

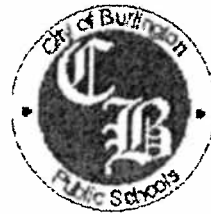
A G R E E M E N T

between

City of Burlington Education Association

and

City of Burlington Board of Education



For Terms and Conditions of Employment

July 1, 2015 to June 30, 2018

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This Agreement entered into by and between the Board of Education of the City of Burlington, New Jersey, hereinafter called the "Board," and the City of Burlington Education Association, hereinafter called the "Association."

WITNESSETH

The Board of Education of the City of Burlington, New Jersey, and the City of Burlington Education Association, recognize that education is a public trust and are dedicated to providing the best possible educational opportunities for the children of this community. This objective may be best attained if there is a climate of mutual trust and understanding between the parties.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement.

NOW, THEREFORE, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

- A) The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for non-supervisory certificated personnel, and secretarial and clerical employees, custodial, utility, maintenance and field persons, excluding Superintendent of Schools, School Business Administrator, Assistant School Business Administrator Principals, Vice-Principals, Director of Early Childhood Education, Supervisor of Child Study Team and State and Federal Programs, Supervisor of 7-12 Guidance, and the following confidential Central Office staff members: Administrative Assistant to the Superintendent of Schools, Administrative Assistant to the School Business Administrator, Central Office Secretary, Accountant, Bookkeeper, Payroll Secretary and Confidential Secretary to the Superintendent and any unspecified, additional administrator.
- B) Unless otherwise indicated, the term "unit member", when used hereinafter in this Agreement, shall refer to all non-supervisory professional employees and secretarial and clerical employees, custodial, utility, maintenance and field persons represented by the Association in the negotiating unit as defined above, and references to male unit members shall include female unit members.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

- A) The Board and the Association agree that, according to the provisions of Chapter 123, Public Laws of 1974, their representatives shall begin, in accordance with PERC guidelines, to meet at reasonable times, and negotiate in good faith, to complete a successor agreement.
- B) This Agreement shall not be modified, in whole or in part, by parties, except by an instrument, in writing, duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

- A) Any individual member or members shall have the right to appeal the application of policies and administrative decisions, affecting him, through administration channels. With respect to his grievances, he shall be assured freedom from restraints, interference, coercion, discrimination, or reprisal, in presenting his appeal.

- B) DEFINITION OF TERMS

- 1. GRIEVANCE

- A claim based upon an event or condition which affects the welfare or working conditions of a unit member or group of unit members, which is contrary to this Agreement, established policy, or administrative decisions, governing or affecting employees.

- 2. AN AGGRIEVED PERSON

- The person or persons making the claim.

- C) PROCEDURE

- Step 1

- Any employee (or employees), who has/have a complaint shall discuss it first with his/her appropriate supervisor, department chairperson, or principal, in an attempt to resolve the matter, informally, at that level. When the unit member is a custodian, maintenance or grounds person, the Facilities Manager replaces the reference to the Principal/Supervisor.

Step 2

If, as a result of the discussion/s, the matter is not resolved to the satisfaction the unit member/s, he/she shall set forth his/her grievance, in writing, to the principal/supervisor within thirty (30) calendar days of the event giving rise to the grievance or when he/she reasonably could have known of the event. When the unit member is a custodian, maintenance or grounds person, the Facilities Manager replaces the reference to the Principal/Supervisor.

The principal/supervisor shall communicate his decision to the unit member/s, in writing, along with supportive reasons, within five (5) school days of receipt of the written grievance.

Step 3

Unit member/s may appeal the principal's decision to the superintendent of schools within five (5) school days of receipt. The appeal to the superintendent must be made in writing, and must set forth the grounds upon which the grievance is based. The superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties, and, upon request, with the unit member/s or principal separately. He shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days of the receipt of the written grievance. The superintendent shall communicate his decision, in writing, along with supporting reasons, to the unit member/s and the principal.

Grievance submission should include all documents from Step 2 including original grievance and all other materials submitted.

Step 4

If the grievance is not resolved to the unit member/s satisfaction, he may request a review by the Board of Education. The request shall be submitted, in writing, within ten (10) school days, through the superintendent of schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance, hold a conference with the employee, if requested, and render a decision, in writing, along with supporting reasons, within thirty (30) calendar days of receipt of the written grievance.

Seventy-two (72) hours prior to board level meeting, both parties are required to exchange any and all relevant materials and documents utilized by each party in order to process the grievance.

Grievance submission should include all documents from Step 3 including original grievance and all other materials submitted.

Step 5

If the unit member/s is not satisfied with the disposition of his/her grievance, at Step 4, or if no decision has been rendered within thirty (30) calendar days after written receipt of the written grievance by the Board, whichever is sooner, the aggrieved

unit member/s may seek binding arbitration, on grievances dealing with the interpretation, application, or violation of the express terms of the contract, through the American Arbitration Association, in accordance with its rules and regulations within fifteen (15) calendar days of notice.

D) Rights to Representation

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. When a unit member/s is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.

E) Miscellaneous

1. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits, set forth herein, shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or as soon thereafter as is practicable.
2. If, in the judgment of the Association, a grievance affects a group or class of unit members, the Association may submit such grievance, in writing, directly to the superintendent of schools and the processing of such grievance shall be commenced at Step 3. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
3. All documents, communications, and records, dealing with the processing of a grievance, shall be filed in a separate grievance file.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared, jointly, by the superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.
5. All meetings and hearings, under this procedure, shall not be conducted in public and shall include only such parties in interest, and their designated or selected representatives, previously referred to in this Article.

F) The term "grievance" and the procedure relative thereto shall not be deemed applicable in the following instances:

1. The failure, or refusal, of the Board to renew a contract of a non-tenured employee;

2. In matters where a method of review is prescribed by law, or by ruling of the state commissioner of education, or the state board of education.
3. In matters involving the sole discretion of the Board.
4. The appointment to or lack of appointment to a position for which tenure is either not possible or not required.

ARTICLE IV

ASSOCIATION-ADMINISTRATION LIAISON

- A) The Association shall select a Liaison Committee, for each school building, which may meet with the principal at least once a month, for the duration of the school year, to review and discuss local school problems and practices and to play an active role in the revision or development of building policies.
- B) A maximum of ten (10) Association representatives may meet with the superintendent and his designees, at least once a month during the school year (unless cancelled by mutual agreement) to review and discuss current school problems and practices and the administration of this Agreement.
 1. During the course of each school year, the City of Burlington Board of Education and representatives of the City of Burlington Education Association may meet to discuss items of mutual concern. The chairman of the group shall be the superintendent of schools. The purpose of such discussion may be as follows:
 - a. Evaluate problems and topics presented for discussion.
 - b. Gather facts for a complete understanding of problems and other matters of concern.
 - c. Discuss and attempt to arrive at a solution to problems for Board of Education consideration.
 - d. Make recommendations to their own body.
 2. The agenda shall be prepared jointly by the president of the City of Burlington Education Association and the superintendent of schools. Matters involving personalities shall not be discussed. Consultants, or others who may be invited to a meeting, shall come only with the pre-knowledge and consent of both parties.

3. Other meetings may be convened at the request of the City of Burlington Education Association, the superintendent and/or the City of Burlington Board of Education, to discuss items of mutual concern.

ARTICLE V

UNIT MEMBER/S RIGHTS AND RESPONSIBILITIES

- A) The Board agrees that it shall not directly or indirectly discourage, deprive, or coerce, any unit member in the employment of any rights conferred by law.
- B) Nothing contained herein shall be construed to deny, or restrict, to any unit member, such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.
- C) No unit member/s shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- D) If a unit member/s is expressly required to appear before the superintendent of schools, then such unit member/s may be accompanied by one representative at such meeting. It is the obligation of the unit member/s to expressly make this determination. The superintendent shall provide the unit member/s with reasonable advance notice, in writing, with reasons for any meeting of an investigatory or disciplinary nature.
- E) All teachers in the elementary schools shall have a duty-free lunch period of fifty (50) minutes per day. All teachers in the intermediate school shall have a fifty (50) minute duty-free lunch daily except they may be assigned lunch supervision one (1) week out of every six (6) weeks ONLY in an emergency short-term situation (safety and welfare of students) upon approval of the building principal and the Superintendent of schools.
- F) All high school teachers shall receive a duty free lunch period for a minimum of forty (40) minutes.
 1. In the event a duty period is less than an instructional period, it will be considered that the teacher has fulfilled his/her duty period obligation.
 2. All high school teachers shall have one continuous prep period each day that is not less than one student scheduled class.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- A) The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available information concerning the financial resources of the district, or any other pertinent information.
- B) The Association and its representatives shall have the right to use school buildings, at reasonable hours, for meetings. Permission shall be obtained from the superintendent, in advance of the time and place of all such meetings.
- C) The Association shall have the right to use the inter-school mail facilities and school mailboxes, when necessary.
- D) The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the unit members, and to no other organizations.

