

COLLECTIVE NEGOTIATIONS AGREEMENT

between the

**BORDENTOWN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION**

and the

BORDENTOWN REGIONAL EDUCATION ASSOCIATION

Covering

CERTIFIED PERSONNEL

and

SECRETARIES, BUS DRIVERS, AIDES, AND CUSTODIANS

July 1, 2022 - June 30, 2024

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PREAMBLE

This Agreement, entered into this July 1, 2022, by and between the Board of Education of the Bordentown Regional School District, hereinafter called the "Board," and the Bordentown Regional Education Association, hereinafter called the "Association," represents and incorporates the complete and final understanding and settlement by the parties of all negotiable issues which were or could have been the subject of negotiations.

ARTICLE 1 **RECOGNITION**

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for certified non-supervisory personnel employed by the Board, under contract or on leave, including:

- Classroom Teachers
- Special Area Teachers including: music, art, physical education, home economics, family and consumer science, and industrial arts and technology
- Librarians
- Nurses
- Compensatory Education and Title I Teachers
- Teachers of Special Education
- Speech Therapists
- Child Study Team Members
- Guidance Counselors
- Athletic Trainer
- Substance Abuse Coordinator

but excluding all supervisory personnel and all hourly rate employees.

The Board also recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for the following employees, whether under contract or on leave:

- Secretaries
- Clerks
- Bus Aides
- Instructional Aides
- General Aides
- Custodians and Maintenance Personnel
- Bus Drivers

but excluding the Supervisor of Buildings and Grounds, the Secretary to the Superintendent, the Payroll Secretary, the Secretary to the Board Secretary/Business Administrator, and the CDA Administrative Assistant and Secretary.

- B. Unless otherwise indicated, the term "unit member," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined. The particular terms and conditions of employment of the Athletic Trainer are described in the job description for that position adopted by the Board on July 1, 2003, and are not modified by this agreement except as specifically stated herein.

ARTICLE 2

NEGOTIATIONS PROCEDURES

- A. The parties agree to enter into collective negotiations over a successor agreement, in accordance with P.L. 1968, c. 303, as amended by P.L. 1974, c. 123, in a good faith effort to reach agreement on matters concerning the terms and conditions of unit member employment. The parties shall hold their first negotiations session during the month of February of the calendar year in which the contract expires, at which they shall exchange proposals.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations. The Board and the Association retain the right to review, ratify, or reject the tentative agreements reached by their negotiations representatives.
- D. This Agreement shall not be modified in whole or in part by the parties, except by an instrument in writing duly executed by both parties.

ARTICLE 3

GRIEVANCE PROCEDURES

- A. Definitions
1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment of a unit member or group of unit members and/or the interpretation, meaning, or application of any of the provisions of this Agreement.
 2. An "aggrieved person" is the person or persons making the claim.
 3. A "party-in-interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to resolve grievances, at the lowest possible level, which may, from time to time, arise concerning the terms and conditions of employment of unit members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein shall be construed as limiting the right of any unit member having a grievance to discuss the matter informally with any appropriate member of the administration, and to have the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.
3. The Association shall have an opportunity to file a grievance even when the aggrieved individual is unwilling to do so on his/her own.

C. Procedure

1. Since it is important grievances be processed as rapidly as possible, the number of days indicated at each level shall be a maximum, and every effort should be made to expedite the process. Failure by a grievant to process the grievance in a timely fashion shall constitute a waiver of the right to grieve on the matter in question. Failure by the Administration or the Board to respond to a grievance in a timely fashion at Level One, Two, or Three shall permit the grievant to proceed to the next step in the procedure. The time limits specified may, however, be extended by mutual agreement. A grievance must be initiated in writing at Level One within twenty (20) school days of the point of grievance.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as it is practicable.
3. Level One
 - a. A unit member with a grievance shall first discuss it verbally; a teacher, secretary, or aide with his/her principal; a custodian or maintenance person with the Supervisor of Buildings and Grounds; a bus driver and aide on a bus with the Transportation Supervisor – with the objective of resolving the matter informally. The unit member may elect to have an Association representative present.
 - b. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One (a), s/he may file the grievance in writing with the principal, or Business Administrator, in the case of custodians or

maintenance personnel, bus drivers and bus aides, within twenty (20) school days of the incident giving rise to the grievance, with the objective of resolving the matter by a written decision within five (5) school days after receipt of the written grievance.

4. Level Two

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after written presentation of the grievance, s/he may file the grievance, in writing, with the Association within five (5) school days after the decision at Level One or ten (10) school days after the written grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Association should refer it to the Superintendent if it determines that the grievance is meritorious.
- b. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two (a), or if no decision has been rendered within five (5) school days after presentation of the grievance to the Association, s/he may file the grievance, in writing, with the Superintendent.

5. Level Three

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance by the Superintendent, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, s/he may, within five (5) school days after a decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request, in writing, that the Association submit the grievance to the Board.
- b. This request shall be submitted through the Superintendent who shall attach all related papers and forward the request to the Board.
- c. The Board, or a committee thereof, shall review the grievance, and, if requested, shall hold a hearing with the employee and other interested parties in order to establish all the facts.
- d. The Board will render a decision, in writing, to the aggrieved person within thirty (30) calendar days.

6. Level Four

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within thirty (30) calendar days after the grievance was delivered to the Board, the aggrieved person may, within five (5) school days after a decision by the Board or thirty-five (35) calendar days after the

grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit its grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance within fifteen (15) school days after receipt of the grievance by the aggrieved.

- b. Within ten (10) school days after such agreement to submit the grievance to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators will be made, on a rotating basis, to the American Arbitration Association and the Public Employment Relations Commission, by either party. The parties will be bound by the rules and procedures of the agency utilized for that grievance.
- c. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties regarding grievances involving alleged violations of the express terms of this Agreement, and shall be advisory to the parties regarding grievances involving Board policy and administrative decisions affecting terms and conditions of employment.
- d. The arbitrator shall limit him/herself to the issues submitted to him/her and shall consider nothing else. S/he can neither add nor subtract anything to or from the Agreement between the parties. The only grievances which may be arbitrated are those alleging that there has been a violation of the express, written terms of the locally negotiated Agreement. The arbitrator shall have only the power to interpret what the parties to the Agreement intended by the specific clause in the Agreement which is at issue. His/her recommendations on such an interpretation shall be binding on the parties.

D. Rights of Unit Members to Representation

Any unit member in interest may be represented at all stages of the grievance procedure by him/herself or, at his/her option, by a representative selected or approved by the Association.

E. Miscellaneous

- 1. Decisions rendered at Level One (b), Levels Two and Three of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties.
- 2. All documents, records and communications between the grievant/ Association and the Administration/Board dealing with the processing of a grievance shall be filed in a separate grievance file, shall not be kept in the

personnel file of any of the participants, and shall be made available to the Association representative upon request.

3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties-in-interest and their designated or selected representatives, heretofore referred to in this Article.
4. The costs for the services of the arbitrator shall be equally shared by both parties to the Agreement, and any additional costs shall be paid solely by the party incurring such costs.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
6. If a grievance affects a group or class of unit members, and it cannot be resolved by the appropriate principal, the grievance committee may submit such grievance, in writing, to the Superintendent directly, and the processing of such grievance shall be commenced at Level Two.

ARTICLE 4 **MEMBER RIGHTS**

- A. Pursuant to P.L. 1968, c. 303, as amended by P.L. 1974, c. 123, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board agrees that it shall not directly or indirectly discourage, deprive, or coerce any unit member in the enjoyment of any rights conferred by P.L. 1968, c. 303, or other laws of New Jersey, or the Constitutions of New Jersey and the United States, that it shall not discriminate against any unit member with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association and its affiliates, participation in any activities of the Association and its affiliates, collective negotiations with the Board, or institution of any grievance, complaint, or proceeding under this Agreement or otherwise, with respect to any terms or conditions of employment.

An employee who chooses to arbitrate a grievance alleging a violation or misinterpretation of this clause shall be precluded from submitting the same grievance or complaint to any other legal forum. An employee who files a grievance or complaint in any other legal forum regarding the rights delineated in this paragraph shall be precluded from submitting the same grievance to arbitration.

- B. No unit member shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any

such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

- C. No unit member shall be prevented from wearing pins and other identification of membership in the Association or its affiliates if kept within bounds of good taste.
- D. The teacher shall maintain the right and responsibility to determine grades and other evaluations of students within the grading policies of the Bordentown Regional School District. The administrator will show the teacher any changes made on the student's official records and indicate, in writing to the teacher, the reason for these changes. This is to be given to the teacher prior to the first day of the succeeding year.
- E. Unit members shall not be required to drive students in the unit members' own vehicles.
- F. Tenured secretaries and clerks and non-tenured, non-certified unit members shall be subject to reductions in force in accordance with their seniority within the District, when in the judgment of the administration the performance of the affected employees is equal.

ARTICLE 5
ASSOCIATION RIGHTS AND PRIVILEGES

- A.
 - 1. The Board agrees to furnish to the Association, in response to mutually agreed upon reasonable requests from time to time, all available public information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certified personnel, tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, census data, names of all unit members, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the unit members.
 - 2. A copy of the Board agenda for upcoming meetings and the Board minutes of the previous meeting will be made available electronically or sent by request to the President of the BREA and the Head Building Representatives. These will be sent prior to each meeting.
- B. Whenever any unit members are mutually scheduled by both parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, they shall suffer no loss in pay.
- C. The Association, 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. Such transactions shall be scheduled at reasonable times, to be approved by the Superintendent, provided in his/her judgment this shall not interfere with or interrupt school operations.

- D. The Association shall have the right to use school facilities and equipment, including computers, printers, duplicating equipment, calculating machines, and all types of audio-visual equipment, with the approval of the Superintendent, 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 as determined by the Board.
- E. The rights and privileges of the Association and its representatives, as set forth in this Article, shall be granted only to the Association as the exclusive representative of the unit members, as defined in Article I, and to no other teacher association or union.
- F. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty room and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the general school office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, if feasible, but no approval shall be required for materials to be posted in faculty rooms. His/her approval is required for materials to be posted in the general school office.
- G. The Association shall have the option of reasonable use of the intra-school mailboxes.
- H. The Board may grant leave without pay to the president of the Association and/or the chairperson of the negotiating team, as requested, for transaction of Association business during their terms in office.
- I. The Association shall have the right to purchase expendable office supplies and other materials from the Board at the price paid by the Board.
- J. The Association shall have the right to have a representative present at any orientation program for new personnel covered by this Agreement. The Association representative shall be offered the opportunity to welcome the new personnel.

ARTICLE 6
BOARD RIGHTS AND RESPONSIBILITIES

A. Management Rights

The Association recognizes that the Board has the responsibility and authority to manage and direct, on behalf of the public, all of the operations and activities of the school district to the full extent authorized by Law. The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited only by the specific and expressed terms of this Agreement.

B. Management Prerogative

The Association agrees and recognizes that the Board reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education, to hire, assign, promote, transfer, and direct employees covered by this Agreement, or to take disciplinary action against said employees (up to and including discharge) for just cause, to direct school operations, and to take whatever other actions may be necessary to accomplish the mission of the school district, except as may be specifically provided by the language of this Agreement.

ARTICLE 7
WORK HOURS AND WORK LOAD – CERTIFIED STAFF

A. Work Year

The in-school work year of certified staff employed on a ten-month basis shall be 186 days, 180 work days of which shall be student school days.

- B. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes, but merely to indicate their presence by checking off their names on a sheet maintained in the building administrator's offices.
2. On Fridays and on days preceding holidays or vacations, the teacher unit members' day shall end at the close of the pupils' day. On the above days, staff meetings will be held only in emergencies. Teacher unit members understand that they are to remain on Fridays if Parent Conferences or In-Service Programs are scheduled.

C. 1. Duty-Free Preparation Time

Prep time at each of the schools in the district shall be as follows:

Peter Muschal Elem. School and Clara Barton Elem. School (PMES/CBS):

35 minute prep daily
30 minute lunch daily
15 prep/planning minutes attached to lunch
80 minutes daily and 400 minutes weekly

MacFarland Intermediate School (MIS):

35 minute prep daily
30 minute lunch daily
15 prep/planning minutes attached to lunch
80 minutes daily and 400 minutes weekly

Bordentown Regional Middle School (BRMS):

90 minute prep three days a week
45 minute prep two days a week
30 minute lunch
Daily minutes differ but weekly 510 minutes

Bordentown Regional High School (BRHS):

80 minute prep five days a week
38 minute lunch
Daily minutes differ but weekly 590 minutes

The time resulting from such reduction of prep at BRMS and BRHS will be used for PLC, hall duty, and other assigned duties, but excludes contractually agreed to terms and conditions such as class coverage.

2. Under the eight-period day, high school teachers shall be assigned a six-period teaching load. Under the block scheduling organization, high school teachers shall be assigned a three-period teaching load per semester. The right to consent, however, is given to those teachers who voluntarily wish to exercise the option of accepting a greater teaching load. Teachers shall be compensated for this additional load on a pro-rata salary basis. In addition, high school staff will be assigned to one non-teaching supervisory period per day. Other unit members may be assigned to non-teaching supervisory duties, except that such assignments must be in accordance with the unassigned time and duty-free lunch period provided in C.1. above. Under the block scheduling organization, the duty assignment shall be during the open period adjacent to the lunch period.
3. Under the block scheduling organization, middle school teachers shall be assigned the equivalent of a three-period teaching load per semester. The right to consent, however, is given to those teachers who voluntarily wish to exercise the option of accepting a greater teaching load. Teachers shall be compensated for this additional load on a pro-rata salary basis. In addition, middle school staff will be assigned to one non-teaching supervisory period per day. Other unit members may be assigned to non-teaching supervisory duties, except that such assignments must be in accordance with the unassigned time and duty-free lunch period provided in C. 1. above. Under block scheduling organization, the duty assignment shall be during the open period adjacent to the lunch period.

