

Negotiated Agreement

**Asbury Park Board of
Education**

and

**Asbury Park Education
Association**

July 1, 2001 - June 30, 2005

**Adopted
Asbury Park Board of Education
October 14, 2004**

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**ARTICLE XIX
SIGNATURES**

This Agreement shall become effective July 1, 2002 through June 30, 2005.

IN WITNESS THEREOF, the parties hereto have set their hand and seals to this Agreement.

ASBURY PARK BOARD OF
EDUCATION
By: *Richard D. Kent*
President
Date: 10-19-04

ASBURY PARK EDUCATION
ASSOCIATION
By: *Robert S. ...*
President
Date: 10/19/04

Attest:
By: *Edward D. Kent*
Board Secretary
Date: 10-19-04

Attest:
By: *Sharon ...*
Secretary
Date: 10/19/04

STATE OF NEW JERSEY
PUBLIC EMPLOYMENT RELATIONS COMMISSION

PREAMBLE

In the Matter of
 ASBURY PARK BOARD OF EDUCATION,
 Public Employer,
 -and-
 ASBURY PARK EDUCATION ASSOCIATION,
 Petitioner.
 DOCKET NO. RO-2004-036

CERTIFICATION OF REPRESENTATIVE

An election was conducted in this matter in accordance with the New Jersey Employer-Employee Relations Act, as amended, and the rules of the Public Employment Relations Commission. A majority of the voting employees selected an exclusive majority representative for collective negotiations. No valid timely objections were filed to the election.
 Accordingly, IT IS HEREBY CERTIFIED that

ASBURY PARK EDUCATION ASSOCIATION

has been selected by a majority of the employees of the above-named Employer, in the unit described below, as their representative for the purposes of collective negotiations, and that pursuant to the New Jersey Employer-Employee Relations Act, as amended, the representative is the exclusive representative of all the employees in such unit for the purposes of collective negotiations with respect to terms and conditions of employment. Pursuant to the Act, the representative is responsible for representing the interests of all unit employees without discrimination and without regard to employee organization membership. The representative and the above-named Employer shall meet at reasonable times and negotiate in good faith with respect to grievances and terms and conditions of employment. When an agreement is reached it shall be embodied in writing and signed by the parties. Written policies setting forth grievance procedures shall be negotiated and shall be included in any agreement.

UNIT: Individuals: All regularly employed Adult Learning Center and Maintenance, Health and Safety employees to be added to the existing unit of all professional staff and subprofessional staff including clerical and maintenance staff, teacher aide staff, secretarial staff, security guards, attendance officers, cafeteria employees, and behavior management technicians employed by the Asbury Park Board of Education.

Excluded: Managerial executives, confidential employees and supervisors within the meaning of the Act; craft employees, police, casual employees; and all other employees.

DATED: January 2, 2004
 Trenton, New Jersey


 Stuart Reichman, Director of Representation

Petitioner Case No.	7871	Case No. / ID	18-8-1
Case Name	ASBURY PARK BOARD OF EDUCATION	Case Name	ASBURY PARK EDUCATION ASSOCIATION
Case No.		Case No.	

In accordance with the provisions of Chapter 303 of Laws of 1968, the BOARD OF EDUCATION OF THE CITY OF ASBURY PARK and the ASBURY PARK EDUCATION ASSOCIATION, INC., for themselves, their successors and assigns, hereby mutually agree as follows:

ARTICLE I **RECOGNITION**

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all personnel whether under contract, on leave, or a per diem basis, employed or to be employed by the Board including:

1. All certified members of the professional staff, but specifically excluding department chairmen having supervisory duties and appropriate supervisory certification, all other administrative and supervisory personnel, physicians, dentists, and psychologists, and Confidential Secretaries, Assistant Superintendent, Business Administrator, and including also,
2. Effective January 2, 2004, all regularly employed Adult Learning Center and maintenance, health and safety employees, (See certification of representative dated January 2, 2004, attached hereto) and including also,
3. Non-certified employees of the (1) custodial and maintenance staff, (2) teacher aide staff, (3) secretarial staff, (4) security guards and attendance officers, (5) cafeteria employees, (6) behavior management technicians, and (7) employees in the Computer Technical Center.

- B.
1. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and reference to male teachers shall include female teachers.
 2. Non-professional employees shall be referred to as custodians, teacher aide staff, secretarial staff, security guards, attendance officers, behavior management technicians, cafeteria employees, maintenance, health and safety employees and non-professional Computer Technology Center employees, (as referenced in award as included categories)

ARTICLE XVIII **MODIFICATION OF AGREEMENT**

Any modification to this Agreement that may be reached by the parties during the term of this Agreement, shall be reduced to writing and signed by the parties.

ARTICLE XVII
AGREEMENTS IN EFFECT

All other agreements and policies, whether filed with the Public Employment Relations Commission or not, shall continue in effect, except where inconsistent herewith.

3. Professional and non-professional employees, as defined herein above, are to be designated as members of the Collective Negotiating Unit. The term Collective Negotiating Unit, when used hereinafter in the Agreement, shall refer to both professional and non-professional employees, unless either is specifically excluded.

ARTICLE II NEGOTIATIONS PROCEDURE

In accordance with the provisions of the New Jersey Employer-Employee Relations Act (N.J.S.A. 34:13A-1 and 34:13A-13) representative of the Asbury Park Education Association and the Asbury Park Board of Education agree to commence negotiations on a successor agreement no later than January 1st of the year in which this Agreement terminates.

Copies of the Agreement shall be printed and the expense of same shall be shared equally between the parties.

Throughout the term of this Agreement and the salary years covered thereby, discussions between the administration and the teaching staff will take place on the items of mutual interest at reasonable times. Agreement arrived at during the pendency of the Agreement and approved by the Board may be added hereto by supplement.

ARTICLE XVII
MISCELLANEOUS

This Agreement shall constitute a Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.

The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemptify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

Whenever any notice is required to be given by either of the parties to this Agreement to each other, pursuant to the provision(s) of the Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association to Board at:
Business Administrator/Board Secretary
Asbury Park Board of Education
Administrative Offices
407 Lake Avenue
Asbury Park, NJ 07712

2. If by Board to Association at:
Karl Crudup, President
Asbury Park Education Association
601 Bangs Avenue Suite 708
Asbury Park, NJ 07712

ARTICLE III
GRIEVANCE PROCEDURE

A. Under the Binding Arbitration Grievance Procedure, a grievance is defined to mean an alleged violation of the contract or Board policy.

B. General

1. A grievance to be considered under this procedure shall be presented by the grievant or his representative not later than thirty (30) calendar days following its alleged occurrence.
2. The Association shall have the right to have up to two (2) representatives present at all steps.

