

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, 2009

to

August 31, 2012

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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 - any administrator who is paid for ten months of service during the school year. The work year for such Administrators shall be 193 days scheduled between September 1st and June 30th. Principals and Assistant Principals shall also be required to work at a minimum ten (10) reorganization days between August 1st and August 31st.

Ten-month principals and assistant principals shall also be required to participate in professional development programs for up to ten (10) days to be scheduled between August 1 and August 31 of each year, for which they will receive their daily rate of pay.

- h. Twelve-month administrator - any administrator who is paid for twelve months of service. All principals and assistant principals assigned to High Needs schools shall be twelve-month administrators. A ten-month principal may opt-in to become a twelve-month administrator in the subsequent work year by providing notice to the Office of Talent Acquisition on or before March 1st. Assistant Principals, ten-month principals on special assignment and assistant principals on special assignment may opt-in to become a twelve-month administrator in the subsequent work year by making a request for a change in status to the Office of Talent Acquisition on or before March 1st, which shall be evaluated by the District for administrative and budgetary impact. All requestors will be notified by May 1 if the request is approved.

The work year for such Administrators shall commence on July 1st and terminate on June 30th.

i. High Needs Schools. Effective July 1, 2010, High Needs Schools shall include the District's lowest performing schools as measured by Corrective Action II and those schools scoring in the bottom decile of the School Performance Index. In the event the formula for Corrective Action changes, the Parties agree to meet and discuss any impact on the definition of High Needs Schools.

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. Further, 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.

1.4 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 the allocation of cell phones to Administrators.

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 training to 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 Employes 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 Regional CASA Steward, the Regional Superintendent will set aside time prior to commencement of the regular agenda at the next Regional 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. Unless it may affect the school adversely, or the Principal indicates that it shall be inappropriate, Assistant Principals shall attend each Regional staff meeting on a rotating basis. In schools having only one Assistant Principal, the Principal shall, wherever possible, make arrangements for the Assistant Principal to attend Region staff meetings periodically in lieu of the Principal.

g. 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.

h. 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.

i. 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.

j. 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.

l. 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

6.0 Except as proscribed in Article 6.18, the members of the bargaining unit shall receive the following across-the-board wage increases:

a. Effective September 1, 2010, there shall be a 3% across-the-board increase.

b. Effective January 1, 2012, there shall be an additional 3% across-the-board increase.

c. As of July 1, 2010, the slider and extra-curricular rates shall be adjusted at the same time as, and equal to, the across-the-board raises CASA receives during the contract.

d. Effective July 1, 2010, the salary schedules in Appendix B shall go into effect.

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

6.2 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 \$51.50/hr, effective July 1, 2010.

b. hours worked leading staff development sessions on Saturdays, Sundays or holidays at the rate of \$51.50/hr, effective July 1, 2010.

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 \$51.50/hr, effective July 1, 2010.

d. As of July 1, 2010, the rates in this section shall be adjusted at the same time as, and equal to, the across-the-board raises CASA receives during the contract.

6.3 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.

6.4 The School District and CASA recognize the desirability of providing extended educational services to children. The School District and CASA recognize that providing these services to children increases the work load on administrators. Therefore, to the extent permitted by budgetary allocation, those administrators who are in charge of the programs in schools which have extended day and/or evening programs between Monday and Friday will be entitled to a lump sum payment as follows: Principals shall be entitled to a lump sum payment of \$3000 each year of the contract and Assistant Principals and Managers of Non-instructional School Services shall each be entitled to a lump sum payment of \$1000 each year of the contract. Principals are only eligible for a maximum of \$3000 per year under this section and Assistant Principals and Managers of Non-instructional School Services are only eligible for a maximum of \$1000 under this section. The payments under this section will only be paid to a principal, ~~or~~ assistant principal, and/or Manager of Non-instructional School Services assigned to the location which has the extended day and/or evening program. The stipend will be paid to an eligible administrator in two equal installments in the first pay following January 31st of each school year and in the first pay following May 31st of each school year.

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 \$51.50/hr, effective July 1, 2010, for hours worked on Saturdays, Sundays, or holidays supervising work activities of other employes 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 \$51.50/hr, effective July 1, 2010, (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.

d. As of July 1, 2010, the rates in this section shall be adjusted at the same time as, and equal to, the across-the-board raises CASA receives during the contract.

6.6 All other administrators, not covered by the above paragraphs 6.2 and 6.5, 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 6.7 or 6.8 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 6.7 or 6.8 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 6.7 or 6.8 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 6.7 or 6.8 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 6.8 below.

f. compensation at the rate of time and one half the applicable premium rate as described in paragraph 6.7 or 6.8 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 6.6 are as follows:

- a. Administrators earning \$53,258 or less shall receive their regular hourly rate.
- b. Administrators earning between \$53,258 and \$78,117 shall receive the current slider rate of \$34.02.
- c. Administrators earning more than \$78,117 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 6.6 are as follows:

- a. Administrators earning \$44,381 or less shall receive their regular hourly rate.
- b. Administrators earning between \$44,381 and \$70,630 shall receive the current slider rate of \$34.02.
- c. Administrators earning more than \$70,630 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. All Administrators whose schedule does not require attendance during July and August shall continue to receive salary during July and August at their daily rates of pay in anticipation of their availability to work as of September 1 as long as they remain in active status.

