

AGREEMENT

between

**THE CLARK BOARD OF EDUCATION
OF THE TOWNSHIP OF CLARK,
UNION COUNTY, NEW JERSEY**

and

THE CLARK EDUCATION ASSOCIATION

JULY 1, 2013 to JUNE 30, 2016

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AGREEMENT

This Agreement, made this ____ day of March, 2014, by and between the BOARD OF EDUCATION OF THE TOWNSHIP OF CLARK, County of Union, New Jersey, a municipal corporation, hereinafter referred to as the "Board," and the CLARK EDUCATION ASSOCIATION, hereinafter referred to as the "Association," is effective as of July 1, 2013.

PREAMBLE

It is the intent and purpose of the parties hereto to establish a basic Agreement relative to terms and conditions of employment in accordance with New Jersey Statutes Annotated Title 34:13A-1 to 13A-13, as amended, and all other applicable statutes.

ARTICLE I - RECOGNITION

A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for the following employees: All regularly employed, full-time and part-time certificated and non-certificated employees, including teachers, school nurses, child study team members, extra-curricular and co-curricular positions, secretarial and clerical employees (including library aides), maintenance/assistant maintenance employees, administrative assistants, computer operators, and computer technicians/audio-visual technicians, athletic schedulers, athletic trainers, security receptionists, office aides, paraprofessionals, gym aides, and teaching assistants.

B. Excluded from the collective bargaining unit are casual employees, managerial executives, confidential employees, and supervisors within the meaning of the New Jersey Employer-Employee Relations Act, *N.J.S.A. 34:13A-1 et seq.* (the "Act");

principals, curriculum coordinator, directors of special services, summer school and recreation, superintendent, business administrator, secretary to the Board of Education, maintenance foreman, District accountant, seasonal employees, temporary employees, substitutes, substitute caller, playground aides and lunchroom aides, subject supervisors, and all other employees of the Board.

C. Unless otherwise indicated, the term "employees," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.

D. The superintendent or his/her designee will supply a copy of this Agreement to each employee within seven (7) calendar days of his/her initial employment.

E. The superintendent or his/her designee will notify the president of the Association when a new employee is hired by providing the president with a copy of the correspondence to the new employee notifying him/her of the Board approval of the appointment.

ARTICLE II - NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with New Jersey Statutes Annotated Title 34:13A-1 to 13A-13 as amended in a good faith effort to reach agreement on terms and conditions of employment. Such negotiations shall begin no later than dates established by the Public Employment Relations Commission (PERC).

B. If any part of this Agreement is held invalid by an agency of proper jurisdiction, the remaining portions of this Agreement will remain in effect for the remainder of the term of this Agreement.

C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing and duly executed by both parties.

ARTICLE III - MANAGEMENT RIGHTS

A. The Board of Education reserves to itself jurisdiction and authority over matters of policy and management functions and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with all applicable laws and regulations to:

1. control the executive management and administration of the school system and its properties and facilities;
2. hire, promote, transfer, assign and retain employees in the school District, and to suspend, demote, discharge, or take other disciplinary action against employees;
3. relieve employees from duty because of lack of work or for other legitimate reasons;
4. maintain efficiency of the school District operations entrusted to them;
5. determine the methods, means and personnel by which such operations are to be conducted;
6. establish grades and courses of instruction, including special programs and to provide for athletic, recreational and social activities for students, as deemed necessary or advisable by the Board; and
7. take whatever actions may be necessary to carry out the responsibilities of the school District in situations of emergency.

B. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under Title 18A of the Laws of the State of New Jersey or any other State Laws or Regulations as they pertain to education.

ARTICLE IV - JUST CAUSE

No employee shall be disciplined without just cause.

ARTICLE V - GRIEVANCE PROCEDURE

A. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems which may arise affecting the terms and conditions of employment under this Agreement.

B. Nothing herein shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate administrative staff member.

C. The term "grievance" as used herein means an appeal by an individual employee or the Association on behalf of an individual employee or group of employees, from the interpretation, application or violation of policies, agreements, and administrative decisions affecting them.

D. Any grievant(s) shall be entitled to Association representation at any level of the procedure.

E. No grievance may proceed beyond Step Three herein unless it constitutes a controversy arising over the interpretation, application or alleged violation of the terms and conditions of this Agreement.