C. Procedure

1. Level One
Any employee who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally at that level.

2. Level Two
If, as a result of the informal discussion with the immediate supervisor, the matter is not resolved to the satisfaction of the grievant within five (5) school days of the informal conference, the grievant shall set forth his complaint in writing to his immediate supervisor. The statement shall include the nature of the grievance, the loss to the grievant, the result of his previous discussion, and his dissatisfaction with the decision previously rendered. The immediate supervisor shall communicate his decision to the grievant in writing within five (5) school days of receipt of the written complaint.

3. Level Three
The grievant may appeal the Level Two decision to the Superintendent of Schools. The appeal to Level Three must be made in writing and within five (5) school days of the grievant's receipt of the Level Two decision. The Superintendent of Schools shall render his decision in writing within ten (10) school days.

4. Level Four

If the grievance is not resolved at Level Three, the grievant may submit his grievance to the Board of Education no later than ten (10) days after receipt of the Superintendent's decision in Level Three. The Board of Education shall review the grievance and render a decision in writing within thirty (30) calendar days of its receipt of the grievance.

5. Level Five

- a. If the grievance is not resolved at Level Four, the grievant may request that the matter be submitted to arbitration. Such request for arbitration must be submitted to the Superintendent of Schools not later than fifteen (15) days after receipt of the decision by the Board.
- b. The parties shall attempt to mutually agree upon an arbitrator, but if they are unable to reach agreement, they shall request the Public Employment Relations Commission to appoint an arbitrator in accordance with PERC's rules.
- c. The arbitrator shall confer with the representatives of the parties and hold appropriate hearings and submit his decision in accordance with the rules of PERC. The arbitrator shall be without power or authority to make any decision, which modifies any provision of this Agreement or Board policy. The decision of the arbitrator shall be binding both parties.
- d. The following matter shall not be subject to binding arbitration except as specifically provided for in this paragraph. The nonrenewal of a nontenure teacher contract shall not be subject to binding arbitration except as follows—at the conclusion of the first nontenure year in Asbury Park, the Board of Education shall have in its sole discretion the right to grant either a "probationary" contract or a "permanent nontenure" contract; if the Board of Education grants a "permanent nontenure" contract and then, at the conclusion of that second year, elects to terminate that teacher, said teacher may grieve to final and binding arbitration the nonrenewal; if the teacher at the conclusion of the first year is granted a "probationary" second year contract, and the Board of Education elects at the conclusion of this second year probationary contract not to renew for a third year to said probationary teacher, then such teacher shall have the right, at the conclusion of the third year, to take a nonrenewal for a contract to final and binding arbitration.

ARTICLE XVI

CUSTODIAL AND MAINTENANCE EMPLOYEES UNIFORMS AND EQUIPMENT

- A. The Board shall continue to provide custodial and maintenance staff with uniforms in accordance with past practice.
- B. The Board shall provide custodial and maintenance employees with one (1) pair of safety shoes per year for each employee. The Board shall have the right to require that custodial and maintenance employees wear safety shoes while on duty.

ARTICLE XV

SECRETARIAL SUMMER HOURS

For the duration of this Agreement, past practice with respect to the secretarial summer hours shall be continued by the Board.

D. Miscellaneous

1. The costs for the services of the arbitrator shall be equally borne by the Board and the grievant.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

ARTICLE IV

EMPLOYEE RIGHTS

- A. No employee shall be disciplined except for just cause.
- B. Each employee shall have the right to review his or her personnel file, at reasonable times during working hours, in the presence of an administrator. Employees shall have the opportunity to see and sign documents before they are placed in the file, and to receive a copy of same. The employee's signature shall indicate only that he or she has seen the document and had an opportunity to receive a copy of it, and not necessarily that he or she agrees with its contents. If the employee refuses to sign the document, the administrator shall make a notation in the file to that effect. Employees may file a response to any materials placed in the file.
- C. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Asbury Park Education Association before they are established. This clause shall expire upon the expiration of this Agreement of the repeal of Chapter 303 of the Laws of 1968, whichever shall occur first. Nothing herein contained shall deny the right of the Board of Education to terminate benefits not granted in accordance with policies heretofore adopted by the Board of Education.
- D. Any criticism of an employee by an administrator or supervisor shall be given in private.
- E. Any employee required to attend a meeting with an administrator or supervisor, which may result in disciplinary action against the employee, shall have the right, upon request, to have an Association Representative present at the meeting.

ARTICLE XIV

PARAPROFESSIONALS/AIDES

All paraprofessionals/aides who are hired after January 8, 2002, and work in the Title 1 supportive program, must have an Associate Degree or have two years of post-secondary education or be a high school graduate who can demonstrate on a State or local assessment the skills to assist and teach in reading, writing and math. Existing Title 1 paraprofessionals must meet one of the above requirements within four (4) years - January 8, 2006, an exception would be that paraprofessionals that primarily act as translators solely for parental involvement activities, (see p. 50 of award)

ARTICLE V
LEAVES OF ABSENCE

the same vacation allotment as all other twelve (12) month employees. (See p. 51 of August 13, 2002 award and page 12 of September 22, 2003 award) Talent Development, Baldrige and Math Facilitators are not part of SFA and not eligible to receive compensation awarded to SFA Facilitators. (See p. 12 of September 22, 2003 award).

F. The semi-skilled differential for custodial/maintenance personnel shall be granted upon completion of the ninety (90) day probationary period provided the Building and Grounds Supervisor so recommends. This differential shall be \$1,000.00.

G. Custodial Working Conditions

Any job, not requiring a special skill, in which overtime pay is a factor, will be distributed in order from a list of all the employees in this division. Any new personnel are to be placed at the bottom of the list.

H. Any custodian or maintenance employee who holds a Black Seal license will receive an annual stipend of \$500, to be paid no later than December 15th of each year.

I. The Board will pay the cost for classes for any custodial and maintenance employee to obtain his/her Black Seal license; and the employee will receive the stipend in the year that he/she receives the license, pro rated for that portion of the year that he/she holds the license.

J. In the event that the Board of Education directs an employee to acquire improved skills in a particular area, the Board shall pay for the employee to take the required course.

K. A ten (10) minute clean up period shall be afforded for the custodial and maintenance employees involved with painting, outside grounds work and repairs and maintenance equipment. (see p. 50 of award)

A. **Sick Leave:** In granting leaves of absence, it shall be the policy of the Board of Education to grant leaves of absence for personal illness, injury, or quarantine in accordance with the following rules and regulations.

1. In conformity with N.J.S.A. 18A:30-1, et seq., teachers shall be allowed sick leave with full pay for twelve (12) days during each school year.

2. If any teacher shall utilize less than twelve (12) days of sick leave with full pay allowed by N.J.S.A. 18A:30-1, et seq., the number of days in twelve (12) not utilizing during any school year shall accumulate without limit for additional sick leave with full pay during the subsequent years.

