

PJTA — Important Contract Dates & Reminders

A reference guide for PJTA members covering key contract dates, deadlines, and reminders organized by semester and topic.

Fall Semester

Health insurance, salary, conferences

Winter Semester

Salary adjustments, negotiations,
scholarships

Spring Semester

Transfers, assignments, vacancies

Contract Changes

July 2026 & July 2027 updates

Reminders & Benefits

Retirement, leave, vision, dental

 Keep this deck handy throughout the school year — missing a deadline can affect your salary, benefits, or leave eligibility.

Fall Semester

Key deadlines and events from September through November. Review each date carefully and mark your calendar early.

September Deadlines

September 1

Deadline to submit the **Dual Coverage Drop Form** to the district.

September 1

Health Insurance Buyout election deadline.

October & November Deadlines

October 1

Verification of Employees' Salary ("Salary Agreements") — Review carefully before signing.

October 1

Salary adjustments due — May also be submitted by February 1.

November 1–30

Health Insurance Enrollment Window — Open enrollment period for the full month.

Parent-Teacher Conferences — Monday of Thanksgiving Week

Elementary

1–3 PM & 5–7 PM

Secondary

12–3 PM & 5–7 PM

Winter Semester

Important dates from February through March, including salary adjustments, negotiations groundwork, and scholarship applications.

February 1 

Salary adjustments due — Can also be submitted October 1.

March 1 

Senior Scholarship Applications Due (Graduation Year only)

1

2

3

February 25, 2028 

Establish ground rules for negotiations.

Senior Scholarship Application — Submission Requirements

1 Submit to the Second Vice-President

Direct all scholarship application materials to the Second Vice-President by March 1 of the graduation year.

2 Application with Required Paperwork

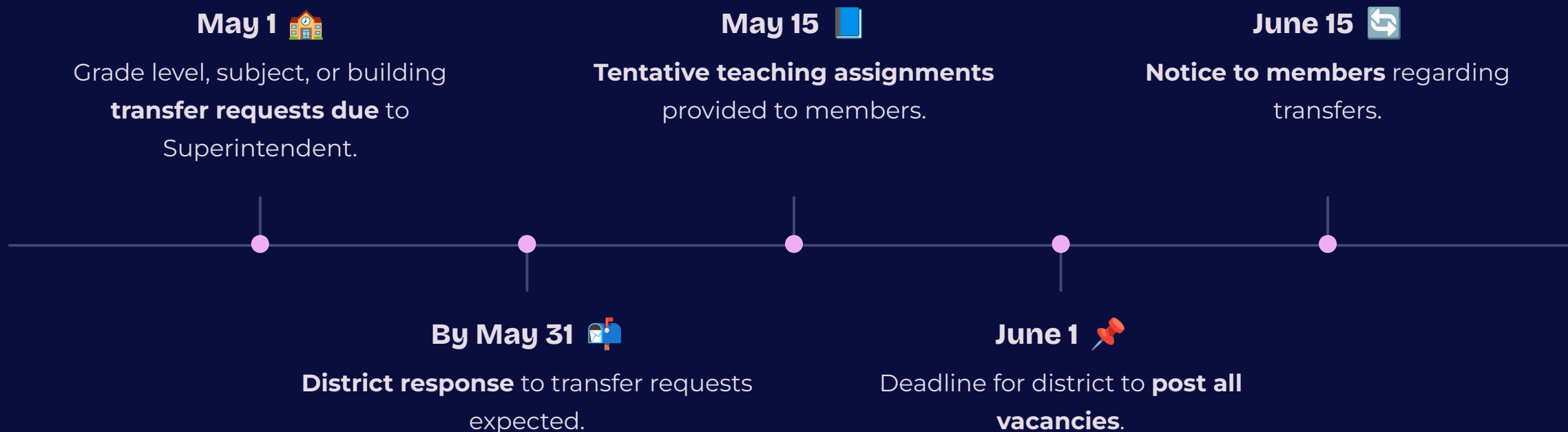
Complete application form accompanied by all required supporting documentation.

3 Essay Submitted Electronically

Essay must be submitted electronically through the designated **Google Form**.

Spring Semester

Transfer requests, assignment notices, and vacancy postings — all concentrated between May 1 and June 15. Do not miss these windows.



- ❏ Transfer requests must be submitted by May 1 — the district is expected to respond by May 31. All vacancies must be posted by June 1, with member transfer notices following by June 15.

