

**AGREEMENT**

**Lebanon Township Education Association  
and  
Lebanon Township Board of Education**

***July 1, 2022 through June 30, 2026***

**Teachers  
Custodians**

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**ARTICLE I – RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment as permitted by law of the employees of the Board employed in any of the following capacities:
1. Full and part-time certificated teaching staff members (including teachers performing functions as reading curriculum specialist, learning disabilities teacher consultant, social worker, psychologist, compensatory education teacher, supplemental instructor, and special education teacher.
  2. School Nurses
  3. School Media Specialist
  4. School District Custodians
- B. Excluded from such representation are employees of the Board employed in the following capacities:
1. Superintendent, Building Principals, Board Secretary/Business Administrator
  2. Assistant Principals, Director of Special Services
  3. Cafeteria Workers
  4. Instructional, Lunchroom and other Aides and any non-certificated personnel not under contract whether paid or volunteer workers.
  5. Substitute Teachers
  6. Confidential Staff in the Board Office
  7. Administrative Assistants
  8. Building and Grounds Supervisors
  9. All other positions not identified above.
  10. All others excluded by law.
- C. Unless otherwise indicated, the term "*teacher*", when used hereafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined. A full-time employee is defined as one who is regularly employed for a minimum of twenty-five (25) hours per week. Unless otherwise indicated, the term "*employee*" when used hereafter in this Agreement, shall refer to all staff members represented by the Association in the negotiating unit as above defined.

- D. In recognizing the Association, the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, subject to the laws of the State of New Jersey and applicable regulations thereunder, (a) to direct employees of the school district; (b) to hire, promote, transfer, assign and retain all employees in positions in the school district, and for just cause, to suspend, demote, discharge or take other disciplinary action against all employees; (c) to relieve all employees from duty because of lack of work or for other legitimate reasons; (d) to maintain the efficiency of the school district operations entrusted to it; (e) to determine the methods, means, and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency. In addition, it is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.
- E. Pursuant to Chapter 303, Public Laws of 1968, the parties hereby agree that every employee shall have the right to freely organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other lawful activities for mutual aid and protections, or to refrain from doing so. The parties undertake and agree that they shall not discourage, deprive, or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws of 1968, and other laws of the Constitution of New Jersey and the United States; that they shall not discriminate against any employee with respect to terms and conditions of employment by reason of the employee's membership or non-membership in the Association and its affiliates, the employee's participation or non-participation in any lawful activities of the Association, collective negotiations with the Board, or his institution of any grievance, complaint of proceeding under this Agreement with respect to any terms or conditions of employment.
- F. The Association and the Board further agree that no employee shall be disciplined without just cause. When an administrator receives a complaint about a member of the staff that in the judgment of the administrator would warrant an investigation, and which does not involve an allegation of the commission of a criminal act, that investigation will begin with the employee being notified of the specific allegations in the complaint; being aware who made the complaint; being given an opportunity to respond to the complaint; and being notified if further investigation will take place. No punitive action will be taken against the employee without a hearing and without the employee receiving prior disclosure of the identity of the complainant(s), and all evidence acquired during the investigation.
- G. The Association shall have the right to use school buildings at all reasonable hours for meetings, provided that same are not held during the school day and do not interfere with the conduct of school, school connected activities, or other building meetings already scheduled involving the use of the school building. The Superintendent or designee shall receive a request for a meeting from the Association at least one (1) day in advance of meeting.
- H. The parties agree to follow all applicable procedures outlined in this Agreement for the resolution of any such differences arising hereunder and to use no other channels to resolve any such differences until the procedures within this Agreement applicable for the resolution thereof are fully exhausted.

## **ARTICLE II – GRIEVANCE PROCEDURE**

- A. It is the policy of the Board to develop and practice reasonable and effective means of resolving differences that may arise among employees to reduce potential areas of grievances and to establish and maintain recognized 2-way channels of communication. Communication to an employee, regarding concerns pertinent to this section, will be made by certified and regular mail if the employee is not available at work.
- B. **Individual Grievance** – Any employee shall have the right to appeal the application of Board policies and decisions affecting the employee through this grievance procedure. Grievances are deemed waived if steps or notifications are not met after set timeframes. When presenting an individual grievance, the employee shall be assured freedom from prejudicial reprisals and the following procedures shall be followed:
1. Within thirty (30) school days after the occurrence of the act or omission giving rise to the grievance, the individual shall discuss their grievance with the appropriate Building Principal, Director, or Administrator in an attempt to solve the problem.
  2. If the matter is not resolved to the individual's satisfaction within ten (10) school days after meeting with the appropriate Building Principal, Director, or Administrator, the individual may arrange an informal meeting with the Superintendent to solve the problem.
  3. If after ten (10) school days, the matter is not resolved between the individual and the Superintendent, the individual shall submit in writing his grievance to the Superintendent. If no written grievance is submitted within ten (10) school days, the matter will be considered closed.
  4. When the Superintendent receives a written grievance from the individual, the Superintendent shall communicate the decision in writing within ten (10) school days.
  5. If the individual is not satisfied with the decision of the Superintendent, the employee may appeal in writing through the Superintendent to the Board for a Hearing. The Personnel Committee will schedule this hearing within ten (10) school days after being notified of the request. If both parties are in agreement, the meeting with the Personnel Committee may be waived.
  6. If the individual is not satisfied with the decision of the Personnel Committee, the employee may, within ten (10) school days of the decision or the date the decision was due, request to meet with the full Board of Education in executive session at the next regularly scheduled meeting of the Board of Education to resolve the grievance.
- C. **Association Grievance** – The Association may or may not decide to pick up an individual grievance depending upon the nature of the grievance and its broad application to the entire staff. It is hereby agreed that Association grievances shall be filed in writing within ten (10) school days of the prior decision or the date the decision was due, to the Superintendent of Schools for the following reason only:

- Issues related to terms and conditions of employment of one or more members of the Association as defined by the Scope of Negotiations Law and other related laws of the State of New Jersey.
- D. Once a written grievance is filed by the Association to the Superintendent, the following procedures shall be followed:
1. The Superintendent shall respond with a decision in writing to the Association within ten (10) school days of receipt of the Association's grievance. The Association may either accept the Superintendent's decision or may request in writing a meeting with the Board Personnel Committee. If no request from the Association is made ten (10) school days after the Superintendent's written response, the matter will be considered to have been resolved. However, if the Association requests a meeting with the Personnel Committee, the Board Personnel Committee will establish a meeting with the Association Grievance Committee within ten (10) school days of receipt of the request. The Personnel Committee will respond in writing within ten (10) school days of the meeting. If both parties are in agreement, the meeting with the Personnel Committee may be waived.
  2. If the matter is unable to be resolved between the Personnel Committee of the Board and the Association Grievance Committee, the Association may, within ten (10) school days of the Personnel Committee's written response or the date the decision was due, appeal to the full Board of Education for redress of the grievance in Executive Session at the next regularly scheduled Board Meeting. The Board of Education will respond in writing within ten (10) school days of the meeting.
  3. If the matter is unable to be resolved between the Association and the Board, either party may, within ten (10) school days of the Personnel Committee's written response or the date the decision was due, request that the matter be resolved through Binding Arbitration with both parties sharing the cost of said arbitrator and both parties agreeing on whom said arbitrator should be in advance.

