

AGREEMENT

Between

BOARD OF EDUCATION AND/OR THE SCHOOL REFORM COMMISSION
OF
THE SCHOOL DISTRICT OF PHILADELPHIA

AND

COMMONWEALTH ASSOCIATION OF SCHOOL ADMINISTRATORS/
TEAMSTERS LOCAL 502

September 1, 2016

to

August 31, 2021

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ARTICLE 1
DEFINITIONS, PURPOSE AND SCOPE

1.1 Definitions

- a. The SRC. The School Reform Commission of the School District of Philadelphia.
- b. The CEO. The Chief Executive Officer of the School District of Philadelphia.
- c. The Board. The Board of Education of the School District of Philadelphia.
- d. The Superintendent. The Superintendent of Schools of the School District of Philadelphia.
- e. CASA. Commonwealth Association of School Administrators/Teamsters Local 502.
- f. Administrators. Those classifications of Administrators as set forth in Appendix A.
- g. Ten-month administrator - The work year for such Administrators shall be 193 days scheduled between August 1st and June 30th.
Effective August 1, 2017, ten-month principals and assistant principals shall also be required to work up to twenty (20) total days to be scheduled each year to support school opening and closing and engage in professional learning and training, for which they will receive their daily rate of pay.
- h. Twelve-month administrator - any administrator who is paid for twelve months of service. The work year for such Administrators shall commence on July 1st and terminate on June 30th. The Superintendent or his/her designee may, after consultation with CASA, designate a principal or assistant principal position as a 12-month or 10-month administrator position, and such designation shall not be arbitrary or capricious. Effective July 1, 2018, all 10-month principals shall become 12-month principals.

1.2 The Board of Education and/or the SRC, Superintendent/CEO and CASA recognize that they have a common responsibility to work together toward the achievement of quality education for pupils. The attainment of this objective requires mutual understanding, communication and cooperation. The Superintendent/CEO and CASA, therefore, pledge that their joint efforts will be dedicated to the achievement of such educational excellence as all pupils deserve and which the community has a right to expect, and the Administrators acknowledge and accept their share of accountability therefor.

1.3 The Superintendent/CEO recognize that Administrators comprise an integral part of the management team of The School District of Philadelphia together with other members of the administrative staff. In any application or interpretation of this Agreement, the Parties acknowledge and agree that bargaining unit members hold leadership positions in the School District. As such, they set the standard in the School District as members of the management team and play an important role in the functioning of the School District.

1.4 CASA and the Superintendent/CEO recognize the need for combined efforts to solve the complex problems inherent in the administration of a large urban school system. To accomplish this goal, the parties will meet to discuss problems that need resolution to improve the delivery of educational services.

The following would constitute appropriate subjects for such discussion:

- In-Service Training for All Administrators
- In-Service Training for New Administrators
- Ongoing Professional Development Program in Labor Relations and School Finances
- Periodic Reviews of the Procedures Manual
- Ongoing Professional Development Regarding the Development and Maintenance of Positive School Climate
- Review of Policies and Procedures Involving All School Budgets
- Student Achievement
- Administrator Accountability
- Teacher Effectiveness
- Review of Changes in Existing Special Education Policies and Procedures
- Required reports from schools, including pre-slugged data
- Promotion of Assistant Principals to Principal positions
- School staffing, selection, assignment and transfer
- School Safety and Serious Incident Reporting.

1.5

a. Within thirty (30) days of ratification of the contract, the Parties shall establish a Joint Committee consisting of three (3) representatives designated respectively by the Superintendent and CASA President to discuss the CASA bargaining unit member discipline process. The Committee will review the current process and make written recommendations to the Superintendent regarding modifications to the current process. After meaningful consideration, including collaborative dialogue with the CASA President (or designee), the Superintendent will advise CASA within a reasonable amount of time in writing as to whether he/she shall adopt the recommendations. If the Superintendent adopts the recommendations in whole or in part, the revised process will accompany his/her letter. The Superintendent will determine the disciplinary process to be implemented and the Superintendent or his/her designee will provide any future modifications to the disciplinary process to CASA prior to implementation. CASA will be given a reasonable amount of time to review and comment prior to implementation.

b. Within thirty (30) days of ratification of the contract the Parties shall establish a Joint Committee consisting of three (3) representatives designated respectively by the Superintendent and CASA President to discuss the implementation of the Act 82 evaluation process including steps required by Act 82 for professional employees rated Needs Improvement or Failing. The Committee will review the current process and make written recommendations to the Superintendent regarding modifications to the current process. After meaningful consideration, including collaborative dialogue with the CASA President (or designee), the

Superintendent will advise CASA within a reasonable amount of time in writing as to whether he/she shall adopt the recommendations. If the Superintendent adopts the recommendations in whole or in part, the revised process will accompany his/her letter. The Superintendent will determine the process to be implemented and the Superintendent or his/her designee will provide any future modifications to the evaluation process to CASA prior to implementation. CASA will be given a reasonable amount of time to review and comment prior to implementation.

c. Within ninety (90) days after ratification of this Agreement, the Parties agree to establish a Joint Committee consisting of three (3) representatives designated respectively by the Superintendent and CASA President to discuss alternatives to the current health insurance plan. This Joint Committee shall meet on a periodic basis, but in any event no later than once every six (6) months, to identify and review alternatives and make written recommendations to the Superintendent regarding such alternatives. To the extent that alternatives are adopted, they shall constitute a mid-term modification of the collective bargaining agreement and therefore shall be subject to CASA's ratification process.

ARTICLE 2 RIGHTS OF THE BOARD OF EDUCATION and/or SCHOOL REFORM COMMISSION

2.1 Except as expressly abridged by a specific provision of this Agreement, the Board of Education and/or the SRC retain the sole right to hire, discipline or discharge for cause, lay off, transfer and assign Administrators; to determine or change the number of hours to be worked; to promulgate policies and regulations regarding school operations and personnel; to assign duties to the work force; to organize, discontinue, enlarge or reduce a department or function of administration; to assign or transfer Administrators to different schools or administrative locations as the operation of schools may require; to control and regulate the use of schools, facilities, supplies, equipment and other property of the School District; to determine the qualifications and performance expectations required of Administrators to fill new or existing positions; to evaluate the performance of administrators according to District established criteria, which shall be provided to the administrators; and to carry out the ordinary and customary functions of managing the School District.

2.2 Nothing in this Agreement shall be construed as diminishing the authority of the Board of Education and/or the SRC or the Superintendent/CEO in the field of education policy and development and the implementation of such policy.

2.3 CASA recognizes that the Board of Education and/or the SRC has sole authority and final responsibility in the field of educational policy and development and the Superintendent/CEO, as chief executive officer of the Board and/or SRC, is responsible for the implementation of such policies. This agreement is not intended to modify by any of its terms any discretionary authority concerning such matters vested in the Board and/or SRC by the statutes of the Commonwealth or the Philadelphia Home Rule Charter, as the same may be supplemented or amended from time to time.

ARTICLE 3 RECOGNITION

3.1 The Board and/or SRC recognize the Commonwealth Association of School Administrators (CASA) as the exclusive representative of all appointed Administrators as set forth in Appendix A.

3.2 CASA recognizes the need of the Superintendent/CEO to designate persons in an "acting" capacity to temporarily fill positions which would otherwise be held by Administrators as defined in Appendix A. In general, persons will serve in an "acting" capacity for less than one (1) school year. If an administrator serves in the same "acting" capacity in a second or more consecutive school years, the Administrator shall advance to the next pay step in each consecutive year.

3.3 The School District and CASA agree to create the positions of Probationary Principal and Probationary Assistant Principal. These positions will be part of the CASA unit and be represented by CASA. The parties agree to take all necessary action to create these positions. The School District will provide a calendar of professional development and training opportunities to all probationary administrators. See Appendix C for the Probationary Protocol.

ARTICLE 4 RIGHTS OF THE UNION

4.1 Two Administrators, elected or appointed to full time positions with CASA will, upon application submitted by April 1st, be granted a leave of absence effective July 1st for the purpose of discharging the duties of these positions. In years in which there is a CASA election, CASA may designate one of the two Administrators under this section to be granted a leave of absence effective January 1st of that school year. Any leave of absence under this section shall be for not less than one (1) year. The Administrators granted such leave of absence shall retain all insurance and other benefits and shall continue to accrue seniority for salary increases and all other purposes as though they were in regular service. Upon return to service, they shall be placed on assignment with all accrued benefits and increments which they would have earned had they been on regular service.

4.2 Any Administrator on such leave of absence shall be permitted to pay both his/her and the Board's and/or SRC's regular contributions to all plans requiring such contributions. The Board and/or SRC agree to join with CASA in obtaining legislation or a ruling by the Public School Employees Retirement System that time spent on leave of absence pursuant to this section shall be deemed service for retirement purposes.

4.3 The School District will deduct from the salary of each Administrator from whom a written authorization, in a form satisfactory to the Superintendent/CEO, is received the required amount for the payment of CASA dues. A draft for the sums deducted, a list of the Administrators from whom they have been deducted, and the amount deducted from each, together with a list of Administrators who have authorized such deductions and from whom no deductions were made and the reason therefor, shall be forwarded to the CASA office within thirty (30) days after such deductions are made. An Administrator may resign from membership

in CASA and revoke his/her dues authorization by so notifying the Board and/or SRC and CASA in writing during a period of fifteen (15) days prior to expiration of this Agreement. In the event that a person ceases to be employed in a position included in any of the bargaining units represented by CASA, such person may discontinue such membership and dues deduction at that time. Nonmembers of CASA shall be required to have deducted from their pay a representation fee equal to a proportion of dues required of members of CASA as determined under the Fair Share Legislation of the Commonwealth of Pennsylvania.

4.4 An Administrator officially representing the Administrators on any committee, agency or other such body established by the Board and/or SRC or the Superintendent/CEO shall be selected from nominees submitted by CASA. The Superintendent/CEO shall be free to select from among all Administrators all members of other committees, agencies or bodies, such as research groups, curriculum committees and the like. The Superintendent/CEO shall make every effort to provide CASA with a list of those Administrators selected to serve on the other committees, agencies or bodies, such as research groups, curriculum committees and the like.

4.5 Communication - The School District and CASA recognize that open and on-going communications must exist between CASA Administrators and the Superintendent/CEO and his/her designees. It is hoped that a close, cooperative and broad interchange of ideas between the parties in the areas of educational policy and development will contribute in a significant measure to the advancement of public education in Philadelphia.

a. Regular monthly meetings shall be held between a committee which shall consist of not more than seven (7) representatives of CASA, the Superintendent/CEO or his/her designee, and appropriate members of the Superintendent's/CEO's staff, as he/she deems necessary. Matters relating to the implementation of this Agreement and matters of School District policy and practice which are of concern to Administrators shall be subjects for discussion at such meetings. The Superintendent/CEO or his/her designee may invite to such meetings other members of his/her staff as s/he sees fit.

b. Matters remaining unresolved at any meeting with a designee of the Superintendent/CEO may be raised directly with the Superintendent/CEO at a subsequent meeting. Such meetings shall not be held more frequently than once a month.

c. CASA agrees to submit items for the agenda of such meetings within a reasonable time prior to such meetings. The Superintendent/CEO may, with prior notice to CASA, place additional items on such agenda.

d. When requested by the CASA Steward, the District will set aside time prior to commencement of the regular agenda at the next staff meeting for professional, administrative and management discussions by and between Administrators.

e. Central Office Administrators shall have the opportunity to meet with the superintendent/CEO or his/her designee when such a request is made by CASA. Except under unusual circumstances, at least two (2) weeks' notice shall be given to the Superintendent/CEO or his/her designee for such a meeting and two (2) copies of the agenda shall be submitted with the

request. Such agenda, together with any matters added by the Superintendent/CEO or his/her designee, shall comprise the official agenda for such meetings.

f. Except in emergency situations, Regional staff meetings shall not be held for more than a reasonable amount of time at reasonable intervals. Due to the increased workload involved in the opening and closing of schools, the District will use its best efforts not to schedule Regional staff meetings in September and June.

g. Each year during the spring reorganization activities of the District a committee of CASA and representatives of the Office of the Chief Academic Officer shall meet to review the factors and allowances for the coming school year and plans for summer reorganization.

h. Upon CASA's request, the School District shall provide a copy of the current organizational structure showing the names, titles, and areas of responsibilities pertinent to each of those who are serving in any given division or office.

i. To the extent possible, the District shall pre-slug data that is available centrally into reports required from schools.