The parties agree that advisors and coaches will be provided relief of some duty time where needed to help students relative to college pursuits, such as meetings with college coaches and higher education personnel. The parties agreed to refer this matter to the Board Staff Relations Committee to develop a procedure for coaches and advisors to request this time.

4. Staff meetings called by the administration should take place after the normal work day and will be of no more than one hour in duration unless announced at least seventy-two (72) hours in advance. More than one such meeting per month may be required. If the meeting is to be longer than one hour, the approximate amount of additional time will be specified by the administrator.

- D. 1. The normal in-school work day shall consist of not more than seven (7) hours, which shall include a duty-free lunch period as guaranteed under C. 1. above. This time does not include necessary time before and after the work day, in accordance with paragraph D. 2. below.

In the High School, the advisory period will be a Collaborative Learning Period/Professional Learning Communities to be scheduled on alternating weeks (one week PLC and one alternate week CLP) with a maximum of two per month. Staff members will facilitate relevant and varying topics. This advisory period excludes contractually agreed terms and conditions such as class coverage and non-supervisory duties.

2. It is recognized that teachers, as professional employees, spend many hours in addition to the direct contact with students. They, as well as the Board, accept the responsibility for providing the highest quality educational program practicable for every student in the school district. This responsibility includes:
 - a. Careful daily preparation;
 - b. Attendance at staff meetings;
 - c. Working individually with students for corrective and/or make-up work after school hours as needed by the students and determined by the teacher;
 - d. Conferring with parents at mutually convenient times or when scheduled in the program for all teachers;
 - e. Field trips which are part of the curriculum; and
 - f. Meetings/conferences at other times when mutually agreed upon.

Participation in the following are considered voluntary:

- g. Involvement in committee and coordinating activities, as developed by the staff and administration; and
 - h. Participation in PTA, open house, and student performances.
3. The regular workweek for unit members shall not exceed five (5) days.

4. All certified staff will be required to give sixty (60) calendar days' notice of leaving their employment. This requirement may be waived by the Board in emergent situations. The Board will give sixty (60) calendar days' notice of mid-contract termination except for disciplinary termination.

ARTICLE 8, A.
WORK YEAR AND WORK HOURS
SECRETARIES AND AIDES

A Secretaries' Work Year

1. The work year for all ten month secretaries shall be September 1 through June 30, in accordance with the calendar as determined by the Board. The work year for all other secretaries shall consist of twelve months, in accordance with the calendar as determined by the Board.
2. On teacher in-service days or conference days, the district may provide job related training to secretaries.

B. Aides' Work Year

1. The work year for all Aides shall consist of 184 days, of which 180 days shall be student school days. Two of the four non-student work days shall be dedicated to professional development and the remaining two days shall be applied pursuant to paragraph D. 5. of this article.
2. The work year for Instructional Aides assigned to the Autistic Children Program shall consist of 186 days, of which 180 days shall be student school days. Four (4) of the six (6) non-student work days shall be dedicated to professional development, and two (2) of the days shall be applied pursuant to paragraph D. 5. of this article.
3. The work hours of Autistic Children Program Aides shall be seven (7) hours per day, including a one-half (½) hour duty-free lunch period.
4. Autistic Children Program Aides shall be entitled to one fifteen (15) minute break per day, to be scheduled by the teacher-in-charge and the Aide.
5. Autistic Children Program Aides must be the holders of a county substitute certificate (60 college credits).
6. Additional training may be required and will be provided during the summer months at the per diem rate of pay.
7. Autistic Children Program Aides' salary guide shall be 1.065 x the Aides' salary guide.

C. Secretaries' Work Hours

1. The work hours of secretaries shall be seven and one-half ($7 \frac{1}{2}$) hours per day, including a one-half ($\frac{1}{2}$) hour duty-free lunch. Overtime pay shall be provided at one and one-half ($1 \frac{1}{2}$) times the employee's hourly rate of pay [daily pay divided by seven (7)] for each hour over 40 per week. Secretaries who work on Memorial Day, Labor Day, or July 4th shall receive two (2) hours pay for each hour worked.
2. Secretaries may leave at the same time as the students on the day before Thanksgiving, the day before winter recess, and the day before the spring recess.
3. During July and August, secretaries will work thirty-three-and-three-quarters (33.75) hours per week, including a one-half ($\frac{1}{2}$) hour duty-free lunch, to be scheduled by the administration.
4. Secretaries shall be entitled to one fifteen (15) minute break per day, to be taken in the morning. Said break is to be scheduled with the appropriate administrator.
5. Secretaries shall not be required to clock in or out by hours and minutes, but merely to indicate their presence by checking off their names on a sheet maintained in the building administrator's office.

D. Aides' Work Hours

1. The work hours of aides shall be six and one-half ($6 \frac{1}{2}$) hours per day, including a one-half ($\frac{1}{2}$) hour duty-free lunch. Classroom Aides assigned to block schedules, or other Aides assigned to work a seven (7) hour work day, shall receive salary pro-rated to reflect the additional half hour ($\frac{1}{2}$) worked.
2. The duties of general aides shall be primarily cafeteria and playground duties and secondarily other duties as assigned by the building administrator.
3. Aides may leave at the same time as teachers on Fridays and all days before holidays or vacations.
4. Aides shall be entitled to one fifteen (15) minute break per day, to be scheduled by the teacher-in-charge and the aide.
5. On in-service half-days, aides are free to leave the building once all students are gone and administration has been notified. Aides must remain for duty on days parent conferences are scheduled and during those half days scheduled at the end of the work year. To meet the needs of the district, or upon agreement between the principal and the aide, days referred to in this provision may be switched or exchanged on a day-for-day

basis. On teacher in-service days or conference days, the district may provide job-related training to aides pursuant to above.

- 6. Aides shall not be required to clock in or out by hours and minutes, but merely to indicate their presence by checking off their names on a sheet maintained in the building administrator's office.
- E. All non-certified staff will be required to provide thirty (30) days' notice of leaving their employment. This requirement may be waived by the Board in emergent situations. The Board will give thirty (30) calendar days' notice for a mid-year termination, except for a disciplinary termination.

F. Secretaries' Vacation Days

- 1. Twelve-month secretaries shall be entitled to the following paid vacation days, to be scheduled and approved by the supervisor and the Superintendent.
 - a. 1-5 years of service..... 11 working days
 - b. 6-8 years of service..... 13 working days
 - c. 9-15 years of service..... 16 working days
 - d. 16-19 years of service..... 18 working days
 - e. 20 years and over..... 21 working days
- 2. Vacation days are awarded as of July 1 of the year following initial contract. Vacation time earned in the first year will be prorated based on percentage of time worked (e.g., someone hired in September would receive 75% of vacation days the first year). Employees may accrue up to one year's worth of vacation as of June 30 of any year. The vacation allowance provided on July 1 of any year is in addition to the maximum accumulated as of June 30 of any year. Under certain circumstances, when vacation cannot be used (e.g., extended illness), there can be an extension of the timeframe for using accumulated vacation with the approval of the Superintendent.
- G. In cases of a delayed opening due to inclement weather, the secretaries' arrival time shall be adjusted pursuant to the time of the delayed opening (for example, if there is a two-hour delayed opening, secretaries' arrival time shall be two hours later than normal). In cases of a delayed opening due to any other reason, the secretaries' arrival time shall be their normal arrival time.

Secretaries may leave with the students in the event of early closing due to inclement weather after the building has been cleared following the arrival of district transportation. This provision does not apply to closings due to extreme heat.

Secretaries will not be responsible to work when school is closed for inclement weather.

ARTICLE 8, B.
WORK YEAR AND WORK HOURS
CUSTODIANS AND MAINTENANCE PERSONNEL

A. WORK SCHEDULE (daily)

- | | |
|---------------------------|---|
| 1. Day Custodians | 8 hours plus 1/2-hour lunch |
| 2. Night Custodians | 8 hours plus 1/2-hour dinner |
| | Shift differential:
2022-2024: 34 cents per hour |
| 3. Maintenance Custodians | 8 hours plus 1/2-hour lunch |

SUMMER SCHEDULE (July 1 - August 31)

The length of day shall be eight (8) hours, including lunch, time to be set by the Superintendent or his designee.

HOLIDAY SCHEDULE

When custodians work during a regularly scheduled school holiday, the day hours will be the same as summer hours.

B. SALARY AND OVERTIME

1. Contracted salary is for forty (40) hours per week – on a salary guide negotiated with the Board, as set forth in Schedule E appended hereto. Custodians will be paid on the 15th & 30th of the month, subject to Article 9, E. 1. and 2.
2. All overtime will be paid by the Board at the rate of time and one-half, prorated to the salary of the individual(s) involved. Overtime shall be paid for all school or non-school functions when it is necessary for the employee to exceed forty (40) hours per week or over eight (8) hours per day. Double time will be paid for overtime for non-school-related groups, if the group is billed for services by the Board.
3. Custodial staff may be assigned snow removal duty by the Facilities Director or his/her designee at any time. Double time will be paid for snow removal on Sunday and for work during a “state of emergency,” when the schools of the district are closed. Double-time will not be paid for snow removal duty during a “state of emergency” when the schools of the district are open. For this article, “state of emergency” is defined as a declaration of a state of emergency by Executive Order, as issued by the Governor of New Jersey, wherein only those personnel providing essential services will be permitted on the roads. On days that school is closed due to inclement weather (snow), custodial staff will be notified of the status of their work day and the district’s expectations (i.e., delayed opening and unit member arrival time).

Unit members shall be able to leave following approval of the Supervisor of Buildings and Grounds, with pay, upon completion of snow removal.

4. When overtime is required and there are no volunteers, the Supervisor of Buildings and Grounds shall assign the overtime on a rotating basis starting with the lowest qualified person, according to the seniority list by building.
5. Overtime payments will be included in regular checks.
6. An employee called back to work at a time not contiguous to the regular work day schedule shall receive a minimum of three (3) hours' compensation. This article does not apply to scheduled building checks or when an employee is called back due to shift error.

C. All non-certified staff will be required to provide thirty (30) days' notice of leaving their employment. This requirement may be waived by the Board in emergent situations. The Board will give thirty (30) calendar days' notice for a mid-year termination, except for a disciplinary termination.

D. LUNCH PERIOD

Each custodian will be permitted to have a thirty (30) minute lunch period. During the summer recess, the lunch period will be forty-five (45) minutes. The period is to be designated by the Supervisor of Buildings and Grounds.

E. HOLIDAYS

Each custodian will be permitted the following holidays:

New Year's (2 days)	Memorial Day
Martin Luther King Day	Independence Day
Presidents Day	Labor Day
Good Friday	Thanksgiving (2 days)
Easter Monday	Christmas (2 days)

The school calendar will take preference in the event school is conducted during any of the holidays mentioned above. If school is open during a holiday, an alternative holiday will be given during the school year at the discretion of the Supervisor of Buildings and Grounds.

F. VACATION PERIODS

1. Vacations are provided for as follows, and must be scheduled and approved by the Supervisor of Buildings and Grounds and the Business Administrator.
 - a. 1-5 years' service..... 11 working days
 - b. 6-8 years' service 13 working days
 - c. 9-15 years' service..... 16 working days
 - d. 16-19 years' service..... 18 working days
 - e. 20 years and over..... 21 working days

2. All custodians and maintenance staff members must have vacation time approved by the supervisor. No vacations will be allowed, except by special permission of the Superintendent, during the last two (2) weeks of August or the first week of September.
3. Vacation days are awarded as of July 1 of the year following initial contract. Vacation time earned in the first year will be pro-rated based on percentage of time worked (e.g., someone hired in September would receive 75% of vacation days the first year). Employees may accrue up to one year's worth of vacation as of June 30 of any year. The vacation allowance provided on July 1 of any year is in addition to the maximum accumulated as of June 30 of any year. Under certain circumstances, when vacation cannot be used (e.g., extended illness), there can be an extension of the timeframe for using accumulated vacation with the approval of the Superintendent.
4. Upon approval, no more than two (2) custodians per building per shift or two (2) maintenance personnel per district will be allowed to take vacation of over two (2) days at the same time.

ARTICLE 8, C.
OTHER CONDITIONS OF EMPLOYMENT
CUSTODIANS AND MAINTENANCE PERSONNEL

- A. The Board will provide \$300 for clothing to be purchased through the District. Arrangements shall be made through the Supervisor of Buildings and Grounds for all clothing purchases. The employee is required to wear the District uniform during the school year. The employee will be issued \$150 annually for work shoes. The employee is responsible to wear protective shoes daily all year. The shoes must meet safety standards established by the District.

The parties shall establish a joint safety committee to review and recommend safety standards in the workplace.