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

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 during July and August 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 twenty-five dollars (\$425.00), effective July 1, 2010, and four hundred and fifty dollars (\$450.00), effective January 1, 2012.

6.14 School Police Supervisors

School Police Supervisors shall receive an annual uniform allowance of five hundred dollars (\$500.00), effective July 1, 2010.

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 twenty-five dollars (\$425.00), effective July 1, 2010, and up to four hundred and fifty dollars (\$450.00), effective January 1, 2012, 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

Pay steps 607, 609, 610 and 611 will contain a seven step pay scale. Principals and Assistant Principals must be rated satisfactory to be eligible for an increment, value-added compensation, or an across-the-board raise. Principals and Assistant Principals not rated satisfactory will remain at their current salary in the ensuing school year. To be eligible for value-added compensation, CASA members must not have received a disciplinary document in their file for the year in which the compensation was earned.

6.19 The District shall provide Principals assigned to Vanguard Schools an annual bonus of \$2,000.00. During the period of their assignment, Vanguard School Principals are expected to participate in developmental activities for other administrators including but not limited to leading professional development, mentoring or otherwise assisting other administrators.

6.20 Beginning in the 2010-2011 school year, contingent upon the availability of funding, the District will annually provide additional compensation to the highest performing Principals as measured on the Principal performance evaluation.

6.21 Value Added Compensation Program

The District has established a Value-Added Compensation Program to provide additional compensation to CASA bargaining unit members in those schools which experience the highest level of student growth as measured against established growth indices.

Beginning in the 2011-2012 school year, contingent upon the availability of funding, additional compensation under the Value-Added Compensation Program will be allocated annually to bargaining unit members in 25% of the highest performing High Needs Schools and 10% of the highest performing non-High Needs Schools as measured against this index. The District shall determine, based upon available funding, the level of funding for the program and the amount of compensation to be distributed annually to eligible employees.

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

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; 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 Board.

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 employe 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 employe's approved occupational injury claim extends beyond twelve months, the employe 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 permitted to take accrued vacation subject to approval of the Superintendent/CEO or his/her designee, which shall not be unreasonably withheld.

7.3 Wage Continuation

a. Effective September 1, 1997, 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	25%	52 weeks of benefits payments after the individual has utilized his/her accumulated sick leave plus waiting period
10 but less than 30	6	25%	
30 but less than 60	5	65%	
60 but less than 90	4	100%	
90 but less than 120	3	100%	
120 but less than 150	2	100%	
150 but less than 180	1	100%	
180 days or more	0	100%	

b. For Administrators newly hired within the three (3) years immediately prior to each September 1 when the Administrator's Health Insurance category is set, the percentage of premium paid by the School District will be as follows:

Accumulated Sick Leave	Waiting Period (Days)	Percentage of Premium Paid by School District	Benefit Duration
Less than 10 days	7	50%	52 weeks of benefits payments after the individual has utilized his/her accumulated sick leave plus waiting period
10 but less than 30	6	50%	
30 but less than 60	5	65%	

c. It is agreed that any Administrator who has an accumulated sick leave balance of at least 90 days and who, as a result of suffering a single catastrophic illness or injury, has a continuous absence, certified by a physician, that brings his/her sick leave balance below 30 days, shall be treated as a new Administrator for purposes of calculating Wage Continuation rates for not more than three years subsequent to the date of his/her return to work.

d. 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.

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. 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.

7.5 a. Employees hired after the date of this Agreement shall be enrolled in Keystone HMO 15 for a period of four (4) years at no cost to the employee. Upon completion of four (4) years of employment, any employee hired on or after September 1, 2010, choosing to enroll in

the PC 20/30/70% (w/ variations) Plan shall be permitted to do so, provided however, that such employees shall be required to pay five percent (5%) of the then applicable current Personal Choice Component Premium (e.g., single, Husband and Wife, Family). New employee shall refer only to those employees who are new to the School District.

b. As soon as possible, any employee who is currently enrolled in Keystone HMO 10 shall be enrolled in Keystone HMO 15. Any employee hired on or before September 1, 2010, who has completed four (4) years of employment, may choose to enroll in the PC 20/30/70% (w/variations) plan, provided however, that such employee shall be required to pay three percent (3%) of the then applicable current Personal Choice Component Premium (e.g. Single, Husband and Wife, Family).

c. When the Medical Plan becomes self-funded the District shall establish premium equivalents using reasonable actuarial methods. These premium equivalents shall be used to establish the payments, if any, required in Article 7.5, Section a and b.

d. As soon as possible, but no later than July 1, 2010, all employees currently enrolled in Personal Choice 15/25/70% (w/ variations) shall be enrolled in Personal Choice 20/30/70% (w/variations) at no cost to the employee.

e. The School District shall be responsible for the management of the medical plans. Effective July 1, 2010, 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. The Parties agree that if costs in the self-funded program exceed eight percent (8%) trend, a joint labor management committee will be convened to review options for controlling costs.