4.6 Whenever members of CASA are mutually scheduled by the parties hereto to participate during school or office hours in conferences, meetings, negotiations concerning this Agreement or any matter of professional concern, they shall suffer no loss in salary.

4.7 To the extent such material is readily available or is reasonably obtainable, the Board and/or SRC shall make available to CASA, upon its written request, any and all information and statistics the School District has heretofore compiled and records it customarily maintains which are reasonably relevant to negotiations or necessary for the proper enforcement of the terms of this Agreement.

4.8 The School District will print at its own expense sufficient copies of this Agreement for the present and new Administrators.

4.9 School District Administrators who are not included in the bargaining units represented by CASA shall not consistently and regularly perform duties that are consistently and regularly performed by members of CASA bargaining units. This prohibition shall not be applicable to existing classifications of Administrators not in the CASA bargaining unit whose duties currently involve the supervision of children, the writing of curriculum and the like.

4.10 If a Principal or Assistant Principal released in accordance with Article 4.1 requests return to regular service at the end of one year of such released service, he/she shall be returned to the same school, provided that he/she has notified the Office of Human Resources by March 1 of his/her intention to return; if release from such school assignment is requested for a second year, the school assignment shall be declared a vacancy. On return to service after the second or more years, and upon notice by March 1 to the Office of Human Resources, such released Principal or Assistant Principal will be assigned to a vacancy in a school of comparable classification after consultation with the Superintendent/CEO or his/her designee; however, such Principal or Assistant Principal shall not be precluded from assignment to a vacancy in a school of higher classification provided such assignment is made in accordance with existing

policy and procedures governing promotional assignments. If no appropriate vacancy exists, he/she shall be placed on special assignment at his/her then present salary classification until such a vacancy occurs.

4.11 If such released Administrator is other than a Principal or Assistant Principal, and if he/she requests return to regular service at the end of one year of released service, he/she shall return to the same assignment, provided that he has notified the Office of Human Resources by March 1 of his/her intention to return. If release from such assignment is requested for a second or more years, his/her former assignment shall be declared a vacancy. On return to service after a second or succeeding year and upon notice by March 1 to the Office of Human Resources, such released Administrator other than a Principal or Assistant Principal will be assigned to a vacancy of comparable classification after consultation with the Superintendent/CEO or his/her designee; however, such Administrator, other than a Principal or Assistant Principal, shall not be precluded from assignment to any vacancy provided such assignment is made in accordance with existing policy and procedures governing promotional assignments. If no appropriate vacancy exists, he/she shall be placed on special assignment at his/her then present salary classification until such vacancy occurs.

ARTICLE 5 GRIEVANCE PROCEDURE

5.1 A grievance shall be defined as a claim of a violation of any specific provision of this Agreement or of any Personnel Policy or Regulation which has been or shall be adopted by the Board and/or SRC. Allegations raising issues of unwritten practice or customs are not subject to this Article and may not be grieved or arbitrated. Similarly, matters concerning educational policy are not subject to this Article and may not be grieved or arbitrated.

5.2 The term "grievance" shall not apply to any matter as to which the Board and/or SRC is without authority to act or to any matter as to which any other method of review is required by law or any rule or regulation of the Board and/or SRC which rule or regulation is not in violation of this agreement. The development or modification of a salary schedule or classification plan is not subject to grievance. A grievance shall also not include a complaint about matters set forth in 24 P.S. § 6-696(k) over which the Superintendent/ CEO or SRC are not obliged to negotiate with the Union.

5.3 As used in this Article, the term "Administrator" shall also mean a group of Administrators having the same grievance, and CASA as an organization.

5.4 Nothing in this Agreement shall be construed to deny or abridge any rights of an Administrator under any law.

5.5 **Procedure for Adjusting Grievances:**

STEP 1

a. An Administrator shall first discuss his/her grievance orally with his/her designated administrative superior, either alone or accompanied by a representative of CASA or with a fellow

Administrator with the objective of resolving the matter informally. This discussion shall be held within five (5) school days following the act or condition which was the basis of the grievance.

b. In the event the grievance is not resolved informally, the representative of CASA or the Administrator concerned shall present the grievance in writing to his/her designated administrative superior. In the case of an Assistant Principal, the grievance shall be presented to the Principal. The written grievance shall be presented not later than fifteen (15) school days following the informal conference specified in paragraph (a.) above. The written grievance shall specify the remedy desired.

c. Within fifteen (15) school days thereafter, the administrative superior shall confer with the grievant in an effort to resolve the grievance. If the grievant so desires, a representative of CASA or a fellow Administrator may also be present.

d. Whenever a decision on a grievance involves the interpretation of any provision of this Agreement, a representative of CASA shall be given an opportunity to state the view of CASA.

e. Within five (5) school days after the conference provided in paragraph (c) above, the administrative superior shall communicate his/her decision in writing to the CASA representative and the Administrator involved.

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

STEP 2

g. Within five (5) school days after receipt of the decision of the administrative superior, CASA may appeal the decision at Step 1 to the Superintendent/CEO. The appeal shall be in writing and shall be accompanied by a copy of the Step 1 decision.

h. The Superintendent/CEO or his/her designee shall, within fifteen (15) school days of the receipt of the appeal, schedule a hearing on the issue(s) raised in the grievance.

i. Within ten (10) school days after the hearing referred to in Step 2, ¶(h) above, the Superintendent/CEO or his/her designee shall communicate his/her decision in writing to the aggrieved Administrator and CASA.

STEP 3

j. CASA shall have the exclusive right to submit a grievance to arbitration. CASA shall submit the grievance to arbitration within twenty-five (25) school days after receiving the decision of the Superintendent/CEO by filing a Notice of Arbitration with the Superintendent or his/her designee.

k. Such Notice of Arbitration shall include a brief written statement setting forth precisely the issue or issues to be decided by the arbitrator and the specific provision or provisions of this Agreement that are involved.

1. Within five (5) days after CASA has submitted a Notice of Arbitration in accordance with ¶5.5(j) and 5.5(k) such matter or matters shall be submitted for final determination to the American Arbitration Association in accordance with the rules of that organization. The Arbitrator shall have the power and authority to decide and shall limit his/her decision strictly to the matter specified in the Notice of Arbitration. The Arbitrator shall be without power or authority to make any decision that is:

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

(2) Which limits or interferes in any way with the power, duties, responsibilities and discretion of the Board and/or SRC under its By-Laws, applicable law or rules and regulations having the force and effect of law.

m. At each of the first two steps of this Grievance Procedure, the Superintendent/CEO and CASA shall have the opportunity and duty to present all documentary evidence and witnesses on which each relies but shall not be permitted to present any documentary evidence or witnesses not present at Step 2, unless such documentary evidence or witnesses were not known to exist and could not, by reasonable diligence, have been discovered prior to the hearing at Step 3, or unless a copy of such documentary evidence or notice of the name of such witness and the nature of this testimony is given to the other party at least five (5) calendar days prior to the arbitration.

n. The decision of the arbitrator shall be final and binding upon the School District, CASA and the Administrators covered by this Agreement. However, awards or settlements of grievances shall in no event be made retroactive beyond the date on which the grievance was first presented in Step 1 of the grievance procedure except if the grievance concerns an error in the Administrator's rate of pay, the proper rate shall be applied retroactive to the date the error occurred. All claims for back wages shall be limited to the amount agreed to by the School District and the Union, or ordered by the arbitrator, as the case may be, less any unemployment compensation or other compensation that the aggrieved Administrator may have received from any source during the period for which back-pay is claimed.

5.6 General Provisions

a. The Administrator and CASA shall be given at least four (4) calendar days notice, in writing, of the time and place of each hearing, at each step, except that at Step 3 there shall be at least five (5) calendar days notice to all parties.

b. The filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay or interfere with the right of the Superintendent/CEO to take the action complained of, subject however, to the final decision on the grievance.

c. When a School District representative designated in Step 1 lacks the authority to settle a grievance that affects an Administrator, the grievance will be presented initially at Step 2 by a CASA representative.

d. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit CASA to lodge an appeal at the next step of this procedure on its own behalf, or on behalf of the Administrator.

e. The time limits specified in this procedure are of the essence but may be extended by mutual agreement of the parties.

f. All grievance conferences and hearings shall be held at times mutually convenient to all participants.

g. When a conference or hearing is scheduled during school or office hours, all participants shall be excused from their regular duties without loss of pay.

h. No reprisal of any kind shall be taken by or against any Administrator or CASA by the Superintendent/CEO or the Board and/or SRC by reason of participation in a grievance procedure.

i. At any Step 3 hearing, CASA or the School District shall have the right to legal counsel at its own cost and expense.

j. All documents, communications and records dealing with a grievance shall be filed separately from, and no notation of such grievance shall appear in the official personnel file of the participant.

k. The Voluntary Labor Arbitration Rules of the American Arbitration Association shall apply to all Step 3 procedures.

l. Expenses of arbitration and the Arbitrator's fee shall be borne equally by the parties.

ARTICLE 6 COMPENSATION

6.1

a. Effective in September 2017, eligible employees employed in a bargaining unit position on the ratification date will receive a lump sum ratification bonus payment equal to 3% of base salary.

b. Effective September 1, 2017, eligible employees not at the maximum of the salary scale applicable to their pay step shall receive an increment consistent with the salary schedule in effect. Eligible employees at the maximum of the salary scale applicable to their pay step shall receive a lump sum payment equal to 3% of base salary.

c. Effective July 1, 2018, all ten-month principals will be designated as twelve month administrators and will be placed onto the new twelve-month administrator salary schedule, which will not result in a loss in compensation.

d. Effective September 1, 2018, eligible employees not at the maximum of the salary scale applicable to their pay step shall receive an increment consistent with the salary schedule in effect. Eligible employees (excluding Principals) shall receive a 2% increase in salary. Eligible Principals at the maximum of the salary scale applicable to their pay step shall receive a lump sum payment equal to 3% of base salary.

e. Effective September 1, 2019, eligible employees not at the maximum of the salary scale applicable to their pay step shall receive an increment consistent with the salary schedule in effect. Eligible employees at the maximum of the salary scale applicable to their pay step shall receive a lump sum payment equal to 3% of base salary.

f. Effective September 1, 2020, eligible employees not at the maximum of the salary scale applicable to their pay step shall receive an increment consistent with the salary schedule in effect. Eligible Principals not at the maximum of the salary schedule applicable to their pay step shall receive a 2% increase in salary. Eligible Principals at the maximum of the salary scale applicable to their pay step shall receive a 2% increase in salary and a lump sum payment equal to 1% of base salary. Eligible employees (excluding Principals) at the maximum of the salary scale applicable to their pay step shall receive a lump sum payment equal to 3% of base salary.

