005/2006 school year, the School District shall pay to said Trust Fund one hundred and forty-five dollars (\$145) per year for each employee covered by this Agreement payable at the rate of seven dollars and twenty-five cents (\$7.25) per employee per pay period for twenty (20) full bi-weekly pay periods each school year.

2. It is further agreed that there shall be established a qualified group legal services plan of which the aforescribed Trust Fund shall form a part, pursuant to the provisions of Section 120 of the United States Internal Revenue Code of 1954, as amended.

3. The purposes of the Philadelphia

Federation of Teachers Legal Services shall be to provide for the exclusive benefit of employees, their spouses or dependents' specified benefits consisting of personal legal services through prepayment of, or provision in advance for, legal fees in whole or part. Exclusions and Limitations of the Plan shall include at a minimum matters involving as adverse parties any of the following: the Plan, any Employer or any agent of the Plan or Employer, the Trust or any Trustee.

4. The Philadelphia Federation of Teachers Legal Services Trust Fund shall have such places of business as the Trustees in their discretion may from time to time direct. The Philadelphia Federation of Teachers Legal Services Trust Fund shall be operated in the same manner as the Philadelphia Federation of Teachers Health and Welfare Trust Fund by a Board of eight (8) Trustees, six (6) of whom shall be appointed by the Federation and two (2) of whom shall be appointed by the School District or its designee.

5. All provisions above which are applicable to the Philadelphia Federation of Teachers Health and Welfare Trust Fund, with respect to the Trustees' authority to establish rules and regulations regarding coverage, amounts of benefits, eligibility, methods of providing and/or arranging for the provision of benefits, investments of funds and other related matters; to leaves of absence for School District employees working for the Fund, to prorating the payments of employees who cease working for the School District; to the methods and times of payments of amounts to the Fund; and to the title of the monies paid to the Fund, shall be fully applicable to the Philadelphia Federation of Teachers Legal Services Trust Fund to the extent permissible under applicable law.

XIII. Benefits

H. Career Development

1. The School District and Federation agree to create a Career Development Fund for the purpose of assisting the bargaining unit members in career development. Towards this end, the School District shall contribute the sum of four hundred thousand dollars (\$400,000) on an annual basis for the purpose of tuition reimbursement.
2. The School District and Federation agree to create a Joint Committee comprised of two (2) representatives appointed by the Superintendent and/or CEO and two (2) representatives appointed from the Federation who shall have the authority to implement and oversee this program.
3. The funds from this program shall be made available to Paraprofessionals, Non-Teaching Assistants, Secretaries, non-degreed Professional/Technical bargaining unit members, non-degreed Comprehensive Early Learning Center bargaining unit members, Teachers who need to be re-certified.
4. Each year, employees in the above classifications shall be eligible for tuition assistance for the cost of college credits of a minimum of fifty dollars (\$50) per college credit for a maximum of six (6) credits in any one (1) year.

I. Life Insurance

1. Eligibility. Upon employment, an employee in a covered bargaining unit, irrespective of sex, shall be permitted to obtain coverage under Life Insurance Plan No. 5 without medical examination. An employee in service for more than ninety (90) days electing to obtain such coverage at any other time must undergo a medical examination satisfactory to the insurance carrier, the cost of which he/she must pay.
2. Covered Bargaining Units. Teachers, Non-

Teaching Assistants, Secretaries,
Paraprofessionals, Comprehensive Early
Learning Center, Food Service Managers,
Head Start and Professional/Technical.

3. Amount of Coverage. Coverage under the Life Insurance Plan No. 5 shall permit an employee to elect life insurance coverage in the amount of two thousand dollars (\$2,000) or coverage in the following amounts:

Base Salary Amount Base Salary Amount

Under \$1,500	\$3,438	\$9,000 to \$9,999.99
\$1,500	\$15,000	
\$1,500 to \$2,999.99	\$5,000	\$10,000 to \$10,999.99
\$3,000 to \$3,999.99	\$16,250	
\$4,000 to \$4,999.99	\$7,500	\$11,000 to \$11,999.99
\$5,000 to \$5,999.99	\$17,500	
\$6,000 to \$6,999.99	\$8,750	\$12,000 to \$12,999.99
\$7,000 to \$7,999.99	\$18,750	
\$8,000 to \$8,999.99	\$10,000	\$13,000 to \$13,999.99
\$9,000 to \$9,999.99	\$20,000	
\$10,000 to \$10,999.99	\$11,250	\$14,000 to \$14,999.99
\$11,000 to \$11,999.99	\$21,250	
\$12,000 to \$12,999.99	\$12,500	\$15,000 to \$15,999.99
\$13,000 to \$13,999.99	\$22,500	
\$14,000 to \$14,999.99	\$13,750	\$16,000 to \$16,999.99
\$15,000 to \$15,999.99	\$23,750	
\$16,000 to \$16,999.99	\$25,000	
\$17,000 and over	\$25,000	

4. Retiree Life Insurance. The amount of insurance provided for employees who retire and who have been participating in the life insurance program shall be two thousand dollars (\$2,000).

5. School District Contribution. The District will continue its present participation in the premium cost of life insurance coverage, but in no case shall this be less than approximately one-half (1/2) of such premium cost.

6. Additional Options. In addition to the foregoing, with the approval of the Federation, the School District may offer other insurance options which, at the employee's expense through authorized

payroll deduction, may be purchased by eligible employees and/or their qualifying dependents.

J. Wage Continuation Program

1. Eligibility. Employees in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start and Professional/Technical bargaining units shall have the opportunity to enroll in a weekly indemnity program which would provide a uniform benefit duration with various waiting periods based on accumulated sick leave. This plan shall be as follows:

Accumulated Sick Leave Waiting Period
Percentage of Premium

Paid By the School District Benefit Duration

Less than 10 days 7 25% 52 weeks of benefit payments after the individual has utilized his/her accumulated sick leave plus waiting period.

10 but less than 30 6 25%

30 but less than 60 5 65%

60 but less than 90 4 100%

90 but less than 120 3 100%

120 but less than 150 2 100%

150 but less than 180 1 100%

180 days and over 0 100%

2. New Hires. For employees in covered bargaining units who are newly hired within the three (3) years immediately prior to each September 1 when the employee's weekly indemnity benefits category is set, the percentage of premium paid by the School District will be as follows:

Accumulated Sick Leave Waiting Period
Percentage of Premium

Paid By the School District Benefit Duration

Less than 10 days 7 50% 52 weeks of benefit payments after the individual has utilized his/her accumulated sick leave plus waiting period.

10 but less than 30 6 50%

30 but less than 60 5 65%

3. Category Placement. At the commencement of each school year and until the following July 1, the individual shall be placed in a category relating to his/her accumulated sick leave.

4. Premium amounts for the Weekly Indemnity Program shall be deducted from all pay.

5. Waiting Periods. The waiting period shall apply only once during each school year commencing with July 1 or September 1.

6. Social Security Offset. The benefits shall be offset by Social Security after five (5) months of continuous disability.

7. Non-Working Days. Any employee receiving weekly indemnity benefits on the day before and the day after a holiday or other paid non-working day shall be paid for that holiday or other paid non-working day at the weekly indemnity rate of pay.

8. Catastrophic Illness. Any employee who has an accumulated sick leave balance of at least ninety (90) days and who, as a result of suffering a single catastrophic illness or injury, has a continuous absence, certified by a physician, that brings his/her sick leave balance below thirty (30) days, shall be treated as a new employee for purposes of calculating wage continuation rates for not more than three (3) years subsequent to the date of his/her return to work.

9. If an employee is receiving wage continuation benefit payments, then health benefits coverage shall be continued in accordance with the following:

(a) If the employee has not exhausted FMLA benefits prior to the commencement of benefit payments under the wage continuation insurance program, then any remaining FMLA health care coverage shall first be applied to the period during which the employee is receiving wage continuation benefits. If employees are required to pay a contribution towards their health care, the employee on FMLA leave shall make a contribution equal to the amount of the employee contribution for the same health care coverage.

(b) When the employee exhausts FMLA health care coverage, the employee is eligible for health care benefits for the remaining duration of the wage continuation insurance benefit payments. If employees are required to pay a contribution towards their health coverage, then the employee must make a contribution equal to the amount of the employee contribution for the same health care coverage for the period of coverage. If the employee receives wage continuation benefits for any amount of time longer than six (6) months and the employee does not return to work following the termination of the wage continuation benefit, the amount of time in excess of six (6) months during which the employee participated in the Employer Group Health Plan and received wage continuation payments shall be considered to have been an alternative to PHSA (Public Health Service Act) coverage and shall reduce the amount of time for which the employee may elect PHSA coverage.

(c) If the employee has exhausted FMLA benefits prior to the commencement of benefit payments under the wage continuation program, then the employee is eligible for health care coverage for the duration of the wage continuation insurance benefit payments. If employees are required to pay a contribution towards their health care coverage, then the employee must make a contribution equal to the amount of the employee contribution for the same health care coverage for the period of coverage. If the employee receives wage continuation benefits for any amount of time longer than six (6) months and the employee does not return to work following the termination of the wage continuation benefit, the amount of time in excess of six (6) months during which the employee participated in the Employer Group Health Plan and received wage continuation payments shall be considered to have been an alternative to PHSA (Public Health Service Act) coverage and shall reduce the amount of time for which the employee may elect PHSA coverage.

K. Workers' Compensation

1. Eligibility. As set forth in this Section, active employees in all bargaining units shall be covered by the School District's workers' compensation program for injuries or illnesses arising out of the course of employment.

2. Bureau of Workers' Compensation. Except as set forth herein, the School District shall provide workers' compensation benefits to employees in accordance with the Pennsylvania Workers' Compensation Act (WCA) except that in no event will payments

to the employee be less than sixty-six and two-thirds percent (66 2/3%) of base pay.

3. Injuries or Illnesses Sustained by Physical Assault. During the first year of an employee's absence because of injury sustained as the result of a physical assault by reason of his/her status as an employee and the past or present performance of his/her duties as an employee, such employee shall be paid an amount, including payments, if any, to which he/she is entitled under the WCA, equal to the compensation he/she would have received during the period of his/her absence; provided that the employee treats with the School District's panel of physicians for ninety (90) days. The employee's absence shall not be charged against his/her sick leave or personal leave. The employee's reasonable medical expenses arising out of such injury will be reimbursed by the School District in accordance with the WCA.

4. Offsets. In accordance with the WCA, the School District shall be permitted to offset benefits under the WCA against other income.

5. Delivery System. The School District shall retain the right to explore, jointly with the Federation, a contract for workers' compensation benefits through insurance and/or other delivery systems, including but not limited to a capitated medical delivery program that complies with the terms of this Section.

6. Employees shall continue to be eligible to participate in an employer sponsored medical plan for up to twelve (12) months following commencement of an approved occupational injury claim. If the employee does not return to work following the termination of an approved occupational injury claim of a duration greater than six (6) months but less than twelve (12) months, or if the employee's (or former employee's) approved occupational injury claim extends beyond twelve (12) months, the amount of approved time in excess of six (6) months, during

which the employee participates in the Employer Group Health Care Plan shall be considered to have been an alternative to PHSA (Public Health Service Act) coverage and shall reduce the amount of time for which the employee may elect PHSA coverage.

L. Termination Pay

1. Payment for Unused Sick and Personal Days. Upon termination of service, eligible employees whose services were not terminated for intentional misconduct shall be entitled to receive termination pay.

2. Eligibility

(a) For employees in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical and Supportive Services Assistants bargaining units, termination pay shall consist of compensation for twenty-five percent (25%) of unused accumulated sick leave days and for one hundred percent (100%) of accumulated unused personal leave days.

3. Accumulation of Sick Days in Year of Termination

(a) For teachers in the school year of termination, sick leave days shall be accumulated at the rate of one (1) day for each calendar month of such year prior to termination of service, except that teachers employed on a special service schedule in institutions shall accumulate sick leave at the rate of 1.09 days for each such month up to a total of eleven (11) months.

(b) For other eligible employees in the school year of termination, the accumulation of sick leave days for such year shall be calculated by multiplying by ten (10) the quotient of the number of months worked in such year divided by the total number of working months in said year.

4. Accumulation of Personal Days in Year of Termination

(a) For teachers, personal leave is accumulated on a school year basis, personal leave in the school year of termination of services shall be accumulated at the rate of one (1) day for each three and one-third ($3 \frac{1}{3}$) months prior to such termination, except that teachers employed on a special service schedule in institutions shall accumulate personal leave at the rate of one (1) day for each three and one-third ($3 \frac{1}{3}$) months (including July and August) in the school year of termination of services.

(b) For other eligible employees, since personal leave is accumulated on a school year basis, such leave in the school year of termination of services shall be accumulated for ten (10) month employees at the rate of one (1) day for each three and one-third ($3 \frac{1}{3}$) months of employment prior to such termination and for twelve (12) month employees at the rate of one (1) day for each four (4) months of employment prior to such termination.

5. Value of Leave Day. The value of a leave day for ten (10) month employees for the above purposes shall be one-two hundredth ($\frac{1}{200}$) of the annual salary such an employee is receiving at the time of termination, and the

value of a leave day for the above purposes of a twelve (12) month employee shall be one-hundred and fortieth (1/40) of the annual salary such employee is receiving at the time of termination.

M. Leave Benefits.

Leave benefits shall be provided in accordance with the Leave Benefits Appendix as listed on Appendix "E" and Administrative Bulletin 12, as it may be amended.

N. Inoculations

Inoculation against childhood diseases shall be provided at no cost to the employee for any employee in the following bargaining units who desires such inoculation: Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Per Diem Teachers, Supportive Services Assistants, and Professional/Technical.

O. Benefits Bulletins and Policies

1. Distribution to Employees. The School District will develop and/or update its administrative bulletins and policies describing benefits to employees under this Article and the accompanying Leave Benefits Appendix. The Federation shall have the right to review each such bulletin or policy, and any insurance policy to which the bulletin or policy refers. The School District will distribute to each employee a copy of the applicable bulletins and policies.

2. Consistency with Insurance Policies and Statutes. Where a group policy is purchased by the School District to cover any benefit or where a statute is the basis for any benefit, the benefits bulletins or statements shall be consistent with such policy or statute, and, if inconsistent, the rights, privileges and duties of each employee with respect to such coverage shall be governed solely by the statute or policy and not by the above statement.

XIV. Due Process Procedures

A. Conference Procedures

1. A copy of each rating including comments by the Principal or other rating officer, shall be given to each employee in time to give the employee adequate opportunity to decide whether he/she desires a conference on the matter. If the employee makes such a request, the Principal or other rating officer shall consult with the employee about his/her rating before it is placed in the employee's official personnel file.

2. The Principal or other rating officer may also hold a conference with an employee before or after he/she has rated the employee.

3. A copy of his/her rating, as intended to be placed in the official file, shall be given to each employee. Within ten (10) school days after the employee's receipt of such copy, he/she may use either or both of the following procedures:

(a) The employee may furnish to the Principal his/her written self-evaluation, with supporting facts, in duplicate, concerning his/her rating and one (1) copy of such self evaluation shall also be placed in the official file, together with the response, if any, a copy of which shall also be promptly given to the employee; and/or

(b) The employee may invoke the grievance procedure if he/she believes that his/her rating is improper because of capriciousness, arbitrariness, unfairness, prejudice, failure to conform with prevailing processes of rating or absence of factual support for such rating.

4. In the event a Principal or other administrator desires to discuss with an

employee matters which may affect his/her position in respect of discharge, resignation, demotion or transfer, or which may result in an unfavorable anecdotal record, such administrator shall advise the employee, in writing, that he/she may have a Federation representative present at such conference. In the event that such employee attends the conference after such notice without union representation, then any agreement or statement he/she makes may be used. If notice of the right to union representation is not given to the employee, agreements or statements made by the employee or occurrence at such conference shall not be used against or in respect to the employee for any disciplinary purpose.

5. Except in an emergency, when as much notice as possible will be given, an employee shall be given at least twenty-four (24) hours notice of any meeting he/she is required to attend with an administrator. Such notice shall also include the subject of the meeting.

6. In any conference between a Principal and an employee at which conference a person or persons are present who are not employees of the School District the employee attending such conference shall have the right to be represented by one (1) Federation representative of his/her choice. This provision shall not be construed to deny the parent of a student the right to a private conference with the student's teacher or counselor.

7. Any disciplinary action shall be implemented within a reasonable time after the event giving rise to the disciplinary action or knowledge thereof.

B. Personnel files

1. Except for material pertaining directly to his/her work performance or such other matters that may be cause for suspension or dismissal under the School Code, no material derogatory to an employee's conduct, service, character or personality shall be placed in the official personnel file of such employee.

Material relating to work performance, suspension or dismissal may be reduced to writing and maintained, only if it is signed by a person competent to know the facts or make the judgment and only if the employee has been given an opportunity to read the material promptly following its receipt or formulation. Any anonymous material placed in an employee's file prior to the execution of this Agreement shall at such employee's request be removed therefrom, and shall be given no weight or consideration for any disciplinary purpose.

2. The employee shall have the right to answer any material now in his/her file as well as any material filed hereafter, and his/her answer shall be attached to the file copy.

3. Upon request by the employee and his/her identification, he/she shall be permitted to examine his/her file. The employee shall indicate in a writing to be placed in his/her file that he/she has examined the same.

4. An employee shall be permitted conveniently to reproduce at the School District's expense, on the School District's premises any material in his/her file.

5. Only those personnel who have an official right and reason for doing so may inspect an employee's file. When an employee's file is inspected by such a person, he/she shall indicate that he/she had examined the same by a writing given to the supervisor of personnel files who shall be responsible for placing it in the file.

6. Administrators shall be encouraged to place in the employee's file information of a positive nature indicating special competencies, achievements, performances or contributions of an academic, professional or civic nature. Any such materials received from outside, competent, responsible sources shall also be included in the employee's file.

7. Material not in the employee's official file may not be used against the employee for any

purpose.

8. When an employee has received an unfavorable anecdotal record(s), the employee, upon application after eighteen (18) months, can have such records and all related memos and documents, with the exception of letters of suspension or demotion, personnel transaction forms and state rating forms, destroyed if the employee has not had a similar and/or related unfavorable anecdotal record(s) during said eighteen (18) month period. Leaves of absence for any reason that exceed thirty (30) calendar days shall not be considered in the calculation of the eighteen (18) months.

9. Letters of suspension or demotion, personnel transaction forms and state rating forms may, upon application by the employee, be destroyed after five (5) years if the employee has not had a similar and/or related anecdotal record during said five (5) year period.

C. Third Party Medical Evaluations

At the election of an employee who, on the basis of a School District medical evaluation, will be subjected to termination, involuntary change of work classification, loss of pay, involuntary use of sick leave or involuntary retirement for disability, or who is refused a promotional appointment for which he/she is otherwise eligible, except in matters of Workers' Compensation, such evaluation shall be submitted for determination to a doctor on a list of doctors selected from those in the appropriate specialty as listed in Dorlands Medical Directory. The Federation shall agree to the list of doctors to be used for this purpose.

XV. Dispute Resolution

A. Grievance Subjects

1. A grievance is defined as a dispute or disagreement over the application or interpretation of this Agreement.

2. Wherever the term "school" is used, it is to include any other work location or functional division or group in which a grievance may

arise. Wherever the term “Principal” is used, it is to include the administrator of any such other work location or functional division or group. Wherever the term “employee” is used, it is to include any member or members of the bargaining units. Wherever the singular is used, it is to include the plural. Wherever the term “Federation representative” is used, it is to mean the Federation Building Representative or his/her employee designee or, where there is no Federation member, any other employee representative designated by the Federation.

3. Nothing within this procedure shall be construed to deny to any employee his/her rights under any applicable law.

B. Procedure For Adjustment Of Grievances

1. Grievances and problems shall be presented and adjusted in accordance with the following procedure: the employee having a grievance, complaint or problem shall first discuss the matter with the Principal, either directly or accompanied by another employee in the school, or by the Federation Building Representative, with the objective of resolving the matter informally.

2. Step 1

(a) In the event the matter is not resolved informally, the grievance stated in writing may, except as hereinafter otherwise provided, be lodged with or submitted to the Principal of the school in which the grievance arises within twenty (20) school days following the discussion with the Principal. The written grievance shall state whether there was an oral discussion of the matter with the Principal.

(b) The grievance may be lodged and thereafter discussed with the Principal:

(1) By an employee accompanied by a Federation representative, if the employee so requests;

(2) Through a Federation representative, if the employee so requests;

(3) By a Federation representative in the name of the Federation;

(4) By an employee in person on his/her own behalf, provided, however, that the Federation representative is given an opportunity to be present at such discussion; or

(5) By an employee accompanied by any other employee in the same school provided, however, that the Federation representative is given an opportunity to be present at such discussion.

(c) Whenever a decision on a grievance which has been lodged and is sought to be adjusted by an employee on his/her own behalf or while accompanied by any employee in the school, other than the Federation representative, would involve the application or interpretation of any provision of this Agreement or of any policy or could be deemed a precedent as to the

working conditions, or welfare of employees in the bargaining unit, the Principal shall give to the appropriate Federation representative under Step 1a the opportunity to state the views of the Federation as to the adjustment sought by the employee and that proposed by the Principal.

(d) Within five (5) school days after receiving the grievance, the Principal shall communicate his/her decision in writing to the employee who lodged the grievance and to the Federation representative.

3. Step 2

(a) Within five (5) school days after receiving the decision of the Principal, the aggrieved employee, through the Federation, or the Federation in its own name, may appeal from the decision at Step 1 to a Hearing Officer designated by the Superintendent of Schools and/or CEO. (It is the intention of the parties that there shall be a Hearing Officer for all cases for as long a term as possible in order to afford the parties the benefit of the knowledge and experience thus gained by such Hearing Officer.) The appeal shall be in writing and shall be accompanied by a copy of the decision at Step 1. A copy of said appeal shall be sent to the appropriate Regional Superintendent or other Administrator and to the Labor Relations Office of the Office of Human Resources. Within ten (10) school days after the receipt of the appeal, said Labor Relations Office shall use its good offices to adjust or resolve

the grievance amicably.

(b) If the grievance is not thus resolved amicably, said Labor Relations Office should refer the matter to the said Regional Superintendent or Administrator, who shall take such steps as he/she deems necessary in order to adjust the grievance amicably.

(c) If the efforts at amicable adjustment do not resolve the grievance, then, not later than twenty-two (22) school days after receipt of the appeal, the Hearing Officer shall hold a hearing on the grievance.

(d) The aggrieved employee, any Federation representative who may have participated at Step 1, the Principal and the Chairperson of the Federation Grievance Committee, or his/her designee, shall be given at least five (5) school days' notice of the hearing and an opportunity to be heard thereat on the subject of the grievance. The appropriate Regional Superintendent or Associate Superintendent may participate in such hearing and may advise and counsel the Hearing Officer. In the event the hearing is conducted by a designee of the Executive Director of Human Resources, he/she shall make a written report to said Executive Director.

(e) Within ten (10) school days after the hearing on the appeal, the Executive Director of Human Resources shall state his/her independent decision and the reasons therefore in writing and simultaneously forward copies thereof to the aggrieved employee, to the Federation representatives who participated

in this Step and to the Principal.

(f) Where a Principal has been involved in a determination or an action which gave rise to a grievance, he/she shall, if requested by the grievant, the Hearing Officer, or the Superintendent and/or CEO, be present at Step 2 and Step 3 proceedings.

4. Step 3

(a) Within twenty-five (25) school days after receiving the decision of the Executive Director of Human Resources, the School District or the Federation may submit the matter to arbitration if the grievance, complaint or problem involves the compliance with, or application or interpretation of this Agreement, provided that a grievance concerning any School District action, not inconsistent with any provision of this Agreement, taken under any term of this Agreement, requiring or providing for exercise of the School District's discretion or policy-making powers, may be decided by an arbitrator only if it is based on a complaint that such action was applied in a manner inconsistent with the general practice under such action followed throughout the school system in similar circumstances.

(b) The method for submitting a matter to arbitration shall be as follows: The party to this Agreement desiring that the matter be arbitrated shall serve a Written demand for arbitration upon the other party either by certified mail addressed to the other party or by hand-delivery to a person authorized by the

other party to receive a demand for arbitration. The party serving the demand for arbitration shall simultaneously mail a copy thereof to the Philadelphia Regional Office of the American Arbitration Association. The arbitrator shall be chosen in accordance with the then current Voluntary Labor Arbitration Rules of the American Arbitration Association governing the voluntary settlement of labor disputes

(c) In lieu of the above procedure to select an arbitrator, the parties during the term of this Agreement, may agree to mutually select a permanent arbitrator. In the event either party withdraws its approval of the agreed upon permanent arbitrator, they may mutually select and agree upon another permanent arbitrator. If the parties are unable to agree to a permanent arbitrator, then the procedure to select an impartial arbitrator set forth in the above paragraph shall be followed.

(d) The arbitrator shall issue his/her decision not later than thirty (30) days after the date of the closing of the hearings or, if oral hearings have been waived, then thirty (30) days from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted. The arbitrator shall have the power and authority to decide, and shall limit his/her decision strictly to the matters specified in paragraph (a) of Step 3; he/she shall be without power or authority to make any

decisions:

(1) Contrary to, or inconsistent with or which modifies or varies in any way, the terms of this Agreement or of applicable law or rules or regulations having the force and effect of law; or

(2) Which limits or interferes in any way with the powers, duties and the responsibility of the School District under its By-laws, applicable law and rules and regulations having the force and effect of law, except that this clause (2) shall not be deemed to limit the arbitrator's authority to make decisions or awards which he/she is authorized to make under this paragraph (d) on the matters set forth in paragraph (a) of this Step 3.

(e) The decision of the arbitrator, if made in accordance with his/her jurisdiction and authority under this Agreement, will be accepted as final by the parties and both will abide by it.

(f) The arbitrator's fee will be shared equally by the parties to the dispute.

(g) The School District agrees that it will apply to all substantially similar situations the decisions of an arbitrator sustaining a grievance and the Federation agrees that it will not bring or continue, and that it will not represent any employee in, any grievance which is substantially similar to a grievance denied by the decision of an arbitrator.

C. General Procedures

1. The filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay or interfere with the right of the School District to take the action complained of, subject, however, to the

final decision on the grievance.

2. Nothing contained in this Article or elsewhere in this Agreement shall be construed to permit the Federation to present or process in behalf of any employee without his/her consent a grievance not of the character described in Step 1b.

3. Lawyers shall not be used by either party at second step grievance hearings.

4. Hearings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. When such hearings are during school hours, all employees who are present at the hearing shall be excused with pay for that purpose.

5. At each of the first two (2) steps of the Grievance Procedure, the School District and the Federation shall have the opportunity and duty to present all documentary evidence and witnesses on which each relies in support of its position. At Step 3 of the Grievance Procedure, each of said parties shall be given the opportunity to present all documentary evidence and witnesses on which it relies and shall not be permitted to present any evidence or witnesses not presented at either Step 1 or Step 2, unless such evidence or witnesses were not known to exist and could not by reasonable diligence have been discovered prior to the hearing at Step 3.

6. No officer or Executive Board member, delegate, representative or agent of a minority organization shall represent the aggrieved employee at Step 1 of this procedure. An agent shall include any person who, acting in an official capacity for a minority organization, regularly performs for that organization such acts as distributing literature, collecting dues, circulating petitions, soliciting membership, or serving regularly as a spokesperson at employees' meetings. An agent shall not include any person who performs such duties occasionally or without any official designation by the

minority organization involved. A minority organization shall mean any organization other than the Federation.

7. An employee who is not a Federation representative or such representative's designee shall not accompany or act on behalf of an aggrieved employee at Step 1 of this procedure in more than two (2) grievances during a school year.

8. If a grievance (a) arises from the action of authority higher than the Principal of a school or (b) is of such a nature as to involve the application or interpretation of any provision of this Agreement or of any policy or could be deemed as setting a precedent as to the working conditions or welfare of employees, the Federation may present such grievance at Step 2 of this procedure, without Step 1 thereof.

9. No decision on or adjustment of a grievance shall be contrary to any provision of this Agreement.

10. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the Federation to lodge an appeal at the next step of this procedure.

11. The time limits specified in this procedure may be extended, in any specific instance, by mutual agreement of the School District and the Federation.

12. Principals shall make arrangements to allow reasonable time without loss of salary for Federation Building Representatives to investigate grievances. In the event clarification is necessary as to what constitutes reasonable time, the Executive Director of Human Resources, after consultation with the Federation, shall make the final determination.

13. Second step hearings of disputes arising out of rostering and/or assignments for the next school year have priority status and shall

be heard as soon after May 25 as possible and
no later than July 10.

XVI. Long-Term Substitutes

A. Eligibility for Long Term Status

1. A per diem substitute employee shall become eligible for, and be deemed to hold, long term status and shall be assigned as a long term substitute in the position he/she holds, when he/she has:

(a) Served at least twenty (20) consecutive days in a position likely to exist for three (3) months or more; and

(b) Received a rating of “satisfactory” from the Principal during twenty (20) days of per diem service.

2. If an employee once designated a long term substitute is assigned to a position likely to exist for three (3) months or more, such long term substitute shall not be required again to fulfill the other requirements of A1(a) and A1(b) above. This provision does not apply to Professional/Technical Employees.

B. Assignment and Replacement

1. Preference for known long-term vacancies by seniority will be given to long term substitutes who have shown competence in the subject to be taught or area of assignment and who have not been recommended for dismissal in prior assignments. This provision does not apply to Comprehensive Early Learning Center and Professional/Technical Employees.

2. A long-term substitute shall not be displaced from a particular assignment except for cause as defined in Section 514 of the School Code, or because of the return of the teacher for whom he/she is substituting, or because of the position being filled by the appointment of a regular teacher. In either of the latter two (2) cases, the long-term substitute shall be given preference in assignment to other vacant long term posts.

This provision does not apply to Paraprofessionals, Food Service Managers and Professional/Technical Employees.

3. Whenever possible, a long-term substitute must be given two (2) weeks notice before he/she is replaced by an appointed employee.

4. When a long-term substitute teacher is to be replaced by an appointed teacher, the long-term substitute with the least service in the school and in the subject area for which the replacement is being made will be released first, and so on in that order. This provision applies only to Teachers.

5. When a long-term substitute who is not a teacher is to be replaced by an appointed employee, the long-term substitute with the least service in the school and in the classification for which the replacement is being made will be released first, and so on in that order. This provision does not apply to Food Service Managers or Professional/Technical Employees.

6. If there is not a long-term post available, the displaced substitute shall be notified promptly of the fact and shall be given a per diem assignment but shall be paid on his/her long term basis for the days he/she works for the remainder of the school year, provided he/she accepts all per diem assignments, except in the case of his/her illness. When a long-term substitute functions as a per diem substitute on this basis, he/she shall continue to receive, for the balance of the year, all insurance, sick leave, personal leave and holiday pay that he/she would be entitled to if serving in a long term substitute capacity. If it is not possible to offer per diem service with long-term substitute status, he/she is to be given ten (10) days' notice of termination of his/her position or pay in lieu thereof. This provision does not apply to Paraprofessionals, Food Service Managers, Per Diem Teachers and Professional/Technical Employees.

7. Upon termination of his/her appointment as a provisional teacher, a person who previously was a long-term substitute shall be

given credit, for seniority purposes, for the period served as a provisional teacher as if such period had been served as a long-term substitute. This provision applies only to Teachers and Head Start Employees.

8. Long-term substitutes on existing eligibility lists will be offered opportunity for appointment to vacancies before provisional appointments are offered for the filling of such vacancies. This provision applies only to Teachers and Head Start Employees.

9. Satisfactory service as a long-term substitute shall be considered as experience for the purpose of examination point credit to the same extent other teaching experience is considered. This provision applies only to Teachers, Secretaries, Paraprofessionals and Professional/Technical Employees.

10. An applicant for a teaching position who is a long-term substitute with five (5) or more years of long-term substitute service shall receive an additional five (5) points added to the final examination score in accordance with the following criteria:

(a) Shall have achieved a passing score on the examination;

(b) Shall have achieved salary status as a long term substitute teacher on the first day that the examination is administered;

(c) Shall be placed at least on Step 6 of the long-term substitute teacher salary schedule on the first day that the examination is administered.

This provision applies only to Teachers.

11. Auxiliary teachers shall be appointed from the ranks of long-term substitute teachers on the basis of seniority with satisfactory service and certification. This provision applies only to Teachers.

C. Other Terms

1. Long-term substitutes shall be required to perform only those duties normally required of an appointed employee.
2. Any in-service course satisfactorily completed by a long-term substitute shall be credited to his/her record on the same basis as if he/she were a regular employee. This provision applies only to Teachers, Secretaries and Head Start Employees.
3. Examinations for Non-Teaching Assistants, Secretaries, SSAs and Classroom Assistants in the School District shall provide for examination point credit for employment experience.
4. If a long-term substitute is in a long term assignment as of June 30 of any year and the position continues beyond that date, the long-term substitute shall continue in that status until the return of the employee for whom he/she is substituting or because of the position being filled by an appointed employee. At that time, the long-term substitute shall revert to per diem status unless there is another long-term assignment available for him/her. This provision applies only to Comprehensive Early Learning Center Employees.
5. A long-term substitute who has completed one (1) full year of continuous service in a position and has received a "satisfactory" rating from the appropriate administrator shall receive an appointment if the position is open provided he/she meets the minimum requirements for the position and passes any required examination. This provision applies only to Comprehensive Early Learning Center Employees.
6. A teacher serving in a position in which, under this Article, he/she is to be deemed to be a long-term substitute and to be assigned as such, shall be granted, from the date on which he/she should be so assigned, all leave provisions granted to regularly appointed teachers, except sabbatical leave.