- B. Each custodian is required to have an annual physical examination and T.B. test. The examination may be taken at Board expense through the school physician, or at the employee's expense through his/her own physician.
- C. Time clocks and cards will be provided to record hours worked.
- D. Whenever custodians are employed to work at school or other activities, one custodian assigned must have a Black Seal Boiler license, when required by law.
- E. The Board will pay tuition and travel expenses for any custodian employed on a full-time basis who desires to be licensed as a boiler man, through the Burlington County Vocational School. The employee must pay the license fee if s/he successfully completes the course. The license is to be hung in the boiler room and renewed as needed.

Every full-time custodian must obtain a boiler license by the end of the first full year of full-time employment.

- F. Each custodian shall have the right to review his/her personnel file and submit a written response to any derogatory material contained in the file. No material shall be placed in the file unless the employee has received a copy. No confidential files will be kept from the employee.
- G. Part-time employees shall be entitled to personal leave-time benefits prorated in accordance with their work schedules, but they must work a minimum of twenty-six (26) hours/week to get insurance benefits.
- H. Maintenance Equipment: The Board, through the Supervisor of Buildings and Grounds, shall issue to each maintenance person the tools required for assigned work. These tools will be receipted by the maintenance person, who shall be responsible for their care and protection. The District shall replace any such tools that are broken, upon receipt of the broken tool, and the maintenance person shall be responsible for any lost or stolen equipment. Tools must be made available for inspection upon request by the Supervisor of Buildings and Grounds.
- I. Supervision and Work Assignments:
 - 1. All custodians will be assigned and supervised in their jobs by the Supervisor of Buildings and Grounds, the Building Head Custodian, and the Night Foreman, in that order. Duties to be performed by each custodian will be in accordance with Board policies previously established.
 - 2. Night custodians may be required to work days during school vacations. This will be determined by the Supervisor of Buildings and Grounds.
 - 3. Job descriptions will be available to employees and to the Association.
 - 4. A listing of positions in the bargaining unit that become available in the District during the school year shall be posted in the main office of each school, and a copy shall be given to the Association. Such listing shall include the position title, location, timeline for filling the position, and salary range. No position shall be filled prior to the timeline for submission.
 - 5. Unit members who desire to transfer to another building or assignment shall file with the Supervisor of Buildings and Grounds a written statement of such desire. Such statement shall include the building and shift.
- J. All non-certified staff will be required to give thirty (30) calendar days' notice of leaving their employment. This requirement may be waived by the Board in emergent situations. The Board will give thirty (30) calendar days' notice of a mid-contract termination, except for a disciplinary termination.

ARTICLE 8, D.
WORK YEAR, WORK HOURS AND RESPONSIBILITIES
BUS DRIVER AND AIDES ON BUSES

A. SUPERVISION AND WORK ASSIGNMENT

All Bordentown Regional Transportation employees covered by this Agreement are directly supervised by the Transportation Supervisor.

B. WORK SCHEDULE

1. The work year shall be 180 days – calendar to be based on school or district assignment. Two (2) additional workshop days each year may be scheduled by the Transportation Supervisor and will be paid at the extra pay rate. One (1) of the additional workshop days will be the last Monday in August, when drivers must report to work for the purpose of choosing runs for the year and for a mandatory wheelchair/lift training. Any driver or aide not attending on that day must use a sick, personal, or family illness day. One (1) additional day may be scheduled as a workshop day with at least four (4) weeks' notice to those required to attend. Mandatory workshops will not be scheduled on holidays or holiday weekends.
2. The regular contracted work day shall be four (4) hours/day for drivers. Hours for aides on buses will be based on need. The schedule for aides will be assigned by the Transportation Supervisor. Aides may request a run, but the final decision is made by the Supervisor.
3. Drivers and aides on buses for summer work will be selected based on seniority of those requesting it. In case of emergency, other drivers may be called to fill in.
4. Any sick, personal, or family illness days must be taken in at least half-day increments, regardless of total hours worked in the morning or afternoon.

C. MISCELLANEOUS – ALL RUNS SCHOOL YEAR

1. The seniority list will be reviewed annually by the Supervisor and presented to the Association.
2. Upon the posting of each year's school calendar, the Transportation Supervisor and the Unit Representative shall mutually agree upon the date when all contracted bus runs will be posted and bid on according to seniority. If a driver must be absent, it will be his/her responsibility to have another driver pick their desired run. If no pick arrangement or call out is made, the absent driver or drivers will be assigned the last remaining run or runs by the Transportation Supervisor. Openings after the beginning of the school year will be assigned by the Transportation Supervisor.
3. Drivers and aides are contracted by hours, not by routes. Routes are subject to change as conditions require. Drivers will need to do a trial run

before the start of their contract as per the appropriate school calendar. Drivers will be paid at the extra pay rate shown on Schedule F for this time.

4. Drivers whose runs are not scheduled on a specific day shall, upon request, be called to substitute. These drivers shall be paid at the extra pay rate shown on Schedule F for this time. Days worked as a substitute do not count toward fulfillment of 180-day contract.
5. Drivers whose run is cancelled due to student absenteeism shall report for the regular work day and will be assigned work by the Transportation Supervisor. Days when the run is cancelled due to student absenteeism count toward the fulfillment of the 180-day contract. Drivers who do not report to work on these days must take a personal or other leave day.
6. In the event a trip or late run cannot be covered by the voluntary sign up, the last five (5) contracted drivers hired will be selected on a rotating basis to cover said trip/run. It will be the Transportation Supervisor's responsibility to maintain the rotating work list.
7. Drivers must be familiar with and capable of safely driving all vehicles owned by the Transportation Department and must accept work using the vehicle assigned by the Transportation Supervisor.
8. Out of district drivers may not come off their contracted runs to do a field trip or athletic trips. Out of district drivers are all runs that transport students to a school in another district/town.

D. BUS OPERATORS – DAILY RESPONSIBILITIES

1. Report at least 15 minutes prior to scheduled departure time, allowing sufficient time to perform vehicle inspection, complete State-mandated checklist, fill out mileage sheets, and be on time for contracted route. The pre-trip inspection time is part of the contracted four-hour day.
2. Sweep out bus on a daily basis. Drivers and aides are required to maintain cleanliness on the bus at all times.
3. Attend all meetings called by the State Department of Education (Transportation), County Superintendent Transportation Supervisor, Business Administrator or Superintendent.
4. Follow only those routes and stops approved by the Board and County Superintendent of Schools.
5. Complete State-mandated daily checklist neatly and completely, front and back.
6. Any mechanical problem must be reported to the mechanic immediately on an approved work order form and must correlate with the State-mandated checklist.

7. All disciplinary problems must be reported, on a provided form, to the transportation office and the Building Principal or designee of the school which the student attends within 24 hours of the occurrence.
8. Any accident, regardless of how minor, involving a vehicle or a passenger on any vehicle, must be reported immediately to the Transportation Supervisor, followed by completion of a written accident report upon return to the transportation yard. Forms are provided in the transportation office. No bus directly involved in an accident is to be removed from an accident scene until an investigation is made by the proper police authorities and their permission is granted to move the bus.
9. Smoking is not permitted on the bus at any time. Eating and drinking are not permitted on the bus while transporting students. Cell phone use is prohibited when students are on the bus, except in the case of an emergency when the use of the radio would be inappropriate.
10. A daily transportation report will be kept on a form provided and will include miles and tenths for runs and the school(s) involved.
11. Fuel bus at one-half tank or as assigned.
12. Drivers and aides shall be responsible for checking to see that no children or articles are left on the bus.

ARTICLE 8, E.
OTHER TERM AND CONDITIONS
BUS DRIVER AND AIDES ON BUSES

A. **EMPLOYMENT**

1. A substitute driver can gain driver seniority at the rate of two (2) years of substitute driving work equaling one (1) year of seniority, provided the substitute has worked at least 90 days per year. The seniority is accrued when a regular contract is accepted. All years served as a bus driver will be directly accrued. Aides do not accrue driver seniority, but accrue seniority as aides at the same rate as a driver. Years served within the transportation department in a position which requires a bus driver's license will accrue seniority at the rate of one (1) year = one (1) year of driving seniority. In all cases, initial placement on the guide at the time of employment will be at the discretion of the Board.
2. The Board shall repay all fees levied on drivers by the state for testing, upgrades, renewals, fingerprints (every four years) and license after a driver has been employed for sixty (60) days. A driver hired by the District holding the necessary credentials (licenses and endorsements) shall not be reimbursed until the time of renewal.

3. A physical examination shall be required of all new employees and every two (2) years thereafter, as required by law. Employees will have the option to have the physical done by the school physician, at Board expense, or they may choose a doctor of their choice and pay the applicable fee charged by their insurance carrier and will not be reimbursed by the Board for any charge or copayment involved. A T.B. test will be administered at the Board's expense as required.
4. Thirty (30) calendar days' termination notice is required by either party.
5. Any motor vehicle violation is the responsibility of the driver, and further action will be taken in accordance with Section B. All motor vehicle fines for incomplete/incorrect paperwork for which the driver is responsible will be assessed to the individual driver.
6. An aides' seniority list will be established for mid-day, extra, or summer work, and shall have no bearing on regular contracted runs. This list shall apply only when all factors are viewed as equal in the eyes of the administration. The Transportation Supervisor and Business Administrator will have the right not to grant a mid-day, extra, or summer run to an aide who chooses it from seniority and is not suited for the run.
7. Reduction in force will be accomplished on a seniority basis.

B. SUSPENSIONS

Up to three (3) days' suspension without pay may be given to any driver for the following:

1. Speeding: All drivers are to follow the posted speed limit.
2. Failure to obey any other State or local traffic regulations in or out of the District.
3. Changing stops and/or routes previously approved by the Board and County Superintendent without the express permission of the Board.
4. Failure to renew license as required by State statutes. Also, a failure to comply with any other directive from the Board, Superintendent, and/or Business Administrator.

C. WORKING CONDITIONS

1. All extra runs must be posted no later than 9:00 a.m. on the morning of the event whenever possible, unless it is an emergency situation, and all drivers given the opportunity to sign up for the work. All emergency slips are to be dated and time stamped and show when the work will be assigned. Runs will be assigned on the basis of seniority to drivers under the twenty (20) hour per week straight time extra pay limit whenever possible. All mid-day runs, whether contracted or not, will count toward the twenty (20) hours.

Seniority lists developed by the operators' unit will be used for the purpose of run assignment, selection, etc.

2. Failure to report for an extra run may result in ineligibility to sign up for extra work for a minimum of one month. Repeat violations will result in ineligibility for the remainder of the school year. Extenuating circumstances will be reviewed individually.

D. CLOTHING ALLOWANCE

Each driver is eligible for up to a \$200 allowance every three years at the beginning of the contract to be used for the purchase of outerwear. Outerwear shall be in school colors with samples provided by the Transportation Supervisor or the Business Administrator. Orders will be placed through the Business Administrator, and the district will be billed directly. Any employee ordering outerwear must wear it while on duty, given appropriate weather conditions. Any employee hired after July 1 of the second year of the contract must wait until a new contract is negotiated in order to receive outerwear.

E. MISCELLANEOUS

1. Drivers in training (for license and learning runs) will receive the federal or state minimum wage per hour during this period, whichever is higher. Regular contracted drivers serving as new driver trainers will receive their regular contracted rate for all training runs.
2. Drivers for extra pay runs will be paid one (1) hour for any extra work which is cancelled after the bus driver's arrival. If drivers/aides report to work as scheduled and school is cancelled or delayed upon their arrival, they will be paid one (1) hour contract rate pay.
3. Runs for special education extended school year programs will be paid at the regular contracted rate.
4. On half-days when drivers and aides are required to return in addition to their AM/PM run, pay shall be at the contracted hourly rate, pro-rated for actual time worked, after a guaranteed minimum of one-half (½) hour. All time worked on half days counts toward the four hour requirement, and only time in excess of the contracted four hours will be paid.
5. Extra pay shall be paid for all hours worked over and above four hours per day for runs other than contracted runs. Drivers will report at least fifteen (15) minutes early for High School, Middle School, Clara Barton, Peter Muschal, MacFarland and runs after school hours.
6. Drivers' and aides' regular contracted runs are scheduled for 180 days, in accordance with the calendar of the school where the students on their run are transported. In the event that a conflicting calendar requires a driver to work in excess of 180 days, that driver and/or aide shall be paid their

contracted rate for the actual time worked on additional days, with a minimum of one (1) hour paid.

7. Unpaid leave – Thirty (30) calendar days' notice is required for an unpaid leave. An unpaid leave is considered an absence and not counted toward seniority when it exceeds ninety (90) days in a school year.
8. Any job vacated for ninety (90) days will be filled by a contracted employee.
9. If a regular contracted driver on an out-of-district approved bonus pay run is pulled off his/her run due to an administrative decision, said driver will not lose the bonus pay.
10. Contracted substitute drivers will be placed on the appropriate step of the salary guide.
11. Any member of the Transportation Department shall have the right, upon request, to review the contents of his/her personnel file. After review, the member has the right to request removal and/or respond in writing to material contained therein, and such response shall be included in the file. Copies of material in a member's personnel file will be supplied within twenty-four (24) hours to the member concerned, at the member's own expense, if requested in writing. The determination for retention of documents (other than the written answers referred to above) in personnel files resides with the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.