6.2

a. All activities for which any administrator receives additional compensation shall be authorized by the Superintendent/CEO or his/her designee.

b. In such cases where additional compensation has been authorized, the District shall use its best efforts to pay the Administrator within one (1) calendar month for work that was performed.

6.3 When authorized by the Superintendent/CEO or his/her designee, Principals and Assistant Principals shall be eligible for additional compensation above their regular salary for the following:

a. hours worked directing or supervising instructional or school-related activities scheduled on Saturdays, Sundays or holidays at the rate of \$54.64/hr, effective on the ratification date of this Agreement, and at the rate of \$55.73/hr, effective September 1, 2019.

b. hours worked leading staff development sessions on Saturdays, Sundays or holidays at the rate of \$54.64/hr, effective on the ratification date of this Agreement, and at the rate of \$55.73/hr, effective September 1, 2019.

c. All work by ten-month Principals and ten-month Assistant Principals, pre-approved by the Superintendent/CEO or his/her designee, beyond 193 days (i.e. 193 days scheduled between September 1 and June 30) in activities other than summer reorganization and the ESY program, at the rate of \$54.64/hr, effective on the ratification date of this Agreement, and at the rate of \$55.73/hr, effective September 1, 2019.

d. Effective July 1, 2018, this section shall only apply to ten-month Principals and Assistant Principals.

6.4 When authorized by the Superintendent/CEO or his/her designee, ten-month Administrators shall be eligible for additional compensation above their regular salary for days worked as part of summer reorganization or the ESY program at their pro-rated daily rate.

6.5 Administrators, other than Principals and Assistant Principals, at Pay Step 654 (1654) and above, when authorized, shall be eligible for the following:

a. additional compensation above their regular salary at the rate of \$54.64/hr, effective on the ratification date of this Agreement, and at the rate of \$55.73/hr, effective September 1, 2019, for hours worked on Saturdays, Sundays, or holidays supervising work activities of other employees who are being paid at a contractual rate;

b. a reasonable adjustment of their work schedule when required to lead staff development sessions outside of their regular work hours.

c. additional compensation at the rate of \$54.64/hr, effective on the ratification date of this Agreement, and at the rate of \$55.73/hr, effective September 1, 2019, (to ten-month Administrators only) for more than 193 days' work required in a work year in activities other than as a staff development participant.

6.6 All other administrators, not covered by the above paragraphs 6.2 and 6.4, when authorized by their administrative superior to work beyond their regular hours shall be eligible for the following:

a. compensation at the applicable premium rate as described in paragraph 6.6 or 6.7 below for hours worked up to forty (40) hours per week; and time and one-half the applicable premium rate for hours worked over 40 hours in any one week.

b. compensation at the rate of time and one-half the applicable premium rate as described in paragraph 6.6 or 6.7 below for work required on the first day of the scheduled two (2) days off.

c. compensation at the rate of time and one-half the applicable premium rate as described in paragraph 6.6 or 6.7 below for work required on the second day of the scheduled two (2) days off.

d. compensation at twice the applicable premium rate as described in paragraph 6.6 or 6.7 below for work on the second day of the scheduled two (2) days off when an Administrator is required to work on both the first and second days of the scheduled two (2) days off.

e. compensation, to ten-month Administrators only, for work beyond the scheduled ten-month calendar established by the Board and/or SRC in accordance with paragraph 6.7 below.

f. compensation at the rate of time and one half the applicable premium rate as described in paragraph 6.6 or 6.7 below for regularly scheduled work on official holidays, as designated on the District's calendar, adopted by the SRC.

6.7 The premium rate provisions for twelve-month Administrators covered by paragraph 6.5 are as follows:

- a. Administrators earning \$56,502 or less shall receive their regular hourly rate.
- b. Administrators earning between \$56,502 and \$83,936 shall receive the current slider rate of \$36.09; effective September 1, 2019, they shall receive the slider rate of \$36.81/hr.
- c. Administrators earning more than \$83,936 are ineligible for premium payments, however shall be eligible to earn compensatory time.

6.8 The premium rate provisions for ten-month Administrators covered by paragraph 6.5 are as follows:

- a. Administrators earning \$47,083 or less shall receive their regular hourly rate.
- b. Administrators earning between \$47,083 and \$74,931 shall receive the current slider rate of \$36.09; effective September 1, 2019, they shall receive the slider rate of \$36.81/hr.
- c. Administrators earning more than \$74,931 are ineligible for premium payment, however shall be eligible to earn compensatory time.

6.9 The parties agree that an Administrator who has been promoted shall suffer no loss of pay on the basis of annual base salary as a result of such promotion (provided that the length of work year is the same). An Administrator that has been involuntarily assigned shall suffer no loss of pay on the basis of annual base salary as a result of such involuntary assignment.

6.10 An Administrator who is designated to fill an assignment which it is anticipated will continue for twenty (20) or more consecutive calendar days - in a position whose salary schedule contains a higher salary than his/her own shall, from the inception of this filling of such position, be compensated in the same manner as if he were regularly appointed to such position. Where it is contemplated that the assignment will continue for fewer than twenty (20) consecutive calendar days but actually continues for twenty (20) or more consecutive calendar days, the above provisions of this paragraph concerning compensation shall apply for the whole period of his/her assignment retroactively.

6.11 During the school year, all ten (10) month Administrators shall receive their contractual salaries less 16.86% of such salary. Beginning July 1, all ten (10) month Administrators shall be reclassified as twelve (12) month Administrators for the purposes of this section only, and shall be paid their contractual annual salary over a twelve (12) month period.

a. Such administrators shall continue to receive salary at their daily rates of pay in anticipation of their availability to work as of the first day of the next work year as long as they remain in active status.

b. If any such Administrator is not in any pay status on any days or parts of days between the last day of the 10-month work year and the first day of the next work year ("summer months"), his/her future salary during the following summer months shall be reduced by the

proportion that the number of such days or parts of days not in pay status bears to the total number of weekdays during the summer months.

c. Nothing herein shall be construed to modify the present method of compensation of personal illness or personal leave reimbursement.

d. Employees who are required to be "on call" on other than regular work time shall be eligible for a minimum of four (4) hours of premium pay when called to perform work.

6.12 If an Administrator whose schedule does not require attendance between the last day of the 10-month work year and the first day of the 10-month work year terminates his/her employment at any time, he/she shall be entitled to a severance payment equal to the balance of funds in his/her Reserve Accrual account.

6.13 Street Supervisors, Food Service Supervisors and Schedulers

Street Supervisors, Food Service Supervisors and Schedulers shall receive an annual clothing allowance of four hundred and fifty dollars (\$450), effective January 1, 2012, and five hundred and twenty-five dollars (\$525), effective September 1, 2019.

6.14 School Police Supervisors

School Police Supervisors shall receive an annual uniform allowance of five hundred dollars (\$500), effective July 1, 2010, and five hundred and seventy-five dollars (\$575), effective September 1, 2019.

6.15 Facilities Managers & Facilities Area Coordinators

Each Facilities Manager and Facilities Area Coordinators shall be entitled to expend and be reimbursed each year for up to four hundred and fifty dollars (\$450), effective January 1, 2012, and up to five hundred and twenty-five dollars (\$525), effective September 1, 2019, for reasonable cleaning or replacement costs for clothing soiled or damaged in the course of their employment. Procedures for the effectuation of such reimbursement shall be established by agreement between CASA and the School District.

6.16 Licensed Schedulers and Facility Area Coordinators, who are required by the District to certify the work of mechanics in the course of their job duties or maintain a license as a requirement of their position, shall be entitled to be reimbursed for the cost of their license renewal.

6.17 Schedulers shall receive a shift differential of \$5.00/hr for each hour spent in an asbestos containment area, with protective gear, supervising environmental workers.

6.18 Salary Increases and Increments

Evaluated administrators must be rated proficient or distinguished to be eligible for an increase in compensation. Evaluated administrators not rated proficient or distinguished will remain at their current salary in the ensuing school year.

6.19 CASA agrees to use its best efforts to have Administrators use direct deposit of pay.

6.20 a. The Parties agree to establish a Joint Committee consisting of an equal number of representatives designated respectively by the Superintendent and/or CEO and CASA to discuss CASA bargaining unit member compensation and advancement. The Joint Committee shall develop a new system of bargaining unit compensation, which shall replace the current compensation system. For professional employees, the new compensation system shall be principally based on professional employee performance as measured by the evaluation tool defined by the Pennsylvania School Code and regulations. For non-professional employees, the new compensation system shall be principally based on a performance evaluation tool developed by the District. The Joint Committee may also develop other factors to be used in the new compensation system.

b. The new compensation system as developed by the Joint Committee will be in effect as soon as possible but no later than August 31, 2019.

6.21 An administrator who enters the service of The School District of Philadelphia and has professional service credit outside of The School District of Philadelphia may receive credit on a salary schedule for up to the penultimate step on the applicable salary schedule at the discretion of the Superintendent or his/her designee.

ARTICLE 7 BENEFITS

7.1 Workers' Compensation

a. Without limiting or reducing benefits now accorded to Administrators, the Board and/or SRC shall continue the policy described in the section below of granting certain benefits to Administrators beyond the benefits, if any, provided by the Pennsylvania Workers' Compensation Act.

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

c. Employees shall continue to be eligible to participate in an employer sponsored medical plan for up to 12 months following commencement of an approved occupational injury claim. If employees are required to pay a contribution towards their health coverage, then the employee must make a contribution equal to the amount of the employee contribution for the same health care coverage for the period of coverage. If the employee does not return to work following the termination of an approved occupational injury claim of a duration of less than twelve months, or if the employee's approved occupational injury claim extends beyond twelve months, the employee may elect to continue health care coverage under the terms of the PHSA. The amount of

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

7.2 Leaves

a. Administrators shall receive three (3) days per year personal leave for emergencies and for matters that cannot be accomplished during non-working hours. Such leave shall be cumulative.

b. Administrators who qualify for sabbatical leaves in accordance with the Pennsylvania Public School Code, as it now exists or as it may be amended, shall be granted such leave upon request. The procedures for such sabbatical leaves shall be in accordance with School District policy.

c. If a ten month Administrator has accumulated thirty (30) days or more in his/her personal leave bank, he/she shall be allowed to use up to a maximum of two additional personal leave days from his/her bank per year.

d. Ten-month administrators shall not accrue vacation time. However, such Administrators shall not be required to work during the winter and spring breaks when schools are closed.

e. Twelve month administrators with Leave CA 12 shall accrue vacation time in accordance with the following schedule:

LENGTH OF SERVICE	VACATION
If appointed between January 1 and April 30	One Week
6 months to 4 years	Two Weeks
4 years to 8 years	Three Weeks
8 years to 15 years	Four Weeks
More than 15 years	Four Weeks and Two Days

f. All other twelve month Administrators shall be entitled each year to 22 days vacation.

g. School based twelve-month Administrators shall be charged for five (5) accrued vacation days during winter and/or spring break and shall be permitted to take remaining accrued vacation subject to approval of the Superintendent/CEO or his/her designee, which shall not be unreasonably withheld.

