

AGREEMENT BETWEEN
BOARD OF SCHOOL DIRECTORS
OF THE
CENTRAL YORK SCHOOL DISTRICT
AND THE
CENTRAL YORK EDUCATION
ASSOCIATION

COVERING THE PERIOD
JULY 1, 2018
THROUGH
JUNE 30, 2022

2018/2019 2019/2020 2020/2021 2021/2022

AGREEMENT

BETWEEN

THE BOARD OF SCHOOL DIRECTORS

OF THE

CENTRAL YORK SCHOOL DISTRICT

AND THE

CENTRAL YORK EDUCATION ASSOCIATION

Covering

Full-Time Professional Employees Operating Under the Rules and Regulations of the Central York School District Excluding First Level Supervisors and Management Level Employees.

Agreement Made and Entered Into By and Between the Board of School Directors of the Central York School District and the Central York Education Association.

In Witness Whereof, the parties above named have hereunto set their hands and seals this 15th day of October, 2018.



President, CYEA



President, Board of School Directors

Attested:


Chief Negotiator, CYEA

Attested:


Secretary, Board of School Directors

ARTICLE I RECOGNITION

The Central York Education Association, hereinafter called the “Association,” is hereby recognized by the Central York School District, hereinafter called the “Employer,” as the bargaining agent for the full-time professional employees operating under the rules and regulations of the Central York School District primarily in non-administrative and non-supervisory teaching capacities; (i) as further defined as a result of Pennsylvania Labor Relations Board decision of July 27, 1971; and (ii) including long-term substitute teachers (as defined herein) and the athletic trainer; hereinafter called the “employees,” under the conditions of Pennsylvania Law (Act 195), providing for collective bargaining with respect to wages, hours and other terms and conditions of employment.

Both parties aver that this Agreement sets forth the terms and conditions to which each party agrees to be bound, and that such Agreement has been reached voluntarily without undue or unlawful coercion or force by either party.

ARTICLE II DURATION

Except as otherwise provided herein, the provisions of this Agreement shall become effective on July 1, 2018, and shall continue in effect until June 30, 2022, or until such later date as the two parties may hereinafter agree is to be the extended ending date. Any such extended date shall be evidenced by an amendment to this Agreement to which amendment both parties shall signify their approval by affixing their signatures thereto.

This Agreement shall not become effective unless and until it is:

A. Ratified by a majority of the members of the Association who are also members of the bargaining unit for whom the Association is the bargaining agent, voting at a meeting duly called for such a purpose. Minutes of the meeting shall be provided as evidence of the majority vote.

B. Approved by the Board of School Directors of the Central York School District by resolution duly adopted at a public meeting.

Upon written notice to the other party, any time after October 31, 2021, either party may request the opening of negotiations for a new contract. Within twenty (20) days after receipt of such notice, the parties shall meet to schedule an initial negotiation session. Pursuant to the provisions of Act 88, if no agreement has been reached between the parties on or before February 24, 2022, and mediation has not been utilized, both parties shall immediately in writing call on the service of the Pennsylvania Bureau of Mediation.

**ARTICLE III
SCOPE AND SEPARABILITY**

The parties agree that all items in this Agreement have been arrived at through negotiation and are included by mutual consent, and therefore agree that negotiations will not be reopened on any item whether contained herein or not, during the term of this Agreement.

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

**ARTICLE IV
MEET AND DISCUSS**

A. ESTABLISHMENT AND PURPOSE

A committee shall be established to meet and discuss policy matters affecting wages, hours and terms and conditions of employment, as well as the impact thereon, as specified in Section 702 of Act 195.

B. ORGANIZATION

The committee shall be composed of not more than four (4) nor less than two (2) members of the Association and not more than four (4) nor less than two (2) members appointed by the Board of School Directors; one of which will be the Superintendent or, in the event of the absence of the Superintendent, a designated appointee.

Committee members representing the Association will be selected by the Association and committee members representing the Board will be selected by the Board, each may change its appointees at its option.

C. PROCEDURAL RULES

The committee shall adopt its own rules and regulations. Meetings shall be held each month during the months of September through June, or may be mutually waived by the parties.

The initiative for preparing an agenda and chairing the meeting shall alternate. The agenda shall be presented in writing to the Association President and the Superintendent one (1) week before each meeting, and only those items included on the agenda will be discussed at the meeting. Timely or urgent items can be included on any agenda by request and mutual consent.

**ARTICLE V
LOCKOUT AND STRIKE PROHIBITION**

Both parties agree to faithfully abide by the applicable provisions of the 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 lockout during the term of this Agreement, and the Association pledges that members of the bargaining unit will not engage in a strike (as those terms are defined in Act 88) during the term of this Agreement.

**ARTICLE VI
PROCEDURE FOR ADJUSTMENT OF GRIEVANCE**

A. GRIEVANCE DEFINITION

A grievance is hereby defined as an allegation by one or more employees that there has been a violation, misinterpretation or misapplication of the provisions of this Agreement.

B. REPRESENTATION

An employee may seek and use the assistance of a designated representative in the presentation and/or appeal of any grievance.

C. TIMELINESS

Failure of an employee to timely file a grievance and/or to proceed to the next step of the grievance procedure within the time limits set forth shall be deemed an acceptance of the action or the decision previously rendered and shall constitute a waiver of any future appeal concerning the particular grievance. The failure of an administrator at any step to communicate his/her decision to the employee within the specified time limits shall permit the employee to proceed to the next step.

D. PROCEDURE

(1) Level 1 - Principal

The employee or employees initiating a grievance shall present the grievance in writing to the appropriate principal/supervisor within fifteen (15) work days of its occurrence, or the date when its occurrence should have been discovered, assuming due diligence on the part of the employee. The grievance shall clearly and concisely set forth the facts alleged, the specific contract provision in question, and a statement of the relief sought. Such principal/supervisor shall reply to the grievance within five (5) workdays after its initial presentation.

(2) Level 2 – Superintendent

If the action at Level 1 failed to resolve the grievance, the employee or employees initiating such grievance may, within five (5) work days after receipt of the reply at Level 1, or in the absence of such reply, within five (5) work days after such reply was due, refer the alleged grievance to the Superintendent, such presentation to be in writing setting forth the matter complained of. The Superintendent shall reply to the grievance within five (5) workdays after its presentation.

(3) Level 3 – Board

If the action at Level 2 failed to resolve the grievance, the employee or employees initiating such grievance may, within five (5) work days after receipt of the reply at Level 2, or in the absence of such reply, within five (5) work days after such reply was due, refer the alleged grievance to the Board, such presentation to be in writing setting forth the matter complained of and to be delivered to the Secretary of the Board. The Board may choose to hear directly from a grievant or the Association about a grievance. The Board shall take final action on the grievance at the next official Board meeting and shall notify the grievant within three (3) work days of such meeting.

(4) Level 4 – Arbitration

If the action at Level 3 failed to resolve the grievance, the Association may, within five (5) work days after receipt of the reply at Level 3, or in the absence of such reply, within five (5) work days after such reply was due, refer the alleged grievance to arbitration as provided in Section 903 of Act 195, utilizing the services and procedures of the Pennsylvania Bureau of Mediation. The costs for the arbitration of a grievance shall be borne equally by the Employer and the Association.

**ARTICLE VII
SALARY**

A. SALARY

The parties agree that salaries to be effected by this Agreement are accurately reflected in Appendix A (including the Salary Notes thereto), made part of this Agreement, and that the schedules of salaries, set forth in Appendix A, shall be the schedules which shall remain in force for the period of this Agreement.

B. EXTRACURRICULAR SALARY

The parties agree that extracurricular salaries, to be effected by this Agreement, are accurately reflected in Appendix B (including the Salary Notes thereto), made part of this Agreement, and that the schedules for extracurricular salary, set forth in Appendix B, shall be the schedules which shall remain in force for the period of this Agreement.

C. HOMEBOUND INSTRUCTION

Employees providing homebound instruction shall be compensated at the rate of \$30.00 per hour for each hour of actual instruction. For every five (5) hours of actual homebound instruction provided, the employee providing homebound instruction shall be compensated for one hour of planning time.

D. CURRICULUM WRITING

Employees who write curriculum at the request and direction of the Employer shall be compensated at the rate of \$30.00 per hour.

E. INDUCTION

(1) The District will develop and implement an Induction Program in a manner consistent with applicable law.

(2) The Induction Program will reflect a mentor relationship with new teachers. Mentors shall be compensated with a one-time stipend in the amount of \$1,350.00.

(3) New teachers will participate in the mandatory Induction Program with a one-time stipend in the amount of \$650.00.

(4) All other aspects of the Induction Program will be governed by the Program itself as developed as part of the District's Comprehensive Plan and approved by PDE.

**ARTICLE VIII
HEALTH BENEFITS**

A. HEALTH BENEFITS

Effective as of January 1, 2019, the PPO Plan (as to which a Summary Plan Description is attached as Appendix C-1) shall be discontinued. The Employer will then begin to provide, in cooperation with its employees, a Qualified High-Deductible Health Plan (QHDHP). A Summary Plan Description for this QHDHP plan is attached as Appendix C-2, covering the period from January 1, 2019 through June 30, 2022.

B. DENTAL BENEFITS

The Employer will provide, in cooperation with its employees, a program of dental benefits for employees and their dependents identical to those provided during 2017/2018.

C. EMPLOYEE CONTRIBUTION

Employees enrolled in the plans set forth in Sections A and B shall contribute, on a monthly basis, via payroll deduction from each pay, a portion of the total cost of those benefits, as determined annually.

(1) Effective July 1, 2018 through December 31, 2018, the rate of contribution shall be ten percent (10%) of the cost for the specific level of coverage (single, employee and child, employee and children, spouse (eligible for other coverage), spouse (ineligible for other coverage)).

(2) Effective January 1, 2019 through June 30, 2020, the rate of contribution shall be eleven percent (11%) of the cost for the specific level of coverage (single, employee and child, employee and children, spouse (eligible for other coverage), spouse (ineligible for other coverage)).

(3) Effective July 1, 2020 through June 30, 2022, the rate of contribution shall be twelve percent (12%) of the cost for the specific level of coverage (single, employee and child, employee and children, spouse (eligible for other coverage), spouse (ineligible for other coverage)).

(4) Provided that it is consistent with applicable Internal Revenue Code and Regulations, said employee contributions shall be deducted from pay prior to withholding of Federal income tax.