**ARTICLE III – HEALTH INSURANCE BENEFITS**

- A. Employees covered by this agreement hired prior to July 1, 2020 shall be eligible to participate in the Schools Health Insurance Fund (SHIF) (Aetna plan options). Eligible employees participating in the SHIF (Aetna plan options) shall be responsible for contributions toward total plan premiums for the duration of the contract according to the schedule below. Employees hired after the start of each school year shall be eligible for benefits on the first day of the month following thirty (30) days of continuous service.

Salary of less than \$40,000	Contribution rate of 5% of total premiums
Salary between \$40,001 and \$50,000	Contribution rate of 9% of total premiums
Salary greater than \$50,000	Contribution rate of 17% of total premiums

- B. All employees hired after July 1, 2020 who elect health benefits coverage are only eligible to participate in the New Jersey Educator's Health Plan (NJEHP)\* or the New Jersey Garden State Health Plan (NJGSP)\*. All employees participating in the New

Jersey Educator's Plan or the New Jersey Garden State Health Plan will contribute to the cost of the plan based upon their salary as required by P.L. 2020, Chp. 44.

\*The contribution schedule for the NJEHP and the NJGSP varies according to that plan based on salary and level of coverage.

1. Health Benefits

- a. All eligible employees shall be provided with the Aetna POS\$15 or a plan that is equal to or better than Aetna POS\$15 for health benefits.
- b. A \$10–\$15 co-pay per doctor visit will remain in effect for the duration of the contract depending on which plan the employee enrolls.
- c. To be eligible for health insurance, an employee must work a minimum of twenty-five (25) hours per week.
- d. All new employees and current employees will be offered the New Jersey Educators Health Plan and the Garden State Health Plan. These will be the sole healthcare options for new employees.

2. Dental Benefits – Dental benefits shall be equal to or better than the benefits outlined in the Delta Dental PPO Plus Premier Group # 7062 plan (January 1, 2014).

- a. The annual deductible shall be \$50.00 for individual coverage and \$150 for family coverage. The maximum benefits to an individual in any plan year shall be \$2,000.
- b. Orthodontics - 50% of orthodontic treatment is covered for dependent children. The maximum lifetime benefit is \$2,750 as of July 1, 2021.
- c. Composite fillings after any applicable deductibles or co-pays are covered at 100% as of July 1, 2022.

3. Vision Plan – The plan will remain the same as in the previous contract. Benefits will be provided through the Vision Service Plan. See the plan document for further details.

4. Prescription Plan

- a. Benecard Prescription drug coverage will be continued as in the previous contract, with the exception of deductibles. The following copays are applicable: \$15 Brand / \$8 Generic. See the plan document for further details.
- b. Benecard NJEHP, which is step therapy, will be offered to new employees and existing employees. Copays will be according to the plan: \$10 Brand / \$5 Generic.

5. Waiver of Insurance –The Board of Education will provide a waiver payment of \$2,500 to be paid one time annually for those members who waive medical benefits. There shall be no waiver payment for eligible employees who take medical benefits but waive other coverage.



6. Communication with Members

- a. The Board of Education shall communicate changes in health care insurance providers to the Association as soon as is practicable (within thirty (30) business days). The Board of Education shall notify the Association of any rate changes for health care insurance as soon as the Board receives confirmation of such changes (within three (3) business days of notification).
- b. An open enrollment period of not less than one (1) month shall be provided to members after any changes in rates, providers, or plan design.
- c. The Board of Education shall annually provide to each employee an explanation of the premium share being deducted from the employee's paycheck for each insurance program for which employee contributions are required. This explanation shall be in writing and shall include the total premium cost for each program, the total amount deducted from each employee's paycheck, and the basis for that deduction. Additionally, this information shall be issued with any changes in rate, plan design, or provider.

7. Flexible Spending Account – The Board shall offer a Dependent Care Flexible Spending Account where employees are entitled to contribute pre-tax dollars for child/elder care reimbursement along with the current Medical Flexible Spending Account where employees are entitled to contribute pre-tax dollars for health care premium payments and unreimbursed medical expenses. The Board will pay all administrative expenses associated with the plans. The account will follow the maximum set by the IRS. Rollover amounts are predetermined as by IRS rules.

**ARTICLE IV – PERSONAL LEAVE**

A. The Board and the Association hereby agree that Personal Leave will be as follows:

1. Every employee will be granted three (3) personal days (no reason), which if not used, will accumulate as additional sick days at the end of the year.
2. Every employee will be granted one (1) day for personal business which must be accompanied by a specific business reason as listed below. The day must be approved by the Superintendent. If not used, the day will accumulate as an additional sick day at the end of the year, subject to limitation of accumulated sick leave as set forth in N.J.S.A. 18A:30-7.
  - a) Doctor
  - b) Court Appearance
  - c) Lawyer
  - d) Convention
  - e) House Closing
  - f) Banking
  - g) Graduation
  - h) Conference (i.e. children)
3. Personal days may not be taken by employees on the day immediately before or after a holiday except for a valid reason and with specific permission of the Superintendent.
4. Except in emergency situations, requests for personal days must be received with a minimum of one (1) full day's notice.

### **ARTICLE V – DEATH IN THE FAMILY LEAVE**

- A. Employees will be granted a maximum of five (5) days leave for each death in the immediate family. Immediate family will be determined by a conference between the employee and the Superintendent. Generally, immediate family will mean an employee's mother, father, sister, brother, child, spouse, domestic partner, civil union partner, mother-in-law, father-in-law, son-in-law, daughter-in-law, sibling-in-law, stepparent, stepchild, grandparent, grandchild, legal ward, foster child, legal guardian, and other relatives residing in the employee's household. The Superintendent may approve leave outside of these parameters at his discretion.

### **ARTICLE VI – PREGNANCY AND CHILD REARING LEAVE**

- A. **Pregnancy Leave** – Pregnancy Leave shall be granted by the Board of Education in accordance with the following procedures:
1. Employees may utilize unused sick days and personal days during a pregnancy leave for twenty (20) workdays before the birth and twenty (20) workdays after.
  2. All initial applications, extensions, or reductions for pregnancy leave shall be made in writing to the Superintendent.
  3. All pregnant employees may apply for pregnancy leave. As a condition to receiving such leave, a pregnant employee shall notify the Superintendent of the fact of her pregnancy as soon as practicable.
  4. The employee shall advise the Superintendent of the anticipated date of the delivery of the child and of any revisions in such date that may come to her knowledge.
  5. Pregnant employees are expected and encouraged to work as long as they are capable of doing so. The maternity leave shall commence upon certification, in writing, by the employee's physician that the employee is no longer physically capable of performing her job.
  6. A teacher who has taken a pregnancy leave shall not return to duty during the last month of the academic school year unless permitted by the Board of Education.
  7. Any pregnancy leave of absence granted to a non-tenured employee shall not extend beyond the end of the academic school year in which the leave is applied for and obtained, unless the Board in its sole discretion agrees to grant such extension.
  8. Upon return to service from a maternity leave, the employee shall be immediately returned to the same position from which she was granted a leave, or, if this is impractical in the opinion of the Superintendent, to a similar position.
- B. **Child Rearing Leave** – A school employee may be granted an unpaid leave of absence by the Board of Education for the following reasons:

- The birth of a child to the employee or spouse not otherwise covered by maternity leave;
- The adoption or assumption of legal guardianship of a preschool aged child by the employee;
- The death of the employee's spouse while the parent of a preschool aged child; or
- The extended illness of a minor child of the employee.

