

COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE
SCHUYLKILL INTERMEDIATE UNIT 29
BOARD OF DIRECTORS
AND THE
SCHUYLKILL INTERMEDIATE UNIT 29
EDUCATIONAL SUPPORT PROFESSIONALS
ASSOCIATION

JULY 1, 2021– JUNE 30, 2022

TABLE OF CONTENTS

PREAMBLE1

ARTICLE I – RECOGNITION1

ARTICLE II – LOCK-OUTS AND STRIKES1

ARTICLE III – CONTRACT TERMS1

1. Term of Agreement.....1

2. Waiver.....2

3. Separability2

4. Previous Agreements2

5. Grievance Procedures2

6. Effective Date3

ARTICLE IV – HOURS AND WAGES4

1. Hours of Work4

2. Wages.....7

3. Starting Salary.....7

4. Retirement Pay.....9

5. Pay Period9

6. Clearances.....9

ARTICLE V – INSURANCE BENEFITS.....10

1. Insurance Protection.....10

2. Health Insurance10

3. Dental Care Insurance10

4. Life Insurance.....10

5. Income Protection10

6. Vision Insurance10

7. Prescription Drug Plan.....11

8. Premium Share.....11

9. Waiver of Insurance Coverage.....12

10. Section 125 Plan12

11. Part-time Employees12

12. Child Bearing Leave12

13. Child Rearing Leave12

14. Disability Leave13

15. Retirement Incentive13

16. Affordable Healthcare Act.....13

ARTICLE VI – PAYROLL DEDUCTIONS.....14

ARTICLE VII – SICK LEAVE	15
1. Full-time Employees.....	15
2. Full-time Employees with Additional Duties	15
3. Part-time Employees.....	15
4. Days Not Charged.....	15
5. Termination Benefit.....	16
6. Catastrophic Sick Day Program	16
ARTICLE VIII – TEMPORARY LEAVE	17
1. Jury Duty.....	17
2. Bereavement Leave.....	17
3. Personal and/or Emergency Leave.....	17
4. Legal Actions	18
ARTICLE IX – HOLIDAYS AND VACATIONS	19
1. Holidays	19
2. Vacation Days	20
ARTICLE X – OTHER CONDITIONS OF EMPLOYMENT	21
1. Mileage Reimbursement	21
2. Bulletin Boards	21
3. Dismissals	21
4. Lay-Off and Furloughs.....	21
5. Non-Residency.....	22
6. Association Leave.....	22
7. Safe Working Conditions.....	22
8. Custodial/Driving Personnel.....	22
9. Meet and Discuss	23
10. Just Cause	23
11. Vacancies	23
12. Tuition/Books/Fees and/or Memberships – Payment Reimbursement.....	23
13. Medical Excuses	24
14. Fair Share Fee	24
15. Back Support Devices.....	25
16. Employee Evaluation	25
17. Unapproved Leave Without Pay	25
18. Probationary Period.....	26
19. Employee Break Periods.....	26
20. Released Times for Meetings.....	26
21. Use of School Buildings	27
22. Increment for Covering Classes	27

APPENDIX A – GRIEVANCE PROCEDURE30
SCHUYLKILL INTERMEDIATE UNIT 29 – GRIEVANCE FORM37
APPENDIX B – DEFINITION OF IMMEDIATE SUPERVISOR39
APPENDIX C – EMPLOYEE EVALUATION FORM.....38

PREAMBLE

This agreement entered into between the Schuylkill Intermediate Unit 29 Educational Support Professionals Association/PSEA/NEA and the Schuylkill Intermediate Unit 29 Board of Directors.

WITNESSETH:

Whereas, the parties have reached certain understandings which they desire to confirm in the Agreement:

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

The Schuylkill Intermediate Unit 29 Educational Support Professionals Association/PSEA/NEA, hereinafter called the Association, is hereby recognized by the Schuylkill Intermediate Unit 29 Board of Directors, hereinafter called the Board, as the exclusive bargaining agent for all nonprofessional employees as certified by the Pennsylvania Labor Relations Board.

ARTICLE II

LOCK-OUTS AND STRIKES

Both parties agree to faithfully abide by the provisions of the Pennsylvania Public Employee Relations Act, Act 195, and Act 88. As a condition of the various provisions of this Agreement to which the parties have agreed, the employer pledges that it will not conduct, or cause to be conducted, a lock-out during the term of this agreement and the bargaining agent pledges that members of the bargaining unit will not engage in a strike (as that term is defined in Act 195 and Act 88) during the term of this agreement.

ARTICLE III

CONTRACT TERMS

1. Term of Agreement

The term of this Agreement shall begin on July 1, 2021, and shall continue in full force and effect until June 30, 2022, or until such later date as both parties may hereinafter agree to be the extended ending date. Any such extended date shall be evidenced as an amendment to this Agreement, to which amendment both parties shall signify their approval by affixing their signatures thereto.

2. **Waiver**

The parties agree that additional negotiations on this Agreement will not be conducted on any item, whether contained herein or not, during the life of this Agreement.

3. **Separability**

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

4. **Previous Agreements**

Both parties agree that all previous Board and Administration policies affecting wages, hours and terms and conditions of employment and benefits not included in or not amended by this Agreement will remain in effect.

5. **Grievance Procedure**

The parties of this Agreement agree that an orderly and expeditious resolution of a grievance arising out of the interpretation of this Agreement is necessary. A claim by an educational support employee that there has been a misinterpretation of any provision of this Agreement may be processed as a grievance as hereinafter provided.

The parties agree that grievances, which arise out of the interpretation of this Agreement, shall be resolved in accordance with the grievance procedure described in Appendix A attached hereto and made part of this Agreement.

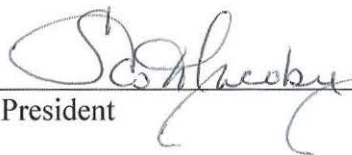
Effective Date

This Agreement is made and entered into this **14th** day of **December, A.D. 2020**, by and between the Schuylkill Intermediate Unit 29 Educational Support Professionals Association/PSEA/NEA and the Schuylkill Intermediate Unit 29 Board of Directors.