7.3 Wage Continuation

a. An Administrator shall have the opportunity to enroll in a weekly indemnity program which would provide a uniform benefit duration with various waiting periods based on accumulated sick leave. This plan shall be as follows:

Accumulated Sick Leave	Waiting Period (Days)	Percentage of Premium Paid by School District	Benefit Duration
Less than 10 days	7	50%	26 weeks of benefits payments after the individual has utilized his/her accumulated sick leave plus waiting period
10 but less than 30	6	65%	
30 but less than 90	5	85%	
90 or greater	5	95%	

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

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

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

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

c. Employees may enroll in the District's wage continuation program during their first ninety (90) days of employment or during an annual open enrollment period.

7.4 Other Benefits

a. When and if the Commonwealth of Pennsylvania makes provisions for early retirement, forgiving the early retirement penalty, the Board and/or SRC and CASA shall meet for the sole purpose of discussing what, if any, medical, insurance and welfare benefits shall be provided to Administrators retiring under such plan between the date of retirement and age sixty-two.

b. These discussions shall be limited to this one subject, and the collective bargaining agreement between the parties shall remain in full force and effect notwithstanding any agreement or lack of agreement on early retirement.

c. Upon termination of service an Administrator whose services were not terminated for intentional misconduct shall be entitled to receive compensation for twenty-five percent (25%) of unused accumulated sick leave days, for one hundred percent (100%) of accumulated unused personal leave days and for one hundred percent (100%) of accumulated vacation days up to forty-four (44) days. Effective no later than January 1, 2012, the School District shall pay termination pay within seventy-five (75) days from the date the employee submits all required paperwork, if any, to the District.

d. In the school year of termination, the accumulation of sick leave days for such year shall be calculated by multiplying by ten (10) the quotient of the number of months worked in such year divided by the total number of working months in said year. The accumulation of personal leave for such year shall be calculated by multiplying by three (3) the quotient of the number of months worked in such year divided by twelve (12).

e. For CASA bargaining unit members employed prior to March 17, 2014, the value of a leave day for ten (10) month Administrators for the above purposes shall be one-two hundredth ($1/200$) of the annual salary such an Administrator is receiving at the time of termination, and the value of a leave day for the above purposes of a twelve (12) month Administrator shall be one-two hundred and fortieth ($1/240$) of the annual salary such Administrator is receiving at the time of termination.

f. For employees entering the CASA bargaining unit on or after March 17, 2014, the value of a leave day for Principals for the above purposes shall be two hundred and forty (\$240) dollars per day, the value of a leave day for Assistant Principals for the above purposes shall be two hundred (\$200) dollars per day, and the value of a leave day for all other CASA bargaining unit members shall be one hundred and eighty (\$180) dollars per day. The rates set forth herein shall be increased by 2% effective September 1, 2020.

7.5 a. The medical coverage offered by the School District shall be a PC320 (w/ variations) Plan or a substantially equivalent plan ("Base Plan"). CASA bargaining unit members employed in a CASA bargaining unit position and enrolled in the PC 20/30/70% (w/ variations, in effect on July 1, 2013) prior to the ratification of this Agreement may choose to continue enrollment in the PC 20/30/70% (w/ variations, in effect on July 1, 2013) Plan during

the term of the Agreement, provided however, that such employee shall be required to pay seventy-five (75%) percent of the differential in premium cost between the Base Plan and the then applicable PC 20/30/70% (w/ variations) Plan in addition to any other required employee contributions.

b. Employees who elect healthcare coverage shall be required to pay the following percentage of the then applicable total premium of the Base Plan for the tier of coverage elected (e.g. Single, Husband and Wife, Family): effective July 1, 2015, employees shall pay eight (8%) percent of the applicable total premium; effective in the first paycheck in October 2017, employees whose base salary is less than \$60,000 per year shall pay five (5%) percent of the applicable total premium and employees whose base salary is \$60,000 or greater per year shall pay eight (8%) percent of the applicable total premium

c. In addition, an employee whose spouse or domestic partner is employed and eligible for employer sponsored insurance shall pay a surcharge in the following amounts if the employee elects to receive medical coverage offered by the School District for his/her spouse or domestic partner: forty (\$40) dollars per pay; effective September 1, 2018, seventy-five (\$75) dollars per pay; and effective September 1, 2020, one hundred (\$100) dollars per pay.

d. The District shall establish premium equivalents using reasonable actuarial methods. These premium equivalents shall be used to establish the payments required in Article 7.5.

e. The School District shall be responsible for the management of the medical plans. The medical plans shall be self-funded with appropriate stop-loss coverage as determined by the School District. Effective July 1, 2010, or as soon as reasonable thereafter, the School District shall introduce and maintain an employee health management program including disease management and wellness. Incentives for participation and engagement in this program may be included at the discretion of the School District. These programs will be administered by the medical carrier or an independent third party(ies) as selected by the School District.

f. The employee may cover a spouse and dependent child(ren) in accordance with the law. However, no common law spouse may be enrolled for coverage after September 17, 2003. Coverage for a dependent child shall terminate on the date the child reaches his/her twenty-sixth (26) birthday. If a dependent is totally and permanently disabled and dependent upon the employee for support sufficient to qualify as a dependent on the tax return of the employee, then the dependent may continue to be enrolled for medical coverage so long as the employee is eligible for coverage. In addition, the employee may elect to cover Domestic Partners. Imputed income equal to the cost of coverage for the Domestic Partner shall be added to the W-2 of the employee. Original documentation sufficient to establish eligibility must be provided to the District prior to the start date of coverage for each covered person.

7.6 Dental, Optical, Prescription Benefits

a. All CASA represented employees will receive the dental, optical, prescription drug benefits available to the School District's non-represented employees (non-represented employees are defined as all full time employees of the School District of Philadelphia who are not represented

by CASA, PFT, SPAP, Local 32BJ and Local 634). Nothing herein requires the continuation of such benefits in the current form, amount or with the same administrator. In the event the premium or equivalent cost rate for dental, optical, and/or prescription drug benefits is increased during the term of this agreement, then the terms of the dental, optical and/or prescription drug plan(s) may be adjusted to limit the increase in the District's cost for such plan(s). Plan design elements that may be subject to adjustment include, but are not limited to, co-payments, formulary terms, plan coverage terms, in-plan maximum amounts, schedule limits or annual benefit limits. The required plan adjustments will be implemented after CASA is provided with data that supports the required rate increase and is given an opportunity to discuss the issue with the District.

b. Effective July 1, 1998 the School District shall establish a Professional Growth Partnership. Effective September 1, 2015 the Professional Growth Partnership shall be funded annually by the School district in an amount equal to five hundred dollars (\$500) per member of the CASA bargaining unit. Effective September 1, 2018 the Professional Growth Partnership shall be funded annually by the School district in an amount equal to six hundred dollars (\$600) per member of the CASA bargaining unit. Such contributions to the Partnership shall be in four (4) equal installments.

c. The Partnership may be used to support individual and collaborative professional development programs that are required by or consistent with the School District's Professional Education Plan in compliance with the requirements of Act 48 and Act 45.

d. The governance of the Professional Growth Partnership shall be the responsibility of designees appointed in equal numbers by the Board and/or SRC and CASA. The designees shall set policy for programs and operating procedures which shall be subject to review and approval by the Board and/or SRC and Superintendent/CEO, consistent with the School District's Professional Education Plan and in compliance with the requirements of Act 48 and Act 45.

e. In accordance with School District policy, CASA bargaining unit members who use their personal cars for approved transportation in the course of School District business shall be paid at the authorized School District mileage reimbursement rate as determined by the IRS.

7.7 Administrators who by March 15 provide written notice of their intent to resign or retire from the School District's employment following the end of the work year and before the beginning of the following work year will receive health insurance benefits for July and August, provided Administrators make required contributions as provided in this Agreement.

ARTICLE 8 SELECTION, ASSIGNMENT AND TRANSFER

8.1 a. To ensure a transparent process in the assignment of all Administrators, the District will make every effort to post administrative vacancies for which members of this bargaining unit are eligible, so that qualified Administrators may apply for such vacancies. These postings shall not in any way limit the rights of the Board and/or SRC or the Superintendent/CEO in appointing individuals to vacant positions. The District will post such vacancies electronically on the District's website posting.

b. The salary schedule for an administrative vacancy will be specified in each position posting.

ARTICLE 9 PROFESSIONAL RESPONSIBILITIES

9.1 School administrators shall maintain high standards of professional competence throughout the course of their employment with the School District of Philadelphia. In order to incorporate best practices in leadership and to maintain and develop management proficiencies, administrators shall demonstrate their commitment to continued professional growth by participating in professional development activities and experiences designed to enhance their professional competence.

a. The Superintendent/CEO or his/her designee with the assistance of CASA shall develop a comprehensive professional development plan which shall include strategies to identify and meet the needs of the School District of Philadelphia, and school administrators. The Superintendent/CEO shall have the discretion to determine the contents of this plan, and such plan may be updated from time to time.

b. All administrators shall annually participate in a prescribed core content series of professional development in domains identified by the professional development plan. In addition, professional or administrative employees in the CASA bargaining unit who currently possess or whose position requires that they possess any instructional, supervisory, or administrative certificate or letter of eligibility shall annually participate in school and area based professional development activities.

c. Administrators shall not be compensated above their regular salaries for participating in the above-described professional development activities.

9.2 Assistant Principals shall receive notice of all professional development opportunities.

9.3 To the extent that summaries of decisions rendered by the Board's and/or SRC's Hearing Officer are currently made available to field and central offices, they will continue to be made available.

9.4 a. A Principal is the responsible chief administrator of his/her school and is charged with the organization thereof, with the supervision and direction of the staff and pupils and with the general maintenance of order and discipline. He/she shall see that the rules and regulations of the School District, the directions of its officers, and the educational program are observed. The Principal may establish and enforce such regulations as may, in his/her opinion, be advisable for the successful conduct of his/her school, subject to general rules and regulations, the instructions of line officers, and state and federal law.

b. The Administrator responsible for a Division is charged by the Superintendent/CEO with the organization thereof, and with the supervision and direction of his/her staff. Such Administrator shall see that the rules and regulations of the School District, the directions of its officers, and the educational program are observed. The Administrator may establish and enforce such regulations as may, in his/her discretion, be advisable for the successful

conduct of his/her Division, subject to general rules and regulations, state and federal law, orders of the School District and instructions of the Superintendent's/CEO's staff.

c. An Administrator may require his/her staff to keep such records and to make such reports as he/she deems necessary, subject to existing agreements covering such staff.

d. All personnel assigned to a school building are subject to the jurisdiction and authority of the Principal for all general school purposes.

e. Any School District employe assigned to a school as a member of the staff of such school shall be provided with proper identification and notice of assignment to present to the Principal.

9.5 Emergency Procedures

a. In the event of emergencies that seriously affect the administration of schools throughout the School District, the highest priority of all Administrators shall be the maintenance of the educational program in a climate that provides for the health and safety of all pupils and adults.

b. At the outset of a serious emergency that may affect the operations of the schools, the Superintendent/CEO or his/her designee will meet with CASA representatives to discuss an emergency contingency plan.

c. Among the items discussed will be the most critical needs of schools and duties and periods of service for all Administrators. Every attempt will be made to respond to the needs of Principals for the support of their programs.

d. In the event of emergencies not covered by existing or previously circulated emergency contingency plans, and in the event the Principal cannot obtain an immediate decision from higher line authority, the Principal shall have authority to act in the best interest of the pupils and staff of his/her school.