7. None of the provisions of this Article XVI apply to SSAs.

8. Upon appointment as a long term substitute, long-term substitutes shall become eligible to receive the same insurance rights as regularly appointed employees.

XVII. General Working Conditions

A. Work Year

The school year for students shall consist of one hundred eighty-one days (181). For ten (10) month employees, the work year shall consist of one hundred eighty-eight (188) days. The regular school year shall be scheduled between July 1st and June 30th. Nothing in this provision shall preclude any school from establishing a longer instructional year for students or a longer work year for teachers as part of a school-based decision making process authorized by this Agreement. Each year the School District shall establish the school calendar listing the days designated as holidays.

B. Workday

1. Teachers

(a) The workday for teachers shall be seven (7) hours four (4) minutes including a thirty (30) minute, duty-free lunch in secondary schools and a forty-five (45) minute, duty-free lunch in elementary schools. The teacher work day may be scheduled between 7:00 a.m. and 5:00 p.m. Without increasing the total number of hours of work, nor reducing the total hours of instruction, the start and end times for teachers and students shall be set in individual schools. In this process, due consideration shall be afforded to the transportation requirements of the school.

(b) In the elementary schools, the student day shall begin ten (10) minutes after the teacher day.

(c) A school nurse shall have a regularly scheduled fifteen (15) minute break during the span of the working day.

(1) Such fifteen (15) minute breaks shall not be used to shorten the workday or to extend the lunch period.

(2) In a school where there is more than one (1) nurse, breaks shall be scheduled so that only one (1) nurse is on break at a time.

(d) Lunch time for the school nurse shall be scheduled by the building Principal and shall be at the same time as that scheduled for other professional employees in that building.

2. Non-Teaching Assistants

The workday for Non-Teaching Assistants shall be seven and one-quarter (7-1/4) hours not including a forty-five (45) minute, duty-free lunch. The workday shall be scheduled between 7:00 a.m. and 5:00 p.m. However, in cases of emergencies, NTAs may be required to work up to thirty (30) minutes beyond the seven and one-quarter (7-1/4) hour work day without additional compensation.

An emergency task is defined as one that is not a regular or recurring task, but rather one that arises unexpectedly and cannot be performed on a subsequent day and does not recur on a regular basis.

3. Secretaries

The regular work day for ten (10) month secretaries shall be seven and one-quarter hours (7-1/4) including a thirty (30) minute, duty-free lunch and one (1) fifteen (15) minute break in the morning and one (1) fifteen (15) minute break in the afternoon.

The regular work day for twelve (12) month secretaries shall be seven and one-half (7-1/4) hours including a thirty (30) minute, duty-free lunch and one (1) fifteen (15) minute break in the morning and one (1) fifteen (15) minute break in the afternoon.

4. Paraprofessionals

The workday for paraprofessionals shall be six and three-quarter (6-3/4) hours not including a one (1) hour duty-free lunch. The paraprofessionals' workday shall be scheduled between 7:00 am and 6:00 pm.

5. Comprehensive Early Learning Center

Except for Cleaning Employees, the regular workday for all part-time Comprehensive Early Learning Center employees shall be five (5) hours. The regular workday of other employees except cleaners shall be seven and one-half (7-1/2) hours including a thirty (30) minute, duty-free lunch and two (2) fifteen (15) minute breaks.

Cleaners who work in a center with three (3) or four (4) classes or in a center that occupies between 2,000 and 4,000 square feet shall be classified as part-time employees, and shall have a five (5) hour workday. Cleaners who work in a center with five (5) or more classes or in a center that occupies more than 4,000 square feet shall be classified as full-time employees and shall have a seven and one-half (7-1/2) hour workday including two (2) fifteen (15) minutes breaks.

6. Food Service Managers

The regular workday for all Food Service Managers shall be eight (8) hours per day including a thirty (30) minute, duty-free lunch and two (2) fifteen (15) minute breaks.

7. Head Start

The workday for Head Start Employees shall be six (6) hours and fifty-five (55) minutes including a thirty (30) minute duty-free lunch.

8. Professional Technical

The workday for professional technical employees shall be seven and three-quarter (7-3/4) hours including a one (1) hour duty-

free lunch except for foremen/planners assigned a ten (10) hour / four (4) day per week schedule and for professional/technical employees in the Transportation Department. The School District will offer the ten (10) hour / four (4) day per week schedule first to volunteers. In the event there are insufficient volunteers, the least senior foremen/planners will be required to work. The workday shall be scheduled between 7:00 am and 6:00 p.m., except that the workday for the ten (10) hour / four (4) day per week schedule shall be scheduled between Wednesday and Saturday and between 6:00 a.m. and 7:00 p.m.

The workday for Scheduling Analysts I and II (Job Codes 7556 and 7557), Garage Supervisors I and II (Job Codes 7546 and 7547) and Dispatchers (Job Code 7520) shall be an eight (8) hour day including a thirty (30) minute duty-free lunch.

9. SSAs, Parent Assistants and Health Room Technicians

SSAs, Parent Assistants and Health Room Technicians shall work between two (2) and four (4) hours, which shall be scheduled during the teacher workday at the school where they are assigned.

10. Per Diem Substitutes

The workday for per diem substitute teachers shall be the teacher workday at the school where they are assigned.

C. Extracurricular Activities and Special Assignment

1. The Principal or Administrator and Building Committee shall jointly formulate the criteria to be used in the selection of Teachers, NTAs and Head Start or CELC employees for positions or tasks or extra-curricular activities of a school, provided, however, that participation in other uncompensated duties or activities within the School District shall not be one (1) of such criteria. In the event of inability to agree on the criteria, the determination of the Principal shall be final, provided it is neither arbitrary nor capricious. All teachers, including special class teachers, in the school who meet the

criteria for such positions or tasks shall be eligible for assignment thereto. When two (2) employees equally meet the established criteria for a position or task within a school, seniority shall govern the appointment to that position.

2. When an opportunity exists for members of the Secretaries', Paraprofessionals', Food Service Managers' and SSAs' bargaining units to serve in a special assignment or task or in a staff development program, an announcement shall be published containing a description of the assignment and any special requirements so that interested employees may apply. When two (2) employees equally meet the established criteria for a position or task, seniority shall govern the appointment to that position.

3. When sports chairpersons' jobs become vacant, they shall be advertised as an extra-curricular activity and qualified personnel shall be allowed to apply for the position. The Director of High School Athletics shall consult with the Federation and develop the criteria for the position. The Director of High School Athletics shall make selection.

4. When the Home and School Association of a given school or the faculty thereof requests a teacher representative, such teacher representative shall be elected by the teachers of that school.

D. Other Working Conditions

1. Each school shall be provided with a clean and safe employee lounge.

2. Employees shall carry out their duties including extra curricular activities that take place out of school buildings under safe and healthful conditions.

3. A drinking fountain shall be provided on each floor of every school building.

4. Provisions shall be made as rapidly as possible for parking facilities for employees

near their schools and at the Administration Building.

5. Where cafeteria facilities are present and lunch is served to students, lunch shall be provided to the staff.

6. Where practical and where space permits a health room or suite must be located in an area where confidentiality and privacy for pupils using the Health Room can be provided. It should provide areas for physical examinations, first aid, screening tests, case management, a place for sick pupils to rest, a single occupancy toilet and hot and cold running water.

7. Under unusual circumstances, an employee will be transferred at his/her request if he/she, the School District and the Federation agree, notwithstanding any seemingly contrary provisions contained in this Agreement.

8. When the School District elects to make apprentice intern opportunities available, employees who possess college degrees will be permitted to apply for participation in the program.

9. Employees shall be given the opportunity to make known their comments and suggestions when new departmental programs are implemented.

10. Scheduled meetings on school time for teachers shall be held only if a reasonable alternative cannot be found. In case it is necessary to hold a meeting on school time with teachers, substitute service shall be provided as follows:

Length of Meeting Substitute Service

2 to 3 hours _ day

over 3 hours 1 day

11. In all schools, announcements shall be made, except in the case of an emergency, only at the same time throughout the school year. The Principal shall notify the school staff in writing of the designated time for

such announcements no later than September 15th of each school year.

12. A female employee shall not be required to remain in any office when no other employee is in that office or is not so located as to hear or see what is going on in the employee's office.

13. A duplicating machine(s) or copy machine(s) in good working order and well supplied shall be made available to all employees to use for school purposes at any time that the school is open.

14. The Administration will bear the cost of taxicab fare when necessary to transport an ill child to the child's home and to return the employee escorting the child to that employee's place of assignment.

15. The re-employment of employees who enter the military service of the United States shall be governed by the Universal Military Training and Service Act.

16. If schools are closed by administrative action, an employee shall not be charged for a day of leave, provided that a substitute has not been assigned and paid for that day.

17. Students may not be transported in a personal vehicle except where specifically permitted by School District policy.

XVIII. Working Conditions of Teachers

A. Definition

1. For purposes of Sections B and C(1-13) of this Article, the following positions are hereinafter referred to as teacher or teachers:

Classroom teachers, counselors, librarians, teachers on leave, special education teachers, itinerant teachers, demonstration teachers, collaborating or consulting teachers, provisional teachers, long term substitute teachers, department heads, coordinators, administrative assistants, and released teachers.

2. For all other purposes of this Agreement, “teacher” will include all employees represented by the Teachers’ bargaining unit.

B. Work Schedule

1. Teaching Assignments & Preparation Periods

(a) Teachers will exercise professional judgment in their use of preparation time in order to further professional work and to promote greater classroom effectiveness.

(b) The preparation time for middle school teachers shall be at least the weekly equivalent, in total minutes, of three hundred sixty (360) minutes for advisors and two hundred seventy (270) minutes for non-advisors. If a middle school teacher loses more than the equivalent of one hundred eighty (180) minutes of preparation during any school year, than such teachers shall have the time restored for any additional lost preparation time within thirty (30) calendar days of each lost period of preparation.

(c) Each elementary teacher shall receive not less than two hundred twenty-five (225) minutes of preparation time each week in addition to recess and lunch periods. When possible, a preparation period shall be at least forty-five (45)

minutes long and in no case shall it be less than thirty (30) minutes. Preparation time shall be distributed as evenly as possible during the week as scheduling permits. Regularly appointed teachers shall replace those teachers who are utilizing their preparation time. Teachers shall not be required to be present when specialist teachers such as teachers of art, music, or physical education are working with their pupils. This time is to be used for preparation by the teacher so relieved.

(d) If a teacher in an elementary school loses a preparation period during any school year, then he/she shall have the time restored, except that for only the first four (4) preparation periods lost during any school year he/she shall have the option to have restored such preparation period, or to receive pay at the prevailing extra-curricular rate of compensation for the lost preparation period.

(e) Specialist teachers shall be rostered for the teaching of their specialty to classes on a regularly scheduled basis with the amount of time for lunch and preparation periods equal to the amount of time afforded for such purposes to other teachers in the school.

(f) One hundred (100) hours, at the extra-curricular rate, shall be allotted in each year of this Agreement to each elementary school to pay those teachers who as of September 1, 1996 were serving as safety patrol sponsor for a school year of service. This allocation shall be frozen; and if a teacher serving as safety patrol sponsor vacates the position for any reason, the Principal and Building Committee may agree to establish a new position of safety patrol sponsor. Such safety patrol sponsor shall be entitled to the number of hours at the extra-curricular rate as agreed to by the Principal and Building Committee.

(g) One hundred twenty (120) hours, at the extra-curricular rate, shall be allotted each year to each elementary school and each institutional school to pay teachers engaged in approved extracurricular programs.

(h) During each school year, there shall be an allocation of forty thousand four hundred and four (40,404) hours at the extra-curricular rate in addition to the hours allocated in (f) and (g) above for approved extra-curricular programs. Such additional hours shall be distributed among all elementary schools on the basis of the size of their respective school faculties.

(i) In each high school, each teacher shall receive at least two hundred twenty-five (225) minutes of preparation time each week. If a teacher loses more than one hundred eighty (180) minutes of preparation time during any school year, then such teacher shall have the time restored for any additional lost preparation time within thirty (30) calendar days of each lost period of preparation.

(j) In the event a long assembly is held in a secondary school, each period in the day shall be shortened in preference to eliminating a period.

(k) Whenever a teacher is required to cover an assignment during a preparation period, he/she shall receive in writing the reason therefore before the request or not later than the next school day.

(l) Literacy Intern Teachers may not be used for prep-time coverage, but will be afforded prep-time at the same time as the teacher of record assigned as a partner teacher.

2. Rosters

(a) In the spring of each year, the

Principal in each school shall design the Master Schedule/Roster for the next school year. The Master Schedule/Roster shall meet students' educational needs, fairly address the professional needs and interests of staff, and satisfy the requirements of this Agreement, including but not limited to work year and day, instructional time (Article XVII, Section A), and banking time and early dismissal for professional development (Article X, Section B. 1-2).

(b) If the Principal and the Building Committee have not reached consensus on a Master Schedule/Roster for the school by May 25, the Principal and Building Committee shall not later than five (5) working days after May 25 submit to the Federation-District Committee a memorandum that describes areas of consensus and defines issues on which they continue to differ.

(c) The Principal may implement a design that includes the areas of consensus with the Building Committee unless the Federation-District Committee concludes that the design does not reasonably satisfy the above-stated criteria, in which case the School District members of the Committee shall work with the Principal to design an appropriate Master Schedule/Roster.

(d) Notification of his/her proposed grade or class assignment for the following school year shall be given to each teacher at as early a date as possible after allotments are complete.

(e) In middle and senior high schools by June 15 or the last day of school, whichever is earlier, tentative rosters shall be distributed to the individual teachers. If changes are made between tentative rosters and final rosters, any teachers concerned shall be notified. In addition to the Building Committee, any interested teacher from that particular school may examine the organization

plan.

(f) In elementary schools by June 15 or the last day of school, whichever is earlier, teachers shall be notified of what grades and sections they will teach and every teacher will receive his/her tentative new class name list, including each pupil's reading level.

(g) During the summer when the roster is actually being constructed, any teacher, as well as members of the Building Committee, may come to the school to review and discuss the roster with the administrator in charge as it is being constructed.

(h) The master roster shall be posted in each school.

(i) A teacher may, with his/her consent, be assigned to more than five (5) periods of teaching a week outside of his/her field of appointment.

(j) In departmentalized schools, rostering practices shall include a limitation on the number of grade levels or subjects and the number of tracks within grade level or subject to be taught. The number of grade levels or subjects to be taught shall be limited to three (3). The number of different lessons to be prepared according to grade level and type of class within the grade level shall be limited to four (4), except where the number of specialized subject area teachers assigned to a department makes such limitations impossible.

(k) To the extent administratively possible, a teacher with appropriate qualifications shall be given the opportunity to teach classes of varying grade and achievement levels. In addition, special consideration shall be given to rosters assigned to new teachers so that new teachers are not assigned to teach the most challenging classes or the most difficult students.

(l) Student teachers shall not be assigned to any teacher who has less than three (3) years of teaching experience and who does not hold provisional or permanent certification for the subject being taught.

(m) Middle school and high school teachers shall not be rostered to teach more than one hundred and eighty (180) minutes consecutively or one hundred and ninety-five (195) minutes in cases where block rosters exist.

(n) Literacy Intern Teachers may be assigned to work in partnerships with appointed teachers in primary and intermediate grade classes, but will not be considered teachers of record for any class.

(o) Where floating rosters are necessary in a school, they shall be shared equitably among all departments except as to those classes which must be held in a room in which necessary equipment is not readily available.

(p) In each co-educational senior and technical high school, there may be a department chairperson for physical education. This chairperson is to teach no more than twenty-two (22) periods per week and is to have no homeroom. As an incumbent chairperson vacates that position for any reason he/she need not be replaced.

(q) Each department chairperson shall be compensated on the basis of a thirteen (13) step schedule. The basic salary of the chairperson shall be two (2) steps higher than the step at which he/she would be paid if he/she were not the department chairperson.

C. Assignment and Transfer

1. Policy

(a) The School District and the

Federation agree that in order to provide all students in the Philadelphia public schools with a quality education, procedures governing the assignment and transfer of teachers must be established to create stability in teachers' assignments and to promote the equitable distribution of experienced teachers in all schools throughout the School District.

(b) With these objectives in mind, the procedures established herein are designed:

(1) To distribute equitably professional staff qualifications and experience among all schools in the School District;

(2) To reduce the over-all vacancy rate throughout the School District and eliminate individual school vacancy rates that are above the city average;

(3) To maintain racial balance in the teaching staffs of all schools;

(4) To increase opportunities for career development of teachers; and ultimately;

(5) To match abilities and interests of teachers with needs of students and the demands of the instructional programs in schools.

(6) All teachers shall have the right to participate in both the seniority based and site selection based assignment and transfer procedures described in this

Section.

(c) The Federation and the School District recognize that effective implementation of these procedures will require joint and continuous review of basic policies relating to teacher transfer and assignment. Therefore, the parties agree that continuously throughout the term of this Agreement, the Federation-District Committee will cooperate to effectuate the purposes of these revised procedures as identified above. This Committee shall meet at the request of either the School District or the Federation. In addition, each year the Federation-District Committee will review the impact of the modified procedures, and if the transfer procedures require amendment or change in order to better effectuate the stated educational and personnel objectives, the Federation-District Committee shall make recommendations to the Federation and the School District for negotiated changes.

(d) The School District shall use its best efforts to accurately allocate the proper number of teachers for each school. To reduce disruptions, the leveling of classes will begin not later than ten (10) student days after the first student day of the school year and shall be completed by the Monday following the twenty-first (21) student day.

2. Transfers - General Rules

Except as otherwise required by the provisions regarding school-based selection, all teacher transfers shall be made in accordance with the following rules:

(a) In order to permit the prompt identification of teaching vacancies, retiring or resigning teachers shall provide at least sixty (60) days' notice of their intention to retire or resign.

(1) Teachers who on account of retirement or resignation plan to separate

from the School District's employment between June 30 and September 1 may receive health insurance benefits for July and August provided that by April 15 they give written notice of their intent to retire or resign.

(2) Retiring or resigning teachers who provide such early notice of their intention to separate from School District service shall not be precluded from working in the School District's summer programs to provide instruction in the summer of their separation from service, excluding participation in professional development.

(b) A teacher who has served in a school on a temporary assignment during the previous school year as well as newly hired teachers who completed their student teaching in that school or had worked in that school as a long-term substitute within the preceding two (2) years may be retained in a vacancy in the school. Apprentice Teachers, Pre-Professional Teachers, Literacy Intern Teachers and Transition Support Tutors who have completed their certification requirements may also be retained if a vacancy designated as site selection exists and the Principal and teacher agree. Such retention shall be made subject to racial balance requirements.

(c) In order to be retained, the teacher must be rated satisfactory. Application for retention in a school on forms furnished by the School District shall be filed by April 1st of each school year for the following school year.

(d) A teacher placed on special assignment shall be subject to

involuntary transfer in the succeeding school year. The position will be vacated at the end of the school year, unless the Principal decides to retain the teacher and the teacher agrees, provided this retention decision does not adversely impact on racial balance.

Teachers will be placed in special assignment in the following circumstances:

(1) having a date of hire after August 15;

(2) working out of his/her area of classification;

(3) having been assigned not in accordance with racial balancing requirements; and

(4) having been assigned at the end of the site selection process.

(e) Full time teachers who have a “right to return” filed with the School District shall have the right to return to part-time positions, as well as full time positions in their “right to return” school. The School District shall notify those on file who have filed such a “right to return” provided, however, that such individuals may be assigned to one (1) or more schools to keep that employee in full time status.

(f) A teacher in an elementary school support position who wants to return to a grade assignment, and is so qualified, shall indicate this desire in writing to the Principal by March 31 for the following term. Reorganization for the following term must then include said teacher as a classroom teacher if there is a vacancy.

(g) If no vacancy exists, the Principal may assign any of the three (3) least senior grade teachers to the specialist

position.

(h) Teachers appointed to Early Childhood Programs shall be eligible to apply for transfer to vacant positions in the public school program subject to transfer provisions and certification requirements. The same applies to public school teachers who wish to transfer to any of the Early Childhood Programs.

(i) Transfers shall be permitted between elementary, middle and senior high schools. Transfers shall be based on seniority in accordance with the provisions of this Article.

3. Racial Balance In Faculties

(a) In accordance with the School District's objectives for racial balance in faculties, the faculty in a school shall be deemed to be racially balanced if the percentage of African American teachers is between seventy-five percent (75%) and one hundred twenty-five percent (125%) of the city-wide percentage of such minority teachers at that organizational level (i.e., elementary, middle or high school).

(b) A right to follow, right to return or voluntary transfer out of a school shall not be denied because of racial balance at the sending school. Racial balance shall be restored by allowing teachers of the appropriate race to transfer in or by new appointments.

(c) No voluntary transfer will be permitted from any school if the transfer will create racial imbalance in the receiving school.

(d) A request by a teacher for reclassification from part time to full time in his/her own payroll school shall not be denied because of racial balance.

4. Involuntary Transfers

This Section applies to positions that have been designated as seniority transfers.

(a) For teachers with more than five (5) years of the appropriate seniority:

(1) Teachers who are being involuntarily transferred shall receive preference on the basis of their system seniority;

(2) Teachers seeking voluntary transfers shall receive priority on the basis of their years of location seniority;

(3) The lists developed from paragraphs (1) and (2) above shall be merged on the basis of the number of years of appropriate seniority credit given.

(b) Teachers who are involuntarily transferred with five (5) years or less of system seniority shall be ranked according to system seniority and shall receive preference over all voluntary transfers with five (5) years or less of building seniority.

(c) An employee who has been involuntarily transferred may file a right-to-return to his/her former work location within one (1) year of the effective date of his/her new assignment. The right-to return transfer must be refiled each year in order to remain valid.

5. Positions Dropped Because Of Reduced Enrollment

(a) Transfers made because of decreased pupil enrollment shall be based on building seniority, provided such transfer does not adversely affect the racial balance of the school. The teacher of the appropriate race with the least

building seniority within the classification being reduced shall be the first transferred and so on, provided that substitutes, apprentice teachers and provisional teachers filling a vacancy in the same classification have been moved first.

(b) A teacher transferred because of decreased pupil enrollment shall have the right to return to his/her original school in the reverse order to that in which he/she was transferred out, provided a request for such transfer is made within one (1) year from the date he/she was transferred out and provided such transfer will not adversely affect racial balance. The right-to-return transfer must be re-filed each year in order to remain valid.

(c) Kindergarten teachers who are to be forced transferred because of reduced enrollment shall be given the opportunity to transfer, based on certification, to a vacant grade position within the school to which he/she is assigned.

(d) A grade teacher who is to be forced transferred because of a reduced enrollment shall be given the opportunity to transfer to a vacant kindergarten position within the school to which he/she is assigned.

(e) Appointed kindergarten teachers may be assigned to a non-primary grade position only with the consent of the teacher.

Appointed non-primary grade teachers may be assigned to a kindergarten position only with the consent of the teacher.

6. Voluntary Transfers

(a) Effective September 1, 2005, an appointed teacher must have two (2)

years of location seniority in order to voluntarily transfer to another school in the position classification or subject for which he/she is presently qualified and appointed.

(b) This Section applies to positions that have been designated as seniority transfers. Teachers seeking voluntary transfers shall receive priority on the basis of their years of location seniority.

(c) A teacher who has been rated unsatisfactory in the current year shall be ineligible for a voluntary transfer or a right-to-return.

(d) Applications for transfers on forms furnished by the School District shall be filed with the Office of Human Resources between February 1 and May 1 preceding the school year in which the transfer is to take effect. When the last day of the filing period falls on a Saturday, Sunday or holiday, the deadline shall be extended to the next workday.

To the extent the information is available, grades and/or subject and any other qualifications shall be listed on the posting of vacancies.

(e) An employee requesting a voluntary transfer to a school may file a single application listing his/her preferences on the form provided by the School District. Only ten (10) schools may be listed in order of preference.

(f) All voluntary transfer requests shall be honored prior to September 1st to fill those vacancies created by administrative action by the School District.

(g) A teacher must accept any transfer requested unless he/she notifies the Administration in writing of his/her desire to withdraw the request before the

date on which the transfer is granted.

(h) Upon request, the Federation shall be notified immediately of all authorized vacancies identified.

(i) This Section applies to positions that have been designated as seniority transfers. Demonstration teachers may elect to file voluntary transfers and rights to return to non-demonstration positions within their previously appointed subject areas, subject to existing rules governing such transfers and rights to return. A demonstration teacher who transfers or returns to such a non-demonstration position shall revert from the demonstration teacher salary schedule to the regular teacher salary schedule.

7. Administrative Transfers

(a) The right to make administrative transfers for disciplinary reasons and to assign teachers who are administratively transferred for disciplinary reasons shall be retained by the School District.

(b) Administrative transfers for other than disciplinary reasons shall have the opportunity to select a new position in accordance with the general procedures for filling vacancies, including procedures involving use of seniority and shall carry location seniority to the new school.

8. School-Based Selection

(a) Definitions

(1) A new school is defined as a school that is not a replacement of an existing school.

(2) A replacement school is defined as a new building serving the same or substantially the same

student population.

(3) An experienced teacher is an appointed teacher with more than five (5) years of satisfactory teaching experience.

(4) An inexperienced teacher is an appointed teacher with five (5) or less years of satisfactory teaching experience.

(5) An “Out of Experience Balance School” is a school in which less than seventy percent (70%) of the teachers in the building are experienced teachers.

(6) An “Experience Balanced School” is a school in which seventy percent (70%) or more teachers in the building are experienced teachers.

(7) A transition school is defined as a school where new grades are added for the first time, middle schools are converted to high schools, or smaller schools which are separated from large high schools.

(8) Professional staff, as used in this Section, is as defined in 24 P.S. §11-1101 for “professional employe”.

(b) Experience Balancing Procedures
The Parties recognize the shared goal of providing experienced teachers for all children.

(1) The School District shall create a list of Out of Experience Balance Schools

to use for all teacher assignments for the following school year based upon experience as of December 1st of each year.

(2) Any teacher transferring to an Out of Experience Balance School shall retain his/her building seniority.

(c) Transfers and Assignments

(1) For every two (2) vacancies in each school, one (1) shall be site selected and one (1) shall be filled through the existing seniority process. All vacancies will be designated by the School District.

(2) In the 2005/2006 school year and 2007/2008 school year, if there is an odd number of vacancies in a school, the "odd" vacancy shall be filled through the traditional process.

(3) In the 2006/2007 school year and 2008/2009 school year, if there is an odd number of vacancies in a school, the "odd" vacancy shall be filled through site selection.

(4) Racial balance at all schools must be maintained.

(5) On a school-by-school basis, one (1) vacancy report will be generated with specific positions designated as either "seniority based" or "site selected."

(d) The Principal will consult with the School Council and/or the Home and

School Association in order to establish the teacher and parent members of a Staff Selection Committee. Following this consultation, the Principal shall establish a Staff Selection Committee which shall be comprised of two (2) teachers, a parent member of the Home and School Association, an assistant principal (where applicable), and the Principal. In those schools where no School Council exists, the Principal will receive recommendations from the Building Committee for the teacher members of the Staff Selection Committee.

(1) The Principal, in consultation with the Staff Selection Committee, shall establish appropriate, objective criteria and procedures to identify candidates for filling vacancies including maintenance of racial balance.

(2) The Staff Selection Committee will follow the established procedures to screen and recommend candidates to the Principal. The final selection of qualified candidates shall be made by the Principal.

(e) All new hires shall be site selected.

(f) New Schools

(1) The initial complement of professional staff in new schools will be selected by the Principal.

(2) In the year following the opening of the new school, all vacancies shall be filled through site selection. Thereafter, vacancies shall be filled in accordance with

the general procedures for filling vacancies.

(g) Replacement Schools

(1) A replacement school will maintain its current professional staff as the initial complement for the replacement building. For the first year following the opening of the replacement school, all vacancies shall be filled through site selection. Thereafter, vacancies shall be filled in accordance with the general procedures for filling vacancies.

(2) Teachers shall maintain their current location seniority in the replacement school. If a program is planned for the replacement building which will require training of the teachers from the replaced building and other teachers subsequently assigned to the replacement building, the School District may require such teachers to take training.

(3) Teachers for whom there are no vacant positions in the replacement building, shall select a new assignment as a forced transfer in accordance with the general procedures for filling vacancies.

(h) Military Academies

All new positions in Military Academies shall be site selected.

(i) Transition Schools

(1) Vacancies resulting from

the addition of a new grade and vacancies resulting from the expansion of a grade shall be site selected for the year of the transition only.

(2) Effective for the 2005-2006 school year, when involuntary transfers of teachers are required because all or part of the student body is moving to a different school building, teachers in the sending school shall be offered the opportunity to transfer to the new location on the basis of school seniority only for the year in which the grade is added, provided such transfer will not adversely affect racial balance at the receiving location. Teachers so transferred shall maintain their current location seniority in the new building. Vacancies thereafter shall be filled according with the general procedures for filling vacancies.

(3) Teachers who do not accept assignment, or for whom there are no vacant positions in the transition building, shall select a new assignment as a forced transfer in accordance with the general procedures for filling vacancies.

(j) Hard to Fill Middle Schools
The School District and the Federation share a mutual interest in improving middle schools. Success in the middle grades is critical to a student's educational success and long-term life chances. However, middle schools too often face problems that result in insufficient academic progress, school

climate not conducive to learning, high vacancy rates, and high staff turnover.

The Parties agree, as a pilot program, to identify five (5) such schools where vacancies shall be filled by the Site Selection process as set forth in Article XVIII, Section C(8)(k), without regard to the voting procedures set forth in Article XVIII, Section C(8)(k)(7) and (8). The program involving these five (5) schools shall last a minimum of two (2) years and shall be evaluated at that time by the Federation-District Committee, which shall have the option to mutually extend the program for additional time. Unless the Parties mutually agree to an extension, the Site Selection process in these schools shall end at the end of the second year.

(k) Site Selected Schools

(1) The provisions of this Agreement that grant a seniority-based preference in the transfer process (by way of involuntary or voluntary transfers) shall not apply in any school that implements procedures for school-based selection of teachers.

(2) To effect school-based selection, a Personnel Committee convened by the School Council at each school (or in the absence of a School Council, by the Principal and Building Committee) will interview and select all teachers for assignment to the school to fill existing vacancies. In the case of new hires, such candidates shall have been deemed qualified by the Office of Human Resources.

(3) In each school that

implements school-based selection of teachers, the Personnel Committee shall be comprised of five (5) members in elementary and middle schools and six (6) members in high schools. The school Principal shall serve on the Committee. Three (3) members of each Personnel Committee shall be teachers selected by the School Council, or in the absence of a School Council, by the Building Committee and the Principal, from among teachers at the school. A parent selected by the Home & School Association, shall also be a member of the Committee; and in the case of high schools, the school Principal shall select an Assistant Principal of the school or a student of the school to serve on the Personnel Committee.

(4) Personnel Committees shall:

(i) Establish appropriate, objective criteria for filling vacancies based upon the instructional program of the school;

(ii) Screen candidates and schedule interviews;

(iii) Select faculty to fill vacancies;

(iv) Establish a process to maintain racial balance among teachers.

(5) The Principal in consultation with the Personnel Committee will select the most qualified candidate for each available position.

(6) When two (2) teachers equally meet the established criteria for the position, seniority shall govern the appointment to that position.

(7) In addition, in any school not so identified, the School Council, or in the absence of a Council, the Principal and Building Committee, may choose to implement school based selection of teachers pursuant to the following procedures:

(i) Upon approval of the Principal, a proposed waiver will be submitted for ratification by the affected staff in the school. Ratification shall be by way of a secret ballot in which all employees covered by this Agreement who are assigned to the school shall be eligible to vote, and shall

require an affirmative vote of two-thirds (2/3) of the affected employees in the school who vote.

(ii) The Federation shall have oversight of the balloting process.

(iii) The proposed waiver shall include a schedule for implementation, which may require implementation after the beginning of the school year.

(iv) Once such a waiver is approved by the Principal and ratified by the school staff, it may be implemented unless such implementation would affect the operation of another school or would result in additional costs to the School District that exceed the allocated budget for the school seeking the waiver.

(v) Any contract waiver achieved shall be presumed to continue in effect for a complete school year. Thereafter the waiver shall continue to be effective unless modified through the procedures of this Section.

(8) When a school organization has the option to implement school-based selection of teachers, a decision to use school-based selection shall be made by December 31st prior to the hiring season that such school-based selection procedures are implemented.

(9) The Federation-District Committee shall continuously monitor and evaluate the pilot during the year of implementation and at the end of such year identify a schedule for implementation beyond the pilot schools. The parties will work to continue to expand the pool of schools using the above-described site-selection process throughout the duration of this Agreement, making any necessary adjustments to the process as might be suggested by the results of the evaluations.

9. Training, Implementation & Evaluation

(a) In accordance with Article X,

intensive professional development shall be provided to the members and potential members of the Staff Selection Committee and/or Personnel Committee in each school that is scheduled to implement school-based selection of teachers to prepare them to participate in the staffing process for their school.

(b) The administration shall, upon request, provide the Federation with racial balance figures, the number of authorized vacancies and the number of teachers by racial designation for each school.

10. Summer Schools

(a) Summer schools (not summer programs) shall be staffed in the following manner:

(1) Satisfactory teachers who have summer school seniority shall be appointed to summer school positions in the order of their seniority if they desire the position and if the position exists.

(2) Summer school seniority shall be the number of summers of appointed service in a teaching subject or teaching position.