Note: In cases where both parents of the child may be teachers in this school system, only one of said persons shall receive such leave.

Child rearing leave for all employees shall be granted at the request of said employee for a period of either up to February 1<sup>st</sup>, or up to the end of the academic school year in which the leave was granted.

1. Upon request of the employee, the leave may be extended for one (1) full academic school year.
  2. No more than three (3) years within any five (5) year period of time will be granted for Child Rearing Leave.
  3. A maximum of two (2) successive years of Child Rearing Leaves for any one (1) child will be granted.
  4. Upon return to service from a Child Rearing Leave, the employee may be assigned to any position decided upon by the Superintendent, so long as such assignment is within the certification of such employee.
- C. All Child Rearing leaves of absence and Maternity leaves of absence commencing prior to physical disability shall be without benefit of experience increment credit; provided, however, that credit for a year's experience shall be granted if the number of days worked during the contract year is equal to or greater than ninety (90) days for ten (10) month staff, or equal to or greater than 50% of the work year for eleven (11) month and twelve (12) month staff.
- D. The district will abide by all current requirements of the New Jersey Family Leave Act (NJFLA) and/or Federal regulations as applicable.

#### **ARTICLE VII – SABBATICAL LEAVES OF ABSENCE**

- A. Sabbatical Leave may be granted at the discretion of the Board for advanced study that will enhance the general effectiveness of the Lebanon Township School District. The granting or not granting of a sabbatical request remains the authority of the Board of Education, and denial of sabbatical is not arbitrative under this contract.
- B. Sabbatical leaves are designed to promote professional improvement and improve professional competence so as to benefit the general effectiveness of the school system.
- C. A teacher who will have completed seven (7) or more years of continuous full-time service as of June 30<sup>th</sup> of the year of application in the Lebanon Township School District may, upon

approval of the Board of Education, be given an absence by the Board of Education for one (1) full year for advanced study.

1. An individual requesting sabbatical leave shall be enrolled during such leave in an accredited graduate program, or have been accepted for advanced study, thereby meeting the requirements of paragraph B. Special consideration will be given to an individual expecting to complete his advanced degree program during the term of the requested leave; in all cases, the needs of the district shall be paramount. Each applicant must take a minimum of fifteen (15) credit hours during the year.
  2. The advanced study is designed to promote professional competence in the individual's assigned field; or, the leave is designed to extend an individual's professional competence into a field where the competence in such a field is determined by the Board to be beneficial to the needs of the district.
  3. Advanced study shall mean participation in an approved program or independent research project for credit in an accredited institution of learning.
- D. Applications for such leave shall be made before January 1<sup>st</sup> prior to the school year for which such absence is requested. The application shall be made in writing to the Superintendent in the form of a letter outlining the rationale for the sabbatical request. The letter shall also indicate the advanced study program to be followed during the period of leave.
- E. As a condition to such leave, the teacher shall enter into a contract to continue in the service of the Lebanon Township School District for a period of at least two (2) years after the expiration of the leave of absence. Failing to so continue in service, the teacher shall repay on demand to the Board of Education the full salary received while on leave unless such teacher is incapacitated and has been discharged, or has been released for good and sufficient reasons by the Board of Education from this obligation.
- F. The salary granted to a teacher on sabbatical leave shall be one-half of that salary which he or she would have been entitled to if not on leave. Salary payments shall be made in accordance with the schedule for payment of salaries in the school system, less the regular deductions required by law, the Teachers Pension and Annuity Fund, or other deductions authorized by the employee.
- G. No more than one (1) teacher shall be granted sabbatical leave for the same year. In granting such leaves of absence, due consideration shall be given to the reasonable and equitable distribution of the applicants among the various curriculum areas. If more than one application is submitted, selection shall be made at the discretion of the Board on the basis of benefits to the school district.
- H. Teachers on such leave will be considered as in the employ of the Board of Education. They will receive full health benefits and the time thus spent shall count as their regular service toward retirement and for consideration in regard to salary adjustments. However, sick days, personal days, and business days will not be awarded for that year. Teachers on such leave shall submit progress reports to the Superintendent, as required, indicating grades, dates for completion of courses, and other evidence that they are in good standing in a graduate

degree program. Failure to maintain good standing may result in a cancellation of the sabbatical leave by the Board.

- I. Applicants shall agree to abide by all conditions determined upon by the Board of Education to govern such leaves of absence and shall sign a contract to that effect.

#### **ARTICLE VIII – GRADUATE TUITION REIMBURSEMENT**

- A. Reimbursement by the Board to teachers pursuing graduate studies shall be under the following conditions and provisions:
  1. Each teacher is entitled to reimbursement of the tuition costs at an amount equal to nine (9) graduate credits per year at the College of New Jersey rate. Only tuition costs will be reimbursed.
  2. Reimbursement for each course at any other colleges will be made at a rate not to exceed the College of New Jersey rate.
  3. Reimbursement will be paid only for graduate courses in the teacher's current or future area of assignment in the classroom or present area of certification, or courses which are part of an approved matriculated degree program that is within the teacher's current job responsibilities. Other courses may be requested and paid for at the rate of three (3) credits per year which are outside these parameters with the specific approval of the Superintendent.
  4. All courses taken for reimbursement must first be approved on the proper form by the Superintendent or designee.
  5. Reimbursement is limited to courses for which a final grade of B or higher has been earned, as determined by an official transcript. Employees taking approved courses on a pass/fail basis shall be reimbursed for a grade of pass at the College of NJ rate.
  6. In order to be eligible for tuition reimbursement, all courses are to be taken through an accredited college or university as recognized by the New Jersey State Department of Education.
  7. Applicants for graduate tuition reimbursement must have served a minimum of one (1) full year in the Lebanon Township School District to be eligible, unless otherwise approved by the Superintendent and the Board of Education.
  8. To receive payment, teachers must complete a voucher and present it to the Board Secretary. They must also enclose proof of payment for tuition and report card indicating the grade received in the course.
  9. Courses are charged to the fiscal year in which they are presented for payment.
  10. Any teacher who resigns or otherwise voluntarily relinquishes employment with the Board within two (2) years of receiving tuition reimbursement shall repay the Board for any reimbursement received within the previous two (2) years. The Board shall be permitted to withhold said money from the teacher's final pay. Teachers are required to provide payment if their final pay does not cover the amount. Upon resignation, the

employee may request an accounting of their balance due and its impact on their final paycheck.

#### **ARTICLE IX – ELIGIBILITY OF NONRESIDENT PUPILS**

Any nonresident certificated staff member who wishes to have their child attend District Schools must apply and be accepted with the District's School Choice Program. If the child is not eligible under school choice, the child may be enrolled in accordance with district policy for nonresident pupils.