D. HEALTH SAVINGS ACCOUNTS

(1) Health Savings Account (HSA) funds may be used for the deductible and any qualified unreimbursed medical, dental, or vision expenses in compliance with applicable law. Effective January 1, 2019, for any employee electing coverage under the QHDHP plan, it is anticipated that the Employer will make contributions to each employee's Health Savings Account within fifteen (15) days of the dates indicated below, based on a \$1,500 individual or \$3,000 employee plus dependent(s) deductible amount:

January 1, 2019 - \$900 individual or \$1,800 employee plus dependent(s)
September 1, 2019 - \$450 individual or \$900 employee plus dependent(s)
January 1, 2020 - \$800 individual or \$1,600 employee plus dependent(s)
September 1, 2020 - \$400 individual or \$800 employee plus dependent(s)

January 1, 2021 - \$700 individual or \$1,400 employee plus dependent(s)
September 1, 2021 - \$350 individual or \$700 employee plus dependent(s)
January 1, 2022 - \$700 individual or \$1,400 employee plus dependent(s)
September 1, 2022 - \$350 individual or \$700 employee plus dependent(s)

(2) If the IRS changes the minimum deductible requirements for the QHDHP, the Employer will make HSA contributions equivalent to 90% of the minimum deductible amount in 2019, 80% of the minimum deductible amount in 2020, and 70% of the minimum deductible amount in 2021 and 2022, respectively.

(3) Newly hired temporary professional or professional employees will receive, in their first year of employment only, a total contribution to their Health Savings Accounts in the amount of 90% of the deductible amount in place at the time of their hire. If possible, this will occur on the same schedule of distribution as indicated above. This contribution will cover only the respective calendar year in which the employee is hired: 2019, 2020, 2021, or 2022.

(4) In addition to the Employer contributions listed above, employee contributions may be made into an employee's HSA at any time during the plan year via district payroll deductions, in-person deposits with the HSA account administrator, or via other means. Consult IRS Publication 969 for complete details on annual contributions, qualifying for an HSA, etc. at www.irs.gov.

(5) Any employee that moves from individual coverage to employee plus dependent(s) coverage as a result of a qualifying event will receive an additional prorated employer contribution into his or her Health Savings Account. Any employee that moves from employee plus dependent(s) to individual coverage as a result of a qualifying event will not lose any of the employer contribution into his or her Health Savings Account as once funds have been deposited into an account, they become the possession of the employee.

(6) If an eligible employee participating in the QHDHP does not meet the criteria for an HSA due to enrollment in Medicare, coverage in a non-qualified health plan, coverage under a spouse's employer-sponsored full-purpose FSA or full-purpose HRA, participation in Tri-Care, or the employee is considered a tax dependent of another, said employee will receive either taxable payment by the Employer on the same July 1 / September 1 schedule as detailed above, or may opt to have those amounts contributed to a 403(b).

(7) If an eligible employee participating in the QHDHP also wishes to participate in a health flexible spending account, he/she will be eligible to participate in only a limited purpose flexible spending account to cover unreimbursed dental and vision expenses only. Said eligible employee participating in the QHDHP, however, may participate in a dependent care flexible spending account to cover eligible child care and elder care expenses to the maximum extent permitted by law.

E. HEALTH COVERAGE FOR SPOUSES

(1) Spouses of employees who are employed or self-employed and are eligible to obtain health coverage through that employment or self-employment can be covered by the District's plan but at increased rates of contribution by the employee, in addition to the contribution detailed in Section C above. The additional amount of contribution shall be \$175.00 per month through December 31, 2018. Effective January 1, 2019, the additional amount of contribution shall be \$350.00 per month for the duration of the Agreement.

(2) Spouses who are not employed or self-employed or who are employed or self-employed but not eligible for health coverage through that employment or self-employment shall, along with the employee, complete and sign an Affidavit confirming that the spouse is either: (a) not employed or self-employed; or (b) employed or self-employed by an identified entity but not eligible for health benefits provided by that entity. The Affidavit shall include authorization for the District to verify any information provided in the Affidavit. The form of Affidavit is attached hereto as Appendix C-3.

F. EXCISE TAX AVOIDANCE

The parties agree that under no circumstances shall the District have an obligation to provide a plan of health benefits that would subject such plan to the Excise or "Cadillac" Tax provisions of the Patient Protection and Affordable Care Act (hereinafter "ACA".) In the event the District's actuarial consulting firm determines that the District may be subject to such provisions at a future date, the parties shall meet within thirty (30) days of such determination and negotiate plan design changes to the plan or plans then in effect, so as to avoid application of the Excise Tax. In the event the parties are unable to reach agreement on plan design changes necessary to avoid liability for the Excise Tax, the employees who are receiving health benefits that are subject to the Excise Tax shall bear the cost of such tax via payroll deduction.

G. GROUP LIFE INSURANCE BENEFITS

The Employer will provide group term life insurance with accidental death and dismemberment benefits to employees in the amount of \$75,000 for the duration of this Agreement. Such benefits shall be reduced by fifty (50%) percent upon the employee reaching age seventy (70).

H. EMPLOYEE ASSISTANCE PROGRAM

The Employer agrees to provide an Employee Assistance Program (EAP) to the professional employees of the district. The EAP provider will be chosen by mutual agreement between the employees and the Employer. The Employer and the employees understand the possible sensitive nature of issues raised between the EAP provider and the employee and therefore agree that neither the employees nor the Employer has the ability to require a breach of any confidentiality established between the employee and the provider. The EAP provider will

supply periodic reports to the Employer and the employee representative indicating the number of employees who have accessed the provider for any reason.

ARTICLE IX LEAVES OF ABSENCE

A. SICK LEAVE

(1) Each employee is entitled to sick leave as provided in the Public School Code. Each employee will be permitted three (3) consecutive days of absence for illness without a physician's certificate. A physician's Certificate of Illness or Injury form may be required for all other days of absence due to illness, excluding the aforementioned three (3) days. This Certificate of Illness or Injury form, completed by a physician, will certify that the employee was unable to perform his or her duty during the period of absence, as required under Section 1154 of the Public School Code. If such certificate is filed within five (5) days after return to work following illness, no payroll deduction will be made because of absence.

(2) Secondary employees requesting sick leave shall, absent extraordinary circumstances, notify the Employer before 6:30 a.m. on the first day of such absence. Elementary employees requesting sick leave shall, absent extraordinary circumstances, notify the Employer before 6:45 on the first day of such absence. Additionally, and in order to provide for continuity of substitute teachers, the employee shall make every reasonable effort to notify the principal/designee no later than 3:00 p.m. as to whether or not the employee plans to return to work the following day.

(3) Up to ten (10) days of sick leave per school year may be used as family illness leave. Family illness leave will be granted for illness, accident or serious medical crisis (including major surgery), involving a member of the employee's immediate household, a parent, or child of the employee who lives outside the household. Where two people from the same family are employed by the Employer, only one employee may use family illness leave on any one day. The procedure for reporting off work shall be the same as that used when reporting off for the employee's personal use of sick leave. Family illness leave may not be taken in partial days unless an employee is unexpectedly called away from work due to family illness as defined by this paragraph.

(4) The procedure for requesting sick leave shall be established before the opening in-service and shall be clearly communicated, in writing, to all staff before the first instructional day. Changes in this procedure shall be similarly communicated in a timely manner.

(5) The Voluntary Sick Leave Bank for members of the CYEA bargaining unit became effective January 1, 2008. Copies of the Voluntary Sick Leave Bank Policy are available from the Association or Human Resources.

B. PERSONAL LEAVE

(1) Two (2) full days of personal leave shall be granted each school year, with no loss of pay, to each employee with up to and including ten (10) years of service with the District. Three (3) such days of personal leave shall be granted to employees beginning with the school year which follows the completion of their tenth (10th) year of service with the District. Partial days may not be taken except that one day annually may be taken in half days and half days will be permitted on requests of an emergency nature.

(2) Personal leave days may be accumulated up to a maximum of four (4) days. At the conclusion of each school year: (a) any employee entitled to two (2) days of personal leave in the next school year who has in excess of two (2) unused personal leave days remaining in his/her account shall be paid for the days in excess of two (2) at the rate of ninety dollars (\$90.00) per day; and (b) any employee entitled to three (3) days of personal leave in the next school year who has in excess of one (1) personal leave day remaining in his/her account shall be paid for the days in excess of one (1) day at the rate of ninety dollars (\$90.00) per day.

(3) In the event that the employee resigns, retires, or goes on leave, the number of personal leave days shall be prorated on the following basis:

<u>Employees Entitled to 2 Personal Days</u>	<u>Employees Entitled to 3 Personal Days</u>
Less than 91 days: 0	Less than 61 days: 0
91 Days Completed: 1	61 Days Completed: 1
182 Days Completed: 2	121 Days Completed: 2
	182 Days Completed: 3

(4) Limitations

a. Personal leave shall not be taken on an in-service or parent conference day.

b. With respect to the use of one-half (1/2), one (1) or two (2) consecutive personal leave days:

1) Five (5) school days prior notice concerning the date of absence shall be given to the principal on the form provided by the Employer.

2) Personal leave days shall not be taken during the first ten (10) work days or the last ten (10) work days of the school year.

c. With respect to the use of three (3) or four (4) consecutive personal leave days:

1) Thirty (30) calendar days prior notice concerning the date of absence shall be given to the principal on the form provided by the Employer.

2) Such leave shall not be taken during the first or last three weeks of school, nor shall such leave be taken more than once every three (3) years.

d. Days shall be considered as consecutive when they fall on successive working days regardless of the number of non-working days which may intervene.

e. No more than ten (10%) percent of the employees assigned to any one building, subject to a maximum of eight (8) employees in any one building, shall be permitted to use personal leave on any one day. Employees using one-half day of personal leave shall be deemed to be on leave all of that day.

f. If the personal leave request is of an emergency nature, the limitations listed in paragraph 4 b. and e. above will be waived. Examples of personal leave days of an emergency nature are:

1) Serious illness in the family.

2) Extension of time in case of death in the family beyond that provided by law.

3) Urgent reasons that cannot be taken care of at another time and are of unexpected nature.

C. EMERGENCY LEAVE

Each employee shall be entitled to one (1) day of emergency leave each school year for the following purposes:

(1) a documented catastrophe to personal property of the employee, subject to reasonable approval by the Superintendent.

(2) absence from work because of a death of a member of the immediate family of the employee's spouse or other member of the employee's immediate household to the extent such absence is not provided for by the Public School Code of 1949.

D. SABBATICAL LEAVE

The Employer will grant sabbatical leave and leave of absence for professional development in accordance with the provisions of the School Code. No benefits of this Agreement, except those provided in Article VIII and Article X.A., shall accrue to the employee while on sabbatical leave or leave of absence for professional development.

