

COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA LABOR RELATIONS BOARD

FACT FINDING

IN THE MATTER BETWEEN

STO-ROX SCHOOL DISTRICT

AND

CASE # ACT 88-15-17-W

STO-ROX EDUCATIONAL SUPPORT  
PROFESSIONALS, PSEA/NEA

FACT-FINDER  
THOMAS L. HEWITT

ROBERT K. LAVERY, MEDIATOR

DISTRICT  
MICHAEL A. PALOMBO, ESQUIRE

ASSOCIATION  
LIZ HRENDA, UNISERV REPRESENTATIVE

FILED April 10, 2015  
APPOINTMENT April 10, 2015  
REPORT DUE May 20, 2015

TENTATIVE AGREEMENT  
BETWEEN THE  
SCHOOL BOARD OF THE STO-ROX SCHOOL DISTRICT  
AND THE  
STO-ROX EDUCATION SUPPORT PROFESSIONALS, PSEA/NEA

The respective bargaining committees for the parties have reached a tentative agreement and have agreed to recommend for ratification the terms of that tentative agreement. The tentative agreement would continue the terms of the expired collective bargaining agreement effective July 1, 2014 with the following changes set forth below.

1. The parties have agreed to eliminate references in the contract to the community liaison and to grandfathered cafeteria personnel. This deletion reflects the fact that there is no longer a community liaison position and that there are no longer grandfathered cafeteria personnel.
2. **Article V – HOURS OF WORK** – Revise Article V by deleting the current contents and replacing with the following:
  - A. **Employees' Work Day.**
    1. The work day for full-time secretarial employees shall be seven and one-half (7 ½) hours exclusive of a one-half (1/2) hour duty-free unpaid lunch period.
    2. The work day for full-time custodial/maintenance employees shall be eight (8) hours per day exclusive of a one-half (1/2) hour duty-free unpaid lunch period.
    3. The minimum workday for one-on-one paraprofessionals shall be at least seven (7) hours exclusive of a one-half (1/2) hour duty-free unpaid lunch period.
    4. The minimum workday for all other paraprofessionals shall be at least six and one-half (6 ½) hours exclusive of a one-half (1/2) hour duty-free unpaid lunch period.
    5. The minimum workday for cafeteria staff shall be three (3) hours.
    6. Employees working more than four (4) hours shall receive a ten (10) minute break. Full-Time employees shall receive two (2) ten-minute breaks. Employees working more than five (5) hours shall receive a one-half (1/2) hour duty-free

unpaid lunch.

7. The commencement and end of the work-day shall be scheduled by the District based upon its operational needs, provided that the District shall attempt to schedule consistent starting and quitting times for all employees.

B. **Regular Hours.** The regular hours of work each work day shall be consecutive, except for cafeteria aides and food service employees.

C. **Work Week and Work Year.**

1. **Secretaries and Custodial Maintenance Workers.** The normal work week shall be five (5) consecutive work days. The work year for secretarial and custodial/maintenance/ grounds employees shall normally be two hundred and sixty (260) days, inclusive of holidays and vacations.
2. **Paraprofessional Work Year.** The work year for paraprofessionals shall normally be one hundred eighty-four (184) days, including the student year, the day before the school year, and three (3) in-service days. All in-service days shall be used for training that is consistent with Chapter 14 regulations and other job related duties including review of IEPs or review of student data.
3. **Cafeteria Work Year.** The work year for cafeteria employees shall include all student days and one day prior to the opening of the school year and one day following the close of school. Additional days may be worked as needed and shall be paid at the employee's hourly rate then in effect provided, however, that the District will give reasonable advance notice of the need for any such additional days and offer those opportunities on a rotating seniority basis.

D. **Meaning of Full-Time Employees.** Throughout this Agreement, whenever reference is made to full-time employees in connection with the entitlement to benefits or fringe benefits such reference shall be to secretarial and custodial/maintenance/grounds employees who work a minimum of a six (6) hour day for five (5) days per week for at least one hundred eighty-five (185) days per year.

E. **Part-Time Employees.** Part-time employees are employees who work less than six (6) hours a day and/or less than five (5) days a week and/or less than one hundred eighty-five (185) days per year.