f. The employee may cover a spouse and dependent child(ren) in accordance with Sections 105 and 152 of the Internal Revenue Code as amended. However, no common law spouse may be enrolled for coverage after September 17, 2003. In addition, and upon attainment of age 19, and every six months thereafter, a dependent child must provide proof satisfactory to the District that he/she is a full-time student in good standing in an accredited college, community college or university. Coverage for dependent children shall terminate at age 25. If a dependent is totally and permanently disabled and dependent upon the employee for support sufficient to qualify as a dependent on the tax return of the employee, then the dependent may

continue to be enrolled for medical coverage so long as the employee is eligible for coverage. 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). The School District will assume any rate increase up to 6% in any plan year in the cost for the dental, optical and/or prescription drug plan(s). Projected cost increases between 6% and 18% in any plan year shall be accounted for by adjustments to plan design that decrease the cost of the plan. The School District will assume the cost of any rate increases in excess of 18% in any plan year. 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, 2003 the Professional Growth Partnership shall be funded annually by the School district in an amount equal to one thousand dollars (\$1000) 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.

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.

e. In accordance with School District policy, Administrators 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 between June 30 and September 1 will receive health insurance benefits for July and August.

ARTICLE 8 SELECTION, ASSIGNMENT AND TRANSFER

8.1 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.

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 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.

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.

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 cause at the discretion of the School District. 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.

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

10.11 a. In the event that reductions in force become necessary, such reductions shall be accomplished within classifications on the basis of seniority as defined in section 12 below. 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 position for which he is qualified within the CASA bargaining unit provided the incumbent in such position shall have less seniority, or any comparable vacant position within the CASA bargaining unit for which he is qualified. Such offering shall be on the basis of seniority as defined in Article 10.12. 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.

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, in the order

of their seniority. 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. 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.

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 date of the eligibility list from which the Administrator was appointed shall be the determining factor; where appointments were made from the same eligibility list, the comparative scores on that eligibility list shall be the determining factor; where the scores are the same, 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) Any Research Associate employed on a continuous basis by the School District of Philadelphia as a Provisional Administrator in the School Support Unit represented by CASA, upon taking and passing a competitive examination and being appointed from the eligibility list for the position for which the examination is given, shall have included in his/her or her School District system-wide seniority the time which he or she may have served in a Provisional status.

(2) 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.

(3) 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.

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.

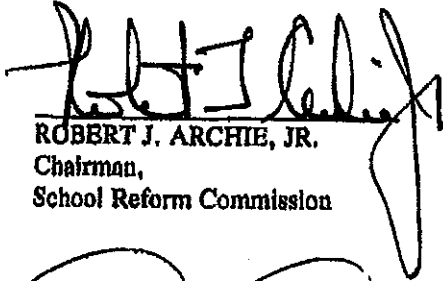
**ARTICLE 14
DURATION**

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, 2009 and shall remain in effect until midnight August 31, 2012, 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



ROBERT J. ARCHIE, JR.
Chairman,
School Reform Commission



MICHAEL LERNER, Ed.D.
President



ARLENE C. ACKERMAN, Ed.D.
Superintendent/CEO,
School District of Philadelphia

DATE: July 1, 2010

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
ARCHITECT	2112	0645
ASSESSMENT DATA RESEARCH ANALYST	2325	0646
ASSISTANT CONTRACTS MANAGER	2015	0645
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, FULL-TIME	0025	0605
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, FOOD SERVICES, FULL SVCS	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
COORDINATOR, SPECIALIZED SVCS	0564	0652
COORDINATOR, TITLE I	0542	0652
COORDINATOR, FAMILY HELP CENTER& PHILA	0549	0648
CURRICULUM SPECIALIST	0087	0658
CURRICULUM SPECIALIST	0087	1658
CUSTOMER SUPPORT COORDINATOR, IT	1230	0040
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
MANAGER, NON-INSTRUCTIONAL SCHOOL SERVICES, 12 MONTHS	1819	0660
MANAGER, DATA COMMUNICATIONS NETWORK	1278	0651
MANGER, 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	0600
PRINCIPAL, NON-HIGH NEEDS SCHOOLS	0127	0602
PRINCIPAL, RENAISSANCE SCHOOLS	0123	0613
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
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, 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 PROGRESSION BY STEP

PAY GRADE 0024

STEP	7/1/2010	9/1/2010	1/1/2012
1	36,905	38,012	39,152
2	38,853	40,019	41,220
3	40,879	42,105	43,368
4	43,836	45,151	46,506
5	46,487	47,882	49,318
6	56,372	58,063	59,805

PAY GRADE 0029

STEP	7/1/2010	9/1/2010	1/1/2012
1	43,396	44,698	46,039
2	46,289	47,678	49,108
3	49,718	51,210	52,746
4	55,624	57,293	59,012
5	58,758	60,521	62,337
6	64,183	66,108	68,091
7	65,576	67,543	69,569

