

**May 23, 2003**

**AGREEMENT  
BETWEEN THE  
PENNSVILLE EDUCATION ASSOCIATION  
AND THE  
PENNSVILLE TOWNSHIP BOARD OF EDUCATION  
JULY 1, 2003 - JUNE 30, 2006**

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**ARTICLE 1**  
**RECOGNITION**

- A. 1. The Pennsville Board of Education recognizes the Pennsville Education Association as the exclusive and sole representative of the professional staff, secretarial staff, clerical aides, instructional aides, custodial and maintenance staff, Computer Hardware Technician(s), and Nurse Practitioner as defined below, with the exception of administrators, as defined below, for collective negotiation concerning the terms and conditions of employment in accordance with Chapter 123, Public Laws 1974.
- 2. Professional staff shall be defined as Classroom Teachers, Librarians, Guidance Personnel, Child Study Team, Nurses, Speech Therapists, Nurse Practitioner and Technology Facilitator.
- 3. Administrators shall be defined as Superintendent, Business Administrator, all full time Directors, Principals, Vice-Principals, Department Supervisors, the Athletic Director and the Supervisor of Buildings and Grounds.
- B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement shall refer to all non-supervisory, certificated teaching staff members in the District.
- C. Unless otherwise indicated, the term "secretaries" when used hereinafter in this Agreement shall refer to all secretaries and clerical aides except for secretaries who work in the Superintendent's office, the Business Administrator's office and the Director of Instruction's office.
- D. Unless otherwise indicated, the term "custodial and maintenance staff" shall apply to the following twelve month positions: Chief Maintenance, Chief Custodian, Maintenance Mechanic, Custodian A, Custodian B, Groundskeeper.
- E. Unless otherwise indicated, the term "Computer Hardware Technician" shall apply to any employee appointed by the Board to that title.
- F. Unless otherwise indicated, the term "employees" when used hereinafter in this Agreement shall refer to all members of the defined bargaining unit in A. through E. above, but may be modified by the heading of any article or section which uses one of the terms contained in A. through E. above.

**ARTICLE 2**  
**NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good faith effort to reach agreement concerning the terms and conditions of teachers' employment.
- B. No later than December 1 of the school year in which this contract expires the Board agrees to enter into negotiations with the Association over a successor Agreement. By the same date, the Association agrees to present to the Board its proposals for the successor Agreement. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all the parties.
- C. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter proposals. The Board shall, upon request

of the Association, make available to the Association for inspection all pertinent records, data, and information of the Pennsville School District required for the purposes of negotiation and which is public record.

- D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in the Recognition of this Agreement, with any organization other than that designated as the representative pursuant to Chapter 123, Public Laws 1974 for the duration of this Agreement.
- E. This Agreement incorporates the entire understanding of the parties on matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- F. Whenever members of the negotiating unit are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings, or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

### **ARTICLE 3** **GRIEVANCE PROCEDURE**

#### A. DEFINITION

- 1. A grievance shall mean a complaint by a member of the negotiating unit that there has been to him a personal loss, injury, or inconvenience resulting from a violation, misinterpretation, or inequitable application of any of the provisions of this Agreement, Board policies, or administrative decisions affecting him.
- 2. An "employee grievant" is the person or persons making the complaint.
- 3. A "party in interest" is the person or persons making the complaint and any person who might be required to take action or against whom action might be taken in order to resolve the complaint.

#### B. RIGHTS OF MEMBERS TO REPRESENTATION

- 1. Any party in interest may be represented at all stages of the grievance procedure by himself, or at his option, by a representative of his own choosing.
- 2. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the written grievance to the Superintendent or at any later level, be notified by the Superintendent that the grievance is in existence and shall be notified of the result.

#### C. PROCEDURE

- 1. a. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits shall permit the grievants to proceed to the next step. In an emergency situation such as an illness, vacation, death in family, this time limit may be extended by mutual agreement between the parties involved. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

- b It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
- c. A grievance shall be initiated at the lowest level at which a decision can be made, except that no grievance may be initiated at a level higher than the Superintendent of Schools.

2. Level One

Any employee who has a grievance shall discuss it first with his principal (or other immediate superior, if applicable) in an attempt to resolve the matter informally at this level.

3. Level Two

If the employee is not satisfied with the outcome of the discussion at Level One, the employee may file a written grievance. The written grievance must be initiated within 20 calendar days from the date when the grievant knew or should have known of its occurrence and shall be filed with the Principal or immediate supervisor. The Principal (or immediate supervisor) shall respond in writing within five (5) school days.

4. Level Three

The employee grievant, no later than five (5) school days after receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss, or inconvenience; (c) the results of previous discussions; and (d) his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the date of receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association, and to the principal or other immediate superior.

5. Level Four

If the grievance is not resolved to the grievant's satisfaction, he, no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board or at the request of the employee grievant, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within twenty (20) calendar days of receipt of the appeal by the Superintendent, or if a hearing is held, within twenty (20) calendar days of the date of the hearing. The referred to hearing shall be held within fifteen (15) school days after receipt of the appeal notice.

6. Level Five

If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and if the grievance pertains to a matter of previous formal agreement between the Board of Education and the Association, the Association may request the appointment of an arbitrator, such request to be made known to the Superintendent within twenty (20) school days of receipt of the Board's decision. However, the Board's decision shall be final and binding on any grievances concerning:

- a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Board or State Commissioner of Education; or
  - b. A complaint of a clerical aide or of a non-tenure employee which arises by reason of his not being re-employed; or
  - c. A complaint by any certificated or other specially licensed personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure is not possible or not required.
  - d. Any matter which according to law is either beyond the scope of Board authority or limited to unilateral action by the Board alone.
7. A request for arbitration will be honored only if the employee grievant, his representative and the Association waive the right, if any, in writing to submit the matter at issue to any other administrative or judicial tribunal except for the purpose of enforcing the arbitrator's recommendation.
8. The following procedure shall be used to secure the services of an arbitrator:
- a. Either party may request the American Arbitration Association or Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the matter at issue.
  - b. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted roster, they may request the agency to submit a second roster of names.
  - c. If the parties are unable to determine within the ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted roster, the agency may be requested by either party to designate an arbitrator.
9. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties. The arbitrator shall have only the power to interpret what the parties to the Agreement intended by the specific clause in the Agreement or Board Policy which is at issue. The recommendations of the arbitrator shall be binding on both parties.
10. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

- D. If any part of the grievance procedure requires the presence of the grievant and/or his chosen representative during any or all of the working day, said person shall suffer no loss of pay.

**ARTICLE 4**  
**RIGHTS OF THE PARTIES**

- A. Pursuant to Chapter 123, Public Laws 1974, public employees included in the negotiating unit have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join, and assist any employee organization or refrain from any such activity. As a duly selected body exercising governmental powers under cover of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or other laws of New Jersey or the Constitution of New Jersey and the United States.

- B. No employee shall be disciplined or reprimanded without just cause. The Board retains the right to discipline or discharge an employee during the term of his/her employment contract when the employee's performance and/or attendance negatively affect his/her ability to perform his/her assigned tasks. Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay if consistent with law, and mid-contract discharges consistent with individual contracts, but shall not include the non-renewal of a non-tenured teacher for performance-related reasons.

All disciplinary acts shall be subject to the grievance procedure. Any discipline to be imposed shall be determined on a case-by-case basis and shall take into account the nature of the offense, the length of service and general employment record of the employee, the number of previous offenses, any other mitigating circumstances, and previous discipline administered to others in similar situations. Discipline shall be applied in a non-discriminatory fashion.

It is expressly understood that this provision applies to support staff discharge and increment withholding, but does not apply to:

1. Non-tenure non-renewal for performance related reasons.
2. Tenure charges.
3. Teacher increment withholding for performance related reasons.

- C. Whenever any employee is required to appear before the Board or any committee or any member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given five (5) days prior written notice of the reasons for such meeting or interview and shall be entitled to have a person or persons of his own choosing present to advise him and represent him during such meeting or interview.
- D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- E. 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, in accordance with applicable laws and regulations (a) to direct employees of

- the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and for just cause, to suspend, to demote, discharge, or take other disciplinary action against employees; (c) to relieve 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 them; (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.
- F. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations. Application for use of facilities shall be filed according to Board policy (Activities 1330).
  - G. The Association and its representatives may be permitted to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Application for use of facilities shall be filed according to Board policy (Activities 1330).
  - H. The Association may be permitted to use school facilities and equipment, including typewriters, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and shall be liable for any damage which they cause to the equipment.
  - I. The Association may be permitted to purchase expendable office supplies and other materials from the Board's suppliers at the price paid by the Board or from existing stock if such is available. In either event, a purchase order is required.
  - J. The Association shall have, in each school building, the use of a bulletin board in each faculty lounge.
  - K. The Association shall have the right to use the interschool mail facilities and school mail boxes for Association business.
  - L. The right and privileges of the employees' representative as set forth in this Agreement shall be granted only to the organization designated as the representative pursuant to Chapter 123, Public Laws 1974, and to no other organizations.
  - M. Whenever any civil action has been or shall be brought against any teacher or secretary of the Association for any act or omission arising out of or in the course of performance of the duties of the member's employment, the Board shall defray all costs of defending such action and shall save harmless and protect such person from any financial loss resulting therefrom as required by statute.
  - N. Upon proper written application, the Board may grant leave of absence without pay to Maintenance, Custodial and Instructional Aide members for the conduct of Association business, to attend Association conferences or conventions, or to serve as full-time officers. Such employees shall be granted full-time leave of absence, shall retain all insurance and other benefits and shall continue to accrue seniority for salary increments as though he were in regular service. Upon return to service, such employee shall be placed on the assignment which he or she left or on a similar assignment with all accrued benefits and increments that he or she would have earned had he or she been on regular service. Any employee on such full-time leave of absence shall be permitted to pay both his own and the School District's regular contribution to all plans requiring such contributions, provided the same shall not be contrary to law. Such leaves of absence



may not exceed a period of three (3) years, unless extended by the board upon written application.

**ARTICLE 5**  
**PERSONAL AND ACADEMIC FREEDOM**

- A. Employees shall be entitled to full rights of citizenship as defined in the Constitution of the United States, and therefore, no religious or political activities of any employee or the lack thereof shall be grounds for discipline or discrimination, with respect to the employment of such employee, providing said activities do not violate any local, state, or federal laws.
- B. The personal life of an employee is not an appropriate concern of the Board except where said personal life prevents the employee from properly performing his assigned functions during the work day.

**ARTICLE 6**  
**PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

A. TEACHERS - CREDIT FOR CONTINUING EDUCATION WORK

The Board agrees to implement the following as part of this Agreement.

- 1. To pay full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other sessions which a teacher is directed by the administration in writing to take. Said teacher shall also be compensated for all time spent in actual attendance at said sessions beyond his regular working day and year at his/her regular rate.

2. Credit For Continuing Education Work

- a. Teachers are encouraged to continue further training in recognized colleges and universities.
- b. Candidates for further academic work should register their intention with the Superintendent of Pennsville Public Schools prior to embarking on the course and obtain the approval of the Superintendent for the program.

The Superintendent in approving college semester credits and programs, will be guided by the thought, "Will this program improve this individual's performance as a teacher in the Pennsville Public School System?" The Superintendent will make the final decision on credit approvals.

c. Stipend Schedule

For post-graduate credits earned:	Per credit per year:
Prior to July 1, 1975	\$ 10.00
On or after July 1, 1975 through June 30, 1980	\$ 15.00

On or after July 1, 1980 through June 30, 1987	\$ 20.00
On or after July 1, 1987 through June 30, 1988	\$ 25.00
On or after July 1, 1988 through June 30, 1990	\$ 30.00
On or after July 1, 1990 through June 30, 1991	\$ 32.50
On or after July 1, 1991 through June 30, 1995	\$ 35.00
On or after July 1, 1995 through June 30, 1996	\$ 37.50
On or after July 1, 1996 *	\$ 40.00

\* See B. below with respect to credits earned after June 30, 1997.

- d. If such work leads to column change, the column change will then be made and the enabling credits will be discontinued.
- e. If credits are earned, and no degree obtained, such credits will continue in effect permanently.
- f. Credits will be submitted for approval for payment on the following dates: October 1 and March 1 of each year. Credits submitted October 1 and approved will be retroactive to the beginning of the school year, and credits submitted and approved March 1 will be retroactive to February 1 of the year submitted.
- g. Unit members participating in Board approved in-service courses will receive a stipend of thirty-two dollars fifty cents (\$32.50) per credit during the 1990-91 year. After June 30, 1991, the stipend will be thirty-five dollars (\$35.00) per credit per year.
- h. The Board of Education will not honor credits for the above reimbursement, which are required for certification to hold or retain a position. In the event the State Department of Education or the Legislature changes the certification requirements for any area, unit members already employed by the Board of Education will receive the above reimbursement for the courses taken to meet the new certification requirements.