3. Sick leave shall mean the absence from his or her duty of any teacher on account of personal disability due to illness or injury, or on account of quarantine for the presence of a contagious disease in his or her immediate household.

4. Teacher shall mean superintendent, supervisor, principal, vice principal, teacher, librarian, school nurse, or any certified member of the instructional staff. These sick leave provisions shall extend also to all secretarial and custodial employees, and to other non-certified staff members. These sick leave provisions do not apply to part-time employees.

5. When absence on sick leave exceeds five (5) successive school days, a physician's certificate covering the period shall be filed with the Superintendent of Schools.

B. **Critical Illness in the Family:** In the case of critical illness of a parent, brother, sister, husband, wife, or child, irrespective of residence and in the case of critical illness of a relative who is a member of the teacher's household, no deduction shall be made provided such absence does not exceed three (3) days.

C. Death of a Family Member: Five (5) school days on account of the death of a member of the teacher's immediate family shall be excused without loss of salary.

1. The term "immediate family" as used in C above shall be understood to include the following: wife, husband, father, mother, child, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, foster children, step children, domestic partners or a relative who, at the time of death, has been a member of the teacher's household.
2. For absence beyond limit of five (5) days allowed in case of death of a member of the teacher's immediate family or other relative who, at the time of death, has been a member of the teacher's household, the minimum pay for a substitute (half-pay for non-certified) employee shall be deducted. For absence due to death of any person covered by these rules and regulations, a full deduction will be made.

D. Marriage: In the case of the marriage of a teacher, or a teacher's parent, brother, sister, or child, a deduction of the minimum pay of a substitute (half-pay for non-certified employees) shall be made for absence for the days of the wedding.

E. Court: In the case of absence from school by reason of subpoena of a court, no deduction in salary shall be made, provided the subpoena is filed with the Secretary of the Board and the teacher is not party plaintiff to the suit.

F. Tardiness: Six (6) instances of tardiness in reporting for duty, unexcused by the Superintendent of Schools, shall count as one-half day's absence, and a corresponding deduction shall be made.

G. A day's salary for employees working on a ten-month-per-year basis is defined as 1/200 of the annual salary. A day's salary for employees working a twelve-month-per-year basis is defined as 1/310 of the annual salary.

H. If an employee is absent for a number of days for causes other than sick leave, and during the period of absence of a holiday occurs, deduction for such holiday shall be the same as for the preceding days. If the holiday occurs at the beginning of the period of absence, or at the end of the period of absence, deduction shall be made for such holiday.

year of employment prior to July 1 will be credited with earned vacation at the rate of .42 days per month (rounded off to the nearest one-half [1/2] day).

2. Employees shall receive graduated vacation benefits as follows:

- a. After one (1) year of employment, one (1) week of five (5) working days shall be granted.
- b. After two (2) years of employment, two (2) weeks or ten (10) working days shall be granted.
- c. After ten (10) years of employment, three (3) weeks or fifteen (15) working days shall be granted.
- d. After fifteen (15) years of employment, four (4) weeks or twenty working days shall be granted.
- c. For purpose of calculating increased vacation benefits listed above, twelve-month employees hired between July and December 31 shall be given credit for a full year of employment on the following July 1. Twelve-month employees hired between January 1 and June 30 shall not receive credit for the partial year except as outlined in E. 1. above.

3. All vacation must be taken in the fiscal year subsequent to that in which it was earned unless specific approval to defer vacation time is received from the Superintendent of Schools. In no case may an employee carry more than ten (10) days of vacation forward shall mean that the vacation time is lost.

4. Upon approval from the Superintendent of Schools, employees may take vacation earned in the first of the year (July 1 - December 31) during the second half of the same year.

All employees covered by this Article shall notify the Superintendent of Schools of requested vacation dates one month in advance. If too many employees working in the same school building apply for vacation during the same weeks so as to impede the operation of the school, the Superintendent of Schools may grant the applied-for-vacation week to the employee who is senior in years of service and require the other or others to apply during different weeks.

5. Effective July 1, 2003, Curiosity Corner Coaches and SFA Facilitators shall be twelve (12) month employees and shall receive

only be paid for one hour at time and one-half her hourly rate of pay. (see p. 49 of 8/13/02 award and p. 7 of 5/20/04 award)

D. Holidays—Custodial and Maintenance Personnel

Holidays will be allowed with full pay for all custodial and maintenance personnel as follows:

1. Independence Day, July 4 (total one [1] day)
2. Labor Day (total one [1] day)
3. Columbus Day (total one [1] day)
4. Veterans Day (total [1] day)
By the first day of school in September, the date on which Veterans Day holiday shall be observed shall be fixed.
5. Thanksgiving: Thanksgiving Day and the following Friday (total two [2] days)
6. Christmas Eve: Whenever Christmas Eve shall fall on a regular workday, one (1) full day's leave on that day will be granted
7. Christmas Day (total one [1] day)
8. New Year's Eve and New Year's Day (total [2] days, provided that these days fall on regular working days)
9. Martin Luther King's Birthday (total one [1] day)
10. Washington's Birthday (total one [1] day, provided that school is not in session)
11. Easter: Good Friday and Easter Monday (total two [2] days)
12. Memorial Day (total one [1] day)

E. Vacation Policy and Procedures

The following procedures govern the application of vacation benefits for twelve-month secretarial and custodial/maintenance staff members. SFA Facilitators, Curiosity Corner Coaches and employees of the Computer Technical Center.

1. All vacation earned will be credited to the employees' records on July 1 of each year. Employees having completed less than one (1)

I. Teachers absent for causes other than personal illness for a majority of the days the schools are in session during September, December, and June or immediately preceding or following a school vacation period shall be paid only for the days of actual service.

J. **Unpaid Leaves of Absence:** Leaves of absence with full loss of pay, excepting that to which teachers are entitled under the provisions of sick leave, may be granted by the Board for a limited and definite period.

K. All requests for leave for a definite term should be addressed to the Superintendent of Schools in writing and should indicate the reason for the contemplated absence and the date on which the teacher expects to return to duty.

L. **Personal Leave:** Full-time employees shall be granted three (3) days of absence for conducting personal business when such business cannot be conducted during out of school hours. Requests for this leave shall be submitted in duplicate to the Superintendent in writing at least three (3) days in advance of the desired absence, except in an emergency. In such emergency cases, the Board may require a more specific explanation of the circumstance giving rise to the emergency. Such leave may not be granted for the day immediately preceding or following a school vacation period. The Superintendent may not deny leave arbitrarily. If requests are disapproved, the Superintendent shall post the reason. Should any of the days provided by this section be unused at the end of the school year, they will be added to the accumulating sick leave as provided in Paragraph A2.