ATTEST:

Schuylkill Intermediate Unit 29
Board of Directors

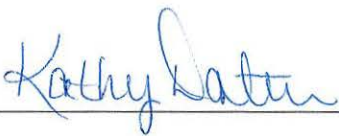

Secretary

BY: 
President

DATE: 12/14/2020

ATTEST:

Schuylkill Intermediate Unit 29
Educational Support Professionals Association



BY: 
President

DATE: 12/15/2020

ARTICLE IV

HOURS AND WAGES

1. Hours of Work

(a) Custodial, Custodial Maintenance, and Custodial/Driving Personnel

The work year of employees in this classification shall not exceed two hundred sixty (260) days, two hundred fifty (250) work days and ten (10) paid holidays. The normal work week shall consist of five (5) eight (8) hour days, forty (40) hours per week, with one-half hour uninterrupted paid lunch period unless an alternate work schedule is approved by the Board of Directors, that does not reduce their hours or full-time work status. During the summer months when school is not in session, Custodial, Custodial Maintenance, and Custodial/Driving Personnel shall follow the board approved summer schedule.

Overtime pay shall not be paid for work in excess of eight (8) hours per day, but if any employee is required to work in excess of forty (40) hours per week, said employee shall be paid at the rate of one and one-half (1-1/2) times said employee's hourly rate for the excess time worked. Use of sick leave, personal leave or vacation leave will not be deducted from the forty (40) hour week in calculating the overtime pay.

(1) Selection Procedure — Overtime Work For Custodial, Custodial Maintenance, and Custodial/Driving Personnel

The selection of the custodian for overtime work shall be determined by utilizing a rotation system based on seniority, providing the individual possesses the ability to perform the required job functions as determined by the Facilities Manager.

The rotation system list will begin with the most senior employee and end with the employee with the least seniority in each respective building.

The Facilities Manager or his designee will be responsible for the maintenance of an accurate list of the rotation system.

(2) Custodial Maintenance

Two (2) members of the present custodial staff, (one dayshift, one nightshift), in each facility – STC North, STC South, MAC – will be designated by the Facilities Manager as a Custodial Maintenance employee.

(3) Compensatory Time

There shall be no compensatory time, unless approved by the Executive Director. If time is worked by staff outside of contracted time, timesheets will be submitted for payment as approved by administration.

Part-time instructional aides shall have the opportunity to make up any hours lost due to inclement weather (delays only), must flex time with supervisor approval and within the same pay period. For example, a shift of 8:00AM-1:00PM may be change to 10:00AM-3:00PM for a 2-hour delay. Time worked must be prioritized to time working with students.

(b) Secretarial Personnel

The work year for employees in this classification shall not exceed two hundred forty (240) days and/or 1800 hours. In addition, Secretarial Personnel shall receive ten (10) paid holidays. The normal work week shall consist of five (5) seven and one-half (7-1/2) hour days, thirty-seven and one-half (37-1/2) hours per week with one-half hour uninterrupted paid lunch period unless an alternate work schedule is approved by the Board of Directors that does not reduce their hours or full-time work status. Employees will follow the Board approved summer work schedule.

Overtime pay shall not be paid for work in excess of seven and one-half (7-1/2) hours per day, but if any employee is required to work in excess of forty (40) hours per week, said employee shall be paid at the rate of one and one-half (1-1/2) times said employee's hourly rate for the excess time worked.

Secretaries shall be permitted to make up hours lost on days where school has been cancelled due to inclement weather by working extra hours by mutual agreement between the secretary and appropriate supervisor, subject to agreement between the secretary and appropriate supervisor with administrative approval prior to working the make-up hours. This does not include the days that will be made up already such as Presidents' Day or Spring Holiday.

(c) Cafeteria Personnel

The work year for full-time employees in this classification shall not exceed one hundred eighty-five (185) days. The normal work day shall consist of seven (7) hours, with one-half hour uninterrupted paid lunch period.

The work day for part-time employees in this classification shall not exceed five (5) hours per day. The actual work day for these part-time employees will be determined by the amount of time necessary to complete the assigned tasks.

(d) Full-Time Teacher Aides

The work year for employees in this classification shall consist of one hundred eighty-five (185) days for all Aides, except beginning or first year Teacher Aides in the Special Education Program. The work year for beginning or first year Teacher Aides shall be one hundred eighty-eight (188) days.

The length of the work day, with an uninterrupted one-half hour paid lunch period, shall be the same as the work day of the teaching faculty of the building in which the program is located.

In order to leave the Intermediate Unit building during the lunch period, the employee must obtain the permission of the building administration. The administrator shall not unreasonably deny permission.

The days for inservice activities shall be six (6) hours in length, not including the lunch period.

Any Aide currently employed by the Intermediate Unit shall not be required to drive a transportation vehicle as a condition of employment.

Teacher aides are required to complete 20 hours of professional development activities annually to maintain their position. The employee will be compensated at their hourly rate for the 20 hours of professional development. Professional development hours beyond 20 hours must be pre-approved by the Director of Special Education. In addition, teacher aides are required to attain Highly Qualified Status, as defined by PDE, within three months of their hire date to continue employment.

The work day for any person employed as an aide in a Special Education Program housed in a facility operated by a public school district shall be the same as the work day of the teaching faculty of the district in which the program is located.

(e) Bus Drivers, Aide/Bus Drivers, Custodian Bus Drivers

- (1) The individuals driving a vehicle owned or leased by the Intermediate Unit to transport students will be compensated for two hours of work per week for cleaning the vehicles for any week during the school year that the vehicle is in service.
- (2) The work year for these individuals shall be the Schuylkill Intermediate Unit calendar.
- (3) Summer extended year program, preschool and other additional bus runs beyond the school year shall be offered to current bargaining unit members on an annual rotating basis based on seniority.

(f) Part-Time Employees

Part-time employees, for the purpose of this agreement, are employees employed five (5) hours or less per day or twenty-five (25) hours or less per week.

Temporary, as needed, employment beyond 25 hours per week will be permitted for additional duties as agreed upon by the employee and the supervisor. The additional hours will not change the status of the part time employee to a full-time employee provided the change in hours is temporary.

Part-time aides shall be permitted to make up hours on days where school has a one (1) or two (2) hour delay, by working additional time on scheduled work days with students. Hour(s) must be made up within the pay period or the next scheduled pay period. If the Executive Director calls and sends everyone home due to weather, part-time employees shall not suffer loss of pay.