PAY GRADE 0031

STEP	7/1/2010	9/1/2010	1/1/2012
1	47,096	48,509	49,964
2	49,740	51,232	52,769
3	52,389	53,961	55,580
4	56,166	57,851	59,587
5	59,718	61,510	63,355
6	70,680	72,800	74,984

PAY GRADE 0033

STEP	7/1/2010	9/1/2010	1/1/2012
1	54,740	56,382	58,073
2	58,571	60,328	62,138
3	62,671	64,551	66,488
4	67,058	69,070	71,142
5	71,751	73,904	76,121
6	76,774	79,077	81,449
7	81,624	84,073	86,595

PAY GRADE 0037

STEP	7/1/2010	9/1/2010	1/1/2012
1	41,010	42,240	43,507
2	43,197	44,493	45,828
3	45,300	46,659	48,059
4	48,460	49,914	51,411
5	51,292	52,831	54,416
6	62,060	63,922	65,840
7	64,085	66,008	67,988

PAY GRADE 0040

STEP	7/1/2010	9/1/2010	1/1/2012
1	48,506	49,961	51,460
2	51,179	52,714	54,295
3	53,849	55,464	57,128
4	57,655	59,385	61,167
5	61,301	63,140	65,034
6	72,798	74,982	77,231

PAY GRADE 0041

STEP	7/1/2010	9/1/2010	1/1/2012
1	50,448	51,961	53,520
2	53,283	54,881	56,527
3	56,118	57,802	59,536
4	60,164	61,969	63,828
5	63,970	65,889	67,866
6	75,713	77,984	80,324

PAY GRADE 0042

STEP	7/1/2010	9/1/2010	1/1/2012
1	52,634	54,213	55,839
2	55,632	57,301	59,020
3	58,464	60,218	62,024
4	62,758	64,641	66,580
5	66,727	68,729	70,791
6	78,626	80,985	83,415

PAY GRADE 0044

STEP	7/1/2010	9/1/2010	1/1/2012
1	38,383	39,534	40,720
2	40,406	41,618	42,867
3	42,513	43,788	45,102
4	45,588	46,956	48,365
5	48,346	49,796	51,290
6	58,627	60,386	62,198

PAY GRADE 0600

STEP		7/1/2010	9/1/2010	1/1/2012
1		123,399	127,101	130,914
2		127,189	131,005	134,935
3		130,982	134,911	138,959
4		134,775	138,818	142,983
5		138,567	142,724	147,006

PAY GRADE 0602

STEP		7/1/2010	9/1/2010	1/1/2012
1		117,120	120,634	124,253
2		120,805	124,429	128,162
3		124,491	128,226	132,073
4		128,176	132,021	135,982
5		131,864	135,820	139,895

PAY GRADE 0603

STEP		7/1/2010	9/1/2010	1/1/2012
1		105,634	108,803	112,067
2		109,184	112,460	115,834
3		112,732	116,114	119,597
4		116,282	119,770	123,363
5		119,831	123,426	127,129
6		123,381	127,082	130,895
7		126,933	130,741	134,663

PAY GRADE 0606

STEP		7/1/2010	9/1/2010	1/1/2012
1		50,095	51,598	53,146
2		52,229	53,796	55,410
3		54,416	56,048	57,730
4		56,506	58,201	59,947
5		58,643	60,402	62,214
6		60,780	62,603	64,482
7		62,772	64,655	66,595

PAY GRADE 0607

STEP		7/1/2010	9/1/2010	1/1/2012
1		88,030	90,671	93,391
2		90,986	93,716	96,527
3		93,944	96,762	99,665
4		96,901	99,808	102,802
5		99,860	102,856	105,941
6		102,818	105,903	109,080
7		105,777	108,950	112,219

PAY GRADE 0608

STEP		7/1/2010	9/1/2010	1/1/2012
1		83,487	85,992	88,571
2		87,048	89,659	92,349
3		90,690	93,411	96,213
4		94,176	97,001	99,911
5		97,739	100,671	103,691
6		101,303	104,342	107,472
7		104,621	107,760	110,992

Assistant Principal, Ten Months

PAY GRADE 0608

STEP	CURRENT	7/1/10	9/1/10	1/1/12
1	82,660	83,487	85,992	88,571
2	86,186	87,048	89,659	92,349
3	89,792	90,690	93,411	96,213
4	93,244	94,176	97,001	99,911
5	96,771	97,739	100,671	103,691
6	100,300	101,303	104,342	107,472
7	103,585	104,621	107,760	110,992

Assistant Principal, Twelve Months

PAY GRADE 0605

STEP	7/1/10	9/1/10	1/1/12
1	100,184	103,190	106,286
2	104,458	107,592	110,820
3	108,828	112,093	115,456
4	113,011	116,401	119,893
5	117,287	120,806	124,430
6	121,564	125,211	128,967
7	125,545	129,311	133,190

PAY GRADE 0609

STEP	7/1/2010	9/1/2010	1/1/2012
1	91,457	94,201	97,027
2	94,529	97,365	100,286
3	97,600	100,528	103,544
4	100,671	103,691	106,802
5	103,743	106,855	110,061
6	106,814	110,018	113,319
7	109,887	113,184	116,579