**B. TEACHERS - TUITION REIMBURSEMENT PLAN**

- 1. Effective July 1, 1997, there shall be a tuition reimbursement plan to cover tuition and registration fees for graduate courses taken by a teacher, provided that the courses taken by the teacher are:
  - a. directly related to the assignment of the teacher at the time the course is taken; or,

- b. a course which is approved by the degree-granting institution and is applicable to the Masters' Degree or Doctorate in education.
  - c. Tuition reimbursement may be used for courses required for certification subject to the limits in 1 through 7.
2. Reimbursement shall be limited to \$1,600 in 2003-2004, \$1800 in 2004-2005, and \$2000 in 2005-2006. A year is defined as courses completed between July 1 and the following June 30.
  3. In order to be eligible for reimbursement, prior approval of the graduate course by the Superintendent of Schools is necessary. If prior approval is not granted, payment will not be given.
  4. In order to be eligible for reimbursement a teacher must receive at least a "B" in an approved graduate course.
  5. All teachers who have no earned credits toward the next column will be covered by the tuition reimbursement plan and not the credits payment plan.
  6. At the beginning of the 1997-2000 Agreement, each teacher who has earned credits toward the next column shall elect in writing to:
    - a. continue being paid on the "Credit For Continuing Education Work" plan under A. above until he/she reaches the next column; or,
    - b. take all future credits until the next column change under the tuition reimbursement plan.

If the teacher in this circumstance elects to take the tuition reimbursement approach, his/her participation in the "Credit For Continuing Education Work" plan will cease.

If the teacher in this circumstance elects to be covered by the "Credit For Continuing Education Work" plan until the next column change, all future credits until the next column change will be paid at the prevailing "Credit For Continuing Education Work" plan rate per credit. Once the teacher reaches the next column, all credits earned after that date will be covered by the tuition reimbursement plan.
  7. All new teachers hired on or after July 1, 1997, shall be covered by tuition reimbursement only.

C. SECRETARIES

1. The Board and the Association recognize the value of further training. The Board may require an employee to attend such workshops, courses, seminars and other educational training as the Board determines necessary. If the Board requires an employee to attend such training, the Board shall pay all tuition and expenses relating thereto. If an employee desires to attend a workshop, course, seminar or other educational training, the employee may request approval for reimbursement for tuition and expenses. Such request shall be in writing. If the Board approves such request the Board shall reimburse the employee for tuition and/or expenses in an amount of not more than \$400 per employee per year, provided that the employee satisfactorily completes the course.

2. One (1) day shall be granted for secretarial in-service training.

D. COMPUTER HARDWARE TECHNICIANS AND AIDES

1. The Board and Association recognize the value of further training. The Board may require an employee to attend such workshops, seminars and other educational training as the Board deems necessary. If the Board requires an employee to attend such training, the Board shall pay all tuition and expenses relating thereto. If an employee desires to attend a workshop, seminar or other educational training, the employee may request approval for reimbursement for tuition and expenses. Such request shall be in writing. If the Board approves such request, the Board shall reimburse the employee for tuition and/or expenses in an amount of not more than \$210 per employee in 2003-2004, \$215 per employee in 2004-2005, and \$220 per employee in 2005-2006, provided that the employee satisfactorily completes the course.
2. Aides may apply to attend workshops and conferences on topics related to their job duties. The Board will pay the tuition and fees for all approved workshops and conferences.

E. CUSTODIANS

When the Board required a custodial employee to attain a pesticide license, the Board shall pay all tuition and reasonable expenses associated with the attainment of that license.

**ARTICLE 7**  
**INSURANCE PROTECTION**

- A. The Board of Education shall provide the health care insurance protection designated below.

1. Health/hospitalization insurance for all eligible unit members and his/her dependents. Effective with the 1994-1995 contract, covered employees shall pay 20% of the next \$5000 medical expenses in any year after meeting their insurance deductible.
  - a. The Board will pay 100% of the premium for the PC5 Plan for all eligible unit members. If an eligible unit member chooses to enroll in any other plan offered by the Board, and if that plan cost exceeds the cost of the PC5 plan at the relevant enrollment level, the employee shall pay the difference between the PC5 plan premium and the premium of the plan selected. Employee payment shall be made through regular payroll deductions.
  - b. Eligible unit members who are covered by some other health insurance program are encouraged not to sign for double coverage.
2. Prescription Insurance
  - a. The Board shall provide a prescription drug insurance plan, without contraceptives. The employee co-pay shall be \$0 mail order; \$10 generic; and \$20 brand name.

- b. In 2003-2004 and 2004-2005, the Board shall assume the actual cost of premiums for the prescription plan.
  - c. Effective July 1, 2005, the enrolled employee shall contribute \$444 toward coverage in 2005-2006. For 2005 -2006, the Board shall assume the balance of the premium for the prescription plan. The actual contribution to the premium paid by the Board at each enrollment level for 2005-2006 shall become the maximum Board contribution at each enrollment level for future years, unless and until changed by the parties in writing.
- 3. The Board will provide full family dental insurance coverage with a limit not to exceed an average of \$500 per member. The employee cost will be calculated on a district-wide bargaining unit average basis, but if the total cost exceeds the Board's liability, the difference will be prorated among those members enrolled in specific plans which excessively exceed the Board's liability. The dental plan shall include a \$25 annual deductible per individual and a \$75 annual deductible per family.
  - 4. The parties agree that otherwise-eligible employees may voluntarily waive their entitlement to any or all insurances under Article 7, A. 1., A. 2. and A. 3. Those employees who do so shall receive 30% of the premium required to be paid by the Board each year.

Re-enrollment shall occur on a July 1st or be consistent with the requirements of COBRA.

The above provisions shall expire on June 30, 2006, unless continued by the parties in writing before that date. In addition, with reasonable notice in writing from the Board, the above provisions will expire if there is evidence that premium rates have increased because of the waiver incentive system or if the carrier(s) do not permit such an incentive system.

- 5. The parties will implement a Section 125 account program which will include a contribution by the Board of \$132 per person, with the option of employees to contribute more money to their own account. The foregoing is contingent on the parties agreeing on all the particulars, including proof that the plan is legal and that the plan imposes no additional costs on the Board. Effective at the close of business on June 30, 2004, the Board contribution of \$132 will cease.

## **ARTICLE 8** **SABBATICAL LEAVE**

- A. Two tenured teachers with seven (7) years or more of service in the District may be granted a sabbatical leave of either one (1) year or one (1) semester. In order to be eligible for a leave of one (1) semester, the teacher must meet the criteria contained in D. below and must be enrolled in a doctoral program that requires a one (1) semester residency. It is understood that the sabbatical leave for one (1) semester is designed to meet the residency requirement.
- B. Any teacher who shall desire to be considered for a sabbatical leave shall apply for same on a form to be provided by the Superintendent of Schools. Such application must be filed no later than March 1. The sabbatical leave request shall then be reviewed by a

committee composed of the following people: Instruction Committee for the Board of Education, Superintendent of Schools and the President of the Pennsville Education Association. This committee shall make its recommendation to the Board of Education. The Board of Education shall determine whether or not the sabbatical leave shall be granted and if granted, the terms of such leave.

- C. The employee, if granted Sabbatical Leave, must agree to return to the Pennsville Township School District and work at least one (1) academic year after his leave expires. In case an employee on Sabbatical Leave voluntarily resigns, except for extended illness during such leave, he shall refund to the Board all such salary paid to him during the period of leave. If an employee voluntarily resigns, except for extended illness, within one (1) year of the expiration of his Sabbatical Leave, he shall refund to the Board such proportion of the salary paid during the leave of absence as the unexpired portion of one (1) year shall bear to said period.
- D. While satisfactory service is a prerequisite to a sabbatical leave, this program looks ahead to the contribution that its participants can make to the educational programs of the District's schools. In all instances, the sabbatical leave must be related to enhancing the applicant's contribution to the District's educational program. Sabbatical leaves are limited to matriculated advanced degree study in association with a recognized graduate institution, the obtaining of a certificate or the improving of a teacher's skills in his/her professional field of study. In making its determination, the Board shall also consider the overall quality of service which the applicant has provided to the District.
- E. Upon return from the sabbatical leave, the employee will present a report to the Board of Education describing the achievements of the sabbatical leave and setting forth his plan for utilizing said achievements as a teacher in the Pennsville Public School District.
- F. The employee, if granted a Sabbatical Leave, will receive one-half (1/2) of his contracted teaching salary if the Sabbatical Leave is for a full year, and one-quarter (1/4) of his contracted teaching salary if the Sabbatical Leave is for one (1) semester.
- G. Employees on Sabbatical Leave will receive their stipend divided into equal monthly payments payable the 15th of each month.

## **ARTICLE 9** **EMPLOYEE EVALUATION**

- A.
  - 1. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, audio systems, and similar surveillance devices shall be strictly prohibited.
  - 2. An employee shall be given a copy of any class visit or evaluation report prepared by his evaluator at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form.
- B.
  - 1. An employee shall have the right, upon request, to review the contents of his personnel file and to receive copies contained therein. At least once every three (3) years, an employee shall have the right to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent

or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

2. No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the employee has had an opportunity to review such material. The employee shall acknowledge that he had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The document and his answer shall be reviewed by the Superintendent or his designee.
  3. Although the Board agrees to protect the confidence of personal references, academic credentials, and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.
  4. An employee shall be permitted to reproduce on the premises any information in his personnel file. The Superintendent of Schools or his designee shall supervise copying of information from personal files and the employee making such copies shall reimburse the Board in full for the cost of such copies at a per-copy price set by the Board. Employees may not have access to nor copy pre-employment references or related correspondence, placement bureau references, or other pre-employment information.
  5. Administrators shall be encouraged to place in an employee's file information of a positive nature indicating special competencies, achievements, performance, or contributions of an academic, professional, or civic nature. Any such material or commendations received from outside, responsible and competent sources shall also be included in the employee's file.
- C. Any complaints regarding an employee made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating an employee shall be promptly investigated and called to the attention of the employee. The employee shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.
- D. TEACHERS

Supervisory reports shall be presented by a principal or counterpart supervisor in accordance with the following procedures:

1. A conference between the observer and the teacher shall be established within seven (7) school days of the observation.
2. Reports shall be as follows:
  - a. Observation and evaluation of all tenured and non-tenured professional staff will be completed by April 30<sup>th</sup> of each academic year. Observations shall be made throughout the academic year.
  - b. All non-tenured staff will be observed at least three (3) times per year. Two (2) of these observations shall be conducted prior to Christmas, with the remaining observation to be conducted between January and March. At least one (1) of said observations shall be conducted by central office staff and at least one (1) observation shall be conducted by the Principal of the school where the staff member teaches.

- c. All tenured staff members shall be observed at least one (1) time per year.
- d. The number of observations specified in this section of the contract shall be considered as a minimum. Additional observations may be made at the discretion of the Superintendent, Building Principal or other supervisor.
- e. Current procedure for conducting observations and evaluations shall continue as practiced as of June 30, 1992 and shall remain in place until changed mutually by the parties in writing. The parties agree to form a committee to work on revising evaluation procedures.

E. SECRETARIES

A secretary who has less than three (3) year's experience will be evaluated every three (3) months (September, December, March, June). All tenured staff shall be evaluated at least one (1) time per year. The evaluation of any employee covered by this Agreement shall be conducted by the immediate supervisor of said employee. The person making the evaluation will have a conference with the employee within seven (7) school days. The employee shall sign the copies of the evaluation report for the principal and the Superintendent. Employees shall be entitled to respond to any written evaluation and to have such written response become a part of the evaluation.

F. CUSTODIAL, MAINTENANCE & AIDES

- 1. All new custodial and maintenance employees will be evaluated at the end of each four (4) month period.
- 2.
  - a. If the new custodian, maintenance or aide employee is not performing satisfactorily during the first six (6) months of employment, he may be dismissed at any time.
  - b. From six (6) months to one (1) year of employment, thirty (30) days' notice must be given to the custodial, maintenance or aide employee, stating deficiencies; if at the end of the thirty (30) day period no improvement is shown, employee may be dismissed immediately.
  - c. From one (1) year to three (3) years of employment, sixty (60) days' notice must be given to the custodial, maintenance or aide employee, stating deficiencies; if at the end of the sixty (60) day period no improvement is shown, employee may be dismissed immediately.
- 3. Custodial, maintenance and aide employees shall receive written reports of all evaluations. The person making the evaluation will have a conference with the employee within seven (7) school days. The employee shall sign the copies of the evaluation report for the principal and the Superintendent. Employees shall be entitled to respond to any written evaluation and to have such written response become a part of the evaluation.
- 4. Each custodial and maintenance employee of the unit will receive a performance review by May 1 of each year. Performance reviews for unit members shall be carried out by the evaluator designated by the Superintendent.