July 1, 2026 — Contract Changes

The following changes take effect on **July 1, 2026**. Review each area carefully to understand how your compensation and benefits are affected.

Health Insurance

District contribution remains at **85%**.

Salary Increases

Steps 1–19: 2% increase

Step 20: 3% increase

Appendices

B-3, B-4, B-5, B-6, B-7 reflect **2% increases**.

Longevity

See **page 6** of contract for full longevity schedule.

85%

District Health Contribution

Unchanged from prior year

2%

Salary Increase (Steps 1–19)

Applies to the majority of members

3%

Salary Increase (Step 20)

Enhanced increase for top step

July 1, 2027 — Contract Changes

The following changes take effect on **July 1, 2027**. Terms mirror the 2026 contract year with consistent salary and benefit structures.

Health Insurance

District contribution remains at **85%**.

Salary Increases

Steps 1–19: 2% increase

Step 20: 3% increase

Appendices

B-3 through B-7 reflect **2% increases**.

Longevity

See **page 6** of contract for full longevity schedule.

85%

District Health Contribution

Consistent with 2026 contract year

2%

Salary Increase (Steps 1–19)

Applies to the majority of members

3%

Salary Increase (Step 20)

Enhanced increase for top step

 The 2026 and 2027 contract years carry identical salary and health insurance terms. Refer to page 6 of the contract for longevity details in both years.



August Deadlines

Two key dates in August require member attention before the school year begins. Act early — especially on the Professional Courtesy Clause application.

August 1

Deadline to submit application letter for the Professional Courtesy Clause.

Members are **strongly encouraged to submit as soon as possible** — do not wait until the deadline.

August 15

Notice of final schedule provided by the district.

This is a best-efforts commitment by the district — schedules are provided by this date when possible.

 Members are encouraged to submit the Professional Courtesy Clause application letter **as soon as possible** — do not wait until August 1.

Additional Important Reminders

These reminders apply year-round and are not tied to a specific semester. Plan ahead — some require action months in advance.

Retirement Notification

Submit your retirement letter **5 months prior** to your anticipated retirement date. Early submission is strongly recommended to ensure a smooth transition.

Sick Day Buyout

Effective **March 1, 2017**: Payment of unused sick leave is made as an employee contribution to a **403(b)**.

Have a 403(b) established **before retirement**. Members are **strongly encouraged to begin upon hire**.

Child Care Leave Notice

Required **60 days prior** to intended commencement date (unless adoption).

One extension is permitted with **60 days notice**.



New Employees Hired After 7/1/24

Members hired after July 1, 2024 are subject to specific professional development requirements and health insurance buyout terms outlined below.

Professional Development Requirements

Provided by District Administrators:

Year 1 8 hours	Year 2 6 hours
Year 3 4 hours	

Health Insurance Buyout

Two lump sum payments per year:

- **First pay period in November**
- **First pay period in May**

Employees Hired Before 3/5/09

Eligible for **25% buyout**.

Buyout Amounts

- **2026–2027:** \$4,000
- **2027–2028:** \$4,000



Name & Address Changes

It is critical to notify the appropriate contacts **immediately** when your personal information or coverage eligibility changes. Delays can affect your benefits.



Lindsay Wylie (Treasurer)

Contact for **name and address changes**.

Notify immediately upon any change to ensure records are kept current.



Carol Brown (Benefit Fund)

Contact for **coverage eligibility changes** and qualifying life events, including:

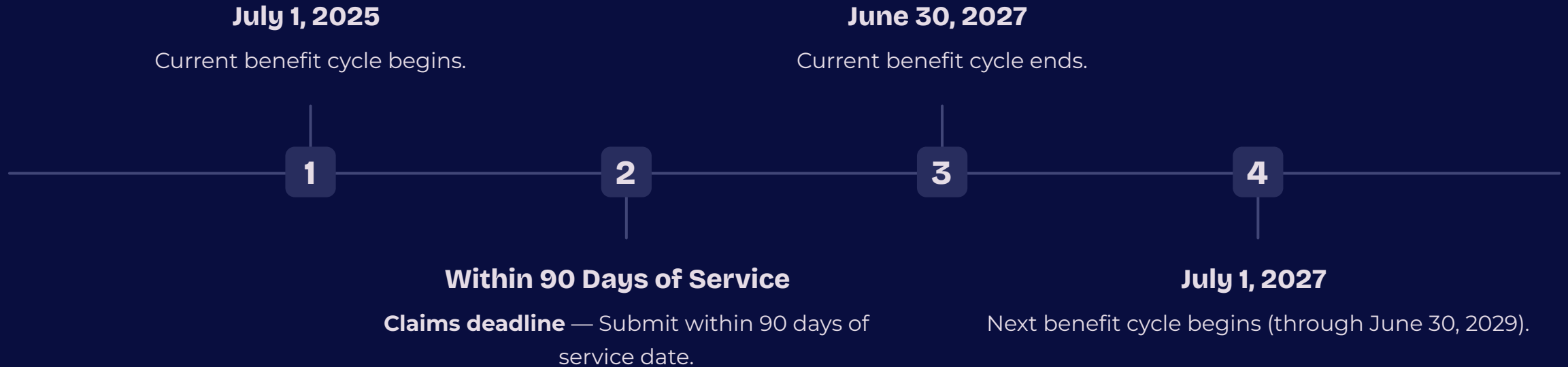
- Marriage
- Divorce
- Birth
- Graduation



Do not delay — qualifying life events must be reported promptly to Carol Brown (Benefit Fund) to avoid gaps or errors in coverage eligibility.

Benefit Fund — Vision Benefits

PJTA members receive vision benefit coverage on a two-year cycle. Review the current cycle dates and claims deadline carefully.



\$1,500

Maximum Reimbursement

Per cycle for covered vision services

90

Days to Submit Claims

From date of service — do not miss this window

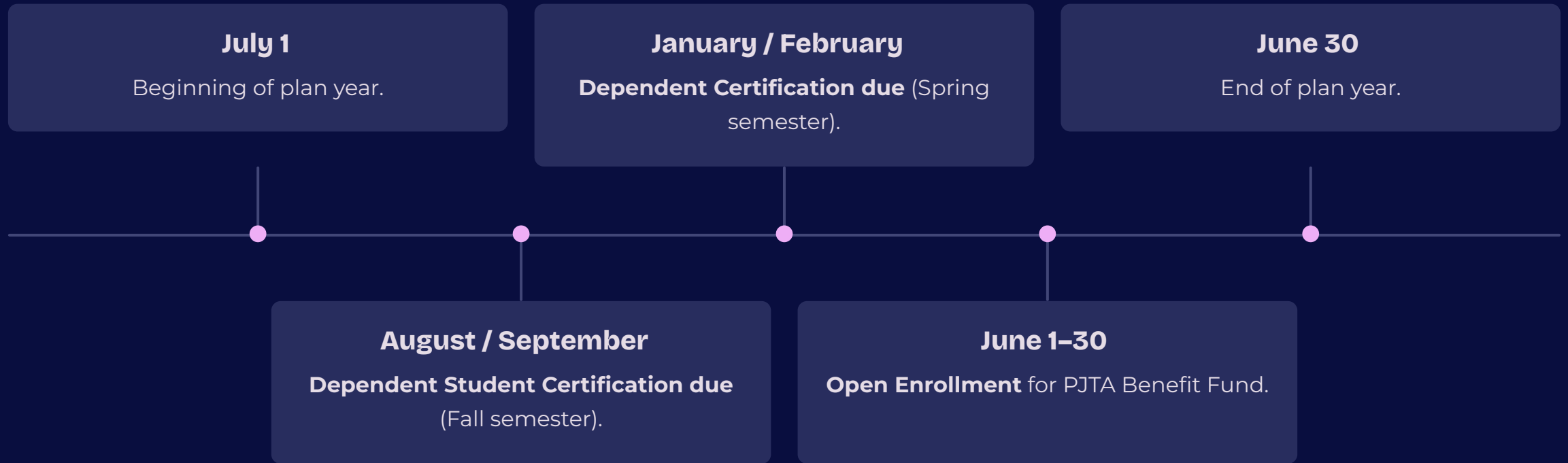
2 yrs

Benefit Cycle Length

Current: July 1, 2025 – June 30, 2027

Benefit Fund — Dental Benefits

The dental plan year runs July 1 through June 30. Key certification and enrollment deadlines occur throughout the year — mark these dates on your calendar.



 Open Enrollment for the PJTA Benefit Fund runs the entire month of June (June 1–30). Do not miss this annual window to make changes to your dental coverage.