PAY GRADE 0610

STEP	7/1/2010	9/1/2010	1/1/2012
1	96,511	99,406	102,389
2	99,671	102,661	105,741
3	102,831	105,916	109,093
4	105,992	109,172	112,447
5	109,153	112,428	115,800
6	112,313	115,682	119,153
7	115,472	118,936	122,504

PAY GRADE 0611

STEP	7/1/2010	9/1/2010	1/1/2012
1	97,858	100,794	103,818
2	101,172	104,207	107,333
3	104,483	107,617	110,846
4	107,798	111,032	114,363
5	111,111	114,444	117,878
6	114,426	117,859	121,395
7	117,737	121,269	124,907

PAY GRADE 0612

STEP	7/1/2010	9/1/2010	1/1/2012
1	109,748	113,040	116,432
2	113,433	116,836	120,341
3	117,120	120,634	124,253
4	120,805	124,429	128,162
5	124,491	128,226	132,073
6	128,176	132,021	135,982
7	131,864	135,820	139,895

PAY GRADE 0613

STEP	7/1/2010	9/1/2010	1/1/2012
1	125,380	129,141	133,015
2	129,358	133,239	137,236
3	133,333	137,333	141,453
4	137,311	141,430	145,673
5	141,285	145,524	149,890

PAY GRADE 0615

STEP	7/1/2010	9/1/2010	1/1/2012
1	74,093	76,316	78,605
2	76,929	79,237	81,614
3	79,763	82,156	84,621
4	82,678	85,158	87,713
5	85,511	88,076	90,719
6	88,103	90,746	93,468
7	90,690	93,411	96,213

PAY GRADE 0642

STEP		7/1/2010	9/1/2010	1/1/2012
1		58,768	60,531	62,347
2		61,824	63,679	65,589
3		64,915	66,862	68,868
4		67,074	69,086	71,159
5		69,854	71,950	74,109
6		74,066	76,288	78,577
7		76,295	78,584	80,942

PAY GRADE 0645

STEP		7/1/2010	9/1/2010	1/1/2012
1		65,510	67,475	69,500
2		68,342	70,392	72,504
3		71,178	73,313	75,513
4		74,093	76,316	78,605
5		76,929	79,237	81,614
6		79,192	81,568	84,015
7		81,624	84,073	86,595

PAY GRADE 0646

STEP		7/1/2010	9/1/2010	1/1/2012
1		65,362	67,323	69,343
2		68,631	70,690	72,811
3		72,062	74,224	76,451
4		75,665	77,935	80,273
5		79,449	81,832	84,287
6		83,422	85,925	88,503
7		88,427	91,080	93,812

PAY GRADE 0647

STEP	7/1/2010	9/1/2010	1/1/2012
1	75,474	77,738	80,070
2	78,384	80,736	83,158
3	81,219	83,656	86,166
4	84,134	86,658	89,258
5	86,967	89,576	92,263
6	89,559	92,246	95,013
7	92,150	94,915	97,762

PAY GRADE 0648

STEP	7/1/2010	9/1/2010	1/1/2012
1	69,801	71,895	74,052
2	72,638	74,817	77,062
3	75,474	77,738	80,070
4	78,384	80,736	83,158
5	81,219	83,656	86,166
6	83,649	86,158	88,743
7	86,159	88,744	91,406

PAY GRADE 0649

STEP	7/1/2010	9/1/2010	1/1/2012
1	71,178	73,313	75,512
2	74,093	76,316	78,605
3	76,929	79,237	81,614
4	79,763	82,156	84,621
5	82,678	85,158	87,713
6	85,188	87,744	90,376
7	87,698	90,329	93,039

PAY GRADE 0650

STEP		7/1/2010	9/1/2010	1/1/2012
1		72,638	74,817	77,062
2		75,474	77,738	80,070
3		78,384	80,736	83,158
4		81,219	83,656	86,165
5		84,134	86,658	89,258
6		86,645	89,244	91,922
7		89,153	91,828	94,583

PAY GRADE 0651

STEP		7/1/2010	9/1/2010	1/1/2012
1		74,093	76,316	78,605
2		76,929	79,237	81,614
3		79,763	82,156	84,621
4		82,678	85,158	87,713
5		85,511	88,076	90,719
6		88,103	90,746	93,468
7		90,690	93,411	96,213

PAY GRADE 0652

STEP		7/1/2010	9/1/2010	1/1/2012
1		76,394	78,686	81,046
2		79,308	81,687	84,138
3		82,144	84,608	87,147
4		85,069	87,621	90,250
5		87,895	90,532	93,248
6		90,484	93,199	95,994
7		93,075	95,867	98,743

PAY GRADE 0653

STEP		7/1/2010	9/1/2010	1/1/2012
1		76,929	79,237	81,614
2		79,763	82,156	84,621
3		82,678	85,158	87,713
4		85,511	88,076	90,719
5		88,429	91,082	93,814
6		91,099	93,832	96,647
7		93,851	96,667	99,567