5. Aides will be evaluated by the principals of the buildings to which they are assigned or counterpart supervisor. They will be evaluated at least once a year.

G. COMPUTER HARDWARE TECHNICIANS

1. All new Computer Hardware Technicians will be evaluated at the end of each four (4) month period.
2.
  - a. If the new Computer Hardware Technician is not performing satisfactorily during the first six (6) months of employment, he may be dismissed at any time.
  - b. From six (6) months to one (1) year of employment, thirty (30) days' notice must be given to the Computer Hardware Technician, stating deficiencies; if at the end of the thirty (30) day period no improvement is shown, the employee may be dismissed immediately.
  - c. From one (1) year to three (3) years of employment, sixty (60) days' notice must be given to the Computer Hardware Technician stating deficiencies; if at the end of the sixty (60) day period no improvement is shown, employee may be dismissed immediately.

- H. No materials will be placed in an employee's file after his/her severance unless the District has given the employee an opportunity to add his/her comments to the file concerning that document(s). Copies of said documents shall be sent to the former employee at his/her last known address. The employee shall have thirty (30) days to forward to the District his/her written comments.

**ARTICLE 10**  
**WORK YEAR AND WORK HOURS**

- A. In the event that the Board must close all schools and related facilities because of (a) a withdrawal of services by an employee group or groups or (b) an emergency or disaster other than one resulting from inclement weather or mechanical failure necessitating the closing of a building, and resulting extension of the school year by the Board, in order to meet State requirements for a minimum school year, shall not constitute grounds for a claim for additional salary in excess of any employee's contracted salary to be paid for such extended school year.

B. TEACHERS

1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities.
2. No teacher shall be required to report for duty earlier than twenty (20) minutes before the opening of the pupil's school day, and shall be permitted to leave fifteen (15) minutes after the close of the pupil's school day, except in an emergency declared by the principal or Superintendent. The pupil school day will be determined annually by the Board of Education. The teacher work day in the secondary area will be seven (7) hours and five (5) minutes, and in the elementary area, six (6) hours and fifty-five (55) minutes.
  - a. Teachers shall have one-half (1/2) hour duty-free lunch period each day and one (1) preparation period each day. In the elementary area there

shall be a daily preparation period of at least thirty (30) minutes on any full school day.

- b. When coverage is needed for a class, a teacher may volunteer to relinquish his preparation period to cover such class. While the administration may request that a teacher provide coverage for another class, the teacher shall have the right to decide whether or not to accept such assignment, except in cases of emergency. If the teacher accepts the assignment to cover a class during his preparation period, the teacher will be entitled to following rate per class covered: \$22 in 2003-2004, \$23 in 2004-2005, and \$24 in 2005-2006.. The compensation required under this paragraph shall be paid to the teacher in a check separate from the teacher's regular paycheck.
3. The work year for teachers covered by this Agreement shall consist of 185 days (except for first year teachers who shall work 186 days). The work year shall be established as:
  - a. Two full days of in-service training for all teachers. At least two (2) of the available in-service days will count towards the State's 100 hour continuing education initiative.
  - b. 181 instructional days (on an annual basis, the Board may convert one (1) instructional day to an in-service day).
  - c. The total days under a. and b. may not exceed 183 days.
  - d. One full day of orientation for all teachers.
  - e. One full day of closing responsibilities.
  - f. In addition to the days set forth in a. through e. above, there shall be one (1) full day of orientation and one-half (1/2) day with a noon dismissal for teachers new to the School District.
  - g. The Board of Education shall determine the actual days for opening and closing the school year, as well as the scheduling of in-service, orientation, instructional and closing days.
  - h. Teachers shall work a full day on the day prior to Easter vacation and shall work a full day on the day prior to Christmas vacation.
4. The Technology Facilitator employed under this contract shall have a work year of two hundred forty (240) days per year.
  - a. The work year for the Technology Facilitator will be lessened only by legal holidays, 2 days for NJEA Convention, contracted vacation time, sick time, or personal business days.
  - b. The Technology Facilitator shall work two (2) days during Christmas recess, but may use vacation time for any of these days with approval of the Superintendent.
5. Department Chairpersons shall be assigned a maximum of six (6) classes and will have no duty assignment.

6. Lateness and Early Departure -- Definitions

a. Lateness

A teacher reports for work beyond the time stipulated in the contract.

b. Habitual Lateness

A teacher reports for work late four (4) times during the school year.

c. Early Departure

A teacher leaves the school grounds prior to the time stipulated in the contract without written permission of the building principal. (Written permission of the building principal constitutes an excused early departure.)

d. Docking

The method used in forfeiture of pay against lateness and unexcused early departure.

7. Conditions of Lateness and Early Departure

a. A teacher who is unavoidably delayed in reporting to work by the stipulated time will make every effort possible to contact the principal of his building.

b. A teacher who is habitually late will be docked beginning with the fourth (4th) time said teacher is late. The amount to be docked is \$15.00 per fifteen (15) minutes or fraction thereof.

c. A teacher involved in an unexcused early departure will be docked \$15.00 per fifteen (15) minutes or fraction thereof.

d. A teacher may request in writing from the Superintendent an excused early departure to attend early classes for graduate credit, certification, and general educational improvement.

e. Teachers are granted permission for early departure (after students leave) to attend PTA meetings held that evening.

f. With the principal's permission or that of his or her designee, teachers may leave the school premises during unscheduled teaching periods. Teachers so leaving will sign out stating the time and sign in upon returning also stating time. Teachers reporting back late will be docked \$15.00 per fifteen (15) minutes or fraction thereof of lateness.

g. A teacher who is late or departs early without permission will acknowledge said time by signing a paper which contains the date, the amount of time involved, the reason for lateness or departure, and the principal's signature. A copy of said paper will be given to the teacher.

h. Denial of a request for excused early departure shall not constitute grounds for lodging a grievance.

8. There shall be a voluntary flexible scheduling approach for teachers. If the Board determines each year that the District will offer a student day which will commence one period earlier than the schedule in effect for 1989-1990, teachers may volunteer to work a schedule which commences one period earlier and finishes one period earlier on a semester or year-long basis. The number of such positions available, including the courses to be taught during this time, are matters of Board and administration discretion. Teachers who volunteer and are assigned to the earlier period schedule shall be governed by the provisions of B. above. Such teachers will be permitted to leave fifteen (15) minutes after the completion of their last period (this term includes teaching periods, duty periods, and prep periods). Such teachers will be required to remain for meetings under 9. below without additional compensation.
  - a. The Board of Education recognizes its obligation to negotiate in good faith over any Association proposal concerning compensation for a zero period involuntarily assigned. Such negotiations shall occur before such assignment.
9. Building based teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings whenever such faculty or other professional meetings are determined to be necessary in the discretion of the Building Principal, the Superintendent of Schools or another supervisor. Such meetings shall commence not later than ten (10) minutes after the student dismissal time and shall continue for not more than one (1) hour. There shall be no more than 30 faculty or other professional meetings per year but no more than four (4) per month.
  - a. An Association representative may speak to the teachers at the close of any meeting referred to in paragraph 1. above on the request of the representative.
  - b. The notice of an agenda for the principal's portion of any meeting shall be given to teachers involved at least one (1) school day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
10. All teachers will indicate their presence for duty by signing a faculty sign-in roster each day which will be located in each building office.

C. SECRETARIES

1. The regular work day shall be seven (7) hours and forty-five (45) minutes except for clerical aides whose regular work days shall not exceed seven (7) hours, five (5) minutes. Starting and ending times for each school will be set annually by the Pennsville Board of Education.
2. All secretarial employees shall have a one-half (1/2) hour paid lunch period daily, such lunch period to be extended by fifteen (15) minutes on payday for banking purposes. There should be two (2) fifteen (15) minute breaks on any full work day.
3. While the Board of Education retains the right to determine the opening and closing dates for the school year, the Board agrees that secretaries shall commence summer hours the day after school is closed to pupils, Summer hours

shall continue through the day prior to the day pupils return to school. During this time period, the regular work day shall be from 8:00 a.m. - 3:00 p.m.

4. The work year for clerical aides shall not exceed 184 days during the regular school year.
  - a. Clerical aides are paid the relevant Schedule F salary plus two (2) days' salary at the daily salary rate. Yearly salary divided by 182 days equals daily salary rate.

D. CUSTODIAL & MAINTENANCE

1. Twelve (12) - Month Employees
  - a. The regular work week shall be forty (40) hours. A regular work day shall be eight (8) hours, and the employee shall have a one-half (1/2) hour paid lunch period daily.
  - b. While their regular work week is forty (40) hours, chief custodians shall remain responsible for the care and proper operation of the building to which they are assigned, unless specifically relieved thereof by written instruction from the Business Administrator. Additional hours of work in any work week required of chief custodians by emergencies or with the approval of the Business Administrator shall be deemed overtime hours and shall be paid in accordance with the applicable provisions of this Article. The Chief Custodian shall not be responsible for the building when it is opened by someone other than himself. The Board may schedule the Chief Custodian in the Middle School to the night shift on a Monday-Friday schedule with three (3) month's written notice. In the event that the current Chief Custodian does not wish to be placed on the night shift, he/she shall move to a Custodian A position and shall be placed on the first step on the Custodian A guide which does not result in a salary decrease.
  - c. On days when schools are closed for instructional personnel and pupils but remain open for office and other non-instructional personnel, all custodial and maintenance employees will work their regular shifts. When, in the sole judgment of the Superintendent, there are extreme heat conditions, custodial staff shall be assigned from 6a.m. to 2 p.m., except that one custodian per building shall be assigned to a shift that begins at a time in which its conclusion coincides with the normal release time for secretaries in the building.
  - d. When schools are closed for instruction due to an emergency determined by the Superintendent of Schools, such days shall be deemed to be regular work days for all twelve (12) month custodial and maintenance employees with the exception of Custodians B. Custodians B shall not work when school is closed to faculty unless the Superintendent determines there is need for them to work. All other custodial and maintenance employees shall report for the day shift at the appropriate starting time and shall work a full shift.
2. Ten (10) month employees will work one hundred eighty-six (186) days, the work days to be determined by the Board of Education.

3. Ten (10) - Month Employees

The regular work week shall be thirty-five (35) hours. A regular workday shall be seven hours, and the employee shall have a one-half (1/2) hour paid lunch period daily.

4. Custodial and Maintenance employees may leave the school premises during their regular lunch periods providing one (1) boiler operator is on duty in the school or administrative building.
5. The parties agree to establish a sub-committee consisting of the Superintendent and two (2) P.E.A. representatives to develop procedures regarding maintenance personnel involvement when outside contractors are on-site.

E. INSTRUCTIONAL AIDES

All instructional aides at the elementary, middle, and high school levels will be scheduled for prep time equal to that of their classroom teachers. In addition, all instructional aides at the elementary, middle, and high school levels will:

1. begin the school year on the same day as teachers;
2. attend all faculty meetings in their respective buildings during the academic year;
3. will attend all in-service days. One (1) day shall be designated as an in-service day for instructional aides; this may occur at a regular faculty in-service program or at a County in-service day.
4. end the school year on the same day as teachers.
5. Instructional Aides shall not be required to be in attendance whenever school is closed to teachers due to inclement weather.

F. COMPUTER HARDWARE TECHNICIAN

1. The regular work week shall be forty (40) hours. A regular work day shall be eight (8) hours, and the employee shall have a one-half (1/2) hour paid lunch period daily.
2. Additional hours of work in any work week required by emergencies and with the approval of the Superintendent shall be deemed overtime hours and shall be paid in accordance with the provisions of this Article.

- G. All non-certificated employees may leave the building to attend Association meetings up to 3 times per year, provided buildings are covered. Written notice of such meetings must be given to the Superintendent at least one week in advance. Administration will make the determination as to adequate building coverage.