ARTICLE VII

PERSONAL LIFE AND PROFESSIONAL RESPONSIBILITIES

- A) The personal life of a unit member is not an appropriate concern for the attention of the Board, except as it may directly, or indirectly, prevent the unit member from performing, properly, his/her assigned functions during the workday.
- B) Unit members shall be entitled to full rights of citizenship and no religious or political activities, of any unit member, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such unit member, providing said activities do not violate any local, state, or federal law.
- C) The teacher shall be required to use all reasonable efforts in following the curriculum guides, and all forms of instruction are subject to established supervisory and evaluative practices.
- D) The Board of Education agrees to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs, designed to improve the quality of instruction in the Burlington City School District.

ARTICLE VIII

PROTECTION OF UNIT MEMBER/S, STUDENTS AND PROPERTY

- A) As specified in Title 18A, a unit member may, within the scope of his employment, use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, obtain possession of weapons, or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, and for the protection of persons or property, and shall enjoy all of the protection of said Title 18A.
- B) Workers Compensation
- Unit members who are absent from duty on account of accidental injury, which is covered by compensation insurance carried by the Board of Education, are required to return, to the Board, the compensation allowable for the accident. Employees should not benefit financially by such accidents.
- C) All employees shall immediately report any injuries, no matter how slight, suffered by them in connection with their employment, to their superior.

ARTICLE IX

TEACHER WORK YEAR

- A) All openings for positions in the Summer School shall be adequately publicized by the superintendent or director of the particular area.
- In filling such positions, consideration shall be given to a teacher's area of certification, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Burlington City School District. The superintendent and Board shall have the final say.
- B) The teacher work year shall be 187 days between September 1 and June 30 for 2015-2018. Any work required beyond 187, within said period, shall be paid at the teacher's prevailing rate, with exception of new teachers, who shall be required to work three (3) additional days for new teacher orientation, making a work year of 190 days. Also, up to four teacher workdays would be reserved for professional in-service for each of the four years.
- C) For 2015-2016, 2016-2017, and 2017-2018 the first day in-service for all teachers will be the Thursday prior to Labor Day with new staff starting the Monday before Labor Day for three days. School shall be closed on the Friday prior to Labor Day. In addition to school being closed for the observance of President's Day, school will also be closed the Friday prior in the 2015-2016 and 2016-2017 and 2017-2018 School Years.

1. Teacher Work Day

- 1 Staff will be required to attend six (6) faculty meetings per school year. Faculty Meetings held beyond the workday shall commence at student dismissal time and should not exceed forty-five (45) minutes in length. Schedule of faculty meetings should be established prior to the start of the school year.
- 2 Teaching contact time, defined as the scheduled instructional periods by school, shall not exceed 2014-2015 school year student/teaching contact time.
- 3 Flex schedule positions are those positions posted on a need basis, approved by the superintendent, and voluntarily accepted by the employee. Flex position work hours should be consecutive. No loss of job should occur as a result of creating flexible schedule positions.
- 4 All teachers shall have a work day shall of seven (7) hours and five (5) minutes.

ARTICLE X

SECRETARIAL and CLERICAL WORK YEAR, HOLIDAYS AND CLOSING

A) All secretaries will be permitted to leave one half-hour (1/2) after school closes, with the approval of their respective supervisors, on the day before Thanksgiving, Christmas, and Good Friday. In addition, they will have off both days of the NJEA Convention.

B) Friday Dismissal:

All secretaries will be permitted to leave at 3:30 p.m., with the approval of their respective supervisors.

C) Work Hours:

Summer work hours will be 7:45 a.m. through 3:00 p.m Monday through Thursday and 7:45 a.m. through 2:30 p.m. on Fridays. The summer work schedule will begin on the first day immediately following the formal closing of school for staff, and cease one (1) day before the formal opening of school in September. Regular hours will be in effect during the school year 7:45 a.m. - 3:45 p.m. Secretaries required to work beyond contractual hours shall be compensated at the hourly rate of \$25.50 for hours worked. All hours must be requested and approved by the superintendent of schools or his/her designee.

Flex schedule positions are on a need basis, approved by the superintendent, and voluntarily accepted by the employee. Flex position work hours should be consecutive. No loss of job should occur as a result of creating flexible schedule positions.

D) Emergency Closing of School:

The Administrative Office (District Office) shall be closed on snow emergency days, when all other schools in the District are closed, except when the superintendent of schools determines otherwise.

Employees required to work on these days shall receive an hourly rate of \$25.50 for hours worked. All hours must be requested and approved by the superintendent of schools or his/her designee.

E) Holidays:

The following paid holidays shall be granted to each clerical employee covered by this Agreement:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Easter Monday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day and Day following (Friday)
Christmas Day
Columbus Day*
Veterans' Day*

* If included on the approved school year calendar.

- F) All offices will be closed during the winter and spring recess to coincide with the vacation periods of the teaching staff.

Exception: Any secretarial or clerical employees who have deadlines to meet with registers, state and federal reports, payroll, etc., are required to complete this work during the recess time. However, they will receive \$25.50 for hours worked. All hours must be requested and approved by the superintendent of schools or his/her designee.

G) Vacations:

All twelve (12) month employees, covered by this Agreement, shall be entitled to paid vacations as follows:

1. During the first year of employment, each employee shall receive one (1) vacation day per month, for each month of service, up to a maximum of ten days per year. (Employment on, or before, the tenth of a month shall constitute one (1) month of service.
2. After one (1) through eight (8) years of continuous service, each employee shall receive ten (10) vacation days.
3. After eight (8) years of continuous service, each employee shall receive fifteen (15) vacation days.
4. After fifteen (15) years of continuous service, each employee shall receive twenty (20) vacation days.
5. All vacation schedules shall be subject to final approval by the Superintendent of Schools.
6. All vacation requests must be submitted to the Superintendent in advance during the course of the school year defined as the period when students are present.

CUSTODIAL, MAINTENANCE AND FIELD PERSONS
DAILY WORK HOURS AND SCHEDULE

A) September to June:

1. The workday shall consist of eight (8) hours excluding thirty (30) minutes uninterrupted lunch hour. The Board reserves the right to stagger the lunches. Starting time of each shift shall be designated by the Facilities Manager.
2. In addition to thirty (30) minutes, uninterrupted lunch hour, each employee covered under this contract, shall be entitled to one fifteen (15) minute coffee break per eight (8) hour shift. Time and place of break to be designated by the Facilities Manager.
3. Each workweek shall consist of five (5) days except for bona fide Board approved holidays.

B) Summer Work Hours:

1. The summer work schedule will begin on the first day immediately following the formal closing of school for staff, and cease one (1) day before the formal opening of school in September.
2. The summer workday for all employees, covered under this contract, shall consist of eight (8) hours, excluding uninterrupted lunch hour, and coffee break, as

detailed in Paragraph 1 and 2 of Section A. Starting time of the summer workday shall be designated by the Board of Education.

3. Each workweek shall consist of five (5) days; except for bona fide Board approved holidays.

C) Overtime:

1. All work performed, in excess of any workweek of forty (40) hours, or in excess of eight (8) hours in a given work day, shall be compensated at the rate of time and one-half.
2. Any work, performed on a bona fide school holiday, as spelled out in the calendar adopted by the Board of Education, shall be compensated at time and one-half, regardless of the number of hours worked in that week. The exception will be Christmas Day, Good Friday and New Year's Day, which would be double time. All hours worked over eight (8) on any holiday will be paid at double time.
3. In the event of a "call out" after regular working hours, the Board agrees to provide pay for a period of two (2) hours. The CBEA agrees and understands its obligation to work the required two-hour "call out" period.
4. Emergency work required during non-business hours shall be assigned through the creation of an on-call list which shall be created by building and based on seniority.

D) Vacation:

1. All employees, covered by this Agreement, shall be entitled to paid vacations as follows:
2. During the first year of employment, each employee covered by this Agreement, shall receive one (1) vacation day per month for each month of service, up to a maximum of ten (10) days per year (employment on or before the 10th of a month shall constitute one (1) month of service).
3. After the completion of the first contract (all contracts run to June 30), and through the fifth contract, each employee shall receive ten (10) vacation days.
4. Beginning with the sixth (6th) consecutive contract year, each employee shall receive fifteen (15) vacation days.
5. Beginning with the fifteenth (15th) consecutive contract year, each employee shall receive twenty (20) vacation days of which five (5) days must be used when school is not in session.

6. All vacation schedules shall be subject to final approval by the Superintendent of Schools.
7. All vacation requests must be submitted to the Superintendent in advance during the course of the school year defined as the period when students are present.
8. It should be noted that for purposes of calculating vacation time, July 1st of each year constitutes the date of any change -- not the anniversary date of beginning employment. This is not a change....only a clarification.
9. Any employee employed prior to January 1st of any school year, shall be given credit for one (1) year of service for the purposes of calculating vacation.