PAY GRADE 0654

STEP		7/1/2010	9/1/2010	1/1/2012
1		78,384	80,736	83,158
2		81,219	83,656	86,165
3		84,134	86,658	89,258
4		86,967	89,576	92,263
5		89,802	92,496	95,271
6		92,553	95,330	98,189
7		95,312	98,171	101,117

PAY GRADE 0655

STEP		7/1/2010	9/1/2010	1/1/2012
1		79,763	82,156	84,621
2		82,678	85,158	87,713
3		85,511	88,076	90,719
4		88,429	91,082	93,814
5		91,261	93,999	96,819
6		94,015	96,835	99,741
7		96,849	99,754	102,747

PAY GRADE 0656

STEP	7/1/2010	9/1/2010	1/1/2012
1	80,742	83,164	85,659
2	83,572	86,079	88,662
3	86,322	88,912	91,579
4	89,077	91,749	94,502
5	91,904	94,661	97,501
6	94,655	97,495	100,420
7	97,486	100,411	103,423

PAY GRADE 0657

STEP	7/1/2010	9/1/2010	1/1/2012
1	85,059	87,611	90,239
2	87,895	90,532	93,248
3	90,726	93,448	96,251
4	93,641	96,450	99,344
5	96,478	99,372	102,354
6	99,313	102,292	105,361
7	102,227	105,294	108,453

PAY GRADE 0658

STEP	7/1/2010	9/1/2010	1/1/2012
1	89,269	91,947	94,705
2	92,104	94,867	97,713
3	95,019	97,870	100,806
4	97,854	100,790	103,814
5	100,689	103,710	106,821
6	103,682	106,792	109,996
7	106,760	109,963	113,262

PAY GRADE 0659

STEP		7/1/2010	9/1/2010	1/1/2012
1		85,511	88,076	90,719
2		88,429	91,082	93,814
3		91,261	93,999	96,819
4		94,094	96,917	99,824
5		97,011	99,921	102,919
6		99,927	102,925	106,013
7		102,920	106,008	109,188

PAY GRADE 0660

STEP		7/1/2010	9/1/2010	1/1/2012
1		72,637	74,816	77,060
2		75,475	77,739	80,071
3		78,385	80,737	83,159
4		81,219	83,656	86,165
5		84,133	86,657	89,257
6		86,646	89,245	91,923
7		89,155	91,830	94,585

PAY GRADE 0662

STEP		7/1/2010	9/1/2010	1/1/2012
1		89,802	92,496	95,271
2		92,717	95,499	98,363
3		95,552	98,419	101,371
4		98,385	101,337	104,377
5		101,303	104,342	107,472
6		104,300	107,429	110,652
7		107,374	110,595	113,913

PAY GRADE 0664

STEP	7/1/2010	9/1/2010	1/1/2012
1	92,717	95,499	98,363
2	95,552	98,419	101,371
3	98,385	101,337	104,377
4	101,303	104,342	107,472
5	104,137	107,261	110,479
6	107,296	110,515	113,830
7	110,451	113,765	117,178

PAY GRADE 0666

STEP	7/1/2010	9/1/2010	1/1/2012
1	95,552	98,419	101,371
2	98,385	101,337	104,377
3	101,303	104,342	107,472
4	104,137	107,261	110,479
5	107,051	110,263	113,571
6	110,210	113,516	116,922
7	113,529	116,935	120,443

PAY GRADE 0668

STEP	7/1/2010	9/1/2010	1/1/2012
1	98,385	101,337	104,377
2	101,303	104,342	107,472
3	104,137	107,261	110,479
4	107,051	110,263	113,571
5	109,887	113,184	116,580
6	113,123	116,517	120,012
7	116,525	120,021	123,622

PAY GRADE 0674

STEP		7/1/2010	9/1/2010	1/1/2012
1		78,384	80,736	83,158
2		81,219	83,656	86,165
3		84,134	86,658	89,258
4		86,967	89,576	92,263
5		89,802	92,496	95,271
6		92,553	95,330	98,189
7		95,312	98,171	101,117

PAY GRADE 0677

STEP		7/1/2010	9/1/2010	1/1/2012
1		84,134	86,658	89,258
2		86,967	89,576	92,263
3		89,802	92,496	95,271
4		92,717	95,499	98,363
5		95,552	98,419	101,371
6		98,385	101,337	104,377
7		101,303	104,342	107,472

PAY GRADE 0799

STEP	7/1/2010	9/1/2010	1/1/2012
1	384.73	396.27	408.16

PAY GRADE 0800

STEP	7/1/2010	9/1/2010	1/1/2012
1	405.67	417.84	430.38

PAY GRADE 0801

STEP	7/1/2010	9/1/2010	1/1/2012
1	51.50	53.05	54.64

PAY GRADE 0802

STEP	7/1/2010	9/1/2010	1/1/2012
1	50.71	52.23	53.80

PAY GRADE 0949

STEP		7/1/2010	9/1/2010	1/1/2012
1		48,702	50,163	51,668
2		55,100	56,753	58,456
3		56,720	58,422	60,174
4		58,337	60,087	61,890
5		58,337	60,087	61,890
6		58,337	60,087	61,890