(3) Regularly appointed summer school teachers who complete five (5) continuous years of satisfactory summer school teaching may, upon application take an unpaid leave of absence. There shall be no loss of seniority and the year of leave shall be counted as a summer of work. Thereafter, a teacher may take such a leave every five (5) years.

(b) When any list of teachers in (a)(1) above is exhausted, vacancies shall be filled by examination for the area to which such list pertains.

(c) Notification of appointment to summer school shall be made by June 1 for at least ninety percent (90%) of the number of teachers estimated to be needed for the program.

(d) Teachers will be provided a choice of schools and, where administratively possible, that choice will be honored in making assignments.

(e) Seniority in summer school shall govern when it becomes necessary to reduce positions. Where such summer school seniority is equal, then systemwide seniority shall apply.

(f) Information regarding the number of allotted positions by level and subjects as well as teachers appointed to such positions shall be made available to the Federation on a timely basis.

(g) Additional appointments to summer school shall be made as needed during the summer school sessions in accordance with subsection (b) of this Article. If a list is exhausted, then teachers certified in that subject and on another current summer school list (though not appointed from it) shall be given the opportunity to fill the position as a temporary appointee. If the name of such temporary appointee is reached on the eligibility list for a regular appointment, he/she shall continue in the temporary position for the duration of the summer session. However, his/her seniority for summer school purposes, in the subject of the eligibility list shall begin from the date his/her name was reached on such eligibility list.

(h) A summer school teacher may take an unpaid leave of absence for up to two (2) summers if he/she is on sabbatical

leave from regular school. A teacher taking such leave of absence shall retain his/her position and continue to accrue seniority and all other benefits as though he/she were teaching.

(i) A summer school teacher shall be permitted, during the summer session, to use sick leave accumulated during the regular school year.

(j) A summer school teacher will be permitted the same funeral leave as during the regular school year.

(k) A summer school teacher shall be permitted to use accumulated personal leave from regular school for the same reasons as such leave is used during the regular school year.

11. Assignment of Vocational Coordinators and Court Representatives

(a) Coordinator positions allotted to Vocational/Technical Schools may be reduced subject to the following procedure:

(b) As vacancies occur anywhere in the School District of Philadelphia for Department Head positions in Math, Social Studies, English or Science, a Principal of a Vocational/Technical School may reduce the Coordinator allotment at the school for that Coordinator subject area. The affected Coordinator shall be a force transfer.

(c) If a Coordinator position becomes vacant for any reason at a Vocational/Technical School, the Principal may abolish the vacant position.

(d) If a court representative, employed in that position as of September 1, 2000, vacates that position for any reason he/she need not be replaced.

12. Assignment of Nurses

(a) Assignments and reassignments of nurses shall be made in accordance with the needs of the school system. The Superintendent and/or CEO or his/her designee shall make available to the Federation information regarding these assignments and reassignments.

(b) Temporary assignments of nurses may be made in the event of an emergency to the schools to which the assignments were made. Such assignments shall terminate with termination of the emergency.

(c) Where there is more than one (1) nurse permanently assigned to a school, reassignment, on other than a temporary basis, shall be made on the basis of school seniority with the nurse with the least school seniority reassigned first.

(d) Applications for transfer on forms furnished by the School District shall be filed by May 1 prior to the beginning of the school year in which the transfer is to take effect. Applications may be filed after that date and will be processed and the position awarded to said applicant in accordance with this Agreement if and when all vacancies in the schools designated in such application are not filled by prior applications or by new appointments made prior to the date of such filing.

(e) In the event that more than one (1) school nurse requests an assignment, then preference shall be given to the request of the school nurse with the most seniority in the School District.

(f) School nurses subject to force transfers shall be permitted to select assignments in accordance with their seniority. Administration will prepare a list of full-week assignments, which will be made available for selection.

(g) The request for transfer for nurses shall list up to but not more than ten (10) choices of named schools.

(h) When two (2) school nurses with equal systemwide seniority request a transfer to the same school, the one who scored higher on the examination shall be given the assignment.

(i) The opportunity to participate in programs during the summer and after regular hours shall be offered to nurses on an annual rotating basis within each Region. The employee with the greatest system seniority in a Region shall be selected first. In the event that no nurse is available to fill an assignment from within a Region, positions shall be offered to employees within the School District based on system seniority.

The Federation shall be notified at the time such opportunities are made known to the nurses.

13. Assignment of Librarians and Elementary Specialists

(a) There shall be a library and librarian or library assistant or other employee of similar classification in every school with one thousand (1,000) or more pupils.

(b) Whenever practicable, each school with a library shall be provided with a librarian, library assistant or other employee of similar classification.

(c) No program of an elementary specialist may be dropped from a school unless the Principal gives the reasons in writing by June 1.

XVIII. Working Conditions of Teachers

D. Duties

1. All other non-teaching duties and emergency assignments within a school shall be shared among all teachers, except kindergarten teachers, on an equitable basis.
2. Teachers shall be in their classrooms at the contractual time and remain with their students until all students are safely dismissed.
3. Elementary school teachers shall not be required to perform yard duty before the start of the student day.
4. In those elementary schools that still have recess duties, there shall be no more than one (1) teacher on recess duty and such duties shall be rotated among the faculty.
5. Except as provided herein, teachers, therapists, psychologists and nurses shall not be required during the course of the school year to participate in more than two (2) activities scheduled to begin before or after the teacher workday.
6. The Principal shall consult with the Building Committee concerning the date of any meeting to be scheduled outside the regular teacher workday at which the attendance of teachers is required.
7. The fact that a teacher in a middle-senior high school teaches in the middle school division of that school shall not disqualify him/her from appointment to a position or task (other than a regular teaching position) in that school.
8. Nurses shall be given forty-eight (48) hours notice of a required meeting except in case of an emergency.
9. Nurses shall not be required to transport audiometers or other equipment weighing more than fifteen (15) pounds to and from

their respective schools. A nurse may be required to transport such audiometers or other such equipment weighing fifteen (15) pounds or less during the school year, no more than a number of times equal to the number of schools to which the nurse is assigned. Where, on any occasion, a nurse requests assistance in the transportation (of an audiometer) for good cause, such nurse shall make a request to the Principal for assistance, which request shall not be unreasonably denied.

10. The assignment of kindergarten teachers during the registration period shall not interfere with the schedule established by the school for the interviewing of parents and registering of kindergarten children.

11. There shall be five (5) meeting free interview days for all kindergarten teachers at the beginning of each school year.

12. In the case of kindergarten classes where a significant number of pupils are taking a second (2nd) year of kindergarten, the maximum of ten (10) sessions with no pupils in attendance shall be permitted for parent-teacher conferences during the first two (2) weeks of school. No more than five (5) morning sessions are to be used for this purpose.

13. The preparation of a daily or weekly lesson plans outline by a teacher is required. The lesson plan outline shall include: the daily activities of the class including topic, instructional goals, instructional strategies, resources/ materials and supplies and references to textbooks and curriculum guides. Each teacher shall have available emergency lesson plans for use by substitutes. If a teacher's performance appears to be, or is becoming unsatisfactory, he/she may be required to prepare more detailed lesson plans.

14. The School District will give every consideration to achievement of the Parties' goals of a maximum caseload for elementary counselors of four hundred (400) and a

maximum caseload for secondary counselors of three hundred (300). There shall be at least one (1) counselor in each school as soon as possible but no later than September 1, 2005.

15. Money collected within the school in connection with the circulation of library books shall be allocated to that school for its library needs, at the librarian's discretion after consultation with the Principal.

16. Counselors shall not be required to mete out discipline or maintain attendance records in the performance of their counseling duties except during whole class instruction and class coverage.

E. Pupils, Programs and Curriculum

1. Grades given by a teacher shall not be changed without written notice to the teacher.

2. The Superintendent shall determine the forms, requisitions and tests which he/she will require teachers periodically to complete or administer and shall furnish to each teacher at the beginning of each school year a schedule of the dates, hereinafter called "due dates", upon which these are to be submitted or administered.

3. In the event that the Superintendent and/or CEO makes changes to the schedule, ten (10) school days' notice of the changes in such schedule and additions thereto will be provided prior to the due date.

4. At the beginning of each school year, school nurses shall be provided with a schedule of all-recurring health and immunization projects to be implemented during the ensuing year.

5. The School District and the Federation recognize that student learning cannot occur in an environment where student behavior is out of control; and they agree that the adjustment of behavioral problems is the joint responsibility of teachers, staff and administrators.

6. The School District as well as individual school administrators shall set clear standards of student conduct and identify clear consequences for infringements; and shall give teachers effective and consistent support to enforce such established standards of conduct. In addition, the Parties have agreed to work together to provide teachers with professional development and to assist in developing and implementing appropriate instructional and behavior adjustment strategies.

7. Teachers shall exercise their best judgment in appraising student misbehavior; and determining what instructional strategies may address the student's behavioral problem.

8. Teachers faced with emotionally disturbed pupils and pupils who present severe disciplinary problems in their classes shall be given early additional support to help them deal with resulting problems by making available to them the counseling, psychological and psychiatric services of the school system and by giving serious consideration to the removal of such pupils from the class, not for the purpose of punishing the pupils involved but rather to find the causes of such behavior and to attain remedies therefor.

9. Mentally, emotionally and educationally handicapped children shall at the earliest possible opportunity be placed in classes and involved in instructional programs that are best prepared to meet their needs. This shall be done following careful study made promptly upon indication of need therefor of the characteristics, development and unique problems of the child requiring special attention. The combined judgment of the Principal and teacher or teachers involved shall be added to the diagnosis and prescriptive information provided by the school psychologist in order to help in determining the best possible placement for the child.

10. The School District and the Federation agree that the extension of psychological

testing, counseling, and attendance services to kindergartens is desirable. The School District will make every effort to plan a program for providing these services.

11. Where possible, children shall be placed in an appropriate setting within thirty (30) days of the receipt of a psychological evaluation.

12. When, in the opinion of a teacher, the assignment of a child to a special class warrants a re-evaluation, the request of the teacher for such a re-evaluation shall receive expedited attention. When the re-evaluation is made, the teacher shall be involved.

13. If a child exhibits anti-social behavior, such essential information shall be recorded in the pupil pocket and maintained for a period of eighteen (18) months if the pupil has not exhibited similar and/or related behavior. Such information should be considered relevant to decisions by teachers and administrators regarding the appropriateness of additional supports or alternative placement.

14. To the extent practical, each school shall establish an in-house "accommodation" room for disruptive students who are removed temporarily from their classrooms.

15. Pupils shall not be assigned to the school library or instructional materials center as a disciplinary measure.

16. Health information for shared-time students shall be forwarded to the receiving school by the home school.

F. Support Services, Supplies, Facilities and Other Conditions

1. Each teacher shall be provided with a sufficient number of appropriate instructional materials, including textbooks.

2. Regular requirements of materials, books and supplies shall, subject to the approval of

the Principal, be requisitioned by a teacher after consultation among the teachers of the grade level or department in a school, or among all teachers in the school, as the Principal may deem to be appropriate, for the purpose of more effectively using the monies allocated thereto.

3. A clothing locker and a separate desk or equivalent work facility are to be provided to each teacher.

4. Department Heads or Coordinators shall have the authority to call for repairs directly to the service company when system-wide service contracts have been let therefor.

5. An area within the play area of an elementary school yard shall be cleared or made safe for play within three (3) days of snowfall.

6. The Allotment Display Sheet shall contain one hundred dollars (\$100) per kindergarten teacher for educational supplies, ten cents (\$.10) per pupil for magazines and thirty cents (\$.30) per pupil for instructional aids.

7. Information regarding the number of allotted summer school and/or summer program positions by level and subjects as well as teachers appointed to such positions shall be made available to the Federation on a timely basis.

8. As soon as possible, all books for all libraries shall either be purchased in already processed form or shall be centrally catalogued.

9. The School District will give consideration to its ultimate goal of meeting the standards for staffing libraries established by the Commonwealth of Pennsylvania.

10. Special class teachers required to remain with their class during lunch shall receive an equivalent amount of time off.

11. The repair of machinery and equipment

necessary for the operation of shops shall be given prompt attention. Teachers shall be informed within two (2) weeks of the request of the schedule date of repair or servicing and shall be immediately informed of any postponement.

12. Shops or other specially equipped rooms shall not be used as homerooms unless all other classrooms in a school are being used for that purpose.

13. The School District shall furnish to the nurse in a school, pupil medical records for all new admissions within thirty (30) days of the beginning of the school year or within thirty (30) days after admission, whichever is applicable.

14. The Administration will notify school nurses in advance when student nurses from schools of nursing will be present in their schools to observe school health programs. Guidelines will be furnished prior to the start of the observation period.

15. There shall be a separate mailbox for each Speech and Hearing teacher assigned to a school.

16. When a room is designated as a Speech and/or Hearing room, a Speech and/or Hearing teacher who is in the school on his/her regularly assigned day shall not be asked to vacate such room for another purpose.

17. Each psychologist shall be provided with reasonable facilities and required equipment that will permit uninterrupted service with the child being examined. Because of the limitation of available space, psychologists will give the school three (3) days' notice of appointments with children.

18. The psychologist's report of each child shall be given the privacy within each school that will uphold the confidentiality of the report. Such report shall be released only to authorized persons in accordance with

established guidelines for such release.

19. Information pertaining to professional opportunities applicable to school psychologists shall be distributed to and posted in all Regions and Central Offices in which school psychologists are located so that all psychologists have the opportunity to determine whether they wish to participate therein.

20. The assignment of a psychologist to a special project requiring special qualifications and competencies shall be offered to those psychologists possessing such special qualifications and competencies on a rotation basis, beginning with the most senior psychologist. In the event no such psychologist indicates his/her willingness to perform such assignment the psychologist with such special qualifications and competencies with the least seniority shall be assigned to such special projects on a rotation basis beginning with the least senior such psychologist.

21. Assignment to such projects within a Region shall be made in accordance with the procedure enumerated above from among the psychologist assigned to such Region.

22. A psychologist shall be permitted to transfer from one Region to an existing vacancy in another on the basis of seniority. Such transfer shall be effective on September 1.

23. Psychologists shall not be required to report on days when all schools are closed by administrative action.

24. To the extent permitted by budgetary allocation and the availability of personnel, and regardless of class size, a kindergarten class shall be provided with a kindergarten assistant or supportive services assistant who shall be assigned to provide the teacher with the same relief provisions as are provided other elementary school teachers.

25. The library shall be available for library purposes to students and teachers at all times during the school day, except that Administration may schedule meetings on occasions that would not unreasonably interfere with the use of the library.

26. To insure minimum standards of privacy and confidentiality (a) provision shall be made in new school buildings for each counselor to have his/her own office with floor to ceiling sound-conditioned partitions; the same provision shall be made in old schools, the floor to ceiling partitions dependent upon the reasonable availability of existing natural or mechanical ventilation and (b) in any event, a counselor's office shall contain a door that can be closed, a telephone for the use of the counselor and file cabinets that lock.

G. Class Size

1. The School District and the Federation recognize the desirability of reducing class size through both control of pupil-teacher ratio and maximum class size. Specialist teachers, remedial teachers and administrative assistants are not counted in the pupil-teacher ratio.

2. The School District has established policy goals for reduced class size.

3. The School District is committed to reducing class sizes across elementary grades beginning with primary grades. The School District has committed additional resources from grants and other funding sources to aid in this effort. The goal is to reduce class size in Grades K– 3 to a target of twenty-four (24) or fewer, provided the School District continues to receive additional funding resources, and has personnel and space to make the reductions possible. The goal for Grades 4 – 8 is a target of twenty-five (25), subject to the same conditions, and after the goal for Grades K – 3 is met.

4. Maximum class size shall be thirty (30) in grades K-3. In all other regular classes,

maximum class size shall be thirty-three (33) students.

5. Shop classes shall be twenty-four (24). The number of workstations in a shop shall be the basic criterion to be used in determining the number of pupils assigned to a class.

Whenever it becomes necessary to assign more pupils than can be accommodated at available work stations in a given shop, the factors limiting the number of pupils shall be the safety of the pupils and the ability of the teacher in such a situation to carry out the course of study.

6. Acceptable reasons for exceeding stated class size maximum may include:

(a) Unavailability of space or unfeasibility of reorganizing kindergarten classrooms, in which case there may be classrooms as high as thirty-four (34) with the addition of a full-time Literacy Intern Teacher and the services of a Supportive Services Assistant.

(b) There is no space available in the school;

(c) Observing the stated maximum would require placing classes on a short time schedule;

(d) A larger class size is necessary and desirable for specialized, assembly or forum type classes (e.g. library, music) or experimental instruction; or

(e) A larger class size will facilitate team teaching provided that the number of teachers on the team falls within contractual class size parameters.

7. Where the maximum class sizes established in this Agreement are exceeded, the Principal shall provide the reason(s) in

writing to the teacher of the class in which this has occurred and to the Superintendent of Schools. Where the teacher or the Federation questions the validity of the Principal's reason(s), a grievance may be filed.

8. In addition to the foregoing, the School District shall maintain special education classes with the class size maximum required by the Pennsylvania Department of Education as they may be amended from time to time and posted on the Pennsylvania Department of Education's website.

9. The mutual goal of the parties is to eliminate split classes in elementary schools. To that end, split classes shall be eliminated unless they are required to meet the physical constraints of a school building or for budgetary requirements. In such cases, the Principal shall provide the reason(s) in writing to the teacher of the class in which this has occurred.

XIX. Working Conditions of Secretaries

A. Work Schedule

1. Twelve (12) month secretaries currently assigned on September 1, 2000 to administrative offices shall work no more than a total of three (3) days during the Christmas and Easter holidays.
2. Any current ten (10) month secretary assigned on September 1, 2000 who transfers to a twelve (12) month position in an administrative office shall work no more than five (5) days during the Christmas and Easter holidays.
3. Any secretary hired on or after January 1, 2001, who is assigned to an administrative office, shall be entitled to take vacation days during the Christmas and Easter holidays.

B. Assignment and Transfers

1. A satisfactory employee may apply for a summer position, and in the order of system seniority shall be assigned to such position if the position exists, provided that he/she meets the criteria posted for the position.
2. Secretaries shall be given home school preference for summer school assignments.
3. Transfers are granted on the basis of seniority of service. Seniority is calculated from the effective date of appointment or of the last voluntary transfer, except when an employee has received a forced transfer.
4. Transfers are granted to the same type of position only. Appointments to other types of position are made from an eligible list. A person whose name is on more than one (1) list, in accepting an appointment, does not have his/her name removed from the other list, and may be assigned to the other type of work at such time as his/her name is reached. Such later assignment is not a transfer.

5. To be eligible for transfer, an employee must serve for at least one (1) year in the position to which he/she has been appointed from an eligibility list or to which he/she has voluntarily transferred.

6. Applications for transfer must be made on Form EH 30, which may be secured in the office of the Principal or Site Administrator. Each of the three (3) sections should be filled out, signed, and forwarded to the Office of Human Resources.

7. Employees requesting a transfer to an administrative office shall specifically list such locations on the transfer form. Transfer requests must be received in the Office of Human Resources between January 1 and May 1. For purposes of seniority, all transfers will be effectuated immediately. Transfers will occur as soon as practical but in no event later than July 1.

8. Applications for transfer to be considered for the beginning of the following term must be received in the Office of Human Resources between January 1 and May 1. Applications received subsequent to that date will not be placed in the active file until after reorganization for the following term has been completed.

9. Any person who desires to withdraw an application for transfer must notify the Office of Human Resources before the transfer request has been processed.

10. Voluntary transfers are granted on the basis of location seniority. Forced transfers are on the basis of school system seniority.

11. When a position is discontinued, the employee with the least location seniority in that position will receive an involuntary transfer. In case the employee has been assigned by voluntary transfer to the location from which he/she is later involuntarily transferred, he/she is given credit at the time of the involuntary transfer for the former years of service on the basis of which he/she had earned the right of

transfer to the present location.

12. An employee has a prior claim to return to the school from which he/she was involuntarily transferred, provided he/she applies for return within one (1) year of the date of transfer and each year thereafter.

13. In seniority order, secretaries who are involuntarily transferred shall be assigned to the vacancy of their choice. If there are no vacancies, the secretary with the least school system seniority shall be laid off.

14. If a secretary has been administratively transferred during a school year, such employee shall be permitted to apply for a transfer for the beginning of the next school year.

15. Transfers between school and administrative positions shall be available for clerk typists and secretaries, except that a Grade III secretary who wishes to transfer from an administrative office to a Grade III secretary position in a school must have had two (2) years secretarial experience in a school position.

16. A listing of vacancies in secretarial positions will be published at reasonable intervals during the school year for posting in all schools and offices.

17. A secretary with more than five (5) years of seniority who volunteers to transfer shall be merged with the forced transfers when transfers are made.

18. Assignments of secretaries to summer school shall be made in accordance with the provisions of Article XVIII, Section C(10).

19. The list of employees appointed to summer school by classification and home schools shall be published by posting in the summer schools at least two (2) weeks after summer school has started.

C. Duties

1. All duties and emergency assignments within a school are to be shared among all employees on an equitable basis.
2. Secretaries shall not be required to act as nurses.
3. Secretaries shall not be required to perform heavy lifting in the receiving and distribution of books and supplies.
4. During their regular hours of work, employees shall not be required to perform any work in premises not owned or operated by the School District.

D. Equipment, Supplies, Facilities and Other Conditions

1. Every employee shall be supplied with adequate and usable furniture and equipment, including adequate lighting, appropriate to the tasks to be performed by the employee.
2. A clothing locker and a separate desk or equivalent facilities are to be provided to each employee.
3. Where possible, fifteen (15) days' notice will be given for repairs to be made during the workday. Where alterations are planned, employees are to be notified when the contract is let and the contemplated date for start of the work and preliminary work will be performed without causing the contract to be performed out of the specified sequence to minimize adjustment problems.
4. To the extent funds are available, "peak load" secretarial service shall be provided to any school requesting such service for the months of September, October, May and June.
5. The Superintendent and/or CEO shall furnish to each school secretary, a schedule of the due dates, upon which requisitions and tests are periodically to be administered or completed.

6. Annual quantities of certain critical supply items, named School Opening Supplies, and bulk paper items shall be delivered to all schools prior to the school year opening. Requisitions for these supplies are to be completed in May.

7. In offices which are non-air conditioned or do not have properly functioning air conditioning, if the temperature outside is equal to or greater than 85 degrees Fahrenheit, the hours for beginning and ending work between July 1 and September 1 shall be the number of consecutive hours between 9:00 a.m. and 3:00 p.m., broken by the usual lunch period.

XX. Working Conditions of Non-Teaching Assistants

A. Work Schedule

1. In order to meet the needs of the school an NTA may be assigned regular hours for the beginning and ending of his/her work differing from those set forth in Article XVII Section B(2), provided that such different hours shall be uniform for all days of the week, shall remain in effect for a substantial part of the school year and shall not result in increasing the total number of his/her daily hours a week. Five (5) working days notice of a change in schedule shall be given to employees.

2. In the event that an NTAs luncheon period is interrupted for the purpose of performing his/her duties, his/her regular time for ending work shall be reduced by an amount of time equal to the duration of the interruption of his/her lunch period. NTAs shall receive one (1) fifteen (15) minute break per day as scheduled by the Principal.

3. In case of compelling need at his/her school, an NTA may be required to work on one (1) or more of the days on which instruction is not being conducted in the school during the winter and spring vacations. In such event, notwithstanding the overtime provisions of Article XII, Section F, the NTA will, in addition to

his/her salary be paid for work on any such day a whole day's pay irrespective of the number of hours worked, not in excess of eight (8).

4. Notice that work will be required on any such day shall, whenever possible, be given at least twenty-four (24) hours before that day. An NTA for whom work on such day would cause a hardship shall not be required to work on such day. In the event none of the NTAs in a school is available, because of this provision, for such assignment, volunteers therefore may be obtained from among NTAs in other schools. In the event there are insufficient volunteers, the least senior NTAs will be required to work, provided that any time worked under this circumstance, NTAs will be paid at the applicable overtime rate.

5. Assignments to work on days during the winter and spring vacations shall be divided as equally as possible among the NTAs in the school.

6. NTAs shall be assigned to no more than three (3) consecutive lunchroom periods.

7. When an employee is required to work overtime or on call-in time, notification of such duty shall be given, if possible, at least by 3:00 on the day preceding the overtime or call-in work period.

8. Overtime work, other than for required attendance at court, shall not be required of any employee for whom assignment to such work would be a hardship.

9. Overtime work will be divided as nearly equally as possible among the NTAs in a given school.

10. In the event an employee seeks a part of his/her vacation during the school year, his/her request shall be approved provided the needs of the school do not require otherwise.

11. An employee may take one (1) week of unpaid time per year in addition to his/her vacation. Requests for such time shall be submitted in the same manner as requests for vacation.

12. Ten (10) month employees working in the summer shall be permitted, during any summer, to use sick leave accumulated and not used during past regular school sessions.

13. Ten (10) month employees working in the summer shall be permitted, during any summer, the same funeral leave as during the regular school year.

14. Ten (10) month employees working in the summer shall be permitted, during any summer, to use personal leave days for urgent personal business which cannot be conveniently scheduled on other than workdays or for personal emergencies requiring immediate attention. No more than three (3) personal leave days may be used without loss of salary by any employee during any calendar year.

B. Assignment and Transfers

1. Assignments and reassignments shall be made in accordance with the needs of the school system as determined by the Superintendent and/or CEO.

2. Except for emergency situations, it is the School District's policy to retain an NTA in his/her school. Temporary assignments may be made in the event of an emergency affecting the safety and welfare of the children in the school to which such assignment is made. The temporary assignment shall terminate with termination of the emergency.

3. NTAs may file with the Office of Human Resources written requests for transfer from one (1) school to another. Such a request shall contain the names of those schools to which the NTA would be willing to transfer. When a vacancy occurs in the position of

NTA, such a request for transfer will be honored on a basis of system-wide seniority unless it is determined not to be in accordance with the needs of the school system. Transfer requests must be received in the Office of Human Resources between January 1 and May 1. For purposes of seniority, all transfers will be effectuated immediately. Transfers will occur as soon as practical but in no event later than July 1.

4. A satisfactory employee may apply for a summer position. The number of NTA summer positions and the number of hours allotted for each position shall be determined each year based on the needs of the school programs.

5. Summer work assignments shall be made in accordance with the following provisions:

(a) Notice naming the schools in which NTA positions will be available for the summer and the number of positions in each school shall be sent out no later than June 7.

(b) Applications for NTAs to fill such positions shall be submitted within two (2) weeks after notice is published.

(c) In assigning NTAs to summer employment in any school, the NTAs whose home school it is will be assigned, to the number necessary to fulfill its requirements, to summer employment in that school on the basis of the highest NTA school seniority of all NTAs for whom it is the home school.

(d) Those ten (10) month NTAs who apply for summer employment, but who have not designated their home school in their application, or whose home school is not conducting any activity at any time during

the summer or who are not entitled on the basis of their seniority to summer employment in their home school, shall be assigned on the basis of their systemwide seniority as an NTA.

6. An employee who has been forced transferred may file a right-to-return to his/her former work location within one (1) year of the effective date of his/her new assignment. The right-to-return transfer must be refiled each year in order to remain valid.

C. Duties

1. The duties of NTAs include non-teaching duties heretofore or presently performed by teachers, and other related duties as assigned.

2. Duties may be assigned to NTAs by the Principal of the school in which they work and such duties are performed under the general supervision of the school's Principal or Assistant Principal.

D. Equipment, Supplies and Facilities

1. An adequate clothing locker shall be made available to each employee. Where the space is available and when his/her duties require it, an employee shall be provided with a work location so equipped as to enable him/her with reasonable comfort and efficiency to carry out such duties.

E. Examinations and Appointment

1. In preparing lists from which appointments are to be made, wherever there are identical scores, position on the list shall be determined by school system seniority.

2. Appointment to the position of twelve (12) month NTA shall be made on the basis of system-wide seniority from among those ten (10) month NTAs applying for such

positions who are rated satisfactory on the date of appointment and are not subject to any pending disciplinary process.

3. Not less than seven (7) school days before the appointment is to be made notice thereof shall be posted in every school. A ten (10) month NTA desiring to apply for such a position shall do so on a form to be furnished by the Principal.

4. The Principal and Building Committee shall jointly formulate the criteria to be used in the selection of an NTA for an assignment within a school, including the position of "Lead NTA", provided, however, that participation in other uncompensated duties or activities within the School District shall not be one of such criteria. In the event of inability to agree on the criteria, the determination of the Principal shall be final, provided it is neither arbitrary nor capricious. All NTAs in the school who meet the criteria for such positions shall be eligible for assignment thereto.

5. Assignment of tasks to NTAs within the school shall be the duty of the Lead NTA, subject to the approval of the Principal.

XXI. Working Conditions of Paraprofessionals

A. Work Schedule

1. Employees may be required to attend the same meetings outside the regular workday as teachers.
2. When administratively possible, each employee shall be released from his/her classroom for fifteen (15) minutes during any continuous three (3) hour period of assigned responsibility.
3. Employees assigned to special classes who are required to remain with their class during lunch shall, where administratively possible, receive an equivalent amount of time off during the day.
4. All meetings of library instructional materials assistants shall be held during the workday.

B. Assignment and Transfer

1. Assignments and transfers shall be effected in accordance with Article XIX, Sections B (3-6) and B(8-14).
2. Properly qualified employees in this unit will be allowed to transfer between School District programs without the loss of seniority, subject to the transfer procedures applicable to employees in that classification.
3. Subject to Federal Program guidelines, a paraprofessional who is in service shall be eligible for a summer position in his/her present job classification in seniority order and for other paraprofessional summer positions if he/she meets the posted requirements of such a position.
4. If a laboratory assistant, employed in the position as of September 1, 2000, vacates that position for any reason he/she need not be replaced.

C. Duties

1. All duties and emergency assignments within a school are to be shared among all employees, except kindergarten assistants, on an equitable basis.

2. No employee shall be required to perform personal errands and tasks for other members of the staff.

3. Employees shall not be required to take the place of a secretary in the performance of the secretary's regular duties.

4. No employee shall be required to perform duty on street corners, which are not on the sidewalk immediately adjacent to school buildings. Duty on street corners may be required of an employee only if the need for such duty exists and police officers, crossing guards or non teaching assistants are not available for such duty, and such duty in the past has been traditionally performed by employees in that school.

5. Tentative duty rosters for employees in a school shall be prepared and posted in such school. Notification of his/her proposed assignment for the following school year shall be given to each employee at as early a date as possible after the allotments are complete.

6. Except for such classifications whose duties and responsibilities required them to work elsewhere, employees during the regular hours of work shall not be required to perform any work in other than premises owned or operated by the School District.

D. Support Services, Facilities and Supplies

1. Each employee shall have a locker and a mailbox, and where the nature of the work requires, the employee should be provided with a desk with a lock.

2. As soon as possible, all books for all libraries shall either be purchased in already processed form or shall be centrally catalogued.

XXII. Working Conditions of Comprehensive Early Learning Center Employees

A. Work Schedule

1. No employee shall work for more than three (3) continuous hours without a fifteen (15) minute break within such three (3) hour period in addition to his/her lunch period provided that the pupil-staff ratios governed by licensure and funding in the schools or centers are not violated. This is not to include his/her one half (1/2) hour break. All cleaners shall have two (2) fifteen (15) minute breaks; one (1) in the morning and one (1) in the afternoon.

2. When a shift change becomes necessary, such changes shall be offered to employees of the appropriate job classification on a seniority basis. If all employees decline, then the least senior in that job classification shall be assigned. In any event, two (2) weeks notice of any change in shift shall be given to the employee involved except in a temporary shift change due to an emergency.

3. No employee shall be required to remain in a school or center after 6 p.m. Children who are not picked up by that time shall be escorted to the assigned babysitter. Time spent after 6 p.m. by the employee to escort children to the babysitter shall be considered overtime.

4. When change of assignments or schedules become necessary in a school or center, such changes, except in an emergency, shall be discussed between the head teacher and employee involved at least two (2) working days in advance.

5. The Comprehensive Early Learning Center will follow the School District Administrative Calendar. When it is not possible, compensatory days will be provided.

6. Custodial assistants may use their time off as they see fit. This is to include leaving the building. Before leaving the building,

custodial assistants must notify the Center leader.

7. In the event that a building in which a school or center is located is closed because of an emergency situation which affects the school or center, the school or center shall also be closed or moved to an alternate facility.

8. Custodial employees covering assignments that pay a higher rate than their normal rate shall be compensated at that higher rate for all hours worked in that assignment.

9. When there is an opening for a full time position in the Comprehensive Early Learning Center to be filled on an acting basis, the Administration will agree to consider part-time employees at that location to apply to fill the position.

10. The Administration may designate certain positions as ten (10) month positions. When a position is so designated, an employee in the same classification who currently works twelve (12) months may voluntarily agree to demote himself/herself to the ten (10) month position. The selection of an employee to fill such a position shall be on the basis of system seniority.

B. Assignment and Transfers

1. Assignments and Transfers for Assistant Instructors, Assistant Teachers, Center Leaders, Demonstration Teachers Instructors, Lead Teachers and Teacher Assistants shall be made in accordance with the following provisions of Article XVIII:

(a) C(1) - Policy;

(b) C(4) - Involuntary Transfer;

(c) C(8(g)) - Replacement Buildings;

(d) C(5) - Positions Dropped Because of Reduced Enrollment;

(e) C(6) - Voluntary Transfers;
and

(f) C(7) - Administrative
Transfers.

2. Except that CELC employees shall be entitled to voluntary transfer to another center with one (1) year of location seniority. Racial balance requirements shall not apply to transfers for CELC employees.