#### **ARTICLE X – HORIZONTAL MOVEMENT ON THE SALARY GUIDE**

- A. Teachers are required to notify the Board Secretary, in writing, of intention to make a horizontal move on the salary guide. Such notice shall be submitted to the Board Secretary either by September 1 or January 1 in any given school year, when approval is sought for the graduate course(s) that will earn the guide move.
- B. Consequent salary adjustments shall be made only after transcripts (official or unofficial), or grade/course completion forms evidencing newly earned credits, are submitted to the Board Secretary. Said documentation shall be submitted within thirty (30) days after receipt by the teacher from the college or university.
- C. Salary adjustments shall be made retroactively to the first of the month immediately following the date of credit completion. If submission is past thirty (30) days from the course completion, salary adjustments will be effective on the first of the month following Board approval.
- D. Teachers who indicate on the form that they believe that it is possible that they will move laterally will be assured of this benefit for the next school year. However, in order to arrive at a more accurate figure of lateral moves, teachers shall indicate if such a move is probable. In either case, those teachers will be covered.
- E. Teachers, who are currently "off-guide" or who are moving "off-guide," will be subject to the same lateral movement criteria as teachers who are "on-guide."

#### **ARTICLE XI – MILEAGE REIMBURSEMENT**

- A. The Board and the Association hereby agree to mileage reimbursement for teachers who are assigned to travel between buildings or to use their private cars for approved school business, or in the performance of their teaching duties at the rate established by the State and/or department of Education for school districts. Reimbursement requests will be paid based upon the shortest route between destinations. The Board will send mileage rate notices within the first full week of school, the first week after Winter Break, and in the event of a mileage rate change.

**ARTICLE XII – LENGTH OF THE WORK YEAR**

- A. The teacher work year will consist of one hundred eighty-five (185) teacher days. Each faculty member covered under the contract shall be assigned no more than one hundred eighty-one (181) student contact or teaching days in any school year.
- B. There will also be four (4) full days scheduled for appropriate in-service activities during each school year. Additional appropriate professional development days may be taken with the approval of the administration.

**ARTICLE XIII – LENGTH OF WORK DAY**

- A. Mandated working hours for teachers will be a total of seven (7) hours per day. However, if buses are late, or some other emergency exists, teachers are expected to remain at school until the problem is resolved. Any teacher with a valid reason for leaving prior to dismissal must receive approval from the Superintendent or designee.
- B. In addition to the teaching hours in section (A) above, there will be a maximum of eighteen (18) after school professional development meetings per year, with an aggregate total of eighteen (18) hours per year. No meeting will exceed one and a half (1.5) hours. Ten (10) of these meetings will be staff meetings and eight (8) will be dedicated to professional development activities to be agreed upon by the administration and the association.
- C. All instructional staff will be provided an individual daily, contiguous, duty-free preparation period of no less than forty (40) minutes. Any preparation periods in excess of the daily allotment may be utilized for other administrative duties or student contact.
- D. All teachers shall be provided with a daily, duty free lunch period equal in length to the students they teach. All staff lunches must be scheduled during any student lunch or recess.
- E. All teachers shall be provided with a daily team planning period for a minimum of thirty (30) minutes per day. Non-student contact administrative duties may be assigned during this time. Administrative duties may include, but are not limited to, meetings with colleagues, parents, administration, etc.
- F. Travel will be limited to once per day between buildings to the extent possible and will not infringe upon teacher preparation period or lunch.
- G. One (1) person designated by the association will be excused from morning/afternoon arrival/departure duty daily for the purpose of collaborative communication with the administration.

**ARTICLE XIV – REQUIRED EVENING ATTENDANCE**

- A. The Association and the Board agree that, in addition to the regularly specified hours, all teachers shall be available to participate in a minimum of the following evening activities for the good of the school district and the children.

1. Back to School Night: one (1) evening for every teacher
  2. Parent Conferences: one (1) evening for every teacher
    - a) The Superintendent will develop procedures for parent conferences that will be applied with equity to all faculty.
    - b) Conferences will be ten (10) minutes in length with no more than seven (7) conferences scheduled per session unless more are approved by the teacher.
  3. Open House: one (1) evening for every teacher
- B. The Board and the Association also agree that this agreement should in no way limit teachers from **voluntary** participation in other evening and after school affairs or activities.

#### **ARTICLE XV – UNUSED RETIREMENT SICK DAY BENEFIT**

- A. Teachers who retire after a minimum of ten (10) years in the district, or those hired prior to May 21, 2010, who leave the district after a minimum of ten (10) years of service as per P.L. 2010 C.3, will be awarded fifty-five dollars (\$55.00) per day for each unused sick day that they have accumulated up to a maximum of one hundred sixty-five (165) days. Payout of this earned money shall be in a lump sum to the employee. In the event of the death of a teacher, the sick pay benefit shall be given to his/her designated beneficiary. Employees may request that the sick day payout be directly deposited into a qualified retirement account.

#### **ARTICLE XVI – TEACHER SUPPLY ORDERS**

- A. Certificated staff members shall be eligible to submit an additional request for purchasing individual supply orders in support of additional curricular needs over and above what is purchased in the budgeting process. These requests shall be submitted between December 1st and February 15th of each year. These requests shall be completed utilizing the approved requisition process and may not exceed \$150 annually for each staff member. Additionally, the Board of Education shall establish and fund a petty cash account for curricular supplies that are not easily attained through the traditional requisition process.

#### **ARTICLE XVII – SICK DAY BANK**

- A. The Board agrees during the life of this contract to allow the employees to establish a bank of sick days that may be used by members when all sick leave has been exhausted due to serious illness. The results governing the sick day bank are as follows:
1. All records will be kept by the Board of Education.
  2. Only members recognized in this agreement may be members of the sick day bank.



3. Membership in the sick day bank is voluntary.
4. Two days of sick leave will be contributed upon initial enrollment. First year teachers may draw back their two days the first year if needed and pay them back retroactively.
5. If the total number of sick days in the bank is below one hundred (100), an open enrollment period will be held.
6. During an enrollment period, each member will contribute one or more additional days. No person may use days from the Sick Bank unless that person is a member of the Sick Bank; and, members must have joined the Sick Bank prior to beginning extended leave.
7. Members may draw from the Sick Bank only when they have exhausted all of their accumulated sick leave time and when their application has been approved by the Sick Bank committee. The sick day bank committee will consist of three (3) persons selected by the Board and three (3) persons selected by the Association. This committee will decide eligibility to use the Sick Bank days. All decisions of the committee are final and may not be appealed.
8. When considering an application for use of the Sick Bank, an important factor in the committee's consideration will be the applicant's use of sick days over the previous five (5) years. An applicant must have shown an effort to accumulate a significant number of sick days during this five (5) year period in order to be considered eligible to use the Sick Bank. This regulation may prevent a teacher from using the bank depending upon their sick day history.
9. Members may draw from the Sick Bank no more than five (5) times the number of sick days they have accumulated at the beginning of the school year to a maximum of one hundred (100) days for each event. At the committee's discretion, the number of days may be extended.
10. The sick day bank may not be used for the first five (5) consecutive days after an incident. All accumulated sick days must be used first. The member will be reimbursed retroactively for the five days waiting period.
11. Members may withdraw membership from the Sick Bank at any time; however, they cannot withdraw those days that they have already contributed.
12. If for any reason the Sick Bank is discontinued, donated sick days will be reimbursed to their original owners as if the sick day bank had never occurred. Days will be returned on a pro-rated basis of withdrawals having been made from the bank.