E) Holidays:

The following paid holidays shall be granted to each custodial, maintenance and field persons covered by this Agreement:

New Year's Day
 Martin Luther King Day
 Presidents' Day
 Good Friday
 Easter Monday
 Memorial Day
 4th of July
 Labor Day
 **Columbus Day
 **Veterans' Day
 Thanksgiving Day and day following
 *Christmas Day and day following

*In years when Christmas Day is Wednesday, each employee shall be entitled to the two (2) days following Christmas Day as holidays.

**If included on the approved school year calendar.

All custodial and maintenance personnel will work one (1) day and be off one (1) day, of the two (2) day NJEA Convention in November of each school year. The work force will be divided in half, i.e., half will be off on Thursday and half on Friday. Schedules will be arranged by the Facilities Manager. Every effort will be made to stop outside activities on scheduled holidays. The CBEA recognizes that exceptions may occur that require work to be scheduled.

ARTICLE XI

TEACHER EVALUATION

A) General Criteria

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

2. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report by his evaluator. No such report shall be submitted, to the central office, placed in a teacher's file, or otherwise acted upon, without a prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

3. Derogatory Material

No material, derogatory to a teacher's conduct, service, character, or personality, shall be placed in his personnel file, unless the teacher has had an opportunity to review the material. The teacher shall also have the right to submit a written answer to such material, and such written answer shall be attached to the file copy.

4. Teacher Review of Personnel File

The teacher shall have the right to review his personnel file. Teacher will make appointments for personnel file review in the presence of an administrator or designee. Employee has a right to have representation present.

B) A teacher shall be given a copy of his evaluation report prepared by his evaluator. The teacher shall acknowledge receipt of and confirm his knowledge of the written evaluation, by signature. The teacher's signature, however, shall not be interpreted as an assent to the contents signed. No additional comments shall be added by the evaluator once the report has been signed by the person being evaluated.

C) Title 6A – Department of Education - NJAC 6A:32-4.3 through 4.6, Approved September 2005.

1. Any teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered, may, within fifteen (15) days thereafter, request, in writing, a statement of the reasons for such non-

employment which shall be given to the teaching staff member, in writing, within thirty (30) days after the receipt of such request.

2. The provisions of this act shall be carried out pursuant to rules established by the State Board of Education.

D) Supervisory Assistance for Teachers

In the event a teacher seeks the assistance, advice or counseling, of his immediate superior, concerning his teaching performance or related classroom problem, such a request shall be granted, within a reasonable time, at a mutual time acceptable to the parties.

ARTICLE XII

ABSENCE ON ACCOUNT OF PERSONAL BUSINESS

A) Personal Business Days

1. In the event a unit member has business that can be transacted only during the work hours, three (3) days absence shall be granted with pay.
2. The nature of the personal business need not be stated.
3. Requests for personal days shall be granted upon five (5) calendar days notice to the superintendent of schools or his designee.
4. The notice requirement may be waived by the superintendent in the case of emergency.
5. In the event of a school emergency, the superintendent may reject the request and require attendance on the day requested.
6. Any unused personal business days shall be added to a unit member's accumulated personal illness days for use in subsequent years.

ARTICLE XIII

ABSENCE ON ACCOUNT OF ILLNESS

- A) In case of absence from school on account of personal illness, a teacher shall be allowed full pay for ten (10) sick leave days during the school year, as of the first official day of said year. Annual sick leave days shall be accumulated.

B) Accumulative

1. All full time secretarial and clerical, custodian, maintenance and field person unit members shall be entitled to one (1) sick day per month, i.e., twelve (12) days a calendar year for twelve month employees, and ten (10) days a calendar year for ten (10) month employees. Repeated lateness to work shall be grounds for disciplinary action, which may lead to dismissal.
2. Unit members who commence employment after the beginning of the normal work year shall be granted pro-rata sick leave.
3. To be eligible for retirement "bonus" pay, such unit member must have a minimum bank of fifty (50) days. Employees who retire from the City of Burlington School System under the provisions of the NJ Pension Plan shall be reimbursed in accordance with the following schedule:
 - A) 2015-2016 - \$74
 - B) 2016-2017 - \$76
 - C) 2017-2018 - \$76

Unused sick leave buy-back at retirement shall be capped at \$20,000 for employees hired prior to May 21, 2010 and capped at \$15,000 for employees hired on or after May 21, 2010.

4. When an employee dies while in active employment in the District, compensation for unused sick days will become payable to the estate of the employee.
 5. Any custodian, maintenance and field person who completes a full year with perfect attendance (no absences other than approved vacation days) will be awarded with a \$250.00 perfect attendance stipend (July 1 through June 30).
- C) Sick leave shall be defined as in Title 18A:30-1.
- D) Two (2) days shall be allowed each year for a family leave for illness in the immediate family, to include parents not living in the same household. This leave shall not be deducted from the accumulated personal leave record nor shall there be any deduction in pay. A written physician's certificate may be requested by the superintendent, after an absence of three (3) or more days. Any unused family illness days shall be added to a unit member's accumulated personal illness days for use in subsequent years.
- E) If the absence of any employee, on account of personal illness, exceeds ten (10) days in one (1) school year, plus the accumulated unused days of previous years, the Board will pay such employee each day's salary, less the pay of a substitute, for the length of time, determined by the Board, in each individual case. In the event of extended personal illness, beyond the accumulative sick leave provisions, the Board of

Education reserves the right to grant a sick leave of absence and employ a replacement for the sick employee.

- F) When an employee is in the care of a physician, and absence of more than three (3) days is necessary, the superintendent of schools should be given a physician's certificate of the illness. In each case of absence, the employee shall furnish the office a signed statement, certifying to personal illness, before being allowed pay for days absent on account of personal illness. Statement, certifying to absence, shall be made on official forms prepared by the superintendent of schools, and obtained from the building principals. Record of all absences will be kept on file in the superintendent's office.

ARTICLE XIV

TEMPORARY AND EXTENDED LEAVES OF ABSENCE

- A) Death in the Immediate Family:

In the case of death of members of the immediate family (immediate family, as here used, means husband or wife, children, parents, grandparents, and close in-law relatives, brothers, sisters, or the death of any relative who has lived in the home of the unit member for some time preceding the death), such unit member shall be excused, without loss of pay, for a period not to exceed seven (7) calendar days, if the need is approved by the superintendent of schools. In the case of death of first aunts, uncles, first cousins, nieces, and nephews, one (1) day shall be allowed for the funeral. Employee must state relationship on submission form when taking bereavement time.

- B) Court Subpoena:

Except for jury duty and Burlington City School District business, a unit member, who shall be required to attend a court of law by reason of having been served with a subpoena, shall be excused from school, without loss of pay, on account of attendance at court for 2 contract days per school year. Arrangements must be confirmed by the Superintendent of Schools.

- C) Child-Rearing Leaves of Absence:

(The court has held that Title VII, of the Civil Rights Act of 1974, must be interpreted to provide that commencement and duration of leave shall be applied to disability due to pregnancy and childbirth on the same terms and conditions as applied to other temporary disabilities.) Child-rearing leaves of absence shall be granted to full time unit members under contract. Such a leave shall be without salary. Application for child-rearing leave shall be made to the superintendent of schools, not later than thirty (30) days prior to the effective date of leave requested. Child-rearing leaves may

continue for one (1) year from the time of initial absence and as much longer as may be necessary to extend the leave to the opening of the next school year. The Board reserves the right to permit a unit member to return to duty, earlier, if the best interest of the schools is served thereby. All unit members, desiring to return to active duty from leaves of absence, on account of child-rearing leaves of absence, may be asked to pass a medical examination. The Board of Education and the superintendent of schools, assume no responsibility for the reassigning unit members to the same school building or assignment.

D) Other Leaves of Absence:

Leaves of absence, without salary, may be granted by the Board of Education to unit members, under tenure, for reasons of health, advanced study or travel, or other reasonable causes. Applications for extended leaves of absence should be made, in writing, direct to the superintendent of schools for the consideration of the Board of Education. This provision is not to be construed to mean extended vacation.

E) Educational Conferences:

The superintendent of schools may, at his discretion, allow unit members to attend educational conferences or to visit other educational institutions, if it is professionally desirable, without suffering any loss in pay.

ARTICLE XV

HOSPITALIZATION AND INSURANCE PROTECTION

A) The Board shall, when requested in writing, provide health care insurance protection designated below: The Board shall pay the individual premium for full family and dependents' coverage, when eligible for said full family and dependents' coverage in accordance with New Jersey Law. NJ State Plan Direct-10 shall be the coverage for all employees. Employees may participate in other plans offered by New Jersey State Health Benefits Program. District currently provides coverage from the South Jersey Regional Employee Benefits Fund.