**ARTICLE 11**  
**SALARIES**

A. TEACHERS

1. The salaries of all teachers covered by this Agreement are set forth in Schedule "A-1", "A-2" and "A-3" which are attached hereto and made a part thereof.
2.
  - a. Teachers employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
  - b. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
  - c. Teachers employed for an academic year shall indicate in writing to the Superintendent of Schools their desire to participate in a summer payment plan. Such participation shall be governed by procedures set forth in N.J.S.A., 18A:29-3.
  - d. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their checks on the last previous working day except for the pay due on December 30 each year.
  - e. Teachers shall receive their final checks on June 30.
3. The salaries of all coaches and sponsors of extra-curricular activities covered by this Agreement are set forth in Schedules "B" and "C" which are attached hereto and made a part of this Agreement. Said salaries shall be paid in a lump sum at the completion of the activity and in a check which is separate from the teacher's regular paycheck, or, at the request of the employee, the extra-curricular salaries shall be included with the employee's regular pay during the time that the employee is involved in the extra-curricular activity.
4. Upon written request from an employee, the Board of Education will deduct and pay to the Salem County Employees Federal Credit Union such amounts as determined by the employee.
5. The special class stipend of \$500.00 paid to teachers of Special Education will be eliminated, effective September 1, 1980. Teachers presently receiving the \$500.00 stipend will continue to receive the stipend as long as they are in service as a Special Education teacher.
6.
  - a. Full teaching experience on the salary guide shall be given for teaching experience in a position which requires any state's teaching certification for up to five (5) years' of previous teaching experience as long as said teaching experience has occurred within the prior ten (10) years.
  - b. Credit shall be given for full-time teaching experience, up to a maximum of five (5) years, in private and parochial schools or colleges and universities if the teacher was fully certified at the time of such experience.
  - c. In addition, credit may be granted at the discretion of the Superintendent for:

- 1) additional years of public school teaching experience in a position which requires any state's teaching certification, or
  - 2) additional years of prior work experience, or
  - 3) any combination of 1) and 2) above.
- d. Military service shall be granted consistent with New Jersey statutory requirements.
- e. The total maximum credit under a., b. and c. above shall be up to the last step on the guide.
7. Any individual who shall teach summer school, adult school or home instruction or supervises building detention will be compensated at the following rate per hour for services rendered: \$26.50 in 2003-2004, \$27.50 in 2004-2005, \$28.50 in 2005-2006.
8. The following are the stipends for Department Chairperson positions:

DEPARTMENT

	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>
English	\$4120	\$4250	\$4400
Social Studies	\$4120	\$4250	\$4400
Mathematics	\$4120	\$4250	\$4400
Science	\$4120	\$4250	\$4400
Business	\$3100	\$3200	\$3300
Industrial Arts	\$3100	\$3200	\$3300
Foreign Language	\$3100	\$3200	\$3300

9. The salary of the Technology Facilitator shall be determined by the formula  $255/200 \times$  the appropriate step on the salary guide.

B. SECRETARIES

1. The salaries of all secretarial employees covered by this Agreement shall be as set forth in "D-1" and "D-2."
2. The salary for a ten (10) month employee will be figured at 10/12's of the proper place on the salary scale. Four (4) hour employees shall be figured at 4/7.75 x 10/12's of the proper place on the salary scale.
3. Ten (10) month employees may take advantage of the twelve (12) month payment plan.
4. Overtime will be paid to secretarial employees who work in excess of seven (7) hours, forty-five (45) minutes during the school year or seven (7) hours when summer hours are in effect. Overtime will be paid to clerical aides who work in excess of seven (7) hours, five (5) minutes. Overtime shall be paid either as time and one-half pay or as compensatory time off figured at time and one-half.



5. Overtime will be paid to secretaries who work in excess of thirty-eight and three quarters (38-3/4) hours in a given week during the school year or thirty-five (35) hours in a given week when summer hours are in effect. Overtime will be paid to clerical aides who work in excess of thirty-five (35) hours, twenty-five (25) minutes in a given week. Overtime will be paid as time and one-half or as compensatory time off figured at time and one-half.
6. Overtime work will be permitted at the request of either the employee or the administrative supervisor, provided that prior approval is granted by the Superintendent or his designee.
7. Use of accrued compensatory time shall be only with the approval of the employee's administrative superior upon request of the employee.
8. Employees are limited to a maximum of five (5) days of accrued compensatory time in any contract period. Compensatory time must be utilized not later than sixty (60) days after the expiration of a contract period, that is sixty (60) days after each June 30. Compensatory time not used by an employee within the time limits stated in this paragraph shall be considered as waived by the employee and the employee shall have no further claim for such compensatory time or payment at the overtime rate.
9. Each employee must decide by the last working day of each month whether earned overtime credit for that month shall be counted either as compensatory time or paid at the time and one-half rate. This decision shall be reported to the employee's administrative superior and made a part of the monthly payroll report.
10. In any week in which an employee is absent, the employee shall be paid one and one-half time or receive compensatory time credit only for those hours actually worked that week in excess of thirty-eight and three quarters (38-3/4) hours during the school year or thirty-five (35) hours when summer hours are in effect.

C. CUSTODIAL & MAINTENANCE

1. Salary Schedules  
The Salaries of all employees covered by this AGREEMENT are set forth in Schedules "E-1", "E-2", and "E-3".
2. The salary schedules contained herein are adopted by the Board of Education and are applicable to full-time custodians, head custodians, Custodians A, Custodians B, maintenance mechanics, chief of maintenance, and chief groundskeeper.
3. Each individual is to be placed on his or her proper place on the salary schedule on the effective date of July 1, 1997.
4. All employees with an honorable discharge from the United States Armed Services will be given additional credit for full service to the nearest calendar year up to a maximum of four (4) years.
5. Members of this unit who move into a new category of employment shall advance one step on the salary guide of their new employment only if such person shall have been employed in his new category for at least six (6) months. Advancement shall occur only on July 1 of the new contract year. Persons hired into this unit as new employees shall advance one (1) step on the salary guide at

the beginning of the contract year, which is July 1, only if such person shall have been employed by the Board for at least six (6) consecutive months.

6. Overtime Pay

- a. Time and one-half (1/2) will be paid to any twelve (12) - month employee who works in excess of eight (8) hours in a given day or forty (40) hours in a given week.
  - b. Time and one-half (1/2) will be paid to any ten (10) - month employee who works in excess of seven (7) hours in a given day or thirty-five (35) hours in a given week.
  - c. Time and one-half (1/2) will be paid to any employee covered by this AGREEMENT who works any time on Sunday.
  - d. Any maintenance and custodial employees called in to work on other than their regular shift shall be paid at time and one-half for two hours of work or the amount of time actually worked, whichever is greater.
7. There shall be no pyramiding of overtime rates under any section of this ARTICLE.
8. Any full-time employee who shall be assigned to a higher-paying position shall be entitled to additional compensation once the employee has served in such position for ten (10) days during any year. The higher compensation shall commence on the eleventh (11th) day. Such compensation shall consist of the difference between the individual's regular pay and the next higher dollar amount shown on the salary guide for the position to which the employee is assigned.
9. Overtime is to be distributed evenly among job categories within a building.
10. Whenever a Unit member is promoted permanently from one job classification to another job classification, his new rate of pay will be determined as follows: The member will move to the new salary scale at the next higher dollar amount on the new scale and then advance to the next step.
11. The evening shift differential shall be 70 cents per hour.
12. Custodial and Maintenance employees shall receive a statement each pay period reflecting number of overtime hours which are being paid in the paycheck.
13. Custodial band camp duties will be assigned to volunteers from the Middle School first, then to volunteers District-wide. In the event that no one volunteers, the least senior custodian shall be assigned. In the event that a non-Middle School custodian performs Band Camp duties, a volunteer from the Middle School will be assigned to the temporary vacancy created by the Band Camp assignment. If no custodian from the Middle School volunteers for the temporary vacancy, the least senior Middle School custodian shall fill the temporary vacancy.

D. INSTRUCTIONAL AIDES/CLERICAL AIDES

1. The salaries of all Instructional Aides/Clerical Aides and Music Accompanist are set forth in Schedules "F" & "H".

2. Ten (10) Month - Each employee on a ten (10) month basis shall have the option of being paid in twenty (20) equal semi-monthly installments.
3. Exceptions - When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay check on the last previous working day except for the pay due on December 30 each year.
4. Final Pay - Each employee shall receive his final pay on June 30.
5. An additional stipend of \$1,546 shall be paid to aides under the job description of Personal Licensed Practical Nurse.

E. COMPUTER HARDWARE TECHNICIANS

1. The salary of Computer Hardware Technicians are set forth in Schedule "G".
2. Overtime Pay - Computer Hardware Technicians
  - a. Time and one-half (1/2) will be paid to any twelve (12) - month employee who works in excess of eight (8) hours in a given day or forty (40) hours in a given week.
  - b. Time and one-half (1/2) will be paid to any employee covered by this AGREEMENT who works any time Saturday or Sunday.

**ARTICLE 12**  
**TENURE AND REDUCTION IN FORCE**

A. TENURE FOR CUSTODIAN AND MAINTENANCE EMPLOYEES

1. Terms and conditions of employment regarding tenure of custodial and maintenance employees shall be governed by the provisions of this Article and applicable law.
  2. Before being appointed as a regular employee, any newly appointed Custodian A, Custodian B or maintenance employee will be employed on a year-to-year basis for the first three (3) years. At the end of the three (3) year period, if a custodial or maintenance employee has proven satisfactory, he will then be employed permanently. Effective July 1, 2000, any custodial or maintenance employee newly-hired on or after that date will be employed on a year-to-year basis for the first five (5) years."
- B. In the event of a reduction in force affecting Custodians A, Custodians B, maintenance employees, and Instructional Aides such employees shall be terminated on the basis of seniority, those with less seniority being terminated first. Such persons shall be placed on a preferred eligibility list in the order of years of service for re-employment whenever vacancies subsequently occur.
- C. Any employee recalled under this article will have all accumulated sick leave available at the time of reduction in force restored upon recall. In addition, while time on a reduction in force does not count towards seniority and longevity, time credited towards seniority and longevity prior to reduction in force shall be restored to the employee upon recall.

**ARTICLE 13**  
**RETIREMENT ALLOWANCE**

A. Any employee who has been employed by the Pennsville Board of Education for ten (10) or more years shall be eligible for a special retirement allowance.

1. Notice of retirement, in writing, must be submitted to the Board of Education by April 1 of the school year in which the employee intends to retire. Failure to notify the Board by April 1 shall be deemed a waiver of the special retirement allowance, except in cases of emergency, which the Board shall consider on an individual basis.
2. a. An employee on staff prior to July 1, 1997, shall receive one (1) day's salary for each four (4) days of accumulated sick and/or personal business leave earned prior to July 1, 1997 and shall receive one (1) day's salary for each five (5) days of accumulated sick and/or personal business leave earned on or after July 1, 1997 and which days exist on the final day of employment, up to the following maximums:

Teachers: (all service calculated as of the close of business June 30, 1997):

20 years or more of service to the District	\$30,000
12 years or more of service to the District	\$25,000
8 years or more of service to the District	\$20,000
On Staff prior to July 1, 1997, but less than 8 years of service	\$15,000

Support staff (all service calculated as of the close of business June 30, 1997):

20 years or more of service to the District	\$20,000
12 years or more of service to the District	\$16,667
8 years or more of service to the District	13,333
On Staff prior to July 1, 1997, but less than 8 years of service	\$10,000

"Service" is defined in this Article as a year (July 1 through June 30) in which the employee is in a pay status at least 1/2 of the scheduled work year for his/her classification.

- b. A teacher hired on or after July 1, 1997, shall receive \$80 per day for each accumulated sick leave day up to 150 days. A support staff employee hired on or after July 1, 1997, shall receive \$60 per day for each accumulated sick leave day up to 150 days.
3. The daily salary shall be computed as 1/200 of the final salary for a teacher or aide retiring. The daily salary shall be computed as 1/240 of the final salary of a secretarial employee retiring. The daily salary shall be computed as 1/260 for all other non-certified support staff.

4. The retirement allowance shall be paid in one of the following plans, if the employee has provided notice of retirement not later than December 15 of the school year in which the employee intends to retire.

Plan I

- a. Lump sum payment on July 15 of the next budget year following retirement.

Plan II

- a. One half (1/2) of the retirement allowance shall be paid on July 15 of the next budget year following retirement.
- b. One half (1/2) of the retirement allowance shall be paid on January 15 of the next calendar year following retirement.

Plan III

- a. One third (1/3) of the retirement allowance shall be paid on July 15 of the next budget year following retirement.
- b. One third (1/3) of the retirement allowance shall be paid on January 15 of the next calendar year following retirement.
- c. One third (1/3) of the retirement allowance shall be paid on January 15 of the second calendar year following retirement.

Plan IV

- a. One-half of the retirement allowance shall be paid on January 15 of the second calendar year following retirement.
  - b. One-half of the retirement allowance shall be paid on January 15 of the third calendar year following retirement.
5. If notice of retirement is tendered on or after December 15, but prior to February 1 of the school year in which the employee intends to retire, the retirement allowance will be made under Plan II, Plan III or Plan IV above, at the retiring employee's option. If notice of retirement is tendered on or after February 1, but prior to April 1 of the school year in which the employee intends to retire, the retirement allowance will be paid under Plan IV.
  6. The employee shall advise the Board, in writing, as to which plan of payment is desired. Such decision shall be submitted at least one month prior to the last working day before retirement.
  7. The retirement allowance shall not be considered a part of the employee's regular salary for pension computation purposes.
  8. If the employee dies before full payment of the special retirement bonus is made, the balance of the retirement bonus shall be paid to his or her estate.
  9. If the employee dies while actively employed, the retirement benefit existing under the terms of this paragraph shall be paid to his or her estate.