M. Association Business Days

1. Up to twelve (12) days may be granted to selected officers of the Asbury Park Education Association to attend conferences and conventions of state and national affiliated educational organizations. The Association President shall have the discretion to assign Association business days. Notification of intent to utilize this leave shall be submitted in duplicate to the Superintendent of Schools at least five (5) school days in advance of the desired absence.

2. One (1) custodial and one (1) maintenance representative each shall be permitted to attend the N.J.E.A. Convention in Atlantic City.

N. Teachers employed in summer school program conducted by the Board of Education shall be allowed two (2) days of sick leave with full

pay. Such sick leave shall not be accumulative and shall be applicable only during the term of the summer school program.

O. Whenever the Board of Education employs any person who has an unused accumulation of sick leave days from another school district in New Jersey, the Board shall grant, no later than the end of the first year of employment, full credit therefore. Credit shall only be granted after the employee provides a certified record of the unused, accumulated sick days. The amount of this credit is hereby fixed by this resolution of the Board and is uniformly applicable to all employees and subject to the provisions of Chapter 30 of N.J.S.A. Title 18A, Education.

P. Employees shall be given a written accounting of accumulated sick leave days no later than October 15 of each school year.

Q. For ten-month employees starting at their employment after September 1 and twelve-month employees starting after July 1, all paid leave time shall be calculated on a prorated basis in proportion to the number of months remaining in the school year with fractions of a day rounded off to the next whole day. The total amount of such prorated leave shall be available to the employee from the first day of employment. (Probationary employees shall receive a prorata share of sick leave based upon the length of the probationary period.)

R. Personal days, sick days and holidays that are granted to all other twelve (12) month staff shall be maintained for the Computer Technical Center staff, (see p. 49 of award)

ARTICLE XIII OVERTIME AND HOLIDAYS

A. Any extra duties for which overtime pay is provided for custodial and maintenance personnel and which, because of the nature of the duty, can be carried out by any employee regardless of skill (i.e., custodial service at school functions) shall be distributed in order of rotation to all the employees in each individual school. If such duty is declined by an individual, the next individual in rotation shall be offered such duty. Any new personnel in an individual building will be placed at the bottom of the existing list.

B. The workweek for custodial and maintenance shall consist of forty (40) hours and five (5) days, Monday through Friday.

1. Call-in time for custodial and maintenance shall be established at the level of not less than a minimum of one (1) hour for call in.
2. Custodial and maintenance employees who are called back to work on an emergency overtime basis before the start of the regular work day for the purpose of snow removal may, at the sole discretion of the Supervisor, be released from work at noon or at any time thereafter provided that all necessary work has been completed and, further provided that they remain available for emergency recall duty in the event of further snow. Employees released from work under such circumstances shall suffer no loss in pay and no reduction in overtime pay earned.

C. Overtime pay shall be paid at the time and one half (1½) the employee's regular pay.

1. Any custodians employed on the night shift shall be paid a differential of an additional \$5.00 per day they are so employed.
2. Secretarial and cafeteria staff employees shall be paid overtime pay at the rate of time and one half (1½) the regular rate of pay for all hours worked in excess of eight (8) hours in a single day provided that the employee shall have worked a minimum of thirty-five (35) hours in the week during which the overtime hours occurred.

3. All secretaries who use their home phone to call substitutes are to be paid at time and one half their hourly rate of pay. If a secretary spends 25-30 minutes making those calls, she is to be paid for one hour of overtime at time and one-half her hourly rate of pay. If any secretary spends more than one hour making such calls, she will

4. The employer shall remit the amount deducted to the Association monthly, on or before the 15th of the month following the month in which such deductions were made.

5. These deductions shall commence thirty (30) days after the beginning of employment in the unit or ten (10) days after re-entry into employment in the unit.

6. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.5 (c) and 5.6, and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the employer shall immediately cease making said deductions.

7. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, and other forms of liability that shall arise out of, or by reason of, any action taken or not taken by the Board for the purpose of complying with any of the provisions of this article. The Association shall intervene in, and defend, any administrative or court litigation concerning this provision. In any such litigation, the board shall have no obligation to defend actions arising under this article, but, once compelled to do so, the Association shall reimburse the Board for all reasonable costs incurred in defending or participating in such litigation.

ARTICLE VI FAIR DISMISSAL POLICY

For those employees who are not covered by tenure, there is a 90-day probationary period during which the Board of Education may terminate, without any review, a probationary employee; however, after the completion of the probationary period, termination would be subject to binding arbitration.

ARTICLE VII **RETIREMENT**

A. Employees who qualify for regular or early retirement (generally age 55 with 25 years of service in the pension fund) and have not less than 15 years of service in the Asbury Park School System shall be reimbursed for unused accumulated sick time at the rate of \$45.00 per day for teachers, and \$40.00 dollars per day for non-professional employees, provided that the employees retires effective at the end of the school year (June 30, 2002 and 2003, respectively), and has given notice of retirement no later than January 1 of that school year. Employees who retire prior to the end of the school year (before June 30) shall be compensated at the rate of \$20.00 per day for teachers and \$15.00 dollars per day for non-professional employees. Any change by the TPAF or the PERS regarding the definition of regular or early retirement having impact upon this Article shall cause the re-negotiation of this Article or the Agreement.

B. The provisions of this Article are not applicable to employees who gave notice of retirement on or before January 1, 1999 to be effective June 30, 1999, as those matters have been addressed in an Addendum to this agreement applicable to the 1998-99 school year only.

the State of New Jersey and to approve, on behalf of the Board of Education, employees' agreement with the school district for reduction in contract salary, the amount of such reductions with respect to each employee to be remitted to any insurance company authorized company to sell tax sheltered annuities in the State of New Jersey for the purpose of effecting such annuities.

2. Employees may enroll January 1st with a cut-off date of December 15th.
3. Employees may enroll September 1st with a cut-off date of August 15th.
4. Deductions are to be made bi-monthly January through June and September through December for ten (10) month employees, with no deductions being made during the month of July and August for the tax sheltered annuity. Twelve (12) month employees who participate in the Tax Sheltered Annuity Savings Program shall have deductions made bi-monthly for all twelve (12) months including July and August.

D. Representation Fee

1. If any employee does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
2. Prior to the beginning of each membership year the amount of said representation fee shall be certified to the Board by the Association, which amount shall not exceed 85% of the regular membership dues, fees, and assessments charged by the Union to its own membership.
3. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct the representation fee in equal installments, as nearly as possible for the paycheck paid to each employee on the aforesaid list during the remainder of the membership year in question.

ARTICLE XII
DEDUCTIONS FROM SALARY

A. Dues Deductions

The Board agrees to deduct from the salaries of its teachers dues for the Asbury Park Education Association, the Monmouth County Education Association, the New Jersey Education Association, the National Education Association, or any one or any combination of such associations as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9) under rules established by the State Department of Education. Said monies, together with records of any collections, shall be transmitted to the Treasurer of the Asbury Park Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disburse such monies to the appropriate association or associations.