2. Wages

(a) The hourly increase for full-time teacher aides, part-time teacher aides, secretaries, custodians, custodial/maintenance, bus/van drivers and cafeteria personnel shall be:

2021-2022	\$.50
-----------	--------

3. Starting Salary

(a) Starting Salaries

The minimum starting salary for a new employee in each classification for 2021-2022 shall be as follows:

1.	Teacher aides	—	\$10.75 per hour
2.	Secretaries	—	\$11.00 per hour
3.	Custodians	—	\$10.50 per hour
4.	Custodial Maintenance	—	\$11.00 per hour
5.	Bus/Van Drivers	—	\$11.00 per hour
6.	Cafeteria Personnel	—	\$10.25 per hour

(b) No part-time employee shall be paid less than his/her current salary if he or she is employed on a full-time basis in the same classification.

(c)

- (d) Each employee earning less than the minimum hourly rate, as established by the United States Department of Labor, shall be placed at the minimum hourly rate on the date specified in the enabling legislation.
- (f) When an employee successfully (voluntarily) achieves a position in a lower pay rate classification, the employee's new rate shall be determined by calculating the difference between the two starting rates for the classifications, and subtracting that amount from the employee's current rate of pay.

For example, the 2018-2019 contract lists \$10.50 per hour as a starting rate for a custodian and \$10.25 per hour for cafeteria personnel. That is, of course, a difference of twenty-five cents (\$0.25). Based on this concept, if a custodian was making \$10.25 per hour and achieved a position entitled cafeteria personnel, that person's salary would be reduced to \$10.25 because the difference in the starting rates for the two classifications is seventy-five cents (\$0.75).

In the event that an employee is involuntarily transferred to a position in a lower pay rate classification, the employee shall suffer no loss of loss of pay.

- (g) When an employee moves from one classification to another classification with a higher starting hourly rate, either via an administrative transfer or in response to a vacancy posting, the employee may be entitled to an increase in hourly rate of pay based on such a move upon administrative review of that individual's current hourly rate as compared to hourly rates in the new classification.
- (h) When an employee moves from one position to another position in the same classification, either via an administrative transfer or in response to a vacancy posting, the employee is not entitled to any increase in hourly rate of pay based on such a move.

4. **Retirement Pay**

The Board shall pay \$1,500 to any full-time employee and \$500 to any part-time employee serving his/her last year of employment before retirement providing the following conditions exist:

- (a) The employee notifies the Board of the intention to retire at least one semester prior to retiring.
- (b) The employee is eligible for retirement in Pennsylvania.
- (c) The employee has been an employee of the Intermediate Unit for a minimum of ten (10) consecutive years.
- (d) If an employee becomes disabled and is eligible for disability benefits at any time during the last year of employment, the condition in (a) will be waived.

5. **Pay Period**

All full-time employees shall be paid on a bi-weekly basis for each year of the contract.

6. **Clearances**

It is the responsibility of each employee to keep up to date with all clearances necessary for his or her job. Current employees that must renew their clearances or apply for new ones mandated by the State or Federal Government or the school, full time employees shall be responsible for the cost of all clearances and part time employees shall be eligible for reimbursement from the employer for the cost of all clearances after three years of employment. The employee must request reimbursement on the employer provided form.

ARTICLE V

INSURANCE BENEFITS

Full-Time Employees

1. **Insurance Protection**

1. Preferred Provider Organization B (PPO 500/1000)

Primary Care Physician	\$10 Co-Pay
Specialist	\$20 Co-Pay
Urgent Care	\$35 Co-Pay
Emergency Room	\$100 Co-Pay

Plan summary as attached in Appendix D

2. **Health Insurance**

The Board will continue to provide the health benefits as described in the Schuylkill County School Employees' Health and Welfare Trust Employee Benefit Plan, or equivalent coverage, for the employee and enrolled dependents.

3. **Dental Care Insurance**

Dental care insurance with periodontic and orthodontic benefits, as described in the Schuylkill County School Employees' Health and Welfare Trust Employee Benefit Plan, or equivalent coverage, for the employee and enrolled dependents and premium for such insurance will be paid by the Board.

4. **Life Insurance**

The Board will provide term life insurance in the amount of Forty Thousand (\$40,000) Dollars for all employees.

5. **Income Protection**

The Board will provide a group disability income plan and will provide the amount necessary for \$800 per month for each employee who enrolls in the plan providing that the amount stipulated above does not exceed the maximum amount of payment per month for each individual as specified in the insurance plan document. Eligible employees may purchase additional coverage beyond the board paid amount to the maximum amount in increments of \$1 per \$50 and \$2 per \$100 amounts.

6. **Vision Care Insurance**

Vision Care Insurance (eye examination and refraction) will be provided, identical to the more comprehensive professional contract, for each employee and enrolled dependents and the premiums for such insurance shall be paid by the Board as described in the Schuylkill County School Employees' Health and Welfare Trust Employee Benefit Plan.

7. **Prescription Plan**

A co-pay family prescription drug program will be provided for each eligible employee, spouse and dependents and the premium will be paid by the Board based on the following co-pay schedule:

Prescription Drug Coverage		
	Retail Pharmacy	Mail Pharmacy
Deductible	\$50 Per Calendar Year	N/A
Member Cost Share	up to 31 day supply Generic-\$10 Formulary-\$25 Non-Formulary-\$75	up to a 90 day supply Generic-\$20 Formulary-\$50 Non-Formulary-\$150
Mail Incentive Plan	Members will be allowed 2 fills at retail for their long term medications. On the 3rd fill, if the member stays at retail, they will be responsible for 100% of the drug cost. If the member moves to mail order, they will pay their standard mail copayments.	
Formulary	Incentive	
Generic Substitution	If a brand is dispensed when there is a generic equivalent available, the member will be responsible for the brand copayment plus the difference in cost between the brand and the generic drug.	
Out of Pocket Maximum	Not Applicable	

8. Premium Share

During the term of this contract July 1, 2018 to June 30, 2021 the premium share charge to the employee will be as follows:

Enrollment Status	PPO Plan B
Single	\$15.00
Two Party	\$20.00
Family	\$25.00

9. Waiver of Insurance Coverage

An employee eligible for insurance coverage through his/her spouse may decline board paid insurance and shall be entitled to a \$2,000 stipend during the term of this contract. Any employee entitled to this stipend shall receive it by way of a semi-annual amount of \$1,000 payment with the first pay in December and the first pay in June of each school year.

To be eligible for the stipend, the employee must withdraw from enrollment in the Schuylkill Intermediate Unit or Schuylkill Technology Center insurance coverage for a minimum period of one (1) school year. Employees must provide written notification and proof of alternate insurance in order to withdraw from the coverage. Written notification must be received no later than May 1, with an effective date of July 1.