E. ASSOCIATION LEAVE

One or more employees, as designated by the Association, shall be permitted to attend conferences, workshops or conventions of the PSEA and/or NEA for an aggregate of twenty-five (25) teacher days without loss of pay, provided that the Association reimburses the Employer for the prevailing cost of providing substitute employees for those days. No one employee may be absent for more than four (4) days for this purpose during any school year, with the exception of the President and Vice-Presidents, who may be absent no more than five (5) days for this purpose during any school year.

F. BEREAVEMENT LEAVE

Employees may be absent from work without loss of pay for up to three (3) days because of a death in the immediate family. The immediate family is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the employee makes his home. Employees may be absent on the day of the funeral of a near relative without loss of pay. A near relative is defined as first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or grandchild.

G. UNCOMPENSATED LEAVE OF ABSENCE FOR CHILD REARING

Uncompensated leave for the purpose of child rearing may be granted, at the sole discretion of the Board, to employees who have completed at least two years of regular employment with the Employer and who have exhausted all available FMLA leave. Such leave, when granted, will be in accordance with the following guidelines:

(1) Requests for uncompensated leave shall be made to the Superintendent at least three (3) months in advance of the desired starting date.

(2) Uncompensated leave may be granted for a period of one-half school term or one school term.

(3) To preserve the integrity of the educational program, all uncompensated leaves will terminate at the end of a school term or one-half school term.

(4) At the expiration of the uncompensated leave, the employee shall be offered a position similar to that previously held.

(5) Time on uncompensated leave shall not count as time on the job. While on uncompensated leave, the employee shall not be entitled to medical/dental or life insurance benefits provided by the Employer. The employee will be given the option to maintain medical/dental and/or life insurance coverage with the consent of each provider and with the employee paying the full costs.

(6) While on uncompensated leave, the employee shall not be entitled to sick leave pay if disability does then occur.

H. JURY DUTY / COURT SUBPOENA

(1) Employees who are called for jury duty shall be permitted to serve and will not be penalized for doing so. Should an employee be called for jury duty the employee shall complete the time off request using the AESOP reporting system and submit a copy of the jury duty notice. Employees shall receive normal pay from the Employer for the period of jury duty. Employees shall submit payment received from the jury duty to the business office after deducting unreimbursed expenses accompanied by receipts. Employees must submit to the business office a record from the County, Commonwealth or Federal Court verifying the number of days served.

(2) An employee subpoenaed to give testimony at a criminal proceeding or district-related proceeding in the established county, state, or federal courts shall receive normal pay from the district for the length of the subpoena. The employee must give sufficient notice to the administration to ensure coverage for the employee's duties. The employee shall submit a copy of the subpoena and enter their absences for the affected days in the district's employee attendance/absence system. An employee subpoenaed for all other civil, domestic or administrative proceedings shall be required to use a personal day.

I. FMLA

The Family and Medical Leave Act of 1993 provides for the possibility of leave for eligible employees in the event of birth, adoption, or serious health condition of the employee or family member. Leave, under this provision, is limited to twelve (12) weeks per year and will be without pay and/or benefits except as expressly provided by the Act. During a leave of this type, the Employer will maintain health care benefits (medical and dental) at the level and under the conditions coverage would have been provided if the employee had continued in employment

continuously for the duration of the leave. If the employee fails to return to employment after the leave, the Employer may recover the costs for such coverage unless this failure to return is due to a continuation, recurrence, or onset of the serious health condition or other circumstance beyond the control of the employee. To be eligible for leave under this provision, the individual must be employed for (1) at least twelve (12) months; and (2) for at least 1,250 hours during the previous twelve (12) months. The eligible twelve (12) month period will be a “rolling” twelve month period measured backward from the date an employee uses any FMLA leave.

ARTICLE X REIMBURSEMENTS

A. GRADUATE CREDITS

(1) The Employer will reimburse employees ninety-five percent (95%) of the amount of tuition and fees actually paid by such employee up to the Millersville University rate per graduate credit and fees (or in the case of courses taken under (5) below, the undergraduate rate) for courses which are (1) in the subject area of the employee’s current assignment; or (2) in general instructional techniques; or (3) in classroom management directly related to classroom application; or (4) in subject areas which are applicable toward a new certification; or (5) undergraduate courses required for obtaining highly qualified status under NCLB.

(2) No more than a total of twelve (12) qualifying graduate or undergraduate credits are eligible for reimbursement during each school year (July 1 through June 30) for credits obtained up to the Master’s degree plus thirty (30) credits classification. No more than a total of nine (9) qualifying graduate or undergraduate credits are eligible for reimbursement during each school year (July 1 through June 30) for credits obtained between the Master’s degree plus thirty (30) credits classification and the Master’s degree plus forty-five (45) credits classification. No more than a total of six (6) qualifying graduate or undergraduate credits are eligible for reimbursement during each school year (July 1 through June 30) for credits obtained between the Master’s degree plus forty-five (45) credits classification and the Master’s degree plus sixty (60) credits classification.

(3) Credits may not be carried over to the proximate year for reimbursement, except in the following cases:

a. an employee on leave of absence for professional development may be reimbursed for as many as fifteen (15) credits per semester while on such leave (with respect to a one semester leave, the employee may submit up to twelve (12) credits for reimbursement in the school year during which the leave occurs and may carry forward up to three (3) credits; with respect to a two semester leave, an employee may submit up to eighteen (18) credits for reimbursement in the school year during which the leave occurs and may carry forward up to twelve (12) credits).

b. an employee enrolled in an academic program which requires that more than twelve (12) credits be taken during a school year, may be reimbursed for twelve (12) such credits in that year and may carry forward up to three (3) such credits for reimbursement in the following year.

(4) All courses must be approved by the Superintendent before registration. The Employer will reimburse only once for any course and will not reimburse for courses that carry the same graduate number or contain substantially the same course description or outline as courses previously reimbursed (unless prior approval is given by the Superintendent in his or her sole discretion). The course description must be printed in the catalog of course offerings or some other official document published by the college or university. Courses are not eligible for reimbursement where attendance at a workshop, conference or meeting already paid for by the Employer is a course requirement. To be eligible for reimbursement, the employee must have made payment directly to the college or university and must achieve at least a grade of B. Except as provided in section (3)a and b above, no more than six graduate credits will be approved for payment during a semester or term that is concurrent with the employee's work year, and the maximum payment for any one fiscal year will be twelve, nine, or six credits, respectively.

(5) In the event an employee voluntarily terminates employment prior to the expiration of one full school year following the successful completion of college or university credits for which reimbursement has been paid, the employee shall be required to repay the full amount of such reimbursement to the District, through payroll deduction, from the employee's remaining paycheck(s). If the full amount cannot be recovered through payroll deduction, the employee shall otherwise repay the full amount within ninety (90) calendar days from the date of separation from employment. This provision is not applicable to retiring employees that meet the minimum requirements for superannuation / normal retirement, i.e., those that have taught thirty-five (35) years and retire at any age, those that have taught thirty (30) years and have reached age sixty (60), or those that have taught at least one (1) year and have reached age sixty-two (62).

(6) In the event an employee voluntarily terminates employment prior to the expiration of two full school years following the successful completion of college or university credits for which reimbursement has been paid, the employee shall be required to repay seventy-five percent (75%) of the amount of such reimbursement to the District, through payroll deduction, from the employee's remaining paycheck(s). If the full amount cannot be recovered through payroll deduction, the employee shall otherwise repay the full amount within ninety (90) calendar days from the date of separation from employment. This provision is not applicable to retiring employees that meet the minimum requirements for superannuation / normal retirement, i.e., those that have taught thirty-five (35) years and retire at any age, those that have taught thirty (30) years and have reached age sixty (60), or those that have taught at least one (1) year and have reached age sixty-two (62).

B. MILEAGE REIMBURSEMENT

Employees who are required to use their private automobiles to travel from school to school within the District shall be reimbursed at the rate established, from time to time, by the Internal Revenue Service. The employee shall complete the forms required by the Business Manager, and only administratively authorized travel shall be reimbursed. This provision also applies to travel in connection with performance of duties under a co-curricular (Appendix B) contract, as outlined by the job description and such reimbursement shall be administered by the Athletic Director.

Request for reimbursement for travel allowance must be received by the Business Manager on or before the first day of the month for payment to occur within thirty (30) days.

**ARTICLE XI
OTHER BENEFITS**

A. RETIREMENT BENEFITS

An employee who qualifies for a retirement annuity under the provisions of the Pennsylvania School Employees Retirement System, and submits written notice of retirement at least ninety (90) calendar days before their last day of service, shall be entitled to:

(1) Payment for Unused Sick Leave; a payment (following the last regular pay) computed on the number of days of unused sick leave, not to exceed 140 days at the rate of \$45 per day; and

(2) Continuation of Health Benefits:

(a) An employee who retires after twenty (20) or more but less than thirty (30) years of service with the employer, shall be entitled to health benefits pursuant to Article VIII, paragraph A hereof (for the employee only--no dependent coverage) for two (2) years from the effective date of retirement; and

(b) An employee who retires after thirty (30) or more years of service with the employer, shall be entitled to health benefits pursuant to Article VIII, paragraph A hereof (for the employee only—no dependent coverage) for three (3) years from the effective date of retirement. In either case, the cost of such benefits shall be paid by the employer except for any amount as to which the retired employee is eligible for reimbursement pursuant to the PSERS Health Insurance Premium Assistance Program (HIPAP).

B. PAY PROCEDURE

(1) The Employer agrees to pay all employees, in twenty-four (24) equal installments on the fifteenth and the last day of each month, beginning in September of each school year, unless this day falls on a Saturday, Sunday or bank holiday, in which case salary will be paid on Friday, or the day preceding the bank holiday. Upon written request from the employee made prior to the commencement of any given school year, the July and August salary will be paid on June 30. Payment elections shall remain in effect for each individual employee unless changed on or before August 15 of any given school year, and may not be withdrawn or changed during any given school year. Failure to submit an election will result in payments being made over a twelve (12) month period.

(2) The Employer agrees to deduct from the pay of an employee, who so authorizes in writing, the following payroll deductions:

- a. Health benefits
- b. Tax sheltered annuities (subject to a maximum of twelve (12) such plans)
- c. United Way
- d. Professional organization membership dues
- e. Credit Union
- f. Flexible Spending Account (FSA)
- g. Health Savings Account (HSA)

The Business Manager will issue one monthly payment to the designated officer of the bargaining agent to cover the combined professional membership dues.

(3) Requests for reimbursement for credits and for payment for work under supplemental contracts must be documented and received by the Business Manager: (i) on or before the first day of the month for payment on the fifteenth of the month; or (ii) on or before the fifteenth day of the month for payment on the last day of the month.