B. Savings Deductions

In accordance with N.J.S.A. 40:11-26, the Board of Education authorizes and directs the Secretary of the Board to transmit to the Treasurer of the Mon-Oc Public Employees Federal Credit Union the fixed monthly deductions withheld from employees enrolled in the savings plan. Deductions are to be transmitted to the Treasurer of Mon-Oc Public Employees Federal Credit Union on a semi-monthly basis. Each employee shall indicate in writing fixed deductions made from his compensation for payment to said credit union. Any such written authorization may be withdrawn upon filing of written notice of said withdrawal with the Secretary of the Board; however, the amount to be deducted shall remain fixed during the duration of the fiscal year or school year and shall not be subject to change with the exception of the aforementioned withdrawal. This action shall become effective for the beginning of the school year immediately following the adoption of the resolution.

C. Savings Deduction (Tax Sheltered Annuity)

1. That the Secretary of the Board of Education of the City of Asbury Park be authorized and directed to take such actions as are reasonable and necessary to effect the purchase of such annuities under group annuity contract or contracts issued by any insurance company authorized to sell tax sheltered annuities in

ARTICLE VIII
SALARY SCHEDULES

A. Explanation of Agreement of 2002-2005

1. The Teacher's Salary Guides for the new Agreement shall be set forth in Schedule A. The guide has been developed by way of binding arbitration with the following percentage increases incorporated therein for professional staff:
(see p. 52 of 8/13/02 award)
2002-2003 - 5.5% applied to base inclusive of increments/degree differentials.
2003-2004 - 6.5% applied to base inclusive of increments/degree differentials.
2004-2005 - 6.5% applied to base inclusive of increments/degree differentials.
2. A teacher who is assigned to grades K through 12 and who is required to cover a teaching period during that teacher's regularly scheduled preparation period shall be compensated at the rate of \$10.00 per period for each full period covered.
3. The Secretarial Salary Guide shall be as set forth in Schedule B. The Secretarial Salary Guide has been mutually developed. The Insurance CAP provision shall be the same as the teachers.
4. The Custodial and Maintenance Salary Guide shall be as set forth in Schedule C. The Custodial and Maintenance Salary Guide has been mutually developed. The insurance CAP program shall be the same as the teachers.
5. The Salary Guide for the Cafeteria Staff, Attendance Officers, Security Guards, Aides, Behavior Management Technicians, and Coaches shall be set forth in Schedule D. The Salary Guide has been mutually developed. The Insurance CAP shall apply in the same manner as the teachers.
6. As a general provision, newly hired teachers will not be hired on the salary guide at a higher position than currently employed teachers with equal total teaching experience, provided, however, that management shall have the right to make exceptions when, in its sole judgment and discretion, it appears in the best interest of the Board to do so.

ARTICLE XI INSURANCE PROTECTION

7. Effective July 1, 2002, Curiosity Corner Coaches and SFA Facilitators shall receive 5% above their contractual salary and placement on the 2002-2003 salary guide. Commensurate with the twelve (12) month employment for Curiosity Corner Coaches and SFA Facilitators, on July 1, 2003, their salaries shall be increased by 20%. (See p. 52 of August 13, 2002 award)
 8. The starting salary for professional employees, ie. Computer Technicians, at the Computer Technology Center shall be \$35,000.00.
 9. The District shall create three stipend positions for designated managers of the computer technology center at \$2,000.00 each.
 10. The District shall pay a \$1,500.00 stipend for the continuation of the district web page.
 11. Co-curricular and extra pay positions shall receive same salary percentage adjustments as referenced in Art. VIII (1) for the duration of this agreement.
- A. 1. The Board of Education agrees to provide the payment of premiums to maintain the current medical, dental, and prescription benefits for the life of the Agreement. The Board, however, shall not be required to pay premium rates in excess of those rates in effect on April 30, 2001.
 - b. Effective July 1, 1998, co-payment for prescriptions shall be increased from \$2.00 to \$5.00 for non-generic prescriptions, and \$1.00 for generic prescriptions.
 2. The Health Benefits Plan Insurance CAP Program shall be suspended for the duration of this Agreement. However, the suspension will terminate at midnight on June 29, 2001, and the CAP Program will be re-instituted as of June 30, 2001, at the rates in effect April 30, 2001.
- B. Eligible employees are defined as those permanent, full-time employees who are not presently receiving similar family health benefits coverage under any plan as a result of the employment of a spouse or other member of the employee's family. It is expressly intended that the Board of Education will not pay the premiums for similar family coverage for any employee presently receiving or presently eligible to receive similar family insurance coverage under any conditions of employment of a spouse or other member of the employee's family. Individual's who are presently eligible to receive these benefits from the Asbury Park Board of Education shall become ineligible at such time in the future when they become eligible to receive family insurance coverage through the employment of a spouse or other member of their family.
 - C. The Board will provide a catastrophic medical insurance policy, which will supplement the State Health Benefits Plan \$ 1 million dollar maximum lifetime benefit for major medical coverage. The Board will pay the premium for such supplemental policy for all employees. The employee will pay the premium for such coverage for their dependants, which the Board represents, is approximately \$7.84 per dependant, per month. Employees are not obligated to purchase said supplemental coverage for their dependants.

said course, but no rights shall accrue until the time actual approval is granted.

Asbury Park Education Association

follow movement across

Bachelors Column

	July - January		February - June		03-04		04-05		05-06		
	01-02	BA	01-02	BA	02-03	BA	1	2	3	4	
00-01	BA	01-02	BA	1	33,060	1	34,780	2	37,820	1	41,980
1	32,000	1	32,960	2	33,560	2	35,280	3	38,320	3	42,480
2	32,500	2	33,280	3	34,560	3	36,280	4	39,320	4	43,180
3	33,500	3	34,510	4	35,560	4	37,280	5	40,320	5	43,880
4	34,500	4	35,540	5	36,560	5	38,280	6	41,320	6	44,580
5	35,450	5	36,510	6	37,560	6	39,280	7	42,320	7	45,280
6	36,450	6	37,540	7	38,560	7	40,280	8	43,320	8	47,080
7	37,450	7	38,570	8	39,560	8	41,280	9	44,320	9	48,580
8	38,486	8	39,640	9	40,560	9	42,280	10	45,460	10	50,080
9	39,900	9	41,100	10	41,560	10	43,280	11	46,600	10	50,050
10	40,900	10	42,130	11	42,560	11	44,280	12	47,750	11	51,550
11	41,900	11	43,160	12	43,560	12	45,350	13	48,900	12	53,050
12	43,200	12	44,500	13	45,160	13	46,820	14	50,050	13	55,950
13	44,800	13	46,140	14	46,770	14	48,870	15	54,040	14	59,540
14	46,500	14	47,900	15	48,870	15	52,540	16	58,030	15	63,530
15	48,500	15	49,860	16	51,150	16	54,530	17	62,020	16	67,520
16	50,500	16	52,020	17	55,140	17	60,520	18	66,010	17	71,510
17	53,500	17	55,110	18	59,130	18	64,510	19	70,000	MAX	76,500
18	58,300	18	60,050	19	63,120	19	68,500	MAX	74,500	MAX	76,500
19	62,000	19	63,860	20	68,000	MAX	73,500	MAX	74,500	MAX	76,500
20	68,000	20	70,040	MAX	70,500	MAX	72,500	MAX	74,500	MAX	76,500
MAX	68,300	MAX	70,350	MAX	70,500	MAX	72,500	MAX	74,500	MAX	76,500