1. The Association recognizes the right of the District to hire part-time employees on an as needed basis within the parameters of this Section E.
2. The Employer agrees, in turn, not to utilize a casual part-time employee for more than sixty (60) consecutive workdays during the period June 1 through August 31 and for sixty (60) calendar days during the period September 1 through May 31.
3. On the 61st day the subject employee shall receive compensation and benefits as defined for regularly part-time scheduled employees in the Collective Bargaining Agreement.
4. The District shall utilize casual employees for special projects which have an estimated start and end date. Further, the District shall not use such employees on a habitual basis to circumvent the Collective Bargaining Agreement.
5. Whenever possible, reasonable, and efficient, the District shall offer special project hours to existing regular part-time employees, before hiring casual employees. Such regularly scheduled part-time employees shall receive the same benefits they received prior to such extra hours; however, they shall receive their same rate of pay for the additional hours.

F. **Change in Shift Assignment.** When school is not in session, an employee shall work any shift that is approved by the District.

G. **Summer Work Hours.** The District shall have the right, on a nonprecedential basis, to schedule reduced summer work hours for secretarial employees. Such schedule change shall not result in a reduction in wages.

H. **Scheduling Breaks.** All nonprofessional employees shall be required to schedule all breaks, including lunch breaks, with his/her building principal/supervisor. Employee breaks shall be uniformly scheduled at identical times during each employee's work shift. The employee must obtain permission from his/her supervisor of any change in his/her lunch break.

### 3. **ARTICLE VIII – SICK LEAVE**

- Section D shall be rewritten to provide as follow:

D. No sick leave shall be earned until the probationary period has expired. The accumulation of sick leave shall begin with the first day of the following month. No sick leave shall be taken until it is earned. When an employee exhausts all

accumulated sick leave, those days absent from work and charged as sick days will result in loss of pay for those days, save for instances when the District advances sick leave to an employee. Sick leave advances shall be granted on a case-by-case, non-precedent setting basis by the District.

- Add a new section - Section F to provide as follows:

F. Paraprofessional employees shall be entitled to use up to one (1) sick day per year in one-half (1/2) day increments provided the following conditions are met:

1. Use of a one-half (1/2) day sick day increment shall not be available on a Monday or Friday.
2. The paraprofessional must provide notice of the intent to utilize a one-half (1/2) day sick day increment a minimum of forty-eight (48) hours in advance.
3. The one-half (1/2) day sick day increment may be used only to attend a doctor's appointment.
4. A paraprofessional who has received discipline of a verbal warning or greater for time and attendance issues shall be ineligible for this benefit.

#### 4. **ARTICLE X – FAMILY LEAVES AND OTHER LEAVES**

- Revise Subsection A. to provide as follows:

##### A. **Family Medical Leave**

Administration of Family Medical Leave shall be in accordance with District policy and employees shall be required to utilize available paid leave eligible for use in connection with the absence concurrently with Family and Medical Leave.

- An employee on a leave of absence pursuant to Article X, Section C, Other Leaves, must pay the cost of benefits in order to continue those benefits during any period of leave and any alleged practice to the contrary is hereby extinguished.

#### 5. **ARTICLE XI – WAGES**

- Wage rates in effect as of June 30, 2014 shall remain in effect until July 1, 2015. Thereafter, the wages in effect for the remainder of the term of the Agreement are set forth in Appendix A attached hereto.

#### 6. **ARTICLE XIII – SENIORITY**

- Add a new section at Section A. 3. to provide as follows:

3. **Seniority Lists.** At the start of each school year the District shall provide to the Association a Classification Seniority and District Seniority list. Employees shall have ten (10) business days from the receipt of the lists to object to their placement on either.

#### 7. **ARTICLE XIV – WORK FORCE CHANGES**

- Article XIV, Section A. 1. shall be revised to provide as follows:

1. **Bumping Within Job Classification.** To avoid layoff within a job classification, an employee may elect to bump into a position in the same job classification with the same or fewer hours provided that the employee bumped has less seniority per job classification.

- Article XIV, Section A. 4. shall be revised to provide as follows:

4. **Notice of Layoff.** When an employee is to be laid off due to a reduction in the work force, he/she shall be given a ten (10) work days' notice. Notice shall be provided to the Association at the same time.