3. Assignments and Transfers for all other employees shall be effected in accordance with Article XIX, Section B.

4. At the time of the establishment of any eligibility list for initial appointments or promotional opportunities affecting the employees, the expiration date of such list shall be announced.

5. All eligibility lists for appointments to regular and promotional positions shall be made available so that either the person who took the examination or the Federation representative or both may examine the eligibility list.

6. For the 2001/002 year and thereafter, Comprehensive Early Learning Center Administration shall designate positions as twelve (12) month or ten (10) month. Any reassignments of employees resulting from these designations shall be done in seniority order in accordance with this Agreement.

C. Duties

1. The instructional staff must participate in the meal time phase of the Comprehensive Early Learning Center.

2. All emergency assignments and duties within a school or center are to be shared among all employees on an equitable basis.

3. No Comprehensive Early Learning Center employee shall be assigned to a public school as a temporary substitute.

4. Comprehensive Early Learning Center employees shall not have to perform escort duties for any child above the second grade. Wherever possible, such employees shall not have to perform such escort duties for any child in kindergarten, first grade and/or second grade.

5. No employee shall be required to perform personal errands and tasks for other members of the staff.

6. Social Workers shall not be used as substitutes.

7. Except in an emergency, office assistants shall not be required to take the place of classroom staff in the performance of the classroom staffs regular duties.

8. Clerical employees shall not be used as substitutes.

9. Student nurses assigned to schools or centers for the purposes of observation shall not be used as substitutes.

10. No cleaner shall be required to supervise or care for children, except in an emergency situation.

11. Employees shall not be required to lift and/or transport material of unreasonable weight or bulk. No child shall be asked to transport heavy material or furniture or perform the duties requiring custodial or specially assigned personnel.

12. Employees shall not be required to take the place of a secretary in the performance of the secretary's regular duties.

13. College students assigned to schools or centers as part of their course work shall not be used as substitutes.

14. A female employee shall not be required to remain in any work location when no other employee is not so located as to hear or see what is going on in the female employee's

work location.

15. There shall be two (2) adults on Comprehensive Early Learning Center premises at all times during operating hours.

D. Support Services, Facilities and Supplies

1. When necessary, security will be provided at the time of fee collection.

2. When necessary, security will be provided in early morning and/or late evening.

3. Effective extermination services shall be provided in the schools and/or centers.

4. Playground space provided in the school and/or center lease shall be clean and safe.

5. In accordance with the School District's procedure, children with communicable diseases shall be isolated from employees and other children in the school or center.

6. When space is available, Comprehensive Early Learning Center employees shall be provided adequate lounge and eating facilities.

7. Adult sanitary facilities shall be easily available to all employees at each school or center wherever space permits.

8. All schools or centers shall be provided with heat and hot and cold water including drinking water.

9. When heat and air conditioning is available in the leased space, it shall remain in operation until the end of the workday.

10. Each employee shall have a mailbox and, where facilities permit, a locker. Also, where the nature of the work requires, the employee shall be provided with a desk with a lock.

11. Disposable cups shall be used for the afternoon snack.

12. Each employee shall be provided with the appropriate supplies and materials required for the performance of his/her assigned tasks and duties.

13. The Administration will bear the cost of taxi fare when an administrator deems it necessary for an employee to accompany a child for any purpose, and when the parent is not liable for the cost.

14. The Comprehensive Early Learning Center Central Office will make arrangements for chartered bus service. Schools or centers will be notified at least three (3) days prior to the day of the trip. The Comprehensive Early Learning Center Central Office shall inform schools or centers of cancellations, delays, or any changes in trip plans.

15. Job descriptions shall be provided for each classification.

16. Whenever possible, the Administration will communicate all changes in policies and procedures regarding the Comprehensive Early Learning Center in writing two (2) weeks before implementation.

17. In accordance with current state regulations, the preparation of a daily or weekly lesson plan by a teacher or any head of class is required.

18. Any head of class shall have available emergency lesson plans for use by substitutes. If a teacher's classroom performance appears to be, or is becoming unsatisfactory, he/she may be required to prepare more detailed lesson plans.

E. Class Size/Case Load

1. The School District agrees to adhere to pupil-staff ratios governed by licensure and funding in the schools or centers and to consult with the Federation in the event that such ratios are significantly changed during the life of this Agreement.

2. Social Workers shall generally assume responsibility for not more than two (2) schools or centers.

XXIII. Working Conditions of Food Service Managers

A. Assignment and Transfers

1. The classification series for food service managers shall be revised in accordance with the number of meals served.
2. The classification of each school shall be reviewed in October of each year.
3. In those schools where the net change in the total number of meals served indicates a change in classification, and such number of meals served is five percent (5%) or more above or below the limit for the classification, the food service manager shall be notified and the appropriate reclassification shall become effective no later than the first pay period of the succeeding month.
4. In those schools where the net change in the total number of meals served indicates a change in classification but such number of meals is less than five percent (5%) above or below the limit for a classification, the manager shall be notified of such change, but the change will not be effective in the first year. Should the new volume continue into the second year, then the appropriate reclassification shall be effected following the provisions of paragraph 3, above.
5. In the event the school is changed to a higher classification, the manager shall be retained in that school as a promotion with the salary of the new classification.
6. In the event the school is changed to a lower classification, the manager shall be subject to the following provisions:
 - (a) The manager may remain, by his/her own choice, in the present school at the lower salary classification, or
 - (b) The manager shall be reassigned, in seniority order, to a vacant school having the same salary classification as the original school prior to the change.

7. Should no vacancy exist in a school having the same salary classification, then the employee shall remain at the present school, red-circled at his/her current salary level, until such a vacancy exists. Such managers shall, in seniority order, be reassigned to the next vacancy at his/her original level.

8. Should the manager refuse to accept such assignment, he/she shall then be reclassified and receive the salary of the lower level and remain at his/her present school. Such manager shall be placed at the top of the seniority list for the managers at that lower level classification.

9. All vacancies in schools shall first be filled by managers who are red-circled as described above in paragraph 6.

10. When further openings occur in schools, all food service managers shall be informed of such openings at their respective levels and be given an opportunity to select such a vacancy, or a position created as a result of transfer to such vacancy.

11. Openings that remain at a higher classification than level I, shall be awarded to the manager who has the highest seniority computed from the date of his/her appointment to his/her present grade.

12. Transfers and reassignments shall be made in October and February of each year to become effective no later than the beginning of the first pay period of the succeeding month.

13. When an opportunity exists for food service managers to serve in a special assignment or task or in a Staff Development Program, an announcement shall be published containing a description of the assignment and any special requirements so that interested managers may apply. Where two (2) managers equally meet the established criteria for a position or task, seniority shall govern the appointment to that position.

14. The right to make administrative transfers and to assign employees who are administratively transferred shall be retained by the School District.

15. An employee reassigned due to the

reclassification of a school or a drop in positions shall have the right to return to his/her original assignment in the reverse order to that in which he/she was reassigned, provided a request for such reassignment is made within one (1) year of the date he/she was reassigned.

16. In the event of a reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be reassigned in accordance with the provisions of this Article.

17. At least three (3) days before being laid off or force transferred an appointed employee shall be informed of all vacancies in any other work locations in his/her classification in the department in which he/she holds an appointment, for the purpose of giving him/her an opportunity, to be exercised within said three (3) days, to fill such vacancy. If he/she requests appointment to such vacancy, he/she shall be assigned thereto. In the event that vacancies in such classification exist in several work locations, he/she shall be assigned to the vacancy designated by him/her. In the event more than one (1) appointed employee in such classification is laid off or involuntarily transferred and there are insufficient vacancies for such assignments, then the laid off employees with the highest system seniority shall first be assigned to the vacancies involved.

B. Duties

1. Food service managers shall not be required to transport food in their personal vehicles.
2. Food service managers shall not be required to remove trash, mop floors, or lift or push heavy cartons.
3. The provisions of Article XII, Section M regarding acting pay do not apply to the relief manager.

C. Support Services, Facilities and Supplies

1. Facilities that are available to teachers shall also be available to food service managers.

XXIV. Working Conditions of Head Start Employees

A. Work Schedule

1. Where administratively possible, each employee will be released from his/her classroom for fifteen (15) minutes during any continuous three (3) hour period of assigned responsibility.

2. All Head Start and Focus on Four Teachers shall be given a common preparation time of two (2) hours per week each Friday. When Professional Development is offered for half days on Fridays, the Centers will be closed for students on those days. Preparation time will be paid back when schools are closed because of inclement weather.

3. Head Start teachers who are certified shall be eligible for sabbatical leaves to the same extent and subject to the same regulations as public school teachers.

4. Pre K Head Start – Late Pick-Up Policy

(a) For Centers located in schools after the teacher's workday, Head Start children who have not been picked up are to be left in the custody of the school Principal.

(b) For off-site Centers (not located in schools) the following policy will apply:

(i) The process outlined in Article XVII, Section C will be implemented at the beginning of each school year to identify two (2) adults from each center who will remain after the work day to supervise children who are not picked up on time.

(ii) The School District will guarantee these two (2) identified Head Start employees a minimum of two (2) hours each week

of EC time.

(iii) If these individuals must remain at the Center in excess of two (2) hours per week, they will be additionally compensated at the EC rate.

(c) In an effort to safeguard and protect the Pre K Head Start youngsters entrusted in our care, the Administration agrees to vigorously enforce the policy and procedures outlined in the side letter agreed to by the Parties.

B. Duties

1. Notification of any change of work location of the center during the summer shall be sent to the employees affected at as early a date as possible, but not later than August 31.
2. All emergency assignments and duties within a center are to be shared among all employees on an equitable basis.
3. No Head Start employee shall be assigned to a public school as a temporary substitute.
4. Assistants are not to float.
5. No employee shall be required to perform personal errands and tasks for other members of the staff.
6. Except for such classification whose duties and responsibilities require them to work elsewhere, employees during the regular hours of work shall not be required to perform any work in other than premises owned or operated by the School District.
7. Employees shall not be required to take the place of a secretary in the performance of the secretary's regular duties.
8. No supervisor shall ask a non-clerical employee to do the supervisor's paper work for him/her.

9. Head Start Administration will assume the responsibility for writing and disseminating program-wide information that has to go to parents.

10. The instructional staff must participate in the meal time phase of the Head Start Program. Each such employee shall receive a thirty (30) minute duty free period during the day.

11. All staff meetings initiated by the Head Start Central Office are to be held on work time. Two (2) staff meetings a month may be extended by a maximum of thirty (30) minutes each beyond work time.

12. Except in case of emergency, which cannot be avoided and except for a meeting to be held during the first four (4) weeks of the school year, at least two (2) weeks notice shall be given of any staff meeting extending beyond school time.

13. The preparation of daily or weekly lesson plans by a teacher is required.

14. The preparation of a daily or weekly lesson plan outline by a teacher is required. The lesson plan outline shall include: the daily activities of the class including topic, instructional goals, instructional strategies, resources/ materials and supplies and references to textbooks and curriculum guides. Each teacher shall have available emergency lesson plans for use by substitutes. If a teacher's performance appears to be, or is becoming unsatisfactory, he/she may be required to prepare more detailed lesson plans.

C. Assignment and Transfer

1. Except as provided in paragraphs 2, 3 and 4 below, assignments and transfers shall be effected in accordance with Article XIX, Section B(3-6) and (8-14).

2. Non-support staff members may apply for transfers to vacancies within the same classification in other centers. Such transfers shall be awarded on the basis of system seniority to employees who have not had a voluntary transfer within the preceding two (2) years.

3. When there are vacancies in the Social Work or Family Service Field Representative categories, and Special Needs Coordinators, all current employees in those categories shall be notified of all vacancies for transfer purposes. Transfers will be awarded in accordance with seniority provisions.

4. Voluntary transfers for teachers in the Head Start Program shall be effected in accordance with Article XVIII, Section C(6)(a) - (h).

5. If a Head Start Center is closed or relocated, the teachers may elect to follow the class to the new location or become a forced transfer. As a forced transfer the teacher will select a position in accordance with his/her system seniority. The teacher shall be offered vacancies in Head Start, kindergarten, and grade through the regular reorganization process.

D. Equipment, Supplies, Services and Facilities

1. The Head Start Central Office will make arrangements for chartered bus service. Centers will be notified at least three (3) days prior to the day of the trip. In case of emergencies, as much advance notice as possible shall be given regarding cancellations, delays or any changes in trip plans.

2. Each employee shall have a mailbox and, where facilities permit, a locker. Also, where the nature of the work requires, the employee shall be provided with a desk with a lock.

3. Where possible, fifteen (15) days' notice shall be given for classroom repairs, within a school, to be made during the workday. Where alterations are planned, teachers are to be notified when the contract is let and the contemplated date for start of the work and preliminary work shall be performed without causing the contract to be performed out of the specified sequence to minimize adjustment problems.

4. Where the center is located in a school, an area within the play area of the school yard shall be cleared or made safe for play within three (3) days of snowfall.

5. At the beginning of each school year, the

appropriate offices shall issue a list of materials, services and resources available to teachers.

6. Teachers may requisition books and supplies from the lists of all levels to enable teaching at the level of the pupil.

7. The job descriptions of administrative and supervisory positions as they relate to an employee shall be made available to employees and other members of the staff.

XXV. Working Conditions of Per Diem Substitute Teachers

A. Work Schedule

The workday for employees shall be the teacher workday of the school to which they are assigned.

B. Assignments and Transfers

1. A substitute teacher shall not be barred from assignment to a specific school nor removed from the list of eligible substitute teachers except for just cause. A copy of the recorded reasons shall be furnished to the employee.

2. A substitute teacher shall be entitled to a conference with the appropriate administrator who has initiated the action, which may be held after school hours. He/she may have a Federation representative present at such conference.

3. A per diem substitute teacher may be removed from the substitute teacher list by action of the Office of Human Resources and become ineligible for assignment when evaluated as unsatisfactory or when there are repeated absences, or refusal to accept assignments as specified in this Agreement or for other just cause. The Office of Human Resources shall notify such employee in writing prior to removing his/her name from the list.

4. An employee shall have the right, upon request, to a hearing to appeal a recommendation for such removal from the list of eligible substitute teachers to the Executive Director of Human Resources. Such hearing shall be conducted by a designee of the Executive Director of Human Resources. A decision shall be issued on such appeal within twenty (20) days of the date of appeal. The

Federation may appeal a decision related to the limitation of assignment in a school or schools to arbitration under the dispute resolution provisions of this Agreement.

5. Seniority shall be calculated by the number of units of service as defined in Paragraph 10 of this Article for per diem substitute teachers having worked twenty-two (22) days or more within the School District of Philadelphia.

6. Substitutes shall lose all accumulated seniority if they accept a position outside the bargaining unit, resign, are discharged, or otherwise leave the bargaining unit (except as provided in this Section), irrespective of whether they are subsequently rehired by the School District.

7. When per diem substitutes are assigned as long term substitute teachers, they shall cease to be covered by the provisions of this Agreement.

8. However, should such employees return to this bargaining unit from long term status or should such employee return to the bargaining unit within four (4) years after leaving the bargaining unit for any other reason other than discharge, they shall receive full credit for seniority accumulated prior to their becoming a long term substitute or otherwise leaving the bargaining unit.

9. Seniority shall be calculated in the following manner:

10. Within a school year of September 1 to June 30, a per diem substitute teacher shall receive the following seniority units for days worked:

DAYS WORKED	UNITS ACCUMULATED
Twenty-two to Forty-nine days	1/2 unit
Fifty to Ninety-four days	1 unit
Ninety-five days or more	2 units

11. Effective each September 1, the Office of Human Resources shall establish seniority lists for substitutes who shall be grouped on such lists in accordance with their respective units of accumulated seniority.

12. Where possible, and to the extent permitted by the regulations of the Pennsylvania State Board of Education or the School Laws of the Commonwealth, substitutes shall be called for assignments from within the respective seniority groupings, from highest number of units to least number of units, irrespective of their areas of certification or lack of certification.

13. Should the regulations of the Pennsylvania State Board of Education or the School Laws of the Commonwealth not permit such method of assignment, then two (2) seniority lists shall be established.

14. The first shall list all properly certificated substitutes; the second shall list all non-certificated substitutes, each within their respective seniority unit groupings.

15. Assignments shall then be made from within the seniority groupings, from highest to least number of units, first to properly certificated substitutes within their area(s) of certification, second to such substitutes into areas where they do not hold certificates.

16. When all such certified substitutes have been offered assignments, the second seniority list of non-certified substitutes may be used following the unit grouping procedures as described above.

17. All assignments, within the respective seniority list(s), shall be distributed equitably among the substitutes within the respective seniority unit groupings.

18. Substitutes shall receive assignments solely from the HERBS System.

19. In the event a substitute is assigned to a school where the need for a substitute within his/her area (s) of certification extends past the initial assignment, the substitute may be offered an extension of such assignment.

20. In the event a certificated substitute is assigned to cover a position where the need for a substitute extends past the initial assignment, the substitute may be offered extension of such assignment.

21. A certificated substitute assigned to a position that will require a consecutive run shall remain in that position. However, the substitute shall become eligible for long term status in that position only if the long term substitute list has been exhausted.

22. Substitutes shall be permitted three (3) refusals of an assignment within their area of certification or availability. Further refusals will cause the substitute to be dropped from the list of active substitutes. A substitute dropped from the list shall not be permitted to re-register for employment as a substitute for three (3) months after the effective date of the drop. The Administration may, based upon the needs of the school system, waive the application of the above. The application of this clause may be reinstated by the Administration upon prior notification to the Federation.

23. A lay off of up to one (1) year shall not be considered a break in service.

24. Any employee who is laid off up to one (1) year shall have all time in lay off status counted as service time for seniority purposes.

25. Per diem substitutes, who will not be permanently hired, shall be trained to relieve museum education teachers in the event that they are ill and cannot come to work.

26. If a per diem substitute teacher is assigned to a particular subject in a school and upon arrival at the school the subject is not available, he/she shall have the right to decline the assignment without penalty if he/she is not certified in the alternative subject.

27. In the event a substitute teacher reports to a building in accordance with an assignment given by the HERBS System and the services of the substitute teacher are unnecessary, then the substitute may be assigned to another school where the substitute is needed.

28. If the substitute teacher travels from the original school assignment to a second school assignment, he/she shall be paid at the authorized rate per mile for any distance traveled between the original and the second assignments.

29. After the third day of assignment to a consecutive run position, as permitted by the roster, the substitute teacher shall be given preparation time, not to exceed one (1) period per day.

30. To the extent that the policy of providing examination credit points for student teaching and/or teaching experience continues, substitute teachers shall receive one half (½) point of examination credit for each one hundred (100) days of substitute service within a school year to a maximum of three (3) points.

C. Duties

Substitutes shall be required to perform only those duties normally required of an appointed employee.

D. Support Services, Facilities and Supplies

1. Facilities that are available to teachers shall also be available to substitute teachers.

2. If a child exhibits anti-social behavior, such essential information shall be recorded in the pupil pocket and maintained for a period of eighteen (18) months if the pupil has not exhibited similar and/or related behavior.

3. The School District and the Federation agree that special attention and supportive help and guidance in classroom techniques shall be provided the substitute teacher. All available resources including Principals, Assistant Principals, Department Heads and Administrative Assistants, as well as the experience and diverse abilities of all teachers, should be utilized to help orient the substitute teacher.

4. Each teacher shall be provided with a sufficient number of appropriate instructional materials.

XXVI. Working Conditions of Professional Technical Employees

A. Work Schedule

1. When the calendar has been established there shall be no revision in that calendar which shall result in a change in the total number of workdays, holidays and unpaid days off. The calendar applicable to twelve (12) month employees shall include no fewer than thirteen (13) paid holidays, among which shall be New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.
2. The calendar applicable to ten (10) month employees shall contain no fewer than twelve (12) paid holidays, which shall fall within their term of employment.
3. Any employee whose daily assignment is entirely devoted to input or research on a computer screen or terminal shall have a fifteen (15) minute break during that day.
4. An employee may take one (1) week of unpaid time per year in addition to his/her vacation. Requests for such time shall be submitted in the same manner as requests for vacation.
5. All employees in the bargaining unit shall be eligible to opt for compensatory time in lieu of overtime. Requests to utilize compensatory time must be submitted at least three (3) days in advance and must be approved by the employee's immediate supervisor and the division director. Permission will not be unreasonably withheld, however, it will not be granted where the employee's absence will interfere with the effective operation of the department. Special consideration will be given to personal emergencies requiring immediate attention.
6. In the event an additional second shift is established in any department in the bargaining unit to begin at 3:00 p.m. or thereafter, employees working on such shift

shall receive, effective September 1, 1975, fifty cents (.50) per hour more than is payable in their respective classifications for day shift work.

B. Assignment and Transfer

1. An employee in the series of classifications listed in Appendix "B", after appointment to the entry level position of the series in a specific classification, shall be advanced to the higher levels within the series if the employee:

(a) has received a satisfactory rating for the time spent in the lower classification;

(b) is capable of, and is performing the full scope of duties and responsibilities of the higher level;

(c) meets the minimum training and experience requirements for the higher level position as listed in the job description;

2. Such employee shall receive a promotional increase in accordance with the standard School District policy governing promotions.

3. An employee shall have the right to transfer within his/her position classification. However, before such transfer can be effected, the employee must demonstrate his/her knowledge of the specific skills required by the new position, e.g., programming language.

4. The Assignment and Transfer provisions of Article XIX, Section B shall apply.

5. Subject to residence requirements, regularly appointed employees, who are displaced because of a program reduction or elimination of jobs shall have the right based on seniority to transfer to a vacant position similar to the one which the employee held prior to such reduction or elimination, or to a

vacant lower paid position. In the event no such vacancies exist at the time the employee is displaced then the employee shall be placed on a preferential list for a period of two (2) years and during this period vacancies for such positions shall be filled from the employees on this list until they shall have had the opportunity to be offered such employment.

6. When an employee accepts an appointment to a permanent position not covered by this Agreement, his/her seniority as defined in this Section shall cease to accumulate. Should such an employee return to a position in the bargaining unit within one (1) year of the date on which he/she left his/her position in the bargaining unit, his/her departmental seniority shall be the sum of his/her departmental seniority prior to his/her appointment to a position outside the bargaining unit and his/her departmental seniority from his/her date of return to a position in the bargaining unit.

7. No one shall be involuntarily transferred unless there is a drop in positions in which case it shall be done by department seniority within the work location.

8. An employee transferred due to a drop in positions shall have the right of return to his/her original department in the reverse order to that in which he/she was transferred out, provided a request for such transfer is made within one (1) year of the date he/she was transferred out.

9. Employees requesting a transfer to an administrative office shall specifically list such locations on the transfer form.

C. Duties

1. Radio Alarm Dispatchers shall not be required to wear uniforms.

D. Examinations and Appointments

1. A Research Intern or Research Assistant

who, prior to appointment in such position was a teacher, shall upon return to a teaching position be given credit on the salary schedule for the time served in the position of Research Intern or Research Assistant.

2. Employees currently classified as provisional Research Interns and Assistants shall be given a qualifying examination for such positions.

XXVII. Working Conditions of Supportive Services Assistants, Parent Assistants and Health Room Technicians

A. Work Schedule

1. An employee who is required to attend a faculty meeting that extends beyond his/her workday shall be paid in accordance with the provisions of Article XII, Section K.

2. Employees may attend special regional curriculum meetings when subjects involving the work of employees are on the agenda. In the case of meetings where this does not occur, the School District may schedule special regional meetings for employees, which they shall attend.

3. In the event that the schools are closed on account of inclement weather, the employees assigned thereto shall not be required to report for duty that day. Such employees shall be paid for the regular daily number of hours for that day.

B. Assignments and Transfers

1. Subject to Federal Program guidelines, an employee who is in service shall be eligible for a summer position in his/her present job classification in seniority order.

C. Duties

1. All emergency assignments within a school are to be shared among all employees on an equitable basis.

2. No employees shall be required to perform

duty on street corners, which are not on the sidewalk immediately adjacent to school buildings. Duty on street corners may be required of an employee only if the need for such duty exists and police officers, crossing guards or non teaching assistants are not available for such duty, and such duty in the past has been traditionally performed by employees in that school.

3. No employee shall be required to perform personal errands and tasks for other members of the staff.

4. Employees shall not be required to take the place of a secretary in the performance of the secretary's regular duties.

D. Support Services, Facilities and Supplies

1. With respect to any provision of this Agreement which relates to facilities, access to facilities, or activities within a facility, such provision shall not be applicable where an employee is assigned to a non-public school or other facility not administered by the School District of Philadelphia.

2. Each employee shall be provided with the appropriate supplies and materials required for the performance of his/her assigned tasks and duties.

3. Where an employee is responsible for an activity in a school for which supplies and materials are ordered or requisitioned directly by the Principal, such employee shall be included in consultations prior to such ordering or requisitioning.

4. Where possible, fifteen (15) days' notice shall be given for classroom repairs to be made during the school day. Where alterations are planned, teachers are to be notified and shall share such notice with employees when the contract is let and the contemplated date for start of the work and preliminary work shall be performed without causing the contract to be performed out of the specified sequence to minimize

adjustment problems.

5. The adjustment of behavioral problems is the responsibility of employees as well as of teachers and administrators. Employees shall have immediate recourse to the teacher or administrator to whom they report and shall be given effective and consistent support by such teacher or administrator who shall promptly take appropriate action in each case.

E. Other Conditions

1. A per diem substitute shall be eligible for the same sick leave benefits and holiday pay as a regular employee when he/she has:

(a) Served at least twenty (20) consecutive days in the place of an employee whose absence is likely to exist for ninety (90) days or more; and

(b) Received a rating of satisfactory from the Principal during such twenty (20) days of per diem service.

XXVIII. Severability

In the event that any provision of this Agreement is or shall at any time be held to be contrary to law by a court of last resort of Pennsylvania or of the United States or by a court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, all other provisions of this Agreement shall continue in effect.

XXIX. Resolution of Differences by Peaceful Means

The Federation and the School District agree that differences between the parties shall be settled by peaceful means as provided in this Agreement. The Federation, in consideration of the terms and conditions of this Agreement, will not engage in, instigate or condone any strike, work stoppage or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement, and will undertake to exert its best efforts to discourage any such acts by any such employees.

XXX. Guarantee Clause

During the term of this Agreement, the School District agrees that it will appropriate in its annual budget(s) for each year of the contract sufficient monies to provide for, maintain and guarantee without

exception each and every economic provision set forth in this Agreement. The School District further agrees that it will not, under any circumstances, unilaterally abrogate any economic provision of this Agreement during its term.

XXXI. Duration of Agreement

The term of this Agreement shall be from September 1, 2004 and shall continue in full force and effect through August 31, 2008. Either party may give written notice to its intention to open negotiations for a new Agreement in accordance with the procedure and time schedule required by law.

XXXII. Non-Reprisal Clause

The School District and the Federation agree that no reprisals whatsoever, whether they be economic, non-economic or otherwise, shall be imposed by either party against any employee, whether or not such employee is in any bargaining unit represented by the Federation on account of his/her activities relating to the work stoppage.

Appendix A

Job Classifications

PFT Bargaining Unit	Title	Description
COMPREHENSIVE EARLY LEARNING CENTER ¹	0601	CENTER LEADER I, CELC
	0602	CENTER LEADER II, CELC
	0603	CENTER LEADER, DEMONSTRATION, CELC
	0604	INSTRUCTOR, DEMONSTRATION, CELC
	0609	ASSISTANT INSTRUCTOR, CELC *
	0610	INSTRUCTOR, CELC
	0613	INSTRUCTOR, CELC, PART TIME
	0614	NUTRITIONIST, CELC
	0616	NURSE, CELC
	0627	ASSISTANT HOUSEKEEPER/COOK, CELC*
	0628	CUSTODIAL ASSISTANT, CELC*
	0629	HOUSEKEEPER/COOK, CELC*
	0630	FOOD SERVICES ASSISTANT, CELC*
	0637	NUTRITION FIELD REPRESENTATIVE, CELC
	0679	REPAIRMAN, CELC
	0686	CLASSROOM ASSISTANT, CELC, PART-TIME*
	0687	ASSISTANT TEACHER, DEMONSTRATION, CELC
	0688	ASSISTANT TEACHER, CELC, PART-TIME, 10 MONTH*
	0689	ASSISTANT TEACHER, CELC, FULL-TIME, 10 MONTH*
	0690	TEACHER, CELC, 12 MONTH
	0691	TEACHER, CELC, 10 MONTH
0692	TEACHER, LEAD, 12 MONTH	
0693	TEACHER, LEAD, CELC PROGRAMS, 10 MONTH	
0694	ASSISTANT TEACHER, CELC, PART-TIME, 12 MONTH	
0695	ASSISTANT TEACHER, CELC, FULL-TIME, 12 MONTH	
0696	CLASSROOM ASSISTANT, CELC, FULL-TIME*	
0697	INTAKE WORKER, CELC	
0699	SOCIAL WORK ASSISTANT, CELC, 10 MONTH	
2521	CLEANER, CHILD CARE	
2522	CLEANER, CHILD CARE, PART-TIME	
FOOD SERVICES MANAGERS ²	7626	CULINARY SPECIALIST I
	7629	CULINARY SPECIALIST II
	7633	FOOD SERVICES MANAGER I
	7634	FOOD SERVICES MANAGER II (includes FLOATERS)
	7635	FOOD SERVICES MANAGER III
7636	FOOD SERVICES MANAGER IV	
NON-TEACHING ASSISTANT ³	0836	NON-TEACHING ASSISTANT*

	0838	NON-TEACHING ASSISTANT, LEAD
	0842	NON-TEACHING ASSISTANT, ABLE ACADEMY
	0843	NON-TEACHING ASSISTANT, BILINGUAL
	0860	NON-TEACHING ASST, 3/5 TIME*
	0861	NON-TEACHING ASST, 4/5 TIME
	6002	FARMER*
PARAPROFESSIONALS 4	0460	ASSISTANT TEACHER
	0502	COMMUNITY RELATIONS LIAISON, FULL-TIME
	0503	CONFLICT RESOLUTION SPECIALIST
	0507	BILINGUAL VOCATIONAL SUPPORT ASSISTANT
	0508	BILINGUAL VOCATIONAL TECHNICAL ASSISTANT*
	0510	INTERPRETER, DEAF/HARD OF HEARING*
	0522	COMMUNITY RELATIONS LIAISON, 3/5 TIME
	0523	COMMUNITY RELATIONS LIAISON, 4/5 TIME
	0528	SOCIAL SERVICES ASSISTANT, DROPOUT PREVENTION PROGRAM
	0554	LIFEGUARD
	0589	CAI MONITOR, TITLE I NON-PUBLIC SCHOOLS
	0801	SCHOOL COMMUNITY COORDINATOR, 4/5 TIME
	0808	SCHOOL COMMUNITY COORDINATOR, 3/5 TIME
	0809	CLASSROOM ASSISTANT, SPECIAL EDUCATION, ALTERNATIVE/AUGMENTATIVE SERVICES
	0810	CLASSROOM ASSISTANT, SPECIAL EDUCATION, BILINGUAL
	0811	CLASSROOM ASSISTANT, ABLE ACADEMY
	0812	CLASSROOM ASSISTANT, SPECIAL EDUCATION, HEARING IMPAIRED
	0813	CLASSROOM ASSISTANT, SPECIAL EDUCATION, SEVERELY HANDICAPPED*
	0816	SCHOOL COMMUNITY COORDINATOR, FULL-TIME*
	0821	LIBRARY TECHNICAL SERVICES SPECIALIST
	0822	TEACHER ASSISTANT, COMPUTER SCIENCE EDUCATION
	0823	SCHOOL COMMUNITY COORDINATOR, BILINGUAL
	0825	SHOP TRAINING ASSISTANT*
	0827	CHECKPOINT CENTER INSTRUCTIONAL ASSISTANT I
	0828	CHECKPOINT CENTER INSTRUCTIONAL ASSISTANT II
	0829	CHECKPOINT CENTER INSTRUCTOR ASSISTANT III
	0830	COMPUTER LAB ASSISTANT*
	0831	LABORATORY ASSISTANT I*
	0832	LABORATORY ASSISTANT II*
	0839	CLASSROOM ASSISTANT*
	0841	KINDERGARTEN ASSISTANT

	0844	LIBRARY INSTRUCTIONAL MATERIALS ASSISTANT, FULL-TIME*
	0845	LIBRARY INSTRUCTIONAL MATERIALS ASSISTANT, 4/5 TIME
	0847	LIBRARY INSTRUCTIONAL MATERIALS ASST, 3/5 TIME
	0855	COUNSELING ASSISTANT, BILINGUAL, 3/5 TIME
	0858	COUNSELING ASSISTANT, BILINGUAL*
	0873	CLASSROOM ASSISTANT, BILINGUAL (BILINGUAL/ENGLISH)
	0874	CLASSROOM ASSISTANT, BILINGUAL (SPANISH/ENGLISH)
	0875	TEACHER ASSISTANT, VISUALLY IMPAIRED TEACHER
	0885	SCHOOL COMMUNITY LIAISON
	1401	SCHOOL STOCK CLERK*
	1705	MEDICAL TECHNICIAN
	3008	TOOL ROOM ATTENDANT, MANPOWER
	6005	AGRICULTURAL MECHANIC & STOCK CLERK
PRE-KINDERGARTEN HEAD START ⁵	0615	LEAD NURSE
	0624	CUSTODIAL ASSISTANT, PKHS
	0625	MAINTENANCE REPAIRMAN, PKHS
	0638	NUTRITION FIELD REPRESENTATIVE, PKHS
	0644	PARENT INVOLVEMENT COORDINATOR, PKHS
	0657	NUTRITIONIST, PKHS
	0660	TEACHER, PKHS, CERTIFIED*
	0661	TEACHER, PKHS, MONTESSORI-CERTIFIED
	0662	TEACHER, HEAD, PKHS
	0664	TEACHER ASSISTANT, PKHS
	0669	FAMILY SERVICE FIELD REPRESENTATIVE
	0671	SOCIAL WORKER, PKHS
	0672	SPECIAL NEEDS COORDINATOR, 10 MONTH
	0673	NURSE, PKHS
	0674	HEALTH COORDINATOR, PKHS
PROFESSIONAL/TECHNICAL ⁶	0504	FAMILY SUPPORT COORDINATOR
	0505	BILINGUAL COMMUNITY SPECIALIST
	0509	GRANTS MANAGEMENT TRAINEE
	0512	SCHOOL SOCIAL WORKER
	0513	SCHOOL SOCIAL WORKER, 3/5 TIME
	0514	SOCIAL WORK SERVICES COORDINATOR
	0517	CASE MANAGER, SCHOOL EXPULSIONS
	0520	STUDENT PLACEMENT SPECIALIST
	0533	GRANTS MANAGEMENT SPECIALIST I
	0544	ELECTRONIC PRODUCTIONS SPECIALIST
	0545	GRANTS MANAGEMENT SPECIALIST II
	0579	SOCIAL WORKER, SCHOOL AGE PARENTS