PAY GRADE 0960

STEP		7/1/2010	9/1/2010	1/1/2012
1		65,708	67,679	69,709
2		67,163	69,178	71,253
3		69,268	71,346	73,486
4		71,292	73,431	75,634
5		73,481	75,685	77,956
6		73,481	75,685	77,956

PAY GRADE 1540

STEP	7/1/2010	9/1/2010	1/1/2012
1	31,193	32,129	33,093
2	33,195	34,191	35,217
3	35,095	36,148	37,232
4	37,507	38,632	39,791
5	41,084	42,317	43,587
6	43,391	44,693	46,034

PAY GRADE 1642

STEP	7/1/2010	9/1/2010	1/1/2012
1	43,889	45,206	46,562
2	46,318	47,708	49,139
3	48,748	50,210	51,716
4	52,312	53,881	55,497
5	55,551	57,218	58,935
6	65,589	67,557	69,584

PAY GRADE 1645

STEP	7/1/2010	9/1/2010	1/1/2012
1	54,577	56,214	57,900
2	56,927	58,635	60,394
3	59,275	61,053	62,885
4	61,704	63,555	65,462
5	64,135	66,059	68,041
6	65,995	67,975	70,014
7	68,019	70,060	72,162

PAY GRADE 1646

STEP		7/1/2010	9/1/2010	1/1/2012
1		55,505	57,170	58,885
2		57,853	59,589	61,377
3		60,199	62,005	63,865
4		62,630	64,509	66,444
5		65,057	67,009	69,019
6		66,919	68,927	70,995
7		68,943	71,011	73,141

PAY GRADE 1648

STEP		7/1/2010	9/1/2010	1/1/2012
1		58,142	59,886	61,683
2		60,490	62,305	64,174
3		62,917	64,805	66,749
4		65,349	67,309	69,328
5		67,615	69,643	71,733
6		69,721	71,813	73,967
7		71,744	73,896	76,113

PAY GRADE 1650

STEP		7/1/2010	9/1/2010	1/1/2012
1		60,531	62,347	64,217
2		62,896	64,783	66,726
3		65,321	67,281	69,299
4		67,683	69,713	71,804
5		70,111	72,214	74,380
6		72,205	74,371	76,602
7		74,296	76,525	78,821

PAY GRADE 1656

STEP		7/1/2010	9/1/2010	1/1/2012
1		67,285	69,304	71,383
2		69,644	71,733	73,885
3		71,934	74,092	76,315
4		74,231	76,458	78,752
5		76,587	78,885	81,252
6		78,879	81,245	83,682
7		81,239	83,676	86,186

PAY GRADE 1657

STEP		7/1/2010	9/1/2010	1/1/2012
1		70,972	73,101	75,294
2		73,399	75,601	77,869
3		75,746	78,018	80,359
4		78,176	80,521	82,937
5		80,605	83,023	85,514
6		82,873	85,359	87,920
7		85,385	87,947	90,585

PAY GRADE 1658

STEP		7/1/2010	9/1/2010	1/1/2012
1		74,858	77,104	79,417
2		77,204	79,520	81,906
3		79,553	81,940	84,398
4		81,981	84,440	86,973
5		84,328	86,858	89,464
6		86,842	89,447	92,130
7		89,431	92,114	94,877

PAY GRADE 1660

STEP	7/1/2010	9/1/2010	1/1/2012
1	60,531	62,347	64,217
2	62,896	64,783	66,726
3	65,321	67,281	69,299
4	67,683	69,713	71,804
5	70,111	72,214	74,380
6	72,205	74,371	76,602
7	74,296	76,525	78,821

PAY GRADE 1661

STEP	7/1/2010	9/1/2010	1/1/2012
1	60,531	62,347	64,217
2	62,896	64,783	66,726
3	65,321	67,281	69,299
4	67,683	69,713	71,804
5	70,111	72,214	74,380
6	72,205	74,371	76,602
7	74,296	76,525	78,821
8	84,421	86,954	89,563
9	86,781	89,384	92,066
10	89,412	92,094	94,857

PAY GRADE 1664

STEP	7/1/2010	9/1/2010	1/1/2012
1	77,264	79,582	81,969
2	79,625	82,014	84,474
3	81,989	84,449	86,982
4	84,421	86,954	89,563
5	86,781	89,384	92,066
6	89,412	92,094	94,857
7	92,042	94,803	97,647

PAY GRADE 1949

STEP	7/1/2010	9/1/2010	1/1/2012
1	40,585	41,803	43,057
2	45,917	47,295	48,714
3	47,266	48,684	50,145
4	48,614	50,072	51,574

PAY GRADE 3021

STEP	7/1/2010	9/1/2010	1/1/2012
1	43,122	44,416	45,748
2	45,541	46,907	48,314
3	47,791	49,225	50,701
4	51,293	52,832	54,417
5	54,380	56,011	57,692
6	65,389	67,351	69,371
7	69,480	71,564	73,711

PAY GRADE 3023

STEP		7/1/2010	9/1/2010	1/1/2012
1		45,039	46,390	47,782
2		47,458	48,882	50,348
3		49,958	51,457	53,001
4		53,464	55,068	56,720
5		56,882	58,588	60,346
6		68,143	70,187	72,293
7		72,315	74,484	76,719