(4) The Employer agrees to pay supplemental contracts in nearly equal payments according to the following schedule:

<u>Fall</u> <u>Activities</u>	<u>Winter</u> <u>Activities</u>	<u>Spring</u> <u>Activities</u>	<u>10-Month</u> <u>Activities</u>
September October November	December January February	March April May	September thru June

C. NOTIFICATION OF VACANCIES

Whenever a vacancy is deemed by the Board of School Directors to exist with respect to a permanent vacancy in the bargaining unit, administrative staff or an extracurricular position, written notice of same shall be posted in all common areas and on the District's webpage. Interested and qualified employees may apply, and will be granted an interview. All decisions with respect to filling any such positions rest solely with the Board of School Directors and are not subject to the grievance procedure.

ARTICLE XII WORK YEAR / WORK DAY

The contractual work year shall consist of 192 working days for the duration of the Agreement. Guidance counselors shall work an additional fifteen (15) days (high school) or an additional ten (10) days (all other schools) beyond the contracted work year. School social workers shall work an additional forty (40) days beyond the contracted work year. School psychologists and speech-language pathologists shall work an additional eight (8) days beyond the contracted work year during the term of the Agreement. School nurses shall work an additional day beyond the contracted work year during the term of the Agreement. Special education teachers shall work an additional day beyond the contracted work year during the term of the Agreement. The Employer shall have the sole discretion, within the constraints of its legal authority, to establish the calendar for the work year. However, it can be reasonably anticipated that contractual work days will be allocated as follows during the term of this Agreement:

A. At least three (3) working days shall be non-instructional days as follows: (i) two (2) days pay per year shall serve to compensate employees for attendance beyond the school day at staff meetings, informal meetings, and parent-teacher conferences; it is understood that this is not hour for hour compensation for work performed, but that the time allocated for these activities will approximate two work days for such purposes; (ii) one day's pay per year shall serve to compensate for two (2) evening commitments per employee, per year as designated by the Employer. Each such evening event shall count as one-half working day.

B. One (1) day will be scheduled for parent conferences the day before Thanksgiving vacation. If parent working schedules cannot be accommodated during the day, conferences may be scheduled in the evening during a four-day period immediately preceding the scheduled day and compensatory time shall be granted on the day before the Thanksgiving vacation. School nurses may work an additional day before the start of the school year in exchange for exclusion from this day of parent conferences.

C. Five (5) days shall be allocated to scheduled in-service (e.g. opening day(s), closing day(s), staff development, etc.)

D. It is anticipated that there will be 182 student instructional days each school year for the duration of the Agreement.

E. Staff development assignments shall be scheduled outside the normal school day as follows:

One day allocated to six (6) hours of workshop attendance or learning community participation each year during the term of this Agreement.

F. Days lost because of the closing of school shall not be considered working days.

G. Learning Management System Page

(1) Each teacher shall maintain a learning management system (LMS) page using Schoology or its successor at the discretion of the District. Teachers will maintain regular communication pertaining to a course/classroom through the LMS page.

(2) The LMS page will be updated a minimum of every two weeks.

(3) The LMS page will contain, at minimum, information describing activities going on in the classroom. The following guidelines shall apply:

a. An overview of the course or unit(s)/lesson(s) currently being covered.

b. Interim and/or due dates for large projects or major assessments.

c. Educational specialists, like Guidance Counselors, Nurses, Librarians, Reading Specialists, Instructional Support Teachers, and Instructional Technology Teachers, will maintain a current LMS page and are excused from the due dates requirement.

(4) If adding pictures of students or multi-media content featuring students, please have appropriate parental permission. In all cases, students will be identified with first names only.

(5) Teachers and the Central York School District will not be liable for the content contained on second or third party websites reached through links placed on the LMS page.

(6) Attention must be given to the conventions of writing (spelling, grammar, sentence structure, etc.)

(7) The Employer and the Association shall establish a committee to consider matters related to the utilization of the LMS page.

H. Work Day:

1. The regular workday shall be seven (7) hours and forty-five (45) minutes in length, including a thirty (30) minute duty-free lunch period.

2. At the K-6 level, grade level or subject area meetings will be scheduled from 8:00 A.M. to 8:35 A.M. on three out of every six days of the cycle.

3. Employees at the elementary level, K-6, shall be granted a minimum of forty (40) minutes of self-directed preparation and planning time each day during the student day in a six-day cycle.

4. In the event of emergencies, faculty members may be called on during their preparation time, as deemed necessary by the building administrator. If emergencies arise, every effort will be made to rotate interruptions to preparation time on an equitable basis. It is understood that the incidental loss of preparation time due to late starts or early dismissals shall not be construed as a violation of this understanding.

ARTICLE XIII PUBLICATION AND DISTRIBUTION OF AGREEMENT

The Employer shall prepare five hundred (500) copies of this Agreement within thirty (30) days after signing of this Agreement. The Employer shall give all employees now employed or employed during the term of this Agreement a copy of this Agreement. The cost for preparation of these copies shall be borne equally by the Association and the Employer.

APPENDIX A SALARY NOTES

1. Employees shall advance one step each year for the duration of the Agreement. The parties acknowledge and agree that as a result of a number of factors, steps on the salary schedule are related to but do not correlate with years of service.

2. Bachelor's Salary Schedule: Until and unless they earn a Master's Degree or Master's Equivalency, employees on the Bachelor's column shall not advance beyond step 7. Upon attainment of a Master's Degree or a Master's Equivalency, step placement for the aforementioned individuals shall be based upon the employee's years of credited service.

3. Provided the final rating of the employee is satisfactory, the employee's step placement shall be as indicated in paragraph 1 above. It is noted that step placement does not necessarily correlate with years of service.

4. If the final rating of the employee is unsatisfactory, the employee's salary shall be frozen at the amount in effect at the time of the final unsatisfactory rating and shall remain so until the school year following the employee's next receipt of a final rating of satisfactory, at which time the employee shall be placed on that step of the salary schedule which is appropriate to the employee's years of service, but without credit for: (a) the year in which the initial unsatisfactory rating was received; and (b) any intervening years prior to the year in which the employee next received a satisfactory rating.*

*for example, an employee in his/her tenth (10th) year of service in year 1 who receives a final rating of unsatisfactory, takes a sabbatical leave of absence in year 2, and then receives a final rating of satisfactory in year 3, would be placed on that step in year 4 which is appropriate for employees in their eleventh (11th) year of service, as of year 4.

5. Employees who are employed for at least half the days (equivalent to one semester) in the then current teacher work year shall receive salary credit for a full year of experience in that school year. Employees who are employed for less than half the days (equivalent to one semester) in the then current teacher work year shall receive no salary credit for experience in that school year.

6. Guidance counselors, School Nurses, School Psychologists, Speech-Language Pathologists, School Social Workers, Special Education Teachers, and the Special Education Instructional advisor who work more than the contractual work year, as provided in Article XII, shall receive per diem pay for days worked beyond such contractual work year. The per diem pay shall be determined by dividing the employee's annual salary (from Appendix A) by the number of days in the contractual work year.

7. If an employee earns credits or a degree which will result in a change in salary classification, such credits or degree must be earned and supporting documentation thereof submitted to the Superintendent: (a) on or before August 31, in order for said change to be effective as of the September 15 pay date; and (b) on or before December 31 in order for such change to be effective as of the January 15 pay date. In either case, if an official transcript has not been issued by the institution as of ten (10) calendar days prior to the applicable deadline, a letter to the Superintendent certifying to that fact will provide for a thirty (30) day extension of the deadline.

8. The Board of School Directors reserves the right to grant additional steps above and beyond step one in individual situations, or as required by law.

9. To be awarded classifications beyond the Master's degree, the following conditions must be met:

(a) Courses must be graduate credits that have been approved by the District for payment under Section X A.

(b) Official transcripts must accompany the request for placement and must give a clear indication that the course carried graduate credits.

(c) All graduate credits accumulated except those for the Master's degree itself may be applied toward classifications beyond the Master's degree.

10. Employees who earn National Board Certification shall receive a one-time stipend of Two Thousand (\$2,000.00) Dollars and shall be reimbursed for the fees associated with obtaining such certification (not to exceed \$2,500.00) within sixty (60) days of receipt of such certification. In the event the employee subsequently resigns his/her employment within two (2) years of the receipt of the stipend and reimbursement, such amounts shall be repaid to the District.

11. Employees who have earned a Master's Equivalency shall be placed on the Master's column of the salary schedule but are not eligible for placement on any column beyond the Master's column.

12. The employees will be notified in writing of their step placement on this salary schedule on an appropriate form signed by the Superintendent.

13. Long-Term Substitute Teachers

(a) Definition. Long-term substitute teachers shall be defined as substitute teachers hired for a minimum of ninety (90) consecutive school days.

(b) Initial Placement. Long-term substitute teachers shall be placed on the salary schedule at a step level mutually agreed upon between the District and that employee but not less than Step 1.

(c) Step Movement. Long-term substitute teachers employed in consecutive school years shall be eligible for step movement in accordance with provisions applicable to regular professional employees and subject to the same provisions set forth in Appendix A (Salary Notes), paragraph 5; otherwise the District shall not be required to recognize or give credit to long-term substitute teachers for prior years of service in the District as a long-term substitute or professional employee.