In situations where both spouses are employed by one or a combination of the Schuylkill Intermediate Unit or Schuylkill County AVTS, neither will be eligible for the insurance stipend. One spouse is required to be covered as a dependent on the others coverage. Both spouses cannot have individual coverage under the insurance plan.

Employees who must reenroll due to a qualifying event may do so without regard to preexisting conditions.

10. Section 125 Plan

An Internal Revenue Service Section 125 Plan shall be established for employee contributions for premium share as established under Article V, Section 8 of this agreement. Employer offered cash "opt out" waiver of insurance coverage in lieu of participating in the employer's health insurance programs shall be paid under this plan as established in Article V Section 9 of this agreement.

11. Part-Time Employees

Part-time employees employed five (5) hours or less per day or twenty-five (25) hours or less per week employed on or after July 1, 1981 shall not be entitled to the insurance benefits specified in this contract.

12. Child Bearing Leave

The Board shall provide to full-time employees taking child bearing leave paid health benefits as described in Article V, Section 1 from the approved date leave begins until discharge by the employee's physician but not to exceed six (6) months.

13. Child Rearing Leave

The Board shall provide to full-time employees taking child rearing leave paid insurance benefits as described in Article V, Sections 1, 2, 4, 5, and 6 from the approved date of the leave for a maximum of twelve (12) weeks.

14. Disability Leave

The Board shall pay health insurance coverage for a full-time employee for thirty (30) days when an employee is on unpaid disability leave.

15. Retirement Incentive

The Board shall pay health insurance benefits for a period of one hundred eighty (180) days, or less days if Medicare eligible during that time period, for any employee who retires and is eligible for retirement under superannuation and conditions specified in Article IV, Section 4. Employees retiring prior to July 1, 2008, may continue to purchase such coverage at his/her expense. Effective July 1, 2008, and each year thereafter, following a qualifying event, employees retiring may no longer continue to purchase such coverage.

16. Affordable Healthcare Act

In the event the Affordable Care Act or any state or federal legislation would result in a tax upon the health insurance plan provided to Bargaining Unit Members during the term of this contract or any extension of this contract whether by agreement or by operation of law, the Schuylkill Intermediate Unit 29 (further referred to as IU) and ESP Association agree to immediately declare the insurance provision of this agreement open for negotiation. The intent of this paragraph is to negotiate plan design changes, including but not limited to point of service co-payments and deductibles, in order to bring the value of the health insurance plans offered to Bargaining Unit members below the threshold of the tax.

In the event the IU and Association cannot reach an agreement that would result in a health care plan with no adverse tax implications for the IU within ninety (90) days after the giving of written notice to the other party of the opening of this issue for negotiation, both parties agree to submit the issue to binding arbitration so as to ensure there are no adverse tax implications to the IU due to the health care coverage. This timeline can be extended by mutual agreement between the parties.

ARTICLE VI

PAYROLL DEDUCTIONS

The Board agrees to allow the following payroll deductions from the salaries of employees upon receipt of proper authorization from the employee:

- (a) Association dues as authorized by the employee with remittance to be made to the Schuylkill Intermediate Unit 29 Educational Support Professionals Association
- (b) Annuities
- (c)
- (d) Credit Union dues with remittance to be made to the Schuylkill County School Employees Credit Union or its successor
- (e) Christmas Clubs with remittance to be made to the Board designated depository
- (f) Tuition Account Program (TAP)

ARTICLE VII

SICK LEAVE

Sick Leave

1. Full-time Employees

Each twelve (12) month employee shall be given twelve (12) sick days per year. All other full-time employees shall be given ten (10) sick days per year. Sick leave shall be cumulative. Each employee may use a maximum of four (4) sick days per the Board approved Family Leave Policy. Family Leave days are not cumulative.

2. **Full-Time Employees with Additional Duties**

Employees who work full-time in a job classification and also work part-time in another classification shall be granted the same number of days of sick leave per year in the part-time position as in the full-time position provided such sick leave is taken on the same day as the sick leave in the employee's full-time position. Compensation for such sick leave shall be at the regular rate for the part-time position.

3. **Part-Time Employees**

Employees who work regular hours on a part-time basis shall be entitled to a percentage of sick leave days based upon the percentage of full-time employment worked by such employee.

NOTE: All employees shall be given a written accounting of accumulated sick leave days no later than July 30 of each year.

4. **Days Not Charged**

Absence due to occupational disability which is determined to be compensable under the Pennsylvania Workmen's Compensation Law shall not be charged against an employee's sick leave days. In such event, during the period when an employee is receiving Workmen's Compensation Benefits or ninety (90) days, whichever is less, the Board shall pay to such employee his regular salary. Any salary benefits received under the Pennsylvania Workmen's Compensation Act shall be assigned to the Intermediate Unit by the employee within ten (10) days of receipt of said benefits, and if not, it shall be deducted from the next payment of salary together with a surcharge of five percent (5%) for noncompliance.

Should the benefits received under the Pennsylvania Workmen's Compensation Law be more than said employee's regular salary, said employee shall be entitled to retain the monetary benefits in excess of his/her regular salary.

5. **Termination Benefit**

Employees who have ten (10) or more years of uninterrupted service with the Schuylkill Intermediate Unit and terminate their employment as a result of retirement, death or program elimination shall receive:

- A payment equivalent to the number of unused sick which they have accumulated multiplied by twenty (\$20.00) dollars.
- A payment equivalent to the number of vacation days which have been accumulated multiplied by the employee's daily rate to a maximum of 20 days.
- The termination benefit will be deposited in a 403 (b) or 457 account at the discretion of the employee.

6. Catastrophic Sick Day program

The Association shall be permitted to solicit sick days from its members prior to September 1st of each school year to be used in the event that any member is stricken with a serious or sudden illness or injury. The Association will communicate the sick day need to its members in writing. Any member volunteering to donate sick days will agree in writing prior to September 1st each year. Once a day is contributed to the catastrophic sick day program, the contribution is irrevocable. A maximum of two (2) sick days per year may be contributed to the program by each member of the program.

Only members who contribute to the sick leave program shall be permitted to participate in the program. Days received from the catastrophic sick leave program shall only be used for illness of the member and may not be used in the instance of illness in the member's family.