ARTICLE 9 **SALARIES**

A. Salary Guide Placement, Salary Guide Movement, and Direct Deposit

1. Each unit member shall be placed on his/her proper step of the salary schedule in each year of this Agreement, in accordance with this Article and the salary guide schedules attached to this Agreement.
2. Advancement of the Salary Guide
 - a. Unit members who were placed on a ½ step prior to July 1, 2012, shall move through their relevant guide on that ½ step.
 - b. 2012-2013 increment crediting shall follow the terms set forth in Article X, A. 2. through 4. of the 2009-2012 Agreement.
 - c. Credit for a step on the salary guide shall be earned in the following manner:

- 1) Unit members with 10-month contracts shall receive one year's credit on the relevant salary guide for each year in which they are in a pay status more than 94 days.
 - 2) Unit members with 11-month contracts shall receive one year's credit on the relevant salary guide for each year in which they are in a pay status more than 104 days.
 - 3) Unit members with 12-month contracts shall receive one year's credit on the relevant salary guide for each year in which they are in a pay status more than 120 days.
 - 4) "In a pay status" is defined as at work, or on paid sick leave or personal leave, or on paid leave under Article 8.A., F., Article 8.B., F, Article 14, or Article 15.
3. All salaries will be paid by direct electronic deposit. Enrollment forms must be submitted to the Business Office. The parties agree that they are bound to bank rules with respect to direct deposit of paychecks. Employees will have an annual opportunity to request a hard copy or an electronic copy of deposits. The Board will provide all unit members with access to paystubs and itemized paycheck information through an online portal access system. In addition, the Board shall have the right, in its sole discretion, to eliminate the issuance of physical W-2 statements, pay checks, and paystubs to unit members, who shall have access to such information through the online portal and shall utilize direct deposit.

B. Salary Guides

1. The salaries of all certified unit members covered by this Agreement are set forth in Schedule A, which is attached hereto and made part hereof.
2. Credit on the Teachers' Guide
 - a. Credit shall be given to certified staff on the salary schedule upon initial employment, in recognition of military experience or alternative civilian service required by the Selective Service System, but not to exceed four years' credit, or
 - b. In recognition of time spent in the Peace Corps, VISTA, and National Teacher Corps, or on a Fulbright Scholarship, but not to exceed two years' credit.
 - c. Credit up to the highest step of any salary level on the salary schedule may be given to certified staff for previous outside work experience in a duly accredited school upon initial employment, in accordance with the provisions of the schedule.

- C. The salaries of all secretaries covered by this Agreement are set forth in Schedule C, and the salaries of all aides covered by this Agreement are set forth in Schedule D, all of which are attached hereto and made a part hereof.
- D. The salaries of all custodians and maintenance personnel covered by this Agreement are set forth in Schedule E, which is attached hereto and made a part hereof. The salaries of all bus drivers covered by this Agreement are set forth Schedule F, which is attached hereto and made a part hereof.
- E. Pay Periods
1. Unit members shall be paid on the 15th and 30th of each month. Paycheck distribution will be based on 20 equal pays for ten (10) month employees and 24 equal pays for twelve (12) month employees.
 2. When a payday falls on or during a holiday or weekend, unit members shall receive their paychecks on the last previous working day. For the winter and spring recess, checks will be deposited for use on the preceding weekday if the 15th or 30th falls on a weekend.
- F. Unit members on a 10-month contract shall receive their final paychecks on their last contracted working day in June.
- G. Leave shall be granted for jury duty with compensation amounting to the difference between the income for jury duty and the regular salary. Unit members subpoenaed to appear in court shall not receive a pay deduction, but shall have the time charged against their personal leave, except that if the court appearance involves testimony by the employee regarding actions taken in his or her official capacity as an employee of the District with regard to a pupil or parent, the time shall not be charged against the employee's personal leave.
- H. The Board shall pay the full cost of expenses incurred in connection with any courses which an aide or secretary is required and/or requested by the Administration to take.
- I. Following their initial contract, part-time teachers will receive a full incremental step raise for a full year of employment, and their new contract shall be pro-rated equivalent to the percentage of time worked.
- Part-time employees' salaries shall be pro-rated according to hours worked per week.
- J. Salary Column Advancement
1. Teachers will receive payments for graduate courses that have been completed with grade B, or better. (See Schedule A – Graduate Credit Scale)
 2. Adjustments to the salaries of professional staff members for graduate credit advancement, including the Masters step, shall be made during the

months of October and/or March and pro-rated to the prior month. Staff members will be required to present transcript evidence of successful completion of graduate work to the Superintendent during the months of September and/or February.

3. A conference for the approval of graduate study can be requested with the Superintendent at any time. In general, the following graduate credits shall be approved:
 - a. Credits received while matriculating in a graduate program;
 - b. Credits received in the field of education;
 - c. Credits received which are in the same educational area as the instructor is teaching (e.g., history courses for history teachers);
 - d. Special dispensation may be given to those teachers taking undergraduate credits for specialized areas (e.g., modern math courses for teachers of mathematics).
4. At the time of application, new employees shall inform the Superintendent, in writing, of all graduate credits obtained prior to employment, and the Superintendent shall make a recommendation to the Board, which shall determine which credits may be utilized pursuant to J.3. above.
5. Credits for course work taken prior to July 1, 1982, while employed by the Bordentown Regional High School Board of Education for which tuition reimbursement was granted by the Board will not be counted toward the accrual of credit toward all the increments set out in Schedule A – Graduate Credit Scale, but shall only count toward the Bachelor's +30, Master's or Master's +30 increments.
6. Employees shall be credited in the Bordentown Regional School District for all graduate courses for which they were credited in the Bordentown Township, Bordentown City or Bordentown Regional High School Districts prior to July 1, 1982, whether or not they meet the criteria discussed in J.3. above.

K. Longevity

1. Longevity payment shall be granted to secretaries and aides after 15 years of service in the District, and additional longevity payment shall be granted to secretaries and aides after 20 years of service to this District, in addition to their regular base salary. This shall include years of service in Bordentown Regional High School District, Bordentown City School District, and Bordentown Township School District.
2. Longevity payment shall be granted to staff on the teachers' salary guide after 25 years of service in the District, in addition to their regular base salary.

3. Longevity payment shall be granted to custodians, maintenance, and grounds personnel after 10, 14, 18, and 25 years of service in the District, in addition to their regular base salary.
 4. Longevity payment shall be granted to transportation drivers after 11, 15, 20, and 25 years of service in the District, in addition to their regular base salary.
 5. Longevity payments are shown on each Salary Schedule.
- L. Certified unit members employed by the Board for Summer School, Curriculum Research, or other capacities will be paid at the hourly rate of:
- 2022-2023: \$37.11, or, for a 20-hour week: \$742.29
- 2023-2024: \$38.37, or, for a 20-hour week: \$767.43
- M. Teachers assigned to Homebound Instruction and to College Board Tutoring will be paid at the hourly rate of:
- 2022-2024: \$55.00
- N. Teachers accepting assignments to do computer work or detention monitoring during non-school hours will be paid at the hourly rate of:
- 2022-2024: \$28.72
- O. Unit members assigned to any chaperone assignments will be paid at the event rate of:
- 2022-2024: \$55.00

This refers to such events as dances.

1. The following is the compensation for athletic events:
 - a. For ticket sellers, $\frac{1}{2}$ of the event rate, or:

2022-2024: \$30.00
 - b. Security:

2022-2024: \$55.00
 - c. Game Announcers/Clock Operators:

2022-2024: \$65.00
 - d. The Alternate Site Manager will be paid at the event rate, for the length of the evening:

2022-2024: \$66.48

The Alternate Site Manager will only be paid the above stipend under Article 9.O.1.d if the Yearly Site Manager under Article 9.O.1.e is not available at the school where the Alternate Site Manager is called upon to supervise event(s). Under no circumstances shall the Yearly Site Manager receiving the yearly stipend under Article 9.O.1.e also be paid the event rate for the Alternate Site Manager under Article 9.O.1.d.

e. Yearly Site Manager/Supervisor/Athletic Coordinator:

BRHS \$11,500 Fall \$3,250, Winter \$5,000, Spring \$3,250

BRMS \$6,000 Fall \$2,000, Winter \$2,000, Spring \$2,000

*Note: A staff member may cover multiple events, in which case the event pay rates specified in Article 9.O.1.a, b, c, and d may be paid for each event covered, when multiple events are held on the same day or evening.

- P. Whenever a teacher is required to cover a class due to the unavailability of a substitute, such teacher shall be paid if the covering teacher loses his/her preparation time. The hourly rates of pay shall be \$35.89 for 2022-2024. Volunteers for class coverage will be solicited at the beginning of the school year, and the order of assignment to cover a class shall be as follows:
- 1st – Volunteers certified to teach the subject matter of the class to be covered
 - 2nd – Non-volunteers certified to teach the subject matter of the class to be covered
 - 3rd – Volunteers not certified to teach the subject matter of the class to be covered
 - 4th – Non-volunteers not certified to teach the subject matter of the class to be covered
- Q. Unit members required to travel between buildings in their personal cars shall be reimbursed at the State OMB travel payment guideline rate, set annually.
- R. The Athletic Trainer shall be paid as follows: 1.15 times the appropriate step on the B.A. column plus the appropriate graduate-credit adjustment.
- S. On in-service days, the Superintendent/designee shall determine time allocated for nurses to prepare for the opening of school in order to meet NJDOE mandates and regulations as provided in N.J.A.C. 6A.
- T. Extra pay will be paid on regularly scheduled paydays provided proper vouchers have been filed on time and these must be approved by the Transportation Supervisor and Business Administrator.
- U. The Board will reimburse unit members who are speech therapists in the amount of \$175 to cover the fee for obtaining and maintaining a New Jersey Audiology or

Speech/Language Pathology License. Reimbursement will be made at the time of initial licensure and every other year at the time of renewal, upon the employee furnishing the Business Office with proof of obtainment or renewal of said license.

ARTICLE 10
EMPLOYEE ASSIGNMENT

- A. All unit members shall be given written notice of their salary schedules, class and/or subject assignments, building assignments and room assignments for the forthcoming year not later than August 1.

The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level or work position for which the Board has appointed the unit members. The Superintendent shall give notice of assignments to new employees as soon as practicable, and except in cases of emergency, not later than August 15.

In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are proposed after August 15, the Association and any employee affected shall be notified promptly in writing.

A listing of all positions that become available in the District during the school year (July 1 through June 30) shall be posted in the faculty/staff/drivers' rooms, a copy given to the Association, and posted on the District's website. This includes teaching, administrative, and extracurricular activities.

- B. Except in emergencies, all unit members shall be given written notice of their salary, and the position and building to which they are to be assigned for the forthcoming year, not later than August 1. In the event that changes in such schedule or building assignments are necessary after August 1, the Association and any employee affected shall be notified promptly in writing. All teachers notified about required room changes after August 15 will be given a \$300.00 stipend to compensate for time associated with conducting relocation and preparing the room on short notice.

Aides shall be notified of intent to rehire before May 30.

- C. Child Study Team and Guidance personnel shall be notified of summer employment no later than June 1.

D. Reduction in Force

1. On or before March 30 of each year, the Board will inform the Association of any anticipated reduction in unit member positions to be effective the following September. If a decision to reduce the work force becomes necessary at any other time during the year, the Board will inform the Association at least thirty (30) days prior to the effective date of such reduction.

2. The Association may submit concerns or alternative suggestions regarding the above to the Board through the Administration or via the Board/Staff Relations Committee.
3. Individuals recommended for dismissal or non-renewal due to a reduction in force shall be notified by the Superintendent at least ten (10) work days in advance of the official Board action on same, or in case notice is not provided, the employee shall receive the equivalent number of days pay (e.g., if 7 days' notice is given, then 3 days' pay shall be paid.)

ARTICLE 11
EVALUATION PROCEDURE – CERTIFIED STAFF

- A. There will be a minimum of three (3) observations for each non-tenured staff member and a minimum of one (1) observation for each tenured staff member. Differentiated Evaluation is an optional technique and procedure that can be used.
- B. A written report of the observation shall be distributed to the staff member involved by the appropriate administrator within five (5) working days of the formal observation.
- C. A conference between the individual teaching staff member and the appropriate administrator shall be held within ten (10) working days of the receipt of the observation report; however, the conference date may be set by the administrator at the time of issuance of the observation report.

A minimum of twenty-four (24) hours shall be between receipt of the observation report and the observation conference.
- D. There will be a minimum of five (5) calendar days between the observation conference and the next formal observation.
- E.
 1. Whenever the work performance of a teacher is monitored or observed, it shall be conducted openly. The use of eavesdropping, public address, audio, and similar surveillance devices shall be strictly prohibited.
 2. A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators at least one day before any conference to discuss it. Discussion of any observation or visit shall be held privately. Evaluation reports shall be placed into the teacher's file or otherwise acted upon after the conference.
- F. Any complaints made to any member of the Board or administration, if relied upon by the Board or administration for specific action regarding a teacher, shall be called to the attention of the teacher in writing.
- G. Any question or criticism by an administrator, Board member(s), or the Board in Toto, of a teacher and his/her instructional methodology shall be made in confidence and not in the presence of students, parents, or at any other public

gathering. Likewise, any criticism of a supervisor, administrator, Board member(s), or the Board in Toto shall be made in confidence and not in the presence of students, parents, or at any other public gathering. The exception is that a teacher, administrator, or Board member shall be free to speak openly at any conference concerning his/her child.