#### **ARTICLE XVIII – LUNCHROOM SUPERVISION POSITIONS**

- A. The rate of pay for lunch supervision duty by an eligible, certificated staff member will be a yearly stipend prorated at the professional rate based upon either a twenty-seven (27) minute lunch assignment at Woodglen or a thirty (30) minute lunch assignment at Valley View. The annual stipend for this duty will be paid at the end of the year. Only long term

Board appointed substitute coverage will be recognized for shared payment.

#### **ARTICLE XIX – MENTORING**

A. The Board of Education shall provide an informal mentor to any newly hired certificated staff member who possesses standard certification regardless of years of experience. These mentor positions shall be compensated with a one-time stipend of \$500 payable at the end of the academic year.

B. Certificated staff who serve in an official mentorship capacity during their mentee's provisional years shall be paid, by the District, an amount not to exceed \$1,000 over the mentorship period. This shall be payable in equal annual installments. This payment will be in lieu of payment paid directly to the mentor by the provisional teacher/mentee. This payment shall be subject to taxation by the District.

#### **ARTICLE XX – PER DIEM PAY**

A. For purposes of docking the salary of an employee and for additional salary compensation, the per diem rate that will be used will be the number of teacher days for ten (10) month employees and two hundred forty (240) days for twelve (12) month employees.

B. Per diem salary payments for additional work will only be calculated for areas specifically negotiated as requiring per diem payment. These areas are:

1. When personnel are requested or required to work additional days or partial days during the school year.
2. Adjustments to regular semi-monthly salary payments due to leaves of absence, hiring date, or resignation date.
3. This will also apply to the docking of salary in the event of absence when all sick and personal days have been used or for unexcused absence from work.

C. Payroll Deductions – Employees may select any, or all, of the following allowable deductions, in addition to all other applicable deductions. The Board Secretary and/or staff will assist with questions pertaining to the following deductions:

1. Tax Sheltered Annuity Plan (i.e.: 403B)
2. Credit Union
3. Contributory Disability Plans
4. Flexible Spending Accounts

D. **Paydays** – Paydays in the district are on the 15<sup>th</sup> and 30<sup>th</sup> of each month. All employees must be paid via direct deposit. Pay periods run from the first day of the month to the 15<sup>th</sup> of the month and from the 16<sup>th</sup> of the month to the last day of the month. Direct deposit will be made on the 15<sup>th</sup> and 30<sup>th</sup> of each month unless those dates fall on a weekend or holiday. In this situation, direct deposit will be made on the business day prior to the start of the

holiday.

- E. **Summer Pay** - The BOE will offer ten (10) month employees a twelve (12) month pay option. Participants shall inform the business office of their desire to participate by completing and signing the Summer Pay Option form at the beginning of each school year. Forms shall be due no later than September 8th. The Board will deduct and withhold an amount equal to 10% of each semi-monthly salary installment, from the payments of the salaries made to such employees as shall participate in such plan, and the accumulated deductions for any academic year shall be paid to the employee or his estate in two installments on July 15th and August 15th, or upon death or termination of employment if earlier. Such deductions may be deposited by the board of education in an interest bearing account in any financial institution having its principal office in the State of New Jersey. All interest earned will be retained by the Board and shall not be payable to the association or its members.
- F. **Compensation Time** - Upon following the administration's approval process (i.e.: completing district request form for administration approval), a certificated staff member will be provided compensation time for the following:
1. Two (2) comp days in exchange for an administratively approved move to a different grade level or classroom.
  2. One-half ( $\frac{1}{2}$ ) comp day in exchange for an administratively approved Evening Event in addition to those outlined in this agreement.
  3. Time spent taking administratively approved Summer Professional Development Trainings and/or Workshops will be rounded to the nearest one-half ( $\frac{1}{2}$ ) day.

#### **ARTICLE XXI – EXTRA-CURRICULAR ACTIVITIES**

- A. Teachers are expected to perform a reasonable amount of extra and co-curricular service as part of their cognitive, affective, and institutional responsibilities.
- B. Each year, the district will budget for anticipated clubs and activities. All anticipated extra-curricular position openings will be posted within the district prior to filling the positions. Staff will be encouraged to engage in these activities within their areas of expertise. Individual sports, clubs, and activities will function or not function based upon the priority needs of the district, student interest, and teacher willingness to lead the activity. The elimination or suspension of any activity or position is ultimately at the discretion of the Board, and such action by the Board relieves it from any responsibility for the appointment of a teacher to that activity or position. The assignment of a teacher to a particular co-curricular position remains at the sole discretion of the Board upon recommendation of the Superintendent or designee.
- C. Any new club or activity requires the approval of the Superintendent prior to organizing and will be considered by the Superintendent for approval by the Board based upon the following considerations:
1. The appropriate number and frequency of meetings shall be approved by the

- Superintendent or designee.
2. The number of students involved is adequate.
  3. The philosophy and purpose of the activity is in harmony with district philosophy.
  4. The length of time and number of meetings that the activity will have is appropriate.
  5. After three (3) legitimate meetings of a new club or activity, the advisor will meet with the Superintendent or designee to determine if the club or activity should continue.
- D. Extra-curricular employees will complete a seasonal report on a form provided by the Building Principal during the time that their activity or club is in session. This report will become part of the Monthly Principal's Report and will be shared with the Board in order to keep it informed.
- E. Additional compensation shall be provided to employees accepting assignments under the extra-curricular activities program in accordance with the table of fees outlined in Article XXVI, Schedule A: "Co-Curricular and Extra Duty Stipends" and subject to the conditions for each specific assignment.

#### **ARTICLE XXII – CO-CURRICULAR ACTIVITIES**

- A. The stipend for each sport, club, or activity approved as extra-curricular in the Lebanon Township School District will be paid according to Article XXVI, Schedule A: "Co-Curricular and Extra Duty Stipends" table.
- B. All employees working in extra-curricular activities will conduct their program according to current Board Policy.
- C. All vacancies in extracurricular positions shall be communicated to the staff. The salary and other terms and conditions of employment for any extracurricular activities not currently set forth below shall be subject to discussion between the Superintendent and the Association. The total number of club sessions will be determined by the Club Advisor and the Superintendent or designee.
- D. When staff members facilitate a co-curricular club before or after school hours, they shall be compensated for all time spent as direct student contact time at the professional rate. Additionally, seventy (70) minutes of student contact time shall accrue twenty (20) minutes of paid prep time at the professional rate. Ninety (90) minutes of student contact time shall accrue thirty (30) minutes of paid prep time at the professional rate. The specific length of each club session shall be determined through discussion with the principal and shall be based upon the activity proposed and the age and needs of the students involved.

**ARTICLE XXIII - SALARY GUIDES**

**A. Teacher Guide** – All Teaching Staff shall be paid in accordance with salaries as provided in Article XXVI, Schedule B [Attachment].