A member must exhaust his/her own sick and vacation leave days prior to being permitted to draw on the sick leave program. Members shall be permitted to keep any accrued personal days for use upon return from sick bank leave. Illness or injuries covered by Workmen's Compensation shall be excluded from this program.

Appropriate guidelines, or rules or regulations, shall be prepared as may be required by a committee of bargaining unit members, administrators, and board members governing the administration of the program and to ensure that abuses are not incurred and that the program is applied in a fair and equitable manner.

When the catastrophic sick day bank reaches three hundred fifty (350) days, all current members shall remain as members, but shall not be required to donate to maintain membership. Solicitation of days shall resume once the sick day bank drops down to three hundred (300) days. Any Bargaining Unit Member who wishes to join the catastrophic sick day program during this time may do so by donating a maximum of two (2) days prior to September 1st of each year.

ARTICLE VIII

TEMPORARY LEAVE

1. Jury Duty

Employees called for jury duty shall be granted leave for such duty. The Board shall pay to such employee the difference between his regular wage and the compensation he receives for such duty. Travel cost reimbursements shall be retained by the employee.

2. Bereavement Leave

- (a) Whenever an employee is absent from duty because of a death in the immediate family of said employee, there shall be no deduction in salary of said employee for an absence of five (5) work days beginning with the date of death unless otherwise approved by the Executive Director or designee. Members of the immediate family shall be defined as: father, mother, brother, sister, son, daughter, husband, wife, grandchild, parent-in-law, son-in-law, daughter-in-law, stepchild, stepmother, and stepfather or near relative who resides in the same household, or any person with whom the employee has made his home.
- (b) Whenever an employee is absent from duty because of a death of a grandfather, grandmother, grandfather-in-law, and grandmother-in-law, there shall be no deduction in salary of said employee for an absence of three (3) work days beginning with the date of death unless otherwise approved by the Executive Director or designee.
- (c) Whenever an employee is absent because of the death of a near relative, there shall be no deduction in the salary of said employee for absence on the day of the funeral if the service is scheduled on a work day. A near relative shall be defined as: first cousin, aunt, uncle, niece, nephew, brother-in-law, or sister-in-law.
- (d) Part-time employees shall receive the same benefits as the full-time employees.

3. Personal and/or Emergency Leave

Each full-time and regular part-time employee shall be entitled to three (3) personal and/or emergency leave days per year without loss of pay subject to the following:

- (a) A request for a personal day must be submitted in advance.
- (b) No more than three (3) employees in any classification and no more than two (2) employees per building in any classification may be granted personal leave on any one day.
- (c) Personal days should not be taken during the following:
 - (1) The week prior to the start of the school year.
 - (2) The first week of any semester.
 - (3) The last week of any semester.
 - (4) The day before or the day after a holiday.

- (d) Any employee returning from emergency leave shall, within five (5) days, provide a brief written description of the emergency on a form provided by the employer.
- (e) An employee may elect to accumulate up to seven (7) days of personal leave for use during any year. All unused Personal leave over 7 days will be converted to sick time annually.
- (f) Employees who work full time in one classification and also work part-time in another classification shall be entitled to three (3) personal and/or emergency leave days per year in the part-time position provided such personal or emergency days are taken on the same days as personal or emergency days in the employee's full-time position. Compensation for such personal and/or emergency days shall be the regular rate for the part-time position.
- (g) In the event a full-time person and a part-time person from the same job classification and the same building assignment request the same day off, the individual first submitting the request shall have the priority.

4. Legal Actions

Whenever any civil suit for damages or criminal action is brought against an employee by a student, parent of a student, or the Commonwealth of Pennsylvania, and an employee is required to be present in Court because he is a defendant or has been subpoenaed as a witness, such employee shall be given a leave of absence with pay to attend such proceedings. If such employee receives any compensation for attending Court, such compensation shall be credited to the Intermediate Unit.

ARTICLE IX

HOLIDAYS AND VACATIONS

1. Holidays

Each employee required to work on the holidays listed shall receive his/her regular wage plus one (1) additional day's pay. The employee scheduled to work on said holiday must work providing no other employee in the same job classification volunteers to replace him/her.

- (a) In addition to the work year as found in Article IV, Section 1 (a) of the contract, custodial employees shall be entitled to the following holidays with pay:

New Year's Day	Christmas Day
Good Friday	Day after Christmas
Memorial Day	Presidents' Day
Thanksgiving Day	Independence Day
Day after Thanksgiving	Labor Day

- (b) In addition to the work year as found in Article IV, Section 1 (c) of the contract, cafeteria employees shall be entitled to the following holidays with pay:

Thanksgiving Day	New Year's Day
Day after Thanksgiving	Presidents' Day
Christmas Day	Memorial Day
Good Friday	Labor Day

- (c) In addition to the work year as found in Article IV, Section 1 (d) of the contract, teacher aides and bus drivers shall be entitled to the following holidays with pay:

Thanksgiving Day	New Year's Day
Day after Thanksgiving	Presidents' Day
Christmas Day	Memorial Day
Good Friday	Labor Day

- (d) In addition to the work year as found in Article IV, Section 1 (b) of the contract, secretarial personnel shall be entitled to the following holidays with pay:

New Year's Day	Memorial Day
Christmas Day	Independence Day
Day after Christmas	Labor Day
Presidents' Day	Thanksgiving Day
Good Friday	Day after Thanksgiving

2. Vacation Days

All full-time employees classified as a custodial, custodial maintenance, custodial driving employees or secretary shall receive the following vacation benefits:

- (a) After 1 year of (12 Month) employment 5 work days of vacation
- (b) After 2 years of (12 Month) employment 10 work days of vacation
- (c) After 5 years of (12 Month) employment 15 work days of vacation
- (d) After 16 years of (12 Month) employment 20 work days of vacation
- (e) Employees hired after July 1 of each year will receive a prorated number of vacation days for that year.
- (f) Employees may accumulate unused vacation from year to year to be a maximum of twenty (20) days.
- (g) Unused vacation leave for all personnel will be converted to sick leave days annually.
- (h) Upon retirement or death, full payment will be made by multiplying the number of accumulated vacation days (max of 20 days) by the employee's per diem rate. Payment will be made to a 403.b Tax Sheltered Annuity in the form of an Employer contribution. The employee shall have the right to designate the service provider.
- (i) Upon dismissal or resignation, the employee will receive no compensation for unused vacation days.

ARTICLE X

OTHER CONDITIONS OF EMPLOYMENT

1. **Mileage Reimbursement**

An employee who uses his or her private motor vehicle, with prior approval for school business, shall be reimbursed for travel at the standard IRS rate.