9.6 In order to obtain optimum efficiency in the operation of the public schools and to provide the best possible educational program for the pupils served thereby, it is essential that the work schedule of Administrators retain sufficient flexibility to permit the achievement of such goals. Such schedules may involve the performance of services in and out of the school building or office and frequently outside the regular school day or office hours. The professional discretion of Administrators in scheduling their hours of work including electronic communications shall be respected insofar as such discretion is reasonable and is consistent with the educational program and the aims aforesaid, and, is consistent with the policies established by the Administrator in charge. It is agreed that this paragraph shall not preclude the establishment of regular work hours by the Board and/or SRC or Superintendent/CEO when necessary and after discussion with CASA and is not intended to supersede the requirements of any leave policy.

9.7 Beginning in the 2013-2014 school year, professional development for School Police Supervisors will be aligned with response and intervention strategies.

ARTICLE 10
PERSONNEL PRACTICES

10.1 Official Administrator's personnel files shall be maintained in accordance with the following procedures:

a. No materials derogatory to an Administrator's conduct, service, character or personality shall be placed in his/her file unless it is signed by a person competent to know the facts or make the judgment and unless the Administrator has had an opportunity to read the material and discuss the contents therein in a conference at which he/she shall be entitled to be represented by CASA. An administrator shall be given at least twenty-four (24) hours notice of such conference, except in an emergency when as much notice as possible will be given. Such notice shall include the subject of the meeting. The Administrator shall be given the opportunity to acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she read the material to be filed and does not necessarily indicate agreement with its content. Under no circumstances shall anonymous material be placed in an Administrator's file.

b. The Administrator shall have the right to answer any material filed and his/her answer shall be attached to the file copy.

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

d. The Administrator shall be permitted conveniently to reproduce on the School District's premises any material in his/her file.

e. Only those personnel who have an official right and reason for doing so may inspect an Administrator's file. When an Administrator's file is inspected by such a person, he/she shall indicate by a writing to be placed in the file that he/she has examined the same.

f. Persons exercising management control over an Administrator and members of the Superintendent's/CEO's staff, including but not limited to Executive Directors, Associate Superintendents and Deputy Superintendents, shall be encouraged to place in the Administrator's personnel file information of a positive nature indicating special competencies, achievements, performances or contributions of an academic, professional or civic nature. Any such materials received from outside, competent, responsible sources shall also be included in the Administrator's personnel file.

g. Only such records as are in the official personnel file or properly includable therein may be used for any official purpose.

h. When an Administrator has received an unfavorable anecdotal record(s), the Administrator may upon application after eighteen (18) months have such record(s) destroyed if the Administrator has not had a similar and/or related unfavorable anecdotal record(s) during said eighteen (18) month period.

10.2 A resume presented by an Administrator in connection with a promotional examination shall be filed in the Administrator's official personnel file if he/she provides a duplicate resume designated for such purpose.

10.3 a. Complaints involving Administrators shall be investigated through line offices. A copy of such a complaint shall be forwarded to the Administrator involved so that he/she may respond.

b. The Superintendent/CEO shall take reasonable, appropriate steps to protect the professional integrity of Administrators.

c. Disciplinary action regarding School Police Officers must be reviewed by the Chief Inspector or designee.

10.4 A Principal or an Assistant Principal who is assigned to service other than as an administrator of a school shall be termed Principal or Assistant Principal on Special Assignment. Such special assignment, whether voluntary or involuntary, shall not exceed a period of two years. If the administration, with the agreement of the Principal or Assistant Principal involved, desires to extend such special assignment, CASA will be notified and will be given the opportunity to consult with respect to such extension.

10.5 Whenever it is desired by the Superintendent/CEO to secure the voluntary attendance of Administrators at conferences to be held outside of Philadelphia and/or requiring stays of overnight or longer, a request for volunteers to attend such conferences shall be made to the group from which such volunteers are sought and a copy of such notice shall be sent to CASA. The announcement of such conference shall indicate whether and to what extent reimbursement of expenses shall be authorized. Principals or Administrators desiring to volunteer for attendance at such conferences shall thereupon notify the requesting authority of their agreement to attend. This shall not preclude a request that a specific individual attend when his/her contribution or participation is essential to the program.

10.6 Administrators may be disciplined for just cause. Discipline shall include discharge, suspension, demotion in salary or status, or any other action disciplinary in nature.

10.7 a. In the event of a departmental reorganization, CASA will be consulted as to the impact of the reorganization on Administrators. Personnel actions resulting from such reorganization shall not be arbitrary, capricious or discriminatory.

b. Any Administrator who is to be terminated, laid-off, suspended or demoted due to a departmental reorganization shall be given written notice at least twenty-one (21) days prior to the effective date of the action. Such notice shall contain:

- (1) The reasons for the action.
- (2) The exact nature of the action being taken.

10.8 The Vacation Policy in each Division will be reduced to writing and distributed to all Administrators in the Division.

10.9 The School District acknowledges that in order to perform their assignments in a professional manner, Administrators require a work area conducive to such assignments and, accordingly, agrees to use its best efforts, within budgetary and physical limits, to provide such an environment and provide the resources to allow administrators to perform their primary function proficiently.

10.10 The School District agrees to use its best efforts to distribute the work load within each division and department equitably, bearing in mind the particular qualifications required by a particular assignment and the needs of the School District. The School District agrees to use its best efforts to support administrators in the performance of their primary job duties.

10.11 a. In the event that reductions in force become necessary, such reductions shall be accomplished within the parameters defined by the Superintendent/CEO to most properly meet the needs of the School District, which will include seniority. Such reductions shall not result in the replacement of a tenured employe by a non-tenured employe.

b. Any Administrator whose position is eliminated by a reduction in force shall be offered any lesser vacant position for which he is qualified within the CASA bargaining unit or any comparable vacant position within the CASA bargaining unit for which he is qualified. For this purpose, comparable vacant position shall mean a vacant position at the same or lower salary level. This provision shall not be applicable to promotional opportunities.

(1) If there are no comparable vacant positions for which such an Administrator is qualified, he shall be given the opportunity to apply for any other vacant position for which he is qualified within the School District.

(2) In the event that an eligibility pool for vacant positions is created or exists, qualified appointed administrators subjected to a reduction in force will be considered an eligible candidate.

c. In the event a position is re-established or a comparable one is created, affected Administrators shall be reinstated to their former positions, or to the comparable one. No other appointments to any such re-established or comparable positions shall be made while any such affected Administrator is available for reemployment. The School District shall promptly notify any such affected Administrator of any such position. For Administrators employed after March 17, 2014, this paragraph "c" shall be effective for a one (1) year period from the date of the reduction in force. For Administrators employed on or before March 17, 2014, this paragraph "c" shall be effective for a two (2) year period from the date of the reduction in force.

d. The acceptance by any affected Administrator of other employment, either within the School District or with any other Employer, shall not affect his/her right to such reemployment.

e. All time in layoff status up to one (1) year shall be counted as service time for seniority purposes only.

f. Upon recall, the District will approve a resignation/retirement if requested by the employe and the administrator will be treated as providing sufficient notice of separation/leave.

10.12 Seniority

a. Seniority shall mean total continuous employment by the School District. No period of Per Diem, Long Term, or Provisional employment shall be considered for seniority. Breaks in service of less than four (4) years shall be deducted from total School District service. An administrator with a break in service of four (4) years or more shall not be considered continuously employed by the School District of Philadelphia.

b. Where length of service in the System is equal, the dates on members' applications for the position shall be the determining factor, from the earliest to the most recent.

c. The only exceptions to the above stated policy shall be as follows:

(1) Facilities Managers and Facilities Area Coordinators.

(a) Facilities manager seniority shall be the total period of combined continuous service as an appointed manager, assistant manager, and/or Facilities Area Coordinator.

(b) Facilities Area Coordinator seniority shall be the total period of continuous service as an appointed assistant manager and/or Facilities Area Coordinator.

(c) Ties in seniority shall be broken by system seniority and then by list date and rank.

(2) Seniority for School Police Lieutenants shall be the length of service as an appointed Lieutenant. Seniority for School Police Sergeants shall be the length of service as an appointed School Police Sergeant.

(3) For Maintenance Resource Schedulers entering the CASA bargaining unit after ratification of this Agreement, seniority shall be the total period of continuous length of service as an Appointed Maintenance Resources Scheduler.

10.13 In the event of a sabbatical leave or long term illness of an administrator, consideration shall be given for the provision of substitute service.

ARTICLE 11 FAIR PRACTICES

11.1 The Board and/or SRC agree to continue its policy of not discriminating against any Administrator on the basis of race, creed, color, national origin, sex, age, marital status, qualified disability or membership or participation in, or association with the activities of, any Administrator organization.

11.2 CASA agrees, in accordance with its constitution and by-laws, to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, age, marital status, or qualified disability and to represent equally all Administrators

without regard to membership or participation in, or association with the activities of, any Administrator organization.

ARTICLE 12
RESOLUTION OF DIFFERENCES BY PEACEFUL MEANS

12.1 CASA and the Board and/or SRC agree that differences between the parties shall be settled by peaceful means as provided in this Agreement. CASA, in consideration of the terms and conditions of this Agreement, will not engage in, instigate, or condone any strike, work stoppage or any concerted refusal to perform normal work duties on the part of any Administrator covered by this Agreement, and will undertake to exert its best efforts to discourage any such acts by all Administrators.

ARTICLE 13
SAVINGS CLAUSE

13.1 In the event that any provision of this Agreement is or shall be at any time held to be contrary to law, by a court of last resort of Pennsylvania, or of the United States, or by a court of competent jurisdiction from whose judgment or decree no appeal has been taken within the time provided for doing so, all other provisions of this Agreement shall continue in effect.

ARTICLE 14
DURATION

This Contract, which constitutes the full and complete Agreement between the Board and/or SRC and CASA, shall be in full force and effect commencing September 1, 2016 and shall remain in effect until midnight August 31, 2021, and shall continue in full force and effect from year to year thereafter unless and until either party hereto shall give to the other party six (6) months written notice by certified mail, return receipt requested, of an intention to terminate the Contract at the end of its original term or at the end of the then current year.