#### 8. **ARTICLE XV – EMPLOYEE RIGHTS**

- Revise Section A. 2. to correct the scrivener's error referencing Section A. 2. (f) so that it properly reflects Section A.2.(e). Accordingly, Article XV, Section 2 (a) through (d) shall be revised to provide as follows:

## 2. Causes for Suspension

- a. **Written Warning.** If an employee engages in any of the conduct listed in § A 2(e) of this Article, he/she shall initially receive a written warning detailing the nature of his/her inappropriate conduct.
- b. **Three-Day Suspension.** If after receiving a written warning, the employee engages in any of the conduct listed in § A 2(e) of this Article, the District shall be entitled to issue such employee a three (3) day suspension without pay.
- c. **Five-Day Suspension.** If an employee engages in any of the conduct listed in § A 2(e) of this Article after receiving a three (3) day suspension, he/she shall be subject to a suspension without pay up to five (5) days.
- d. **Discharge.** If an employee engages in the conduct listed in § A 2(e) of this Article after receiving his/her second suspension, he/she shall be subject to discharge, provided that all employee discharges shall be subject to challenge via the grievance procedure.

## 9. ARTICLE XVI – GRIEVANCE PROCEDURE

- The grievance article of the collective bargaining agreement shall be deleted and replaced with the following language:

### ARTICLE XVI

#### GRIEVANCE PROCEDURE

- A. **Grievance and Arbitration Procedure.** A grievance is a dispute which may arise between the parties regarding the application, meaning, or interpretation of this Agreement and shall be settled in the following manner:
1. **Level One: Informal Conference.** Within ten (10) working days of the occurrence of a grievance or dispute, the employee shall informally discuss the same with his/her immediate supervisor. Should the grievance not be resolved either through discussion with the supervisor or by the supervisor's refusal to discuss the grievance within five (5) days of the employee's request, the employee or his/her representative may present the grievance at Level Two.
  2. **Level Two:** If the grievance or dispute is not resolved in the informal conference, the employee or employees or an Association representative shall present the grievance or dispute in writing on an agreed-upon form attached here as Appendix C to the Director of Administrative Services or Business Manager in the case of cafeteria and building and grounds employees and to the Building Principal for other employees within five (5) working days of the informal conference referenced in Level One herein. The Building Principal or Director of Administrative Services or Business Manager shall then attempt to resolve the matter and respond to the Association representative in writing within five (5) working days of receipt of the grievance or dispute.
  3. **Level Three:** If the grievance or dispute is not resolved in Level Two, the employee or employees or an Association representative shall present the grievance or dispute in writing to the Board of School Directors or the Board's designee within five (5) working days of receiving the written response to the Level Two conference, or if no response was received, within five (5) days of the expiration of the period for response. The Association shall be permitted to present the grievance orally to the Board or the Board's designee and deadlines may by mutual agreement be extended to accommodate such a presentation. The Board of School Directors or the Board's designee shall then attempt to resolve the matter and respond to the Association representatives within five (5) working days of the presentation.
  4. **Level Four:** If the grievance is not settled at Level Three, the Association may, within ten (10) working days after the answer of the Board is due, in writing, submit said grievance to arbitration. Within ten (10) working days after the receipt of written submission to arbitration, the Board and the Association shall attempt to mutually agree upon the arbitrator. If the parties fail to agree upon an arbitrator, either party may request the Bureau of Mediation to submit a list of arbitrators.
    - a. Within five (5) working days after the receipt of written submission to arbitration, the Board and the Association shall attempt to mutually agree upon an arbitrator. If the parties fail to agree upon an arbitrator, either party may request the Bureau of Mediation to submit a list of arbitrators.
    - b. The Arbitrator shall neither add to or subtract from nor modify the provisions of this Agreement. The arbitrator shall confine himself to the precise issue submitted and shall have no authority to determine any other issue not

so submitted to him.

- c. The decision of the arbitrator shall be final and binding and the arbitrator shall be requested to issue his/her decision within thirty (30) days after conclusion of the hearing.
- d. Expenses for the arbitrator's services shall be borne equally by the District and the Association. Any other expense incurred as a result of the arbitration shall be borne fully by the party incurring same.

