

**QUAKERTOWN COMMUNITY SCHOOL DISTRICT
MEMORANDUM OF UNDERSTANDING**

**Between the Quakertown Community School District
and the Quakertown Education Support Professionals Association**

This Memorandum of Understanding (hereinafter referred to as the “MOU”) is made by and between the Quakertown Community School District (the “District”) and the Quakertown Education Support Professionals (the “Association”), an exclusive bargaining agent for the bargaining unit consisting of regularly employed aides, custodians, secretaries, cafeteria employees, mechanics, mail and delivery personnel and maintenance employees as certified by the Pennsylvania Labor Relations Board in Case No. PERA-U-13-305-E and PERA-R-90-99-E. The District and Association will be referred to collectively as “the Parties.”

WHEREAS, the District and the Association are parties to a collective bargaining agreement with a term of July 1, 2020 through June 30, 2024 (the “CBA”); and

WHEREAS, Article II states, “in the event the District’s successor agreement with the Quakertown Community Education Association expires on June 30, 2024, but not withstanding the expiration of the CBA, this Agreement will extend automatically through June 30, 2025.”

WHEREAS, the Parties have significant concerns regarding support staff vacancies and turnover which relate to and surround the continued operation of school buildings and facilities; and

WHEREAS, the District and the Association, after discussion, desire to work cooperatively to address these unique and emergent issues affecting the recruitment and retention of staff.

NOW THEREFORE, intending to be legally bound hereby, the parties agree as follows:

1. Employee Referral Bonus: A Referral Bonus is an award given to an active employee who helps the district recruit new talent by referring someone for an advertised vacancy. A \$500 Referral Bonus will be paid to the active employee who first refers an applicant by submitting the appropriate form to Human Resources, in two installments of \$250 each when the applicant they refer:
 - a. Payment of Installment #1: Successfully completes the application and selection process and is board approved as a new QCSD employee, and successfully completes their probationary period, and
 - b. Payment of Installment #2: successfully completes continuous QCSD employment for a 12 months from date of hire.

In the event more than one active employee claims to have referred an applicant, the decision of the school district on which active employee qualifies for the referral bonus will be final.

2. Amend Article XXVII, Temporary Assignment to add: An Instructional Aide, who holds a regular or emergency teaching certificate and who acts as the substitute for a classroom teacher, shall receive the current per diem substitute rate, or their regular daily rate plus \$35, whichever is higher.

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3. Replace Article XXIX, Service Increment to read:
- a. All full-time employees shall be given an additional \$200 upon completion of a confirmed ten (10) years of service in the Quakertown Community School District.
 - b. All full-time employees shall be given an additional \$100, for a combined \$300 upon completion of a confirmed fifteen (15) years of service in the Quakertown Community School District.
 - c. All full-time employees shall be given an additional \$100, for a combined \$400 upon completion of twenty (20) years of service in the Quakertown Community School District.
 - d. All full-time employees shall be given an additional \$400, for a combined \$800.00 upon completion of a confirmed twenty-five (25) years of service in the Quakertown Community School District.
 - e. All part-time employees shall be given an additional \$200 upon completion of a confirmed ten (10) years of services in the Quakertown Community School District.
 - f. All part-time employees shall be given an additional \$100, for a combined \$300 upon completion of a confirmed fifteen (15) years of services in the Quakertown Community School District.
 - g. All part-time employees shall be given an additional \$100, for a combined \$400 upon completion of twenty (20) years of service in the Quakertown Community School District.

All service increment amounts will be paid in a lump sum in May of each year.

4. Amend Article IX, Section C, Stipends to add:
- a. Full-time Secretaries working as the Principal's Administrative Assistant shall receive a responsibility factor stipend of \$1.00 per hour for all hours worked. This stipend will apply to no more than one position in each school building, except for the High School which has an Office Manager. Determination of whether a position qualifies is at the sole discretion of the District.
 - b. Instructional and General Aides who hold or obtain a degree or the equivalent of Highly Qualified credentials per Chapter 14, Special Education Services and Programs as defined in PA Code, shall receive a stipend of \$1.00 per hour for all hours worked. The stipend payment will begin effective on the date written notice and documentation is submitted to the District that the degree has been awarded and/or credentials noted herein have been received.
5. Replace Appendix B, Salary Schedules, with the attached schedule, which incorporates these changes to the "2021-22 Salary Schedule Effective July 1, 2021" to create an additional "2021-22 Salary Schedule Effective December 1, 2021"
- a. Increase full-time Secretary (Secy FT) hourly rate by \$1.00 per hour.
 - b. Increase full-time Custodian (Custodian) hourly rate by \$2.00 per hour.
 - c. Increase the hourly rate for Food Service Cooks (Food-Cook) to \$15.00 per hour in each cell that is less than \$15.00 per hour.

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- d. Increase the hourly rate for Food Service Helpers (Food-Helper) to \$14.00 per hour in each cell that is less than \$14.00 per hour.
- e. Increase the hourly rate for Food Service Cooks (Food-Cook) by \$2.00 per hour in each cell that is \$15.01 or higher.
- f. Increase the hourly rate for Food Service Helpers (Food-Helper) by \$2.00 per hour in each cell that is \$14.01 or higher.

IN WITNESS WHEREOF, the parties hereto have duly executed this Memorandum on the date set forth herein.

President
Quakertown Board of School Directors

President
Quakertown Educational Support Professionals
Association

Date: _____

Date: _____

Secretary
Quakertown Board of School Directors

Secretary
Quakertown Educational Support Professionals
Association

Date: _____

Date: _____