IN WITNESS WHEREOF, the Parties hereto, with the intent to be legally bound, have caused these presents to be signed and sealed:

THE SCHOOL DISTRICT OF
PHILADELPHIA

COMMONWEALTH ASSOCIATION
OF SCHOOL ADMINISTRATORS



JOYCE S. WILKERSON, Chair
School Reform Commission



Dr. Robin Cooper,
President



WILLIAM R. HITE, JR.
Superintendent,
The School District of Philadelphia

APPENDIX A- CASA POSITION LISTING

<u>TITLE DESCRIPTION</u>	<u>TITLE CODE</u>	<u>STEP</u>
ACADEMY FOR LEADERSHIP IN PHILADELPHIA SCHOOLS RESIDENT	0496	0608
ACCOUNTABILITY, ASSESSMENT & INTERVENTION SPECIALIST	2320	0646
ACCOUNTABILITY, ASSESSMENT & INTERVENTION SPECIALIST, 3/5THS	2319	06463
ACCOUNTANT III	1313	0645
ACCOUNTANT III	1313	1645
ACCOUNTS PAYABLE SUPERVISOR	1329	0031
ADMINISTRATOR, ELEMENTARY/MIDDLE SCHOOL	0113	0610
ADMINISTRATOR, PHILADELPHIA VIRTUAL ACADEMY	0287	0612
ARCHITECT	2112	0645
ASSESSMENT DATA RESEARCH ANALYST	2325	0646
ASSISTANT CONTRACTS MANAGER	2015	0645
ASSISTANT ADMINISTRATOR, PHILADELPHIA VIRTUAL ACADEMY	0288	0605
ASSISTANT DIRECTOR, EMPLOYEE BENEFITS	1526	0659
ASSISTANT DIRECTOR, COMPREHENSIVE EARLY LEARNING CENTER	0631	0662
ASSISTANT DIRECTOR, GRANTS DEVELOPMENT & SUPPORT	0126	0662
ASSISTANT DIRECTOR, PREK HEAD START	0653	0662
ASSISTANT PRINCIPAL, FULL-TIME	0025	0608
ASSISTANT PRINCIPAL, 3/5 TIME	0028	0606
AUDIT SPECIALIST	1373	0645
AUDIT SPECIALIST	1373	1645
AUDIT SUPERVISOR	1367	0653
CABLE TV OPERATIONS ENGINEER	0557	0677
COMPUTER INSTRUCTION ANALYST	1240	0657
CONSTRUCTION MANAGER	2018	0654
CONSTRUCTION PROJECT MANAGER	2223	0650
CONTRACT MANAGER	2014	0651
COORDINATOR, AREA CONSTRUCTION	2066	0648
COORDINATOR, CAPITAL SUBSIDIES	1364	0042
COORDINATOR, DRIVER TRAINING & CERTIFICATION	7522	3647
COORDINATOR, FAMILY HELP CENTER & PHILADELPHIA FAMILY COURT	0549	0648
COORDINATOR, FOOD SERVICES, FULL SERVICES	7665	0656
COORDINATOR, FOOD SERVICES, FULL SERVICES	7665	1656
COORDINATOR, FOOD SERVICES, PREPARED MEALS	7666	3666
COORDINATOR, KINDERGARTEN TRANSITION	0651	0652
COORDINATOR, RETI-WRAP	0555	0648

<u>TITLE DESCRIPTION</u>	<u>TITLE CODE</u>	<u>STEP</u>
COORDINATOR, SPECIALIZED SVCS	0564	0652
COORDINATOR, TITLE I	0542	0652
CURRICULUM SPECIALIST	0087	0658
CURRICULUM SPECIALIST	0087	1658
CUSTOMER SUPPORT COORDINATOR, IT	1230	0040
DATA WAREHOUSE TECHNICAL LEAD	1298	0655
DESIGN ARCHITECT	2115	0650
DESIGN MANAGER	2048	0654
DIRECTOR, ASSESSMENT	0174	0668
DIRECTOR, CDC PROGRAMS	0640	0668
DIRECTOR, CURRICULUM SUPPORT	0122	0668
DIRECTOR, FINANCIAL OPERATIONS, FACILITIES MANAGEMENT & SERVICES	1318	0668
DIRECTOR, GRANTS DEVELOPMENT & SUPPORT	0102	0666
DIRECTOR, NON-PUBLIC SCHOOL SERVICES	0138	0664
DIRECTOR, PRE-K HEAD START	0067	0668
DIRECTOR, PUBLIC INFORMATION	1607	0668
EARLY CHILD FIELD COORDINATOR	0650	0658
EARLY CHILD FIELD COORDINATOR	0650	1658
ELECTRICAL DESIGN ENGINEER	2031	0650
ELECTRICAL ENGINEER	2035	0645
EMPLOYEE HEALTH SERVICES SUPERVISOR	1556	0041
FACILITIES AREA COORDINATOR	7424	0960
FACILITIES TRAINING MANAGER	7426	0650
FIELD SERVICES ACCOUNT COORDINATOR	1315	0042
FIELD SERVICES ACCOUNT COORDINATOR	1315	1642
FINANCIAL OPERATIONS OFFICER, FOOD SERVICES	1320	0655
FISCAL COORDINATOR	1326	0655
FOOD SERVICES COORDINATOR, DIETETIC SERVICES	7628	0654
FOOD SERVICES FIELD OPERATIONS SUPERVISOR	7638	1646
FOOD SERVICES FIELD OPERATIONS SUPERVISOR	7638	3031
FOOD SERVICES MATERIALS MANAGER	7648	0654
FOOD SERVICES PURCHASING SPECIFICATIONS SPECIALIST	7655	0648
FOOD SERVICES SPECIAL PROGRAMS COORDINATOR	7644	1645
FOOD SERVICES SPECIAL PROGRAMS COORDINATOR	7644	0645
FOOD SERVICES TRAINING MANAGER	7651	0645
LEAD ACADEMIC COACH	0197	0662
LIAISON, BEHAVIORAL HEALTH & CSAP	0527	0642
LIAISON, DISCIPLINE & TRUANCY	0515	0642
MAINTENANCE RESOURCE SCHEDULER	2050	0042
MANAGER, NON-INSTRUCTIONAL SCHOOL SERVICES	1817	1660
MANAGER, NON-INSTRUCTIONAL SCHOOL SERVICES	1817	1661

<u>TITLE DESCRIPTION</u>	<u>TITLE CODE</u>	<u>STEP</u>
MANAGER, NON-INSTRUCTIONAL SCHOOL SERVICES, 12 MONTHS	1819	0660
MANAGER, DATA COMMUNICATIONS NETWORK	1278	0651
MANAGER, RECORDS SERVICES	1444	0674
MANAGER, RESEARCH & EVALUATION	2324	0659
MECHANICAL ENGINEER	2025	0645
MECHANICAL DESIGN ENGINEER	2009	0650
MONITORING MANAGER, ACT 89	0518	0657
PAYROLL MANAGER	1382	0651
PERSONNEL RECRUITER	1563	0031
PLANS & REPRODUCTION TECH	7321	3028
PRINCIPAL, EMPOWERMENT SCHOOLS	0124	0690
PRINCIPAL, LARGE ELEMENTARY	0032	0609
PRINCIPAL FELLOW	0034	0691
PRINCIPAL, NON-HIGH NEEDS SCHOOLS	0127	0692
PRINCIPAL, RENAISSANCE SCHOOLS	0123	0613
PRINCIPAL, SMALL ELEMENTARY	0030	0607
PRINCIPAL, SMALL MIDDLE	0022	0609
PRINCIPAL, SPECIAL ASSIGNMENT	0029	0612
PRINCIPAL, SPECIAL ASSIGNMENT	0029	0609
PROCUREMENT ADMINISTRATIVE COORDINATOR	1425	0654
PROCUREMENT SUPERVISOR	1440	0042
PROCUREMENT TECHNICAL SERVICES MANAGER	1429	0654
PROGRAM EVALUATOR	2322	0646
PURCHASING CONTRACTS COMPLIANCE SPECIALIST	1427	0648
PURCHASING SERVICES MANAGER	1433	0654
PURCHASING SUPERVISOR	1448	0645
REGIONAL MANAGER, FACILITIES MANAGEMENT & SERVICES	7423	0655
RESPONSE TO INTERVENTION SPECIALIST	0753	0642
RETIRED ADMINISTRATOR, MENTORING	0968	0802
RETIRED ADMINISTRATOR, HOURLY	0960	0801
RETIRED ASSISTANT PRINCIPAL OR ASSISTANT PRINCIPAL TYPE WORK	0946	0799
RETIRED PRINCIPAL, PER DIEM	0952	0800
SCHOOL FACILITIES PLANNER	2092	3657
SCHOOL POLICE LIEUTENANT	1921	0037
SCHOOL POLICE LIEUTENANT	1921	3537
SCHOOL POLICE SERGEANT	1918	1540
SCHOOL SECURITY OPERATIONS OFFICER	1912	0677
SECONDARY SCHOOL ASSISTANT PRINCIPAL TRANSFORMATION	0200	0608
SENIOR BENEFITS ANALYST	1303	0042
SENIOR BENEFITS ANALYST, 2/5	1546	00422

<u>TITLE DESCRIPTION</u>	<u>TITLE CODE</u>	<u>STEP</u>
SENIOR BENEFITS ANALYST, 3/5	1583	00423
SENIOR BENEFITS ANALYST. 4/5	1580	00424
SENIOR FINANCIAL ANALYST	1343	0033
SITE ADMINISTRATOR, ACADEMIC & VOCATIONAL PROGRAMS	0033	0608
SOCIAL CASEWORK AND TRAINING SUPERVISOR	0622	0649
SOCIAL SERVICES COORDINATOR, PKHS	0670	0657
SPECIAL PROJECTS ASSISTANT II	1612	0029
STREET SUPERVISOR, TRANSPORTATION OPERATIONS	7542	0949
STREET SUPERVISOR, TRANSPORTATION OPERATIONS	7542	1949
STRUCTURAL DESIGN ENGINEER	2055	0650
STUDENT INFORMATION SYSTEMS SOFTWARE ENGINEER	1254	0655
STUDENT RECORDS SUPERVISOR	1451	0044
SUPERVISOR, FEE COLLECTION, CDC PROGRAMS	0633	0041
SUPERVISOR, SPEECH/LANG & HEARING PROGRAMS	0073	0658
SUPERVISOR, SPEECH/LANG & HEARING PROGRAMS	0073	1658
SYSTEMS ANALYST	1256	0655
TRAINER, SCHOOL SAFETY OPS	1926	0037
TREASURY SPECIALIST	1379	0040
TURNAROUND PRINCIPAL PROMISE ACADEMY	0128	0613
VOCATIONAL EDUCATION LIAISON, SPECIAL EDUCATION PROGRAM	1803	0658

APPENDIX B- PAY SCHEDULES

Director, Non-Public School Services

PAY GRADE 0664

STEP	9/1/2016	9/1/2018
1	98,364	100,331
2	101,372	103,399
3	104,377	106,465
4	107,472	109,621
5	110,479	112,689
6	113,830	116,107
7	117,178	119,522

Director, Grants Development

PAY GRADE 0666

STEP	9/1/2016	9/1/2018
1	101,372	103,399
2	104,377	106,465
3	107,472	109,621
4	110,479	112,689
5	113,571	115,842
6	116,921	119,259
7	120,443	122,852

Director, Assessment
 Director, CDC Programs
 Director, Curriculum Support
 Director, Financial Operations, FMS
 Director, Pre-K Head Start
 Director, Public Information
PAY GRADE 0668

STEP	9/1/2016	9/1/2018
1	104,377	106,465
2	107,472	109,621
3	110,479	112,689
4	113,571	115,842
5	116,580	118,912
6	120,013	122,413
7	123,622	126,094

School Police Lieutenant, Ten Months
PAY GRADE 3537

STEP	9/1/2016	9/1/2018
1	36,256	36,981
2	38,190	38,954
3	40,049	40,850
4	42,842	43,699
5	45,348	46,255
6	54,865	55,962
7	56,656	57,789

Field Services Accounting Coordinator, Ten Months

PAY GRADE 1642

STEP	9/1/2016	9/1/2018
1	46,562	47,493
2	49,139	50,122
3	51,716	52,750
4	55,497	56,607
5	58,935	60,114
6	69,584	70,976

Audit Specialist, Ten Months

Accountant III, Ten Months

Food Services Special Programs Coordinator, Ten Months

PAY GRADE 1645

STEP	9/1/2016	9/1/2018
1	57,900	59,058
2	60,394	61,602
3	62,885	64,143
4	65,462	66,771
5	68,041	69,402
6	70,014	71,414
7	72,162	73,605

Street Supervisor, Transportation Operations, Ten Months

PAY GRADE 1949

STEP	9/1/2016	9/1/2018
1	43,057	43,918
2	48,714	49,688
3	50,145	51,148
4	51,574	52,605

School Police Sergeant

PAY GRADE 1540

STEP	9/1/2016	9/1/2018
1	33,093	33,755
2	35,217	35,921
3	37,232	37,977
4	39,791	40,587
5	43,587	44,459
6	46,034	46,955

School Climate Manager (BA)