1. Health Benefit Contributions shall be in accordance with the following schedule:

a. 2015-2016

i. Health Benefit Contributions in accordance with Tier 4 of Chapter 78.

b. 2016-2017

i. Health Benefit Contribution –

1. ≤ \$20,000 to \$34,999 – 6% of premium
2. \$35,000 to \$49,999 – 9% of premium
3. \$50,000+ – 17% of premium

c. 2017-2018

i. Health Benefit Contribution –

1. ≤ \$20,000 to \$34,999 – 4.5% of premium
2. \$35,000 to \$49,999 – 8% of premium
3. \$50,000+ - 17% of premium

- B) A description of the health care insurance coverage, provided under this Article, will be furnished to unit members by the Board via a website or similar technology.
- C) The Board shall continue to implement a Prescription Plan, for each unit member and dependent, eligible and participating in the Master Policy carried by the Board. It is agreed that the co-payments will be as follows: Effective 7/1/11 through 6/30/14, the co-pay will be as follows: Brand name: \$15 co-pay; Generic: \$10 co-pay; and Mail Order: \$7 co-pay.
- D) The terms of this Article may only be changed by mutual consent of the parties, in writing.

The Board retains the right to the health insurance carrier(s) provided that the level of benefits and administration of the plan(s) are equal to or better than NJ Direct 10 of the 2010 SEHBP.

- E) The Board will provide a Dental Program for all contracted unit members, and their families, who are eligible and participating in the Master Policy. Dental plan will include orthodontia and liability max of \$1,500 per family member. Orthodontia maximum is 50% up to \$1,000 lifetime for the individual.
- F) Cash Incentive Program

Pursuant to Section 125 of the Internal Revenue Code, an employee covered by this agreement may drop their health benefits coverage and receive 50% of the cost of the premium in lieu of coverage offered by the Board(See Note 1 below). An employee covered by this agreement may, as an alternative, reduce their health benefits coverage (e.g. go from Family to Single) and receive 50% of the difference between the premium charges in lieu of covered offered by the Board. This cash benefit is taxable in accordance with IRS requirements. This incentive applies to health and prescription benefits. Dental coverage is excluded.

Note 1. – Current law restricts benefits to 25% or \$5,000 whichever is less after deduction employee's contribution if they had the coverage.

ARTICLE XVI
PUNCTUALITY

- A) Teachers shall indicate their presence for duty by placing the time in the appropriate column of the faculty "sign-in" roster, electronic roster, or key card.
- B) Elementary teachers shall be free to leave their building at 3:20 p.m. (2:50 p.m. for intermediate school teachers) on Mondays through Thursdays.
- C) High School teachers shall be free to leave their building at 2:40 p.m. on Mondays through Thursdays. The current practice covering Fridays and holiday eves shall continue as is.

ARTICLE XVII
NOTIFICATION OF VACANCIES

- A) No later than May 15th of each school year, the superintendent shall deliver, to the president of the City of Burlington Education Association, a list of any known vacancies which shall occur during the following school year. Any known vacancies, after that date, as aforesaid, will be transmitted to the president of the Association when feasible.
- B) Filing Requests
 - 1. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement, of such desire, with the superintendent. Such a statement shall include the grade and/or subject to which the teacher desires to be transferred, in order to preference.
 - 2. In the determination of requests for transfers or re-assignments, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements, and best interest of the school system, as determined by the superintendent.
- C) Notice of a transfer, or re-assignment, shall be given to teachers as soon as possible.

ARTICLE XVIII

TUITION REIMBURSEMENT

- A) Teachers

The Board shall provide for a course reimbursement program, for teachers who attend an approved college or university, to the maximum amount as follows \$65,000 in

2015-2016; \$70,000 in 2016-2017; and \$70,000 in 2017-2018. In order to qualify for reimbursement, the following requirements shall be met.

1. Courses will be of a graduate level, directly related to the teachers' area of instruction, specialty, or related field, and approved by the superintendent of schools in advance of the start of the course.
2. Proof of successful completion of graduate courses shall be provided following completion of course.
 - a. by transcript
 - b. by affidavit where time does not permit
3. Each teaching staff member is eligible for reimbursement of up to nine (9) graduate level credits, up to the maximum of the appropriate, highest prevailing state college rate during the period July 1 through June 30 of any academic year.
4. Teaching staff members shall receive reimbursement for completed, approved, and verified by receipt of transcripts of graduate courses by June 30 of the school year in which the courses were taken in accordance with NJSA 18A:6-8.5. Reimbursement will be based on an equal distribution of funds available.
5. Undergraduate courses shall be reimbursed with the prior written approval of the superintendent.
6. If an employee leaves the district voluntarily, except for retirement, relocation more than 100 miles, military service or disability according to Social Security, said employee will be responsible for reimbursement for courses taken in accordance with:
 - a. Any employee leaving the Burlington City School District voluntarily, except for retirement, relocation of more than 100 miles, military service or disability according to Social Security, within 12 months after the course end date, shall be required to reimburse the district 100% of the costs paid by the district to the employee for such course; within 24 months after the course end date 50% and within 36 months after the course end date 25%. CBEA requests that reimbursement form utilized by members provide a disclaimer with these amounts and time frames.
7. Minimum grade of B.

B) Secretarial and Clerical, Custodian, Maintenance and Field Person

In the event an application for a non-credit college course is made, the credit value for tuition, comparable to a credit course, will be determined by the superintendent of schools, and will be a pre-requisite to his approval or rejection of such application. Requests for tuition reimbursement will be subject to the following:

The Board shall provide a reimbursement of up to \$150 per credit for the duration of the contract to all unit members who take a course, or courses, provided that said unit member has received prior approval, for said course work, from the superintendent of schools.

Proof of successful completion of course(s) shall be provided no later than September and January, of each school year, following completion of course(s).

Secretarial and clerical, custodian, maintenance and field person employees shall receive reimbursement for verified completion of courses by June 30 of the school year in which the courses were taken.

ARTICLE XIX

SALARIES

Salary guide will be mutually developed by both parties.

- A) The salaries of all teachers, covered by this Agreement, are set forth in Schedule A(1), Schedule A(2) and Schedule A(3) which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education. Payment for extra duties and extra-curricular activities are set forth in Schedule B (1), Schedule B (2) and Schedule B (3), which are attached hereto, and made a part hereof, and have been adopted, by the Board, for school years 2015/2016; 2016/2017 and 2017/2018 respectively.
- B) The salaries for all office personnel, covered by this Agreement are set forth in Schedule C (1), Schedule C (2) and Schedule C (3), which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education.
- C) Unit members may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid, to the employees, according to a schedule of payment(s) throughout the summer, as requested by the unit member.
- D) When a payday falls on, or during, a school holiday, vacation, or weekend, unit members shall receive their paychecks on the last previous working day.
- E) Teachers shall receive their final checks on the last scheduled pay date in June.
- F) Supplemental Pay
Honorariums and supplemental earnings will be paid at the conclusion of the activity following receipt of evaluations and recommendations for payment.

G) Salary Adjustment

The Board will adjust salaries, with regard to place on salary schedule, regarding credits completed, upon receipt of a letter, or affidavit, by September 15th, or February 15th, with final proof, which is receipt of official transcripts, to be furnished by September 30th or February 28th. Actual payment adjustment to be made in the following month, retroactive.

H) Emergency Coverage of Classes

The Board agrees that the assigning of teachers, for substitute class coverage, in an emergency, shall be on a voluntary basis. In the event no volunteers are available, teachers will be assigned on a rotating schedule. The per class/period rates are listed on the Honorarium Guides.

I) Homebound Instruction

Payments for homebound instruction are listed on the Honorarium Guides.

J) Traveling teachers shall be compensated at the OMB Rate, while using their own automobiles on school business.

K) Whenever possible, mentoring assignments shall be on a voluntary basis. Payments are listed on the Honorarium Guides.

L) Two-Tiered Service Increments

1. Teaching staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

Service increments will be paid at the beginning of the 10th, 15th, 20th and 25th years of credited teaching experience:

10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1025)
25 years - \$375 (total \$1400)

2. Teaching staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of 15 years of service in the district based on the following payouts:

15 years in District - \$350
20 years in District - \$375 (total \$725)
25 years in District - \$375 (total \$1100)

- M) Department Chairs', Grades 5 through 12, compensation shall be included in the teacher's base salary for pension purposes in the amount of \$10,420 in 2011/2012, \$10,681 in 2012/2013 and \$10,937 in 2013/2014. Department Chairs will work 10 months plus 10 days.
- N) All staff must participate with direct deposit starting July 1, 2009.
- O) The salaries for all custodian, maintenance and field persons, covered by this Agreement are set forth in Schedule D, which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education.

After the 1994-1995 school year, all raises were granted on a merit basis, based on the annual evaluation conducted by the Board of Education, or its designated agents. Said evaluation will be used to determine salaries. Beginning with the 2009-10 Contract the employees have been placed on a step guide. The movement of custodial employees on the salary guide commencing July 1, 2010, shall be determined based upon their individual annual evaluations as follows:

- (1) A custodial employee attaining a score of at least a 3.3 will move down and across the salary guide;
- (2) A custodial employee attaining a score below a 3.3 but above a 2.5 will move across the salary guide but remain on the same step; and,
- (3) A custodial employee attaining a score of 2.5 or below will have their salary remain the same for the following year.