(d) Inapplicable Provisions. The following provisions of the Agreement shall not apply to long-term substitute teachers:

(1) Article IX, Leaves of Absence

- D. Sabbatical Leave
- E. Association Leave

(2) Article X, Reimbursements

- A. Graduate Credits

(3) Article XI, Other Benefits

- A. Retirement Payment

APPENDIX A-1	Salary Schedule 2018-19
APPENDIX A-2	Salary Schedule 2019-20
APPENDIX A-3	Salary Schedule 2020-21
APPENDIX A-4	Salary Schedule 2021-22
APPENDIX B	Extracurricular Salary Notes
APPENDIX B-1	Extracurricular Salary Scale (Athletics)
APPENDIX B-2	Extracurricular Salary Scale (Music/Other)
APPENDIX C-1	Summary Plan Description (PPO effective through 12/31/18)
APPENDIX C-2	Summary Plan Description (QHDHP effective 1/1/19 through 6/30/22)
APPENDIX C-3	Affidavit Related to Spousal Health Coverage
APPENDIX D	Additional Professional Positions

APPENDIX A-1
2018-2019 (3.00%)

Step	B	M/ME	M+15	M+30	M+45	PHD/M+60
1	\$47,816	\$51,418	\$54,333	\$57,259	\$60,173	\$63,087
2	\$48,901	\$53,388	\$56,302	\$59,247	\$62,154	\$65,069
3	\$49,987	\$55,420	\$58,334	\$61,229	\$64,143	\$67,056
4	\$51,072	\$57,389	\$60,303	\$63,211	\$66,125	\$69,038
5	\$52,157	\$59,359	\$62,272	\$65,192	\$68,107	\$71,020
6	\$53,242	\$61,327	\$64,242	\$67,174	\$70,088	\$73,002
7	\$54,327	\$63,359	\$66,274	\$69,156	\$72,070	\$74,984
8		\$65,329	\$68,243	\$71,138	\$74,052	\$76,965
9		\$67,298	\$70,212	\$73,119	\$76,034	\$78,947
10		\$69,268	\$72,181	\$75,101	\$78,016	\$80,929
11		\$71,236	\$74,151	\$77,089	\$80,003	\$82,917
12		\$73,268	\$76,183	\$79,071	\$81,985	\$84,899
13		\$75,237	\$78,152	\$81,053	\$83,967	\$86,880
14		\$77,686	\$80,619	\$83,550	\$86,483	\$89,414

APPENDIX A-2
2019-2020 (3.05%)

Step	B	M/ME	M+15	M+30	M+45	PHD/M+60
1	\$48,514	\$53,454	\$56,400	\$59,355	\$62,301	\$65,246
2	\$49,599	\$55,335	\$58,281	\$61,250	\$64,191	\$67,137
3	\$50,685	\$57,264	\$60,210	\$63,141	\$66,087	\$69,032
4	\$51,770	\$59,145	\$62,091	\$65,031	\$67,978	\$70,923
5	\$52,855	\$61,026	\$63,972	\$66,922	\$69,868	\$72,813
6	\$53,940	\$62,907	\$65,853	\$68,813	\$71,759	\$74,704
7	\$55,025	\$64,836	\$67,782	\$70,703	\$73,650	\$76,595
8		\$66,717	\$69,663	\$72,594	\$75,540	\$78,485
9		\$68,598	\$71,544	\$74,485	\$77,431	\$80,376
10		\$70,479	\$73,425	\$76,375	\$79,321	\$82,267
11		\$72,360	\$75,306	\$78,270	\$81,217	\$84,162
12		\$74,289	\$77,235	\$80,161	\$83,107	\$86,052
13		\$76,169	\$79,116	\$82,052	\$84,998	\$87,943
14		\$78,705	\$81,675	\$84,645	\$87,616	\$90,586

APPENDIX A-3
2020-2021 (3.10%)

Step	B	M/ME	M+15	M+30	M+45	PHD/M+60
1	\$49,449	\$56,182	\$59,171	\$62,165	\$65,153	\$68,141
2	\$50,534	\$57,945	\$60,934	\$63,936	\$66,922	\$69,910
3	\$51,620	\$59,736	\$62,724	\$65,704	\$68,693	\$71,681
4	\$52,705	\$61,498	\$64,487	\$67,472	\$70,461	\$73,449
5	\$53,790	\$63,261	\$66,250	\$69,241	\$72,230	\$75,218
6	\$54,875	\$65,024	\$68,013	\$71,009	\$73,998	\$76,986
7	\$55,960	\$66,815	\$69,804	\$72,778	\$75,767	\$78,754
8		\$68,578	\$71,566	\$74,546	\$77,535	\$80,523
9		\$70,340	\$73,329	\$76,314	\$79,303	\$82,291
10		\$72,103	\$75,092	\$78,083	\$81,072	\$84,060
11		\$73,866	\$76,855	\$79,854	\$82,843	\$85,831
12		\$75,657	\$78,645	\$81,622	\$84,611	\$87,599
13		\$77,419	\$80,408	\$83,391	\$86,380	\$89,367
14		\$79,723	\$82,732	\$85,740	\$88,750	\$91,758

APPENDIX A-4
2021-2022 (3.15%)

Step	B	M/ME	M+15	M+30	M+45	PHD/M+60
1	\$50,739	\$59,941	\$62,989	\$66,035	\$69,083	\$72,130
2	\$51,824	\$61,541	\$64,589	\$67,635	\$70,683	\$73,730
3	\$52,910	\$63,141	\$66,189	\$69,235	\$72,283	\$75,330
4	\$53,995	\$64,741	\$67,789	\$70,835	\$73,883	\$76,930
5	\$55,080	\$66,341	\$69,389	\$72,435	\$75,483	\$78,530
6	\$56,165	\$67,941	\$70,989	\$74,035	\$77,083	\$80,130
7	\$57,250	\$69,541	\$72,589	\$75,635	\$78,683	\$81,730
8		\$71,141	\$74,189	\$77,235	\$80,283	\$83,330
9		\$72,741	\$75,789	\$78,835	\$81,883	\$84,930
10		\$74,341	\$77,389	\$80,435	\$83,483	\$86,530
11		\$75,941	\$78,989	\$82,035	\$85,083	\$88,130
12		\$77,541	\$80,589	\$83,635	\$86,683	\$89,730
13		\$79,141	\$82,189	\$85,235	\$88,283	\$91,330
14		\$80,741	\$83,789	\$86,835	\$89,883	\$92,930

APPENDIX B
EXTRACURRICULAR SALARY NOTES

1. The extracurricular salary schedule shall apply to any of the listed positions.
2. Class placement shall be the recognized determinant of salary levels.
3. No person presently employed in a position shall receive less than the remuneration for the previous year for that position. An incumbent co-curricular or extracurricular employee whose current salary exceeds the salary assigned to his/her position shall receive an increase of two (2%) percent per year for each year of the Agreement.
4. The Employer reserves the right to grant additional remuneration above and beyond the salary schedule.
5. All coaches employed in positions covered by Appendix B shall complete, on a one-time basis, a school selected, sponsored and funded athletic staff development program within one year of the effective date of their initial appointment as a coach. Within thirty (30) days of presentation of evidence of completion of this program, Coaches shall be compensated a total of Two Hundred (\$200.00) Dollars.
6. All coaches/advisors/directors of competitive teams or groups that advance to any postseason events beyond their regularly scheduled competitions shall receive additional compensation at the rate of one (1%) percent of their current extracurricular salary per day of practice or competition beyond their regular season.
7. Employees who are required to attend a student disciplinary hearing shall be compensated at the current intramural rate.
8. The intramural rate shall be Thirty (\$30.00) Dollars for the duration of the contract.

APPENDIX B-1 Extracurricular Salary Scale - Athletics

POSITION	CLASS	2018-19	2019-20	2020-21	2021-22
HS Head Football	Class 1	\$6,651	\$6,784	\$6,920	\$7,058
HS Head Wrestling	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Track	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Boys Basketball	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Girls Basketball	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Boys Soccer	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Girls Soccer	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Swimming	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Boys Volleyball	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Girls Volleyball	Class 2	\$5,814	\$5,930	\$6,049	\$6,170
HS Head Baseball	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Head Softball	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Head Cross Country	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Head Field Hockey	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Head Cheerleading	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Head Boys Lacrosse	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Head Girls Lacrosse	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Varsity Assistant Football	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Varsity Assistant Football	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Varsity Assistant Football	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Varsity Assistant Football	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS Varsity Assistant Football	Class 3	\$4,594	\$4,686	\$4,780	\$4,876
HS 9 th Grade Head Football	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
MS Head Football	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS 9 th Grade Head Wrestling	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS Varsity Assistant Wrestling	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Boys Basketball	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Girls Basketball	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS Assistant Swimming	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
MS Head Track	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS 9 th Grade Assistant Football	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS 9 th Grade Boys Basketball	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS 9 th Grade Girls Basketball	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Boys Soccer	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Girls Soccer	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Field Hockey	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Baseball	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Softball	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Boys Volleyball	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Girls Volleyball	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Boys Lacrosse	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS JV Girls Lacrosse	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS Assistant Swimming / Diving	Class 4	\$3,790	\$3,866	\$3,943	\$4,022
HS Varsity Assistant Boys Soccer	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Varsity Assistant Girls Soccer	Class 5	\$2,637	\$2,690	\$2,744	\$2,799

POSITION	CLASS	2018-19	2019-20	2020-21	2021-22
HS Varsity Assistant Field Hockey	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS 9 th Grade Assistant Wrestling	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Assistant Track	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Assistant Track	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Assistant Track	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Assistant Track	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Varsity Assistant Boys Volleyball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Varsity Assistant Girls Volleyball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Varsity Assistant Boys Basketball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Varsity Assistant Girls Basketball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
MS Head Boys Basketball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
MS Head Girls Basketball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
MS Field Hockey	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
MS Head Boys Volleyball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
MS Head Girls Volleyball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Head Golf	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Head Boys Tennis	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Head Girls Tennis	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Assistant Baseball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Assistant Softball	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
MS Head Cross Country	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
MS Head Boys Soccer	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
MS Head Girls Soccer	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Varsity Assistant Boys Lacrosse	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Varsity Assistant Girls Lacrosse	Class 5	\$2,637	\$2,690	\$2,744	\$2,799
HS Assistant Cheerleading	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
HS Assistant Cheerleading	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
HS Competition Cheerleading	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Track	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Track	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Track	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Girls Volleyball	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Field Hockey	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Football	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Football	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Football	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Football	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
HS Assistant Boys Tennis	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
HS Assistant Girls Tennis	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
HS Assistant Cross Country	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
HS Assistant Cross Country	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Cross Country	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Cross Country	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Boys Soccer	Class 6	\$1,506	\$1,536	\$1,567	\$1,598
MS Assistant Girls Soccer	Class 6	\$1,506	\$1,536	\$1,567	\$1,598