10. For the purposes of determining the special retirement bonus, all unused and accumulated personal days shall also be included.

## **ARTICLE 14** **TEMPORARY LEAVES**

### A. SICK DAYS

#### 1. Teachers

All teachers employed shall be entitled to thirteen (13) sick leave days per year, which shall be accumulated from year to year with no maximum limit.

#### 2. Secretaries

a. All secretarial employees shall be allowed personal sick leave with pay.

Twelve (12) month employees - 13 days

Ten (10) month employees - 11 days

b. Any unused sick leave days shall accumulate without limit from year to year.

c. Sick leave days accumulated under the previous policy shall remain valid under this new policy which is in accordance with Chapter 188, Laws of 1954, of New Jersey.

d. In case of sickness in the immediate family of an employee, and upon request of the employee to the Superintendent of Schools, sick leave may be granted to cover the employee's absence because of such illness.

#### 3. Custodial And Maintenance Employees, Instructional Aides, Computer Hardware Technicians

a. All twelve (12) month employees shall be entitled to thirteen (13) sick leave days per year and all ten (10) month employees, including aides, shall be entitled to eleven (11) sick leave days per year.

b. Any unused sick leave days shall accumulate without limit from year to year.

c. Sick leave days accumulated under the previous policy shall remain valid under this new policy which is in accordance with Chapter 188, Laws of 1954, of New Jersey.

d. In case of sickness in the immediate family of employee, and upon the request of the employee to the school superintendent, sick leave may be granted to cover employee's absence because of such illness.

B. JURY DUTY

All employees covered by this AGREEMENT who are called on jury duty shall be paid for the time thus lost from regular duties the difference between their regular pay and their jury pay.

C. BEREAVEMENT LEAVE

All employees covered by this agreement, in the event of death in the immediate family, shall be granted allowance with pay on scheduled work days to attend the death bed or funeral as hereinafter stated:

1. An allowance up to five (5) work days shall be granted in case of any of the following, with additional days granted at the discretion of the Superintendent.
  - a. Employees' parents, spouse, children, son-in-law, daughter-in-law, and other persons residing as a member of the employee's household.
  - b. Brothers and sisters of the teacher and the parents of the employee's spouse.
  - c. Legally adopted members of the family and step-relationships as outlined in a. and b.
2. An allowance up to three (3) work days shall be granted in case of any of the following:
  - a. Grandchildren of the employee
3. An allowance of one (1) work day shall be granted to attend the funeral of any of the following:
  - a. Uncles, aunts, and grandparents of the employee.
  - b. Brothers-in-law and sisters-in-law of the employee.
4. With the approval of the Superintendent, an additional work day for travel shall be granted to attend the funeral of any of the above persons in 2. a. and 3. a. and b. when such funeral is at a place in excess of 300 miles from Pennsville Township.

D. PERSONAL DAYS

1. Teachers

Each teacher shall be granted four (4) personal business days per year and shall not be required to state a specific reason for requesting same. Personal business leave will not be granted for a work day immediately preceding or following a holiday or vacation period, except with the express approval of the Superintendent of Schools. Personal business leave may be granted after May 1 only upon written request to the Superintendent of Schools, stating the reason for the request. An employee seeking to take a personal leave day on any of the first five (5) student days of the school year or on an in-service day shall be required to state a specific reason for requesting same.

Request for personal business leave must be submitted 72 hours before personal business leave is to be effective. The Superintendent may approve emergency requests as they arise. Only five percent (5%) of the Unit members may be off on personal business leave on any one day. Any unused personal business leave will be added to accumulated sick leave.

2. Secretaries

- a. All secretarial employees shall have available four (4) days absence yearly, with pay, to take care of any emergencies which may arise.
- b. The employee will present the request, in writing, to the Superintendent of Schools.
- c. Personal business leave will not be granted for a work day immediately preceding or following a holiday or vacation period, except with the express approval of the Superintendent of Schools. Only 20% of the unit members (no more than two [2] in any one [1] office) may be off on personal business leave on any one (1) day. An employee seeking to take a personal leave day on any of the first five (5) student days of the school year or on an in-service day shall be required to state a specific reason for requesting same.
- d. Request for personal business leave must be submitted seventy-two (72) hours before personal business leave is to be effective. The superintendent of Schools may approve emergency requests as they arise.
- e. Ten (10) month employees are entitled to personal business absence as stated above.

3. Custodial And Maintenance Employees, Instructional Aides and Computer Hardware Technicians

- a. All employees covered by the AGREEMENT shall be granted four (4) days business yearly, with pay, to take care of emergencies which may arise.
- b. Personal business leave may be granted for a work day immediately preceding or following a holiday or vacation period, with the express approval of the Superintendent of Schools. An employee seeking to take a personal leave day on any of the first five (5) student days of the school year or on an in-service day shall be required to state a specific reason for requesting same.
- c. Request for personal business leave must be submitted 72 hours before personal business leave is to be effective, but the Superintendent may approve emergency requests as they arise.
- d. Only ten percent (10%) of the employees may be off on personal business leave on any one (1) day.
- e. The unused personal business days for each year shall be cumulative and shall be added to the employee's sick leave.



E. OTHER

Employees shall be entitled to the following temporary non-accumulative absences without suffering loss in pay, sick leave, or personal business days:

1. Time necessary for mediation or fact-finding hearings if held during the school day.
2. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system where the employee is not the plaintiff against the district unless it is a case which deals with withholding of increment or discharge.

F. LEAVES OF ABSENCE

1. A request for a leave of absence submitted by an employee after May 1 for the succeeding school year will not be approved except in an extreme emergency.
2. Leave of absence may be granted only to employees who have successfully completed three (3) consecutive calendar years of service in the District, and upon recommendation of the Superintendent of Schools.

G. EXTENDED LEAVES OF ABSENCE

1. Anticipated Disability Leave:

- a. Any employee covered under this contract who anticipates undergoing a state of disability such as, but not limited to: surgery, hospital confinement, medical treatment or pregnancy and childbirth may apply for a leave of absence based upon anticipated disability in accordance with the following provisions.

All employees covered by this Agreement anticipating a state of disability shall notify the Superintendent of the condition expected to result in disability as soon as the condition which may result in disability is known.

- b. An employee who desires to continue in the performance of his/her duties during a period expected to lead to a state of disability shall be permitted to do so provided said employee produces a statement of his or her physician stating that said employee is physically capable of continuing to perform his/her duties and further stating up to what date in the opinion of said physician, the employee is capable of performing said duties. Alterations of medical opinion shall be accommodated insofar as is practicable.
- c. In no event shall the Board be obligated to permit said employee anticipating a state of disability to continue in the performance of his/her duties where the performance of said employee has substantially declined from that performance demonstrated by said employee at the time immediately prior to the time when notification was given or should have been given of the state of anticipated disability.
- d. The said employee requesting a leave under the provisions of this Article shall specify in writing the date on which he/she wishes to commence said leave and the date on which he/she wishes to return to employment following recovering from said disability.

- e. The Board shall have the right to require the employee who has been on disability leave and who desires to return to his/her duties by a fixed date following recovery from disability to produce a certificate from his/her physician stating that he/she is capable of resuming his/her duties.
- f. Whenever, in the opinion of the Board, the dates of the commencement of an anticipated disability leave and/or the dates for the resumption of duties would substantially interfere with the administration of the school or with the education of the children, the requested dates may be changed by the Board, if in the opinion of the physician such change shall be without medical hazard to the employee.
- g. Such employee who has undergone hospital confinement shall be expected to resume his/her duties within a reasonable length of time.
- h. Where disability leaves have been approved, the commencement or termination dates thereof shall be further extended or reduced for confirmed medical reasons upon application by the employee to the Board. All extensions of such leaves shall in any event be subject to the provisions of the N.J.S.A. Title 18A:30-1 *et. seq.* and specifically N.J.S.A. 18A:30-6 and 18A:30-7.
- i. These provisions shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured employees beyond the end of the contract school year in which the leave is obtained.
- j. Leave time under this section shall apply to the entitlement of the employee under the Federal Family and Medical Leave Act, insofar as the time taken is a qualifying event of that law.
- k. Employees who are disabled because of pregnancy and childbirth may use up to twenty (20) days of available sick leave before and up to twenty (20) days of available sick leave after childbirth. These times shall be extended upon submission of a physician's certificate detailing the impaired physical capacity.

2. Child Rearing Leave

- a. Application for child-rearing leave without pay shall be made by the employee to the Superintendent at least ninety (90) days prior to the anticipated birth of the child.
- b. In addition to the leave under G. 1. k. above, the Board shall grant an unpaid child-rearing leave of up to 60 work days.
- c. An employee who is on child-rearing leave under G. 2. b. above may apply for unpaid leave for: 1) the balance of the year in which the leave under G. 2. b. concludes; or 2) the balance of the year in which the leave under G. 2. b. concludes and one (1) additional full work year. Application for said leave shall be received by the Superintendent no later than the April 1st prior to the termination of the leave granted under 2. above.
- d. The provisions of G. 2. b. and c. shall not be deemed to automatically extend the contract of a non-tenured employee beyond the end of the school year in which the leave is obtained.

- e. Any employee adopting a child shall receive leave pursuant to the terms of G. 2. b. and c. above which shall commence upon his/her receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for adoption. An employee shall apply for said leave at least ninety (90) days prior to the anticipated date of custody if possible and, if not, as soon as practicable.
- f. Nothing shall prevent the employee and the Board from agreeing that the employee may return sooner than the leave termination date granted if such earlier return is administratively convenient to the Board.
- g. Where leave has been granted for the balance of the year in which the child is born, a ten month employee shall inform the Superintendent in writing by June 15th of his/her intention to return to work on the following September 1st, and a twelve month employee shall inform the Superintendent in writing by April 15th of her/his intention to return to work on the following July 1. Failure to provide such notice shall be treated as a resignation.
- h. Where leave has been granted for the balance of the year in which the child is born and for the additional full or half school year, the employee shall inform the Superintendent in writing by April 1 of her/his intention to return to work at the conclusion of the leave period.
- i. In cases where both parents work in the District, only one of said employees may be entitled to apply for child-rearing leave.
- j. Leave time under this section shall apply to the entitlement of the employee under the Federal Family and Medical Leave Act and the New Jersey Family Leave Act, insofar as the time taken is a qualifying event under either law.

3. Insurance Coverage Issues

Employees on paid leave under G. 1. k. above shall receive paid insurances under the terms of Article 7. Employees on unpaid leave under G. 2. i. above shall receive paid insurance under the terms of Article 7, A.

H. OFFICIAL LEAVE OF ABSENCE WITHOUT PAY DUE TO ILLNESS

Whenever an employee covered by this AGREEMENT is absent due to illness beyond his accrued sick leave, the employee will be automatically placed on official leave of absence without pay until further disposition of the case is taken by the Board of Education.

**ARTICLE 15**  
**VACATIONS & HOLIDAYS**

A. **SECRETARIES**

1. Due to the variation in calendar from year to year, the following are the holidays which will be no work days for the PEA Secretaries:

Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Good Friday  
Thanksgiving Recess (2 days)  
Christmas Eve Day  
Christmas Day  
The day after Christmas Day  
New Year's Eve Day  
New Year's Day  
Martin Luther King Day  
Presidents' Birthday (2 days)  
Easter Monday  
Memorial Day  
One (1) floating holiday \*

- \* May be taken on a schedule approved by the immediate supervisor. Such approval shall not be unreasonably withheld.
2. N.J.E.A. convention shall be work days unless the employee actually attends the N.J.E.A. convention.
3. All other days between July 1 and June 30, except Saturday and Sunday, are considered work days.
4. The holidays shall be observed as such insofar as possible with time off for all employees for observance. In case the administration finds it necessary for an employee to work on such holiday, her time shall be computed at twice her regular rate of pay for those hours worked on the holiday or she shall be given two (2) compensatory days off in lieu of paid overtime, at her choice. Use of the compensatory days is subject to principal's approval.
5. If schools are required to be open for all personnel and students on a day set forth in Board policy or in this Agreement as a paid holiday (no work), employees covered by this Agreement will report to work on such day and will receive a compensatory day off at a later date during the period of this Agreement.
6. When any of the foregoing holidays fall on Saturday or Sunday, the preceding Friday or the following Monday shall be observed as the holiday, except in schools where summer school secretaries are needed.
7. An employee is expected to work at regular pay on any other local or religious holiday falling within her regular work schedule. In case of an excused absence for personal observance of such a day, a deduction in the employee's pay at regular rate will be made for such absence.