ARTICLE X

GRADUATE CREDITS/SALARY ADJUSTMENT

Asbury Park Education Association

A. The Board Secretary will submit to the Asbury Park Education Association a list of all employees represented by the Asbury Park Education Association and their contract salaries prior to September 1st of each school year.

B. Any adjustment to any salary after September 1st shall be reported to the Asbury Park Education Association along with a reason for such adjustment.

C. All teachers hired after February 2003 must have Masters Degree and they shall have seven (7) years within which to obtain that Masters Degree. If at the end of the seven (7) years they do not have an earned Masters Degree, then they are frozen on that particular salary guide step and will only receive the step increases by each contract year, but will not move off of that step until they have secured their master, (see p. 53 of 8/13/02 award)

D. Effective July 1, 2003, the Board shall reimburse teachers for six (6) credits per year at the State College rate for graduate courses. Effective July 1, 2003 - June 30, 2004, that rate shall be \$358.00. Thereafter, the State College Rate shall be adjusted annually in accordance with the existing procedures the parties are utilizing to determine which colleges/universities are part of the State Rate, (see 5/20/04 award) Courses taken by classroom teachers in fields other than those for which they are certified must be non-instructional areas. Graduate courses taken by teachers in the fields of guidance and pupil personnel services, for example, qualify under the agreement. Courses in Administration and Supervision do not. All courses should have prior approval of the Superintendent of Schools. In the event the teacher shall fail to obtain the prior approval of the Superintendent of Schools, but in the exercise of his sole discretion it shall appear that the course is one which he might have granted prior approval, he may then grant subsequent approval of

follow movement across

Masters Column

	July - January			February - June			03-04			04-05			MA	
	MA	BA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	
00-01	1	34,515	1	35,550	1	37,380	1	39,920	1	44,080	1	44,580	1	44,080
	2	35,015	2	36,070	2	37,880	2	40,420	2	44,580	2	44,580	2	44,580
	3	36,015	3	37,100	3	38,950	3	40,920	3	45,080	3	45,080	3	45,080
	4	37,015	4	38,150	4	39,980	4	41,920	4	45,780	4	45,780	4	45,780
	5	37,995	5	39,100	5	40,980	5	42,920	5	46,480	5	46,480	5	46,480
	6	38,995	6	40,130	6	41,980	6	43,920	6	47,180	6	47,180	6	47,180
	7	39,995	7	41,160	7	42,980	7	44,920	7	48,180	7	48,180	7	48,180
	8	41,001	8	42,230	8	43,980	8	45,920	8	49,650	8	49,650	8	49,650
	9	42,415	9	43,890	9	45,980	9	46,920	9	51,150	9	51,150	9	51,150
	10	43,415	10	44,720	10	46,880	10	48,060	10	52,650	10	52,650	10	52,650
	11	44,415	11	45,760	11	48,150	11	49,200	11	54,150	11	54,150	11	54,150
	12	45,715	12	47,090	12	48,150	12	51,500	12	55,650	12	55,650	12	55,650
	13	47,315	13	48,730	13	49,420	13	52,850	13	58,550	13	58,550	13	58,550
	14	49,015	14	50,490	14	51,470	14	55,640	14	62,140	14	62,140	14	62,140
	15	51,015	15	52,550	15	55,140	15	60,630	15	66,130	15	66,130	15	66,130
	16	53,015	16	54,610	16	59,130	16	64,820	16	70,120	16	70,120	16	70,120
	17	56,015	17	57,700	17	63,120	17	68,610	17	74,110	17	74,110	17	74,110
	18	60,615	18	62,640	18	67,110	18	72,600	18	79,100	18	79,100	18	79,100
	19	64,615	19	66,450	19	71,100	19	77,100	19	84,100	19	84,100	19	84,100
	20	70,615	20	72,650	20	75,100	20	77,100	20	84,100	20	84,100	20	84,100
	MAX	70,615	MAX	72,640	MAX	75,100	MAX	77,100	MAX	84,100	MAX	84,100	MAX	84,100

E. Work Year

- Effective September 1, 1995, the Board of Education may add up to one (1) additional day to the school year to be scheduled for staff development activities, such day to be scheduled for staff at any time between Labor Day and the end of the school year at the sole discretion of the Board.

Asbury Park Education Association

follow movement across
Masters +30 Column

	July-January		February-June		02-03		03-04		04-05		
	MA+30	BA	MA+30	MA+30	MA+30	MA+30	MA+30	MA+30	MA+30	MA+30	
00-01	MA+30	BA	1	37,600	1	39,480	2	42,520	2	46,680	
1	38,405	1	37,800	2	38,100	2	39,980	3	43,020	3	47,180
2	38,905	2	38,020	3	39,100	3	40,980	4	44,020	4	47,880
3	37,905	3	39,050	4	40,100	4	41,980	5	45,020	5	48,580
4	38,905	4	40,080	5	41,100	5	42,980	6	46,020	6	49,280
5	39,855	5	41,050	6	42,100	6	43,980	7	47,020	7	50,250
6	40,855	6	42,080	7	43,100	7	44,980	8	48,020	8	51,750
7	41,855	7	43,110	8	44,100	8	45,980	9	49,020	9	53,250
8	42,891	8	44,180	9	45,100	9	46,980	10	50,180	10	54,750
9	44,305	9	45,640	10	46,100	10	47,980	11	51,300	10	54,750
10	45,305	10	46,670	11	47,100	11	48,980	12	52,450	11	56,250
11	46,305	11	47,700	12	48,100	12	50,250	13	53,600	12	57,750
12	47,605	12	48,040	13	49,700	13	51,520	14	54,750	13	60,850
13	48,205	13	50,680	14	51,310	14	53,570	15	58,740	14	64,240
14	50,905	14	52,440	15	53,410	15	57,240	16	62,730	15	68,230
15	52,905	15	54,500	16	55,690	16	61,230	17	66,720	16	72,220
16	54,905	16	56,560	17	59,880	17	65,220	18	70,710	17	76,210
17	57,905	17	60,650	18	63,670	18	69,210	19	74,700	18	81,200
18	62,705	18	64,590	19	67,660	19	73,200	MAX	79,200	MAX	81,200
19	66,405	19	68,400	20	72,540	MAX	77,200	MAX	79,200	MAX	81,200
20	72,405	20	74,580	MAX	75,040	MAX	77,200	MAX	79,200	MAX	81,200
MAX	72,705	MAX	74,890	MAX	75,040	MAX	77,200	MAX	79,200	MAX	81,200

ARTICLE IX
TEACHERS* WORKING HOURS AND LOAD

A. Instructional Assignments (Elementary School)

1. Effective September 1, 1995, instructional time for elementary school teachers shall be increased by twenty minutes per day over the 1994-95 school year levels. Ten minutes shall be drawn from duty time before the start of the current pupil day and ten minutes from the duty time after the end of the current pupil day. This shall not result in a longer workday.