APPENDIX B-2
Co-Curricular Salary Scale

POSITION	CLASS	2018-19	2019-20	2020-21	2021-22
HS Band Director	Class A	\$6,276	\$6,402	\$6,661	\$6,794
HS Broadway Show Director	Class B	\$5,020	\$5,120	\$5,222	\$5,326
MS Band Director	Class B	\$5,020	\$5,120	\$5,222	\$5,326
MS Fife and Drum	Class B	\$5,020	\$5,120	\$5,222	\$5,326
Thespian Society Advisor	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Assistant Band Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Marching Unit Advisor	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Fall Play Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Spring Play Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Performing Arts Facilities Coordinator	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Jazz Lab Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
ELEMENTARY Band Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
ELEMENTARY Orchestra Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
ELEMENTARY Chorus Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
ELEMENTARY Chorus Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Chorus Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
MS Chorus Director	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Mini-THON Advisor	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Mini-THON Advisor	Class C	\$2,761	\$2,816	\$2,872	\$2,929
HS Prowler Newspaper Advisor	Class D	\$2,008	\$2,048	\$2,089	\$2,131
MS Drama Director	Class D	\$2,008	\$2,048	\$2,089	\$2,131
HS Forensics Advisor	Class D	\$2,008	\$2,048	\$2,089	\$2,131
HS Drum Line Instructor	Class D	\$2,008	\$2,048	\$2,089	\$2,131
HS Marching Instructor	Class D	\$2,008	\$2,048	\$2,089	\$2,131
HS Student Council Advisor	Class D	\$2,008	\$2,048	\$2,089	\$2,131
HS Orchestra Director	Class D	\$2,008	\$2,048	\$2,089	\$2,131
MS Orchestra Director	Class D	\$2,008	\$2,048	\$2,089	\$2,131
HS Assistant Broadway Show Director	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Assistant Broadway Show Director	Class E	\$1,469	\$1,498	\$1,528	\$1,559
MS Student Council Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
MS Auditorium Coordinator	Class E	\$1,469	\$1,498	\$1,528	\$1,559
MS Math Counts Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Assistant Fall Play Director	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Assistant Spring Play Director	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Assistant Broadway Show Director	Class E	\$1,469	\$1,498	\$1,528	\$1,559
MS Yearbook Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
MS Yearbook Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Student Council Assistant Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Yearbook Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Varsity Club Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Assistant Broadway Show Director	Class E	\$1,469	\$1,498	\$1,528	\$1,559

POSITION	CLASS	2018-19	2019-20	2020-21	2021-22
HS Head 12th Grade Class Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
FEA Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
CYHS CTV Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Science Olympiad Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Science Olympiad Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
MS Science Olympiad Advisor	Class E	\$1,469	\$1,498	\$1,528	\$1,559
HS Assistant Forensics Advisor	Class F	\$866	\$883	\$901	\$919
SADD Advisor	Class F	\$866	\$883	\$901	\$919
NAHS Advisor	Class F	\$866	N/A	N/A	N/A
MS Stage band (jazz band)	Class F	\$866	\$883	\$901	\$919
HS Student Activities Director	Class F	\$866	\$883	\$901	\$919
HS Peer Tutoring Coordinator	Class F	\$866	\$883	\$901	\$919
NHS Advisor	Class F	\$866	\$883	\$901	\$919
NHS Advisor	Class F	\$866	\$883	\$901	\$919
Mock Trial Advisor	Class F	\$866	\$883	\$901	\$919
MS Assistant Drama Director	Class F	\$866	\$883	\$901	\$919
MS Newspaper Advisor	Class F	\$866	\$883	\$901	\$919
MS Marching Unit Advisor	Class F	\$866	\$883	\$901	\$919
MS Student Activities Director	Class F	\$866	\$883	\$901	\$919
MS Assistant Drama Coach	Class F	\$866	\$883	\$901	\$919
HS Assistant 12th Grade Class Advisor	Class F	\$866	\$883	\$901	\$919
HS Assistant 12th Grade Class Advisor	Class F	\$866	\$883	\$901	\$919
HS 11th Grade Class Advisor	Class F	\$866	\$883	\$901	\$919
HS 10th Grade Class Advisor	Class F	\$866	\$883	\$901	\$919
HS 9th Grade Class Advisor	Class F	\$866	\$883	\$901	\$919
HS FBLA Advisor	Class F	\$866	\$883	\$901	\$919
HS FBLA Advisor	Class F	\$866	\$883	\$901	\$919
HS Envirothon Advisor	Class F	\$866	\$883	\$901	\$919
MS Envirothon Advisor	Class F	\$866	\$883	\$901	\$919
HS Yearbook Sales Coordinator	Class F	\$866	\$883	\$901	\$919
MS Assistant Student Council Advisor	Class F	\$866	\$883	\$901	\$919
HS Interact Club Advisor	Class F	\$866	\$883	\$901	\$919
HS Theater Arts and Acting Director	Class F	\$866	\$883	\$901	\$919
HS Model United Nations Advisor	Class F	\$866	\$883	\$901	\$919

APPENDIX C-1

Summary Plan Description (PPO effective through 12/31/18)

**LBT - Central York School District –
Administrators/Teachers/Support – Retirees under 65 Effective
01/01/2018**

This Summary of Benefits outlines your covered services. †

Benefits	Network	Out-of-Network
General Provisions		
Benefit Period	Calendar Year	
Deductible (per benefit period)		
Individual	\$150	\$300
Family	\$450	\$900
Plan Payment Level - Based on the plan allowance	100% after deductible‡	80% after deductible until out-of-pocket limit is met; then 100%
Out-of-Pocket Limits		
Individual	None	\$3,000
Family	None	\$9,000
Total Maximum Out-of-Pocket		
Individual	\$7,350	None
Family	\$14,700	None
Lifetime Maximum (per member)	Unlimited	
Office/Clinic/Urgent Care Visits		
Retail Clinic Visits (including virtual visits)	100% after \$20 copayment; deductible does not apply	80%‡ after deductible
Primary Care Physician Office Visits (including virtual visits) ^{1,2}	100% after \$20 copayment; deductible does not apply	80%‡ after deductible
Specialist Office Visits (including virtual visits) ¹	100% after \$40 copayment; deductible does not apply	80%‡ after deductible
Virtual Visit Originating Site Fee ¹	100% after deductible	80% after deductible
Urgent Care Center Visits	100% after \$50 copayment; deductible does not apply	80% after deductible
Telemedicine Services ³	100% after \$20 copayment; deductible does not apply	Not Covered
Preventive Care Services ⁴		
Adult		
Routine physical exams	100%‡; deductible does not apply	80% after deductible
Adult Immunizations	100%‡; deductible does not apply	80%‡ after deductible
Diagnostic services and procedures	100%‡; deductible does not apply	80% after deductible
Routine gynecological exams, including a PAP Test	100%‡; deductible does not apply	80%; deductible does not apply
Mammograms, annual routine and medically necessary	100%‡; deductible does not apply	80%; deductible does not apply
Colorectal cancer screening	100%‡; deductible does not apply	80% after deductible
Pediatric		
Routine physical exams	100%‡; deductible does not apply	80% after deductible
Pediatric immunizations	100%‡; deductible does not apply	80%; deductible does not apply
Diagnostic services and procedures	100%‡; deductible does not apply	80% after deductible

Benefits	Network	Out-of-Network
Hospital and Medical/Surgical Expenses (including maternity)		
Hospital Services - Inpatient ⁶	100% after deductible	80% after deductible
Hospital Services - Outpatient ^{5,6}	100% after deductible	80% after deductible
Maternity (non-preventive facility and professional services) Includes Dependent Daughters	100% after deductible	80% after deductible
Medical/Surgical Expenses (except office visits) Excludes Neonatal Circumcision	100% after deductible	80% after deductible
Emergency Services		
Emergency Room Services	100% after \$100 copayment (waived if admitted as an inpatient); deductible does not apply	Same as network services
Emergency Ambulance Service	100%; deductible does not apply	100%; deductible does not apply
Non-Emergency Ambulance Service	100% after deductible	80% after deductible
Therapy and Rehabilitation Services		
Infusion Therapy	100% after deductible	80% after deductible
Occupational Therapy [†]	100% after \$40 copayment; deductible does not apply	80% after deductible
	Limit: 12 visits per benefit period	
Physical Medicine [†]	100% after \$40 copayment; deductible does not apply	80% after deductible
	Limit: 20 visits per benefit period	
Radiation Therapy	100% after deductible	80% after deductible
Respiratory Therapy	100% after deductible	80% after deductible
Speech Therapy [†]	100% after \$40 copayment; deductible does not apply	80% after deductible
	Limit: 12 visits per benefit period	
Spinal Manipulations	100% after \$40 copayment; deductible does not apply	80% after deductible
	Limit: 20 visits per benefit period	
Other Therapy Services (Cardiac Rehabilitation, Chemotherapy, and Dialysis Treatment)	100% after deductible	80% after deductible
Mental Health/Substance Abuse Services		
Mental Health Care Services - Inpatient [†]	100% after deductible	80% after deductible
Mental Health Care Services - Outpatient (including virtual visits) ³	100% after \$40 copayment; deductible does not apply	80% after deductible
Substance Abuse Services - Inpatient Detoxification	100% after deductible	80% after deductible
Substance Abuse Services - Inpatient Residential Treatment and Rehabilitation Services	100% after deductible	80% after deductible
Substance Abuse Services - Outpatient [†]	100% after \$40 copayment; deductible does not apply	80% after deductible
Other Services		
Allergy Extracts and Injections	100% after deductible	80% after deductible
Anesthesia for Non-Covered Dental Procedures (Limited)	100% after deductible	80% after deductible
Assisted Fertilization Treatment	Not Covered	
Dental Services Related to Accidental Injury	100% after deductible	80% after deductible
Diabetes Treatment	100% after deductible	80% after deductible

Benefits	Network	Out-of-Network
Diagnostic Services <i>Advanced Imaging</i> (MRI, CAT Scan, PET scan, etc.)	100% ¹ after deductible	80% ¹ after deductible
Basic Diagnostic Services <ul style="list-style-type: none"> • standard imaging • diagnostic medical • lab/pathology • allergy testing 	100% ¹ after deductible	80% ¹ after deductible
Durable Medical Equipment	100% after deductible	80% after deductible
Enteral Foods [†]	100%; deductible does not apply	80%; deductible does not apply
Home Infusion and Suite Infusion Therapy Services	100% ¹ after deductible	80% after deductible
Home Health Care ⁷	100% ¹ after deductible	80% after deductible
	Limit: 90 visits per benefit period	
Hospice	100% after deductible	80% after deductible
Infertility Counseling, Testing and Treatment ⁸	100% after deductible	80% after deductible
Orthotics ⁵	100% after deductible	80% after deductible
Private Duty Nursing	100% after deductible	80% after deductible
	Limit: 240 hours per benefit period	
Prosthetics	100% after deductible	80% after deductible
Skilled Nursing Facility Care	100% after deductible	80% after deductible
	Limit: 100 days per benefit period	
Transplant Services	100% after deductible	80% after deductible
Precertification Requirements	Yes ⁹	
Condition Management	Case Management, Blues on Call, and Disease State Management	

Note: Certain benefits may be subject to day, visit, and/or hour limits. In connection with such benefits, all services you receive during a benefit period will reduce the remaining number of days, visits, and/or hours available under that benefit, regardless of whether you have satisfied your deductible.