**Off Guide** - Any employee who is currently off-guide who moves horizontally across the salary guide due to additional earned credits shall have their salary calculated as follows:

- Horizontal movement increment shall be calculated by adding the difference between horizontal steps based upon Step N of the current salary guide.
- After horizontal movement has been calculated, the negotiated increment shall be added to base salary.

**B. Custodian Guide** – All Custodial Staff shall be paid in accordance with salaries as provided in Article XXVI, Schedule C [Attachment].

**ARTICLE XXIV – YEARS OF SERVICE CREDIT**

Service credit shall be payable based upon years of service with the Lebanon Township School District. Date of calculation shall be based upon service time as of June 30th of the prior academic year. (For the start of this agreement, June 30,2023 shall be the date used to determine years of service.)

At the start of Year 2 of this agreement, certificated staff will receive a one-time “years of service” stipend based upon their current years of service as per the following table: This payment shall be payable on July 15, 2023 in year 2 of this agreement.

15 - 19 years	\$500
20 - 24 years	\$1,000
25 - 29 years	\$1,500
30 - 34 years	\$2,000
35 - 39 years	\$2,500
40 + years	\$3,000

At the start of Year 3 of this agreement, certificated staff will receive a one-time “years of service” stipend based upon their current years of service upon reaching the milestones as per the following table:

15 years	\$500
20 years	\$1,000
25 years	\$1,500
30 years	\$2,000
35 years	\$2,500
40 years	\$3,000

When a stipend is earned, it shall be payable on July 15th following June 30th of the year in which it was earned.

**ARTICLE XXV – OTHER BENEFITS AND CONDITIONS – CUSTODIANS**

- A. **Paid Holidays** – Custodians have the below listed paid holidays from work. They are expected to report for work on all other days throughout the year except when using personal, sick, or vacation time. One additional personal day will be granted as a floating holiday in exchange for working a full day on one of the paid holidays listed below. A floating holiday may be taken upon approval of a request made to the Building and Grounds Supervisor at least 48 hours prior to the employee's intended use of the floating holiday. Floating holidays must be used in the fiscal year during which they were granted and do not carry over. At no time may all custodians be unavailable.

New Year's Day	Fourth of July
Martin Luther King Day (when school is closed)	Labor Day
Presidents' Day (1)	Rosh Hoshannah
Easter Monday	Yom Kippur (when school is closed)
Good Friday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth	Christmas Eve Day
	Christmas Day

Any custodial employee who is required to work on a listed paid holiday shall be paid their holiday pay plus 1.5 times their hourly rate for hours worked. Eight (8) holiday hours will count toward the calculation of overtime. If any custodian works over eight (8) hours on a holiday, these additional hours will also count toward the calculation of overtime.

- B. **Vacation Time** – Full time employees are entitled to one (1) week of paid vacation once they have been employed by the District for a minimum of six (6) months. July 1<sup>st</sup> is used to determine the length of service for a particular year. Any vacation leave accrued and unused

in a school year may be carried over to the next succeeding year. The carryover vacation leave must be used in the next succeeding year or it will be forfeited. All vacation carryover provided in this section is subject to N.J.S.A. 18A:30-9.1, or other prevailing law.

<u>Vacation Time Table</u>	
After One Year:	5 working days
From Beginning of Year 2 to End of Year 4:	10 working days per year
From Beginning of Year 5 to End of Year 9:	15 working days per year
From Beginning of Year 10 or Beyond:	20 working days per year

- C. **Sick Days** – In accordance with statute, policy, and past practice, twelve (12) month employees are entitled to twelve (12) sick leave days annually and ten (10) month employees are entitled to ten (10) sick leave days annually. Sick leave days are pro-rated to the number of months worked each year.
- D. **Unused Sick Day Retirement Benefit** – Custodians who retire after a minimum of ten (10) years in the district will be awarded forty-five dollars (\$45.00) per day for each unused sick day up to a maximum of one hundred twenty (120) days.
- E. **Assorted Conditions Related to Employment** – Terms and conditions of employment for unit members are also set forth in Board Policy. In the event that Board Policy conflicts with the terms and conditions set forth in this agreement, this agreement will supersede Board Policy to the extent required by law.
- F. **Working Hours** – The normal workweek will be forty (40) hours. The normal work year is twelve (12) months. Each employee shall be allowed a paid thirty (30) minute lunch/dinner break each day. Summer workweek will be thirty-five (35) hours. However, if the needs of the district require that custodial staff work a full forty (40) hours per week in the summer, it will be without any additional compensation. If granted early dismissal for summer hours, hours unworked may not count toward custodians forty (40) hours worked.
- G. **Overtime** – Overtime shall be paid at the rate of one and one-half (1.5) times the hourly rate after forty (40) hours are worked per week. For the purpose of computing overtime, credit shall be given for all compensated time off except for Personal Leave. Personal Leave is defined in Article IV of this agreement.
- H. **After Hours** – If a custodial employee is required to report to the building after their regular working hours in order to respond to an alarm call (fire, police, etc.) or other emergency, a custodian will be granted a minimum of four (4) hours of pay equal to one and one-half (1.5) times their normal hourly rate. If a custodial employee has been called in after working hours from home for routine checking of the buildings and grounds on weekends, holidays, etc., custodians will be given two (2) hours of pay equal to one and one-half (1.5) times their normal hourly rate.

- I. **Uniforms** – Custodians will supply their own clothing for work, which shall generally be clean, neat, and in good repair. This shall include boots, raingear, and other necessary clothing. Procedures for custodial dress will be mutually developed by representatives from the custodial staff and the Administration. Custodians will be reimbursed for work clothing in the amount of four hundred forty eight dollars (\$448.00) per year. Uniform allowance for part-time custodians will be prorated.
- J. **Black Seal Boiler License** – Black Seal holders will be compensated at an additional seven hundred seventy-five dollars (\$775.00), which will be added to their base contracted salary.
- K. **Use of Vehicle** – Custodians who are authorized by the Superintendent or designee to use their personal vehicle for official school business will be reimbursed \$35 per round trip plus mileage based on rate established by the State and/or Department of Education for school districts. (BOE will send mileage rate notices within the first full week of school and subsequent memos to notify staff of mileage rate changes.)
- L. **Custodian Job Responsibilities**
  1. Custodians will provide necessary cleaning, boiler operations, and security services for the school for all events that take place outside the normal operating hours.
  2. Custodians will be required to assist in cases of emergency, such as equipment failure, excessive snow removal, etc.
  3. All custodians will be assigned a list of specific duties and cleaning areas by the Superintendent or his designee and will be expected to carry out these duties. Further details of these duties are outlined in the custodian's job description.
- M. **Evaluation and Proficiency Incentive**
  1. All custodians will be evaluated a minimum of twice a year by the Supervisor of Buildings and Grounds. If a custodian is evaluated as *Needs Improvement* or *Unsatisfactory* in the completion of his/her job functions during either of these evaluations, he/she will be notified in writing, and a conference will be held with the Supervisor of Buildings and Grounds on the specifics of the problem. Specific suggestions for improvement will be developed and will become part of the evaluation document. In addition, the evaluation document will provide for related comments on the evaluation by the custodian if he/she desires. The evaluation document will provide for overall ratings of Above Average or Better, Satisfactory, Needs Improvement, and Unsatisfactory.
  2. During the life of this contract, all custodians receiving a satisfactory performance rating will receive a bonus of seven hundred fifty dollars (\$750) upon a satisfactory or better performance rating on a mid-year review. An additional bonus of seven hundred fifty dollars (\$750) shall be paid upon receipt of a satisfactory or better end-of-year review.