	0620	COMPUTER TRAINER, EARLY CHILDHOOD EDUCATION
	0851	CABLE NETWORK PRODUCER/DIRECTOR
	0866	AUDIO-VISUAL CATALOGER
	1185	TELECOMMUNICATIONS SERVICES SPECIALIST
	1207	CUSTOMER SUPPORT TECHNICIAN
	1220	DATABASE PROGRAMMER
	1227	NETWORK SYSTEMS ADMINISTRATOR
	1244	MICROCOMPUTER TECHNICIAN
	1245	COMPUTER-BASED SYSTEMS TRAINER I
	1246	COMPUTER-BASED SYSTEMS TRAINER II
	1247	TECHNOLOGY TRAINING ASSISTANT
	1252	INTERNET WEBMASTER/NETWORK SPECIALIST
	1271	NETWORKING SPECIALIST
	1272	NETWORK SYSTEMS PLANNING ASSISTANT
	1283	APPLICATIONS PROGRAMMER I
	1284	APPLICATIONS PROGRAMMER II
	1286	PROGRAMMER ANALYST
	1290	SYSTEMS PROGRAMMER I
	1291	SYSTEMS PROGRAMMER II
	1292	SYSTEMS PROGRAMMER III
	1300	FINANCIAL MANAGEMENT TRAINEE
	1308	BUDGET TECHNICAL ASSISTANT
	1311	STAFF ACCOUNTANT
	1312	ACCOUNTANT II
	1342	FINANCIAL ANALYST
	1351	BUDGET ANALYST I
	1352	BUDGET ANALYST II
	1353	BUDGET ANALYST III
	1357	STANDARDS CONTROL SPECIALIST, FMS
	1370	CONSTRUCTION INSPECTION TECHNICIAN, AUDITING SERVICES
	1371	AUDITOR I
	1372	AUDITOR II
	1395	PAYROLL CUSTOMER SERVICE REPRESENTATIVE I
	1396	PAYROLL CUSTOMER SERVICE REPRESENTATIVE II
	1414	STOCK FOREMAN
	1426	SUPPLY SYSTEMS SPECIALIST
	1431	BUYER I
	1432	BUYER II
	1434	MATERIALS COORDINATOR
	1449	FORMS MANAGEMENT ANALYST II
	1450	RECORDS CENTER SUPERVISOR
	1452	FORMS MANAGEMENT ANALYST LEAD
	1453	MATERIALS MANAGEMENT SPECIALIST

	1454	STUDENT RECORDS SERVICES REPRESENTATIVE
	1457	FORMS MANAGEMENT ANALYST I
	1518	TORT CLAIMS REPRESENTATIVE
	1573	FINANCIAL APPLICATIONS SPECIALIST
	1575	PROCESSING SPECIALIST, FEDERAL PROGRAMS
	1577	ADMINISTRATIVE ANALYST
	1590	REPORT COORDINATOR, ELEMENTARY/MIDDLE SCHOOL
	1602	INFORMATIONAL SPECIALIST
	1603	SENIOR INFORMATIONAL SPECIALIST
	1704	INDUSTRIAL NURSE
	1720	SCHOOL CLINICIAN, PART-TIME
	1723	SPECIAL EDUCATION MEDICAL CONSULTANT
	1724	SCHOOL CLINICIAN, SPECIAL EDUCATION
	1903	SERIOUS INCIDENT STATISTICAL ANALYST
	1925	INTRUSION DETECTION SYSTEMS TECHNICIAN
	1927	FIRE SAFETY SPECIALIST
	2003	GENERAL DRAFTER I
	2004	GENERAL DRAFTER II
	2006	ELECTRICAL DRAFTER
	2022	MECHANICAL DESIGNER
	2028	GENERAL DESIGNER
	2032	ELECTRICAL DESIGNER
	2052	GENERAL ESTIMATOR I
	2053	GENERAL ESTIMATOR II
	2078	COORDINATOR, ENERGY CONSERVATION PROGRAM
	2103	ARCHITECTURAL DRAFTSMAN
	2121	ARCHITECTURAL DESIGNER
	2205	REAL PROPERTY MANAGEMENT SPECIALIST
	2206	REAL PROPERTY MANAGEMENT TECHNICIAN
	2307	PUPIL DATA ANALYST
	2312	RESEARCH INTERN
	2317	RESEARCH SPECIALIST
	5003	CUSTODIAL SERVICES TRAINER
	5035	PEST CONTROL FOREMAN
	6025	FIELD & GROUNDS FOREMAN
	6051	ASBESTOS ABATEMENT FOREMAN
	7013	MASONRY FOREMAN
	7030	PAINTING FOREMAN
	7045	CARPENTRY FOREMAN
	7053	PLUMBING FOREMAN
	7061	HEATING FOREMAN
	7082	AREA MAINTENANCE FOREMAN, FT, 4 DAYS PER WEEK
	7085	AREA MAINTENANCE FOREMAN, 5 DAYS PER WEEK

	7126	ELECTRICAL FOREMAN
	7134	AUTOMATIC PLANT FOREMAN
	7135	AIR CONDITIONING & REFRIGERATION FOREMAN
	7139	ELECTRONIC SECURITY SYSTEMS SUPERVISOR
	7324	PRINTING SERVICES COORDINATOR
	7325	PRINTING PLANT FOREMAN
	7414	ALARM SYSTEMS DISPATCH OPERATOR
	7427	TRAINER, FACILITIES MANAGEMENT & SERVICES
	7509	TRANSPORTATION MECHANIC FOREMAN
	7520	BUS DISPATCHER
	7523	TRANSPORTATION TRAINING COORD
	7544	STUDENT TOKEN SPECIALIST
	7546	TRANSPORTATION SUPERVISOR I
	7547	TRANSPORTATION SUPERVISOR II
	7556	TRANSPORTATION SCHEDULING ANALYST I
	7557	TRANSPORTATION SCHEDULING ANALYST II
	7620	FOOD SERVICES CENTRAL SERVICES ASSISTANT
	7622	FOOD SERVICES EQUIPMENT SPECIALIST
	7623	FOOD SERVICES EQUIPMENT FOREMAN
	7625	FOOD SERVICES SATELLITE OPERATIONS SPECIALIST
	7627	FOOD SERVICES COMMODITIES ASSISTANT
	7640	FOOD SERVICES PRODUCTS SPECIALIST
	7641	TRAINER, NUTRITION EDUCATION
	7642	PROGRAM SPECIALIST, NUTRITION EDUCATION PROGRAM
	7643	PROGRAM COORDINATOR, NUTRITION EDUCATION PROGRAM
	7645	FOOD SERVICES SANITATION CONTROL SPECIALIST
	7647	FOOD SERVICES TRAINING INSTRUCTOR
	7657	FOOD SERVICES ADMINISTRATIVE ANALYST
	7658	FOOD SERVICES MENU SPECIALIST
SECRETARIAL/CLERICAL 2.**	0519	BRAILLE SPECIALIST
	0667	PARENT CLERK, HEAD START LEARNING CENTER
	1001	CLERK, SPECIALIZED SERVICES
	1002	ENVIRONMENTAL SERVICES CLERK
	1004	REAL PROPERTY MANAGEMENT CLERK
	1005	WORKERS' COMPENSATION CLERK I
	1006	WORKERS' COMPENSATION CLERK II
	1007	CONTRACT CLERK
	1008	PRINTING SERVICES CLERK
	1009	RECORDS CENTER CLERK
	1010	STUDENT PLACEMENT SUPPORT CLERK*
	1011	JUNIOR CLERK
	1012	PRE-AUDIT CLERK I

	1013	CLERK*
	1015	INTERMEDIATE CLERK
	1017	BENEFITS SERVICES CLERK
	1018	FISCAL CLERK
	1020	MAIL AND COPIER CLERK
	1021	CLERK, ALTERNATIVE SCHOOLS & PROGRAMS
	1022	PRE-AUDIT CLERK II
	1023	MAIL CLERK SUPERVISOR
	1024	BUDGET CLERK
	1033	DEPARTMENTAL PAYROLL CLERK
	1034	SECURITY CLERK
	1035	ADMINISTRATIVE SUPPORT CLERK
	1039	RETIREMENT CLERK
	1041	PERSONNEL CLERK
	1042	SENIOR PERSONNEL CLERK
	1044	DATA MANAGEMENT ASSISTANT
	1045	CLERK RECEPTIONIST
	1052	SCHOOL OPERATIONS OFFICER
	1053	EMPLOYEE BENEFITS CLERK
	1054	WAREHOUSE SUPPORT SPECIALIST
	1055	ADMINISTRATIVE TECHNICIAN
	1057	SELECTION ASSISTANT
	1058	TREASURY CLERK
	1059	SENIOR TREASURY CLERK
	1060	TITLE I COMPLIANCE ASSISTANT
	1061	FINANCIAL & TECHNICAL SUPPORT ASSISTANT
	1063	OSSESS SUPPORT SPECIALIST
	1110	SECRETARY (1 PER >600 POP.)*
	1111	SECRETARY I, 12 MONTH*
	1111	SECRETARY I, 10 MONTH*
	1112	SECRETARY II
	1113	SECRETARY III (STENOGRAPHIC)
	1114	SECRETARY III (GENERAL)
	1117	SECRETARY I,II, 1/2 TIME, 5 DAYS
	1118	SECRETARY I,II, 2 DAYS/WEEK
	1119	SECRETARY I,II, 3 DAYS/WEEK
	1120	SECRETARY I,II, 4 DAYS/WEEK
	1122	SECRETARY I (BILINGUAL), 12 MONTH*
	1122	SECRETARY I (BILINGUAL), 10 MONTH*
	1123	SECRETARY II (BILINGUAL)
	1133	EXECUTIVE SECRETARY
	1140	SCHOOL-BASED RESOURCE SUPPORT ASSISTANT
	1181	TELEPHONE OPERATOR
	1182	TELEPHONE OPERATOR COMMUNITY LIAISON
	1206	DATA PROCESSING TECHNICIAN

	1208	DATA PROCESSING SPECIALIST, FACILITIES MANAGEMENT & SERVICES
	1209	COMPUTER OPERATOR I
	1210	COMPUTER OPERATOR II
	1302	ACCOUNTING CLERK
	1350	REGIONAL BUSINESS SPECIALIST
	1365	LEAD AUDIT CLERK
	1378	PAYROLL PROCESSOR II
	1381	PAYROLL SPECIALIST
	1387	PAYROLL PROCESSOR I
	1392	PAYROLL GROUP LEADER
	1428	PURCHASING CLERK
	1430	DATA INPUT/OUTPUT SUPERVISOR
	1555	EMPLOYEE HEALTH SERVICES ASSISTANT
	1804	PURCHASING CLERK, TITLE I
	1902	SERIOUS INCIDENT DESK RECORDER
	7431	FACILITIES UTILIZATION SPECIALIST
	7639	FOOD SERVICES INTERNAL CONTROL SPECIALIST
	7646	PROGRAM ASSISTANT, NUTRITION EDUCATION PROGRAM
SUPPORTIVE SERVICES ASSISTANTS ⁸	0806	SUPPORTIVE SERVICES ASSISTANT, 2/5 TIME
	0807	SUPPORTIVE SERVICES ASSISTANT, 4 HR
	0815	SUPPORTIVE SERVICES ASSISTANT, 3 HR*
	1706	HEALTH ROOM TECHNICIAN
TEACHERS ⁹	0026	AA, ELEMENTARY SCHOOLS
	0199	ACADEMIC COACH
	0406	RETIRED TEACHERS WORKING AS A PER DIEM SUBSTITUTE, Reg. Ed.***
	0407	RETIRED TEACHERS WORKING AS A PER DIEM SUBSTITUTE, Spec. Ed.***
	0408	LITERACY INTERN
	0409	TRANSITION SUPPORT TUTOR, 4/5 TIME - 4 FULL DAYS
	0415	TEACHER, FULL TIME*(Includes apprentice, provisional and special assignment regular education teachers)
	0416	TEACHER, SPECIAL ASSIGNMENT, 12 MONTH
	0423	MOTIVATION COORDINATOR
	0426	TEACHER, 2/5 TIME, 2 FULL DAYS
	0427	TEACHER, 3/5 TIME, 3 FULL DAYS
	0428	TEACHER, LEAD
	0430	TEACHER, SPECIAL EDUCATION*(Includes apprentice, provisional and special assignment special education teachers)
	0434	TEACHER, PARENT COOPERATIVE NURSERY SCHOOL
	0435	TEACHER, 4/5 TIME, 4 FULL DAYS

	0438	TEACHER, DEMONSTRATION, SPECIAL EDUCATION
	0439	TEACHER, SPEECH/LANGUAGE, PRESCHOOL
	0440	DEPARTMENT HEAD
	0442	DEPARTMENT CHAIRPERSON, PHYSICAL EDUCATION
	0445	TEACHER, HEARING IMPAIRED, PRE-SCHOOL
	0449	DEPARTMENT CHAIRPERSON, DEMONSTRATION
	0450	TEACHER, DEMONSTRATION
	0453	RETIRED TEACHERS WORKING IN A KNOWN VACANCY, Reg. Ed. ***
	0454	RETIRED TEACHERS WORKING IN A KNOWN VACANCY, Spec. Ed. ***
	0456	REPRESENTED PER DIEM SUBSTITUTE TEACHER***
	0457	COLLABORATING TEACHER, 10 MONTH
	0458	COLLABORATING TEACHER, 12 MONTH
	0465	SITE COORDINATOR, VOCATIONAL SUPPORT SERVICES PROGRAM
	0486	SCHOOL COUNSELOR, 10 MONTHS
	0495	TEACHER, SPECIAL EDUCATION, PACKAGING & PROCESSING
	0516	FACILITATOR, TEACHING & LEARNING NETWORK
	0536	SCHOOL PSYCHOLOGIST*
	0540	CASE MANAGER, SPECIAL EDUCATION, SERVICES & COMPLIANCE
	0541	SCHOOL PSYCHOLOGIST, BILINGUAL
	0560	COMMUNICATIONS MEDIA PROGRAM SPECIALIST
	0568	SCHOLARSHIP COORDINATOR, CAREER and COLLEGE AWARENESS
	0658	TEACHER, MONTESSORI, LOWER ELEMENTARY, 12 MONTH
	0659	TEACHER, MONTESSORI, LOWER ELEMENTARY, 10 MONTH
	0675	SPECIAL NEEDS COORDINATOR, 12 MONTH
	0701	PROGRAM ANALYST, SPECIAL EDUCATION BUDGET SERVICES
	1709	THERAPIST (OCCUPATIONAL/PHYSICAL)
	1712	SCHOOL NURSE, 10 MONTH *
	1715	SCHOOL NURSE PRACTITIONER

1 Recognized pursuant to Board Resolution dated March 13, 1972.

2 Recognized by agreement between the parties.

3 Recognized by agreement between the parties.

4 Recognized pursuant to Board Resolution dated August 7, 1970.

5 Recognized by agreement between the parties.

6 Recognized by agreement between the parties.

7 Recognized pursuant to Board Resolution dated January 8, 1968.

8 Recognized by agreement between the parties.

9 Recognized pursuant to Board Resolutions dated August 8, 1966, May 13, 1968, October 27, 1969, April 10, 1972, and PLRB Order No. PERA 92-441-E, dated August 19, 1992.

* Long-Term Substitutes exist for these classifications. They are part of the bargaining unit of the position being filled.

** Excluding all employees in the Office of the Superintendent, the Office of the Executive Deputy Superintendent, the Office of General Counsel, the Office of Labor Relations, Offices of the Members of the Board of Education, Offices of the Members of the School Reform Commission, and the Office of the Chief Executive Officer.

*** The Federation represents certain per diem retired substitute teachers who have retired from the Philadelphia School District, per the Side Letter governing retired teachers.

**** The Federation represents certain per diem substitute teachers as set forth in Article XXV of the Collective Bargaining Agreement.

Appendix B

Prof/Tech Job Classifications

ARCHITECTURE AND ENGINEERING	
TITLE	DESCRIPTION
2052	GENERAL ESTIMATOR I
2053	GENERAL ESTIMATOR II
FINANCIAL OPERATIONS	
TITLE	DESCRIPTION
1371	AUDITOR I
1372	AUDITOR II
1300	FINANCIAL MANAGEMENT TRAINEE
1351	BUDGET ANALYST I
1352	BUDGET ANALYST II
1353	BUDGET ANALYST III
INFORMATION TECHNOLOGY	
TITLE	DESCRIPTION
1283	APPLICATIONS PROGRAMMER I
1284	APPLICATIONS PROGRAMMER II
PROCUREMENT	
TITLE	DESCRIPTION
1431	BUYER I
1432	BUYER II

APPENDIX C

Professional Development Standards

The parties are committed to effect improvements in the content and delivery mechanisms of professional development. In addition, the parties are committed to encourage employees' appreciation of the relevance and importance of professional development. With these objectives in mind, the parties agree that professional development within the School District must be based upon the following design principles/standards:

1. All professional development will be designed to meet the School District's strategic goals, content/performance standards, and assessed teacher/staff needs and/or to improve assessed student performance.
2. Professional development within the School District must be a continuous and ongoing process

that promotes sustained interaction among teachers and other instructional and instructional support personnel to address issues of local common concern and the School District as a whole.

3. Professional development programs and activities for school-based employees will focus on improving teaching practice and school climate issues, and to the greatest extent possible, shall be linked to reflecting upon and improving daily practice.

4. Professional development programs for teachers shall be based on the recognition of education as a dynamic, professional field characterized by new developments and knowledge about the teaching and learning process and, to the greatest extent possible, shall emphasize growth and development in addition to remediation.

5. Professional development shall be implemented as part of a comprehensive program to improve student achievement. Thus, at the school level, for example, professional development programs should reflect school improvement planning.

6. Professional development programs shall draw on the resources and expertise of employees within schools. Programs shall also promote the School District's partnering with the Federation, and institutions of higher education as service providers.

7. Professional development shall emphasize the following key content areas:

- (a) Enhancing content knowledge and delivery;
- (b) Implementing content/performance standards;
- (c) Developing lessons, units and courses of study or curriculum development;
- (d) Pedagogy and instructional strategies, including accommodating different learning styles;
- (e) Assessment;
- (f) Classroom management and conflict resolution;
- (g) Student discipline and behavior management;
- (h) Integrating learning technologies;
- (i) Evaluating research, programs and materials; and
- (j) Leadership and team building.

8. Professional development may include a variety of delivery models but shall incorporate the model(s) best suited to the objectives of the program and shall consistently support individual improvement in the context of organizational goals. Delivery models may include but are not limited to the following:

- (a) Study groups including structured discussion around instructional topics;

- (b) Training through conferences and workshops;
- (c) Involvement in development/improvement processes such as curriculum development, and special work assignments;
- (d) Observation/assessment including peer coaching, clinical supervision and observing demonstration lessons modeling exemplary practice;
- (e) Inquiry/action research and data analysis; and
- (f) Individually guided activities that may include the use of interactive media and technology.

9. Professional development shall incorporate evaluation/assessment using multiple sources of data. Success of any professional development program must be measurable not merely by whether participants enjoy the experience, but by whether the program results in the acquisition and appropriate use of new knowledge and skills that bring about desired outcomes.

APPENDIX D Curriculum

The Philadelphia Federation of Teachers and the School District mutually recognize the necessity of aligning standards, curriculum and assessment. This alignment is necessary in order to provide meaningful professional development that can be successfully incorporated into classroom content and instruction. Therefore, the parties agree to work cooperatively to develop well-articulated programs of instruction for each grade level that will guide and support teachers in aligning classroom instruction with the standards, curriculum and assessment system in order to support improved student achievement. The programs of instruction will outline to teachers and inform parents as to what students should know and be able to do, and incorporate relevant research-based developments in the areas of teaching and learning and effective practice. National and local curriculum programs, models and materials will be reviewed on an ongoing basis to determine their value for alignment with the standards, curriculum and assessment system, and where deemed appropriate will be incorporated into the programs of instruction. Professional development framed by the aligned standards, curriculum and assessments will support teachers in the continuing enhancement of their content knowledge and classroom practice.

APPENDIX E Leave Benefits

1. Personal Leave Days (Code 01)

- (a) Employees in the Teachers, Non-Teaching Assistants, Secretaries, Para-professionals, Comprehensive Early Learning Center, Food Service Managers, Head Start and Professional/Technical bargaining units shall be granted three (3) days leave each year without loss of salary for urgent personal business which cannot be conveniently scheduled on other than workdays and for personal emergencies requiring immediate attention. Employees in the Supportive Services Assistants bargaining unit shall be granted one (1) personal leave day each year. Extension of school holidays, or beginning the summer

vacation earlier or extending it later, shall not be deemed personal leave and may not be taken except in the most unusual circumstances as hereinafter provided. Application for such personal leave shall be made upon a form to be furnished by the School District.

(b) If not more than ten percent (10%) of the teachers, one (1) NTA and one (1) paraprofessional, in a school request leave for a given day, or if the number requesting leave exceeds the limitations stated above but the granting of such leave will not interfere with the school's program, the employee shall have the right to take the leave.

(c) In the event that the number of employees in a school requesting leave exceeds the limitations stated above and the employee's leave will interfere with the school's program, the Office of Human Resources shall determine whether the leave shall be denied to the employee or employees last filing such request; provided, however, that if such employee or employees request the leave because of an emergency, the leave shall be granted.

(d) Except as provided in Sections 6 and 7 of this Appendix, attendance at the commencement of relatives and friends, absence in connection with the death or funeral of distant relatives and friends, or in connection with the marriages of relatives or friends, and appearances in court in a case in which the employee is plaintiff or defendant, will be treated solely as personal leave.

(e) The Office of Human Resources shall also determine whether or not the request for personal leave which has the effect of extending the school holidays, or beginning the summer vacation earlier or extending it later, shall, under most unusual circumstances, be granted.

(f) If a ten (10) month employee has accumulated thirty (30) days or more in his/her personal leave bank he/she shall be allowed to use up to a maximum of two (2) additional personal leave days from his/her bank per year.

2. Personal Illness Leave (Code 04)

Personal Illness leave shall be provided in accordance with School District policy.

3. Vacation (Code 02)

(a) Active employees working on a twelve (12) month schedule in the Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Head Start and Professional/Technical bargaining units shall be entitled to the following vacation with pay at the annual rate of pay such employee is receiving at the time such vacation is actually taken:

Length of Uninterrupted Service to July 1	Vacation Time
If appointed between January 1 and April 30	One Week
Six months to four years	Two Weeks
Four years to eight years	Three Weeks
Eight years to fifteen years	Four Weeks
Over fifteen years	Four Weeks and Two Days

An employee may take one (1) week of unpaid time per year in addition to his/her vacation. Requests for such time shall be submitted in the same manner as requests for vacation.

(b) For an employee in the Non-Teaching Assistants bargaining unit who seeks a part of his/her vacation during the school year, his/her request shall be approved provided the needs of the school do not require otherwise. For employees in the Comprehensive Early Learning Center bargaining unit, vacations may be taken at times of the year other than July and August provided that a request for such vacation time is presented at least two (2) weeks prior to the beginning of the time the vacation is to be taken.

4. Educational Leave

(a) Active employees in all bargaining units shall be eligible for an unpaid educational leave of absence under the following terms and conditions:

(i) A teacher shall be eligible for an unpaid educational leave of absence for a September to June school year. Requests for such a leave shall be filed no later than May 31 of each school year. Such a leave shall be granted to improve the professional competency of the teacher subject to the approval of the content of the academic work to be presented. The teacher shall be returned to the same position in the same school he/she occupied at the time of the leave, provided that the position still exists.

(ii) An employee other than a teacher shall be eligible for an unpaid educational leave of absence for a period of five (5) months commencing either September 1 or February 1. The leave of absence shall not exceed a total period of one (1) school year. Such a leave shall be granted to improve the competency of the employee subject to the approval of the content of the academic work to be presented. The employee shall be returned to the same position in the same school/location he/she occupied at the time of the leave, provided that the position exists.

5. Pregnancy, Parental and Adoption Leave

(a) Pregnancy and Parental Leave. For active employees in all bargaining units, with the exception of Per Diem Teachers, the present regulations governing pregnancy and parental leave shall apply and shall not be changed except by agreement of the parties.

(i) An employee returning from parental leave within two (2) years, calculated from the first day of the eighty-nine (89) day parental leave, is entitled to return to the former school if a vacancy exists and, for teachers, if such assignment does not interfere with racial balance. If such employee is not assigned to her former school, she shall be considered as having received an involuntary transfer. Teachers and secretaries shall be assigned in accordance with the Assignment and Transfer provisions of this Agreement.

(ii) An eligible employee who is granted an eighty-nine (89) day parental leave that expires after May 1 may choose to extend such leave to the end of the school year.

(iii) At least twenty-one (21) days prior to the expiration of the initial two (2) year parental leave; an employee may apply for an extension of the parental leave. The entire parental leave shall not exceed a total of four (4) years from the first day of the eighty-nine (89) day parental leave. If the employee uses this extension, he/she loses his/her entitlement to return to his/her former school as well as his/her school seniority. An adjustment shall be made from his/ her system wide seniority for the total period of the parental leave.

(b) Adoption Leave. Those employees eligible for parental leave who adopt children shall have an equal leave available to them as employees who give birth to a child, up to four (4) years, even if adopted child is over eighteen (18) months.

6. Funeral Leave (Codes 01, 11-15, 32, 41, 42)

(a) Active employees in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical and Supportive Services Assistants bargaining units shall be eligible for the following funeral leaves:

(i) For death of a parent, spouse or a child, the employee shall be entitled to take up to five (5) working days, including the day of the funeral, to be taken within ten (10) working days of the death.

(ii) For death of a sister, brother, grandparent, grandchild, or resident of the same household, the employee shall be entitled to take up to three (3) working days, including the day of the funeral, to be taken within ten (10) working days of the death.

(iii) For death of an aunt, uncle or first cousin, the employee shall be entitled to take off the day of the funeral.

(iv) For the death of a distant relative, the employee shall be entitled to take off the day of the funeral by using personal leave or a day off with one-half (1/2) pay.

(v) For a period of mourning, the employee shall be entitled to take off up to five (5) days at one-third (1/3) pay, upon production of a letter from the head of the employee's congregation.

(b) Relationship by marriage is treated the same as relationship by blood.

7. Other Leaves (Codes 01, 19, 44, 51, 51HR, 60)

(a) Religious Holiday. An active employee in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical or Supportive Services Assistants' bargaining unit may take a personal leave day or a day off with one-third (1/3) pay to observe a religious holiday, upon production of a letter from the head of the employee's congregation.

(b) Graduations/Marriages of Children. An active employee in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical or Supportive Services Assistants bargaining unit may take a personal leave day or (if no personal leave is available) a day off without pay to attend the graduation or marriage of the employee's child.

(c) Inclement Weather. An active employee in the Teachers, Non-Teaching Assistants, Secretaries, Paraprofessionals, Comprehensive Early Learning Center, Food Service Managers, Head Start, Professional/Technical or Supportive Services Assistants' bargaining unit who is unable to get to work will be paid one-third (1/3) pay due to inclement weather, with the approval of the Human Resources Administrator and proof of the employee's attempt to get to work.

(d) Unpaid Personal Leave. Active employees in the Professional/Technical bargaining unit may be granted up to five (5) days annually without pay upon receiving permission from their immediate supervisor and office administrator. Approval will not be withheld unreasonably. This leave must be taken in the fiscal year in which leave is requested. A minimum of three (3) weeks' notice shall be required prior to the requested leave date.

(e) Sabbatical Leave. Upon request, a sabbatical leave will be granted to a teacher and other professional employees with a satisfactory rating and with at least twenty (20) years of continuous service for the School District and as further restricted under the rules of the School District. A leave of absence because of the employee's illness or because of his/her service with an educational institution or with the Federation shall not delay the time at which such sabbatical leave may be taken but, for the purpose of this Section, the duration of such leave of absence, except in the case of a leave of absence for service with the Federation, shall not be included in calculating the length of the employee's service for the School District.

(f) Military Leave. For employees called to active military duty, the School District will continue to pay them the difference between the individual employee's School District salary and his/her military pay. The School District will continue to provide medical benefits for the individual's spouse and dependents. Upon return to the School District, the employee will be placed in his/her former assignment and work location with no interruption in building and system seniority.

An employee returning to service after February 1st, will be returned to his/her assignment at the earliest possible date, but in no event later than the start of the following school year.

SIDE LETTERS

The School District of Philadelphia and the Philadelphia Federation of Teachers hereby agree to the following side letters:

Teacher Vacancies

The School District will use its best efforts to fill vacancies as promptly as possible.

Teacher Recruitment

In the event the School District has been unable to recruit and/or hire a sufficient number of certified teachers to fill existing vacancies in areas of critical need through the normal hiring, posting and transfer processes by June 1, the School District may enter into contracts with outside providers to provide services which would otherwise be filled by bargaining unit members. Except in circumstances of unanticipated vacancies, the Federation shall be provided with no less than three (3) months' prior written notice of any decision to utilize any outside providers.

The School District shall use its best efforts to fill such vacancies through the normal hiring, transfer and job posting processes. The School District will continue its effort to recruit in shortage areas.

Ordinarily an outside provider may be utilized to fill a vacancy in any location for two (2) school years. The Federation-District Committee shall meet in February 2002 and in February of each subsequent year to evaluate whether a vacancy(ies) in critical needs areas can be addressed effectively by means other than renewal of a contract(s) with an outside provider(s). The Federation-District Committee will also consider ways to fill chronic vacancies permanently. Absent a concrete and reasonable basis for concluding that the vacancy(ies) can be filled for the following school year through the normal recruitment, hiring, transfer and job posting processes, the School District may contract for up to an additional two (2) years. A contract renewal shall be for only one (1) year if there is a concrete and reasonable basis to conclude that the vacancy(ies) can be filled through normal processes in less than two (2) years.

Teachers assigned by the School District pursuant to this agreement shall be considered as employees of the outside provider(s), shall not be considered as members of the school faculty or staff, and shall not be available for any other school duties.

Professional Development for New Teachers

All newly hired teachers shall receive two (2) days of professional development at their school. Those teachers who receive their two (2) days of professional development during the summer, shall be paid at the professional development rate. New teachers hired after

September 1st will be paid at their daily rate of pay for their professional development.

Special Education Exceptionalities

The following will apply to Special Education Teachers:

In recognition of the vast differences between the exceptionalities, the teacher's approval will be required in order to change the teacher's assignment to a different exceptionality. If no one elects to teach a specific exceptionality, it will be offered as an option to the least senior Special Education Teacher.

Retired Teachers

The following will apply to retired teachers:

A. After completion of the transfer process and the appointment of new teachers, the School District may hire retired certified teachers to fill teaching vacancies where there is no appointed certified teacher.

B. Retired teachers may be site selected.

C. The School District, at its discretion, can replace a retired teacher with a certified teacher at any time during the school year.

D. Retired teachers do not accrue any seniority.

E. Regularly appointed teachers shall have preference for all positions advertised according to Article XVII, Section C(1).

F. Rate of Pay

1. Retired teachers in a known vacancy shall be paid the daily rate for a starting teacher (currently Step 4 on the salary schedule) with the same degree.

2. Retired teachers filling a per diem substitute position, including long-term substitute positions, not in a known vacancy, will be paid at the daily rate for starting teachers at their level of education (currently step 4 on the salary schedule).

3. Retired Senior Career Teachers that return to the School District and are placed in a known vacancy will be paid at the rate of a starting teacher with a doctoral degree (currently Step 4 on the salary schedule).

Retired Senior Career Teachers working as a per diem substitute, not in a known vacancy, will be paid at the daily rate for a starting doctoral level teacher (currently step 4 on the salary schedule).

G. Benefits for Retired Teachers

1. Health & Welfare Contributions

a. The School District will make the appropriate Health & Welfare contribution for retired teachers placed in a known vacancy and for any per diem retired teacher that is represented by the Federation.

b. A retired teacher that works as a substitute is represented by the Federation from his/her first day of work and the School District shall make contributions from the first day the retired teacher starts his/her substitute service.

2. Medical Benefits

a. Retired teachers that are assigned to a known vacancy shall receive the same medical benefits as a long-term substitute teacher starting their first day working in a known long term position.