## **B. Miscellaneous**

1. The Association shall verify to the District in writing all agents authorized to adjust grievances or disputes under this Article. The actions of any person not so authorized will be without prejudice to the grievance or dispute in process. Any grievant may be represented at all levels except Level Four of the grievance procedure by her or himself, or at her or his option, by representative selected or approved by the Association. When a grievant is not represented by the Association, the Association shall have the right to be present at all levels of the grievance procedure.
2. An aggrieved employee and Association representative, if an employee of the District, shall be granted reasonable time during working hours to process a grievance in accordance with this Article.
3. A grievance not appealed to the next level within the time limit specified in this Article shall be considered settled on the basis of the last answer of the District's representative; however, such settlement shall be without prejudice to any future grievances. A grievance not answered within the time limit specified in this Article may be automatically appealed to the next level. The parties may mutually agree to extend the timelines at any level; however, in order to be enforceable, this agreement must be reduced to writing.
4. Any grievance which affects a class or group of employees may be filed by the Association. Said grievance shall be in writing to the Board of School Directors or the Board's designee at Level Two.
5. No reprisals of any kind shall be taken by the District, or its agents, against any grievant or Association representative for participation in this grievance procedure.

## **10. ARTICLE XIX – BENEFITS**

The District shall provide the following insurance benefits to full-time secretarial and custodial/maintenance/grounds employees as defined in Article V, Subparagraph D. Employees who are not entitled to benefits at the District's expense may purchase any of the following benefits through payroll deduction. Additionally, the District shall provide a Section 125 Plan so that these payments may be made with pre-tax dollars. However, all administrative costs will be passed on to the participating Association members.

### **A. Health Care Insurance**

1. Effective July 1, 2006 the District shall provide health care insurance under the Allegheny County Health Care Consortium's Standard Plan. Employees receiving health care insurance shall contribute \$25 per month toward the cost of such insurance for employee-only coverage, and \$80 per month toward the cost of such insurance for other than employee-only coverage (parent & child[ren], husband & wife, family)
2. Effective July 1, 2015, Employees may choose the Allegheny County Health Care Consortium Community Blue Flex EPO Plan or the Community Blue Flex PPO Plan. Effective July 1, 2015, Employees choosing the EPO plan shall be responsible for a payment of seven (7%) percent of the cost of their health insurance coverage. Members choosing the PPO plan will pay the difference between what the District would pay for the EPO plan (the total cost of the premium less any employee contribution requirement) and the cost of the PPO plan selected.
3. The health insurance coverage provided herein shall be coordinated and not duplicated such that covered occurrences shall be indemnified only once. Bargaining unit members married to other Sto-Rox School District employees entitled to receive similar health insurance coverage shall be entitled to elect either the EPO or PPO insurance plans for each particular employee, but the same employee shall not be entitled to coverage under both plans. Similarly, insurance coverage for dependents, if any, will be included within either employee's elected insurance plan, but shall not be included in coverage under both plans.

- B. Health Care Buy Out.** The District will pay to SRESPA members who are eligible for the coverage described above in A, and who elect not to participate in the District's health insurance, an amount equal to twenty-five (25) percent of the premium

the District would otherwise pay on behalf of the employee for health insurance.

- C. **Dental Insurance.** The District shall pay the full premium for the Allegheny County School Health Insurance Consortium's Standard dental insurance for family, parent and child or individual coverage for each eligible employee.
- D. **Vision Insurance.** The District shall pay the full premium for the standard vision insurance offered by the Allegheny County School Health Insurance Consortium for family, parent and child or individual coverage for each eligible employee.
- E. **Life Insurance.** Eligible employees shall receive a fifty thousand dollar (\$50,000) term life insurance policy, with an accidental death and dismemberment rider of fifty thousand dollars (\$50,000), at District expense. District will provide Group Term Life Insurance of ten thousand dollars (\$10,000) for part-time employees.
- F. **Disability Insurance.** The District agrees to pay the full premium for an income protection plan (accident – end of 50% accumulated sick leave; illness – the greater of 30 consecutive calendar days or the end of 50% of accumulated sick leave) for a sixty-six and two-thirds percent (66 2/3%) of the first forty thousand dollars (\$40,000) of annual salary per month benefit for each eligible employee. Full-time employees shall be eligible to purchase supplements to this basic coverage through payroll deduction at their own expense.
- G. **Change in Dependent Status.** Employees shall promptly notify the District of any change in dependent status (e.g., marriage, divorce, child no longer eligible, etc.). An employee must notify the District within thirty (30) days of any change which would reduce the District's premium payment. An employee who fails to do so shall reimburse the District by payroll deduction for any unnecessary premium paid by the District.
- H. **Application of Benefits.** All above benefits shall be applied to eligible bargaining unit employees to the extent permitted by regulations of the Pennsylvania Insurance Department and applicable regulations of the present carriers, but in no event shall said benefits exceed the above descriptions. Further, with respect to Health Care, Dental and Vision Insurance, no employee who has such coverage available to him/her through another employer or through their spouse is eligible for such coverage through the District.
- I. In the event any employee in this collective bargaining unit who is not eligible for health insurance benefits pursuant to the terms of this agreement becomes eligible for benefits as a result of the application and the requirements of the Affordable Care Act, the employee shall be offered the lowest cost health insurance plan available to the District that is offered to other employees. Effective July 1, 2015, this will be the Community Blue Flex EPO Plan. These employees shall receive individual coverage and shall be responsible for the same seven (7%) percent premium contribution as is applicable to full-time employees. These employees shall also have the option of adding, at their own cost, dependent coverage. This benefit will be available only to the extent required by and as necessary to comply with the Affordable Care Act and the employee's eligibility or ineligibility shall be governed exclusively by the requirements of the Affordable Care Act and its implementing regulations.