PAY GRADE 1660

STEP	9/1/2016	9/1/2018
1	64,217	65,501
2	66,726	68,061
3	69,299	70,685
4	71,804	73,240
5	74,380	75,868
6	76,602	78,134
7	78,821	80,397

School Climate Manager (MA)

PAY GRADE 1661

STEP	9/1/2016	9/1/2018
1	64,217	65,501
2	66,726	68,061
3	69,299	70,685
4	71,804	73,240
5	74,380	75,868
6	76,602	78,134
7	78,821	80,397
8	89,563	91,354
9	92,066	93,907
10	94,857	96,754

Food Services Field Operations Supervisor, Ten Months

PAY GRADE 1646

STEP	9/1/2016	9/1/2018
1	58,885	60,063
2	61,377	62,605
3	63,865	65,142
4	66,444	67,773
5	69,019	70,399
6	70,995	72,415
7	73,141	74,604

Coordinator, Food Services, Full Services, Ten Months

PAY GRADE 1656

STEP	9/1/2016	9/1/2018
1	71,383	72,811
2	73,885	75,363
3	76,315	77,841
4	78,752	80,327
5	81,252	82,877
6	83,682	85,356
7	86,186	87,910

Curriculum Specialist

Early Childhood Field Coordinator, Ten Months

Supervisor, Speech/Language & Hearing

PAY GRADE 1658

STEP	9/1/2016	9/1/2018
1	79,417	81,005
2	81,906	83,544
3	84,398	86,086
4	86,973	88,712
5	89,464	91,253
6	92,130	93,973
7	94,877	96,775

Special Projects Assistant II

PAY GRADE 0029

STEP	9/1/2016	9/1/2018
1	46,039	46,960
2	49,108	50,090
3	52,746	53,801
4	59,012	60,192
5	62,337	63,584
6	68,091	69,453
7	69,569	70,960

Accounts Payable Supervisor; Personnel Recruiter

PAY GRADE 0031

STEP	9/1/2016	9/1/2018
1	49,694	50,688
2	52,769	53,824
3	55,580	56,692
4	59,587	60,779
5	63,355	64,622
6	74,984	76,484

Senior Financial Analyst

PAY GRADE 0033

STEP	9/1/2016	9/1/2018
1	58,073	59,234
2	62,138	63,381
3	66,488	67,818
4	71,142	72,565
5	76,121	77,643
6	81,449	83,078
7	86,595	88,327

**School Police Lieutenant; Trainer, School Safety
Operations**

PAY GRADE 0037

STEP	9/1/2016	9/1/2018
1	43,507	44,377
2	45,828	46,745
3	48,059	49,020
4	51,411	52,439
5	54,416	55,504
6	65,840	67,157
7	67,988	69,348

Customer Support Coordinator, IT

Treasury Specialist

PAY GRADE 0040

STEP	9/1/2016	9/1/2018
1	51,460	52,489
2	54,295	55,381
3	57,128	58,271
4	61,167	62,390
5	65,034	66,335
6	77,231	78,776

**Employee Health Services Supervisor ;Supervisor, Fee Collection, CDC
Programs**

PAY GRADE 0041

STEP	9/1/2016	9/1/2018
1	53,250	54,315
2	56,527	57,658
3	59,536	60,727
4	63,828	65,105
5	67,866	69,223
6	80,324	81,930

**Coordinator, Capital Subsidies; Field Services
 Accounting Coordinator
 Maintenance Resource Scheduler; Procurement Supervisor; Senior
 Benefits Analyst**

PAY GRADE 0042

STEP	9/1/2016	9/1/2018
1	55,839	56,956
2	59,020	60,200
3	62,025	63,266
4	66,580	67,912
5	70,791	72,207
6	83,415	85,083

Student Records Supervisor

PAY GRADE 0044

STEP	9/1/2016	9/1/2018
1	40,720	41,534
2	42,867	43,724
3	45,102	46,004
4	48,365	49,332
5	51,290	52,316
6	62,198	63,442

**Liaison, Discipline & Truancy; Prevention &
 Intervention Liaison**

School Behavior Consultant

PAY GRADE 0642

STEP	9/1/2016	9/1/2018
1	62,347	63,594
2	65,589	66,901
3	68,868	70,245
4	71,159	72,582
5	74,109	75,591
6	78,577	80,149
7	80,942	82,561

Architect
Audit Specialist
Accountant III
Assistant Contracts Manager
Electrical Engineer
Food Services Special Programs Coordinator
Food Services Training Manager
Mechanical Engineer
Purchasing Supervisor
PAY GRADE 0645

STEP	9/1/2016	9/1/2018
1	69,499	70,889
2	72,504	73,954
3	75,512	77,022
4	78,605	80,177
5	81,614	83,246
6	84,015	85,695
7	86,595	88,327

Accountability, Assessment & Intervention Specialist
Assessment Data Research Analyst
Program Evaluator
PAY GRADE 0646

STEP	9/1/2016	9/1/2018
1	69,343	70,730
2	72,811	74,267
3	76,451	77,980
4	80,273	81,878
5	84,287	85,973
6	88,503	90,273
7	93,812	95,688

Coordinator, Area Construction
Coordinator, Reti-Wrap
Food Services Purchasing Specifications Specialist
Purchasing Contracts Compliance Specialist
PAY GRADE 0648

STEP	9/1/2016	9/1/2018
1	74,052	75,533
2	77,062	78,603
3	80,070	81,671
4	83,158	84,821
5	86,166	87,889
6	88,743	90,518
7	91,406	93,234

Social Casework & Training Supervisor

PAY GRADE 0649

STEP	9/1/2016	9/1/2018
1	75,512	77,022
2	78,605	80,177
3	81,614	83,246
4	84,621	86,313
5	87,713	89,467
6	90,376	92,184
7	93,039	94,900

Construction Project Manager

Facilities Training Manager

Mechanical Design Engineer

Project Manager, Capital Projects

Project Manager, Electrical

Structural Design Engineer

PAY GRADE 0650

STEP	9/1/2016	9/1/2018
1	77,062	78,603
2	80,070	81,671
3	83,158	84,821
4	86,166	87,889
5	89,258	91,043
6	91,921	93,759
7	94,583	96,475

Contract Manager
Manager, Data Communications Network
Payroll Manager
PAY GRADE 0651

STEP	9/1/2016	9/1/2018
1	78,605	80,177
2	81,614	83,246
3	84,621	86,313
4	87,713	89,467
5	90,718	92,532
6	93,468	95,337
7	96,213	98,137

Coordinator, Kindergarten Transition
Coordinator, Specialized Services
Coordinator, Title I
PAY GRADE 0652

STEP	9/1/2016	9/1/2018
1	81,047	82,668
2	84,138	85,821
3	87,146	88,889
4	90,250	92,055
5	93,248	95,113
6	95,995	97,915
7	98,743	100,718

Audit Supervisor
PAY GRADE 0653

STEP	9/1/2016	9/1/2018
1	81,614	83,246
2	84,621	86,313
3	87,713	89,467
4	90,718	92,532
5	93,814	95,690
6	96,647	98,580
7	99,567	101,558

Street Supervisor, Transportation Operations

PAY GRADE 0949

STEP	9/1/2016	9/1/2018
1	51,668	52,701
2	58,456	59,625
3	60,175	61,379
4	61,890	63,128

Facilities Area Coordinator

PAY GRADE 0960

STEP	9/1/2016	9/1/2018
1	69,709	71,103
2	71,253	72,678
3	73,486	74,956
4	75,634	77,147
5	77,956	79,515

Manager, Non-Instructional School Services

PAY GRADE 0660

STEP	9/1/2016	9/1/2018
1	77,060	78,601
2	80,071	81,672
3	83,159	84,822
4	86,166	87,889
5	89,257	91,042
6	91,922	93,760
7	94,585	96,477

Plans & Reproduction Technician

PAY GRADE 3028

STEP	9/1/2016	9/1/2018
1	58,930	60,109
2	60,967	62,186
3	62,999	64,259
4	65,127	66,430

5	67,250	68,595
6	74,683	76,177
7	79,281	80,867

Food Services Field Operations Supervisor

PAY GRADE 3031

STEP	9/1/2016	9/1/2018
1	64,782	66,078
2	67,081	68,423
3	69,382	70,770
4	71,681	73,115
5	74,069	75,550
6	81,771	83,406
7	86,634	88,367

Coordinator, Driver Training & Certification

PAY GRADE 3647

STEP	9/1/2016	9/1/2018
1	72,504	73,954
2	75,512	77,022
3	78,605	80,177
4	81,614	83,246
5	84,621	86,313
6	87,108	88,850
7	89,772	91,567

Construction Manager

Design Manager

Food Services Coordinator, Dietetic Services

Food Services Materials Manager

Procurement Administrative Coordinator

Procurement Technical Services Manager

Purchasing Services Manager

PAY GRADE 0654

STEP	9/1/2016	9/1/2018
1	83,158	84,821
2	86,166	87,889
3	89,258	91,043
4	92,263	94,108
5	95,271	97,176
6	98,190	100,154
7	101,116	103,138

Data Warehouse Technical Lead

Financial Operations Officer, Food Services

Fiscal Coordinator; Regional Manager, Facilities

Student Information Systems Software Engineer; Systems Analyst

PAY GRADE 0655

STEP	9/1/2016	9/1/2018
1	84,621	86,313
2	87,713	89,467
3	90,718	92,532
4	93,814	95,690
5	96,819	98,755
6	99,740	101,735
7	102,747	104,802

Coordinator, Food Services, Full Services

PAY GRADE 0656

STEP	9/1/2016	9/1/2018
1	85,659	87,372
2	88,661	90,434
3	91,579	93,411
4	94,501	96,391
5	97,501	99,451
6	100,420	102,428
7	103,423	105,491

Computer Instruction Analyst

Monitoring Manager, Act 89
Social Services Coordinator, PKHS
PAY GRADE 0657

STEP	9/1/2016	9/1/2018
1	90,239	92,044
2	93,248	95,113
3	96,251	98,176
4	99,344	101,331
5	102,353	104,400
6	105,361	107,468
7	108,453	110,622

Curriculum Specialist
Early Childhood Field Coordinator
Supervisor, Speech/Language & Hearing
Vocational Education Liaison, Special Education
PAY GRADE 0658

STEP	9/1/2016	9/1/2018
1	94,705	96,599
2	97,713	99,667
3	100,806	102,822
4	103,814	105,890
5	106,821	108,957
6	109,996	112,196
7	113,262	115,527

Assistant Director, Employee Benefits

Manager, Research & Evaluation

PAY GRADE 0659

STEP	9/1/2016	9/1/2018
1	90,718	92,532
2	93,814	95,690
3	96,819	98,755
4	99,825	101,822
5	102,919	104,977
6	106,013	108,133
7	109,188	111,372

Assistant Director, Grants Development & Support

Lead Academic Coach

PAY GRADE 0662

STEP	9/1/2016	9/1/2018
1	95,271	97,176
2	98,364	100,331
3	101,372	103,399
4	104,377	106,465
5	107,472	109,621
6	110,652	112,865
7	113,913	116,191

Manager, Records Services

PAY GRADE 0674

STEP	9/1/2016	9/1/2018
1	83,158	84,821
2	86,166	87,889
3	89,258	91,043
4	92,263	94,108
5	95,271	97,176
6	98,190	100,154
7	101,116	103,138