- ¹ You **may** be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a hospital, facility provider, ancillary provider, retail clinic or urgent care center. The specialist virtual visit is subject to availability within your service area.
- ² A physician whose practice is limited to family practice, general practice, internal medicine or pediatrics.
- ³ Telemedicine services are provided for acute care for minor illnesses when provided by an approved telemedicine provider. Virtual behavioral health visits provided by an approved telemedicine provider are eligible under the outpatient mental health benefits.
- ⁴ Services are limited to those on a predefined schedule. Gender, age and frequency limits may apply.
- ⁵ Other cost sharing provisions and/or limits may apply to specific benefits, i.e., physical medicine, therapies, diagnostic services, mental health/substance abuse visits.
- ⁶ For covered services rendered by a facility provider within the service area who has no contractual relationship with Highmark, the plan allowance will be 60% of the facility provider's billed charge for inpatient services and 40% of the facility provider's billed charge for outpatient services. See the plan allowance definition in this booklet for pricing for covered services rendered by an out-of-area provider. The plan allowance would then be subject to the coinsurance percentage after your deductible, if any, has been satisfied.
- ⁷ The maternity home health care visit for network care is not subject to the program copayment, coinsurance or deductible amounts, if applicable. See Maternity Home Health Care Visit in the Covered Services section.
- ⁸ If testing is required, cost sharing may apply as outlined under Diagnostic Services. Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.
- ⁹ Highmark must be contacted prior to a planned inpatient admission or within 48 hours of an emergency inpatient admission. Some facility providers will contact Highmark and obtain precertification of the inpatient admission on your behalf. Be sure to verify that your provider is contacting Highmark for precertification. If your provider does not, you are responsible for contacting Highmark. Also be sure to confirm Highmark's determination of medical necessity and appropriateness. If this does not occur and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, the patient will be responsible for payment of any costs not covered.

Prescription Drug Benefits	Retail Pharmacy¹ Up to 34-days ² †	Mail Service Pharmacy Up to 90-days
Pharmacy Network	National	Express Scripts Pharmacy
Benefit Period	Calendar Year	
The following cost-sharing provisions do NOT apply to self-administered chemotherapy medications, including oral chemotherapy medications.		
Deductible (per benefit period)	\$50 per individual †	None
Out of Pocket Limit	Not Applicable	
Generic Prescription Drug	80% plan payment level - based on the provider's allowable price‡	80% plan payment level - based on the provider's allowable price‡
Brand Prescription Drug	80% plan payment level - based on the provider's allowable price‡	80% plan payment level - based on the provider's allowable price‡
Formulary	Open‡	
Mandatory Mail Order	Mandatory Mail Provision – Retail Limit is Original Script plus 2 refills	
Generic Substitution (Soft)	When you purchase a brand drug that has a generic equivalent you will be responsible for the brand drug copayment plus the difference in cost between the brand and generic drugs, unless your physician requests that the brand name drug be dispensed.	
Claim Submission	Pharmacy Files at Point-of-Sale	
Non-Network Pharmacy	Not Covered	Not Covered
Minimum/Maximum		
Minimum Generic Coinsurance	\$10 payment per prescription	\$20 payment per prescription
Minimum Brand Coinsurance	\$10 payment per prescription	\$20 payment per prescription
Maximum Generic Coinsurance	\$25 payment per prescription	\$35 payment per prescription
Maximum Brand Coinsurance	\$25 payment per prescription	\$35 payment per prescription
Preventive Medications		
Preventive Covered Drugs³	Deductibles, coinsurance and/or copayments do not apply	
Prescription Drug Categories		
Fertility Agents	Not Covered	
Fluoride Products	Covered	
Insulin and Diabetic Supplies	Covered	
Vitamins (prescription)	Covered	
Weight Loss Drugs	Covered	
Allergy Serum	Not Covered	
Durable Medical Equipment	Not Covered	
Prescription Hair Growth Products	Not Covered	

Prescription Drug Benefits	Retail Pharmacy¹ Up to 34-days ^{2,11}	Mail Service Pharmacy Up to 90-days
Care Management Programs		
Exclusive Pharmacy Provider	Applies – selected prescription drugs are eligible only when they are dispensed through an exclusive pharmacy provider.	
Quantity level <i>Limits on select prescription drugs</i>	Does Not Apply	
Managed Rx Coverage <i>on certain drug therapies</i>	Does Not Apply	
Managed Prior Authorizations	Does Not Apply	

¹ Coverage for maintenance prescriptions drugs dispensed by a retail pharmacy provider is limited to the initial prescription order fill and 2 subsequent refills. Thereafter, coverage for additional refills of maintenance drugs is provided only when such drugs are dispensed by a Mail Service pharmacy. This provision does not apply to covered prescription drugs dispensed through an exclusive pharmacy provider.

² Certain retail participating pharmacy providers may have agreed to make covered medications available at the same cost-sharing and quantity limits as the mail order coverage. You may contact Highmark at the toll-free number or the Web site appearing on the back of your ID card for a listing of those pharmacies who have agreed to do so.

³ This includes prescriptions and over-the-counter drugs that are set forth within the predefined schedule and that are prescribed for preventive purposes. Please refer to the Covered Services - Prescription Drug Program section for more information.

APPENDIX C-2

Summary Plan Description (QHDHP effective 1/1/19 through 6/30/22)

**LBT – Central York School District
QHDHP Teachers/Active/Cobra/Retirees under 65 – Effective 01/01/2019
Group -20, 21, 22**

This program is a qualified high deductible plan as defined by the Internal Revenue Service. It is designed for use with a Health Savings Account (HSA). On the chart below, you'll see what your plan pays for specific services. You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a location that qualifies as a hospital department or a satellite building of a hospital.

Benefits	Network	Out-of-Network
General Provisions		
Benefit Period ¹	Calendar Year	
Deductible (per benefit period) ²		
Employee Only Plan	\$1,500	\$3,000
Family	\$3,000	\$6,000
Plan Payment Level - Based on the plan allowance	100%‡ after deductible	80% after deductible until out-of-pocket limit is met; then 100%
Out-of-Pocket Limits		
Individual	None	\$3,000
Family	None	\$9,000
Total Maximum Out-of-Pocket		
Individual	\$6,750	None
Family	\$13,500	None
Lifetime Maximum (per member)	Unlimited	
Office/Clinic/Urgent Care Visits – One copayment per provider per date of service		
Retail Clinic Visits (including virtual visits)	100% after \$20 copayment‡ after deductible	80%‡ after deductible
Primary Care Physician Office Visits (including virtual visits) ^{3,4}	100% after \$20 copayment‡ after deductible	80%‡ after deductible
Specialist Office Visits (including virtual visits) ⁴	100% after \$40 copayment‡ after deductible	80%‡ after deductible
Virtual Visit Originating Site Fee ⁴	100%‡ after deductible	80% after deductible
Urgent Care Center Visits	100% after \$50 copayment‡ after deductible	80%‡ after deductible
Telemedicine Services ⁶	100% after \$20 copayment‡ after deductible	Not Covered
Preventive Care Services ⁶		
Adult		
Routine physical exams	100%‡; deductible does not apply	80% after deductible
Adult Immunizations	100%‡; deductible does not apply	80%‡ after deductible
Diagnostic services and procedures	100%‡; † deductible does not apply	80% after deductible
Routine gynecological exams, including a PAP Test	100%‡; deductible does not apply	80%; deductible does not apply
Mammograms, annual routine and medically necessary	Annual 100%‡; deductible does not apply Medically necessary 100% after deductible	80%; deductible does not apply
Colorectal cancer screening	100%‡; deductible does not apply	80% after deductible
Pediatric		
Routine physical exams	100%‡; deductible does not apply	80% after deductible
Pediatric immunizations	100%‡; deductible does not apply	80%; deductible does not apply

Benefits	Network	Out-of-Network
Diagnostic services and procedures	100% [‡] ; deductible does not apply	80% after deductible
Hospital and Medical/Surgical Expenses (including maternity)		
Hospital Services – Inpatient ⁸	100% [‡] after deductible	80% [‡] after deductible
Hospital Services – Outpatient ^{7 8}	100% [‡] after deductible	80% after deductible
Maternity (non-preventive facility and professional services) Includes Dependent Daughters	100% [‡] after deductible	80% after deductible
Medical/Surgical Expenses (except office visits) [‡] Excludes Neonatal Circumcision	100% [‡] after deductible	80% after deductible
Emergency Services		
Emergency Room Services	100% after \$100 copay after deductible (waived if admitted as an inpatient) [‡]	Same as network services
Emergency Ambulance Service	100% [‡] ; deductible does not apply	100% [‡] ; deductible does not apply
Non-Emergency Ambulance Service	100% [‡] after deductible	80% [‡] after deductible
Therapy and Rehabilitation Services		
Infusion Therapy	100% [‡] after deductible	80% after deductible
Occupational Therapy [‡]	100% after \$40 copayment [‡] after deductible	80% after deductible
	Limit: 12 [‡] visits per benefit period	
Physical Medicine [‡]	100% after \$40 copayment [‡] after deductible	80% after deductible
	Limit: 20 [‡] visits per benefit period	
Radiation Therapy	100% [‡] after deductible	80% after deductible
Respiratory Therapy	100% [‡] after deductible	80% after deductible
Speech Therapy [‡]	100% after \$40 copayment [‡] after deductible	80% after deductible
	Limit: 12 [‡] visits per benefit period	
Spinal Manipulations	100% after \$40 copayment [‡] after deductible	80% after deductible
	Limit: 20 visits per benefit period	
Other Therapy Services (Cardiac Rehabilitation, Chemotherapy, and Dialysis Treatment)	100% [‡] after deductible	80% after deductible
Mental Health/Substance Abuse Services		
Mental Health Care Services - Inpatient [‡]	100% [‡] after deductible	80% after deductible [‡]
Mental Health Care Services - Outpatient (including virtual visits) ³	100% after \$40 copayment [‡] after deductible	80% [‡] after deductible [‡]
Substance Abuse Services - Inpatient Detoxification	100% [‡] after deductible	80% after deductible [‡]