2. **Bulletin Boards**

Provisions will be made in each school facility to provide bulletin board space for appropriate Association displays.

3. **Dismissals**

No employee shall be dismissed without sufficient reason. Any employee dismissed shall have the following rights of appeal:

- (a) A meeting with the Executive Director of Intermediate Unit 29, or designee, to discuss the reason for dismissal.
- (b) If the meeting with the Executive Director, or designee, fails to resolve the problem, the dismissed employee shall have the right to a hearing before the Board of Directors of Intermediate Unit 29 or a committee designated by them to hear such an appeal. At such hearing the employee shall be entitled to representation by a representative of the Association or legal counsel of his/her choice.
- (c) The decision of the Board of Directors of Intermediate Unit 29 shall be rendered not later than ten (10) working days thereafter or as soon thereafter as may reasonably be done by the Board in compliance with Pennsylvania's Open Meeting Law known as the Sunshine Act (65 Pa. C.S.A. Section 701 et seq). of the hearing and shall be final and conclusive and not subject to appeal.

If any arbitrator or judicial body shall rule that a decision of the Board of Directors of Intermediate Unit 29, rendered pursuant to this section, is subject to appeal, then this section shall be null and void and shall no longer have any force and effect.

4. **Lay-Off and Furloughs**

Should a lay-off or furlough be made, the Board agrees that if those employees under consideration for such action in each job classification are, at the Board's sole discretion, equally qualified, the employee with the most seniority will be retained. Seniority shall not be interrupted by a lay-off or furlough for a period of time not to exceed one (1) year provided the employee returns to work within five (5) work days of notification to return to work. It is the responsibility of the employee to maintain a current address at all times on file in the office of the Schuylkill Intermediate Unit.

Seniority is defined as the length of continuous service from the date of hiring by the Schuylkill Intermediate Unit 29.

5. **Non-Residency**

Place of residence shall not be a condition of employment or advancement.

6. **Association Leave**

Members of the Association who hold local, regional or state offices in the Pennsylvania Educational Support Professionals Association/PSEA/NEA shall be granted a cumulative (among those eligible) maximum of five (5) days leave to attend meetings and conferences which the holder of such office requests provided the Pennsylvania Educational Support Professionals Association/PSEA/NEA reimburses the Intermediate Unit for the salary of such employee for the days absent.

Notification of the intent to use such leave shall be submitted to the immediate supervisor (as defined in Appendix B) at least five (5) days prior to the commencement of such leave.

7. **Safe Working Conditions**

The Board shall make reasonable efforts to correct any unsafe or hazardous working conditions in facilities owned and operated by the Intermediate Unit within a reasonable period of time after such conditions have been reported in writing to the Executive Director.

The Board shall not require any employees to perform tasks which endanger his/her health, safety, or well-being; however, this provision shall not apply to tasks which are inherent in the occupation classification of such employee.

8. **Custodial/Driving Personnel**

Any custodian employee who is also employed as a bus driver shall not be required to drive a bus on any day that he is not scheduled to work as a custodian.

9. **Meet and Discuss**

(a) The Board shall appoint three (3) of its members and a member of the administrative staff to a committee which shall meet with a three (3) member committee of the Association for the purpose of meeting and discussing those matters referenced under Section 702 of the Public Employee Relations Act, Act 195.

(a) At the request of the Association, a minimum of two meetings with this committee shall be held annually. Other meet and discuss meetings with administrative staff

shall take place at reasonable times and places, provided however that such meeting shall not interfere with the regular assignments of employees.

10. Just Cause

No employee in the bargaining unit shall be discharged or reduced in compensation without just cause.

11. Vacancies

When a permanent vacancy occurs in a full-time or part-time job, which the Board wishes to fill, such vacancy shall be posted no less than ten (10) work days before the position is filled. All postings will include the job description, qualifications and salary. Any employee may apply for such vacancy and, if qualified, will be given consideration for the position.

12. Tuition/Books/Fees and/or Memberships - Payment/Reimbursement

(Tuition/Books/Fees)

(a) Members of the bargaining unit shall be reimbursed for tuition, books and/or fees incurred in the pursuit of work-related training within their classification as listed below:

- (1) There shall be a maximum reimbursement of \$1,000 per individual in each year of the contract.
- (2) The approval of the Executive Director or designee of the Schuylkill Intermediate Unit must be obtained before the costs are incurred by the employee.
- (3) Reimbursement shall be made following approval by the Intermediate Unit Board for course work of B or better only. Course failures or incomplete courses will not be reimbursed. Receipted invoices for fees or tuition incurred and evidence of satisfactory completion (not withdrawn) of the program must be presented to the Executive Director, or designee, at least one (1) week before the meeting of the Board of Directors of the Intermediate Unit in order to obtain approval by the Board.
- (4) An employee who resigns, for the purpose other than retirement, must reimburse the Intermediate Unit seventy five percent (75) of reimbursement received within one (1) year before resigning.
- (5) Tuition reimbursement shall be made upon meeting the requirements for reimbursement, regardless of whether the employee paid by cash, check, credit card, student loan, or any other method of payment.

(Memberships)

- (b) No employee is eligible to have dues or fees paid or reimbursed as related to membership in any organization, group, association, etc. Memberships, if necessary for the completion of an employee's assigned duties, will be at the sole discretion of the administration.

13. Medical Excuses

Medical excuses are required to include a start and end date for the medical leave period. Employees are required to submit a medical excuse every 6 weeks for extended leave periods beyond 6 weeks.

Any employee who is unable to perform all duties and responsibilities of his/her job, and who is permitted to continue work despite such disability, must submit a medical excuse which will be acceptable for a period not to exceed one (1) year. If, at the end of this one-year period, the employee is still unable to perform his/her duties and responsibilities, the employee will be required to go on Workmen's Compensation and/or disability to terminate his/her employment with the Intermediate Unit unless an extension of time granted by the Intermediate Unit Board.

14. Fair Share Fee

Each nonmember in the bargaining unit represented by the Association shall be required to pay a fair share fee as provided for by Act 84 of 1988. The Board and the Association agree to comply with all provisions of said law. The Association agrees to extend to all nonmembers the opportunity to join the Association.