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

1.) In the event that the Superintendent exercises the sixty (60) day notice clause contained in a non-tenured employee's individual annual employment contract (releasing an employee on 60-days' notice), such decision/action shall not be subject to binding arbitration. However, the parties agree that the decision to exercise the sixty (60) day notice clause shall be subject to the grievance procedure, but such grievance shall terminate at the Board level of review;

2.) In matters where a method of review is prescribed by law, any rule, or regulation, or by decision of the State Commissioner of Education or the State Board of Education having the force and effect of law;

3.) In matters where the Board is without authority to act;

4.) In matters prescribed by law involving the sole and unlimited discretion of the Board;

5.) In matters prescribed by law where the discretion of the Board may not be unlimited but where, after the exercise of such discretion, a further review of the Board's action is available under provisions of State Law.

G. The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement, and shall be followed in its entirety unless any step is waived by mutual consent.

Step One: The grievant or the Association institutes action under the provisions hereof within twenty (20) working days after the grievant is made aware or should have been aware of the event giving rise to the grievance has occurred by

discussing the grievance orally with his immediate director/supervisor or principal, and an earnest effort shall be made to settle the differences between the grievant and the immediate superior for the purpose of resolving the matter informally. Where the immediate superior is below the rank of principal, the principal shall be notified and shall be present at and participate in said hearing, unless the employee is not subject to the jurisdiction of any principal. Failure to act within said twenty (20) working days shall be deemed to constitute an abandonment of the grievance.

Step Two: a. If no agreement can be reached within five (5) working days of the initial discussion with the immediate superior or no decision has been rendered by the immediate supervisor, the grievant or the Association may present the grievance in writing within ten (10) working days thereafter to the superintendent of schools or his/her designated representative. The written grievance at this step shall contain the nature of the grievance, the contractual provision alleged to have been violated, the results of the previous discussion, and the redress sought. A grievance shall only be processed if the attached form is utilized by the grievant and/or Association [Appendix A].

b. A copy of the written grievance and submission at this step shall be furnished to the principal.

c. Within ten (10) working days from the receipt of the written grievance (unless a different period is mutually agreed upon in writing), the superintendent or his/her designated representative shall hold a hearing at which all parties in interest shall have the right to be heard.

d. The superintendent or his/her designated representative shall answer the grievance in writing within ten (10) working days from the date of the

hearing, and a copy of said determination shall be forwarded to the school principal, the immediate superior of the grievant and the president of the Association.

Step Three: a. If the Association or the grievant wishes to appeal the decision of the superintendent, such appeal shall be presented in writing to the Board of Education within ten (10) working days after the employed received the decision. This presentation shall include copies of all previous correspondence relating to the matter in dispute.

b. A copy of the written grievance and submission at this step shall be furnished to the superintendent of schools, the principal, the employee, and the president of the Association.

c. When submitting the grievance at this step, the Association/grievant may, in writing, request a hearing before the Board. If such a request is made, action shall be initiated within ten (10) working days to schedule a mutually satisfactory hearing date.

d. If the Association/grievant at this step does not request a hearing, the Board may consider the appeal on the written record submitted to it, along with any other statements or written evidence supplied to the Board by any person at the Board's request, or the Board may, at its request, conduct a hearing scheduled at a mutually satisfactory date and time.

e. The Board must respond, in writing, to the grievance within thirty (30) working days from the date of the submission or the date of the hearing, if a hearing is held. Copies of the Board's decision shall be forwarded to the grievant, the Association, the superintendent and the principal.

Step Four: If the grievance is not settled through Steps One, Two and Three, the Association shall have the right to submit the dispute to arbitration pursuant to the rules and regulations of the Public Employment Relations Commission within ten (10) working days thereafter. The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expense, including but not limited to the presentation of witnesses, shall be paid by the parties incurring same.

H. The arbitrator shall decide, as a preliminary question, if necessary, whether he/she has jurisdiction to hear and decide the matter in dispute.

I. The arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey and be restricted to the application of the facts presented to him/her involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto. The decision of the arbitrator shall be final and binding. The decision of the arbitrator shall be issued within thirty (30) days.

J. In any case where a grievance is based upon the direct order, ruling or determination of the superintendent of schools, the aggrieved Association employee shall initiate the grievance procedure at Step Two.

K. Where three (3) or more employees having a "group grievance" work under the jurisdiction of at least two (2) building administrators/supervisors, then one (1) grievance covering all such employees shall be initiated at Step Two. The grievance shall be given to each administrator/supervisor involved, and each such administrator/supervisor shall be given a copy of the grievance or grievances when it is submitted to the superintendent of schools.

L. Where three (3) or more employees having a "group grievance" work under the jurisdiction of one (1) administrator/supervisor, then one (1) group grievance shall be initiated at Step One of the grievance procedure through the building administrator/supervisor.

M. Where a grievance is initiated at a time such that it cannot be processed in due course before school closes, either party shall have the right to request a moratorium in the grievance procedure. However, where such a moratorium has been invoked, the grievance must be reinstated by September 15th of that year, or it will be considered null and void.