8. Whenever school is closed for students except for the holidays listed in A. 1., secretaries and clerical aides will report to work from 9:00 a.m. to 3:00 p.m. except for summer vacation and in-service training days. Secretaries shall not work when school is closed to faculty because of inclement weather unless the Superintendent shall determine that such specific secretaries shall work in order to meet deadlines. The employee required to work shall receive compensation time for that particular day or portion worked.
9. The day before Thanksgiving will be six (6) hour work day and the days before Christmas and Easter recess will be full work days.
10. Ten (10) month employees are entitled to such holidays as are included in the contract which fall in their term of employment.

11. Vacations

- a. Annual vacations based on seniority shall be taken within the contract period at the discretion of the Superintendent of Schools. Members of the unit may bank a maximum of five (5) weeks accrued vacation time. Effective July 1, 2001, the maximum shall be six (6) weeks.
- b. An employee who dies before her contract period is completed will receive full recognition of her vacation rights. Vacation allowance to be forwarded in the form of cash payment to the estate within 120 days of death.
- c. If an employee retires on or after her anniversary date of employment during the contract period she will be entitled to the regular vacation she would have received under Section d. below, had she worked the full contract period. Such vacation rights, unless decided otherwise by the retiree, shall be an extension of employment beyond the effective date of official retirement.
- d. Vacation schedule for all regular twelve (12) month employees will be:

<u>Years of Service</u>	<u>Vacation</u>
1-5 years	2 weeks
6-10 years	3 weeks
11-20 years	4 weeks
21-30 years	5 weeks
31-over	6 weeks

- e. Employees hired July 1, 1984 or thereafter shall not be entitled to any vacation until after such employee has completed one (1) year of service in the district.
- f. In calculating years of service for vacation benefits, each year that the employee is employed in a twelve (12) month position shall be credited permanently to the employee regardless of transfers. Each year that the employee works in a ten (10) month position shall not be credited in calculating years of service for vacation benefits.
- g. Present employees will continue to receive the vacation rights they have built up until they reach the number of years service needed to conform to this policy.
- h. Whenever a legal holiday falls within the scheduled vacation period, the employee will receive one (1) extra day of paid vacation.

B. CUSTODIAL AND MAINTENANCE EMPLOYEES

The Board and the Association agree that vacation benefits for custodial and maintenance employees covered by this AGREEMENT shall include and shall be limited to the following:

1. Annual vacations based on seniority shall be taken at a time approved by the Superintendent of Schools. Any vacation time earned during a contract year may be held over up to August 31 of the next succeeding year, however, up to four (4) weeks of said vacation time may be banked indefinitely for future use, notwithstanding the August 31 termination date.
2. An employee who dies before his contract period is completed shall receive full recognition of his vacation rights. If an employee retires on or after his anniversary date of employment during the contract period he will be entitled to the regular vacation he would have received under Section 3. below, had he worked the full contract period. Such vacation rights, unless decided otherwise by the retiree, shall be an extension of employment beyond the effective date of official retirement.
3. The vacation schedule for regular twelve (12) month employees hired before July 1, 1987, will be:

From 6 months to 1 year	1 week
From 1st year to 5 years	2 weeks
From 5th year to 10 years	3 weeks
From 10th year to 20 years	4 weeks
From 20th year to 30 years	5 weeks
After 30th year	6 weeks
4. The vacation schedule for all regular twelve (12) month employees employed on July 1, 1987, or thereafter shall be:

Less than one (1) year	None
One (1) year to two (2) years of employment	one (1) week
From second (2nd) year to five (5) years of employment	two (2) weeks
From five (5) years to ten (10) years of employment	three (3) weeks
From ten (10) years to twenty (20) years of employment	four (4) weeks
From twenty (2) to thirty (30) years of employment	five (5) weeks
After thirty (30) years of employment	six (6) weeks
5. Present employees will continue to receive the vacation rights they have built up until they reach the number of years service needed to conform to this policy.

6. Whenever a foregoing legal holiday falls within the scheduled vacation period, the employee will receive one extra day of paid vacation.
7. Miscellaneous
- a. The Board shall grant one (1) day with pay for seven (7) custodial and/or maintenance employees to attend the N.J.E.A. Convention. Attendance will be on a rotation system. Proof of attendance by some official document secured at the convention must be presented to the Superintendent within three (3) days of the close of the Convention.
  - b. An employee is expected to work at regular pay on any other local or religious holiday falling within his regular work schedule. In case of an excused absence for personal observance of such a day, a deduction in the employee's pay at regular rate will be made for such absence.
  - c. If schools are required to be open for teachers on a day set forth in Section 8. a. below, employees covered by this AGREEMENT will report to work on such day and will receive a compensatory day off at a later date during the period of the AGREEMENT.
8. School Calendar
- a. The following days will be "No Work Days" for Custodial and Maintenance Employees:
    - New Year's Day
    - Martin Luther King's Birthday
    - Presidents' Birthday (2 days)
    - Good Friday
    - Easter Monday
    - Memorial Day
    - Independence Day
    - Labor Day
    - Columbus Day
    - Veterans' Day
    - Thanksgiving Day
    - Day after Thanksgiving
    - Christmas Eve Day
    - Christmas Day
    - New Year's Eve Day
    - One (1) floating holiday \*

\* May be taken on a schedule approved by the immediate supervisor. Such approval shall not be unreasonably withheld.
  - b. If the administration finds it necessary for a Custodial Maintenance Employee to work on days listed above, the employee's time shall be computed at twice his regular rate for the hours worked. This provision is modified by 7. c. above. When any of the foregoing holidays falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be observed as the holiday.
  - c. All other days between July 1 and June 30, except Saturdays and Sundays are considered work days.

- d. **Custodians B will not work the week between Christmas and New Year's Day.**

**C. COMPUTER HARDWARE TECHNICIANS**

1. **Annual vacations based on seniority shall be taken at a time approved by the Superintendent of Schools. Any vacation time earned during a contract year may be held over up to August 31 of the next succeeding year, however, up to four (4) weeks of said vacation time may be banked indefinitely for future use, notwithstanding the August 31 termination date.**
2. **An employee who dies before his contract period is completed shall receive full recognition of his vacation rights. If an employee retires on or after his anniversary date of employment during the contract period he will be entitled to the regular vacation he would have received under Section 3. below, had he worked the full contract period. Such vacation rights, unless decided otherwise by the retiree, shall be an extension of employment beyond the effective date of official retirement.**
3. **The vacation schedule for all regular twelve (12) month Computer Hardware Technicians employed on July 1, 1987, or thereafter shall be:**

<b>Less than one (1) year</b>	<b>None</b>
<b>One (1) year to two (2) years of employment</b>	<b>one (1) week</b>
<b>From second (2nd) year to five (5) years of employment</b>	<b>two (2) weeks</b>
<b>From five (5) years to ten (10) years of employment</b>	<b>three (3) weeks</b>
<b>From ten (10) years to twenty (20) years of employment</b>	<b>four (4) weeks</b>
<b>From twenty (20) years to thirty (30) years of employment</b>	<b>five (5) weeks</b>
<b>After thirty (30) years of employment</b>	<b>six (6) weeks</b>
4. **Whenever a foregoing legal holiday falls within the scheduled vacation period, the employee will receive one extra day of paid vacation.**
5. **An employee is expected to work at regular pay on any other local or religious holiday falling within his regular work schedule. In case of an excused absence for personal observance of such a day, a deduction in the employee's pay at regular rate will be made for such absence.**



6. School Calendar

- a. The following days will be "No Work Days" for Computer Hardware Technicians:

New Year's Day  
Martin Luther King's Birthday  
Presidents' Birthday (2 days)  
Good Friday  
Easter Monday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
One (1) floating holiday \*

\* May be taken on a schedule approved by the immediate supervisor. Such approval shall not be unreasonably withheld.

- b. If the administration finds it necessary for a Computer Hardware Technician to work on days listed above, the employee's time shall be computed at twice his regular rate for the hours worked. This provision is modified by Article 11, C. 7. above. When any of the foregoing holidays falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be observed as the holiday.
- c. All other days between July 1 and June 30, except Saturdays and Sundays are considered work days.

D. TECHNOLOGY FACILITATOR

1. The vacation schedule for the Technology Facilitator will be:

<u>Years Of Service</u>	<u>Annual Vacation</u>
From 6 months to 10 years	3 weeks
After 10 <sup>th</sup> year to 20 <sup>th</sup> year	4 weeks
After 20 <sup>th</sup> year to 30 <sup>th</sup> year	5 weeks
After 30 <sup>th</sup> year	6 weeks

- a. After the initial six months of employment, all vacations will be calculated as if his/her employment began as of July 1 of the school year in which he /she was initially employed.
2. A Unit member may bank a maximum of five (5) weeks (25 days) of accrued vacation time and may use it before and after regular vacation time, when mutually agreed upon between the Superintendent and the member. After

the 20<sup>th</sup> year of District service, a unit member may bank up to 30 days of vacation. Unit members shall be paid for up to ten (10) credited vacation days at the per diem rate consistent with negotiated agreement. Notice of request for said payment must be on or before January 31. Payment shall be made on or before April 1.

3. Whenever a legal holiday falls within the scheduled vacation period of a member, the member will receive one extra day of vacation.
4. Earned annual vacation may be taken during a time other than provided for in A. 1. above, when mutually agreed upon between the Superintendent and the member.
5. A unit member who retires, may bank all accrued vacation into the year that the member will retire. Further, the unit member shall be entitled to use said accrued and banked vacation time prior to the date of retirement.

## **ARTICLE 16** **CONDITIONS APPLICABLE TO ALL EMPLOYEES**

- A. Employees who may be required to use their own cars in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the same rate as paid by the State of New Jersey for State employees for all driving done between arrivals at the first location at the beginning of their work day, and their last location at the ending of their work day upon presentation to the Board of Education of a detailed voucher.
- B. **USE OF EMPLOYEE'S VEHICLE**  

Whenever any Unit member is required to transport school supplies or property in his own vehicle, he shall be reimbursed at the same rate as paid by the State of New Jersey employees. Such use of an employee's vehicle shall be on a voluntary basis. Use of employee's vehicles must be authorized by the School Business Administrator in order for the Unit member to receive reimbursement.
- C. All money collections and clerical work resulting from sale of goods or services within the school from which the school receives no monetary compensation shall be handled by the company representatives and not teachers.
- D. Any tenured teacher who is terminated because of reduction in the work force shall be compensated for unused sick days and personal business days according to the same formula as the special retirement allowance.
- E. The Board may require a teacher to write, grade, or assess any tests required by law or administrative code, and such shall be accomplished without any additional compensation or grant of released time to the teacher. This shall be done within the confines of the regular school day, as directed by the Superintendent.
- F. Any teacher employed during the summer in his/her professional capacity, other than summer school teachers, shall be compensated at the rate of 1/200th of his/her salary for each day worked.

- G. Any teacher required to work in excess of the regular work day and/or in excess of the regular work shall be granted compensatory time off equal to the extra hours or days worked.
- H. No middle or high school teacher shall be required to teach more than six (6) instructional periods per day except that the Administration may require no more than twenty (20) teachers to teach a seventh period.
- I. The Board agrees that in the scheduling of the Whittle Program there shall be no reduction in lunch time at the secondary level and no increase in pupil contact time.
- J. Heat shall be provided in all offices when secretarial employees are required to work and school is closed.
- K. The responsibilities normally delegated to a nurse shall not be considered the responsibility of a secretary.
- L.
  1. There shall be a reimbursement of \$100 per year period beginning with the 2003-2004 year for personal shoe purchase by custodial and maintenance employees. A year is defined as July 1 through June 30. The employee must submit to the Business Office a receipt clearly delineating that the purchase was for shoes.
  2. Custodial and maintenance employees shall be provided five (5) uniforms on an annual basis. If a custodial or maintenance employee takes uniforms during the year, he/she must wear a uniform every work day.
- M. There shall be up-to-date job descriptions for aides.
- N. The Board shall make every reasonable effort to assist instructional aides employed as of March 6, 2003, who currently do not meet employment requirements of the Federal and/or State governments to meet such requirements in order to maintain their positions in the district.

**ARTICLE 17**  
**ADULT EVENING SCHOOL, SUMMER SCHOOL,**  
**HOME TEACHING AND OTHER PROGRAMS**

- A. Applications for teaching positions in summer school will be accepted after the preceding March 1 and no later than the preceding June 1. Applications for teaching positions in Adult Evening School will be accepted prior to September 1 and January 1 of the fall and spring semesters, respectively. Home instruction openings will be posted as they occur. Applicants for these positions will be notified of the action taken by the Superintendent of Schools as soon as possible after appointments are made.
- B. Any teacher teaching in the above programs will be compensated at the tutorial rate effective at the time. (Article 11, A. 7.)
- C. Each teacher applicant not selected shall, upon request, receive a written explanation from the Superintendent. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building.