(Note: The parties have agreed that the hours of the cafeteria employees may be set at a level to avoid triggering the requirement for health care coverage under the ACA provided that the minimum of three hours set forth in Article V is met.)

- J. For all absences from work other than those governed by Article X, Section C, Other Leaves, the District shall not be obligated to continue to provide benefits in effect under this agreement after three (3) months or upon expiration of available accrued leave benefits, whichever is longer. This would include any leave where the employee is receiving disability insurance benefits, workers' compensation, or any circumstance in which the employee has not reported for work and actually worked or utilized available accrued leave; provided, however, that if an employee has accumulated leave but elects not to utilize that available accrued leave or is unable to utilize that leave because it is not available for the type of absence involved, that employees shall have their benefits **terminated upon expiration of the three (3) month period.**

- 11. **DURATION OF AGREEMENT** – The agreement shall be revised to reflect a term of four (4) years beginning on July 1, 2014 and ending on June 30, 2018.

SCHOOL BOARD OF THE STO-ROX SCHOOL DISTRICT:

By: /s/ Terry A. DeCarbo

Superintendent

May 14, 2015 Date

STO-ROX EDUCATION SUPPORT PROFESSIONALS,  
PSEA/NEA

By: /s/ Liz Hrenda

Chief Negotiator

May 12, 2015 Date

### BACKGROUND

This Fact-Finding Report, with the agreement of the parties, has satisfied all the requirements of Act 195 and there are no outstanding issues. Further, this Report is issued without comment or rationale by consent.

### RESOLUTION OF ISSUES

All issues not addressed in this Fact-Finder's Report, whether submitted or not, are considered moot, resolved or unchanged from the previous contract. There shall be no other changes, additions or modifications to the previous Agreement, including supplemental contracts, and all unchanged language not addressed in this report shall continue in effect and shall be incorporated into the new Collective Bargaining Agreement unless it had a specific termination date.

**Issued at Latrobe, Pennsylvania, on this 20th day of May in the year of our Lord Two Thousand Fifteen.**

*/s/ Thomas L. Hewitt*

**Thomas L. Hewitt, Fact-Finder**

**TENTATIVE AGREEMENT**

**APPENDIX A**

**WAGE SCHEDULE**

Trans/Title I Assess Paraprofessionals				
	2014-2015	2015-2016	2016-2017	2017-2018
1	13.55	13.82	14.10	14.38
2	13.55	13.82	14.10	14.38
3	13.55	13.82	14.10	14.38
4	13.55	13.82	14.10	14.38
5	13.55	13.82	14.10	14.38
6	14.15	14.43	14.72	15.01
7	14.15	14.43	14.72	15.01
8	14.15	14.43	14.72	15.01
9	14.15	14.43	14.72	15.01
10	14.15	14.43	14.72	15.01
11	14.73	15.05	15.33	15.63

Education Paraprofessionals				
	2014-2015	2015-2016	2016-2017	2017-2018
1	11.72	11.95	12.19	12.43
2	11.72	11.95	12.19	12.43
3	11.72	11.95	12.19	12.43
4	11.72	11.95	12.19	12.43
5	11.72	11.95	12.19	12.43
6	12.31	12.56	12.81	13.07
7	12.31	12.56	12.81	13.07
8	12.31	12.56	12.81	13.07
9	12.31	12.56	12.81	13.07
10	12.31	12.56	12.81	13.07
11	12.90	13.16	13.42	13.69