3. Leave Benefits

a. Retired teachers working in a known vacancy will accrue leave benefits as long-term substitutes.

b. The School District will pay out accumulated leave benefits at the end of each year to retired teachers; all leave will be prorated based on the amount of time the retired teacher works

during the year.

H. The retired teacher benefits set forth in this Section are limited to teachers that retired from the School District of Philadelphia. Retirement is defined as superannuation according to the rules of the Public School Retirement System (PSERS).

I. Employment of retired teachers pursuant to this Section is subject to the continued emergency declaration as required by Act 63 of 2004.

Payback for Prep Time

This will confirm the School District's procedure for repaying preparation time which could not be restored during the school year.

In June of each school year each school is to submit the dates on which the employee is to be reimbursed for lost prep time on a form distributed by the School District. Each school will total the periods lost and then indicate the number of lost prep periods to be reimbursed by either the cash pay back option [at the extra-curricular rate] and/or the personal leave option [one (1) day for every 315 minutes owed].

Not included in the above figures will be:

The first four (4) prep periods for elementary teachers for whom an S-324 has been submitted.

The first 180 minutes taken for coverage for secondary teachers. There is no pay back at the secondary level until the taking away is more than 180 minutes.

Every effort must be made to repay teachers for their lost prep time through the use of substitute service, if possible.

Leaving Building During Preparation Time

The School District will reissue the March 24, 1976 memo published by Charles A. Highsmith (the "Highsmith Memo") as follows:

It has been agreed that when teachers have prep time, they may leave the building. To insure that this is done in an appropriate and orderly fashion, the following procedures must be followed:

When teachers leave the building during prep time, it is their responsibility to return in time to meet their next scheduled class. Prep time may not extend the lunch period when it occurs after lunch unless permission is granted by the Principal. Prep time may not be used to permit teachers to arrive in school later than the set arrival time nor to leave school earlier than the set dismissal time.

In all schools, the following procedures must be followed:

a. The Principal, or his/her designee, shall grant such permission unless permission cannot be granted because:

(1) There is a need for emergency coverage.

(2) The teacher has a previously scheduled conference with a parent, another teacher, the counselor, the Principal, etc.

b. A “sign-out and sign-in” book will be placed beside the school sign-in register.

c. A teacher who wishes to leave the building must indicate this desire by signing out in the appropriate book when he/she signs in for that day.

These procedures must be made known to all members of the school staff.

Administering Medication

Medication to students shall be administered in accordance with School District policy.

Secretaries in Schools with Extended Day Programs

Principals who choose to pay secretaries supporting the Extended Day Program from Extra-Curricular (EC) funds shall follow the procedures below:

- Principals are required to send a memorandum to the Office of School Management requesting that EC funds be transferred to an appropriate budget to be established by the Finance Office. This memorandum shall confirm that all EC hours have been offered. Principals should have the appropriate PFT Building Representative co-sign the memorandum to the Office of School Management confirming that all EC hours have been offered.
- The Finance Office will establish an appropriate EBAR that will pay the employee the correct hourly rate.
- Secretaries shall only be eligible for additional pay under this Side Letter, at their appropriate rate, if they actually work beyond their regular work day.

NTA Training

Prior to January 1, 2006, a staff training program will be developed for NTAs. Training will be scheduled on a Professional Development day prior to the end of the 2005-2006 school year.

Food Services — Classification Formula Revision

This will confirm that upon review of the Classification Formula, it is agreed that credit should be given to the PFT Manager for performance requiring additional duties in: After School Programs and Saturday Programs. It is also agreed that the faculty meal equivalent will be revised to reflect actual sales.

Saturday Programs will be credited for actual meals served and will parallel the Classification Formula: one breakfast will be credited 1 meal equivalent and one lunch will be credited 1 meal equivalent.

After School Programs will be credited at a rate of _ meal equivalent for each after school meal served.

Credit for faculty dining rooms will be realized on current revenues of the year earned and will be credited by the formula indicated in the May 26, 1993 "New Classification Formula." The grandfathering of the faculty rating will end after the classification rating for the June 2000 bid.

Food Services — Special Service Manager

This will confirm the elimination of the position of Special Service Manager and the reclassification of incumbent employees to Food Service Manager IV Category. This action will allow the Special Service manager incumbents to be added to the end of the Manager IV seniority list in their current Special Service Manager seniority order.

Food Services — Manager IV Performance Bonus

Each Food Service Manager IV who achieves a base equivalent of 2,700 meal equivalents will be eligible for a bonus for the year of achievement. That bonus shall be two dollars for every meal equivalent above the 2,000 meal equivalent level. The 2,700 level must be achieved for eligibility.

Food Services — Tuition Reimbursement

Food Service Managers shall be eligible for tuition reimbursement. The sum of fifteen thousand dollars (\$15,000) will be earmarked by the Division of Food Services for tuition reimbursement for Food Service Managers. Each year, managers shall be eligible for tuition assistance for the cost of college credits to a maximum of seventy-five dollars (\$75) per credit to a maximum of six (6) credits per school year.

Food Services — Distance Education

Effective September 1, 2000, Food Service Managers will be afforded the opportunity to participate in the Distance Education Program currently offered by Penn State University. Managers will be selected by the Division of Food Services on the basis of seniority. There will be a minimum of three (3) managers per school year who shall be selected, however, no more than six (6) managers per year may be offered this opportunity.

Professional/Technical Ten (10) Hour / Four (4) Day Per Week Shift

The following provisions will apply to foremen/planners (in the professional/technical unit including the following Job Codes: 7085 (Area Maintenance Foreman); 5035 (Pest Control Foremen); and 6025 (Landscaping Foreman)), working a ten (10) hour / four (4) day per week schedule. The School District will create a new job code for individuals assigned to the ten (10) hour / four (4) day per week schedule.

Overtime compensation on this shift will be earned for hours worked in excess of forty (40) hours in a workweek.

Employees assigned to the ten (10) hour / four (4) day per week schedule shall receive pro-rated vacation, personal and sick leave benefits to be used in accordance with the terms of this Agreement. For example, if an employee is entitled to ten (10) paid vacation days at the rate of eight (8) hours per day under the terms of this Agreement, employees on this shift will be entitled to eight (8) days of vacation at the rate of ten (10) hours per day.

Twelve (12) month employees assigned to work the four (4) day workweek shall receive no less than 10.5 holidays per calendar year computed at the rate of ten (10) hours per holiday. Within thirty (30) days after the School District publishes the school calendar for the following year, the School District shall provide a schedule of holidays for employees on this shift, which the Union may review. Included in the schedule of holidays will be a specific number of "floating holidays" which shall represent pro-rated time off for holidays that occur on Mondays and Tuesdays for that fiscal year. In no event, however, will the number of holidays exceed the total pro-rated amount referenced in this paragraph. Employees shall be entitled to use floating holidays after the actual holiday for which it was provided occurs, on the condition that the employee was actively employed on the date of the actual holiday.

For example, if a holiday falls on a Monday (i.e. Labor Day), the employees on this shift will be provided with a floating holiday, to be used in accordance with the terms of this Section. If a holiday falls on a Wednesday, Thursday or Friday the employees will be off on the designated holiday. Finally, if an actual holiday falls on a Saturday, (i.e. New Years Day, Fourth of July, Christmas Day), the School District may designate that holiday as a scheduled holiday for this shift, and the employees will work the remaining days of their regularly scheduled shift.

Compensation for floating holidays will be at the employee's regular rate of pay. Unused floating holidays shall not be accumulated or carried over from year to year. Employees shall be paid for any unused floating holidays at the end of a fiscal year at his or her his/her current rate of pay.

Head Start — Supportive Service Assistants

To the extent funding is available, the Head Start Program will hire twelve (12) additional Supportive Service Assistants. They will work as floating substitutes for Teacher Assistants. They will work four (4) hours per day and will be paid the rate of pay for Supportive Service Assistants.

Head Start — Fax Machines

This is to confirm our April 10th agreement of this office placing a fax machine in all of our non-school locations effective September 2000. We will not provide another phone line, but will notify staff when it is necessary for us to fax information to them.

Hopefully, this will alleviate staff from receiving documents late or not at all by mail.

Paychecks

The School District agrees that as soon as possible, paycheck stubs shall itemize all “adjustments” including such as have not heretofore been itemized.

Reading at Faculty Meetings

The School District agrees that any printed or duplicated materials distributed at faculty meetings shall not be read to the teachers.

School Organization Chart

Because there is a need to clarify the relationship between the administrative staff in the school and the employees, Principals must post a school organization chart showing the lines of responsibility and supervision.

Materials and Resources

The School District agrees that at the beginning of each year a list of available materials, services and resources shall be issued.

Such resources shall include audiovisual materials for classroom use up to the last day of the student year.

Evening School Program

The following will apply to evening school employees. This Side Letter covers the evening school program at Girls High School and will expire at the termination of the program at Girls High School.

Σ An evening school employee shall be paid twenty-five percent (25%) of his/her unused sick leave at the termination of all employment by the School District of Philadelphia. Such pay shall be at the rate applicable when the employee last served in evening school, until such time as all employees have terminated and received their termination pay at the stipulated rates.

Σ Employees working in the evening school will be given for each period beginning September 1 and ending August 31, up to a maximum of two (2) evenings sick leave with full pay. Twenty (20) sessions of work will entitle such employee to one (1) evening of accrued sick leave.

Σ An evening school employee shall suffer no loss in leave time or evening school pay if he/she is absent because he/she is required to attend an unpaid activity by his/her day school principal.

School Day/School Year

The Parties recognize the obligation arising under Act 46 of 1998 and Act 83 of 2001, codified at 24 P.S. Sec. 6-696(k)(3), with respect to the length of the school day and the number of instructional days per school year.

The Parties agree that the number of instructional days currently provided in the Collective Bargaining Agreement meets or exceeds the State average as determined by the State Department of Education and further that the length of the school day for professional employees as currently provided in the Collective Bargaining Agreement meets or exceeds the State average as determined by the Department of Education.

In the event that during the life of this Agreement the School District no longer meets either of these requirements, the Parties agree that they will meet to resolve any issues arising therefrom.

***Teacher, Apprentice Teacher, Pre-Professional Teacher,
Dental Hygienist & Therapist, School Nurse and Nurse
Practitioner***

**Teachers hired before September 1,
2003**

Bachelor's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	35,963	37,042	38,153	39,298
02	35,963	37,042	38,153	39,298
03	36,793	37,897	39,034	40,205
04	37,622	38,751	39,914	41,111
05	39,214	40,390	41,602	42,850
06	42,395	43,667	44,977	46,326
07	45,092	46,445	47,838	49,273
08	47,651	49,081	50,553	52,070
09	49,934	51,432	52,975	54,564
10	52,146	53,710	55,321	56,981
11	56,157	57,842	59,577	61,364
Master's or Equivalent				
01	36,654	37,754	38,887	40,054
02	36,654	37,754	38,887	40,054
03	37,622	38,751	39,914	41,111
04	38,729	39,891	41,088	42,321
05	40,597	41,815	43,069	44,361
06	44,192	45,518	46,884	48,291
07	46,888	48,295	49,744	51,236
08	49,378	50,859	52,385	53,957
09	51,730	53,282	54,880	56,526
10	54,014	55,634	57,303	59,022
11	63,419	65,322	67,282	69,300
Master's + 30				
01	37,346	38,466	39,620	40,809
02	37,346	38,466	39,620	40,809
03	38,039	39,180	40,355	41,566
04	41,151	42,386	43,658	44,968
05	43,293	44,592	45,930	47,308
06	47,305	48,724	50,186	51,692
07	50,142	51,646	53,195	54,791
08	52,700	54,281	55,909	57,586
09	55,049	56,700	58,401	60,153
10	57,402	59,124	60,898	62,725
11	69,159	71,234	73,371	75,572
Doctorate				
01	38,039	39,180	40,355	41,566
02	38,039	39,180	40,355	41,566
03	39,420	40,603	41,821	43,076
04	43,019	44,310	45,639	47,008
05	45,716	47,087	48,500	49,955
06	50,002	51,502	53,047	54,638
07	52,909	54,496	56,131	57,815
08	55,466	57,130	58,844	60,609
09	57,817	59,552	61,339	63,179

10	60,168	61,973	63,832	65,747
11	71,924	74,082	76,304	78,593
Senior Career Teacher				
01	74,691	76,932	79,240	81,617
Transition Support tutor - 10 month				
01	29,500	30,385	31,297	32,236

Special Education Teacher

Bachelor's or Equivalent

01	36,654	37,754	38,887	40,054
02	36,654	37,754	38,887	40,054
03	37,485	38,610	39,768	40,961
04	38,315	39,464	40,648	41,867
05	40,250	41,458	42,702	43,983
06	43,431	44,734	46,076	47,458
07	46,129	47,513	48,938	50,406
08	48,688	50,149	51,653	53,203
09	50,970	52,499	54,074	55,696
10	53,184	54,780	56,423	58,116
11	56,157	57,842	59,577	61,364

Master's or Equivalent

01	37,346	38,466	39,620	40,809
02	37,346	38,466	39,620	40,809
03	38,315	39,464	40,648	41,867
04	39,420	40,603	41,821	43,076
05	41,634	42,883	44,169	45,494
06	45,232	46,589	47,987	49,427
07	47,929	49,367	50,848	52,373
08	50,418	51,931	53,489	55,094
09	52,770	54,353	55,984	57,664
10	55,049	56,700	58,401	60,153
11	63,419	65,322	67,282	69,300

Master's + 30

01	38,039	39,180	40,355	41,566
02	38,039	39,180	40,355	41,566
03	38,729	39,891	41,088	42,321
04	41,842	43,097	44,390	45,722
05	44,330	45,660	47,030	48,441
06	48,343	49,793	51,287	52,826
07	51,178	52,713	54,294	55,923
08	53,735	55,347	57,007	58,717
09	56,087	57,770	59,503	61,288
10	58,440	60,193	61,999	63,859
11	69,159	71,234	73,371	75,572

Doctorate

01	38,729	39,891	41,088	42,321
02	38,729	39,891	41,088	42,321
03	40,111	41,314	42,553	43,830
04	43,708	45,019	46,370	47,761
05	46,751	48,154	49,599	51,087
06	51,039	52,570	54,147	55,771
07	53,944	55,562	57,229	58,946
08	56,504	58,199	59,945	61,743
09	58,856	60,622	62,441	64,314
10	61,209	63,045	64,936	66,884
11	71,924	74,082	76,304	78,593

**Teachers hired on or after September 1, 2003
Teacher, Apprentice Teacher, Pre-Professional Teacher,
Dental Hygienist & Therapist, School Nurse and Nurse
Practitioner**

Bachelor's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	37,622	38,751	39,914	41,111
02	39,214	40,390	41,602	42,850
03	42,395	43,667	44,977	46,326
04	45,092	46,445	47,838	49,273
05	47,651	49,081	50,553	52,070
06	49,934	51,432	52,975	54,564
07	52,146	53,710	55,321	56,981
08	53,121	54,715	56,356	58,047
09	54,114	55,737	57,409	59,131
10	55,126	56,780	58,483	60,237
11	56,157	57,842	59,577	61,364

Master's or Equivalent

01	38,729	39,891	41,088	42,321
02	40,597	41,815	43,069	44,361
03	44,192	45,518	46,884	48,291
04	46,888	48,295	49,744	51,236
05	49,378	50,859	52,385	53,957
06	51,730	53,282	54,880	56,526
07	54,014	55,634	57,303	59,022
08	56,226	57,913	59,650	61,440
09	58,528	60,284	62,093	63,956
10	60,924	62,752	64,635	66,574
11	63,419	65,322	67,282	69,300

Master's + 30

01	41,151	42,386	43,658	44,968
02	43,293	44,592	45,930	47,308
03	47,305	48,724	50,186	51,692
04	50,142	51,646	53,195	54,791
05	52,700	54,281	55,909	57,586
06	55,049	56,700	58,401	60,153
07	57,402	59,124	60,898	62,725
08	60,139	61,943	63,801	65,715
09	63,007	64,897	66,844	68,849
10	66,011	67,991	70,031	72,132
11	69,159	71,234	73,371	75,572

Doctorate

01	43,019	44,310	45,639	47,008
02	45,716	47,087	48,500	49,955
03	50,002	51,502	53,047	54,638
04	52,909	54,496	56,131	57,815
05	55,466	57,130	58,844	60,609
06	57,817	59,552	61,339	63,179
07	60,168	61,973	63,832	65,747

08	62,913	64,800	66,744	68,746
09	65,784	67,758	69,791	71,885
10	68,786	70,850	72,976	75,165
11	71,924	74,082	76,304	78,593
Senior Career Teacher				
01	74,691	76,932	79,240	81,617

Literacy Interns - hired on or after September 1, 2003

Bachelor's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	35,122	36,251	37,414	38,611
Master's or Equivalent				
01	36,229	37,391	38,588	39,821
Master's + 30				
01	38,651	39,886	41,158	42,468
Doctorate				
01	40,519	41,810	43,139	44,508

Special Education Teacher or Apprentice or Pre-Professional Teacher

Bachelor's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	38,315	39,464	40,648	41,867
02	40,250	41,458	42,702	43,983
03	43,431	44,734	46,076	47,458
04	46,129	47,513	48,938	50,406
05	48,688	50,149	51,653	53,203
06	50,970	52,499	54,074	55,696
07	53,184	54,780	56,423	58,116
08	53,912	55,529	57,195	58,911
09	54,650	56,290	57,979	59,718
10	55,398	57,060	58,772	60,535
11	56,157	57,842	59,577	61,364
Master's or Equivalent				
01	39,420	40,603	41,821	43,076
02	41,634	42,883	44,169	45,494
03	45,232	46,589	47,987	49,427
04	47,929	49,367	50,848	52,373
05	50,418	51,931	53,489	55,094
06	52,770	54,353	55,984	57,664
07	55,049	56,700	58,401	60,153
08	57,032	58,743	60,505	62,320
09	59,086	60,859	62,685	64,566
10	61,214	63,050	64,942	66,890
11	63,419	65,322	67,282	69,300
Master's + 30				
01	41,842	43,097	44,390	45,722
02	44,330	45,660	47,030	48,441
03	48,343	49,793	51,287	52,826
04	51,178	52,713	54,294	55,923
05	53,735	55,347	57,007	58,717
06	56,087	57,770	59,503	61,288
07	58,440	60,193	61,999	63,859
08	60,953	62,782	64,665	66,605

09	63,574	65,481	67,445	69,468
10	66,308	68,297	70,346	72,456
11	69,159	71,234	73,371	75,572

Doctorate

01	43,708	45,019	46,370	47,761
02	46,751	48,154	49,599	51,087
03	51,039	52,570	54,147	55,771
04	53,944	55,562	57,229	58,946
05	56,504	58,199	59,945	61,743
06	58,856	60,622	62,441	64,314
07	61,209	63,045	64,936	66,884
08	63,728	65,640	67,609	69,637
09	66,351	68,342	70,392	72,504
10	69,082	71,154	73,289	75,488
11	71,924	74,082	76,304	78,593

Senior Career Teacher

01	74,691	76,932	79,240	81,617
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Literacy Interns - hired on or after September 1, 2003

Bachelor's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	35,122	36,251	37,414	38,611
Master's or Equivalent				
01	36,229	37,391	38,588	39,821
Master's + 30				
01	38,651	39,886	41,158	42,468
Doctorate				
01	40,519	41,810	43,139	44,508

Demonstration Teacher hired before September 1, 2003

Bachelor's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	36,654	37,754	38,887	40,054
02	36,654	37,754	38,887	40,054
03	37,485	38,610	39,768	40,961
04	38,315	39,464	40,648	41,867
05	40,389	41,601	42,849	44,134
06	43,571	44,878	46,224	47,611
07	46,337	47,727	49,159	50,634
08	48,896	50,363	51,874	53,430
09	51,178	52,713	54,294	55,923
10	53,460	55,064	56,716	58,417
11	57,472	59,196	60,972	62,801

Master's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	37,693	38,824	39,989	41,189
02	37,693	38,824	39,989	41,189
03	38,661	39,821	41,016	42,246
04	39,766	40,959	42,188	43,454
05	41,771	43,024	44,315	45,644
06	45,369	46,730	48,132	49,576
07	48,136	49,580	51,067	52,599
08	50,694	52,215	53,781	55,394
09	52,976	54,565	56,202	57,888
10	55,328	56,988	58,698	60,459
11	64,663	66,603	68,601	70,659

Master's + 30	9/1/04	10/1/05	4/1/07	4/1/08
01	38,385	39,537	40,723	41,945
02	38,385	39,537	40,723	41,945
03	39,074	40,246	41,453	42,697
04	42,187	43,453	44,757	46,100
05	44,469	45,803	47,177	48,592
06	48,548	50,004	51,504	53,049
07	51,385	52,927	54,515	56,150
08	54,014	55,634	57,303	59,022
09	56,296	57,985	59,725	61,517
10	58,646	60,405	62,217	64,084
11	70,403	72,515	74,690	76,931

Doctorate	9/1/04	10/1/05	4/1/07	4/1/08
01	39,074	40,246	41,453	42,697
02	39,074	40,246	41,453	42,697
03	40,459	41,673	42,923	44,211
04	44,055	45,377	46,738	48,140
05	46,822	48,227	49,674	51,164
06	51,178	52,713	54,294	55,923
07	54,153	55,778	57,451	59,175
08	56,781	58,484	60,239	62,046
09	59,063	60,835	62,660	64,540
10	61,412	63,254	65,152	67,107
11	73,169	75,364	77,625	79,954

Demonstration Teacher - hired on and after September 1, 2003

Bachelor's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	38,315	39,464	40,648	41,867
02	40,389	41,601	42,849	44,134
03	43,571	44,878	46,224	47,611
04	46,337	47,727	49,159	50,634
05	48,896	50,363	51,874	53,430
06	51,178	52,713	54,294	55,923
07	53,460	55,064	56,716	58,417
08	54,436	56,069	57,751	59,484
09	55,430	57,093	58,806	60,570
10	56,442	58,135	59,879	61,675
11	57,472	59,196	60,972	62,801

Master's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	39,766	40,959	42,188	43,454
02	41,771	43,024	44,315	45,644
03	45,369	46,730	48,132	49,576
04	48,136	49,580	51,067	52,599
05	50,694	52,215	53,781	55,394
06	52,976	54,565	56,202	57,888
07	55,328	56,988	58,698	60,459
08	57,527	59,253	61,031	62,862
09	59,814	61,608	63,456	65,360
10	62,191	64,057	65,979	67,958
11	64,663	66,603	68,601	70,659

Master's + 30	9/1/04	10/1/05	4/1/07	4/1/08
01	42,187	43,453	44,757	46,100
02	44,469	45,803	47,177	48,592
03	48,548	50,004	51,504	53,049
04	51,385	52,927	54,515	56,150
05	54,014	55,634	57,303	59,022
06	56,296	57,985	59,725	61,517
07	58,646	60,405	62,217	64,084
08	61,387	63,229	65,126	67,080
09	64,256	66,184	68,170	70,215
10	67,259	69,277	71,355	73,496
11	70,403	72,515	74,690	76,931

Doctorate	9/1/04	10/1/05	4/1/07	4/1/08
01	44,055	45,377	46,738	48,140
02	46,822	48,227	49,674	51,164
03	51,178	52,713	54,294	55,923
04	54,153	55,778	57,451	59,175
05	56,781	58,484	60,239	62,046
06	59,063	60,835	62,660	64,540
07	61,412	63,254	65,152	67,107
08	64,161	66,086	68,069	70,111
09	67,033	69,044	71,115	73,248
10	70,034	72,135	74,299	76,528
11	73,169	75,364	77,625	79,954

Demonstration Teacher, Special Education - hired prior to September 1, 2003

Bachelor's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
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01	37,346	38,466	39,620	40,809
02	37,346	38,466	39,620	40,809
03	38,177	39,322	40,502	41,717
04	39,006	40,176	41,381	42,622
05	41,426	42,669	43,949	45,267
06	44,608	45,946	47,324	48,744
07	47,376	48,797	50,261	51,769
08	49,934	51,432	52,975	54,564
09	52,216	53,782	55,395	57,057
10	54,498	56,133	57,817	59,552
11	57,472	59,196	60,972	62,801

Master's or Equivalent	9/1/04	10/1/05	4/1/07	4/1/08
01	38,385	39,537	40,723	41,945
02	38,385	39,537	40,723	41,945
03	39,352	40,533	41,749	43,001
04	40,459	41,673	42,923	44,211
05	42,812	44,096	45,419	46,782
06	46,406	47,798	49,232	50,709
07	49,170	50,645	52,164	53,729
08	51,730	53,282	54,880	56,526
09	54,014	55,634	57,303	59,022
10	56,364	58,055	59,797	61,591
11	64,663	66,603	68,601	70,659

Master's + 30	9/1/04	10/1/05	4/1/07	4/1/08
01	39,074	40,246	41,453	42,697
02	39,074	40,246	41,453	42,697
03	39,766	40,959	42,188	43,454
04	42,878	44,164	45,489	46,854
05	45,506	46,871	48,277	49,725
06	49,588	51,076	52,608	54,186
07	52,423	53,996	55,616	57,284
08	55,049	56,700	58,401	60,153
09	57,333	59,053	60,825	62,650
10	59,686	61,477	63,321	65,221
11	70,403	72,515	74,690	76,931

Doctorate	9/1/04	10/1/05	4/1/07	4/1/08
01	39,766	40,959	42,188	43,454
02	39,766	40,959	42,188	43,454
03	41,151	42,386	43,658	44,968
04	44,746	46,088	47,471	48,895
05	47,859	49,295	50,774	52,297
06	52,216	53,782	55,395	57,057
07	55,190	56,846	58,551	60,308
08	57,817	59,552	61,339	63,179
09	60,101	61,904	63,761	65,674
10	62,451	64,325	66,255	68,243
11	73,169	75,364	77,625	79,954

Demonstration Teacher, Special Education - hired on and after September 1, 2003

Bachelor's or Equivalent				
01	39,006	40,176	41,381	42,622
02	41,426	42,669	43,949	45,267
03	44,608	45,946	47,324	48,744
04	47,376	48,797	50,261	51,769

05	49,934	51,432	52,975	54,564
06	52,216	53,782	55,395	57,057
07	54,498	56,133	57,817	59,552
08	55,227	56,884	58,591	60,349
09	55,966	57,645	59,374	61,155
10	56,714	58,415	60,167	61,972
11	57,472	59,196	60,972	62,801
Master's or Equivalent				
01	40,459	41,673	42,923	44,211
02	42,812	44,096	45,419	46,782
03	46,406	47,798	49,232	50,709
04	49,170	50,645	52,164	53,729
05	51,730	53,282	54,880	56,526
06	54,014	55,634	57,303	59,022
07	56,364	58,055	59,797	61,591
08	58,333	60,083	61,885	63,742
09	60,371	62,182	64,047	65,968
10	62,480	64,354	66,285	68,274
11	64,663	66,603	68,601	70,659
Master's + 30				
01	42,878	44,164	45,489	46,854
02	45,506	46,871	48,277	49,725
03	49,588	51,076	52,608	54,186
04	52,423	53,996	55,616	57,284
05	55,049	56,700	58,401	60,153
06	57,333	59,053	60,825	62,650
07	59,686	61,477	63,321	65,221
08	62,202	64,068	65,990	67,970
09	64,824	66,769	68,772	70,835
10	67,556	69,583	71,670	73,820
11	70,403	72,515	74,690	76,931
Doctorate				
01	44,746	46,088	47,471	48,895
02	47,859	49,295	50,774	52,297
03	52,216	53,782	55,395	57,057
04	55,190	56,846	58,551	60,308
05	57,817	59,552	61,339	63,179
06	60,101	61,904	63,761	65,674
07	62,451	64,325	66,255	68,243
08	64,974	66,923	68,931	70,999
09	67,598	69,626	71,715	73,866
10	70,328	72,438	74,611	76,849
11	73,169	75,364	77,625	79,954

**Department Chairperson, Physical Education - hired before
September 1, 2003**

Bachelor's	9/1/04	10/1/05	4/1/07	4/1/08
01	35,963	37,042	38,153	39,298
02	35,963	37,042	38,153	39,298
03	36,793	37,897	39,034	40,205
04	37,622	38,751	39,914	41,111
05	39,214	40,390	41,602	42,850
06	42,395	43,667	44,977	46,326
07	45,092	46,445	47,838	49,273
08	47,651	49,081	50,553	52,070
09	49,934	51,432	52,975	54,564
10	52,146	53,710	55,321	56,981
11	56,157	57,842	59,577	61,364
12	59,725	61,517	63,363	65,264
13	63,293	65,192	67,148	69,162

Master's	9/1/04	10/1/05	4/1/07	4/1/08
01	36,654	37,754	38,887	40,054
02	36,654	37,754	38,887	40,054
03	37,611	38,751	39,914	41,111
04	38,729	39,891	41,088	42,321
05	40,597	41,815	43,069	44,361
06	44,192	45,518	46,884	48,291
07	46,888	48,295	49,744	51,236
08	49,378	50,859	52,385	53,957
09	51,730	53,282	54,880	56,526
10	54,014	55,634	57,303	59,022
11	63,419	65,322	67,282	69,300
12	66,986	68,996	71,066	73,198
13	70,555	72,672	74,852	77,098

Master's + 30	9/1/04	10/1/05	4/1/07	4/1/08
01	37,346	38,466	39,620	40,809
02	37,346	38,466	39,620	40,809
03	38,039	39,180	40,355	41,566
04	41,151	42,386	43,658	44,968
05	43,293	44,592	45,930	47,308
06	47,305	48,724	50,186	51,692
07	50,142	51,646	53,195	54,791
08	52,700	54,281	55,909	57,586
09	55,049	56,700	58,401	60,153
10	57,402	59,124	60,898	62,725
11	69,159	71,234	73,371	75,572
12	72,726	74,908	77,155	79,470

13	76,295	78,584	80,942	83,370
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Doctorate	9/1/04	10/1/05	4/1/07	4/1/08
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01	38,039	39,180	40,355	41,566
02	38,039	39,180	40,355	41,566
03	39,420	40,603	41,821	43,076
04	43,019	44,310	45,639	47,008
05	45,716	47,087	48,500	49,955
06	50,002	51,502	53,047	54,638
07	52,909	54,496	56,131	57,815
08	55,466	57,130	58,844	60,609
09	57,817	59,552	61,339	63,179
10	60,168	61,973	63,832	65,747
11	71,924	74,082	76,304	78,593
12	75,494	77,759	80,092	82,495
13	79,060	81,432	83,875	86,391

Senior Career Teacher	9/1/04	10/1/05	4/1/07	4/1/08
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01	74,691	76,932	79,240	81,617
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Department Chairperson, Physical Education - hired on and after September 1, 2003

Bachelor's	9/1/04	10/1/05	4/1/07	4/1/08
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01	37,622	38,751	39,914	41,111
02	39,214	40,390	41,602	42,850
03	42,395	43,667	44,977	46,326
04	45,092	46,445	47,838	49,273
05	47,651	49,081	50,553	52,070
06	49,934	51,432	52,975	54,564
07	52,146	53,710	55,321	56,981
08	56,157	57,842	59,577	61,364
09	59,725	61,517	63,363	65,264
10	60,598	62,416	64,288	66,217
11	61,483	63,327	65,227	67,184
12	62,381	64,252	66,180	68,165
13	63,293	65,192	67,148	69,162

Master's	9/1/04	10/1/05	4/1/07	4/1/08
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01	38,729	39,891	41,088	42,321
02	40,597	41,815	43,069	44,361
03	44,192	45,518	46,884	48,291
04	46,888	48,295	49,744	51,236
05	49,378	50,859	52,385	53,957
06	51,730	53,282	54,880	56,526
07	54,014	55,634	57,303	59,022

08	63,419	65,322	67,282	69,300
09	66,986	68,996	71,066	73,198
10	67,861	69,897	71,994	74,154
11	68,747	70,809	72,933	75,121
12	69,645	71,734	73,886	76,103
13	70,555	72,672	74,852	77,098

Master's + 30	9/1/04	10/1/05	4/1/07	4/1/08
01	41,151	42,386	43,658	44,968
02	43,293	44,592	45,930	47,308
03	47,305	48,724	50,186	51,692
04	50,142	51,646	53,195	54,791
05	52,700	54,281	55,909	57,586
06	55,049	56,700	58,401	60,153
07	57,402	59,124	60,898	62,725
08	69,159	71,234	73,371	75,572
09	72,726	74,908	77,155	79,470
10	73,602	75,810	78,084	80,427
11	74,489	76,724	79,026	81,397
12	75,387	77,649	79,978	82,377
13	76,295	78,584	80,942	83,370

Doctorate	9/1/04	10/1/05	4/1/07	4/1/08
01	43,019	44,310	45,639	47,008
02	45,716	47,087	48,500	49,955
03	50,002	51,502	53,047	54,638
04	52,909	54,496	56,131	57,815
05	55,466	57,130	58,844	60,609
06	57,817	59,552	61,339	63,179
07	60,168	61,973	63,832	65,747
08	71,924	74,082	76,304	78,593
09	75,494	77,759	80,092	82,495
10	76,370	78,661	81,021	83,452
11	77,256	79,574	81,961	84,420
12	78,153	80,498	82,913	85,400
13	79,060	81,432	83,875	86,391

Senior Career Teacher	9/1/04	10/1/05	4/1/07	4/1/08
01	74,691	76,932	79,240	81,617

***Long-Term Substitute Teacher, School Nurse
and School Nurse Practitioner***

01	24,067	24,789	25,533	26,299
02	25,244	26,001	26,781	27,584
03	32,298	33,267	34,265	35,293
04	33,612	34,620	35,659	36,729
05	36,102	37,185	38,301	39,450
06	40,805	42,029	43,290	44,589
07	46,751	48,154	49,599	51,087