B. Instructional Assignments (Secondary Teachers)

1. The instructional load for all Secondary Teachers (Middle and High School) shall be thirty (30) periods per week.

C. Faculty, Departmental, and/or Grade Level Meetings

1. Effective September 1, 2003, all teaching staff members shall be required to attend ten (10) faculty, departmental, and/or grade level meetings per year. Teaching staff members shall be provided at least one (1) week's notice of a meeting, except in case of an emergency.

D. Parent Teacher Conferences

1. Effective September 1, 2002, all teachers shall be required to attend two (2) evening parent conference sessions per year, lasting a maximum of two (2) hours per session, with one (1) to be scheduled during the Fall and one (1) to be scheduled during the Spring. On days when evening parent conferences are scheduled, schools shall be scheduled pursuant to an In-Service day schedule and teachers shall be dismissed early with the students.
2. The high school administration and high school teaching staff shall form a joint committee to study ways of improving parent communications at the high school for implementation in the 1996-97 school year.

Assistants	2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005	
	Step	Guide	Step	Guide	Step	Guide	Step	Guide
	1	20,700	1	22,010	1	22,534	1	23,158
	2	21,335	2	22,686	2	23,226	2	23,869
	3	21,969	3	23,361	3	23,937	3	24,600
	4	22,663	4	24,098	4	24,672	4	25,355
	5	23,358	5	24,837	5	25,428	5	26,132
	6	24,074	6	25,598	6	26,207	6	26,933
	7	24,812	7	26,363	7	27,011	7	27,759
	8	25,573	8	27,192	8	27,839	8	28,610
	9	26,357	9	28,025	9	28,692	9	29,487
	10	27,165	10	28,885	10	29,572	10	30,391
	Max	28,000	Max	29,772	Max	30,481	Max	31,325

Assistant Coaching Guides

Step	4.50%		5.50%		6.50%		6.50%	
	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2004-2005	2004-2005	2004-2005
1	\$ 2,565.46	\$ 2,680.91	\$ 2,828.36	\$ 3,012.20	\$ 3,207.99			
2	\$ 2,921.15	\$ 3,052.60	\$ 3,220.49	\$ 3,429.83	\$ 3,652.77			
3	\$ 3,665.61	\$ 3,830.56	\$ 4,041.24	\$ 4,303.92	\$ 4,583.68			
4	\$ 4,260.01	\$ 4,451.71	\$ 4,696.55	\$ 5,001.83	\$ 5,326.95			
5	\$ 4,935.94	\$ 5,158.06	\$ 5,441.75	\$ 5,795.46	\$ 6,172.17			
6	\$ 5,061.19	\$ 5,288.94	\$ 5,579.84	\$ 5,942.52	\$ 6,328.79			
7	\$ 5,289.26	\$ 5,527.28	\$ 5,831.28	\$ 6,210.31	\$ 6,613.98			
8	\$ 6,114.08	\$ 6,389.21	\$ 6,740.62	\$ 7,178.76	\$ 7,645.38			
9	\$ 8,022.52	\$ 8,383.53	\$ 8,844.63	\$ 9,419.53	\$ 10,031.80			

Baseball/Softball

1	\$ 2,306.67	\$ 2,410.47	\$ 2,543.05	\$ 2,708.34	\$ 2,884.39
2	\$ 2,791.16	\$ 2,916.76	\$ 3,077.18	\$ 3,277.20	\$ 3,490.22
3	\$ 3,535.63	\$ 3,694.73	\$ 3,897.94	\$ 4,151.31	\$ 4,421.15
4	\$ 4,130.02	\$ 4,315.87	\$ 4,553.24	\$ 4,849.20	\$ 5,164.40
5	\$ 4,735.05	\$ 4,948.13	\$ 5,220.27	\$ 5,559.59	\$ 5,920.97
6	\$ 5,128.55	\$ 5,359.33	\$ 5,654.10	\$ 6,021.61	\$ 6,413.02
7	\$ 5,480.70	\$ 5,727.33	\$ 6,042.33	\$ 6,435.09	\$ 6,853.37
8	\$ 6,429.60	\$ 6,718.93	\$ 7,088.47	\$ 7,549.22	\$ 8,039.92
9	\$ 6,557.22	\$ 6,852.29	\$ 7,228.17	\$ 7,699.07	\$ 8,199.51
10	\$ 6,760.47	\$ 7,064.69	\$ 7,453.25	\$ 7,937.71	\$ 8,453.66
11	\$ 7,132.70	\$ 7,453.67	\$ 7,863.62	\$ 8,374.76	\$ 8,919.12
12	\$ 7,503.76	\$ 7,841.43	\$ 8,272.71	\$ 8,810.43	\$ 9,383.11

Soccer/Cross Country

1	\$ 2,014.79	\$ 2,105.46	\$ 2,221.26	\$ 2,365.64	\$ 2,519.40
2	\$ 2,371.66	\$ 2,478.38	\$ 2,614.70	\$ 2,784.65	\$ 2,965.65
3	\$ 3,114.95	\$ 3,255.12	\$ 3,434.15	\$ 3,657.37	\$ 3,895.10
4	\$ 3,675.07	\$ 3,840.45	\$ 4,051.67	\$ 4,315.03	\$ 4,595.51
5	\$ 4,213.92	\$ 4,403.55	\$ 4,645.74	\$ 4,947.71	\$ 5,269.32
6	\$ 7,028.72	\$ 7,345.01	\$ 7,748.99	\$ 8,252.67	\$ 8,789.32

**SCHEDULE B
SECRETARIAL SALARY GUIDE
GRADE 1 AND 2**

Step	2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005	
	Guide	Step	Guide	Step	Guide	Step	Guide	
1	23,805	1	25,312	1	25,914	1	26,632	
2	25,423	2	27,032	2	27,675	2	28,442	
3	27,151	3	28,870	3	29,557	3	30,376	
4	28,998	4	30,831	4	31,565	4	32,439	
5	30,967	5	32,927	5	33,711	5	34,645	
6	33,072	6	35,165	6	36,002	6	36,999	
7	35,320	7	37,556	7	38,450	7	39,515	
8	37,720	8	40,108	8	41,063	8	42,200	
9	40,284	9	42,834	9	43,853	9	45,058	
10	43,022	10	45,745	10	46,834	10	48,131	
Max	45,944	Max	48,852	Max	50,015	Max	51,400	