- H. Whenever a teacher is required to appear before the Superintendent, Board, or any committee thereof, concerning a discontinuation of that teacher in his/her office, position or employment, or the salary or any increments pertaining thereto, then s/he shall be given prior written notice of the intent of such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of a teacher pending charges shall be with pay.
- I. No material derogatory to a unit member's conduct, service, character or personality shall be placed in his/her personnel file unless the unit member has had an opportunity to review the material. The unit member shall acknowledge that s/he has had the opportunity to review such material by affixing her/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 unit member shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. The determination for retention of documents (other than the written answers referred to in the preceding sentence) in personnel files resides with the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.
- J. Final evaluation of a unit member upon termination of his/her employment shall be concluded prior to severance and no documents and/or other material derogatory to the unit member's conduct, service, character or personality shall be placed in the personnel file of such employee after severance unless the employee has been notified of the intent to do so and has been given an opportunity to review the material. The unit member shall acknowledge that s/he has had the opportunity to review such material by affixing his/her signature to the copy to be filed, or, if it is impossible for the teacher to review the actual copy to be filed, to a form supplied by the administration attesting to the fact that s/he has had an opportunity to review a copy of the materials to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof.

The unit member shall also have the right to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. The determination for retention of documents (other than the written answers referred to in the preceding sentence) in personnel files resides with the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.

- K. A teacher shall have the right, upon request, to review the contents of his/her personnel file. After review, a teacher has the right to request removal and/or respond in writing to material contained therein, and such response shall be

included in the file. Copies of a teacher's personnel folder material will be supplied within twenty-four (24) hours to the teacher concerned at the teacher's own expense if requested in writing. The determination for retention of documents (other than the written answers referred to above) in personnel files resides with the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.

ARTICLE 12
EVALUATION PROCEDURE – NON-CERTIFIED STAFF

- A. There will be a minimum of one (1) written evaluation per year of each secretary, aide, and custodian. A copy of the written evaluation shall be given to the employee within five (5) days of the evaluation conference. Employees have the right to attach a rebuttal to the written evaluation. Aides' evaluations will be co-authored by the Principal and the teacher.
- B. Any question or criticism by a teacher, administrator, Board member(s), or the Board in Toto, of an employee will be made privately. Likewise, any criticism of a teacher, supervisor, administrator, Board member(s), or the Board in Toto shall be made privately. The exception is that an employee shall be free to speak openly at any conference concerning his/her child.
- C. Whenever an employee is required to appear before the Superintendent, Board, or any committee thereof, concerning a discontinuation of that employee in his/her office, position, or employment, or the salary or any increments pertaining thereto, then s/he shall be given prior written notice of the intent of such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- D. No material derogatory to a unit member's conduct, service, character, or personality shall be placed in his/her personnel file unless the unit member has had an opportunity to review the material. The unit member shall acknowledge that s/he has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The unit member shall also have the right to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent or his designee and attached to the file copy. The determination for retention of documents (other than the written answers referred to in the preceding sentence) in personnel files resides with the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.
- E. Final evaluation of a unit member upon termination of his/her employment shall be concluded prior to severance, and no documents and/or other material derogatory to the unit member's conduct, service, character, or personality shall be placed in the personnel file of such employee after severance unless the employee has been notified of the intent to do so and has been given an opportunity to review the material. The unit member shall acknowledge that s/he has had the opportunity to

review such material by affixing his/her signature to the copy to be filed, or, if it is impossible for the employee to review the actual copy to be filed, to a form supplied by the administration attesting to the fact that the employee has had an opportunity to review a copy of the materials to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The unit member shall also have the right to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent or his designee and attached to the file copy. The determination for retention of documents (other than the written answers referred to in the preceding sentence) in personnel files resides with the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.

- F. An employee shall have the right, upon request, to review the contents of his/her personnel file. After review, an employee has the right to request removal and/or respond in writing to material contained therein, and such response shall be included in the file. Copies of an employee's personnel folder material will be supplied within twenty-four (24) hours to the employee concerned, at the employee's own expense, if requested in writing. The determination for retention of documents (other than the written answers referred to above) in personnel files resides with the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.

ARTICLE 13 **EMPLOYEE FACILITIES**

- A. An appropriately furnished and air conditioned room shall be reserved for use as an employees' room and work area in each building. The users shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said room. It shall be regularly cleaned by the school's custodial staff.
- B. Well-lighted and clean rest rooms, separate for each sex and separate from the students' rest rooms, shall be provided with keys furnished for each unit member, except in the Clara Barton School, where such facilities are not available.
- C. The Board shall be responsible for providing the following:
1. Space in each classroom in which teachers may store instructional materials and supplies;
 2. Vending machines in the rooms which become the responsibility of the Association;
 3. A serviceable desk and chair for the use of each unit member; and
 4. Free and adequate off-street, paved parking facilities, available on a building basis. The Board will request the appropriate municipal authorities to patrol such parking lots with police cars on a regular basis.

- D. In order to permit freedom of access both during and after regular school hours, all teachers, upon request, may be given keys to the faculty room, teacher work area, and interior hallway gates of their base school.
- E. In areas reserved for staff, there shall be available, for staff use only, computers, printers, and scanners, to be maintained in good working condition by the Board.

ARTICLE 14
SICK LEAVE POLICY

- A. Sick leave is defined to mean the absence of any person from his/her post of duty because of personal disability due to illness or injury, or because of exclusion from school by the school district's medical authorities as a result of contagious disease, or by being quarantined for disease in the immediate household.
- B. All certified unit members employed shall be entitled to twelve (12) cumulative sick leave days as of the first official day of said school year, whether or not they report for duty on that day. Certified unit members employed for less than a full school year shall be entitled to sick leave in proportion to the time employed. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- C. All non-certified unit members employed on a twelve (12) month basis shall be entitled to thirteen (13) days of paid sick leave per year. Other non-certified unit members working less than twelve months shall receive twelve (12) days paid sick leave per year. Sick leave for secretaries, custodians and maintenance personnel shall be effective as of July 1 of each year, and as of September 1 of each year for aides and bus drivers. Non-certified unit members employed for less than a full school year shall be entitled to sick leave in proportion to the time employed. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- D. All unit members who are employed less than full-time shall receive sick leave benefits at the same rate as the percent of employment. As an example, a teacher who is contracted to work half-time will be entitled to half of the sick leave days (6) which is 12 half-days.
- E. Pay for Unused Sick Leave
 - 1. Reimbursement is \$40 per day for all bargaining unit members.
 - 2. Unit members must have a bank of a minimum of twenty-five (25) days accrued to be eligible for reimbursement, and upon reaching eligibility, all days will qualify for payment.
 - 3. At the option of the unit member, such payment may be divided into three (3) equal payments, with the first payment on the first July 15 after the retirement or leaving the system, the second payment on the next July 15, and the third payment on the third July 15.

- a. If the reimbursement amount exceeds \$6,000.00, such payment must be divided into three (3) equal payments, with the first payment on the first July 15th after retirement or leaving the system after ten (10) or more years of service in the district, the second payment on the next July 15th and the third payment on the third July 15th.
 - b. Beginning July 1, 2004, sick day payment is available for those retiring from the district or for those leaving the district after ten (10) years of service.
 - c. Beginning with July 1, 2004, employees who leave the district will be eligible for the above if they leave the district with ten (10) or more years of service in the district.
 - d.. Unit employees hired on or after July 1, 2012 will be eligible for the above if they meet the requirement under 2. above, have ten (10) or more years of service in the District, and retire under the terms of T.P.A.F. or P.E.R.S.
4. In the event of the death of a certified staff member, secretary, aide, custodian, bus driver, or bus aide, while under contract, the Board shall pay the employee's estate a sum for accumulated unused sick leave days in accordance with the above.
 5. A bonus of \$300 will be paid to each custodian and maintenance person and bus driver who has had no absences except for bereavement leave, vacation, one (1) personal leave day under paragraph A. 3. of Article 15, and one (1) family illness day under paragraph A. 2. of Article 15, in each contract year.

ARTICLE 15
TEMPORARY LEAVES OF ABSENCE

- A. Unit members shall be entitled to the following temporary non-cumulative leaves of absence with full pay each school year:
 1. Bereavement Days – Death in immediate family (up to five (5) days per occurrence). Immediate family shall mean spouse, parent, child, brother, sister, grandparent, grandchild, mother/father-in-law, brother/sister-in-law, son/daughter-in-law, and other household members;
 2. Illness in nuclear family (up to three (3) days maximum per year). Nuclear family shall mean parent, spouse, child, and household members.
 3. Up to three (3) days personal leave maximum per year, or up to four (4) days for twelve (12) month secretaries:
 - a. Certified staff shall submit a request for approval to the Building Principal at least twenty-four (24) hours in advance. Custodians and

maintenance personnel shall submit a request for approval to the Supervisor of Buildings and Grounds at least twenty-four (24) hours in advance.

- b. Approval for personal days will not be granted on days immediately preceding or following scheduled holidays or the NJEA Convention. Also, approval will not be granted at a time when the absence may seriously hinder the overall operation of the school (e.g., opening day, closing day, conference days, etc.). An exception may be provided if the reason for the leave was an unforeseeable emergency, or if it is absolutely impossible to schedule the matter on another day. Such requests shall have the reasons for such leave stated and be subject to approval by the administration. Leave to attend the funeral of a person not in the immediate family shall be an acceptable reason under this section.
 - c. Approved "emergency" days may be granted with less than 24 hours' notice, with reasons stated and approved, including the reason of death in other than the immediate family.
 - d. Unused personal days shall be converted for credit as sick leave under the provisions of Article 14 of this Agreement.
4. Visitation days, conferences, conventions, etc., may be granted upon written request with approval of the Building Principal.
5. Up to two (2) additional days may be allowed for certified staff, secretaries, and aides, less substitute pay, after the days allowed under A. 3. have been taken. This provision does not apply to custodians, maintenance, bus drivers, or bus aides personnel. Days under this section may not be taken on consecutive work days with personal leave under paragraph A. 3. of this Article. An exception may be provided if the reason for the leave is an unforeseeable emergency, or if it is absolutely impossible to schedule the matter on another day. Requests for an exception under this section shall have the reasons for such leave stated and shall be subject to approval by the administration.
6. Provisions:
- a. It is expected that the unit member will notify the Building Principal, or Supervisor of Buildings and Grounds, as appropriate, at least twenty-four (24) hours in advance, except in emergencies;
 - b. Absence beyond provisions will be with loss of pay;
 - c. A day's pay is considered 1/200 of a teacher's annual salary and 1/10 of a two (2) week salary check for non-certified staff.
- B. Leaves taken pursuant to Section A. above shall be in addition to any sick leave to which the unit member is entitled.

- C. Unit members accompanying students on school trips or otherwise acting in a capacity representing the school at an educational function will not be considered absent.

ARTICLE 16
EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that up to two (2) unit members designated by the Association shall, upon request, be granted a leave of absence without pay for one school calendar year for the purpose of engaging in activities of the Association or its affiliates, provided notice is received by June 1 preceding the said school year.
- B. A leave of absence without pay for one or two school calendar years shall be granted to any certified unit member who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, or is a full-time participant in or accepts a position at college or university programs, or accepts a Fulbright Scholarship, provided notice is received by June 1 preceding the said school year.
- C. Military leave without pay shall be granted to any certified unit member who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment, pursuant to the requirements of Title 18A.
- D. Maternity Leave

The Board shall grant maternity leave without pay to any unit member, upon request, subject to the following stipulations and limitations:

1. The Board may remove any pregnant unit member from her duties on any one of the following bases:
 - a. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if:
 - (1) the pregnant unit member fails to produce a physician's certificate that she is medically able to continue working; or
 - (2) the Board's physician concludes that the pregnant unit member is unable to continue working.
 - b. Any other just cause that is found to exist in N.J.S.A. Title 18A.
2. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant unit members on the same terms and conditions governing leaves of absence for other illnesses or medical disabilities, as set forth in N.J.S.A. 18A:30-1 et seq.
3. Any tenured or non-tenured unit member seeking such leave shall apply to the Board thirty (30) school days prior to the beginning of leave. At the time

of application, the unit member shall specify in writing the date on which she wishes to return to work after birth. The Board may require any unit member to produce a certificate from a physician in support of the requested leave date. The physician's certification is subject to agreement by the Board's physician. Where the medical opinion is supportive of the leave dates requested, such leave shall be granted by the Board, except that the Board may change the requested dates upon finding that the grant of a leave for the dates stipulated and medically confirmed would substantially interfere with the administration of the school. Following the grant of such leave to any unit member, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the unit member to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time, except that the Board may alter the requested dates upon finding that such extension or reduction would substantially interfere with the administration of the school and/or disrupt the program, and provided that such date change is not medically contraindicated. The Board may require any unit member to produce a physician's certificate in support of the requested change, and it is subject to agreement by the Board's physician.

4. Upon return from a maternity leave of absence, the unit member shall be reinstated in her same position or a similar position for which she is certified.
 5. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period, so long as the non-renewal of employment is not based solely upon a condition or pregnancy or childbirth.
 6. Advancement on the salary guide shall be consistent with the terms of Article 9. A. 2. of this Agreement.
 7. With respect to extension of leave, no such leave for a non-tenured unit member shall be extended beyond the end of the year in which the leave is to commence. For a tenured unit member, no such leave shall be extended beyond a period of 24 calendar months from the date on which said leave is to commence.
- E. Any unit member adopting an infant child may receive similar leave which will commence upon his/her receiving de-facto custody of said infant, or earlier if necessary to fulfill the requirements for adoption.
- F. A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the unit member's immediate family. Additional leave may be granted at the discretion of the Board.
- G. Leaves for Political Office
1. The Board shall grant a leave of absence without pay of one-half school year to a unit member to campaign for public office for him/herself or for another candidate. Such leaves shall be available to an individual no more

than once in four years. Such leaves shall commence with the beginning of the school year and shall end in the month of January at a date determined by the Superintendent.