#### **ARTICLE XXVI – POLICY REGARDING SEXUAL HARASSMENT**

- A. Title VII of the 1964 Federal Civil Rights Act has been interpreted by the courts to



**ARTICLE XXVII – ATTACHMENTS**

<b>Schedule A: Co-Curricular and Extra Duty Stipends</b>					
<b>Activity</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
Interscholastic Soccer	\$3,468.00	\$3,582.44	\$3,697.08	\$3,819.09	\$3,937.48
Interscholastic Cross Country	\$3,468.00	\$3,582.44	\$3,697.08	\$3,819.09	\$3,937.48
Interscholastic Field Hockey	\$3,468.00	\$3,582.44	\$3,697.08	\$3,819.09	\$3,937.48
Interscholastic Basketball (B&G)	\$6,311.00	\$6,519.26	\$6,727.88	\$6,949.90	\$7,165.35
Interscholastic Baseball	\$3,468.00	\$3,582.44	\$3,697.08	\$3,819.09	\$3,937.48
Interscholastic Softball	\$3,468.00	\$3,582.44	\$3,697.08	\$3,819.09	\$3,937.48
Athletic Coordinator (Full Year)	\$3,157.00	\$3,261.18	\$3,365.54	\$3,476.60	\$3,584.38
Site Manager Fall	\$375.00	\$387.38	\$399.77	\$412.96	\$425.77
Site Manager Winter	\$659.00	\$680.75	\$702.53	\$725.71	\$748.21
Site Manager Spring	\$250.00	\$258.25	\$266.51	\$275.31	\$283.84
Student Council Advisor	\$2,433.00	\$2,513.29	\$2,593.71	\$2,679.31	\$2,762.37
Yearbook Layout	\$2,781.00	\$2,872.77	\$2,964.70	\$3,062.54	\$3,157.48
Yearbook Finance	\$1,765.00	\$1,823.25	\$1,881.59	\$1,943.68	\$2,003.94
School Newspaper	\$2,274.00	\$2,349.04	\$2,424.21	\$2,504.21	\$2,581.84
School Plan (3 stipends @)	\$3,005.00	\$3,104.17	\$3,203.50	\$3,309.21	\$3,411.80
Jazz Band (before school)	\$2,263.00	\$2,337.68	\$2,412.48	\$2,492.10	\$2,569.35
Sect. Rehearsal (after school)	\$1,559.00	\$1,608.89	\$1,660.37	\$1,715.16	\$1,768.33
Fam Math/Sci/Etc. (2 stipends)	\$1,520.00	\$1,570.16	\$1,620.41	\$1,673.88	\$1,725.77
Web Hosting	\$3,526.00	\$3,642.36	\$3,758.91	\$3,882.96	\$4,003.33
Intramural Max 10 sessions (per session)	\$153.00	\$158.05	\$163.11	\$168.49	\$173.71
Overnight Duty	\$751.00	\$775.78	\$800.61	\$827.03	\$852.67
Prof Service (per hour)	\$54.00	\$55.78	\$57.57	\$59.47	\$61.31
Administrative Assistant Coverage Duty (per hour)	\$37.00	\$38.22	\$39.44	\$40.75	\$42.01
Officials	\$54.00	\$55.78	\$57.57	\$59.47	\$61.31
Intramural Officials (per hour)	\$37.00	\$38.22	\$39.44	\$40.75	\$42.01
CST Summer Work (daily rate)	\$364.00	\$376.01	\$388.04	\$400.85	\$413.28
Club Advisor (per session) * See					

Below					
Music Ensembles	\$1,559.00	\$1,610.45	\$1,661.98	\$1,716.83	\$1,770.05
Choir Advisor	\$1,559.00	\$1,610.45	\$1,661.98	\$1,716.83	\$1,770.05
Information Coordinator (WG&VV 2 stipends)	\$1,764.00	\$1,822.21	\$1,880.52	\$1,942.58	\$2,002.80
Unified Club	\$1,649.00	\$1,703.42	\$1,757.93	\$1,815.94	\$1,872.23
Detention Duty (per hour)	\$54.00	\$55.78	\$57.57	\$59.47	\$61.31
ESY Rate	\$54.00	\$55.78	\$57.57	\$59.47	\$61.31
Tutoring Rate	\$54.00	\$55.78	\$57.57	\$59.47	\$61.31
Curriculum Writing	\$54.00	\$55.78	\$57.57	\$59.47	\$61.31
ESL Coordinator	\$3,190.00	\$3,295.27	\$3,400.72	\$3,512.94	\$3,621.84

Club Advisor (per session) See Article XXII Co-Curricular Activities (D) in this agreement.

**Schedule B: Teacher Guide**

<b>YEAR 1</b>								
	<b>Lebanon</b>							
<b>2022-23</b>	<b>Twp EA</b>							
<b>Salary Guide</b>								
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	
<b>A</b>	62,425	63,250	64,075	64,900	65,725	66,550	67,375	
<b>B</b>	63,175	64,000	64,825	65,650	66,475	67,300	68,125	
<b>C</b>	63,925	64,750	65,575	66,400	67,225	68,050	68,875	
<b>D</b>	64,675	65,500	66,325	67,150	67,975	68,800	69,625	
<b>E</b>	65,675	66,500	67,325	68,150	68,975	69,800	70,625	
<b>F</b>	66,700	67,525	68,350	69,175	70,000	70,825	71,650	
<b>G</b>	68,100	68,925	69,750	70,575	71,400	72,225	73,050	
<b>H</b>	69,500	70,325	71,150	71,975	72,800	73,625	74,450	
<b>I</b>	70,900	71,725	72,550	73,375	74,200	75,025	75,850	
<b>J</b>	72,300	73,125	73,950	74,775	75,600	76,425	77,250	
<b>K</b>	73,700	74,525	75,350	76,175	77,000	77,825	78,650	
<b>L</b>	75,100	75,925	76,750	77,575	78,400	79,225	80,050	
<b>M</b>	76,500	77,325	78,150	78,975	79,800	80,625	81,450	
<b>N</b>	77,900	78,725	79,550	80,375	81,200	82,025	82,850	
<b>OG</b>				80,561		91,308		

<b>YEAR 2</b>								
<b>2023-24</b>	<i>Lebanon Twp EA</i>							
Salary Guide								
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	
A	64,075	64,900	65,725	66,550	67,375	68,200	69,025	
B	64,825	65,650	66,475	67,300	68,125	68,950	69,775	
C	65,575	66,400	67,225	68,050	68,875	69,700	70,525	
D	66,325	67,150	67,975	68,800	69,625	70,450	71,275	
E	67,325	68,150	68,975	69,800	70,625	71,450	72,275	
F	68,350	69,175	70,000	70,825	71,650	72,475	73,300	
G	69,750	70,575	71,400	72,225	73,050	73,875	74,700	
H	71,150	71,975	72,800	73,625	74,450	75,275	76,100	
I	72,550	73,375	74,200	75,025	75,850	76,675	77,500	
J	73,950	74,775	75,600	76,425	77,250	78,075	78,900	
K	75,350	76,175	77,000	77,825	78,650	79,475	80,300	
L	76,750	77,575	78,400	79,225	80,050	80,875	81,700	
M	78,150	78,975	79,800	80,625	81,450	82,275	83,100	
N	79,550	80,375	81,200	82,025	82,850	83,675	84,500	
OG				82,211		92,958		