**ARTICLE 18**  
**VACANCIES AND TRANSFERS**

- A. All vacancies caused by death, retirement, discharge, resignation or by the creation of new positions, shall be publicized within the school district by the Superintendent of Schools as soon as possible. All present employees applying for these vacancies will be given first consideration.
- B. All Association member requests for transfer shall be in a written request and if this request is granted or denied, said member shall receive a written notification of the decision.
- C. The Board of Education shall have the authority to transfer employees, whenever in the opinion of the Board, after careful study and consideration, such transfer would insure a more workable, efficient school district operation.
- D. The Board of Education and the Association recognize that teacher transfers and reassignments may be disruptive of the education process and optimum teacher performance unless there are procedures which assure fairness and guarantee full consideration of the individual interests of teachers as well as the over-all interests of school administration.
  - 1. Teacher Request
    - a. A teacher may request a change of school, grade assignment, or both when such request is made in writing to the Superintendent. This request should be submitted as early in the year as possible.
    - b. Upon request by the teacher, the Superintendent will furnish to the teacher the reason(s) why he or she was not selected for the position(s) which were specified in the transfer request.
    - c. A list of known vacancies that will exist for the following year should be posted in all schools so that the teachers may apply for open positions. This list should be kept up to date with new openings added as they occur. During the summer, this list will be kept posted in the office of the Superintendent.
  - 2. Administrative Decision
    - a. When the superintendent believes that a transfer will be in the best interest of the teacher or the school(s) affected, the teacher will be advised in writing of this decision immediately.
  - 3. Notice of a voluntary or involuntary transfer or reassignment shall be given to teachers as soon as possible.

**ARTICLE 19**  
**COURTESY TUITION**

- A. Children of teachers and secretaries who reside outside of the Pennsville Public School District shall be permitted to attend the Pennsville Public Schools at a cost of 80% of the normal tuition charged. Effective July 1, 1997, this provision is invalid for all unit members except for any unit member who had an out-of-District child enrolled in the District during the 1996-1997 year. That employee(s) will continue to be covered by the Courtesy Tuition provision as long as that child is enrolled in the District.

**ARTICLE 20**  
**REPRESENTATION FEE**

A. PURPOSE OF FEE

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this AGREEMENT, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

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 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 determined by the Association in accordance with the law.

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 members, and the representation fee may be set up to 85% of that amount as 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 in part by this AGREEMENT, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 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 employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- a. 10 days after receipt of the aforesaid list by the Board; or
- b. 30 days after the employee begins his or 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 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Termination of Employment

If an employee who is required to pay a representation fee terminates his or 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 the 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 1, above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

6. New Employees

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 employees who began their employment in a bargaining unit position during the preceding 30 day period. This list will include names, job titles and dates of employment for all such employees.

D. INDEMNIFICATION AND SAVE HARMLESS PROVISION

1. The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision provided that the employer gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.

2. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.
3. It is expressly understood that 1, above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the employer or the employer's imperfect execution of the obligations imposed upon it by this Article.

**ARTICLE 21**  
**STATUTORY SEPARABILITY**

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

**ARTICLE 22**  
**DURATION OF AGREEMENT**

- A. This Contract shall be in effect commencing July 1, 2003, and shall continue through June 30, 2006.
- B. This Agreement shall be reproduced in a mutually acceptable format. The cost shall be borne equally by both parties.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be signed by their respective representatives.

PENNSVILLE EDUCATION  
ASSOCIATION

PENNSVILLE BOARD OF  
EDUCATION

-----  
President

-----  
President

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Secretary

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Secretary



# STEP CONVERSION TABLES

## TEACHERS

2002-2003 Step	Compressed Step	2003-2004 Step	2004-2005 Step	2005-2006 Step
				1
			1	2
		1	2	3
1	1	2	3	4
2	2	3	4	5
3	3	4	5	6
4	4	5	6	7
5	5	6	7	8
6	6	7	8	9
7	7	8	9	10
8	8	9	10	11
9	9	10	11	12
10 & 11	10	11	12	13
12 & 13	11	12	13	14
14 & 15	12	13	14	15
16 & 17	13	14	15	16
18	14	15	16	17
19	15	16	17	18
20	16	17	18	19
21	17	18	19	20
22	18	19	20	21
23	19	20	21	22
24	20	21	22	
25	21	22		
26	22			

**SCHEDULE "A-1"**

**2003-2004**

**TEACHER SALARY GUIDE**

STEP	BA	BA+30	MA	MA+30	MA+60	DR.
1	32,357	33,705	34,998	36,292	37,586	38,880
2	32,657	34,005	35,298	36,592	37,886	39,180
3	32,957	34,305	35,598	36,892	38,186	39,480
4	33,257	34,605	35,898	37,192	38,486	39,780
5	33,557	34,905	36,198	37,492	38,786	40,080
6	34,557	35,905	37,198	38,492	39,786	41,080
7	35,557	36,905	38,198	39,492	40,786	42,080
8	36,557	37,905	39,198	40,492	41,786	43,080
9	37,557	38,905	40,198	41,492	42,786	44,080
10	38,557	39,905	41,198	42,492	43,786	45,080
11	39,557	40,905	42,198	43,492	44,786	46,080
12	40,557	41,905	43,198	44,492	45,786	47,080
13	41,757	43,105	44,398	45,692	46,986	48,280
14	43,057	44,405	45,698	46,992	48,286	49,580
15	45,557	46,905	48,198	49,492	50,786	52,080
16	48,057	49,405	50,698	51,992	53,286	54,580
17	50,557	51,905	53,198	54,492	55,786	57,080
18	53,677	55,025	56,318	57,612	58,906	60,200
19	56,877	58,225	59,518	60,812	62,106	63,400
20	60,797	62,145	63,438	64,732	66,026	67,320
21	66,297	67,645	68,938	70,232	71,526	72,820
22	71,587	72,935	74,228	75,522	76,816	78,110

Longevity: In addition to the base salary listed above, teachers shall receive the following longevity payments:

Steps 12, 13               \$845  
Steps 14, 15 and 16     \$945  
Steps 17 and above     \$1,045

**SCHEDULE "A-2"**

**2004-2005**

**TEACHER SALARY GUIDE**

STEP	BA	BA+30	MA	MA+30	MA+60	DR.
1	33,117	34,465	35,758	37,052	38,346	39,640
2	33,417	34,765	36,058	37,352	38,646	39,940
3	33,717	35,065	36,358	37,652	38,946	40,240
4	34,017	35,365	36,658	37,952	39,246	40,540
5	34,317	35,665	36,958	38,252	39,546	40,840
6	34,617	35,965	37,258	38,552	39,846	41,140
7	35,617	36,965	38,258	39,552	40,846	42,140
8	36,617	37,965	39,258	40,552	41,846	43,140
9	37,617	38,965	40,258	41,552	42,846	44,140
10	38,617	39,965	41,258	42,552	43,846	45,140
11	39,617	40,965	42,258	43,552	44,846	46,140
12	40,617	41,965	43,258	44,552	45,846	47,140
13	41,757	43,105	44,398	45,692	46,986	48,280
14	43,057	44,405	45,698	46,992	48,286	49,580
15	45,557	46,905	48,198	49,492	50,786	52,080
16	48,057	49,405	50,698	51,992	53,286	54,580
17	50,557	51,905	53,198	54,492	55,786	57,080
18	53,767	55,115	56,408	57,702	58,996	60,290
19	57,657	59,005	60,298	61,592	62,886	64,180
20	61,587	62,935	64,228	65,552	66,816	68,110
21	67,087	68,435	69,728	71,022	72,316	73,610
22	72,587	73,935	75,228	76,522	77,816	79,110

Longevity: In addition to the base salary listed above, teachers shall receive the following longevity payments:

Steps 12, 13                \$845  
Steps 14, 15 and 16       \$945  
Steps 17 and above       \$1,045

**SCHEDULE "A-3"**

**2005-2006**

**TEACHER SALARY GUIDE**

STEP	BA	BA+30	MA	MA+30	MA+60	DR.
1	34,432	35,780	37,073	38,367	39,661	40,955
2	34,532	35,880	37,173	38,467	39,761	41,055
3	34,632	35,980	37,273	38,567	39,861	41,155
4	34,732	36,080	37,373	38,667	39,961	41,255
5	35,032	36,380	37,673	38,967	40,261	41,555
6	35,332	36,680	37,973	39,267	40,561	41,855
7	35,632	36,980	38,273	39,567	40,861	42,155
8	36,632	37,980	39,273	40,567	41,861	43,155
9	37,632	38,980	40,273	41,567	42,861	44,155
10	38,632	39,980	41,273	42,567	43,861	45,155
11	39,632	40,980	42,273	43,567	44,861	46,155
12	40,632	41,980	43,273	44,567	45,861	47,155
13	41,832	43,180	44,473	45,767	47,061	48,355
14	43,132	44,480	45,773	47,067	48,361	49,655
15	45,632	46,980	48,273	49,567	50,861	52,155
16	48,132	49,480	50,773	52,067	53,361	54,655
17	50,742	52,090	53,383	54,677	55,971	57,265
18	54,572	55,920	57,213	58,507	59,801	61,095
19	58,562	59,910	61,203	62,497	63,791	65,085
20	62,552	63,900	65,193	66,487	67,781	69,075
21	67,997	69,345	70,638	71,932	73,226	74,520
22	73,587	74,935	76,228	77,522	78,816	80,110

Longevity: In addition to the base salary listed above, teachers shall receive the following longevity payments:

Steps 12, 13                   \$845  
Steps 14, 15 and 16       \$945  
Steps 17 and above       \$1,045

## SCHEDULE "B"

### COACHES' SALARY SCALE

It is the intention of the Board of Education to assign teachers to Schedule B except in emergency situations. The Board shall comply with all statutory obligations in this respect.

LEVEL	TITLE, SPORT	2003-2004	2004-2005	2005-2006
Level I	Head Coach: Football Baseball Boys' and Girls' Basketball Girls' Softball Wrestling Boys' and Girls' Soccer Field Hockey Boys' and Girls' Track	4863	5009	5159
Level I	Assistant Coach Football Baseball Boys' and Girls' Basketball Girls' Softball Wrestling Boys' and Girls' Soccer Field Hockey Boys' and Girls' Track	3274	3372	3473
Level II	Head Coach: Golf Indoor Track Boys & Girls Tennis Cheerleading, Fall Cheerleading, Winter Cross-County	3729	3841	3956
Level II	Assistant Coach, Faculty Manager: Golf Indoor Track Boys & Girls Tennis Cross-County	2979	3068	3160
Level III	7th and 8th Grade Boys' and Girls' Basketball	1544	1590	1638

1. A \$50.00 stipend in addition to the above salaries shall be paid to any coach or coaches authorized by the Board of Education to accompany a team or individual athletes competing in post-season championship play. Regional and/or state competition shall be considered a single competition.
2. The following incumbent coaches shall receive the indicated salaries instead of those listed in B above as long as they continue in the position.

	2003-2004	2004-2005	2005-2006
Howard Herrmann (Football Salary only)	4025	4146	4270

## SCHEDULE "C"

### EXTRA-CURRICULAR ACTIVITIES COMPENSATION

It is the intention of the Board of Education to assign teachers to Schedule C except in emergency situations. The Board shall comply with all statutory obligations in this respect.