2. The Board shall grant a leave of absence of up to four full calendar years without pay to a unit member to serve in public office. Such leaves shall be renewable only once. Such leaves shall commence and end in the month of January at a date determined by the Superintendent.
- H. All benefits to which a unit member was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return, and s/he shall be assigned to the same position which s/he held at the time said leave commenced, if available or, if not, to a substantially equivalent position.
- I. Other leaves of absence without pay may be granted by the Board for good reason and shall be equally available to males and females.
- J. Upon return from leave granted pursuant to Section B or C of this Article, a unit member shall be considered as if s/he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level s/he would have achieved if s/he had not been absent, provided, however, that time spent on said leave shall not count toward the fulfillment of the time requirements for acquiring tenure. A unit member shall not receive increment credit for the time spent on a leave granted pursuant to Section A, D, E, F, G, or I of this Article; nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.
- K. All leaves of absence shall be applied for and granted in writing. All leaves under this article, except disability leaves and military leaves, shall terminate at the end of the school year or at the end of a marking period.
- L. It is the responsibility of the unit member who is on leave to notify, in writing, the Superintendent regarding his/her intent to return to teaching/working duties for the coming school year. This notice must be submitted by March 15 of the school year in which the leave is taken. The lack of said notice shall be considered as a resignation.

Employees planning to return at a marking period shall confirm their plans by notifying the Administration thirty (30) days prior to the return date.

ARTICLE 17 **SABBATICAL LEAVES**

- A. A sabbatical leave may be granted to a teacher by the Board for study, including study in another area of specialization, for travel, or for other reasons of value to the school system, subject to the following conditions:
1. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a maximum of four (4) teachers per year.

2. Requests for sabbatical leave must be received by the Superintendent, in writing in such form as may be mutually agreed upon by the Association and the Superintendent, no later than December 15, and action be taken on all such requests no later than January 30 of the school year preceding the school year for which the sabbatical leave is requested.
3. To be eligible, the teacher must have completed at least seven (7) full school years of service in the Bordentown Regional School District. This is understood to include all service in Bordentown City, Bordentown Regional, and Bordentown Township. This does not include time spent on any leaves granted under Article 15 of this Agreement.
4. A teacher on sabbatical leave (either for one half (1/2) of a school year or for a full school year) shall be paid by the Board at 50% of the salary rate which s/he would have received if s/he had remained on active duty.
5. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which s/he would have achieved had s/he remained actively employed in the system during the period of his/her absence.
6. As a condition to accepting the sabbatical leave, the teacher hereby agrees to work for the District in whatever position assigned for a minimum of two (2) years immediately after the end of the leave. If this condition is not fulfilled, the teacher agrees that the District is entitled to the refund of all monies paid by the Board to the teacher during the leave.
7. At the end of the sabbatical leave, and no later than nine (9) weeks after returning to the teaching assignment, a written report will be submitted by the individual to the Board of Education through the proper channels. The contents of this report will include name and location of school, program or activity, length of the program, a description of the program or activity, an evaluation of what was accomplished and any other pertinent information of interest.
8. All regular deductions will be made on sabbatical leave pay.

ARTICLE 18

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a certified unit member is required and/or requested by the administration to take.
- B. When aides are required to work on scheduled in-service days, in-service trainings or professional development workshops will be related to the duties and functions of their job assignments, provided that the Superintendent shall retain sole authority to determine, in the exercise of his or her administrative discretion, the

specific content of such in-service trainings and/or required professional development workshops.

- C. The Board will provide for an annual tuition reimbursement of \$50,000 for certified staff. Employees shall submit their requests to the Superintendent prior to registration. All requests are subject to the approval of the Superintendent. Approval will be granted for courses, which are:
- a. part of a matriculated graduate program in education or in the subject area of their teaching assignment
 - b. graduate courses in subject matter relevant to the teacher's certification and/or teaching assignment
 - c. courses leading to certification in educational administration

Teachers will be reimbursed fifty percent (50%) of the cost of tuition for approved courses, but in no case more per credit than 50% of the per credit tuition charges in the graduate school program at The College of New Jersey.

Reimbursement will be in the month of June for courses which are completed in the fiscal year ending in that June. Should the reimbursement requests exceed the specified yearly total, each applicant will receive 50% reimbursement for three (3) credits, or, if this cost exceeds the annual allowance, a pro-rated amount. If, after this payment is made, there are funds remaining, the next three (3) credits per teacher will be reimbursed, or, if this cost exceeds the annual allowance, a pro-rated amount will be reimbursed. A grade of "B" or better shall be attained for reimbursement.

- D. Teachers accepting tuition reimbursement money from the district agree to remain employees of the district for the two (2) school years following the school year in which they received the reimbursement.

The reimbursement will be waived in the event of Social Security Disability, TPAF disability retirement, a medical condition that requires an end to a teaching career, loss of employment due to a RIF or non-renewal, or resignation due to the transfer of a spouse or domestic partner in his/her employment which requires relocation further than sixty (60) miles from Bordentown Regional School District. Time served in the military after receipt of the tuition payment counts toward the two (2) years return service obligation.

Failure to remain in the district for one (1) full school year after receipt of tuition reimbursement will require full repayment of the reimbursement in question. Leaving the district after one (1) full school year but before the completion of a second full school year after receipt of tuition reimbursement will require fifty percent (50%) repayment of the reimbursement in question.

Any money rebated to the school district under this paragraph will be added to the pool of money available for reimbursement in the year in which it is rebated.

ARTICLE 19
SUPERVISION OF STUDENT TEACHERS

- A. The teacher shall receive a request to take a student teacher at least four (4) weeks prior to the student's introduction to the classroom.
- B. Each cooperating teacher shall be provided with release time up to one (1) day with pay for attendance at regularly scheduled orientation and evaluation sessions sponsored by a student teacher's college or university.
- C. The cooperating teacher and the student teacher shall assess the latter's readiness to assume teaching responsibilities. The cooperating teacher shall have authority to determine to what degree those responsibilities shall be assumed.

ARTICLE 20
PROTECTION OF UNIT MEMBERS

- A. The Board shall reimburse unit members for any loss, damage, or destruction of clothing or personal property on their person while on duty in the school, on the school premises, or on a school-sponsored activity, when such loss, damage, or destruction occurs while such unit member is engaged in action necessary to protect him/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil.
- B. Cases of Assault
 - 1. Unit members shall immediately report cases of assault suffered by them in connection with their employment to their Principal or other immediate superior.
 - 2. Such notification shall be immediately forwarded to the Superintendent, who shall comply with any reasonable request from the unit member for information in the possession of the Superintendent relating to the incident or the persons involved, and who shall act in appropriate ways as liaison between the unit member, the police, and the courts.

ARTICLE 21
DEDUCTION FROM SALARY

- A. Voluntary Dues Deduction
 - 1. The Board agrees to deduct dues from the salaries of its unit members for the Bordentown Regional Education Association, the Burlington County Education Association, the New Jersey Education Association, or any one or any combination of such associations as said unit members individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with P.L. 1967, c. 310 (N.J.S.A. 52:14-15.9e) and

under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Bordentown Regional Education Association by the 15th of each month following the pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. Unit member authorizations shall be in writing in the form set forth below:

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name _____

Social Security No. _____

School Building _____ District _____

To: Disbursing Office of the _____ Board of Education

I hereby request and authorize the above-named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of the January 1 or July 1 next succeeding the date on which notice of withdrawal is filed. I also agree that, upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current school year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization, and relieve the governing body and all of its officers from any liability therefrom.

I designate the Bordentown Regional Education Association to receive dues and distribute according to the organization(s) indicated:

Bordentown Regional Education Association: _____

Burlington County Education Association: _____

New Jersey Education Association: _____

National Education Association: _____

Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which changes the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

B. Representation Fee

1. The Board recognizes the Association as the majority representative and agrees, according to the New Jersey Representation Fee Law, P.L. 1979, c. 477, to deduct representation fees from non-member employees in the unit,

and to forward to the majority representative the representation fee in lieu of dues for services rendered by the majority representative.

2. The representation fee in lieu of dues shall be in an amount equivalent to the regular membership dues, initiation fees, and assessments charged by the majority representative to its own members, less the cost of benefits financed through the dues, fees, and assessments and available to or benefiting only its members. This representation fee shall be levied at 85% of the regular membership dues, fees, and assessments.
 3. The Association shall indemnify and hold the employer harmless against and from any and all claims, demands, suits, and any other forms of liability or costs, whatsoever, including liability for reasonable counsel fees and other legal costs, paid to counsel of the employer's choice, that may arise out of, or by reason of any action taken or not taken by the employer in conformance with or in attempted conformance with the agency shop or representation fee provision. Furthermore, and in addition hereto, the Association guarantees that it will be responsible for any reimbursement to the employer of any costs or expenses arising from or by reason of any action taken or not taken by the employer in conformance with or in attempted conformance with the agency shop or representation fee provision.
- C. Unit members will be notified in writing of any pay deductions made in keeping with the Board's policy. This notice with the reason for same will be provided to the unit member whenever possible prior to the deduction being made, but no later than the issuance of the check, so that an opportunity to meet with the Administration to discuss the action will be possible, if desired.
- D. Bargaining unit members may individually elect for any school year to have a stated amount of their monthly salary deducted from their pay and deposited to their credit at ABCO Federal Credit Union.

ARTICLE 22 **INSURANCE PROTECTION**

The Board shall provide the health care insurance protection designated below to all unit members working the required number of hours to be eligible.

- A. The Board will provide to eligible unit members and their dependents, at no cost to the employee, the State Employee Health Benefits Plan ("SEHBP") insurance package without a free standing prescription plan. The Board will pay the full cost of all medical plans offered by the District, except that:
1. Unit members will contribute towards the cost of health insurance coverage at the fully phased-in Tier 4 levels, as provided for in P.L. 2011, c. 78 ("Chapter 78"). The parties agree that this obligation shall remain in full force and effect unless modified by subsequent negotiations between the Board and the Association or statutory change.

- B. The Board will provide for all employees represented by the Association the current dental coverage plan known as the Delta Dental Plan of New Jersey, Inc., or an equal coverage plan. Dependent coverage may be received at the employee's expense.
- C. For each unit member who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing July 1 and ending June 30. When necessary, payment of premiums on behalf of the unit member shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
- D. The Board shall provide to each unit member a description of the health care insurance coverage provided under this Article, which includes a clear description of conditions and limits of coverage listed above as soon as they are available.
- E. The Board may change the number of hours to be worked in order to be eligible for health insurance coverage under Paragraph A. above to up to twenty-six (26) hours. Should the Board institute such a threshold for employee health insurance coverage, persons employed immediately prior to the change at less than twenty-six (26) hours and receiving such health insurance benefits shall continue to receive such benefits unless their work schedule is reduced to less than twenty (20) hours per week.

Bus drivers and aides who work on school buses and who are employed and receiving health care coverage as of July 1, 2009, shall continue to be eligible for coverage provided they continue to be employees in good standing and remain in the position held on July 1, 2009. Said employees are named in a sidebar agreed to by both parties.

- F. The Board shall provide each unit member the opportunity for a pre-tax payroll deduction, under Chapter 125 of the IRS Code, up to the amount of the employee's contribution for the prescription drug plan premium and dependent dental coverage premium.
- G. The Board recognizes same sex domestic partners as eligible dependents under the NJ Domestic Partnership Act, P.L. 2003, c. 246. The Board will provide domestic partnership health benefits coverage to employees and their domestic partners as provided in the above paragraphs of this Article. These domestic partnerships must meet the requirements of the Domestic Partnership Act, P.L. 2003, c. 246, and a certificate of Domestic Partnership, obtained from the State of New Jersey, must be made available to the Board at the time of application for health insurance coverage.

Procedure for implementation: The Board will extend health insurance coverage to domestic partners by adopting the domestic partnership coverage resolution.

ARTICLE 23
MISCELLANEOUS PROVISIONS


- A. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. 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.
- C. Any individual contract between the Board and an individual unit member, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, during its duration, this Negotiated Agreement shall be controlling.
- D. Within 30 days of its signing, the District will make the Agreement available on the District intranet and the District website. In addition, any unit member who requests a paper copy shall be provided one. The cost for printing such copies shall be shared equally between the Association and the Board.
- E. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination, in the hiring, training, assignment, promotion, transfer, or discipline of unit members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status. An employee who chooses to arbitrate a grievance alleging a violation or misapplication of this clause shall be precluded from submitting the same grievance or complaint to any other legal forum. An employee who files a grievance or complaint in any other legal forum regarding the rights delineated in this Article shall be precluded from submitting the same dispute to arbitration.
- F. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any unit member benefit existing prior to its effective date. It is the intent of the parties that any such benefits existing in a building or buildings prior to this Agreement shall not be expanded beyond that building to unit members in any other building in the Bordentown Regional School District.