The Building Principal and Facilities Manager will sign-off on evaluations.

- P) Longevity shall be paid on the following schedule: (Longevity is limited to service in district)

Beginning the 10th year	\$ 300.00
Beginning the 15th year	\$ 650.00
Beginning the 20th year	\$1,025.00
Beginning the 25th year	\$1,400.00

- Q) A tool replacement allowance to a maximum of two hundred twenty-five (\$225) per year, for mechanics, will be allowed, providing the worn or broken hand tool has been JOB CAUSED. (As determined by the supervisor.)
- R) Uniforms: Five (5) uniforms will be supplied for custodial and maintenance personnel. The employee MUST WEAR THIS UNIFORM WHILE ON DUTY. A work safety jacket and a pair of work shoes will be provided to each maintenance

employee, and a pair of work shoes will be provided to each custodial employee. In addition, foul weather gear will be provided to employees as needed.

- i. Foul Weather Gear will be provided to employees. Foul weather gear shall consist of appropriately lined jacket with hood, overalls, and boots.
- ii. Rain Gear which shall consist of a lightweight waterproof jacket with hood, will be provided to employees.

S) Safety Glasses: The Board agrees to provide safety glasses to all employees. The cost of any eye examination necessary to determine the proper prescription shall be born by the employee. The Association agrees that it is the absolute responsibility of its members to wear said safety glasses during working hours. Safety goggles may be substituted by mutual agreement.

T) Commercial Drivers License with Passenger Endorsement: A \$1000 stipend will be paid to an employee who possesses this license. The stipend will be paid at the end of each school year. The employee will be compensated at time and a half if they are not currently scheduled to work.

U) HVAC Technician, Licensed Electrician or Licensed Plumber Schedule

Each custodian and maintenance employee who is employed in the position of HVAC Technician, Licensed Electrician or Licensed Plumber shall follow the approved salary guide. Employee must request approval from the Board before beginning in the position.

V) When a member of the custodial unit is required by the Board of Education to assume the duties of the Facilities Manager, an extra-duty stipend in the amount of one hundred dollars (\$100) per day will be paid said employee.

W) The position of Head Custodian is instituted effective July 1, 2000. These positions are considered annual and will be posted each year. Compensation is as follows: BCHS \$5,500.00, WWIS \$3,700.00, Smith and Lawrence are each \$2,400.00. This amount is not considered part of the base salary, but rather as a stipend, to be paid 50% in December and 50% in June.

X) A maximum of 4 employees who have secured an approved Pesticide Applicator's License will be entitled to a \$300 stipend.

ARTICLE XX

PREPARATION TIME

A) The Board agrees to provide elementary teachers a minimum thirty (30) continuous minute period, for preparation time, with a minimum of one hundred fifty (150)

minutes, per week, and no more than two (2) per day. Unless a situation develops requiring immediate emergency attention, preparation time shall be uninterrupted.

- B) All teachers in the intermediate and high schools shall have, in addition to their lunch period, one (1) continuous preparation period each day that the students are present.

ARTICLE XXI

PROFESSIONAL DEVELOPMENT

Up to three (3) school days other than the first day of school shall be used for staff in-service

The Superintendent of Schools shall credit hours towards the "100 Hour" professional development requirement in accordance with the "What Counts" guidelines set forth by the NJ Department of Education.

The Superintendent of Schools or his designee shall provide staff member with an appropriate Certificate of Completion within ten (10) days of the completion of any activity that qualifies for professional development credit under the NJDOE "What Counts" guidelines.

ARTICLE XXII

MISCELLANEOUS PROVISIONS

- A) 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 exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of unit members, or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- B) Except as this Agreement shall otherwise provide, all terms and conditions of employment, applicable on the effective date of this Agreement to unit members covered by this Agreement, as established by the policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract, from any unit member benefit existing prior to its effective date.
- C) Any individual contract between the Board and a unit member heretofore or hereafter executed shall be subject to and consistent with, the terms and conditions of this Agreement. If an individual contract contains any language, inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

- D) Copies of this Agreement shall be made available at the expense of the Board, after agreement with the Association on format, within thirty (30) days after the Agreement is signed. Electronic distribution or location on a website type setting is permitted. The Agreement shall be presented to all unit members, now employed, hereafter employed, or considered for employment by the Board.
- E) Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provision(s) of this Agreement, either party shall do so by certified mail or personal service to the following addresses:
- | | |
|---|--|
| <p>If by Association to the Board:
 City of Burlington BOE
 518 Locust Avenue
 Burlington, NJ 08016</p> | <p>If by Board to the Association:
 Mrs. Susan Andris, President
 43 Autumn Lane
 Burlington, NJ 08016</p> |
|---|--|
- F) No tenure is granted to custodian, maintenance and field person.

ARTICLE XXIII

REPRESENTATION FEE

A) Purpose of fee

If a unit member does not become a member of the Association during any membership year (i.e. from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee to the Association for the membership year. In the event employment terminates during the course of the school year, said employee will be charged only for the pro rata portion of active employment. The purpose of this fee will be to offset the unit member's per capita cost of services rendered by the Association as majority representative.

B) Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments, charged by the Association, to its own members, for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal, in amount, to the regular membership dues, initiation fees and assessments, charged by the Association to its own member. The representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year, immediately following the effective date of the change.

C) Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or part by this Agreement, the Association will submit, to the Board, a list of those unit members who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such unit members in accordance with paragraph two (2) below, the full amount of the representation fee, and promptly will transmit the amount, so deducted to the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each unit member, on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paycheck paid.

- a. Ten (10) days after receipt of the aforesaid list by the Board, or,
- b. Thirty (30) days after the unit member begins his/her employment in a bargaining unit position, and continued in the employ of the Board in a non-bargaining unit position, or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the unit member's employment in a bargaining unit position, whichever is later.

3. Termination of Employment

If a unit member, who is required to pay a representation fee, terminates his/her employment with the Board, before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee, during the membership year in question.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the association.

5. Changes

The Association will notify the Board, in writing, of any changes in the list provided for in paragraph one (1) above, and/or the amount of the representation fee, prior to the beginning of the membership year, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. New Unit Members

On, or about, the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit, to the Association, a list of all new unit members represented by the Association, who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such unit members.

- D) The enactment of the deduction of the representation fee is in accordance with Chapter 477, P.L. 1979, of the New Jersey State Law. The Board will be held 'safe and harmless,' by the Association, in any action taken to stop this representation fee from being deducted from a non-member's paycheck.

ARTICLE XXIV

SECRETARIAL & CLERICAL EMPLOYMENT PROCEDURES

- A) Any employee employed prior to January 1st of any school year, shall be given full credit for one (1) year of service toward the next increment step for the following year.

B) Resignation

1. An employee who is resigning from her position shall be required to give thirty (30) day notice, to the Administration Office, except for retirement, relocation more than 100 miles, military service or disability according to Social Security.
2. Earned vacation shall be paid according to the proportion of full months worked, to the total contract year, unless proper notice (30 days) has not been given.

3. If the full thirty days (30 days) notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice.

C) Notification of Contract and Salary

Where possible, employees, covered by this Agreement, shall be notified of their contract, and salary status for the ensuing year, no later than May 15th.

- D) All secretarial and clerical assignments, covered by this contract, shall be determined by the superintendent of schools.

E) Seniority

Reduction in force shall be by the seniority for tenured secretaries and clerical personnel within existing job classifications. For purposes of RIF, classifications shall be:

1. 12 month secretaries
2. 10 month secretaries
3. clerk/typists

For purposes of classification, lead secretary high school and bookkeeper/machine operator shall be within 12 month or 10 month secretarial classifications.

ARTICLE XXV

CUSTODIAN, MAINTENANCE AND FIELD PERSON EMPLOYMENT PROCEDURES

Any employee employed prior to January 1st of any school year, shall be given credit for one (1) year of service toward the next increment step for the following year.

A) Resignation

1. An employee who is resigning from his position shall be required to give two (2) weeks (14 days) notice to the District Office.
2. Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice (14 days) has not been given.
3. If the full two (2) week notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the employee.

B) Notification of Contract and Salary

Employees shall be notified of their contract and salary status, for the ensuing year, no later than May 15th.

C) All custodial assignments, covered by this contract, will be determined by the Facilities Manager.

D) Termination or Layoff

The Board reserves the right to terminate employment for good cause. When the Board determines a layoff to be necessary, seniority will determine when all else is equal. Seniority shall mean length of continuous service in the City of Burlington School District.