Secretaries with an Associates Degree will be paid \$1,500 in addition to their guide salary
Secretaries with a Bachelors Degree will be paid \$3,000 in addition to their guide salary

**ANY COACH HAVING TWO TEAMS SHALL BE
COMPENSATED PLUS 30% OF CURRENT SALARY
RATE OF SECOND TEAM.**

Security

SCHEDULE D
CAFETERIA SALARY GUIDE
GENERAL HELPER

Step	2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005		2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005	
	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide
1	20,000	1	21,266	1	21,772	1	22,375	1	12,150	1	12,920	1	13,228	1	13,594	
2	21,113	2	22,449	2	22,983	2	23,620	2	12,838	2	13,438	2	13,758	2	14,140	
3	22,288	3	23,699	3	24,263	3	24,935	3	13,144	3	13,976	3	14,308	3	14,704	
4	23,528	4	25,018	4	25,613	4	26,322	4	13,670	4	14,536	4	14,882	4	15,294	
5	24,839	5	26,411	5	27,040	5	27,789	5	14,218	5	15,118	5	15,478	5	15,906	
6	26,222	6	27,882	6	28,546	6	29,337	6	14,788	6	15,724	6	16,098	6	16,544	
7	27,681	7	29,433	7	30,134	7	30,969	7	15,380	7	16,354	7	16,744	7	17,208	
8	29,222	8	31,072	8	31,812	8	32,693	8	15,996	8	17,008	8	17,412	8	17,884	
9	30,848	9	32,801	9	33,582	9	34,512	9	16,638	9	17,692	9	18,114	9	18,616	
10	32,565	10	34,626	10	35,450	10	36,432	10	17,304	10	18,400	10	18,838	10	19,360	
Max	34,377	Max	36,553	Max	37,423	Max	38,460	Max	18,000	Max	19,140	Max	19,596	Max	20,138	

4 Hr. Helper

BMT

2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005		2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005	
Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide
1	6,075	1	6,460	1	6,614	1	6,797	1	20,500	1	21,798	1	22,317	1	22,935
2	6,319	2	6,719	2	6,879	2	7,070	2	21,726	2	23,101	2	23,651	2	24,306
3	6,572	3	6,988	3	7,154	3	7,352	3	23,025	3	24,482	3	25,065	3	25,759
4	6,825	4	7,268	4	7,441	4	7,647	4	24,402	4	25,947	4	26,565	4	27,301
5	7,109	5	7,559	5	7,739	5	7,953	5	25,862	5	27,499	5	28,153	5	28,933
6	7,394	6	7,862	6	8,049	6	8,272	6	27,409	6	29,144	6	29,838	6	30,665
7	7,690	7	8,177	7	8,372	7	8,604	7	29,048	7	30,887	7	31,622	7	32,498
8	7,998	8	8,504	8	8,706	8	8,947	8	30,785	8	32,734	8	33,513	8	34,441
9	8,319	9	8,846	9	9,057	9	9,308	9	32,626	9	34,691	9	35,517	9	36,501
10	8,652	10	9,200	10	9,419	10	9,680	10	34,577	10	36,766	10	37,641	10	38,684
Max.	9,000	Max	9,570	Max	9,798	Max	10,069	Max	35,647	Max	38,967	Max	39,894	Max	40,999

DROP OUT PREVENTION OFFICERS

2002 - 2002		2002 - 2003		2003 - 2004		2004 - 2005		2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005	
Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide
1	26,200	1	26,795	1	27,433	1	28,193	1	20,500	1	21,798	1	22,317	1	22,935
2	26,306	2	27,971	2	28,637	2	29,430	2	21,796	2	23,176	2	23,728	2	24,385
3	27,460	3	29,198	3	29,893	3	30,721	3	23,174	3	24,641	3	25,227	3	25,926
4	28,665	4	30,479	4	31,204	4	32,068	4	24,639	4	26,199	4	26,823	4	27,566
5	29,923	5	31,817	5	32,574	5	33,476	5	26,196	5	27,854	5	28,517	5	29,307
6	31,236	6	33,213	6	34,003	6	34,945	6	27,852	6	29,615	6	30,320	6	31,160
7	32,606	7	34,670	7	35,495	7	36,478	7	29,612	7	31,486	7	32,235	7	33,128
8	34,037	8	36,192	8	37,053	8	38,079	8	31,483	8	33,476	8	34,273	8	35,222
9	35,530	9	37,779	9	38,678	9	39,749	9	33,473	9	35,592	9	36,439	9	37,448
10	37,089	10	39,437	10	40,376	10	41,494	10	35,589	10	37,842	10	38,743	10	39,816
Max	38,715	Max	41,166	Max	42,146	Max	43,313	Max	37,836	Max	40,231	Max	41,188	Max	42,329

Baker

Assistant Baker		2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005		2001 - 2002		2002 - 2003		2003 - 2004		2004 - 2005	
Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide	Step	Guide
1	14,150	1	14,920	1	15,228	1	15,594	1	18,000	1	19,139	1	19,595	1	20,138	1	20,138
2	14,638	2	15,438	2	15,758	2	16,140	2	18,601	2	19,778	2	20,249	2	20,810	2	20,810
3	15,144	3	15,976	3	16,308	3	16,704	3	19,222	3	20,439	3	20,925	3	21,505	3	21,505
4	15,670	4	16,536	4	16,882	4	17,294	4	19,864	4	21,121	4	21,624	4	22,223	4	22,223
5	16,218	5	17,118	5	17,478	5	17,906	5	20,527	5	21,826	5	22,345	5	22,964	5	22,964
6	16,788	6	17,724	6	18,098	6	18,544	6	21,213	6	22,556	6	23,093	6	23,733	6	23,733
7	17,380	7	18,354	7	18,744	7	19,208	7	21,921	7	23,309	7	23,864	7	24,525	7	24,525
8	17,996	8	19,008	8	19,412	8	19,894	8	22,653	8	24,087	8	24,660	8	25,343	8	25,343
9	18,638	9	19,692	9	20,114	9	20,616	9	23,410	9	24,892	9	25,484	9	26,190	9	26,190
10	19,304	10	20,400	10	20,838	10	21,360	10	24,192	10	25,723	10	26,335	10	27,064	10	27,064
Max	20,000	Max	21,140	Max	21,596	Max	22,138	Max	25,000	Max	26,583	Max	27,210	Max	27,970	Max	27,970

Driver