ARTICLE 24
DURATION OF AGREEMENT

This Agreement is effective from July 1, 2022, and shall continue in effect through June 30, 2024. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.


IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their seals to be affixed thereto.

Bordentown Regional School District Board of Education:

By:  Date: 8/31/22
President, Board of Education

By:  Date: 8/29/22
Secretary, Board of Education

Bordentown Regional Education Association:

By:  Date: 8/29/2022
President, BREA

By:  Date: 8/29/2022
Representative, BREA

LIST OF SECRETARIES BY POSITION
As of July 1, 2022

CLARA BARTON:

Principal's Secretary	Secretary I	Twelve Month
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CENTRAL OFFICE:

One Positions	Secretary I	Twelve Month
Others in this office are not represented by the Association		

SPECIAL SERVICES:

Three full time positions	Secretary I	Twelve Month
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HIGH SCHOOL:

Main Office (1)	Secretary I	Twelve Month
Director	Secretary I	Twelve Month
Guidance	Secretary I	Twelve Month
Assistant Principal	Secretary I	Ten Month

MIDDLE SCHOOL:

Main Office	Secretary I	Twelve Month
Assistant Principal	Secretary I	Ten Month

MacFARLAND:

Main Office	Secretary I	Twelve Month
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PETER MUSCHAL:

Main Office	Secretary I	Twelve Month
Assistant Principal	Secretary I	Twelve Month

TRANSPORTATION:

Secretary to Director	Secretary I	Twelve Month
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OTHER SECRETARIES NOT REPRESENTED BY THE ASSOCIATION:

***CENTRAL OFFICE:** Administrative Assistants to Superintendent; Administrative Assistants to Board Secretary/Business Administrator; Payroll Coordinator; Accounting Coordinator

*Positions are subject to change

SCHEDULE A-1 – TEACHERS’ SALARY GUIDE

2022-2023

STEP	BA	BA+6	BA+12	BA+18	BA+24	BA+30	MA	MA+6	MA+12	MA+18	MA+24	MA+30	MA+36
1	53,453	54,182	54,523	54,879	55,235	55,591	56,506	57,237	57,575	57,929	58,641	59,370	60,064
2	53,953	54,682	55,023	55,379	55,735	56,091	57,006	57,737	58,075	58,429	59,141	59,870	60,564
3	54,453	55,182	55,523	55,879	56,235	56,591	57,506	58,237	58,575	58,929	59,641	60,370	61,064
4	54,953	55,682	56,023	56,379	56,735	57,091	58,006	58,737	59,075	59,429	60,141	60,870	61,564
5	55,653	56,382	56,723	57,079	57,435	57,791	58,706	59,437	59,775	60,129	60,841	61,570	62,264
6	56,883	57,612	57,953	58,309	58,665	59,021	59,936	60,667	61,005	61,359	62,071	62,800	63,494
7	58,383	59,112	59,453	59,809	60,165	60,521	61,436	62,167	62,505	62,859	63,571	64,300	64,994
8	59,983	60,712	61,053	61,409	61,765	62,121	63,036	63,767	64,105	64,459	65,171	65,900	66,594
9	61,683	62,412	62,753	63,109	63,465	63,821	64,736	65,467	65,805	66,159	66,871	67,600	68,294
10	63,483	64,212	64,553	64,909	65,265	65,621	66,536	67,267	67,605	67,959	68,671	69,400	70,094
11	65,483	66,212	66,553	66,909	67,265	67,621	68,536	69,267	69,605	69,959	70,671	71,400	72,094
12	67,833	68,562	68,903	69,259	69,615	69,971	70,886	71,617	71,955	72,309	73,021	73,750	74,444
13	70,333	71,062	71,403	71,759	72,115	72,471	73,386	74,117	74,455	74,809	75,521	76,250	76,944
14	73,133	73,862	74,203	74,559	74,915	75,271	76,186	76,917	77,255	77,609	78,321	79,050	79,744
15	77,383	78,112	78,453	78,809	79,165	79,521	80,436	81,167	81,505	81,859	82,571	83,300	83,994
16	86,182	86,911	87,252	87,608	87,964	88,320	89,235	89,966	90,304	90,658	91,370	92,099	92,793

Longevity: \$1,428 after 25 years in the District.

SCHEDULE A-2 – TEACHERS’ SALARY GUIDE

2023-2024

STEP	BA	BA+6	BA+12	BA+18	BA+24	BA+30	MA	MA+6	MA+12	MA+18	MA+24	MA+30	MA+36
1	55,325	56,054	56,395	56,751	57,107	57,463	58,378	59,109	59,447	59,801	60,513	61,242	61,936
2	55,825	56,554	56,895	57,251	57,607	57,963	58,878	59,609	59,947	60,301	61,013	61,742	62,436
3	56,325	57,054	57,395	57,751	58,107	58,463	59,378	60,109	60,447	60,801	61,513	62,242	62,936
4	56,825	57,554	57,895	58,251	58,607	58,963	59,878	60,609	60,947	61,301	62,013	62,742	63,436
5	57,325	58,054	58,395	58,751	59,107	59,463	60,378	61,109	61,447	61,801	62,513	63,242	63,936
6	58,425	59,154	59,495	59,851	60,207	60,563	61,478	62,209	62,547	62,901	63,613	64,342	65,036
7	59,725	60,454	60,795	61,151	61,507	61,863	62,778	63,509	63,847	64,201	64,913	65,642	66,336
8	61,225	61,954	62,295	62,651	63,007	63,363	64,278	65,009	65,347	65,701	66,413	67,142	67,836
9	62,925	63,654	63,995	64,351	64,707	65,063	65,978	66,709	67,047	67,401	68,113	68,842	69,536
10	64,725	65,454	65,795	66,151	66,507	66,863	67,778	68,509	68,847	69,201	69,913	70,642	71,336
11	66,725	67,454	67,795	68,151	68,507	68,863	69,778	70,509	70,847	71,201	71,913	72,642	73,336
12	69,085	69,814	70,155	70,511	70,867	71,223	72,138	72,869	73,207	73,561	74,273	75,002	75,696
13	71,585	72,314	72,655	73,011	73,367	73,723	74,638	75,369	75,707	76,061	76,773	77,502	78,196
14	74,385	75,114	75,455	75,811	76,167	76,523	77,438	78,169	78,507	78,861	79,573	80,302	80,996
15	78,635	79,364	79,705	80,061	80,417	80,773	81,688	82,419	82,757	83,111	83,823	84,552	85,246
16	87,432	88,161	88,502	88,858	89,214	89,570	90,485	91,216	91,554	91,908	92,620	93,349	94,043

Longevity: \$1,428 after 25 years in the District.

**SCHEDULE B-1 – EXTRACURRICULAR STIPENDS
2022-2023**

All stipends are calculated on \$11,345 base with ten percent (10%) between steps. Entry level is negotiable for new staff, based on experience. There are two (2) years between steps; therefore it takes five (5) years to reach step 3. Add \$150 longevity for each five (5) years in the same position after reaching the top level.

At the middle school and high school levels, a new activity can be proposed if two (2) conditions apply: (1) Activities which exist in a school year do not have sufficient student participation to run in a given semester; and (2) Student interest in a new activity, along with faculty advisor commitment, are presented to the building principal, who affirms the value of the activity by presenting the proposal to the Superintendent for Board approval. Student interest will include a minimum of 5% of the student body signing a letter proposing the activity and its purpose. A faculty member's intention to advise the activity will be indicated via signature on the letter submitted. All activities are subject to the availability of funding in any given contract year.

Base 2022-2023: \$11,345

	Ratio	Step 1	Step 2	Step 3
BRHS Athletics				
Varsity Football Coach	0.96	\$ 8,822	\$ 9,802	\$ 10,891
Assistant Football Coach (4)	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Varsity Field Hockey Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Field Hockey Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Cross Country Coach	0.66	\$ 6,065	\$ 6,739	\$ 7,488
Cheerleading Coach (per season)	0.49	\$ 4,503	\$ 5,003	\$ 5,559
Boys Soccer Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Boys Soccer Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Girls Soccer Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Girls Soccer Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Boys Varsity Basketball Coach	0.96	\$ 8,822	\$ 9,802	\$ 10,891
Asst. Boys Basketball Coach (2)	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Girls Varsity Basketball Coach	0.96	\$ 8,822	\$ 9,802	\$ 10,891
Asst. Girls Basketball Coach (2)	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Head Wrestling Coach	0.96	\$ 8,822	\$ 9,802	\$ 10,891
Assistant Wrestling Coach (1)	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Bowling Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Bowling Coach (1)	0.41	\$ 3,768	\$ 4,186	\$ 4,651
Varsity Winter Track Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Winter Track Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Varsity Baseball Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Baseball Coach (2)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Varsity Softball Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Softball Coach (2)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Boys Varsity Track Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Boys Track Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Girls Varsity Track Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Girls Track Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Summer Weight Trainer	0.21	\$ 1,930	\$ 2,144	\$ 2,382
Varsity Golf Coach	0.41	\$ 3,768	\$ 4,186	\$ 4,651

**SCHEDULE B-1 – EXTRACURRICULAR STIPENDS
2022-2023**

Base 2022-2023: \$11,345

BRHS Club and Class Sponsors	Ratio	Step 1	Step 2	Step 3
Senior Class Advisors (each person)	0.25	\$ 2,297	\$ 2,553	\$ 2,836
Junior Class Advisors (each person)	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Sophomore Class Advisors (each person)	0.20	\$ 1,838	\$ 2,042	\$ 2,269
Freshman Class Advisors (each person)	0.20	\$ 1,838	\$ 2,042	\$ 2,269

BRHS Activity	Ratio	Step 1	Step 2	Step 3
Academic Coach - Debate/Mock Trial	0.58	\$ 5,330	\$ 5,922	\$ 6,580
Academic Coach - Model Congress/UN	0.58	\$ 5,330	\$ 5,922	\$ 6,580
Activity Points Coordinator	0.09	\$ 827	\$ 919	\$ 1,021
Art Club Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
DECA Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Environmental Club Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Don't Text and Drive Advisor	0.30	\$ 2,757	\$ 3,063	\$ 3,404
FBLA Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
SAVE Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Honor Society Advisor	0.24	\$ 2,205	\$ 2,451	\$ 2,723
Interact Advisor	0.24	\$ 2,205	\$ 2,451	\$ 2,723
Language Club Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Math Club Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Marching Band Director	0.60	\$ 5,514	\$ 6,126	\$ 6,807
Assistant Band Director	0.29	\$ 2,665	\$ 2,961	\$ 3,290
Band Front Advisor	0.38	\$ 3,492	\$ 3,880	\$ 4,311
Music Chorus Advisor	0.37	\$ 3,400	\$ 3,778	\$ 4,198
Newspaper Advisor	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Step Drill Team Advisor	0.25	\$ 2,297	\$ 2,553	\$ 2,836
Student Council Advisor	0.38	\$ 3,492	\$ 3,880	\$ 4,311
Technology Student Association Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Theatre Business Manager	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Theatre Director (*each fall/spring season)	0.56	\$ 5,146	\$ 5,718	\$ 6,353

*Theatre director stipend assumes at least two (2) productions each season.

Theatre Orchestra Director	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Theatre Vocal Director	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Yearbook Advisor	0.70	\$ 6,433	\$ 7,147	\$ 7,942
Weight Room Coordinator – Spring	0.40	\$ 3,676	\$ 4,084	\$ 4,538
Weight Room Coordinator -- Winter	0.30	\$ 2,757	\$ 3,063	\$ 3,404
Yearbook Business Advisor	0.29	\$ 2,665	\$ 2,961	\$ 3,290

**SCHEDULE B-1 – EXTRACURRICULAR STIPENDS
2022-2023**

Base 2022-2023: \$11,345

Middle School Athletics	Ratio	Step 1	Step 2	Step 3
Field Hockey Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Field Hockey Coach (1)	n/a		\$ 2,097	
Boys Soccer Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Boys Soccer Coach (1)	n/a		\$ 2,097	
Girls Soccer Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Girls Soccer Coach (1)	n/a		\$ 2,097	
Boys Basketball Coach	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Assistant Boys Basketball Coach (1)	n/a		\$ 2,097	
Girls Basketball Coach	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Assistant Girls Basketball Coach (1)	n/a		\$ 2,097	
Wrestling Coach	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Assistant Wrestling Coach (1)	n/a		\$ 2,097	
Cheerleader Advisor - per season	0.32	\$ 2,941	\$ 3,267	\$ 3,630
Baseball Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Baseball Coach (1)	n/a		\$ 2,097	
Softball Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Softball Coach (1)	n/a		\$ 2,097	

Middle School Activities	Ratio	Step 1	Step 2	Step 3
Art Club Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Auditorium Coordinator (BRMS)	0.30	\$ 2,757	\$ 3,063	\$ 3,404
Drama Club Advisor *	0.38	\$ 3,492	\$ 3,880	\$ 4,311

* Drama club stipend requires at least two productions per year.

Impact Club Advisor	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Intramural Coaches	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Newspaper Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Outdoor Education Instruction **	0.12	\$ 1,103	\$ 1,225	\$ 1,361

** Stipend represents 100% or a five day trip. The actual stipend is based on the length of the trip. Each day equals 20% of the stipend.