<b>YEAR 3</b>								
<b>2024-25</b>	<b>Lebanon Twp EA</b>							
<b>Salary Guide</b>								
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	
<b>A</b>	65,950	66,775	67,600	68,425	69,250	70,075	70,900	
<b>B</b>	66,700	67,525	68,350	69,175	70,000	70,825	71,650	
<b>C</b>	67,450	68,275	69,100	69,925	70,750	71,575	72,400	
<b>D</b>	68,200	69,025	69,850	70,675	71,500	72,325	73,150	
<b>E</b>	69,200	70,025	70,850	71,675	72,500	73,325	74,150	
<b>F</b>	70,225	71,050	71,875	72,700	73,525	74,350	75,175	
<b>G</b>	71,625	72,450	73,275	74,100	74,925	75,750	76,575	
<b>H</b>	73,025	73,850	74,675	75,500	76,325	77,150	77,975	
<b>I</b>	74,425	75,250	76,075	76,900	77,725	78,550	79,375	
<b>J</b>	75,825	76,650	77,475	78,300	79,125	79,950	80,775	
<b>K</b>	77,225	78,050	78,875	79,700	80,525	81,350	82,175	
<b>L</b>	78,625	79,450	80,275	81,100	81,925	82,750	83,575	
<b>M</b>	80,025	80,850	81,675	82,500	83,325	84,150	84,975	
<b>N</b>	81,425	82,250	83,075	83,900	84,725	85,550	86,375	
<b>OG</b>				84,086		94,833		

<b>Year 4</b>								
<b>2025-26</b>	<b>Lebanon Twp EA</b>							
<b>Salary Guide</b>								
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	
<b>A</b>	67,725	68,550	69,375	70,200	71,025	71,850	72,675	
<b>B</b>	68,475	69,300	70,125	70,950	71,775	72,600	73,425	
<b>C</b>	69,225	70,050	70,875	71,700	72,525	73,350	74,175	
<b>D</b>	69,975	70,800	71,625	72,450	73,275	74,100	74,925	
<b>E</b>	70,975	71,800	72,625	73,450	74,275	75,100	75,925	
<b>F</b>	72,000	72,825	73,650	74,475	75,300	76,125	76,950	
<b>G</b>	73,400	74,225	75,050	75,875	76,700	77,525	78,350	
<b>H</b>	74,800	75,625	76,450	77,275	78,100	78,925	79,750	
<b>I</b>	76,200	77,025	77,850	78,675	79,500	80,325	81,150	
<b>J</b>	77,600	78,425	79,250	80,075	80,900	81,725	82,550	
<b>K</b>	79,000	79,825	80,650	81,475	82,300	83,125	83,950	
<b>L</b>	80,400	81,225	82,050	82,875	83,700	84,525	85,350	
<b>M</b>	81,800	82,625	83,450	84,275	85,100	85,925	86,750	
<b>N</b>	83,200	84,025	84,850	85,675	86,500	87,325	88,150	
<b>OG</b>				85,861		96,608		

**Schedule C: Custodian Guide**

<b>YEAR 1</b>			
		<b>Lebanon Twp - Custodians</b>	
	<b>Salary Guide</b>		
	<b>Step</b>	<b>No Black Seal</b>	<b>Black Seal</b>
	1	45,991	46,766
	2	47,271	48,046
	3	48,551	49,326
	4	49,831	50,606
	5	51,111	51,886
	6	52,391	53,166
	7	53,671	54,446
	8	54,951	55,726
	9	56,231	57,006
	10	56,791	57,566

<b>YEAR 2</b>			
		<b>Lebanon Twp - Custodians</b>	
	<b>Salary Guide</b>		
	<b>Step</b>	<b>No Black Seal</b>	<b>Black Seal</b>
	1	47,226	48,001
	2	48,506	49,281
	3	49,786	50,561
	4	51,066	51,841
	5	52,346	53,121
	6	53,626	54,401
	7	54,906	55,681
	8	56,186	56,961
	9	57,466	58,241
	10	58,026	58,801

<b>YEAR 3</b>			
		<b>Lebanon Twp - Custodians</b>	
	<b>Salary Guide</b>		
	<b>Step</b>	<b>No Black Seal</b>	<b>Black Seal</b>
	<b>1</b>	48,576	49,351
	<b>2</b>	49,856	50,631
	<b>3</b>	51,136	51,911
	<b>4</b>	52,416	53,191
	<b>5</b>	53,696	54,471
	<b>6</b>	54,976	55,751
	<b>7</b>	56,256	57,031
	<b>8</b>	57,536	58,311
	<b>9</b>	58,816	59,591
	<b>10</b>	59,376	60,151

<b>Year 4</b>			
		<b>Lebanon Twp - Custodians</b>	
	<b>Salary Guide</b>		
	<b>Step</b>	<b>No Black Seal</b>	<b>Black Seal</b>
	<b>1</b>	49,871	50,646
	<b>2</b>	51,151	51,926
	<b>3</b>	52,431	53,206
	<b>4</b>	53,711	54,486
	<b>5</b>	54,991	55,766
	<b>6</b>	56,271	57,046
	<b>7</b>	57,551	58,326
	<b>8</b>	58,831	59,606
	<b>9</b>	60,111	60,886
	<b>10</b>	60,671	61,446



Schedule D: Guide Movement Conversion Chart - Certificated Staff/Teachers  
 Advancement/Placement Chart

*(Read directly across the line to track advancement/placement)*

BASE YEAR 2021-22 Step	YEAR 1 2022-23 Step	YEAR 2 2023-24 Step	YEAR 3 2024-25 Step	YEAR 4 2025-26 Step
				A
			A	B
		A	B	C
	A	B	C	D
1-2	B	C	D	E
3	C	D	E	F
4	D	E	F	G
5	E	F	G	H
6	F	G	H	I
7-10	G	H	I	J
11	H	I	J	K
12	I	J	K	L
13	J	K	L	M
14	K	L	M	N
15	L	M	N	N
16	M	N	N	N
17	N	N	N	N
18	N	N	N	N
OG	OG	OG	OG	OG

Guide Movement Chart - Custodial Staff

BASE YEAR 2021-22 Step	YEAR 1 2022-23 Step	YEAR 2 2023-24 Step	YEAR 3 2024-25 Step	YEAR 4 2025-26 Step
				1
			1	2
		1	2	3
	1	2	3	4
1	2	3	4	5
2	3	4	5	6
3	4	5	6	7
4	5	6	7	8
5	6	7	8	9
6	7	8	9	10
7	8	9	10	10
8	9	10	10	10
9	10	10	10	10
10	10	10	10	10