Department Head

Master's

01	46,406	47,798	49,232	50,709
02	47,997	49,437	50,920	52,448
03	57,333	59,053	60,825	62,650
04	60,444	62,257	64,125	66,049
05	63,211	65,107	67,060	69,072
06	74,138	76,362	78,653	81,013

Master's + 30

01	48,688	50,149	51,653	53,203
02	50,348	51,858	53,414	55,016
03	60,030	61,831	63,686	65,597
04	63,211	65,107	67,060	69,072
05	66,048	68,029	70,070	72,172
06	79,880	82,276	84,744	87,286

Doctorate

01	51,248	52,785	54,369	56,000
02	52,909	54,496	56,131	57,815
03	62,795	64,679	66,619	68,618
04	65,979	67,958	69,997	72,097
05	68,815	70,879	73,005	75,195
06	83,267	85,765	88,338	90,988

School Psychologist - 10 Month

01	45,991	47,371	48,792	50,256
02	48,619	50,078	51,580	53,127
03	60,928	62,756	64,639	66,578
04	64,941	66,889	68,896	70,963
05	78,426	80,779	83,202	85,698

School Psychologist - 12 Month

01	54,843	56,488	58,183	59,928
02	58,091	59,834	61,629	63,478
03	72,824	75,009	77,259	79,577
04	77,667	79,997	82,397	84,869
05	93,851	96,667	99,567	102,554

Case Manager - 12 month

01	73,032	75,223	77,480	79,804
02	75,523	77,789	80,123	82,527
03	77,942	80,280	82,688	85,169
04	80,363	82,774	85,257	87,815
05	82,853	85,339	87,899	90,536
06	85,342	87,902	90,539	93,255
07	87,902	90,539	93,255	96,053

Extracurricular Rate

9/1/04	10/1/05	4/1/07	4/1/08
33.07	34.06	35.08	36.13

Staff Development Rate

9/1/04	10/1/05	4/1/07	4/1/08
24.43	25.16	25.91	26.69

Teachers-In-Charge and Leaders of In-Service Courses

9/1/04	10/1/05	4/1/07	4/1/08
40.53	41.75	43.00	44.29

Twilight Schools

	9/1/04	10/1/05	4/1/07	4/1/08
01	33.07	34.06	35.08	36.13
02	34.25	35.28	36.34	37.43
03	36.26	37.35	38.47	39.62

Summer School Teacher

01	30.46	31.37	32.31	33.28
02	31.39	32.33	33.30	34.30
03	33.21	34.21	35.24	36.30
04	34.26	35.29	36.35	37.44
05	34.91	35.96	37.04	38.15
06	37.69	38.82	39.98	41.18
07	38.51	39.67	40.86	42.09
08	40.16	41.36	42.60	43.88
09	40.90	42.13	43.39	44.69
10	42.28	43.55	44.86	46.21
11	42.28	43.55	44.86	46.21

Summer School Nurse

01	32.15	33.11	34.10	35.12
02	33.17	34.17	35.20	36.26
03	35.00	36.05	37.13	38.24
04	36.16	37.24	38.36	39.51
05	36.86	37.97	39.11	40.28
06	37.69	38.82	39.98	41.18
07	38.51	39.67	40.86	42.09
08	40.16	41.36	42.60	43.88
09	40.90	42.13	43.39	44.69
10	42.28	43.55	44.86	46.21
11	42.28	43.55	44.86	46.21

Summer School Department Head

01	48.50	49.96	51.46	53.00
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Summer Programs

9/1/04	10/1/05	4/1/07	4/1/08
34.25	35.03	36.05	37.08

Middle School Athletics Salaries

Position		9/1/04	10/1/05	4/1/07	4/1/08
Basketball	Coach	2,203	2,269	2,337	2,407
Gymnastics	Coach	2,203	2,269	2,337	2,407
Soccer	Coach	2,203	2,269	2,337	2,407
Softball	Coach	2,203	2,269	2,337	2,407
Swimming	Coach	2,203	2,269	2,337	2,407
Track & Field	Coach	2,203	2,269	2,337	2,407
Intramural					
Position		9/1/04	10/1/05	4/1/07	4/1/08
Per Hour Teacher		33.08	34.07	35.09	36.15

High School Athletic Salaries

Position		9/1/04	10/1/05	4/1/07	4/1/08
Archery	Coach	2,449	2,522	2,598	2,676
Badminton	Coach	2,449	2,522	2,598	2,676
Baseball	Head Coach	5,121	5,275	5,433	5,596
	First Assistant	3,672	3,782	3,895	4,012
	Second Assistant	2,672	2,752	2,835	2,920
Basketball	Head Coach	5,880	6,056	6,238	6,425
	First Assistant	3,672	3,782	3,895	4,012
	Second Assistant	2,672	2,752	2,835	2,920
Bowling	Coach	2,449	2,522	2,598	2,676
Cheerleading	fall	2,449	2,522	2,598	2,676
	winter	2,449	2,522	2,598	2,676
Crew	Head Coach	5,121	5,275	5,433	5,596
	First Assistant	3,672	3,782	3,895	4,012
	Second Assistant	2,672	2,752	2,835	2,920
Cross Country	Head Coach	3,672	3,782	3,895	4,012
	First Assistant	2,672	2,752	2,835	2,920
Fencing	Coach	2,449	2,522	2,598	2,676
Field Hockey	Head Coach	5,121	5,275	5,433	5,596
	First Assistant	3,672	3,782	3,895	4,012
	Second Assistant	2,672	2,752	2,835	2,920
Football	Head Coach	6,856	7,062	7,274	7,492
	First Assistant	4,623	4,762	4,905	5,052
	Second Assistant	4,623	4,762	4,905	5,052
	Third Assistant	3,646	3,755	3,868	3,984
	Fourth Assistant	3,646	3,755	3,868	3,984
	Fifth Assistant	3,646	3,755	3,868	3,984
Golf	Coach	2,449	2,522	2,598	2,676
Gymnastics	Head Coach	4,408	4,540	4,676	4,816
	First Assistant	2,449	2,522	2,598	2,676
Indoor Track	Coach	4,408	4,540	4,676	4,816
Riflery	Coach	2,449	2,522	2,598	2,676
Soccer	Coach	5,121	5,275	5,433	5,596
	First Assistant	3,672	3,782	3,895	4,012
	Second Assistant	2,672	2,752	2,835	2,920
Softball	Head Coach	5,121	5,275	5,433	5,596
	First Assistant	3,672	3,782	3,895	4,012

	Second Assistant	2,672	2,752	2,835	2,920
Swimming	Coach	3,672	3,782	3,895	4,012
Table Tennis	Coach	2,449	2,522	2,598	2,676
Tennis	Coach	3,672	3,782	3,895	4,012
Track	Head Coach	5,121	5,275	5,433	5,596
	First Assistant	3,672	3,782	3,895	4,012
	Second Assistant	2,672	2,752	2,835	2,920
Volleyball	Head Coach	5,121	5,275	5,433	5,596
	First Assistant	3,672	3,782	3,895	4,012
	Second Assistant	2,672	2,752	2,835	2,920
Wrestling	Head Coach	5,121	5,275	5,433	5,596
	First Assistant	3,672	3,782	3,895	4,012
	Second Assistant	2,672	2,752	2,835	2,920

Non-Teaching Assistants

Non-Teaching Assistant - 10 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	17,084	17,597	18,125	18,669
02	18,119	18,663	19,223	19,800
03	22,201	22,867	23,553	24,260
04	23,445	24,148	24,872	25,618
05	24,551	25,288	26,047	26,828
06	27,662	28,492	29,347	30,227
07	29,394	30,276	31,184	32,120
08	34,717	35,759	36,832	37,937

Lead Non-Teaching Assistant - 10 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	18,466	19,020	19,591	20,179
02	19,573	20,160	20,765	21,388
03	23,928	24,646	25,385	26,147
04	25,174	25,929	26,707	27,508
05	26,211	26,997	27,807	28,641
06	29,462	30,346	31,256	32,194
07	31,330	32,270	33,238	34,235
08	36,585	37,683	38,813	39,977

Long-Term Substitute Non-Teaching Assistant - 10 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	17,084	17,597	18,125	18,669
02	18,119	18,663	19,223	19,800
03	28,841	29,706	30,597	31,515

Secretaries

Secretary - 10 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	19,225	19,802	20,396	21,008
02	20,541	21,157	21,792	22,446
03	21,784	22,438	23,111	23,804
04	24,759	25,502	26,267	27,055
05	26,696	27,497	28,322	29,172
06	32,160	33,125	34,119	35,143

Secretary - 12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	24,484	25,219	25,976	26,755
02	26,211	26,997	27,807	28,641
03	27,942	28,780	29,643	30,532
04	31,814	32,768	33,751	34,764
05	34,234	35,261	36,319	37,409
06	41,014	42,244	43,511	44,816

Secretary III - 10 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	22,752	23,435	24,138	24,862
02	23,789	24,503	25,238	25,995
03	25,174	25,929	26,707	27,508
04	26,834	27,639	28,468	29,322
05	28,354	29,205	30,081	30,983
06	35,133	36,187	37,273	38,391

Secretary III - 12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	29,184	30,060	30,962	31,891
02	30,708	31,629	32,578	33,555
03	32,228	33,195	34,191	35,217
04	34,442	35,475	36,539	37,635
05	36,449	37,542	38,668	39,828
06	44,746	46,088	47,471	48,895

Executive Secretary - 12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	29,323	30,203	31,109	32,042
02	30,776	31,699	32,650	33,630
03	32,228	33,195	34,191	35,217
04	34,442	35,475	36,539	37,635
05	36,449	37,542	38,668	39,828
06	44,746	46,088	47,471	48,895

Pay Grade 1624 - School Operations Officer - 10 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	27,319	28,139	28,983	29,852
02	28,841	29,706	30,597	31,515
03	30,290	31,199	32,135	33,099
04	32,436	33,409	34,411	35,443
05	34,372	35,403	36,465	37,559
06	41,771	43,024	44,315	45,644

Pay Grade 8 - Messenger Junior Clerk

	9/1/04	10/1/05	4/1/07	4/1/08
01	16,460	16,954	17,463	17,987
02	17,152	17,667	18,197	18,743
03	20,611	21,229	21,866	22,522
04	21,854	22,510	23,185	23,881
05	22,892	23,579	24,286	25,015
06	29,807	30,701	31,622	32,571

Pay Grade 13 - Clerk, Clerk Receptionist, Telephone Operator

	9/1/04	10/1/05	4/1/07	4/1/08
01	19,297	19,876	20,472	21,086
02	20,127	20,731	21,353	21,994
03	24,344	25,074	25,826	26,601
04	25,796	26,570	27,367	28,188
05	27,180	27,995	28,835	29,700
06	34,581	35,618	36,687	37,788

Pay Grade 14 - Accounting Clerk, Key punch

01	24,484	25,219	25,976	26,755
02	26,211	26,997	27,807	28,641
03	27,942	28,780	29,643	30,532
04	31,814	32,768	33,751	34,764
05	34,234	35,261	36,319	37,409
06	41,014	42,244	43,511	44,816

Pay Grade 15 - Intermediate Clerk

01	20,748	21,370	22,011	22,671
02	21,576	22,223	22,890	23,577
03	26,004	26,784	27,588	28,416
04	27,595	28,423	29,276	30,154
05	28,978	29,847	30,742	31,664
06	36,449	37,542	38,668	39,828

Pay Grade 17 - Sup. Mail, Personnel, Data C

	9/1/04	10/1/05	4/1/07	4/1/08
01	22,064	22,726	23,408	24,110
02	23,098	23,791	24,505	25,240
03	28,009	28,849	29,714	30,605
04	29,807	30,701	31,622	32,571
05	31,537	32,483	33,457	34,461
06	39,352	40,533	41,749	43,001

Pay Grade 18 - Senior Payroll Clerk, Machine

	9/1/04	10/1/05	4/1/07	4/1/08
01	22,408	23,080	23,772	24,485
02	23,653	24,363	25,094	25,847
03	28,910	29,777	30,670	31,590
04	30,913	31,840	32,795	33,779
05	32,852	33,838	34,853	35,899
06	41,014	42,244	43,511	44,816

***Pay Grade 19 - Machine Accounting Specialist, Bookkeeper,
Senior Purchase Clerk***

	9/1/04	10/1/05	4/1/07	4/1/08
01	23,032	23,723	24,435	25,168
02	24,276	25,004	25,754	26,527
03	29,532	30,418	31,331	32,271
04	31,608	32,556	33,533	34,539
05	33,541	34,547	35,583	36,650
06	41,703	42,954	44,243	45,570

**Pay Grade 20 - Senior Personnel Clerk, Computer Operator I,
Mail Clerk, Supervisor, Payroll Audit Clerk, Statistical Clerk,
Workers' Compensation Clerk II**

	9/1/04	10/1/05	4/1/07	4/1/08
01	24,344	25,074	25,826	26,601
02	25,589	26,357	27,148	27,962
03	31,053	31,985	32,945	33,933
04	33,196	34,192	35,218	36,275
05	35,202	36,258	37,346	38,466
06	43,431	44,734	46,076	47,458

Pay Grade 22 - Treasury Clerk, Senior

	9/1/04	10/1/05	4/1/07	4/1/08
01	26,556	27,353	28,174	29,019
02	27,942	28,780	29,643	30,532
03	33,959	34,978	36,027	37,108
04	36,308	37,397	38,519	39,675
05	38,452	39,606	40,794	42,018
06	46,959	48,368	49,819	51,314

Pay Grade 23 - Computer Operator II

	9/1/04	10/1/05	4/1/07	4/1/08
01	27,735	28,567	29,424	30,307
02	29,116	29,989	30,889	31,816
03	35,479	36,543	37,639	38,768
04	37,968	39,107	40,280	41,488
05	40,250	41,458	42,702	43,983
06	48,964	50,433	51,946	53,504

Summer School Secretary

	9/1/04	10/1/05	4/1/07	4/1/08
01	19.64	20.59	21.62	22.65

Summer School, Senior Secretary

	9/1/04	10/1/05	4/1/07	4/1/08
01	21.88	22.66	23.68	24.71

Paraprofessionals

Pay Grade 502 - 10 Month - Teacher Assistant, Kindergarten Assistant, Classroom Assistant, Instructi

	9/1/04	10/1/05	4/1/07	4/1/08
01	11,966	12,325	12,695	13,076
02	12,380	12,751	13,134	13,528
03	14,869	15,315	15,774	16,247
04	15,768	16,241	16,728	17,230
05	16,598	17,096	17,609	18,137
06	24,484	25,219	25,976	26,755

Pay Grade 503 - CAI Monitor - Title I Non-public school

01	10,444	10,757	11,080	11,412
02	10,860	11,186	11,522	11,868
03	13,072	13,464	13,868	14,284
04	13,833	14,248	14,675	15,115
05	14,523	14,959	15,408	15,870
06	19,641	20,230	20,837	21,462

Pay Grade 504 - 10 Month - Classroom Assistant - Autistic Support/Emotional Support, Classroom Ass

	9/1/04	10/1/05	4/1/07	4/1/08
01	12,242	12,609	12,987	13,377
02	12,656	13,036	13,427	13,830
03	15,148	15,602	16,070	16,552
04	16,045	16,526	17,022	17,533
05	16,875	17,381	17,902	18,439
06	24,759	25,502	26,267	27,055

Pay Grade 506 - 10 Month - Instructional Assistant I (up to 29 credits)

	9/1/04	10/1/05	4/1/07	4/1/08
01	14,455	14,889	15,336	15,796
02	15,008	15,458	15,922	16,400
03	18,119	18,663	19,223	19,800
04	19,159	19,734	20,326	20,936
05	20,056	20,658	21,278	21,916
06	28,218	29,065	29,937	30,835

Pay Grade 507 - 10 Month - Laboratory Assistant I

	9/1/04	10/1/05	4/1/07	4/1/08
01	14,869	15,315	15,774	16,247
02	15,492	15,957	16,436	16,929
03	18,606	19,164	19,739	20,331
04	19,641	20,230	20,837	21,462
05	20,611	21,229	21,866	22,522
06	28,841	29,706	30,597	31,515

Pay Grade 509 - 10 Month - School Stock Clerk, Instructional Assistant II (30-59 credits), Computer La

	9/1/04	10/1/05	4/1/07	4/1/08
01	15,839	16,314	16,803	17,307
02	16,390	16,882	17,388	17,910
03	19,782	20,375	20,986	21,616
04	20,885	21,512	22,157	22,822
05	21,925	22,583	23,260	23,958
06	30,223	31,130	32,064	33,026

Pay Grade 512 - 10 Month - Library Instructional Materials Assistant, Laboratory Assistant II, Shop Tra

	9/1/04	10/1/05	4/1/07	4/1/08
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01	17,361	17,882	18,418	18,971
02	18,119	18,663	19,223	19,800
03	21,784	22,438	23,111	23,804
04	23,032	23,723	24,435	25,168
05	24,206	24,932	25,680	26,450
06	32,712	33,693	34,704	35,745

Pay Grade 513 - 10 Month - School Community Coordinator

	9/1/04	10/1/05	4/1/07	4/1/08
01	18,051	18,593	19,151	19,726
02	18,813	19,377	19,958	20,557
03	22,752	23,435	24,138	24,862
04	24,136	24,860	25,606	26,374
05	25,449	26,212	26,998	27,808
06	34,096	35,119	36,173	37,258

Pay Grade 514 - 10 Month - Counselor Assistant (Spanish speaking), School Community Liaison

	9/1/04	10/1/05	4/1/07	4/1/08
01	18,742	19,304	19,883	20,479
02	19,573	20,160	20,765	21,388
03	23,584	24,292	25,021	25,772
04	24,967	25,716	26,487	27,282
05	26,348	27,138	27,952	28,791
06	35,064	36,116	37,199	38,315

Pay Grade 526 - 10 Month - Sign Language Interpreter

	9/1/04	10/1/05	4/1/07	4/1/08
01	29,600	30,488	31,403	32,345
02	31,053	31,985	32,945	33,933
03	37,830	38,965	40,134	41,338
04	40,459	41,673	42,923	44,211
05	42,878	44,164	45,489	46,854
06	53,250	54,848	56,493	58,188

Pay Grade 256 - 10 Month - Instructional Assistant III (60-89 credits), Assistant Teacher (2 years colle

	9/1/04	10/1/05	4/1/07	4/1/08
01	17,219	17,736	18,268	18,816
02	18,259	18,807	19,371	19,952
03	22,339	23,009	23,699	24,410
04	23,514	24,219	24,946	25,694
05	25,105	25,858	26,634	27,433
06	28,148	28,992	29,862	30,758
07	35,686	36,757	37,860	38,996

Pay Grade 1513 - Parent Educator I, Coordinator, Parental Involvement Coordinator/Trainer

	9/1/04	10/1/05	4/1/07	4/1/08
01	19,849	20,444	21,057	21,689
02	20,818	21,443	22,086	22,749
03	21,784	22,438	23,111	23,804
04	23,237	23,934	24,652	25,392
05	24,551	25,288	26,047	26,828
06	30,913	31,840	32,795	33,779

Pay Grade 1512 - Nutrition Field Representative, PKHS

	9/1/04	10/1/05	4/1/07	4/1/08
01	19,159	19,734	20,326	20,936
02	19,824	20,419	21,032	21,663
03	20,633	21,252	21,890	22,547

04	22,064	22,726	23,408	24,110
05	23,237	23,934	24,652	25,392
06	29,392	30,274	31,182	32,117

Pay Grade 257 - 10 Month - Instructional Assistant III (90 credits and over), Assistant Teacher (3 years

	9/1/04	10/1/05	4/1/07	4/1/08
01	18,119	18,663	19,223	19,800
02	19,159	19,734	20,326	20,936
03	23,377	24,078	24,800	25,544
04	24,551	25,288	26,047	26,828
05	26,073	26,855	27,661	28,491
06	29,256	30,134	31,038	31,969
07	37,138	38,252	39,400	40,582

Pay Grade 55 Audio-Visual Clerk -12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	20,831	21,456	22,100	22,763
02	21,743	22,395	23,067	23,759
03	26,142	26,926	27,734	28,566
04	27,638	28,467	29,321	30,201
05	29,048	29,919	30,817	31,742
06	39,254	40,432	41,645	42,894

Pay Grade 1517- 10 month - Parent Educator II

	9/1/04	10/1/05	4/1/07	4/1/08
01	23,098	23,791	24,505	25,240
02	24,344	25,074	25,826	26,601
03	25,523	26,289	27,078	27,890
04	27,249	28,066	28,908	29,775
05	28,978	29,847	30,742	31,664
06	35,757	36,830	37,935	39,073

Pay Grade 1028 - 12 Month - Parent Educator I

	9/1/04	10/1/05	4/1/07	4/1/08
01	23,819	24,534	25,270	26,028
02	24,980	25,729	26,501	27,296
03	26,144	26,928	27,736	28,568
04	27,884	28,721	29,583	30,470
05	29,464	30,348	31,258	32,196
06	37,099	38,212	39,358	40,539

Pay Grade 1029 - 12 Month - Parent Educator II

	9/1/04	10/1/05	4/1/07	4/1/08
01	27,719	28,551	29,408	30,290
02	29,214	30,090	30,993	31,923
03	30,626	31,545	32,491	33,466
04	32,698	33,679	34,689	35,730
05	34,773	35,816	36,890	37,997
06	42,907	44,194	45,520	46,886

CELC

Teacher & Case Worker, Health Education Specialist, Nutritionist I, II, Social Worker II

	9/1/04	10/1/05	4/1/07	4/1/08
Certified - Bachelor's - 12 Month				
01	43,156	44,451	45,785	47,159
02	43,156	44,451	45,785	47,159
03	44,152	45,477	46,841	48,246
04	45,146	46,500	47,895	49,332
05	47,057	48,469	43,392	51,421
06	50,874	52,400	53,972	55,591
07	54,110	55,733	57,405	53,127
08	57,181	58,896	60,663	62,483
09	59,921	61,719	63,571	65,478
10	62,575	64,452	66,386	68,378
11	67,388	69,410	71,492	73,637
Certified - Master's				
	9/1/04	10/1/05	4/1/07	4/1/08
01	43,985	45,305	46,664	48,064
02	43,985	45,305	46,664	48,064
03	45,146	46,500	47,895	49,332
04	46,475	47,869	49,305	50,784
05	48,716	50,177	51,682	53,232
06	53,030	54,621	56,260	57,948
07	56,266	57,954	59,693	61,484
08	59,254	61,032	62,863	64,749
09	62,076	63,938	65,856	67,832
10	64,817	66,762	68,765	70,828
11	76,103	78,386	80,738	83,160
Master's + 30				
	9/1/04	10/1/05	4/1/07	4/1/08
01	44,815	46,159	47,544	48,970
02	44,815	46,159	47,544	48,970
03	45,647	47,016	48,426	49,879
04	49,381	50,862	52,388	53,960
05	51,952	53,511	55,116	56,769
06	56,766	58,469	30,223	62,030
07	60,170	61,975	63,834	65,749
08	63,240	65,137	67,091	69,104
09	66,059	68,041	70,082	72,184
10	68,882	70,948	73,076	75,262
11	82,991	85,481	88,045	90,686
Non Certified - 12 Month				
	9/1/04	10/1/05	4/1/07	4/1/08
01	38,010	39,150	40,325	41,535
02	39,755	40,948	42,176	43,441
03	41,580	42,827	44,112	45,435
04	44,070	45,392	46,754	48,157
05	46,142	47,526	48,952	50,421
06	50,956	52,485	54,060	55,628
07	53,196	54,792	56,436	58,129
08	56,186	57,872	59,608	61,396
09	58,923	60,691	62,512	64,387
10	61,577	63,424	65,327	67,287

11 66,475 68,469 70,523 72,639

Head Teacher and Lead Teacher - hired prior to September 1, 2003

Certified - Bachelor's - 12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	43,984	45,304	46,663	48,063
02	43,984	45,304	46,663	48,063
03	44,953	46,302	47,691	49,122
04	45,991	47,371	48,792	50,256
05	48,548	50,004	51,504	53,049
06	52,423	53,996	55,616	57,284
07	55,674	57,344	59,064	60,836
08	58,715	60,476	62,290	64,159
09	61,484	63,329	65,229	67,186
10	64,177	66,102	68,085	70,128
11	69,022	71,093	73,226	75,423

Certified - Master's - 12 Month

01	45,064	46,416	47,808	49,242
02	45,064	46,416	47,808	49,242
03	46,227	47,614	49,042	50,513
04	47,554	48,981	50,450	51,964
05	50,458	51,972	53,531	55,137
06	54,859	56,505	58,200	59,946
07	58,179	59,924	61,722	63,574
08	61,164	62,999	64,889	66,836
09	63,986	65,906	67,883	69,919
10	66,724	68,726	70,788	72,912
11	78,010	80,350	82,761	85,244

Master's + 30 - 12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	45,895	47,272	48,690	50,151
02	45,895	47,272	48,690	50,151
03	46,724	48,126	49,570	51,057
04	50,458	51,972	53,531	55,137
05	53,695	55,306	56,965	58,674
06	58,593	60,351	62,162	64,027
07	61,995	63,855	65,771	67,744
08	65,149	67,103	69,116	71,189
09	67,887	69,924	72,022	74,183
10	70,795	72,919	75,107	77,360
11	84,902	87,449	90,072	92,774

Non-Certified - 12 Months

	9/1/04	10/1/05	4/1/07	4/1/08
01	39,006	40,176	41,381	42,622
02	41,014	42,244	43,511	44,816
03	43,019	44,310	45,639	47,008
04	45,506	46,871	48,277	49,725
05	47,651	49,081	50,553	52,070
06	51,523	53,069	54,661	56,301
07	54,776	56,419	58,112	59,855
08	57,748	59,480	61,264	63,102
09	60,582	62,399	64,271	66,199
10	63,280	65,178	67,133	69,147
11	68,123	70,167	72,272	74,440

Senior Career Teacher - 12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	89,631	92,320	95,090	97,943

Head Teacher and Lead Teacher - hired on and after September 1, 2003**Certified - Bachelor's - 12 Month**

	9/1/04	10/1/05	4/1/07	4/1/08
01	45,991	47,371	48,792	50,256
02	48,548	50,004	51,504	53,049
03	52,423	53,996	55,616	57,284
04	55,674	57,344	59,064	60,836
05	58,715	60,476	62,290	64,159
06	61,484	63,329	65,229	67,186
07	64,177	66,102	68,085	70,128
08	65,355	67,316	69,335	71,415
09	66,555	68,552	70,609	72,727
10	67,777	69,810	71,904	74,061
11	69,022	71,093	73,226	75,423

Certified - Master's - 12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	47,554	48,981	50,450	51,964
02	50,458	51,972	53,531	55,137
03	54,859	56,505	58,200	59,946
04	58,179	59,924	61,722	63,574
05	61,164	62,999	64,889	66,836
06	63,986	65,906	67,883	69,919
07	66,724	68,726	70,788	72,912
08	69,382	71,463	73,607	75,815
09	72,146	74,310	76,539	78,835
10	75,020	77,271	79,589	81,977
11	78,010	80,350	82,761	85,244

Master's + 30 - 12 Month

	9/1/04	10/1/05	4/1/07	4/1/08
01	50,458	51,972	53,531	55,137
02	53,695	55,306	56,965	58,674
03	58,593	60,351	62,162	64,027
04	61,995	63,855	65,771	67,744
05	65,149	67,103	69,116	71,189
06	67,887	69,924	72,022	74,183
07	70,795	72,919	75,107	77,360
08	74,085	76,308	78,597	80,955
09	77,528	79,854	82,250	84,718
10	81,131	83,565	86,072	88,654
11	84,902	87,449	90,072	92,774

CELC

Teacher & Case Worker, Health Education Specialist, Nutritionist I, II, Social Worker II

Assistant Teacher - 15-29 Credits - Up To 29 Credits - 12 Month

01	19,225	19,802	20,396	21,008
02	20,404	21,016	21,646	22,295
03	25,313	26,072	26,854	27,660
04	26,696	27,497	28,322	29,172
05	28,424	29,277	30,155	31,060
06	32,022	32,983	33,972	34,991
07	41,151	42,386	43,658	44,968

Assistant Teacher 30 To 59 Credits - 12 Month

01	19,711	20,302	20,911	21,538
02	21,163	21,798	22,452	23,126
03	25,796	26,570	27,367	28,188
04	27,180	27,995	28,835	29,700
05	29,048	29,919	30,817	31,742
06	32,642	33,621	34,630	35,669
07	41,634	42,883	44,169	45,494

Assistant Teacher - 60 To 89 Credits - 12 Month

01	20,748	21,370	22,011	22,671
02	22,547	23,223	23,920	24,638
03	26,834	27,639	28,468	29,322
04	28,217	30,064	29,936	30,834
05	30,086	30,989	31,919	32,877
06	33,750	34,763	35,806	36,880
07	42,812	44,096	45,419	46,782

Assistant Teacher - 90 Credits & Over - 12 Month

01	21,784	22,438	23,111	23,804
02	22,960	23,649	24,358	25,089
03	28,078	28,920	29,788	30,682
04	29,462	30,346	31,256	32,194
05	31,330	32,270	33,238	34,235
06	35,133	36,187	37,273	38,391
07	44,538	45,874	47,250	48,668

Assistant Teacher Part Time, Up To 29 Credits - 12 Month

01	13,692	14,103	14,526	14,962
02	14,523	14,959	15,408	15,870
03	18,051	18,593	19,151	19,726
04	19,087	19,660	20,250	20,858
05	20,333	20,943	21,571	22,218
06	22,892	23,579	24,286	25,015
07	29,323	30,203	31,109	32,042

Assistant Teacher Part Time 30 - 59 Credits - 12 Month

01	14,109	14,532	14,968	15,417
02	15,078	15,530	15,996	16,476
03	18,397	18,949	19,517	20,103
04	19,432	20,015	20,615	21,233
05	20,748	21,370	22,011	22,671
06	23,307	24,006	24,726	25,468
07	29,740	30,632	31,551	32,498

Assistant Teacher Part Time - 60 - 89 Credits -12 Month

01	14,798	15,242	15,699	16,170
02	16,114	16,597	17,095	17,608
03	19,159	19,734	20,326	20,936

04	20,127	20,731	21,353	21,994
05	21,508	22,153	22,818	23,503
06	24,136	24,860	25,606	26,374
07	30,568	31,485	32,430	33,403

Assistant Teacher Part Time - 90 Credits & Over - 12 Month

01	15,564	16,031	16,512	17,007
02	16,460	16,954	17,463	17,987
03	19,918	20,516	21,131	21,765
04	21,025	21,656	22,306	22,975
05	22,339	23,009	23,699	24,410
06	25,105	25,858	26,634	27,433
07	31,814	32,768	33,751	34,764

Classroom Assistant Part Time (5hours/day) - 10 Month

01	9,138	9,412	9,694	9,985
02	9,584	9,872	10,168	10,473
03	11,608	11,956	12,315	12,684
04	12,351	12,722	13,104	13,497
05	13,041	13,432	13,835	14,250
06	17,242	17,759	18,292	18,841

Classroom Assistant Part Time (5hours/day) - 12 Month

01	10,997	11,327	11,667	12,017
02	11,481	11,825	12,180	12,545
03	13,902	14,319	14,749	15,191
04	14,798	15,242	15,699	16,170
05	15,630	16,099	16,582	17,079
06	20,679	21,299	21,938	22,596

Cleaner - Full Time

01	16,322	16,812	17,316	17,835
02	17,152	17,667	18,197	18,743
03	18,880	19,446	20,029	20,630
04	25,725	26,497	27,292	28,111

Cleaner - Part Time

01	12,171	12,536	12,912	13,299
02	12,656	13,036	13,427	13,830
03	13,902	14,319	14,749	15,191
04	20,404	21,016	21,646	22,295

Housekeeper/Cook - 12 Month

01	15,978	16,457	16,951	17,460
02	16,735	17,237	17,754	18,287
03	20,127	20,731	21,353	21,994
04	21,440	22,083	22,745	23,427
05	22,547	23,223	23,920	24,638
06	29,600	30,488	31,403	32,345

Housekeeper/Cook - 10 Month

01	13,311	13,710	14,121	14,545
02	13,947	14,365	14,796	15,240
03	16,806	17,310	17,829	18,364
04	17,911	18,448	19,001	19,571
05	18,813	19,377	19,958	20,557
06	24,693	25,434	26,197	26,983

Assistant Housekeeper/Cook - 12 Month

01	22,547	23,223	23,920	24,638
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Social Worker Assistant I - 10 months 15 credits

01	16,667	17,167	17,682	18,212
02	17,429	17,952	18,491	19,046
03	21,232	21,869	22,525	23,201
04	22,752	23,435	24,138	24,862
05	24,067	24,789	25,533	26,299
06	30,499	31,414	32,356	33,327

Social Worker Assistant II - 10 months 30 credits

01	17,361	17,882	18,418	18,971
02	18,466	19,020	19,591	20,179
03	22,480	23,154	23,849	24,564
04	24,206	24,932	25,680	26,450
05	25,796	26,570	27,367	28,188
06	32,436	33,409	34,411	35,443

Social Worker Assistant III - 10 months 60 credits non-degreed

01	18,397	18,949	19,517	20,103
02	19,225	19,802	20,396	21,008
03	23,307	24,006	24,726	25,468
04	24,829	25,574	26,341	27,131
05	26,211	26,997	27,807	28,641
06	32,781	33,764	34,777	35,820