If any legal action is brought against the Intermediate Unit as a result of any actions it is requested to perform by the Association pursuant to this Section, the Association agrees to provide for the defense of the Intermediate Unit at the Association's expense and through counsel selected by the Association. The Intermediate Unit agrees to give the Association immediate notice of any such legal action brought against it, and agrees to cooperate fully with the Association in the defense of the case. If the Intermediate Unit does not fully cooperate with the Association, any obligation of the Association to provide a defense under this Section shall cease.

The Association agrees in any action so defended, to indemnify and hold the Intermediate Unit harmless for any monetary damages the Intermediate Unit might be liable for as a consequence of its compliance with this Section; except that it is expressly understood that this save harmless provision will not apply to any legal action which may arise as a result of any willful misconduct by the Intermediate Unit or as a result of the Intermediate Unit's failure to properly perform its obligations under this Section.

15. Back Support Devices

Each member of the custodial and maintenance staff will be provided with back support devices upon request.

16. Employee Evaluation

An evaluation system is hereby established for all employees covered under this bargaining unit agreement to confirm in writing the level of success achieved by each employee in his/her position. The employee's strengths will be acknowledged and focus areas for growth will be shared and discussed. Unacceptable conduct, behavior or performance will also be noted.

The primary purpose of the evaluation process is to aid both the employee and the employer in determining whether the employee is performing in accordance with the expectations of the position and to help guide the employee and employer in attaining improvement in such performance where needed. The evaluation is not to be used for punitive purposes, unless reasonable attempts at improving unacceptable performance are unsuccessful. In such case both the evaluation and punitive action will be subject to the grievance process as outlined in Appendix A.

All employees will be evaluated at least annually, prior to the end of each contract year.

The evaluation shall be performed by the employee's Immediate Supervisor as defined in Appendix B; provided, however, that where an employee is not normally in a position to be observed by the designated Immediate Supervisor on a regular basis (such as, if the Immediate Supervisor is usually assigned to a different building, or has only minimal contact with the employee as in certain district-based classes), the evaluation shall include input from others who are in a position to observe the employee, such as supervisors employed by the district in district-based classes. Such district supervisors shall be designated and disclosed to any affected employee within one month after the beginning of each school year. The form for the evaluation shall be as set forth in Appendix C.

17. Unapproved Leave Without Pay (Effective January 1, 2009)

The following employee absences without pay are deemed "unapproved leaves", if such absences are not approved by the Board, or are not due to sickness, vacation, bereavement or personal/emergency days, in accordance with the applicable provisions of this agreement:

- a. Any day that results in a deduct day is deemed an "unapproved leave." A deduct day is defined as any day in which an employee does not have available sick, personal, or vacation leave or applicable leave such as bereavement leave to use. A deduct day results in loss of pay for that day.

For all employees, any unapproved absence of more than one hour from work shall be deemed to be an absence for a one-half (1/2) day.

Any full time employee, who takes an unapproved leave, as defined above, shall be required to reimburse the Schuylkill Intermediate Unit for the cost of all board paid insurance for the day(s) missed. This section does not apply to any employee during a probationary period.

18. Probationary Period (Effective July 1, 2012)

New employees will be placed on probationary status for first seventy-five (75) working days of employment. Continued employment during the probationary period will be at the discretion of the Board. A probationary employee may be dismissed at any time up to the completion of the probationary period, and such dismissal cannot be subject to grievance and may not be appealed to arbitration.

Probationary employees shall be entitled to all medical, dental, vision, prescription drug and life insurance coverage established in this agreement, but shall not be entitled to use any vacation days, sick leave, bereavement leave or personal/emergency days during the first seventy-five (75) working days of employment. Time off shall not count toward the seventy-five (75) work day probationary period. However, upon the successful completion of the probationary period, the employee shall receive full credit from the initial date of employment for all benefits of this agreement that may be dependent upon the time served as an employee, including seniority, wages, vacation days, sick days, sick leave, personal/emergency leave and any other benefits by this agreement.

19. Employee Break Periods

Each full time employee is entitled to a one 10-minute break period during the first half of their shift, and one 10-minute break period during the second half of their shift each work day. Break periods may not be combined and are not cumulative. Break periods may not be combined with lunch period. For example, a lunch break of 11:30AM-12:00PM may not be combined with two 10-minute breaks to make a 50-minute lunch/break (11:20AM-12:10PM). Employees in the same work area may not take the break period at the same time.

Each part time employee is entitled to a 20-minute break period each work day. Break periods may not be combined and are not cumulative. Employees in the same work area may not take the break period at the same time.

20. Released Time for Meetings

Whenever the Board or Administration requests any representative of the Association or any employee to participate during working hours in negotiations, grievance proceedings, or meetings, he/she shall suffer no loss in pay. Meetings shall be defined as meeting requested by Administration during working hours.

21. Use of School Buildings

The Association and its representative shall normally be allowed the use of school buildings for meetings after school hour. Use shall be defined as for "Union meeting use". School building requests must be approved by Facilities Manager with 24 Hour Notice.

22. **Increment for Covering Classes**

In the event that an instructional aide is needed to cover a class for the full day due to a shortage of substitutes, the affected instructional aide shall receive an additional \$1.00 per hour on that day. Coverage shall be defined as class coverage for full day with no substitute present.

APPENDIX A

GRIEVANCE PROCEDURE

STEP I

In the event that an educational support employee believes there is a basis for a grievance, he shall first discuss the alleged grievance with his immediate supervisor (as defined in Appendix B), either personally or accompanied by his representative, within ten (10) working days of its occurrence. At such time, the employee shall submit to his immediate supervisor written documentation, on the Grievance Form available in the office of each building officially designated as the teaching station or home office of said employee, indicating the section of the contract being grieved. The immediate supervisor shall indicate his disposition of the grievance in writing within ten (10) working days after receiving the written grievance. If the employee is not satisfied with the disposition of the grievance by his immediate supervisor, and a grievance still exists, he shall, within ten (10) working days of the receipt of the supervisor's disposition, invoke Step II of the grievance procedure.

STEP II

In the event that the employee and the immediate supervisor fail to resolve the grievance, the grievance shall be submitted to the Program Director on the Grievance Form that was initiated at Step I. Within ten (10) working days of the receipt of the grievance, the Program Director shall meet with the grievant and/or his representative in an effort to resolve the grievance. The Program Director shall indicate his disposition of the grievance in writing on the Grievance Form that was initiated at Step I within ten (10) working days of such meeting. If the grievant is not satisfied with the disposition of the grievance, and a grievance still exists, the employee shall, within ten (10) working days of the receipt of the Program Director's disposition, invoke Step III of the grievance procedure.