N. Pending the final resolution of a grievance, the employee or employees filing a grievance shall remain under the direction of the superintendent of schools and the Board of Education.

O. Upon authorization of the superintendent of schools, the designated Association representatives shall be permitted as members of the grievance committee to confer with employees and the Board's designated representatives on specific grievances in accordance with the grievance procedure set forth herein during work hours of employees without loss of pay, provided the conduct of said business does not diminish the educational effectiveness of the schools. The President of the Association shall be granted release time of one half (1/2) day per month for the purpose of reviewing grievance issues with Central Administration.

P. The time limits expressed herein shall be strictly adhered to. If any grievance has not been initiated within the time limits specified, then the grievance shall be deemed to have been abandoned. If any grievance is not processed to the next succeeding step in the grievance procedure within the time limits prescribed thereunder, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive. If a decision

is not rendered within the time limits prescribed for decision at any step in the grievance procedure, then the grievance shall be deemed to have been denied. Nothing herein shall prevent the parties from mutually agreeing to extend or contract the time limits for processing the grievance at any step in the grievance procedure.

ARTICLE VI - ASSOCIATION RIGHTS AND PRIVILEGES

A. Whenever any representative of the Association or any employee is mutually scheduled by the Board and the Association to participate during working hours in negotiations or grievance procedures, he/she shall suffer no loss of pay.

B. Representatives of the Association shall be permitted, with the knowledge and reasonable consent of the principal, to transact official Association business on school property provided that this shall not interfere with nor interrupt normal school operations.

C. The Association shall have the exclusive right to use school buildings for meetings, provided, however, that the approval of the principal is obtained for the use of the buildings in advance, which shall not be unreasonably withheld.

D. The Association shall have the right to use the school facilities and equipment, including but not limited to, computers, typewriters, duplicating equipment, calculating machines, and all types of audio visual aids and equipment at reasonable times, when such equipment shall be subject to the prior approval of the principal in which the facilities and/or equipment is to be used. If the principal refuses to grant the permission, that decision may be appealed to the Board of Education whose decision shall be final. When permission is granted, the Association shall pay for the reasonable costs of all materials and supplies incident to such use.

E. The Association shall have the right to use e-mail, the inter-school mail facilities and school mail boxes to distribute materials to teachers exclusively.

F. The Association shall have in each building or worksite the use of a bulletin board in lounges, dining rooms, and other appropriate areas. The Association shall also be assigned adequate space on the bulletin board in the District's central office for Association notices. Copies of any materials posted shall be given to the building principal prior to posting.

G. At the conclusion of a general or building/system-wide faculty meeting, the Association may meet to discuss pertinent business.

H. The Board shall grant three (3) days leave per year with pay to the president or other officer of the Association in order to attend to Association business at the local, county, state or national levels. Such days may be taken singularly or in combination.

I. The superintendent shall assign the president of the Association, when practical, either (a) a duty or planning period at the end of the school day (if the president is a member of the teaching staff) or (b) a regular period of forty-five (45) minutes during the work day (if the president is a member of the support staff), in order for the president to attend to Association business.

J. Each year, the superintendent and his/her staff will provide new staff orientation programs with the aid of the Association.

K. The Association shall be provided, without cost to it, adequate space in a school to store and maintain current files of the Association.

L. Nothing contained herein shall be considered to deny or restrict any employee or the Association of the rights they may have under New Jersey School Laws, State and Federal Laws, and the Constitution of the United States.

M. In response to requests of the Association, reasonable as to time, quantity and availability, the Board agrees to furnish or make available public information as to:

1. Class size;
2. The tentative budget as submitted to the County Superintendent;
3. Superintendent's agenda for public Board meetings, as furnished to the public;
4. Board minutes including all attachments and addendums;
5. Audits;
6. A scatter gram of all unit personnel each December 15th in the last year of the contract.

N. The Administration shall consult with the president of the Association prior to advertising for a newly created position in the bargaining unit.

O. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees and to no other organizations. The Association president or representative shall have the opportunity to address the staff at the conclusion of staff meetings.

ARTICLE VII - REPRESENTATION FEE

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

B. Amount of Fee/Notification: Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

C. Deduction and Transmission of Fee:

1. Notification: On or about the 15th of September of each year, the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1st of each year, the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

2. Payroll Deduction Schedule: The Board will deduct from the salaries of the employees referred to in Section C-1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.

3. Termination of Employment: If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is

entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee covering the employee's period of employment on a prorata basis.

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

5. Changes: The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than thirty (30) days after the Board received said notice.

6. New Employees: On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, dates of employment, and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.