Social Worker Assistant IV - 10 months 90 credits non-degreed

01	19,225	19,802	20,396	21,008
02	20,263	20,871	21,497	22,142
03	24,621	25,360	26,121	26,905
04	26,348	27,138	27,952	28,791
05	28,009	28,849	29,714	30,605
06	34,717	35,759	36,832	37,937

Social Worker Assistant IV - 10 Months Degreed

01	18,119	18,663	19,223	19,800
02	19,297	19,876	20,472	21,086
03	23,377	24,078	24,800	25,544
04	24,551	25,288	26,047	26,828
05	26,073	26,855	27,661	28,491
06	29,256	30,134	31,038	31,969
07	37,138	38,252	39,400	40,582

Intake Worker, CDC, 12 Months, 15 credits

01	19,918	20,516	21,131	21,765
02	20,956	21,585	22,233	22,900
03	25,523	26,289	27,078	27,890
04	27,249	28,066	28,908	29,775
05	28,910	29,777	30,670	31,590
06	36,585	37,683	38,813	39,977

Intake Worker, CDC, 12 Months, 30 credits

01	20,885	21,512	22,157	22,822
02	22,130	22,794	23,478	24,182
03	27,043	27,854	28,690	29,551
04	29,048	29,919	30,817	31,741
05	30,913	31,840	32,795	33,779
06	38,937	40,105	41,308	42,547

Intake Worker, 12 Months, 60 credits non-degreed

01	22,064	22,726	23,408	24,110
02	23,098	23,791	24,505	25,240
03	28,009	28,849	29,714	30,605
04	29,807	30,701	31,622	32,571
05	31,537	32,483	33,457	34,461

06	39,352	40,533	41,749	43,001
Intake Worker, 12 Months, 90 credits non-degreed				
01	23,032	23,723	24,435	25,168
02	24,276	25,004	25,754	26,527
03	29,532	30,418	31,331	32,271
04	31,608	32,556	33,533	34,539
05	33,541	34,547	35,583	36,651
06	41,703	42,954	44,243	45,570
Intake Worker, 12 Months Degreed				
01	24,759	25,502	26,267	27,055
02	26,210	26,996	27,806	28,640
03	31,466	32,410	33,382	34,383
04	33,541	34,547	35,583	36,650
05	37,411	38,533	39,689	40,880
06	43,294	44,593	45,931	47,309
07	44,538	45,874	47,250	48,668

CELC

Center Leader I - 10 Months

01	30,723	31,645	32,594	33,572
02	32,874	33,860	34,876	35,922
03	35,176	36,231	37,318	38,438
04	37,637	38,766	39,929	41,127
05	40,271	41,479	42,723	44,005
06	43,399	44,701	46,042	47,423
07	46,437	47,830	49,625	50,743

Center Leader I - 12 Months

01	36,866	37,972	39,111	40,284
02	39,448	40,631	41,850	43,106
03	42,212	43,478	44,782	46,125
04	45,165	46,520	47,916	49,353
05	48,326	49,776	51,269	52,807
06	52,079	53,641	55,250	56,908
07	55,724	57,396	59,118	60,892

Center Leader II - 10 Months

01	32,999	33,989	35,009	36,059
02	35,310	36,369	37,460	38,584
03	37,782	38,915	40,082	41,284
04	40,426	41,639	42,888	44,175
05	43,256	44,554	45,891	47,268
06	47,087	48,500	49,955	51,454
07	50,381	51,892	53,449	55,052

Center Leader II - 12 Months

01	39,597	40,785	42,009	43,269
02	42,370	43,641	44,950	46,299
03	45,338	46,698	48,099	49,542
04	48,511	49,966	51,465	53,009
05	51,907	53,464	55,068	56,720
06	56,504	58,199	59,945	61,743
07	60,460	62,274	64,142	66,066

Instructor - 10 Months

01	22,017	22,678	23,358	24,059
02	23,445	24,148	24,872	25,618
03	24,970	25,719	26,491	27,286
04	26,592	27,390	28,212	29,058
05	28,320	29,170	30,045	30,946
06	30,546	31,462	32,406	33,378

Instructor - 12 Months

01	26,419	27,212	28,028	28,869
02	28,134	28,978	29,847	30,742
03	29,963	30,862	31,788	32,742
04	31,913	32,870	33,856	34,872
05	33,985	35,005	36,055	37,137
06	36,654	37,754	38,887	40,054

Assistant Instructor Part-Time - 5 Hours - 12 Month

01	13,497	13,902	14,319	14,749
02	14,948	15,396	15,858	16,334
03	16,557	17,054	17,566	18,093
04	18,337	18,887	19,454	20,038
05	20,312	20,921	21,549	22,195
06	22,495	23,170	23,865	24,581

Pay Grade 176 - Custodial Assistant 7.5 Hours, CDC				
01	19,297	19,876	20,472	21,086
Pay Grade 178 - Custodial Assistant 5 Hours, CDC				
01	12,936	13,324	13,724	14,136

Head Start

**Teacher, Nurse, Nutritionist, Pre-Kindergarten Head Start,
Special Needs Coordinator, Social Worker - hired prior to
September 1, 2003**

Certified

	9/1/04	10/1/05	4/1/07	4/1/08
01	37,622	38,751	39,914	41,111
02	39,214	40,390	41,602	42,850
03	42,395	43,667	44,977	46,326
04	45,092	46,445	47,838	49,273
05	47,651	49,081	50,553	52,070
06	49,934	51,432	52,975	54,564
07	52,146	53,710	55,321	56,981
08	53,121	54,715	56,356	58,047
09	54,114	55,737	57,409	59,131
10	55,126	56,780	58,483	60,237
11	56,157	57,842	59,577	61,364

Master's or Equivalent

01	38,729	39,891	41,088	42,321
02	40,597	41,815	43,069	44,361
03	44,192	45,518	46,884	48,291
04	46,888	48,295	49,744	51,236
05	49,378	50,859	52,385	53,957
06	51,730	53,282	54,880	56,526
07	54,014	55,634	57,303	59,022
08	56,226	57,913	59,650	61,440
09	58,528	60,284	62,093	63,956
10	60,924	62,752	64,635	66,574
11	63,419	65,322	67,282	69,300

Master's + 30

01	41,151	42,386	43,658	44,968
02	43,293	44,592	45,930	47,308
03	47,305	48,724	50,186	51,692
04	50,142	51,646	53,195	54,791
05	52,700	54,281	55,909	57,586
06	55,049	56,700	58,401	60,153
07	57,402	59,124	60,898	62,725
08	60,139	61,943	63,801	65,715
09	63,007	64,897	66,844	68,849
10	66,011	67,991	70,031	72,132
11	69,159	71,234	73,371	75,572

Non-Certified

01	31,608	32,556	33,533	34,539
02	32,909	33,896	34,913	35,960
03	34,466	35,500	36,565	37,662
04	36,482	37,576	38,703	39,864
05	38,267	39,415	40,597	41,815
06	41,440	42,683	43,963	45,282
07	44,090	45,413	46,775	48,178
08	46,566	47,963	49,402	50,884
09	48,871	50,337	51,847	53,402
10	51,062	52,594	54,172	55,797
11	55,190	56,846	58,551	60,308

Teacher, Nurse, Nutritionist, Pre-Kindergarten Head Start,

**Special Needs Coordinator, Social Worker - hired on and after
September 1, 2003**

Certified

	9/1/04	10/1/05	4/1/07	4/1/08
01	37,622	38,751	39,914	41,111
02	39,214	40,390	41,602	42,850
03	42,395	43,667	44,977	46,326
04	45,092	46,445	47,838	49,273
05	47,651	49,081	50,553	52,070
06	49,934	51,432	52,975	54,564
07	52,146	53,710	55,321	56,981
08	53,121	54,715	56,356	58,047
09	54,114	55,737	57,409	59,131
10	55,126	56,780	58,483	60,237
11	56,157	57,842	59,577	61,364

Master's or Equivalent

01	38,729	39,891	41,088	42,321
02	40,597	41,815	43,069	44,361
03	44,192	45,518	46,884	48,291
04	46,888	48,295	49,744	51,236
05	49,378	50,859	52,385	53,957
06	51,730	53,282	54,880	56,526
07	54,014	55,634	57,303	59,022
08	56,226	57,913	59,650	61,440
09	58,528	60,284	62,093	63,956
10	60,924	62,752	64,635	66,574
11	63,419	65,322	67,282	69,300

Master's + 30

01	41,151	42,386	43,658	44,968
02	43,293	44,592	45,930	47,308
03	47,305	48,724	50,186	51,692
04	50,142	51,646	53,195	54,791
05	52,700	54,281	55,909	57,586
06	55,049	56,700	58,401	60,153
07	57,402	59,124	60,898	62,725
08	60,139	61,943	63,801	65,715
09	63,007	64,897	66,844	68,849
10	66,011	67,991	70,031	72,132
11	69,159	71,234	73,371	75,572

**Teacher, Lead, CELC; Lead Nurse, CELC; Teacher, Head, PKHS;
Teacher, Lead - Hired prior to September 1, 2003**

	9/1/04	10/1/05	4/1/07	4/1/08
Certified - Bachelor's				
01	36,862	37,968	39,107	40,280
02	36,862	37,968	39,107	40,280
03	37,693	38,824	39,989	41,189
04	38,523	39,679	40,869	42,095
05	40,735	41,957	43,216	44,512
06	43,917	45,235	46,592	47,990
07	46,684	48,085	49,528	51,014
08	49,170	50,645	52,164	53,729
09	51,454	52,998	54,588	56,226
10	53,735	55,347	57,007	58,717
11	57,748	59,480	61,264	63,102

Master's

01	37,553	38,680	39,840	41,035
02	37,553	38,680	39,840	41,035
03	38,523	39,679	40,869	42,095
04	39,628	40,817	42,042	43,303
05	42,048	43,309	44,608	45,946
06	45,716	47,087	48,500	49,955
07	48,482	49,936	51,434	52,977
08	50,970	52,499	54,074	55,696
09	53,322	54,922	56,570	58,267
10	55,603	57,271	58,989	60,759
11	65,008	66,958	68,967	71,036

Master's + 30

01	38,246	39,393	40,575	41,792
02	38,246	39,393	40,575	41,792
03	38,937	40,105	41,308	42,547
04	42,048	43,309	44,608	45,946
05	44,746	46,088	47,471	48,895
06	48,827	50,292	51,801	53,355
07	51,663	53,213	54,809	56,453
08	54,291	55,920	57,598	59,326
09	56,572	58,269	60,017	61,818
10	58,996	60,766	62,589	64,467
11	70,752	72,875	75,061	77,313

***Teacher, Lead, CELC; Lead Nurse, CELC; Teacher, Head, PKHS;
Teacher, Lead - hired on or after September 1, 2003*****Bachelor's or Equivalent**

01	38,523	39,679	40,869	42,095
02	40,735	41,957	43,216	44,512
03	43,917	45,235	46,592	47,990
04	46,684	48,085	49,528	51,014
05	49,170	50,645	52,164	53,729
06	51,454	52,998	54,588	56,226
07	53,735	55,347	57,007	58,717
08	54,711	56,352	58,043	59,784
09	55,705	57,376	59,097	60,870
10	56,717	58,419	60,172	61,977
11	57,748	59,480	61,264	63,102

Master's or Equivalent

01	39,628	40,817	42,042	43,303
02	42,048	43,309	44,608	45,946
03	45,716	47,087	48,500	49,955
04	48,482	49,936	51,434	52,977
05	50,970	52,499	54,074	55,696
06	53,322	54,922	56,570	58,267
07	55,603	57,271	58,989	60,759
08	57,818	59,553	61,340	63,180
09	60,122	61,926	63,784	65,698
10	62,517	64,393	66,325	68,315
11	65,008	66,958	68,967	71,036

Master's + 30

01	42,048	43,309	44,608	45,946
02	44,746	46,088	47,471	48,895
03	48,827	50,292	51,801	53,355

04	51,663	53,213	54,809	56,453
05	54,291	55,920	57,598	59,326
06	56,572	58,269	60,017	61,818
07	58,996	60,766	62,589	64,467
08	61,738	63,590	65,498	67,463
09	64,607	66,545	68,541	70,597
10	67,610	69,638	71,727	73,879
11	70,752	72,875	75,061	77,313

Doctorate

01	43,917	45,235	46,592	47,990
02	47,165	48,580	50,037	51,538
03	51,523	53,069	54,661	56,301
04	54,429	56,062	57,744	59,476
05	57,056	58,768	60,531	62,347
06	59,340	61,120	62,954	64,843
07	61,760	63,613	65,521	67,487
08	64,510	66,445	68,438	70,491
09	67,383	69,404	71,486	73,631
10	70,383	72,494	74,669	76,909
11	73,517	75,723	77,995	80,335

Family Service Field Representative

01	18,742	19,304	19,883	20,479
02	19,573	20,160	20,765	21,388
03	23,584	24,292	25,021	25,772
04	24,967	25,716	26,487	27,282
05	26,348	27,138	27,952	28,791
06	35,064	36,116	37,199	38,315

Parent Involvement Coordinator - 12 Month

01	27,719	28,551	29,408	30,290
02	29,214	30,090	30,993	31,923
03	30,626	31,545	32,491	33,466
04	32,698	33,679	34,689	35,730
05	34,773	35,816	36,890	37,997
06	42,907	44,194	45,520	46,886

Health Coordinator, Pre-Kindergarten Head Start - hired prior to September 1, 2003

Master's

	9/1/04	10/1/05	4/1/07	4/1/08
01	42,048	43,309	44,608	45,946
02	45,716	47,087	48,500	49,955
03	48,482	49,936	51,434	52,977
04	50,970	52,499	54,074	55,696
05	53,322	54,922	56,570	58,267
06	55,603	57,271	58,989	60,759
07	65,008	66,958	68,967	71,036

Master's+30

01	44,746	46,088	47,471	48,895
02	48,827	50,292	51,801	53,355
03	51,663	53,213	54,809	56,453
04	54,291	55,920	57,598	59,326
05	56,572	58,269	60,017	61,818
06	58,996	60,766	62,589	64,467
07	70,752	72,875	75,061	77,313

Health Coordinator, Pre-Kindergarten Head Start - hired on and after September 1, 2003

Master's

01	42,048	43,309	44,608	45,946
02	45,716	47,087	48,500	49,955
03	48,482	49,936	51,434	52,977
04	50,970	52,499	54,074	55,696
05	53,322	54,922	56,570	58,267
06	55,603	57,271	58,989	60,759
07	57,818	59,553	61,340	63,180
08	60,122	61,926	63,784	65,698
09	62,517	64,393	66,325	68,315
10	65,008	66,958	68,967	71,036

Master's+30

01	44,746	46,088	47,471	48,895
02	48,827	50,292	51,801	53,355
03	51,663	53,213	54,809	56,453
04	54,291	55,920	57,598	59,326
05	56,572	58,269	60,017	61,818
06	58,996	60,766	62,589	64,467
07	61,738	63,590	65,498	67,463
08	64,607	66,545	68,541	70,597
09	67,610	69,638	71,727	73,879
10	70,752	72,875	75,061	77,313

Teacher Assistant. Pre-Kindergarten Head Start

	9/1/04	10/1/05	4/1/07	4/1/08
01	15,078	15,530	15,996	16,476
02	15,839	16,314	16,803	17,307
03	16,598	17,096	17,609	18,137
04	17,566	18,093	18,636	19,195
05	18,606	19,164	19,739	20,331
06	24,484	25,219	25,976	26,755

Head Start - Social Services Field Representative Pre-Kinder. Head Start

	9/1/04	10/1/05	4/1/07	4/1/08
01	18,742	19,304	19,883	20,479
02	19,573	20,160	20,765	21,388
03	23,584	24,292	25,021	25,772
04	24,967	25,716	26,487	27,282
05	26,348	27,138	27,952	28,791
06	35,064	36,116	37,199	38,315

Food Service Managers

Food Service Manager I

01	22,201	22,867	23,553	24,260
02	23,307	24,006	24,726	25,468
03	24,414	25,146	25,900	26,677
04	26,004	26,784	27,588	28,416
05	27,456	28,280	29,128	30,002
06	34,164	35,189	36,245	37,332

Food Service Manager II

01	25,796	26,570	27,367	28,188
02	27,180	27,995	28,835	29,700
03	28,563	29,420	30,303	31,212
04	30,708	31,629	32,578	33,555
05	32,642	33,621	34,630	35,669
06	39,905	41,102	42,335	43,605

Food Service Manager III

01	29,669	30,559	31,476	32,420
02	31,399	32,341	33,111	34,310
03	33,057	34,049	35,070	36,122
04	35,479	36,543	37,639	38,768
05	37,759	38,892	40,059	41,261
06	45,438	46,801	48,205	49,651

Food Service Manager IV

01	34,370	35,401	36,463	37,557
02	36,099	37,182	38,297	39,446
03	37,756	38,889	40,056	41,258
04	40,179	41,384	42,626	43,905
05	42,461	43,735	45,047	46,398
06	50,138	51,642	53,191	54,787

Professional Technical

Pay Grade 17

	9/1/04	10/1/05	4/1/07	4/1/08
01	22,064	22,726	23,408	24,110
02	23,098	23,791	24,505	25,240
03	28,008	28,848	29,713	30,604
04	29,807	30,701	31,622	32,571
05	31,537	32,483	33,457	34,461
06	39,352	40,533	41,749	43,001

Pay Grade 20

01	24,344	25,074	25,826	26,601
02	25,589	26,357	27,148	27,962
03	31,053	31,985	32,945	33,933
04	33,196	34,192	35,218	36,275
05	35,202	36,258	37,346	38,466
06	43,431	44,734	46,076	47,458

Pay Grade 22

01	26,556	27,353	28,174	29,019
02	27,930	28,768	29,631	30,520
03	33,959	34,978	36,027	37,108
04	36,308	37,397	38,519	39,675
05	38,453	39,607	40,795	42,019
06	46,959	48,368	49,819	51,314

Pay Grade 23

01	27,735	28,567	29,424	30,307
02	29,117	29,991	30,891	31,818
03	35,479	36,543	37,639	38,768
04	37,968	39,107	40,280	41,488
05	40,250	41,458	42,702	43,983
06	48,964	50,433	51,946	53,504

Pay Grade 24

01	32,781	33,764	34,777	35,820
02	34,510	35,545	36,611	37,709
03	36,308	37,397	38,519	39,675
04	38,937	40,105	41,308	42,547
05	41,289	42,528	43,804	45,118
06	50,073	51,575	53,122	54,716

Pay Grade 25

01	34,234	35,261	36,319	37,409
02	36,102	37,185	38,301	39,450
03	37,899	39,036	40,207	41,413
04	40,597	41,815	43,069	44,361
05	43,086	44,379	45,710	47,081
06	52,079	53,641	55,250	56,908

Pay Grade 26

01	35,756	36,829	37,934	39,072
02	37,759	38,892	40,059	41,261
03	39,628	40,817	42,042	43,303
04	42,533	43,809	45,123	46,477
05	45,092	46,445	47,838	49,273
06	54,221	55,848	57,523	59,249

Pay Grade 27

01	37,345	38,465	39,619	40,808
02	39,352	40,533	41,749	43,001
03	41,426	42,669	43,949	45,267

04	44,330	45,660	47,030	48,441
05	47,165	48,580	50,037	51,538
06	56,504	58,199	59,945	61,743
Pay Grade 28				
01	38,868	40,034	41,235	42,472
02	41,080	42,312	43,581	44,888
03	43,154	44,449	45,782	47,155
04	46,268	47,656	49,086	50,559
05	49,103	50,576	52,093	53,656
06	58,715	60,476	62,290	64,159
Pay Grade 29				
01	40,749	41,971	43,230	44,527
02	42,672	43,952	45,271	46,629
03	44,885	46,232	47,619	49,048
04	48,135	49,579	51,066	52,598
05	51,177	52,712	54,293	55,922
06	60,860	62,686	64,567	66,504
Pay Grade 30				
01	41,426	42,669	43,949	45,267
02	43,708	45,019	46,370	47,761
03	45,991	47,371	48,792	50,256
04	49,241	50,718	52,240	53,807
05	52,354	53,925	55,543	57,209
06	62,174	64,039	65,960	67,939
Pay Grade 31				
01	43,086	44,379	45,710	47,081
02	45,506	46,871	48,277	49,725
03	47,927	49,365	50,846	52,371
04	51,385	52,927	54,515	56,150
05	54,636	56,275	57,963	59,702
06	64,663	66,603	68,601	70,659
Pay Grade 32				
01	44,953	46,302	47,691	49,122
02	47,513	48,938	50,406	51,918
03	49,934	51,432	52,975	54,564
04	53,598	55,206	56,862	58,568
05	56,989	58,699	60,460	62,274
06	67,153	69,168	71,243	73,380
Pay Grade 34				
01	49,766	51,259	52,797	54,381
02	51,315	52,854	54,440	56,073
03	54,013	55,633	57,302	59,021
04	57,955	59,694	61,485	63,330
05	61,621	63,470	65,374	67,335
06	72,272	74,440	76,673	78,973
Pay Grade 35				
01	50,418	51,931	53,489	55,094
02	53,321	54,921	56,569	58,266
03	56,018	57,699	59,430	61,213
04	60,168	61,973	63,832	65,747
05	63,972	65,891	67,868	69,904
06	74,828	77,073	79,385	81,767
Pay Grade 36				
01	51,590	53,138	54,732	56,374
02	54,497	56,132	57,816	59,550
03	57,331	59,051	60,823	62,648

04	61,483	63,327	65,227	67,184
05	65,422	67,385	69,407	71,489
06	76,350	78,640	80,999	83,429
Pay Grade 37				
01	53,666	55,276	56,934	58,642
02	56,571	58,268	60,016	61,816
03	59,614	61,402	63,244	65,141
04	64,524	66,460	68,454	70,508
05	67,983	70,022	72,123	74,287
06	79,116	81,489	83,934	86,452
Pay Grade 68				
01	45,232	46,589	47,987	49,427
02	47,582	49,009	50,479	51,993
03	51,869	53,425	55,028	56,679
04	62,174	64,039	65,960	67,939
Pay Grade 69				
01	49,103	50,576	52,093	53,656
02	51,730	53,282	54,880	56,526
03	56,848	58,553	60,310	62,119
04	67,153	69,168	71,243	73,380

Professional Technical

Pay Grade 160

	9/1/04	10/1/05	4/1/07	4/1/08
01	39,973	41,172	42,407	43,679

Pay Grade 172

01	47,305	48,724	50,186	51,692
02	49,378	50,859	52,385	53,957
03	56,364	58,055	59,797	61,591

Pay Grade 179

01	35,892	36,969	38,078	39,220
02	37,250	38,367	39,518	40,704
03	38,604	39,762	40,955	42,184
04	39,960	41,159	42,394	43,666
05	41,316	42,555	43,832	45,147
06	42,673	43,953	45,272	46,630

Pay Grade 189

01	33,406	34,408	35,440	36,503
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Pay Grade 192

01	79,811	82,205	84,671	87,211
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Pay Grade 196

01	21,576	22,223	22,890	23,577
02	31,051	31,983	32,942	33,930

Pay Grade 950

01	38,315	39,464	40,648	41,867
02	45,715	47,086	48,499	49,954

Pay Grade 951

01	43,502	44,807	46,151	47,536
02	49,724	51,216	52,752	54,335

Pay Grade 952

01	47,651	49,081	50,553	52,070
02	55,880	57,556	59,283	61,061

Pay Grade 953

01	43,502	44,807	46,151	47,536
02	51,662	53,212	54,808	56,452

Pay Grade 954

01	46,684	48,085	49,528	51,014
02	54,221	55,848	57,523	59,249

Pay Grade 1012

01	20,263	20,871	21,497	22,142
02	21,093	21,726	22,378	23,049
03	21,993	22,653	23,333	24,033
04	23,307	24,006	24,726	25,468
05	24,551	25,288	26,047	26,828
06	31,744	32,696	33,677	34,687

Pay Grade 1014

01	21,993	22,653	23,333	24,033
02	23,032	23,723	24,435	25,168
03	23,999	24,719	25,461	26,225
04	25,523	26,289	27,078	27,890
05	26,904	27,711	28,542	29,398
06	34,304	35,333	36,393	37,485

Pay Grade 1015

01	22,824	23,509	24,214	24,940
02	23,861	24,577	25,314	26,073
03	24,759	25,502	26,267	27,055

04	26,419	27,212	28,028	28,869
05	27,526	28,352	29,203	30,079
06	35,271	36,329	37,419	38,542
Pay Grade 1017				
01	24,414	25,146	25,900	26,677
02	25,659	26,429	27,222	28,039
03	26,904	27,711	28,542	29,398
04	28,840	29,705	30,596	31,514
05	30,499	31,414	32,356	33,327
06	38,315	39,464	40,648	41,867
Pay Grade 1018				
01	24,829	25,574	26,341	27,131
02	26,348	27,138	27,952	28,791
03	27,802	28,636	29,495	30,380
04	29,878	30,774	31,697	32,648
05	31,884	32,841	33,826	34,841
06	40,043	41,244	42,481	43,755
Pay Grade 1019				
01	25,589	26,357	27,148	27,962
02	27,043	27,854	28,690	29,551
03	28,493	29,348	30,228	31,135
04	30,636	31,555	32,502	33,477
05	32,642	33,621	34,630	35,669
06	40,805	42,029	43,290	44,589
Pay Grade 1020				
01	27,179	27,994	28,834	29,699
02	28,770	29,633	30,522	31,438
03	30,223	31,130	32,064	33,026
04	32,298	33,267	34,265	35,293
05	34,370	35,401	36,463	37,557
06	42,599	43,877	45,193	46,549
Pay Grade 1021				
01	28,493	29,348	30,228	31,135
02	30,086	30,989	31,919	32,877
03	31,537	32,483	33,457	34,461
04	33,821	34,836	35,881	36,957
05	35,824	36,899	38,006	39,146
06	44,192	45,518	46,884	48,291
Pay Grade 1022				
01	29,878	30,774	31,697	32,648
02	31,537	32,483	33,457	34,461
03	33,196	34,192	35,218	36,275
04	35,618	36,687	37,788	38,922
05	37,830	38,965	40,134	41,338
06	46,406	47,798	49,232	50,709
Pay Grade 1023				
01	31,330	32,270	33,238	34,235
02	33,057	34,049	35,070	36,122
03	34,789	35,833	36,908	38,015
04	37,345	38,465	39,619	40,808
05	39,628	40,817	42,042	43,303
06	48,482	49,936	51,434	52,977
Pay Grade 1025				
01	31,053	31,985	32,945	33,933
02	32,852	33,838	34,853	35,899
03	34,510	35,545	36,611	37,709

04	37,000	38,110	39,253	40,431
05	39,352	40,533	41,749	43,001
06	47,029	48,440	49,893	51,390
Pay Grade 1420				
01	55,950	57,628	59,357	61,138
02	58,372	60,123	61,927	63,785
03	60,789	62,613	64,491	66,426
04	63,279	65,177	67,132	69,146
05	65,700	67,671	69,701	71,792
06	67,635	69,664	71,754	73,907
Pay Grade 1512				
01	19,157	19,732	20,324	20,934
02	19,918	20,516	21,131	21,765
03	20,747	21,369	22,010	22,670
04	22,064	22,726	23,408	24,110
05	23,237	23,934	24,652	25,392
06	29,394	30,276	31,184	32,120
Pay Grade 1524				
01	31,330	32,270	33,238	34,235
02	32,920	33,908	34,925	35,973
03	34,510	35,545	36,611	37,709
04	36,932	38,040	39,181	40,356
05	39,074	40,246	41,453	42,697
06	46,751	48,154	49,599	51,087
Pay Grade 1525				
01	32,575	33,552	34,559	35,596
02	34,304	35,333	36,393	37,485
03	36,102	37,185	38,301	39,450
04	38,661	39,821	41,016	42,246
05	41,014	42,244	43,511	44,816
06	48,896	50,363	51,874	53,430

Professional Technical

Pay Grade 1624

	9/1/04	10/1/05	4/1/07	4/1/08
01	27,319	28,139	28,983	29,852
02	28,840	29,705	30,596	31,514
03	30,290	31,199	32,135	33,099
04	32,437	33,410	34,412	35,444
05	34,372	35,403	36,465	37,559
06	41,771	43,024	44,315	45,644

Pay Grade 1626

01	29,807	30,701	31,622	32,571
02	31,468	32,412	33,384	34,386
03	33,057	34,049	35,070	36,122
04	35,408	36,470	37,564	38,691
05	37,622	38,751	39,914	41,111
06	45,230	46,587	47,985	49,425

Pay Grade 1627

01	38,689	39,850	41,045	42,276
02	39,353	40,534	41,750	43,003
03	41,426	42,669	43,949	45,267
04	44,333	45,663	47,033	48,444
05	47,165	48,580	50,037	51,538
06	56,504	58,199	59,945	61,743

Pay Grade 1628

01	32,436	33,409	34,411	35,443
02	34,234	35,261	36,319	37,409
03	35,963	37,042	38,153	39,298
04	38,591	39,749	40,941	42,169
05	41,014	42,244	43,511	44,816
06	48,896	50,363	51,874	53,430

Pay Grade 1634

01	40,528	41,744	42,996	44,286
02	42,812	44,096	45,419	46,782
03	45,024	46,375	47,766	49,199
04	48,342	49,792	51,286	52,825
05	51,385	52,927	54,515	56,150
06	60,239	62,046	63,907	65,824

Pay Grade 1651

01	52,700	54,281	55,909	57,586
02	54,776	56,419	58,112	59,855
03	56,848	58,553	60,310	62,119
04	62,228	64,095	66,018	67,999
05	60,860	62,686	64,567	66,504
06	62,658	64,538	66,474	68,468
07	64,594	66,532	68,528	70,584

Pay Grade 1814

01	38,867	40,033	41,234	42,471
02	41,080	42,312	43,581	44,888
03	43,153	44,448	45,781	47,154
04	46,266	47,654	49,084	50,557
05	49,169	50,644	52,163	53,728
06	58,714	60,475	62,289	64,158

Pay Grade 2120

01	38,177	39,322	40,502	41,717
02	43,847	45,162	46,517	47,913

Pay Grade 2121				
01	33,749	34,761	35,804	36,878
02	38,729	39,891	41,088	42,321
Pay Grade 2461				
01	55,301	56,960	58,669	60,429
02	62,866	64,752	66,695	68,696
Pay Grade 2651				
01	58,162	59,907	61,704	63,555
02	60,514	62,329	64,199	66,125
03	66,462	68,456	70,510	72,625
04	70,751	72,874	75,060	77,312
05	77,043	79,354	81,735	84,187
Pay Grade 2653				
01	60,859	62,685	64,566	66,503
02	64,176	66,101	68,084	70,127
03	69,366	71,447	73,590	75,798
04	73,654	75,864	78,140	80,484
05	80,155	82,560	85,037	87,588
Pay Grade 2654				
01	62,241	64,108	66,031	68,012
02	65,563	67,530	69,556	71,643
03	70,751	72,874	75,060	77,312
04	75,176	77,431	79,754	82,147
05	81,675	84,125	86,649	89,248
Pay Grade 3645				
01	55,950	57,629	59,358	61,139
02	58,370	60,121	61,925	63,783
03	60,790	62,614	64,492	66,427
04	63,280	65,178	67,133	69,147
05	65,702	67,673	69,703	71,794
06	67,635	69,664	71,754	73,907
07	69,712	71,803	73,957	76,176
Pay Grade 3648				
01	59,614	61,402	63,244	65,141
02	62,036	63,897	65,814	67,788
03	64,454	66,388	68,380	70,431
04	66,945	68,953	71,022	73,153
05	69,365	71,446	73,589	75,797
06	71,440	73,583	75,790	78,064
07	73,583	75,790	78,064	80,406
Pay Grade 3651				
01	63,280	65,178	67,133	69,147
02	65,702	67,673	69,703	71,794
03	68,123	70,167	72,272	74,440
04	70,612	72,730	74,912	77,159
05	73,032	75,223	77,480	79,804
06	75,245	77,502	79,827	82,222
07	77,459	79,783	82,176	84,641
Pay Grade 3657				
01	71,856	74,012	76,232	78,519
02	74,277	76,505	78,800	81,164
03	76,697	78,998	81,368	83,809
04	79,188	81,564	84,011	86,531
05	81,607	84,055	86,577	89,174
06	84,028	86,549	89,145	91,819
07	86,519	89,115	91,788	94,542

Pay Grade 3659

01	73,032	75,223	77,480	79,804
02	75,523	77,789	80,123	82,527
03	77,942	80,280	82,688	85,169
04	80,363	82,774	85,257	87,815
05	82,853	85,339	87,899	90,536
06	85,342	87,902	90,539	93,255
07	87,902	90,539	93,255	96,053

**Reading Assistants, Supportive Service Assistants, Health
Room Technician**

	9/1/04	10/1/05	4/1/07	4/1/08
01	11.16	11.49	11.83	12.18

Per Diem Teachers

Certified	132.80	136.78	140.88	145.11
Non-Certified	105.14	108.29	111.54	114.89

Philadelphia Retired Teachers

Bachelors	173.37	178.57	183.93	189.45
Masters	178.47	183.82	189.33	195.01
Masters +30	189.64	195.33	201.19	207.23
Doctorate/Sr. Career Teacher	198.24	204.19	210.32	216.63

**Philadelphia Retired Special Education
Teachers**

Bachelors	176.57	181.87	187.33	192.95
Masters	181.66	187.11	192.72	198.50
Masters +30	192.82	198.60	204.56	210.70
Doctorate/Sr. Career Teacher	201.42	207.46	213.68	220.09