ACTIVITY	2003-2004	2004-2005	2005-2006
H.S. Marching Band Director	2793	2877	2963
* per competition	118	122	126
* per musical	709	730	752
M.S. Band Director	858	884	911
Asst. H.S. Marching Band Director	2039	2100	2163
* per competition	96	99	102
Band Front Advisors (4)	1325	1365	1406
* per competition	73	75	77
Pit Orchestra (3)	500	515	530
Choral Director	1436	1479	1523
* per musical	709	730	752
Dramatics Advisor	1578	1625	1674
* per musical	709	730	752
Musical Director	935	963	992
Choreographer	650	670	690
Senior Class Advisors (2)	1683	1733	1785
Junior Class Advisors (2)	1683	1733	1785
Sophomore Class Advisors (2)	1286	1325	1365
Freshman Class Advisors (2)	650	670	690
Eight Grade Advisors (2)	572	589	607
Seventh Grade Advisors (2)	572	589	607
Sixth Grade Advisors (2)	507	522	538
Honor Society	572	589	607
Literary Magazine	1078	1110	1143
Newspaper Advisor	1181	1216	1252
HS Orchestra Director	1111	1144	1178
Safety Patrol Advisors (3)	539	555	572
Stage Manager Advisors (2)	1254	1292	1331
HS Student Council (no assigned duty period)	1721	1773	1826
MS Student Council	1000	1030	1061
HS Visual Aide Advisor	1286	1325	1365
MS Visual Aide Advisor	1286	1325	1365
Yearbook Advisors (2)	1286	1325	1365
MS Orchestra	857	883	909
HS Concert Band	1111	1144	1178
Tri M Music Honor Society	572	589	607

<b>Club Advisors</b>	2003-2004	2004-2005	2005-2006
Spanish	356	367	378
German	356	367	378
Computer	356	367	378
FBLA	792	816	840
Multi-Cultural Club	356	367	378
Science Fair – MS	1144	1178	1214
TSA	507	522	538
Mock Trial	1007	1037	1068
Drama	356	367	378
DuPont Academic League	643	662	682
Art Club	356	367	378
Intramural – MS Basketball	584	602	620
History Club – HS	356	367	378
Mathematics Club – MS	356	367	378

## **STEP CONVERSION TABLES**

### **SECRETARIES**

<b>Step 2002-03</b>	<b>Step 2003-04</b>	<b>Step 2004-05</b>	<b>Step 2005-06</b>
			1
		1	2
1	1	2	3
2	2	3	4
3	3	4	5
4	4	5	6
5	5	6	7
6	6	7	8
7	7	8	9
8	8	9	10
9-9a	9	10	11
10	10	11	12
11	11	12	13
12	12	13	14
13	13	14	15
14	14	15	16
15	15	16	17
16	16	17	18
17	17	18	19
18	18	19	20
19	19	20	21
20	20	21	22
21	21	22	23
22-23	22	23	
24-26	23		

### **SCHEDULE "D-1"**

#### **SECRETARIAL SALARY SCHEDULE**

- A. The salary schedule or salary amount appearing below is adopted by the Board of Education, applicable to full-time secretaries.
- B. A secretary covered by this salary schedule will advance one step on the salary scale every year until they reach maximum.
- C. All secretaries covered by this salary schedule shall be on duty twelve (12) months per year unless otherwise scheduled.



- D. All secretaries shall receive service increments beginning the sixteenth (16th) year of experience; beginning the twenty-first (21st) year of experience; beginning the twenty-sixth (26th) year of experience and beginning the thirty-first (31st) year of experience. The service increments shall be \$450.
- E. Each secretary covered by this salary schedule shall be given full credit for the number of years of business experience up to a maximum of five (5) years, when properly verified and attested to by the Superintendent of Schools.
- F. If a secretary earns a two-year Secretarial Science degree she will receive an additional degree increment of \$309 in 2003-2004, \$318 in 2004-2005, and \$328 in 2005-2006.

**SCHEDULE "D-2"**

**SECRETARIAL SALARY GUIDES**

**2003-2004, 2004-2005, 2005-2006**

2003-2004 STEP	2003-2004 SALARY	2004-2005 STEP	2004-2005 SALARY	2005-2006 STEP	2005-2006 SALARY
1	27500	1	28000	1	29500
2	28450	2	29000	2	30400
3	29400	3	30000	3	31300
4	30422	4	31000	4	32200
5	31422	5	32286	5	33100
6	33060	6	33105	6	34166
7	33879	7	34005	7	34892
8	34698	8	34905	8	35692
9	35613	9	35805	9	36492
10	35904	10	36783	10	37292
11	36174	11	37053	11	38119
12	36444	12	37323	12	38389
13	36704	13	37583	13	38649
14	37136	14	38015	14	39081
15	37558	15	38437	15	39503
16	37993	16	38872	16	39938
17	38556	17	39435	17	40501
18	39154	18	40018	18	41079
19	39781	19	40645	19	41706
20	41404	20	42268	20	43329
21	43027	21	43891	21	44952
22	44701	22	45565	22	46626
23	46176	23	47126	23	48187

**SCHEDULE "E-1"**

**CUSTODIANS B, CUSTODIANS A,  
HEAD CUSTODIANS, CHIEF GROUNDS KEEPERS/MAINTENANCE  
SALARY GUIDE**

**2003-2004**

2003-2004 STEP	CUSTODIAN B	CUSTODIAN A	HEAD CUSTODIANS	CHIEF GROUNDS/ MAINTENANCE
1	21,057	25,297	27,605	30,366
2	21,557	25,797	28,105	30,866
3	22,057	26,297	28,605	31,366
4	22,557	26,797	29,105	31,866
5	23,128	27,405	29,924	32,504
6	23,698	28,013	30,742	33,141
7	24,312	28,531	31,560	33,779
8	25,023	29,229	32,378	34,416
9	25,734	29,827	33,196	35,124
10	26,445	30,327	34,015	35,895
11	27,129	30,827	34,833	36,735
12	27,812	31,339	35,653	37,575
13	28,496	31,839	36,469	38,616
14	29,160	32,339	37,390	39,291
15	29,863	32,839	38,311	40,166
16	30,547	33,105	40,503	41,042
17	32,292	34,927	41,115	41,917
18	33,012	35,605	41,726	42,792
19	33,632	36,310	42,231	43,667
20	34,392	36,986	42,915	44,543
21	35,092	37,672	43,509	45,418
22	35,792	38,358	44,104	46,266
23	36,325	39,045	44,698	47,131
24	37,010	39,733	45,282	48,013
25	37,680	40,417	46,771	48,913
26	38,405	41,104	48,250	49,825
27	39,104	41,865	49,729	50,767
28	39,837	42,642	51,208	51,722
29	40,585	43,425	52,688	52,695

Custodian A appointees who do not possess a Boiler license shall receive the appropriate above salary less \$575. Effective July 1, 2000, a Custodian B who possesses a valid Black Seal license shall receive an annual stipend of \$300.

In addition to the above-stated salaries, all aides shall receive the following longevity increments:

- After twenty (20) consecutive years of employment - \$300
- After twenty-five (25) consecutive years of employment - \$600
- After thirty (30) consecutive years of employment - \$900

**SCHEDULE "E-2"**

**CUSTODIAN B, CUSTODIANS A,  
HEAD CUSTODIANS, CHIEF GROUNDSKEEPERS/MAINTENANCE  
SALARY GUIDE**

**2004-2005**

2004-2005 STEP	CUSTODIAN B	CUSTODIAN A	HEAD CUSTODIANS	CHIEF GROUNDS/ MAINTENANCE
1	21,892	26,132	28,440	31,201
2	22,392	26,632	28,940	31,701
3	22,892	27,132	29,440	32,201
4	23,392	27,632	29,940	32,701
5	23,963	28,240	30,759	33,339
6	24,533	28,848	31,577	33,976
7	25,147	29,366	32,395	34,614
8	25,858	30,064	33,213	35,251
9	26,569	30,662	34,031	35,959
10	27,280	31,162	34,850	36,730
11	27,964	31,662	35,668	37,570
12	28,647	32,174	36,488	38,410
13	29,331	32,674	37,304	39,451
14	29,995	33,174	38,225	40,126
15	30,698	33,674	39,146	41,001
16	31,382	33,940	41,338	41,877
17	33,127	35,762	41,950	42,752
18	33,847	36,440	42,561	43,627
19	34,467	37,145	43,066	44,502
20	35,227	37,821	43,750	45,378
21	35,927	38,507	44,344	46,253
22	36,627	39,193	44,939	47,101
23	37,160	39,880	45,533	47,966
24	37,845	40,568	46,117	48,848
25	38,515	41,252	47,606	49,748
26	39,240	41,939	49,085	50,660
27	39,939	42,700	50,564	51,602
28	40,672	43,477	52,043	52,557
29	41,420	44,260	53,523	53,530

Custodian A appointees who do not possess a Boiler license shall receive the appropriate above salary less \$575. Effective July 1, 2000, a Custodian B who possesses a valid Black Seal license shall receive an annual stipend of \$300.

In addition to the above-stated salaries, all aides shall receive the following longevity increments:

- After twenty (20) consecutive years of employment - \$300
- After twenty-five (25) consecutive years of employment - \$600
- After thirty (30) consecutive years of employment - \$900

**SCHEDULE "E-3"**

**CUSTODIANS B, CUSTODIANS A,  
HEAD CUSTODIANS, CHIEF GROUNDSKEEPERS/MAINTENANCE  
SALARY GUIDE**

**2005-2006**

2005-2006 STEP	CUSTODIAN B	CUSTODIAN A	HEAD CUSTODIANS	CHIEF GROUNDS/ MAINTENANCE
1	22,802	27,042	29,350	32,111
2	23,302	27,542	29,850	32,611
3	23,802	28,042	30,350	33,111
4	24,302	28,542	30,850	33,611
5	24,873	29,150	31,669	34,249
6	25,443	29,758	32,487	34,886
7	26,057	30,276	33,305	35,524
8	26,768	30,974	34,123	36,161
9	27,479	31,572	34,941	36,869
10	28,190	32,072	35,760	37,640
11	28,874	32,572	36,578	38,480
12	29,557	33,084	37,398	39,320
13	30,241	33,584	38,214	40,361
14	30,905	34,084	39,135	41,036
15	31,608	34,584	40,056	41,911
16	32,292	34,850	42,248	42,787
17	34,037	36,672	42,860	43,662
18	34,757	37,350	43,471	44,537
19	35,377	38,055	43,976	45,412
20	36,137	38,731	44,660	46,288
21	36,837	39,417	45,254	47,163
22	37,537	40,103	45,849	48,011
23	38,070	40,790	46,443	48,876
24	38,755	41,478	47,027	49,758
25	39,425	42,162	48,516	50,658
26	40,150	42,849	49,995	51,570
27	40,849	43,610	51,474	52,512
28	41,582	44,387	52,953	53,467
29	42,330	45,170	54,433	54,440

Custodian A appointees who do not possess a Boiler license shall receive the appropriate above salary less \$575. Effective July 1, 2000, a Custodian B who possesses a valid Black Seal license shall receive an annual stipend of \$300.

In addition to the above-stated salaries, all aides shall receive the following longevity increments:

- After twenty (20) consecutive years of employment - \$300
- After twenty-five (25) consecutive years of employment - \$600
- After thirty (30) consecutive years of employment - \$900

**SCHEDULE "F"**

**INSTRUCTIONAL AIDES/CLERICAL AIDES SALARY GUIDE**

**2003-2004, 2004-2005, 2005-2006**

Each Instructional Aide and Clerical Aide who is covered by this Agreement shall be paid as follows:

2003-2004 STEP	2003-2004 SALARY	2004-2005 STEP	2004-2005 SALARY	2005-2006 STEP	2005-2006 SALARY
1	12,017	1	12,350	1	12,712
2	12,217	2	12,550	2	12,912
3	12,417	3	12,750	3	13,112
4	12,617	4	12,950	4	13,312
5	12,817	5	13,150	5	13,512
6	14,061	6	14,394	6	14,756
7	14,813	7	15,146	7	15,508
8	15,286	8	15,711	8	16,215

In addition to the above-stated salaries, all aides shall receive the following longevity increments:

Longevity:

After five (5) consecutive years of employment - \$300

After ten (10) consecutive years of employment - \$600

Completion of 75 undergraduate credits:

2003-2004	2004-2005	2005-2006
\$275	\$300	\$325

**SCHEDULE "G"**

**COMPUTER HARDWARE TECHNICIAN SALARIES**

**2003-2004, 2004-2005, 2005-2006**

The following salaries cover existing position occupants only.

TITLE	NAME	2003-2004	2004-2005	2005-2006
Computer Hardware Technician	Harris	\$33,963	\$35,406	\$36,911

**COMPUTER HARDWARE TECHNICIANS**

1. The minimum annual salary for this position shall be \$31,350 in 2003-2004, \$32,682 in 2004-2005, and \$34,071 in 2005-2006.
2. In negotiations for a successor Agreement, the parties shall negotiate a salary for succeeding contract years.

**SCHEDULE "H"**

**MUSIC ACCOMPANIST**

**2003-2004, 2004-2005, 2005-2006**

The following salaries cover existing position occupants only.

TITLE	NAME	2003-2004	2004-2005	2005-2006
Music Accompanist	Polk	\$15,414	\$16,069	\$16,752

**MUSIC ACCOMPANIST**

1. The minimum annual salary for this position shall be \$14,750 in 2003-2004, \$15,414 in 2004-2005, and \$16,069 in 2005-2006.
2. In negotiations for a successor Agreement, the parties shall negotiate a salary for succeeding contract years.
3. This position carries with it all the rights and privileges of an Instructional Aide portion of this agreement.

**Agreement between the Pennsville Education Association  
and  
Pennsville Township Board of Education  
7/1/2000 - 6/30/2003**

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