ARTICLE XXVI

DURATION OF AGREEMENT

This Agreement shall be effective as of the FIRST day of JULY 2014 and shall continue in effect until June 30, 201 respectively, but shall not apply to non- tenured unit members whose terms of contract, as to duration, shall be governed by separate, individual contracts. Nor shall this action apply to a contract executed for employment after the school year, included, but not limited to summer school programs and curriculum workshops.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president(s), attested by their respective secretaries this _____ day of _____, 2015.

ATTEST:

Raymond W. Coxe, Business Administrator

ATTEST:

Chris Rivell, Secretary

Board of Education
City of Burlington

Jennifer Montone, President
City of Burlington
Education Association

Susan Andris, President

CITY OF BURLINGTON PUBLIC SCHOOLS
2015-2016 Teacher's Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	53,704	55,804	57,104	58,304	59,404	60,354
2	53,904	56,004	57,304	58,504	59,604	60,554
3	54,204	56,304	57,604	58,804	59,904	60,854
4	54,404	56,504	57,804	59,004	60,104	61,054
5	54,704	56,804	58,104	59,304	60,404	61,354
6	54,904	57,004	58,304	59,504	60,604	61,554
7	55,204	57,304	58,604	59,804	60,904	61,854
8	55,504	57,604	58,904	60,104	61,204	62,154
9	56,147	58,247	59,547	60,747	61,847	62,797
10	57,147	59,247	60,547	61,747	62,847	63,797
11	58,347	60,447	61,747	62,947	64,047	64,997
12	61,047	63,147	64,447	65,647	66,747	67,697
13	62,262	64,362	65,662	66,862	67,962	68,912
14	64,304	66,404	67,704	68,904	70,004	70,954
15	67,304	69,404	70,704	71,904	73,004	73,954
16	70,504	72,604	73,904	75,104	76,204	77,154
17	73,904	76,004	77,304	78,504	79,604	80,554
18	77,504	79,604	80,904	82,104	83,204	84,154
19	83,654	85,754	87,054	88,254	89,354	90,304
20	90,640	92,740	94,040	95,240	96,340	97,290

Service Increments for

Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995

will receive service increments in accordance with past practice as follows:

- At the beginning of the 10th, 15th, 20th and 25th years of credited experience:
- 10 years - \$300
 - 15 years - \$350 (total \$650)
 - 20 years - \$375 (total \$1,025)
 - 25 years - \$375 (total \$1,400)

Service increments for

Employment After 12/29/95:

1. Teaching staff members employed in the District after Dec. 29, 1995

will receive service increments in accordance with past practice as follows:

- At the completion of the 15, 20 and 25 years of service in the district:
- 15 years in District - \$350
 - 20 years in District - \$375 (total \$725)
 - 25 years in District - \$375 (total \$1,100)

**CITY OF BURLINGTON PUBLIC SCHOOLS
2016-2017 Teacher's Salary Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	53,704	55,804	57,104	58,304	59,404	60,354
2	53,904	56,004	57,304	58,504	59,604	60,554
3	54,204	56,304	57,604	58,804	59,904	60,854
4	54,404	56,504	57,804	59,004	60,104	61,054
5	54,704	56,804	58,104	59,304	60,404	61,354
6	54,904	57,004	58,304	59,504	60,604	61,554
7	55,204	57,304	58,604	59,804	60,904	61,854
8	55,504	57,604	58,904	60,104	61,204	62,154
9	56,147	58,247	59,547	60,747	61,847	62,797
10	57,147	59,247	60,547	61,747	62,847	63,797
11	58,347	60,447	61,747	62,947	64,047	64,997
12	61,047	63,147	64,447	65,647	66,747	67,697
13	62,262	64,362	65,662	66,862	67,962	68,912
14	63,766	65,866	67,166	68,366	69,466	70,416
15	66,766	68,866	70,166	71,366	72,466	73,416
16	69,966	72,066	73,366	74,566	75,666	76,616
17	73,366	75,466	76,766	77,966	79,066	80,016
18	76,966	79,066	80,366	81,566	82,666	83,616
19	83,116	85,216	86,516	87,716	88,816	89,766
20	90,940	93,040	94,340	95,540	96,640	97,590

Service Increments for

Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995

will receive service increments in accordance with past practice as follows:

- At the beginning of the 10th, 15th, 20th and 25th years of credited experience:
- 10 years - \$300
 - 15 years - \$350 (total \$650)
 - 20 years - \$375 (total \$1,025)
 - 25 years - \$375 (total \$1,400)

Service Increments for

Employment After 12/29/95:

1. Teaching staff members employed in the District after Dec. 29, 1995

will receive service increments in accordance with past practice as follows:

- At the completion of the 15, 20 and 25 years of service in the district:
- 15 years in District - \$350
 - 20 years in District - \$375 (total \$725)
 - 25 years in District - \$375 (total \$1,100)

**CITY OF BURLINGTON PUBLIC SCHOOLS
2017-2018 Teacher's Salary Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	53,704	55,804	57,104	58,304	59,404	60,354
2	53,904	56,004	57,304	58,504	59,604	60,554
3	54,204	56,304	57,604	58,804	59,904	60,854
4	54,404	56,504	57,804	59,004	60,104	61,054
5	54,704	56,804	58,104	59,304	60,404	61,354
6	54,904	57,004	58,304	59,504	60,604	61,554
7	55,204	57,304	58,604	59,804	60,904	61,854
8	55,504	57,604	58,904	60,104	61,204	62,154
9	56,147	58,247	59,547	60,747	61,847	62,797
10	57,147	59,247	60,547	61,747	62,847	63,797
11	58,347	60,447	61,747	62,947	64,047	64,997
12	61,047	63,147	64,447	65,647	66,747	67,697
13	62,262	64,362	65,662	66,862	67,962	68,912
14	63,766	65,866	67,166	68,366	69,466	70,416
15	66,766	68,866	70,166	71,366	72,466	73,416
16	69,718	71,818	73,118	74,318	75,418	76,368
17	73,118	75,218	76,518	77,718	78,818	79,768
18	76,718	78,818	80,118	81,318	82,418	83,368
19	82,868	84,968	86,268	87,468	88,568	89,518
20	91,240	93,340	94,640	95,840	96,940	97,890

Service Increments for

Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995

will receive service increments in accordance with past practice as follows:

At the beginning of the 10th, 15th, 20th and 25th years of credited experience:

- 10 years - \$300
- 15 years - \$350 (total \$650)
- 20 years - \$375 (total \$1,025)
- 25 years - \$375 (total \$1,400)

Service Increments for

Employment After 12/29/95:

1. Teaching staff members employed in the District after Dec. 29, 1995

will receive service increments in accordance with past practice as follows:

At the completion of the 15, 20 and 25 years of service in the district:

- 15 years in District - \$350
- 20 years in District - \$375 (total \$725)
- 25 years in District - \$375 (total \$1,100)