Benefits	Network	Out-of-Network
Substance Abuse Services - Inpatient Residential Treatment and Rehabilitation Services	100% ¹ after deductible	80% after deductible ²
Substance Abuse Services - Outpatient³	100% ⁴ after \$40 copayment after deductible	80% ⁵ after deductible
Other Services		
Allergy Extracts and Injections	100% ¹ after deductible	80% ² after deductible
Autism Spectrum Disorders including Applied Behavioral Analysis⁹	100% after deductible	80% after deductible
	\$40,000 maximum per benefit period	
Anesthesia for Non-Covered Dental Procedures (Limited)	100% ¹ after deductible	80% after deductible
Assisted Fertilization Treatment	Not Covered	
Dental Services Related to Accidental Injury	100% ¹ after deductible	80% after deductible
Diabetes Treatment	100% ¹ after deductible	80% after deductible
Diagnostic Services <i>Advanced Imaging (MRI, CAT Scan, PET scan, etc.)</i>	100% ¹ after deductible	80% ² after deductible
Basic Diagnostic Services • standard imaging • diagnostic medical • lab/pathology • allergy testing	100% ¹ after deductible	80% ² after deductible
Durable Medical Equipment	100% ¹ after deductible	80% after deductible
Enteral Foods[†]	100% ¹ after deductible	80% ² after deductible
Home Infusion and Suite Infusion Therapy Services	100% ¹ after deductible	80% after deductible
Home Health Care⁸	100% ¹ after deductible	80% after deductible
	Limit: 90 visits per benefit period	
Hospice	100% ¹ after deductible	80% after deductible
Infertility Counseling, Testing and Treatment¹⁰	100% ¹ after deductible	80% after deductible
Orthotics⁵	100% ¹ after deductible	80% after deductible
Private Duty Nursing	100% ¹ after deductible	80% after deductible
	Limit: 240 hours per benefit period	
Prosthetics	100% ¹ after deductible	80% after deductible
Skilled Nursing Facility Care	100% ¹ after deductible	80% after deductible
	Limit: 100 days per benefit period	
Transplant Services	100% ¹	80% after deductible
Precertification Requirements	Yes ¹¹	
Condition Management	Case Management, Blues on Call, and Disease State Management	

Note: Certain benefits may be subject to day, visit, and/or hour limits. In connection with such benefits, all services you receive during a benefit period will reduce the remaining number of days, visits, and/or hours available under that benefit, regardless of whether you have satisfied your deductible.

¹ Your group's benefit period is based on a calendar year. The contract year is a consecutive 12-month period beginning on January 1.

² The individual deductible only applies for a member with individual coverage. For a member with family coverage, the family deductible must be met by one or more members of the family before benefits will be paid.

³ You may be responsible for a facility fee, clinic charge or similar fee or charge (in addition to any professional fees) if your office visit or service is provided at a hospital, facility provider, ancillary provider, retail clinic or urgent care center. The specialist virtual visit is subject to availability within your service area..

⁴ A physician whose practice is limited to family practice, general practice, internal medicine or pediatrics.

⁵ Telemedicine services are provided for acute care for minor illnesses when provided by an approved telemedicine provider. Virtual behavioral health visits provided by an approved telemedicine provider are eligible under the outpatient mental health benefits.

- ⁶ Services are limited to those on a predefined schedule. Gender, age and frequency limits may apply.
- ⁷ Other cost sharing provisions and/or limits may apply to specific benefits, i.e., physical medicine, therapies, diagnostic services, mental health/substance abuse visits.
- ⁸ For covered services rendered by a facility provider within the service area who has no contractual relationship with Highmark, the plan allowance will be 60% of the facility provider's billed charge for inpatient services and 40% of the facility provider's billed charge for outpatient services. See the plan allowance definition in this booklet for pricing for covered services rendered by an out-of-area provider. The plan allowance would then be subject to the coinsurance percentage after your deductible, if any, has been satisfied.
- ⁹ Coverage for eligible members to age 21. Services will be paid according to the benefit category, i.e., speech therapy. Treatment for autism spectrum disorders does not reduce visit/day limits. If the ASD benefit period dollar maximum applies, only non-essential health benefits will accumulate.
- ¹⁰ If testing is required, cost sharing may apply as outlined under Diagnostic Services. Treatment includes coverage for the correction of a physical or medical problem associated with infertility. Infertility drug therapy may or may not be covered depending on your group's prescription drug program.
- ¹¹ Highmark must be contacted prior to a planned inpatient admission or within 48 hours of an emergency inpatient admission. Some facility providers will contact Highmark and obtain precertification of the inpatient admission on your behalf. Be sure to verify that your provider is contacting Highmark for precertification. If your provider does not, you are responsible for contacting Highmark. Also be sure to confirm Highmark's determination of medical necessity and appropriateness. If this does not occur and it is later determined that all or part of the inpatient stay was not medically necessary or appropriate, the patient will be responsible for payment of any costs not covered.

Prescription Drug Benefits	Retail Pharmacy¹ Up to 34-days ^{2,11}	Mail Service Pharmacy Up to 90-days
Pharmacy Network	National	Express Scripts Pharmacy
Benefit Period	Calendar Year	
The following cost-sharing provisions do NOT apply to self-administered chemotherapy medications, including oral chemotherapy medications.		
Deductible (per benefit period)	Integrated with the medical deductible	Integrated with the medical deductible
Out of Pocket Limit	Integrated with medical TMOOP	
Generic Prescription Drug	80% coinsurance after deductible	80% coinsurance after deductible
Brand Prescription Drug[†]	80% coinsurance after deductible	80% coinsurance after deductible
Minimum/Maximum	\$10 minimum after deductible/\$25 maximum after deductible	\$20 minimum after deductible/\$35 maximum after deductible
Formulary[†]	Open [†]	
Mandatory Mail Order¹	Mandatory Mail Provision – Retail Limit is Original Script plus 2 refill	
Generic Substitution (Soft)	When you purchase a brand drug that has a generic equivalent you will be responsible for the brand drug copayment plus the difference in cost between the brand and generic drugs, unless your physician requests that the brand name drug be dispensed.	
Claim Submission	Pharmacy Files at Point-of-Sale	
Non-Network Pharmacy	Not Covered	Not Covered
Preventive Medications		
Preventive Covered Drugs⁴	Deductibles, coinsurance and/or copayments do not apply	
Prescription Drug Categories		
Fertility Agents	†Not Covered	

Prescription Drug Benefits	Retail Pharmacy¹ Up to 34-days ^{2,††}	Mail Service Pharmacy Up to 90-days
Fluoride Products	Covered	
Insulin and Diabetic Supplies	Covered	
Vitamins (prescription)	Covered	
Weight Loss Drugs	Covered	
Allergy Serum	Not Covered	
Durable Medical Equipment	Not Covered	
Prescription Hair Growth Products	Not Covered	
Care Management Programs		
Exclusive Pharmacy Provider	Applies – selected prescription drugs are eligible only when they are dispensed through an exclusive pharmacy provider.	
Quantity level Limits <i>on select prescription drugs</i>	Applies – the quantity dispensed under your plan per new or refill prescription may be limited per recommended guidelines.	
Managed Rx Coverage <i>on certain drug therapies</i>	Applies - certain drug therapies may be monitored for appropriate usage and subject to case evaluation if recommended guidelines are exceeded.	
Managed Prior Authorizations	Applies on select high cost drugs.	

¹ Coverage for maintenance prescriptions drugs dispensed by a retail pharmacy provider is limited to the initial prescription order fill and 2 subsequent refills. Thereafter, coverage for additional refills of maintenance drugs is provided only when such drugs are dispensed by a Mail Service pharmacy. This provision does not apply to covered prescription drugs dispensed through an exclusive pharmacy provider.

² Certain retail participating pharmacy providers may have agreed to make covered medications available at the same cost-sharing and quantity limits as the mail order coverage. You may contact Highmark at the toll-free number or the Web site appearing on the back of your ID card for a listing of those pharmacies who have agreed to do so.

³ At a retail or mail order pharmacy, if your deductible has not been met, you pay the entire cost for your prescription drug at the discounted rate Highmark has negotiated. The amount you paid for your prescription will be applied to your deductible. If your deductible has been met, you will only pay any member coinsurance or copayment required based on the plan payment level indicated above. You will pay this amount at the pharmacy when you have your prescription filled.

⁴ This includes prescriptions and over-the-counter drugs that are set forth within the predefined schedule and that are prescribed for preventive purposes. Please refer to the Covered Services - Prescription Drug Program section for more information.

**APPENDIX C-3
CENTRAL YORK SCHOOL DISTRICT**

**AFFIDAVIT RELATED TO
SPOUSAL HEALTH COVERAGE**

The undersigned, _____, an employee of the Central York School District ("District") and _____, the legal spouse of _____, hereby certify and affirm that the following statements are true and correct as of the date(s) shown below [place an "x" in the statements which apply]:

- _____ is not employed or self-employed in any capacity.
- _____ is employed or self-employed by _____ (name of employer or entity associated with self-employment), with a business address of:_____. My employment or self-employment typically involves _____ hours per week. I am not eligible to enroll for medical benefits coverage through this employment or self-employment because:

- the employer or business entity does not provide medical benefits at all; or
 - the employer or business entity provides medical benefits for which I am not eligible for the following reason or reasons:_____
- _____
- _____

The District is authorized to contact the spouse's employer or the entity through which the spouse is self-employed to verify and/or obtain confirmation of any of the statements contained in this Affidavit.

We agree to notify the District in writing (directed to the Business Office) within ten (10) days, in the event _____ becomes eligible for medical benefits.

Date:_____

Signature of Employee

Date:_____

Signature of Spouse

APPENDIX D
Additional Professional Positions

Department Chairperson/Elementary and Secondary Team Leaders/Career Academy Coordinator/HS Subject Area Facilitator

\$315 per teacher for the duration of the contract

All teachers in a(n) department/team/academy/subject area count as full members.

Compensation will be made in two equal payments in December and June.

The HS subject area facilitator will be responsible for budgeting.

Middle School Subject Coordinator

\$835 for the duration of the contract

Compensation will be made in two equal payments in December and June.

MS Science Fair Coordinator/HS Science Fair Coordinator

\$330 for the duration of the contract

Learning Community Facilitator

\$230 for the duration of the contract

Limit 15 per group

Groups will be split as evenly as possible when reaching 16, 31, 46, and so on.

Remedial Summer School/Title I Summer School/Original Credit Summer School

\$35 per hour for the duration of the contract

1 hour per day prep time

\$200 for 25 or more students in the class

No Original Credit Students will be placed in a Remedial Class.

Driver Training Compensation – Behind the Wheel

\$32 per hour for the duration of the contract

K-6 Building Technology Coordinators

\$1615 for the duration of the contract

7-12 Building Technology Coordinators

\$1995 for the duration of the contract

All vacancies in above listed positions will be posted in accordance with Article XI, Section C.

Workshop/Act 80 Day Presenter (these positions are not required to be posted)

\$75 per hour for the duration of the contract

6 Staff Development hours per 6 hour workshop

Central York School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, sexual orientation, and handicap in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and the American Disabilities Act.

For information regarding civil rights or grievance procedures, contact the Title VI, Title IX, and ADA Coordinator, at 775 Marion Road, York, Pennsylvania 17406 (717-846-6789).