Truck Driver				
	2014-2015	2015-2016	2016-2017	2017-2018
1	15.25	14.35	14.47	14.57

Cooks/Bakers				
	2014-2015	2015-2016	2016-2017	2017-2018
1	13.03	12.31	12.51	12.73

Cooks/Bakers Helpers				
	2014-2015	2015-2016	2016-2017	2017-2018
1	11.80	11.00	11.20	11.41
2	11.89	11.15	11.40	11.63
3	12.39	11.67	11.90	12.12

General Workers				
	2014-2015	2015-2016	2016-2017	2017-2018
1	11.28	10.50	10.70	10.92
2	11.55	10.75	10.88	11.10
3	11.80	10.95	11.15	11.37

Business Office Secretary				
	2014-2015	2015-2016	2016-2017	2017-2018
1	17.28	17.63	17.98	18.34
2	17.49	17.84	18.20	18.56
3	17.69	18.04	18.40	18.77
4	17.89	18.25	18.61	18.99
5	18.12	18.48	18.85	19.23
6	18.30	18.67	19.04	19.42
7	18.48	18.85	19.23	19.61
8	18.68	19.05	19.43	19.82
9	18.89	19.27	19.65	20.05
10	19.09	19.47	19.86	20.26
11	19.28	19.67	20.06	20.46
12	19.49	19.88	20.28	20.68
13	19.67	20.06	20.46	20.87

Central/General Secretary				
	2014-2015	2015-2016	2016-2017	2017-2018
1	17.00	17.34	17.69	18.04
2	17.20	17.54	17.89	18.25
3	17.39	17.74	18.09	18.45
4	17.59	17.94	18.30	18.67
5	17.80	18.16	18.52	18.89
6	17.99	18.35	18.72	19.09
7	18.20	18.56	18.94	19.31
8	18.40	18.77	19.14	19.53
9	18.59	18.96	19.34	19.73
10	18.80	19.18	19.56	19.95
11	18.98	19.36	19.75	20.14
12	19.19	19.57	19.97	20.36
13	19.38	19.77	20.16	20.57

Custodian				
	2014-2015	2015-2016	2016-2017	2017-2018
1	18.12 – 19.38	16.30	16.72	17.64

Grounds				
	2014-2015	2015-2016	2016-2017	2017-2018
1	18.80 – 19.95	17.13	17.55	18.47

Maintenance				
	2014-2015	2015-2016	2016-2017	2017-2018
1	19.41 – 20.58	17.50	18.28	19.70

Maintenance Helper				
	2014-2015	2015-2016	2016-2017	2017-2018
1	19.09 – 20.26	17.25	18.03	19.45

**TENTATIVE AGREEMENT**  
**APPENDIX D – GRIEVANCE FORM**

GRIEVANCE NUMBER \_\_\_\_\_

Individual \_\_\_\_\_ Class Action \_\_\_\_\_

Filing Date \_\_\_\_\_

Grievant Name(s) \_\_\_\_\_  
\_\_\_\_\_

Date Grievance Occurred \_\_\_\_\_

Article and Section of Contract Violated \_\_\_\_\_  
\_\_\_\_\_

Nature of Grievance \_\_\_\_\_  
\_\_\_\_\_

Remedy Sought \_\_\_\_\_  
\_\_\_\_\_

Level One Informal Conference Date \_\_\_\_\_

Immediate Supervisor Name \_\_\_\_\_

Response \_\_\_\_\_  
\_\_\_\_\_

**APPEAL TO LEVEL TWO**

Level Two Conference Date \_\_\_\_\_

Principal or Immediate Supervisor Name \_\_\_\_\_

Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACCEPTABLE \_\_\_\_\_ APPEAL \_\_\_\_\_

Date \_\_\_\_\_

**APPEAL TO LEVEL THREE**

Level Three Conference Date \_\_\_\_\_

Board or Designee \_\_\_\_\_

Response \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACCEPTABLE \_\_\_\_\_ APPEAL \_\_\_\_\_

Date \_\_\_\_\_

**APPEAL TO LEVEL FOUR - ARBITRATION**

Date Note of Appeal Provided to District \_\_\_\_\_

By: \_\_\_\_\_