ATHLETIC HONORARIUMS

SCHEDULE B(1)-1

ACTIVITY		2016-2016			2016-2017			2017-2018		
		First Year Experience	Second Year Experience	Third Year Experience	First Year Experience	Second Year Experience	Third Year Experience	First Year Experience	Second Year Experience	Third Year Experience
FOOTBALL	Head Coach	\$ 8,149	\$ 9,871	\$ 10,780	\$ 9,538	\$ 10,088	\$ 10,975	\$ 8,538	\$ 10,088	\$ 10,975
	Assistant Coaches (4)	\$ 6,340	\$ 5,889	\$ 7,877	\$ 6,467	\$ 7,027	\$ 8,035	\$ 6,467	\$ 7,027	\$ 8,035
BASKETBALL	Head Coach (2)	\$ 9,181	\$ 9,421	\$ 10,650	\$ 9,376	\$ 9,609	\$ 10,863	\$ 8,376	\$ 8,909	\$ 10,863
	Assistant Coach (3)	\$ 6,285	\$ 5,807	\$ 6,870	\$ 6,370	\$ 5,823	\$ 7,007	\$ 6,370	\$ 5,823	\$ 7,007
WRESTLING	Head Coach	\$ 9,181	\$ 9,421	\$ 10,650	\$ 9,376	\$ 9,609	\$ 10,863	\$ 8,376	\$ 8,909	\$ 10,863
	Assistant Coach	\$ 6,285	\$ 5,807	\$ 6,870	\$ 6,370	\$ 5,823	\$ 7,007	\$ 6,370	\$ 5,823	\$ 7,007
TRACK	Head Coach (2)	\$ 8,885	\$ 7,388	\$ 8,382	\$ 7,002	\$ 7,534	\$ 8,580	\$ 7,002	\$ 7,534	\$ 8,580
	Assistant Coach (2)	\$ 4,883	\$ 5,193	\$ 6,242	\$ 4,758	\$ 5,297	\$ 6,367	\$ 4,758	\$ 5,297	\$ 6,367
TRACK	Indoor (Winter)	\$ 6,885	\$ 7,388	\$ 8,382	\$ 7,002	\$ 7,534	\$ 8,580	\$ 7,002	\$ 7,534	\$ 8,580
SOFTBALL	Head Coach	\$ 6,885	\$ 7,388	\$ 8,382	\$ 7,002	\$ 7,534	\$ 8,580	\$ 7,002	\$ 7,534	\$ 8,580
	Assistant Coach	\$ 4,883	\$ 5,193	\$ 6,242	\$ 4,758	\$ 5,297	\$ 6,367	\$ 4,758	\$ 5,297	\$ 6,367
SOCCER	Head Coach (2)	\$ 6,885	\$ 7,388	\$ 8,382	\$ 7,002	\$ 7,534	\$ 8,580	\$ 7,002	\$ 7,534	\$ 8,580
	Assistant Coach (2)	\$ 4,883	\$ 5,193	\$ 6,242	\$ 4,758	\$ 5,297	\$ 6,367	\$ 4,758	\$ 5,297	\$ 6,367
FIELD HOCKEY	Head Coach	\$ 6,885	\$ 7,388	\$ 8,382	\$ 7,002	\$ 7,534	\$ 8,580	\$ 7,002	\$ 7,534	\$ 8,580
	Assistant Coach	\$ 4,883	\$ 5,193	\$ 6,242	\$ 4,758	\$ 5,297	\$ 6,367	\$ 4,758	\$ 5,297	\$ 6,367
BASEBALL	Head Coach	\$ 6,885	\$ 7,388	\$ 8,382	\$ 7,002	\$ 7,534	\$ 8,580	\$ 7,002	\$ 7,534	\$ 8,580
	Assistant Coach	\$ 4,883	\$ 5,193	\$ 6,242	\$ 4,758	\$ 5,297	\$ 6,367	\$ 4,758	\$ 5,297	\$ 6,367
GOLF	Head Coach	\$ 4,194	\$ 4,788	\$ 5,943	\$ 4,278	\$ 4,884	\$ 6,082	\$ 4,278	\$ 4,884	\$ 6,082
TENNIS	Head Coach (2)	\$ 4,194	\$ 4,788	\$ 5,943	\$ 4,278	\$ 4,884	\$ 6,082	\$ 4,278	\$ 4,884	\$ 6,082
CROSS COUNTRY	Head Coach	\$ 4,194	\$ 4,788	\$ 5,943	\$ 4,278	\$ 4,884	\$ 6,082	\$ 4,278	\$ 4,884	\$ 6,082
INTRAMURALS		\$ 4,889	\$ 4,499	\$ 4,499	\$ 4,889	\$ 4,889	\$ 4,889	\$ 4,889	\$ 4,889	\$ 4,889
WEIGHTLIFTING	Winter	\$ 3,147	\$ 3,570	\$ 3,802	\$ 3,210	\$ 3,641	\$ 3,878	\$ 3,210	\$ 3,641	\$ 3,878
	Spring	\$ 3,147	\$ 3,570	\$ 3,802	\$ 3,210	\$ 3,641	\$ 3,878	\$ 3,210	\$ 3,641	\$ 3,878
CHEERLEADING	Football	\$ 5,179	\$ 5,676	\$ 6,109	\$ 5,283	\$ 5,789	\$ 6,231	\$ 5,283	\$ 5,789	\$ 6,231
	Basketball	\$ 5,919	\$ 6,488	\$ 6,982	\$ 6,037	\$ 6,616	\$ 7,122	\$ 6,037	\$ 6,616	\$ 7,122
COLOR GUARD	Fall	\$ 5,364	\$ 5,878	\$ 6,328	\$ 5,471	\$ 5,998	\$ 6,455	\$ 5,471	\$ 5,998	\$ 6,455
	Winter	\$ 4,894	\$ 5,472	\$ 5,881	\$ 5,084	\$ 5,681	\$ 6,009	\$ 5,084	\$ 5,681	\$ 6,009
JROTC	Reiders Team	\$ 1,885	\$ 1,824	\$ 1,884	\$ 1,888	\$ 1,880	\$ 2,003	\$ 1,888	\$ 1,880	\$ 2,003
	Drill Team	\$ 3,700	\$ 4,064	\$ 4,364	\$ 3,774	\$ 4,136	\$ 4,461	\$ 3,774	\$ 4,135	\$ 4,461
	Color Guard	\$ 2,959	\$ 3,243	\$ 3,481	\$ 3,018	\$ 3,308	\$ 3,561	\$ 3,018	\$ 3,308	\$ 3,561
	Rifle Team	\$ 3,328	\$ 3,648	\$ 3,928	\$ 3,395	\$ 3,722	\$ 4,007	\$ 3,398	\$ 3,722	\$ 4,007

BCHS HONORARIUMS

ACTIVITY		UNITS	2015-2016	2016-2017	2017-2018
9-12 Yearbook	Editorial	35	\$ 7,788	\$ 7,944	\$ 7,944
	Business	29	\$ 5,850	\$ 5,967	\$ 5,967
9-12 Arrowhead	Advisor	15	\$ 3,333	\$ 3,400	\$ 3,400
Band	Director	85	\$ 16,745	\$ 17,080	\$ 17,080
	Assistant Director	19	\$ 3,251	\$ 3,316	\$ 3,316
Marching Band	Drills Advisor	20	\$ 3,420	\$ 3,488	\$ 3,488
Percussion	Advisor (Fall)	27	\$ 2,724	\$ 2,778	\$ 2,778
	Advisor (Winter-Spring)		\$ 2,724	\$ 2,778	\$ 2,778
Jazz Ensemble	Advisor	20	\$ 4,035	\$ 4,116	\$ 4,116
Chorus	Director	23	\$ 4,640	\$ 4,733	\$ 4,733
School Play	Drama	21	\$ 4,236	\$ 4,321	\$ 4,321
	Chorus	8	\$ 1,614	\$ 1,646	\$ 1,646
Chess		20	\$ 4,035	\$ 4,116	\$ 4,116
Student Council		18	\$ 4,004	\$ 4,084	\$ 4,084
Key Club		12	\$ 2,668	\$ 2,721	\$ 2,721
National Honor Society		10	\$ 2,580	\$ 2,632	\$ 2,632
Future Business Leaders of America		8	\$ 1,782	\$ 1,818	\$ 1,818
Future Teachers of America		8	\$ 1,782	\$ 1,818	\$ 1,818

BCHS HONORARIUMS

SCHEDULE B(1)-3

ACTIVITY	2015-2016	2016-2017	2017-2018
Director of Publicity	\$ 8,110	\$ 8,272	\$ 8,272
Coordinator of Vocational Funding	\$ 5,120	\$ 5,222	\$ 5,222
Coordinator of Driver Education	\$ 1,412	\$ 1,440	\$ 1,440
Class Advisors (4)	\$ 3,333	\$ 3,400	\$ 3,400
Team Leaders (5)	\$ 2,007	\$ 2,047	\$ 2,047
Faculty Advisor Freshman Transition (2)	\$ 2,585	\$ 2,616	\$ 2,616
Mock Trial Advisor	\$ 1,562	\$ 1,583	\$ 1,583
Activities Account Treasurer	\$ 7,163 12 months	\$ 7,298 12 months	\$ 7,296 12 months
Right To Know Coordinator	\$ 3,994 10 months plus 5 days	\$ 4,074 10 months plus 5 days	\$ 4,074 10 months plus 5 days
Driver Ed. Instructors	\$ 50.00 per hour	\$ 51 per hour	\$ 51 per hour
Summer School Teachers	\$ 50.00 per hour	\$ 51 per hour	\$ 51 per hour
After-School Instructors	\$ 50.00 per hour	\$ 51 per hour	\$ 51 per hour
Curriculum Writing	\$ 50.00 per hour	\$ 51 per hour	\$ 51 per hour
Detention Supervisors	\$ 50.00 per hour	\$ 51 per hour	\$ 51 per hour
Saturday Detention	\$ 50.00 per hour	\$ 51 per hour	\$ 51 per hour
Emergency Class Coverage	\$ 28.00	\$ 29	\$ 29
Homebound Instruction	\$ 51.00	\$ 52	\$ 52
Chaperones	\$ 72.00 per session	\$ 73 per session	\$ 73 per session
Ticket Receipts	\$ 41.00 per hour	\$ 42 per hour	\$ 42 per hour
Peer Leadership (overnight)	\$ 95.00 per night	\$ 97 per night	\$ 97 per night
Mentor Teacher	\$ 998	\$ 1,016	\$ 1,018