RAPS Coach/Advisor	0.20	\$ 1,838	\$ 2,042	\$ 2,269
Student Council Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Team FAD Advisor	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Chess Club Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Woodworking Club Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Yearbook Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042

Elementary Activity	Ratio	Step 1	Step 2	Step 3
STEM Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Newspaper Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Safety Patrol Coordinator	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Garden Club Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Student Council Advisor	0.15	\$ 1,378	\$ 1,532	\$ 1,702

**SCHEDULE B-2 – EXTRACURRICULAR STIPENDS
2023-2024**

All stipends are calculated on \$11,345 base with ten percent (10%) between steps. Entry level is negotiable for new staff, based on experience. There are two (2) years between steps; therefore it takes five (5) years to reach step 3. Add \$150 longevity for each five (5) years in the same position after reaching the top level.

At the middle school and high school levels, a new activity can be proposed if two (2) conditions apply: (1) Activities which exist in a school year do not have sufficient student participation to run in a given semester; and (2) Student interest in a new activity, along with faculty advisor commitment, are presented to the building principal, who affirms the value of the activity by presenting the proposal to the Superintendent for Board approval. Student interest will include a minimum of 5% of the student body signing a letter proposing the activity and its purpose. A faculty member's intention to advise the activity will be indicated via signature on the letter submitted. All activities are subject to the availability of funding in any given contract year.

Base 2023-2024: \$11,345

	Ratio	Step 1	Step 2	Step 3
BRHS Athletics				
Varsity Football Coach	0.96	\$ 8,822	\$ 9,802	\$ 10,891
Assistant Football Coach (4)	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Varsity Field Hockey Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Field Hockey Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Cross Country Coach	0.66	\$ 6,065	\$ 6,739	\$ 7,488
Cheerleading Coach (per season)	0.49	\$ 4,503	\$ 5,003	\$ 5,559
Boys Soccer Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Boys Soccer Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Girls Soccer Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Girls Soccer Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Boys Varsity Basketball Coach	0.96	\$ 8,822	\$ 9,802	\$ 10,891
Asst. Boys Basketball Coach (2)	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Girls Varsity Basketball Coach	0.96	\$ 8,822	\$ 9,802	\$ 10,891
Asst. Girls Basketball Coach (2)	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Head Wrestling Coach	0.96	\$ 8,822	\$ 9,802	\$ 10,891
Assistant Wrestling Coach (1)	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Bowling Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Bowling Coach (1)	0.41	\$ 3,768	\$ 4,186	\$ 4,651
Varsity Winter Track Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Winter Track Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Varsity Baseball Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Baseball Coach (2)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Varsity Softball Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Softball Coach (2)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Boys Varsity Track Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Boys Track Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Girls Varsity Track Coach	0.79	\$ 7,260	\$ 8,066	\$ 8,963
Assistant Girls Track Coach (1)	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Summer Weight Trainer	0.21	\$ 1,930	\$ 2,144	\$ 2,382
Varsity Golf Coach	0.41	\$ 3,768	\$ 4,186	\$ 4,651

**SCHEDULE B-2 – EXTRACURRICULAR STIPENDS
2023-2024**

Base 2023-2024: \$11,345

BRHS Club and Class Sponsors	Ratio	Step 1	Step 2	Step 3
Senior Class Advisors (each person)	0.25	\$ 2,297	\$ 2,553	\$ 2,836
Junior Class Advisors (each person)	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Sophomore Class Advisors (each person)	0.20	\$ 1,838	\$ 2,042	\$ 2,269
Freshman Class Advisors (each person)	0.20	\$ 1,838	\$ 2,042	\$ 2,269

BRHS Activity	Ratio	Step 1	Step 2	Step 3
Academic Coach - Debate/Mock Trial	0.58	\$ 5,330	\$ 5,922	\$ 6,580
Academic Coach - Model Congress/UN	0.58	\$ 5,330	\$ 5,922	\$ 6,580
Activity Points Coordinator	0.09	\$ 827	\$ 919	\$ 1,021
Art Club Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
DECA Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Environmental Club Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Don't Text and Drive Advisor	0.30	\$ 2,757	\$ 3,063	\$ 3,404
FBLA Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
SAVE Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Honor Society Advisor	0.24	\$ 2,205	\$ 2,451	\$ 2,723
Interact Advisor	0.24	\$ 2,205	\$ 2,451	\$ 2,723
Language Club Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Math Club Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Marching Band Director	0.60	\$ 5,514	\$ 6,126	\$ 6,807
Assistant Band Director	0.29	\$ 2,665	\$ 2,961	\$ 3,290
Band Front Advisor	0.38	\$ 3,492	\$ 3,880	\$ 4,311
Music Chorus Advisor	0.37	\$ 3,400	\$ 3,778	\$ 4,198
Newspaper Advisor	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Step Drill Team Advisor	0.25	\$ 2,297	\$ 2,553	\$ 2,836
Student Council Advisor	0.38	\$ 3,492	\$ 3,880	\$ 4,311
Technology Student Association Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Theatre Business Manager	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Theatre Director (*each fall/spring season)	0.56	\$ 5,146	\$ 5,718	\$ 6,353

*Theatre director stipend assumes at least two (2) productions each season.

Theatre Orchestra Director	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Theatre Vocal Director	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Yearbook Advisor	0.70	\$ 6,433	\$ 7,147	\$ 7,942
Weight Room Coordinator – Spring	0.40	\$ 3,676	\$ 4,084	\$ 4,538
Weight Room Coordinator -- Winter	0.30	\$ 2,757	\$ 3,063	\$ 3,404
Yearbook Business Advisor	0.29	\$ 2,665	\$ 2,961	\$ 3,290

**SCHEDULE B-2 – EXTRACURRICULAR STIPENDS
2023-2024**

Base 2023-2024: \$11,345

Middle School Athletics	Ratio	Step 1	Step 2	Step 3
Field Hockey Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Field Hockey Coach (1)	n/a		\$ 2,097	
Boys Soccer Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Boys Soccer Coach (1)	n/a		\$ 2,097	
Girls Soccer Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Girls Soccer Coach (1)	n/a		\$ 2,097	
Boys Basketball Coach	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Assistant Boys Basketball Coach (1)	n/a		\$ 2,097	
Girls Basketball Coach	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Assistant Girls Basketball Coach (1)	n/a		\$ 2,097	
Wrestling Coach	0.61	\$ 5,606	\$ 6,228	\$ 6,920
Assistant Wrestling Coach (1)	n/a		\$ 2,097	
Cheerleader Advisor - per season	0.32	\$ 2,941	\$ 3,267	\$ 3,630
Baseball Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Baseball Coach (1)	n/a		\$ 2,097	
Softball Coach	0.54	\$ 4,962	\$ 5,514	\$ 6,126
Assistant Softball Coach (1)	n/a		\$ 2,097	

Middle School Activities	Ratio	Step 1	Step 2	Step 3
Art Club Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Auditorium Coordinator (BRMS)	0.30	\$ 2,757	\$ 3,063	\$ 3,404
Drama Club Advisor *	0.38	\$ 3,492	\$ 3,880	\$ 4,311

* Drama club stipend requires at least two productions per year.

Impact Club Advisor	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Intramural Coaches	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Newspaper Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Outdoor Education Instruction **	0.12	\$ 1,103	\$ 1,225	\$ 1,361

** Stipend represents 100% or a five day trip. The actual stipend is based on the length of the trip. Each day equals 20% of the stipend.

RAPS Coach/Advisor	0.20	\$ 1,838	\$ 2,042	\$ 2,269
Student Council Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Team FAD Advisor	0.23	\$ 2,114	\$ 2,348	\$ 2,609
Chess Club Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Woodworking Club Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042
Yearbook Advisor	0.18	\$ 1,654	\$ 1,838	\$ 2,042

Elementary Activity	Ratio	Step 1	Step 2	Step 3
STEM Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Newspaper Advisor	0.17	\$ 1,562	\$ 1,736	\$ 1,929
Safety Patrol Coordinator	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Garden Club Advisor	0.12	\$ 1,103	\$ 1,225	\$ 1,361
Student Council Advisor	0.15	\$ 1,378	\$ 1,532	\$ 1,702

SCHEDULE C – SECRETARIES’ SALARY GUIDES

2022-2023 and 2023-2024

<u>2022-2023</u>		<u>2023-2024</u>			
STEP	SEC I	SEC II	STEP	SEC I	SEC II
1	50,220	42,687	1	51,567	43,832
2	50,470	42,900	2	51,817	44,044
3	50,720	43,112	3	52,067	44,257
4	50,970	43,325	4	52,317	44,469
5	51,470	43,750	5	52,817	44,894
6	51,970	44,175	6	53,317	45,319
7	52,570	44,685	7	54,067	45,957
8	53,170	45,195	8	54,817	46,594
9	54,470	46,300	9	56,067	47,657
10	56,050	47,643	10	57,617	48,974
11	57,900	49,215	11	59,300	50,405
12	59,900	50,915	12	61,000	51,850

Longevity: \$388 after 15 years
 \$414 after 20 years, for a total of \$802

SCHEDULE D – AIDES’ AND AUTISTIC PROGRAM AIDES’ SALARY GUIDES

2022-2023 and 2023-2024

<u>2022-2023</u>		<u>2023-2024</u>			
STEP	AIDES	APA	STEP	AIDES	APA
1	20,924	22,272	1	21,487	22,871
2	21,027	22,381	2	21,590	22,980
3	21,130	22,491	3	21,693	23,090
4	21,233	22,600	4	21,796	23,200
5	21,742	23,142	5	22,305	23,741
6	22,249	23,682	6	22,812	24,281
7	22,759	24,225	7	23,322	24,824
8	23,268	24,766	8	23,831	25,366
9	23,936	25,477	9	24,499	26,077
10	24,606	26,191	10	25,169	26,790
11	25,277	26,905	11	25,840	27,504
12	27,626	29,405	12	28,189	30,004

Longevity: \$388 after 15 years
 \$414 after 20 years, for a total of \$802

SCHEDULE E – CUSTODIANS', HEAD CUSTODIANS', AND MAINTENANCE SALARY GUIDES

2022-2023 and 2023-2024

	<u>2022-2023</u>		<u>2023-2024</u>				
Step	Cust	H Cust	Maint	Step	Cust	H Cust	Maint
1	38,663	45,245	46,492	1	39,923	46,505	47,752
2	39,176	45,758	47,005	2	40,436	47,018	48,265
3	39,688	46,270	47,517	3	40,948	47,530	48,777
4	40,201	46,783	48,030	4	41,461	48,043	49,290
5	40,770	47,352	48,599	5	42,030	48,612	49,859
6	41,359	47,941	49,188	6	42,630	49,212	50,459
7	41,959	48,541	49,788	7	43,230	49,812	51,059
8	42,559	49,141	50,388	8	43,830	50,412	51,659
9	43,159	49,741	50,988	9	44,430	51,012	52,259
10	44,009	50,591	51,838	10	45,080	51,662	52,909
11	44,859	51,441	52,688	11	45,730	52,312	53,559
12	45,559	52,141	53,388	12	46,430	53,012	54,259
13	46,259	52,841	54,088	13	47,130	53,712	54,959
14	46,959	53,541	54,788	14	47,830	54,412	55,659
15	47,659	54,241	55,488	15	48,580	55,162	56,409
16	48,359	54,941	56,188	16	49,330	55,912	57,159
17	49,059	55,641	56,888	17	50,080	56,662	57,909
18	49,809	56,391	57,638	18	50,830	57,412	58,659
19	50,972	57,554	58,801	19	51,972	58,554	59,801

Longevity: \$310 at 10, 14, 18, 25 years in District

Stipends: Night Foreman – \$2,018; Black Seal – \$960; Head Groundskeeper – \$1,535

Part-time custodial personnel hired after July 1, 2018 shall not receive the "Black Seal" stipend. The "Black Seal" stipend will be paid only to full-time custodial employees, or part-time custodial employees hired on or before July 1, 2018 (who shall be considered "grandfathered").

SCHEDULE F – TRANSPORTATION DRIVERS’ SALARY GUIDES

2022-2023 and 2023-2024

<u>2022-2023</u>	<u>2023-2024</u>
STEP	STEP
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12

DRIVERS	DRIVERS
20,952	21,635
21,058	21,741
21,165	21,848
21,271	21,954
21,378	22,061
21,520	22,203
21,661	22,344
21,803	22,486
21,945	22,628
22,086	22,769
22,229	22,912
22,393	23,076

EXTRA PAY: Includes substitutes, field trips, sports runs, mail run, garage and mid-days other than contracted runs.
 2022-2024: \$23.13

LONGEVITY: \$155 increment after 11, 15, 20, and 25 years of service in the district.

SPECIAL ED BONUS: Will be paid only for special education runs without an aide as specified in an IEP. Runs will be reviewed individually to determine eligibility for Special Ed bonus. 2022-2024: \$6.55

SUMMER SCHOOL: Drivers will be provided with a minimum of either 1.5 hours’ pay for one assignment, or 3 hours’ pay for two assignments, for summer school assignments.

EXTERNALLY BILLED RUNS: "Externally Billed Runs" are extra pay runs for which the Board receives a fee from a group, organization, or other public or private entity that is outside or external to the school district for use of the district's transportation, the amount of which fee shall be set each year by Board resolution in the sole discretion of the Board. For purposes of Externally Billed Runs, runs for "Bordertown Community Events" are runs for which the event in question is being held within the geographic boundaries of the Bordertown Regional School District. All other Externally Billed Runs for events being held outside the district's geographic boundaries are "Non-Bordertown Community Events."

Externally Billed Bordertown Community Events: \$25.00/hour

Externally Billed Non-Bordertown Community Events: \$35.00/hour