STEP III

If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made, the grievance shall be transmitted to the Executive Director or his designee on the Grievance Form that was initiated at Step I. Within ten (10) working days, the Executive Director and/or his designee shall meet with the grievant and/or his representative on the grievance and shall indicate his disposition of the grievance in writing on the Grievance Form that was initiated at Step I within ten (10) working days of such meeting. If the grievant is not satisfied with the disposition of the grievance, and a grievance still exists, the employee shall within ten (10) working days of the receipt of the Executive Director's disposition, invoke Step IV of the grievance procedure.

STEP IV

If the grievant is not satisfied by the disposition of the grievance by the Executive Director or his designee, or if no disposition has been made within ten (10) working days of such meeting, the grievance shall be transmitted in writing on the Grievance Form that was initiated at Step I to the Board secretary or other designee of the Board. The Board, or a committee appointed by the Board, no later than its next regular meeting, may hold a hearing on the grievance, review such grievance in executive session or give such other consideration as it shall deem appropriate. Disposition of the grievance in writing by the Board shall be made not later than ten (10) working days thereafter or as soon thereafter as may reasonably be done by the Board in compliance with Pennsylvania's Open Meeting Law known as the Sunshine Act (65 Pa. C.S.A. Section 701 et seq). Such disposition shall be furnished to the grievant. If the Association is not satisfied with the disposition of the grievance by the Board, and a grievance still exists, the Association shall, within ten (10) working days of the receipt of the Board's disposition, invoke Step V of the grievance procedure.

STEP V

If the Association is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period as stated in Step IV, the grievance will be submitted to an arbitrator according to Article IX, Section 903 of the Public Employee Relations Act, Act 195.

The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties.

Wherever the procedure herein provides a time limit for the disposition of a grievance, the grievant shall have the same amount of time following the disposition, or if no disposition is made, the expiration of such time limit, to initiate the next step in the grievance procedure. If grievant fails to initiate the next step within the specified time, the grievance shall be considered resolved.

Any individual employee shall have the right at any time to present grievances through Step IV and to have them adjusted without the intervention of the bargaining representative as long as the adjustment is not inconsistent with the terms of this Contract. It is provided further that the bargaining representative shall be given an opportunity to be present at such adjustment.

SCHUYLKILL INTERMEDIATE UNIT 29

GRIEVANCE FORM

EDUCATIONAL SUPPORT PROFESSIONALS ASSOCIATION

This form should be submitted to the employee's immediate supervisor (as defined in Appendix B).

Date filed: _____

Name: _____

Building: _____ Assignment: _____

STEP I (After discussion of grievance with Immediate Supervisor)

A. Date Cause of Grievance Occurred: _____

B. Section of Contract being Grieved: _____

All Schuylkill Intermediate Unit 29 actions and activities are nondiscriminatory in accordance with state and federal laws, including Title VI, Title IX, Sections 503 and 504, the Age Discrimination Act of 1975, and the ADA. Information about accommodations or complaints should be addressed to the Executive Director of Schuylkill Intermediate Unit 29, 17 Maple Avenue, MarLin, PA 17951.

C. Statement of Grievance: _____

Relief Sought: _____

D. Disposition by Immediate Supervisor: _____

Signature of Immediate Supervisor

Date

E. Position of Grievant and/or Association: _____

Signature

Date

Step II. (If grievance is not resolved)

A. Date Received by Program Director: _____

B. Disposition of Program Director: _____

Signature of Program Director

Date

C. Position of Grievant and/or Association: _____

Signature

Date

Step III. (If grievance is not resolved)

A. Date Received by Executive Director or Designee: _____

B. Disposition of Executive Director or Designee: _____

Signature of Executive Director or Designee

Date

C. Position of Grievant and/or Association: _____

Signature

Date

Step IV. (If grievance is not resolved)

A. Date Received by Board Secretary or Designee: _____

B. Disposition of Board Secretary or Designee: _____

Signature of Board Secretary or Designee:

Date

C. Position of Grievant and/or Association: _____

Signature

Date

STEP V. (If grievance is not resolved)

A. Date Submitted to Arbitrator _____

B. Attach sheet showing disposition and award of Arbitrator.

APPENDIX B

Definition of Immediate Supervisor

Special Education Program

1. The immediate supervisor for teacher aides will be the Director of Special Education or designee. The immediate supervisor in the Early Intervention program will be the program administrator.
2. The immediate supervisor for custodial, custodial-maintenance, and custodial/driving personnel will be the Facilities Manager.
3. The immediate supervisor for secretaries in the Special Education Program will be the Director of Special Education or designee.
4. The immediate supervisor for program secretaries will be the administrator of the program.
5. The immediate supervisor for the bus drivers will be the Transportation Management Specialist.
6. The immediate supervisor for cafeteria personnel will be the Director of Special Education or designee.

Schuylkill Technology Center

1. The immediate supervisor for custodial, custodial maintenance and custodial/driving personnel will be the Facilities Manager.
2. The immediate supervisor for cafeteria personnel will be the Director of Vocational Education or Building Principal.
3. The immediate supervisor for building secretaries will be the Director of Vocational Education or Building Principal.
4. The immediate supervisor for teacher aides will be the Director of Vocational Education or Building Principal or Director of Special Education or designee.

Intermediate Unit Central Offices (Business, Curriculum, Technology, Special Education and Early Intervention)

1. The immediate supervisor for all personnel in the Business Office will be the Business Manager.
2. The immediate supervisor for all personnel in the Educational Services Department will be the Director of Educational Services.
3. The immediate supervisor for all personnel in the Technology Services Department will be the Coordinator of Technology Services.
4. The immediate supervisor for all personnel in the Special Education Office will be the Director of Special Education or designee.
5. The immediate supervisor for all personnel in the Early Intervention Office will be the Director of Special Education or designee.

The Association shall be advised of the names for each administrative position annually or when there is a change in a supervisor.

APPENDIX C

Schuylkill Intermediate Unit 29

Employee Evaluation for 2015 – 2018

Educational Support Professionals

Note: The Evaluation Form has been developed by a committee of the Association and the Administration.

Position:

- Teacher Aides
- Secretaries
- Custodians
- Custodians/Maintenance
- Bus/Van Drivers
- Cafeteria Personnel

Name of Employee: _____

Name of Supervisor: _____