Cable TV Operations Engineer
School Security Operations Officer
PAY GRADE 0677

STEP	9/1/2016	9/1/2018
1	89,258	91,043
2	92,263	94,108
3	95,271	97,176
4	98,364	100,331
5	101,372	103,399
6	104,377	106,465
7	107,472	109,621

Coordinator, Food Services Prepared Meals
PAY GRADE 3656

STEP	9/1/2016	9/1/2018
1	85,659	87,372
2	88,661	90,434
3	91,579	93,411
4	94,501	96,391
5	97,501	99,451
6	100,420	102,428
7	103,423	105,491

School Facilities Planner
PAY GRADE 3657

STEP	9/1/2016	9/1/2018
1	89,258	91,043
2	92,263	94,108
3	95,271	97,176
4	98,364	100,331
5	101,372	103,399
6	104,377	106,465
7	107,472	109,621

Assistant Principal; Assistant Administrator, Philadelphia Virtual Academy

PAY GRADE 0608

STEP	9/1/2016	9/1/2018
1	88,752	90,527
2	92,349	94,196
3	96,213	98,137
4	99,911	101,909
5	103,691	105,765
6	107,472	109,621
7	110,993	113,213

Principal, Special Assignment; Administrator, Philadelphia Virtual Academy

PAY GRADE 0612

STEP	9/1/2016	9/1/2020
1	116,431	118,760
2	120,341	122,748
3	124,253	126,738
4	128,162	130,725
5	132,073	134,714
6	135,982	138,702
7	139,895	142,693

Principal Fellow

PAY GRADE 0691

STEP	9/1/2016	9/1/2018
1	89,000	90,780

Assistant Principal, LTS

Assistant Principal, Per Diem

Retired Assistant Principal, LTS

PAY GRADE 0799

STEP	9/1/2016	9/1/2018
1	408.16	416.32

Principal, Building Administrator, Per Diem

Principal, Building Administrator, LTS

Retired Principal, Per Diem

Retired Principal, Building Administrator, LTS

PAY GRADE 0800

STEP	9/1/2016	9/1/2020
1	430.38	438.99

Retired Administrator

PAY GRADE 0801

STEP	9/1/2016	9/1/2019
1	54.64	55.73

Retired Administrator, ALPS Mentoring

PAY GRADE 0802

STEP	9/1/2016	9/1/2020
1	53.80	54.88

**Principal, Renaissance
Schools**

PAY GRADE 0613

STEP	9/1/2016
1	133,015
2	137,236
3	141,453
4	145,673
5	149,890

Principal, Empowerment Schools

PAY GRADE 0690

STEP	9/1/2016
1	109,095
2	112,446
3	115,798
4	119,153
5	122,505

**Principal, Non-High
Needs Schools**

PAY GRADE 0692

STEP	9/1/2016
1	103,544
2	106,802
3	110,061
4	113,318
5	116,579

**Principal, Renaissance
Schools, Ten Months
PAY GRADE 0693**

STEP	9/1/2016
1	110,846
2	114,363
3	117,878
4	121,394
5	124,908

**Principal
PAY GRADE 0614**

STEP	7/1/2018	9/1/2020
1	130,914	133,532
2	133,532	136,203
3	136,203	138,927
4	138,927	141,706
5	141,706	144,540
6	144,540	147,431
7	147,430	150,379

**Principal, Ten Months
PAY GRADE 0615**

STEP	7/1/2018	9/1/2020
1	109,095	111,277
2	111,277	113,503
3	113,502	115,772
4	115,772	118,087
5	118,088	120,450
6	120,450	122,859
7	122,859	125,316

**Assistant Principal
PAY GRADE 0681**

STEP	9/1/2016	9/1/2018
1	88,752	90,527
2	90,461	92,270
3	94,281	96,167
4	98,062	100,023
5	101,801	103,837
6	105,582	107,694
7	109,233	111,418
8	110,993	113,213

**Curriculum Specialist
PAY GRADE 1689**

STEP	9/1/2016	9/1/2018
1	94,705	96,599
2	96,209	98,133
3	99,260	101,245
4	102,310	104,356
5	105,318	107,424
6	108,409	110,577
7	111,629	113,862
8	113,262	115,527

**School Climate Manager (BA)
PAY GRADE 1697**

STEP	9/1/2016	9/1/2018
1	64,217	65,501
2	65,472	66,781
3	68,013	69,373
4	70,552	71,963
5	73,092	74,554
6	75,491	77,001
7	77,712	79,266
8	78,821	80,397

**School Climate Manager (MA)
PAY GRADE 1698**

STEP	9/1/2016	9/1/2018
1	64,217	65,501
2	65,472	66,781
3	68,013	69,373
4	70,552	71,963
5	73,092	74,554
6	75,491	77,001
7	77,712	79,266
8	84,192	85,876
9	90,815	92,631
10	93,462	95,331
11	94,857	96,754

**School Police Sergeant
PAY GRADE 1541**

STEP	9/1/2016	9/1/2018
1	33,093	33,755
2	34,155	34,838
3	36,225	36,950
4	38,512	39,282
5	41,689	42,523
6	44,811	45,707
7	46,034	46,955

Facilities Training Manager

PAY GRADE 0695

STEP	9/1/2016	9/1/2018
1	77,062	78,603
2	78,566	80,137
3	81,614	83,246
4	84,662	86,355
5	87,712	89,466
6	90,590	92,402
7	93,252	95,117
8	94,583	96,475

Principal, Non High

Needs

PAY GRADE 0696

STEP	9/1/2016
1	103,544
2	105,173
3	108,341
4	111,689
5	114,948
6	116,579

Principal,

Empowerment

PAY GRADE 0697

STEP	9/1/2016
1	109,095
2	110,770
3	114,122
4	117,476
5	120,829
6	122,505

Principal, Renaissance

PAY GRADE 0698

STEP	9/1/2016
1	133,015

2	135,126
3	139,435
4	143,563
5	147,782
6	149,890

APPENDIX C

PROBATIONARY ADMINISTRATOR PROTOCOL

The School District of Philadelphia and CASA recognize the need for principals and assistant principals who can successfully meet the challenge of being effective school administrators. In order to assist those persons who desire to become school administrators, the School District of Philadelphia and CASA agreed to create the position Probationary Administrator.

All School District employees desiring to be considered for a position as a Probationary Administrator must first obtain a recommendation from their line supervisor and the CEO/Superintendent or his/her designee. The District will then assess the candidate's ability to satisfactorily perform the position sought including, for example, writing skills, knowledge of the position, problem solving skills and effective oral communication skills. Persons who successfully complete the selection process will be placed in a pool. No person may remain in the pool longer than two years. After two years, any person in the pool who has not been placed in a Probationary Administrator position will be removed from the pool of eligibles. The District will provide CASA with the list of eligibles in the pool.

Those persons in the pool selected by the District to be Probationary Administrators must successfully complete the following requirements prior to being appointed to the position of principal or assistant principal:¹

1. Attend a series of professional development classes, workshops, seminars, etc. It is the intention of the parties to work collaboratively regarding professional development activities for Probationary Administrators. The parties further agree that the School District will determine the content and timing of professional development activities. The District will provide CASA with the dates and topics of these activities.
2. Successfully complete the selection process.
3. Serve a probationary period of not more than two years, unless extended for an additional year. Recommendation for such an extension will first be discussed with the Probationary Administrator as to the reasons for such an extension. The Administrator shall have the right to be represented by CASA at this discussion. The discussion will occur no less than one month prior to the end of the two-year probationary period.
4. A Probationary Administrator who is not demonstrating the necessary skills to accomplish the predetermined goals and objectives that have been communicated to him/her, in the areas of human relations, staff development, school and community relations, curriculum and instruction, management skills and other

¹The School District reserves the right to place people from outside the pool in the position of Probationary Administrator. Such persons will be required to follow the same process as those in the pool prior to appointment.

areas where it is deemed that the employee is in need of professional development, will be offered professional development in the specific areas of deficiency.

5. Following the provision of the necessary training and a reasonable period of time to fully demonstrate the acquired skills, if the Probationary Administrator is still found to be deficient in the necessary skill areas identified by his/her line officer, he/she will conference with his/her line officer. At such conference regarding the employee's performance the employee will be entitled to CASA representation. Such conference will not result in any negative information being placed in the employee's personnel file. At the conclusion of the conference, the District may, at its discretion, return the Probationary Administrator to his/her prior job classification at any time within the probationary period, provided the Probationary Administrator was a District employee previously. The District will use its best efforts to find other District employment for Probationary Administrators who are not appointed but were not previously District employees. A decision by the District to remove a Probationary Administrator shall not be subject to the arbitration process set forth in the CASA collective bargaining agreement.
6. Probationary Administrators shall be considered members of CASA, entitled to all of the contractual rights and benefits granted to CASA members, except those that would conflict with the provisions of this protocol.

SIDE LETTERS

Converted Twelve Month Administrators

For the 2018-2019 school year, any ten-month administrator converting to twelve-month administrator on July 1, 2018, who has less than ten (10) banked vacation days shall accrue up to ten (10) of the employee's annual vacation days on July 1, 2018, to increase the employee's vacation day balance to ten (10) days.

Vacation

No school based Administrator will be granted vacation during June, August, September, or the dates on which the Pennsylvania System of School Assessment ("PSSA") is scheduled, except with the approval of the CEO/Superintendent or his/her designee.

Termination Pay

In the 2010-2011 and 2011-2012 school years, the District shall annually identify, and provide notice to CASA of, a District designee that Administrators may contact after ninety (90) days following their termination of service to facilitate, and expedite, the payment of termination pay, to the extent possible.

Medical Insurance Opt-Out Program

Effective September 1, 2013, the District shall cease to provide compensation to bargaining unit members who elect to waive medical insurance coverage.

Statutory Authority

The School Reform Commission, by ratifying this collective bargaining agreement, irrevocably commits that it will not, during the life of this Agreement through August 31, 2016, exercise any statutory authority it may possess to cancel, modify, or otherwise set aside this Agreement.

Joint Committee on Compensation

The Parties acknowledge and agree that the Joint Committee on compensation may identify and review any wage compression issues within the bargaining unit job classifications and make recommendations to the Superintendent regarding adjustments to salaries to address any identified wage compression issues. No administrator shall suffer a reduction in salary as a result of the wage compression and salary schedule revisions.

The Parties will meet no later than November 2017 to discuss possible supplementary compensation for principals and assistant principals for service in certain schools and conditions. The discussion will include criteria to be considered for possible supplementary compensation, such as enrollment and composition of student body, level of instruction, complexity of curriculum, priority and focus schools, and other related topics. The discussion will also include the potential forms of possible supplementary compensation such as an annual lump sum

payment tied to agreed upon criteria. Any supplementary compensation is subject to the approval of the Superintendent and SRC.

Assistant Principals

Effective in the first paycheck following September 1, 2018, certain Assistant Principals as agreed upon by the Parties shall receive a one-time lump sum payment equal to \$2,000.

Memorandum of Agreement

The lump sum ratification bonus payment and the lump sum payment to employees at the maximum of the salary schedule in September 2017 shall be paid as a lump sum payment no later than the third payroll after ratification by the School Reform Commission. All increments shall be effective on the employee's anniversary date. Employees with less than one year of service in the bargaining unit shall not be eligible for an increment effective September 1, 2017. The lump sum ratification bonus shall not be PSERS eligible.

The Parties agree that the following pay grades shall not apply to employees new to those positions after September 14, 2017: Pay Grades 0681, 1689, 1697, 1698, 1541, 0695, 0696, 0697, and 0698.