7/8 HONORARIUMS

ACTIVITY	2015-2016	2016-2017	2017-2018
Art	\$ 1,816	\$ 1,852	\$ 1,852
Band	\$ 4,236	\$ 4,321	\$ 4,321
Battle of the Books	\$ 2,007	\$ 2,047	\$ 2,047
Cheerleaders	\$ 3,113	\$ 3,175	\$ 3,175
Chorus	\$ 2,227	\$ 2,272	\$ 2,272
Class Advisor	\$ 3,333	\$ 3,400	\$ 3,400
National Junior Honor Society	\$ 2,580	\$ 2,632	\$ 2,632
Science Bowl	\$ 1,910	\$ 1,948	\$ 1,948
Student Council	\$ 2,007	\$ 2,047	\$ 2,047
Yearbook	\$ 2,007	\$ 2,047	\$ 2,047
7/8 Girl's Basketball	\$ 4,588	\$ 4,680	\$ 4,680
7/8 Boy's Basketball	\$ 4,588	\$ 4,680	\$ 4,680
7/8 Field Hockey	\$ 4,588	\$ 4,680	\$ 4,680
7/8 Boy's Soccer	\$ 3,738	\$ 3,813	\$ 3,813
7/8 Girl's Soccer	\$ 3,738	\$ 3,813	\$ 3,813
7/8 Wrestling	\$ 3,738	\$ 3,813	\$ 3,813
7/8 Softball	\$ 3,891	\$ 3,969	\$ 3,969

WWIS HONORARIUMS

ACTIVITY	2015-2016	2016-2017	2017-2018
Newspaper	\$ 2,668	\$ 2,721	\$ 2,721
Yearbook	\$ 1,485	\$ 1,515	\$ 1,515
Chorus	\$ 3,763	\$ 3,838	\$ 3,838
Science Bowl	\$ 1,910	\$ 1,948	\$ 1,948
Student Council	\$ 1,505	\$ 1,535	\$ 1,535
Intramurals (6)	\$ 891	\$ 909	\$ 909
Team Leaders (6)	\$ 2,007	\$ 2,047	\$ 2,047
Battle of the Books	\$ 2,007	\$ 2,047	\$ 2,047
JROTC - Guard (2)	\$ 1,413	\$ 1,441	\$ 1,441
Head Teacher (10 month)	\$ 9,471	\$ 9,660	\$ 9,660
Family Support Coordinator (10 month)	\$ 3,041	\$ 3,102	\$ 3,102

CITY OF BURLINGTON PUBLIC SCHOOLS

2015-2016
Secretary/Clerical Salary Guide

Step	12-Month Secretary	10-Month Secretary	12-Month Clerk/Typist	10-Month Clerk/Typist
1	33,495	28,743	31,870	26,722
2	34,192	28,943	32,070	26,922
3	34,892	29,193	32,370	27,172
4	35,892	29,443	32,670	27,422
5	36,692	29,693	33,556	28,161
6	37,592	30,425	34,556	28,994
7	38,492	31,125	35,143	29,525
8	38,685	31,692	35,492	31,192
9	39,192	34,592	36,192	32,692
9A	47,964	35,827	37,814	34,185
10	56,917	37,243	39,617	35,858

Service Increments for
Employment Prior to 12/29/95:

1. Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:
At the beginning of the 10th, 15th, 20th, and 25th years of credited experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1,025)
25 years - \$375 (total \$1,400)

Service Increments for
Employment After 12/29/95:

2. Secretarial staff members employed in the District after Dec. 29, 1995 will not receive service increments until completion of service in district:
At the completion of 15, 20 and 25 years of service in the district:
15 years in District \$350
20 years in District \$375 (total \$725)
25 years in District \$375 (total \$1,100)

CITY OF BURLINGTON PUBLIC SCHOOLS

2016-2017
Secretary/Clerical Salary Guide

Step	12-Month Secretary	10-Month Secretary	12-Month Clerk/Typist	10-Month Clerk/Typist
1	34,654	29,902	33,029	27,881
2	35,351	30,102	33,229	28,081
3	36,051	30,352	33,529	28,331
4	37,051	30,602	33,829	28,581
5	37,851	30,852	34,715	29,320
6	38,751	31,584	35,715	30,153
7	39,651	32,284	36,302	30,684
8	39,844	32,851	36,651	32,351
9	40,351	35,751	37,351	33,851
9A	49,123	36,986	38,973	35,344
10	58,076	38,402	40,776	37,017

Service Increments for
Employment Prior to 12/29/95:

- Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:
At the beginning of the 10th, 15th, 20th, and 25th years of credited experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1,025)
25 years - \$375 (total \$1,400)

Service Increments for
Employment After 12/29/95:

- Secretarial staff members employed in the District after Dec. 29, 1995 will not receive service increments in until completion of service in district:
At the completion of 15, 20 and 25 years of service in the district:
15 years in District \$350
20 years in District \$375 (total \$725)
25 years in District \$375 (total \$1,100)

CITY OF BURLINGTON PUBLIC SCHOOLS

2017-2018
Secretary/Clerical Salary Guide

Step	12-Month Secretary	10-Month Secretary	12-Month Clerk/Typist	10-Month Clerk/Typist
1	35,842	31,090	34,217	29,069
2	36,539	31,290	34,417	29,269
3	37,239	31,540	34,717	29,519
4	38,239	31,790	35,017	29,769
5	39,039	32,040	35,903	30,508
6	39,939	32,772	36,903	31,341
7	40,839	33,472	37,490	31,872
8	41,032	34,039	37,839	33,539
9	41,539	36,939	38,539	35,039
9A	50,311	38,174	40,161	36,532
10	59,264	39,590	41,964	38,205

Service Increments for
Employment Prior to 12/29/95:

1. Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:
At the beginning of the 10th, 15th, 20th, and 25th years of credited experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1,025)
25 years - \$375 (total \$1,400)

Service Increments for
Employment After 12/29/95:

2. Secretarial staff members employed in the District after Dec. 29, 1995 will not receive service increments until completion of service in district:
At the completion of 15, 20 and 25 years of service in the district:
15 years in District \$350
20 years in District \$375 (total \$725)
25 years in District \$375 (total \$1,100)

Custodial/Maintenance Guide
2015-2016

Schedule D (1)

Step	Cust I	Cust II	Utility	Grounds	Maint I	Maint II
1	24,460	23,460	27,060	27,060	32,060	
2	25,460	24,680	29,060	27,560	33,660	
3	26,460	25,950	39,768	28,560	36,560	
4	28,210	33,360	39,768	57,296	39,660	
5	29,360	39,981	39,768	57,296	40,010	
6	30,460	39,981	39,768	57,296	45,281	
7	31,160	39,981	39,768	57,296	45,281	
8	32,270	39,981	39,768	57,296	45,281	
9	33,460	39,981	39,768	57,296	45,281	
10	34,052	39,981	39,768	57,296	45,281	
10A	36,460	39,981	39,768	57,296	45,281	
MAX	39,741	39,981	39,768	57,296	45,281	
OG	47,781					47,781

Grounds person

If a district employee on the Class I Custodians or Utility Worker Schedule "D" salary guide is hired for the position of Grounds Person, the person shall remain on the appropriate guide and receive an additional compensation amount of \$1,500 pro-rated based on the months employed in the Grounds position.

Custodial/Maintenance Guide
2016-2017

Schedule D (2)

Step	Cust I	Cust II	Utility	Grounds	Maint I	Maint II
1	24,460	23,460	27,060	27,060	32,060	
2	25,460	24,680	29,060	27,560	33,660	
3	26,460	25,950	40,147	28,560	36,560	
4	28,210	33,360	40,147	57,675	39,660	
5	29,360	40,360	40,147	57,675	40,010	
6	30,460	40,360	40,147	57,675	45,660	
7	31,160	40,360	40,147	57,675	45,660	
8	32,270	40,360	40,147	57,675	45,660	
9	33,460	40,360	40,147	57,675	45,660	
10	34,052	40,360	40,147	57,675	45,660	
10A	36,460	40,360	40,147	57,675	45,660	
MAX	40,120	40,360	40,147	57,675	45,660	
OG	48,160				64,160	48,160

Grounds person

If a district employee on the Class I Custodians or Utility Worker Schedule "D" salary guide is hired for the position of Grounds Person, the person shall remain on the appropriate guide and receive an additional compensation amount of \$1,500 pro-rated based on the months employed in the Grounds position.

Custodial/Maintenance Guide
2017-2018

Schedule D (3)

Step	Cust I	Cust II	Utility	Grounds	Maint I	Maint II
1	24,460	23,460	27,060	27,060	32,060	
2	25,460	24,680	29,060	27,560	33,660	
3	26,460	25,950	40,810	28,560	36,560	
4	28,210	33,360	40,810	58,338	39,660	
5	29,360	41,023	40,810	58,338	40,010	
6	30,460	41,023	40,810	58,338	46,323	
7	31,160	41,023	40,810	58,338	46,323	
8	32,270	41,023	40,810	58,338	46,323	
9	33,460	41,023	40,810	58,338	46,323	
10	34,052	41,023	40,810	58,338	46,323	
10A	36,460	41,023	40,810	58,338	46,323	
MAX	40,783	41,023	40,810	58,338	46,323	
OG	48,823				64,823	48,823

Grounds person

If a district employee on the Class I Custodians or Utility Worker Schedule "D" salary guide is hired for the position of Grounds Person, the person shall remain on the appropriate guide and receive an additional compensation amount of \$1,500 pro-rated based on the months employed in the Grounds position.

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