PAY GRADE 3025

STEP		7/1/2010	9/1/2010	1/1/2012
1		50,542	52,058	53,620
2		52,213	53,779	55,393
3		53,965	55,584	57,251
4		55,548	57,214	58,931
5		57,217	58,934	60,702
6		63,889	65,806	67,780
7		67,811	69,845	71,940

PAY GRADE 3028

STEP		7/1/2010	9/1/2010	1/1/2012
1		55,548	57,214	58,931
2		57,467	59,191	60,967
3		59,383	61,164	62,999
4		61,388	63,230	65,127
5		63,389	65,291	67,249
6		70,396	72,508	74,683
7		74,730	76,972	79,281

PAY GRADE 3031

STEP		7/1/2010	9/1/2010	1/1/2012
1		61,063	62,895	64,782
2		63,230	65,127	67,081
3		65,399	67,361	69,382
4		67,566	69,593	71,681
5		69,817	71,912	74,069
6		77,077	79,389	81,771
7		81,661	84,111	86,634

PAY GRADE 3520

STEP		7/1/2010	9/1/2010	1/1/2012
1		38,790	39,954	41,153
2		40,003	41,203	42,439
3		41,217	42,454	43,728
4		42,432	43,705	45,016
5		43,485	44,790	46,134
6		51,015	52,545	54,121
7		54,092	55,715	57,386

PAY GRADE 3537

STEP		7/1/2010	9/1/2010	1/1/2012
1		34,175	35,200	36,256
2		35,998	37,078	38,190
3		37,750	38,883	40,049
4		40,383	41,594	42,842
5		42,745	44,027	45,348
6		51,716	53,267	54,865
7		53,404	55,006	56,656

PAY GRADE 3644

STEP	7/1/2010	9/1/2010	1/1/2012
1	60,490	62,305	64,174
2	62,595	64,473	66,407
3	64,700	66,641	68,640
4	66,886	68,893	70,959
5	73,930	76,148	78,432
6	76,039	78,320	80,670
7	78,384	80,736	83,158

PAY GRADE 3647

STEP	7/1/2010	9/1/2010	1/1/2012
1	68,342	70,392	72,504
2	71,178	73,313	75,513
3	74,093	76,316	78,605
4	76,929	79,237	81,614
5	79,763	82,156	84,621
6	82,108	84,571	87,108
7	84,618	87,157	89,771

PAY GRADE 3650

STEP	7/1/2010	9/1/2010	1/1/2012
1	72,638	74,817	77,062
2	75,474	77,738	80,070
3	78,384	80,736	83,158
4	81,219	83,656	86,165
5	84,134	86,658	89,258
6	86,645	89,244	91,922
7	89,153	91,828	94,582

PAY GRADE 3656

STEP	7/1/2010	9/1/2010	1/1/2012
1	80,742	83,164	85,659
2	83,572	86,079	88,662
3	86,322	88,912	91,579
4	89,077	91,749	94,502
5	91,904	94,661	97,501
6	94,655	97,495	100,419
7	97,486	100,411	103,423

PAY GRADE 3657

STEP	7/1/2010	9/1/2010	1/1/2012
1	84,134	86,658	89,258
2	86,967	89,576	92,263
3	89,802	92,496	95,271
4	92,717	95,499	98,363
5	95,552	98,419	101,371
6	98,385	101,337	104,377
7	101,303	104,342	107,472

PAY GRADE 3658

STEP	7/1/2010	9/1/2010	1/1/2012
1	86,482	89,076	91,749
2	89,477	92,161	94,926
3	92,233	95,000	97,850
4	95,262	98,120	101,063
5	98,064	101,006	104,036
6	100,977	104,006	107,126
7	103,973	107,092	110,305

PAY GRADE 9028

STEP	7/1/2010	9/1/2010	1/1/2012
1	83,487	85,992	88,571
2	83,487	85,992	88,571
3	83,487	85,992	88,571
4	83,487	85,992	88,571
5	83,487	85,992	88,571
6	83,487	85,992	88,571

EFFECTIVE DATE	SLIDER	EC
CURRENT	\$34.02	\$51.50
09/01/10	\$35.04	\$53.05
01/01/12	\$36.09	\$54.64

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

¹ The 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.

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 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

Twelve Month Administrators

For the 2010-2011 school year, all principals and assistant principals assigned to High Needs schools shall be twelve-month administrators effective July 1, 2010. For the 2010-2011 school year, any twelve-month principal or assistant principal, who had not been a twelve month administrator in the 2009-2010 school year, shall accrue five (5) vacation days on July 1, 2010. A ten-month principal or assistant principal may opt-in to become a twelve-month administrator in the 2010-2011 school year, effective July 1, 2010, by providing notice to the Office of Talent Acquisition on or before April 15, 2010.

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.

Probationary Employees

Appendix C as written in the 2003-2007 Collective Bargaining Agreement shall remain in effect until June 30, 2010. Appendix C as modified shall go into effect on July 1, 2010.

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.