D. The Association shall indemnify and hold the Board of Education harmless against any and all claims, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of or by reason of any action taken or not taken by the Board in conformance with the provisions of this Article.

ARTICLE VIII - EMPLOYEE RIGHTS

A. In accordance with existing laws, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join, and support the Association and its affiliates, for engaging in collective negotiation and for mutual aid and protection.

ARTICLE IX - PERSONNEL FILES

A. A personnel file shall be established and maintained for each employee covered by this Agreement. Such file is a confidential record and shall be maintained in the office of the superintendent, and may be used for evaluation purposes by the Board, superintendent and/or other administrative staff only.

B. Upon advance notice and at reasonable times, any bargaining unit member may review his/her personnel file. However, this appointment for review must be made through the superintendent or his/her designated representative. An employee shall have the right to indicate those documents and/or other materials in his/her file that he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the superintendent or his/her designee and, if at the sole discretion of the superintendent or his/her designee, they are determined to be obsolete or otherwise inappropriate to retain, they shall be destroyed.

C. A copy of any derogatory material pertaining to an employee's conduct, service, character or personality that shall be placed in his/her personnel file, including any letter of reprimand, shall be given to the employee. The employee shall acknowledge the receipt of such materials 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 employee 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.

ARTICLE X - SALARIES

A. Undergraduate courses (any credits taken at an accredited institution of higher learning that are applied towards achieving a Bachelor's Degree or its equivalent), taken by an employee after moving from the Bachelor's to Master's guide, shall not count towards moving from the Master's to the Master's + 30 guide. Those employees seeking salary guide advancement as a result of impending completion of an advanced degree must notify the Board by February 1 of their intent to do so, which shall occur in the next school year. Failure to provide timely notice shall delay guide advancement to the following year.

B. Salary guide advancement from one year to the next shall require that the employee is paid for a minimum of ninety-three (93) work days or more.

C. Salary classifications for the duration of this Contract are set forth in the appendix I at the end of this Agreement for those employees in Article I Recognition.

D. Paychecks shall be distributed at the close of the working day on the last working day prior to the fifteenth (15) and the working day prior to the last working day of the month.

E. Employees who are involved in co-curricular activities shall be paid in two (2) installments. The first installment shall be paid at the midpoint of the activity/season and the second installment shall be paid at the conclusion of the activity/season. Stipends shall be paid out of payroll on receipt of a timesheet completed by the staff member and principal.

F. Tax sheltered annuity contributions shall be remitted within three (3) business days of the distribution of paychecks.

G. Employees who are required to travel between schools to perform their duties shall be reimbursed for all such travel at the mileage rate approved by the New Jersey Department of the Treasury, Office of Management and Budget, for each calendar year during the term of the Agreement.

H. A direct deposit banking system is mandatory for all employees at an institution of his/her choice. Stipends shall be paid in a separate, non-salary check.

I. All payments for curriculum or summer work shall be paid within forty-five (45) days of the submission of the voucher therefore.

ARTICLE XI - SICK LEAVE

A. 1. All full-time employees, except Paraprofessionals, Gym Aides, and Teaching Assistants of the Board of Education, shall receive twelve (12) days per year sick leave during each year of employment at full pay. After the tenth (10th) year of employment in the District, and then after each five (5) year periods thereafter, an additional one (1) day will be added. All unused sick days shall be accumulated to a maximum of fifteen (15) days per year for use in subsequent years.

A. 2. All secretarial employees who work ten (10) months, all secretarial employees who work ten (10) months and two (2) weeks, and all part-time employees, except Paraprofessionals, Gym Aides, and Teaching Assistants, shall receive ten (10) sick days per year. All unused sick days shall be accumulated for use in subsequent years.

A. 3. All Paraprofessionals, Gym Aides, and Teaching Assistants, regardless of full-time, part-time, or years of service, shall receive ten (10) days per year sick leave during each year of employment at full pay.

B. An employee who has utilized all of his or her accumulated sick leave may be granted additional sick leave on an individual case-by-case basis by the Board pursuant to *N.J.S.A. 18A:30-6*.

C. 1a. Any employee, except Paraprofessionals, Gym Aides and Teaching Assistants, who retires according to the Teacher Pension and Annuity Fund or the Public Employment Retirement System shall receive fifty dollars (\$50.00) per day for each unused accumulated sick day for up to and not to exceed one hundred thirty (130) days and not to exceed a total payment of \$6,500.00. Said payment shall be made in one (1) lump sum payment.

C. 1b. All Paraprofessionals, Gym Aides, and Teaching Assistants who retire according to the Public Employment Retirement System, in order to receive immediate benefits and not merely deferred retirement by submitting a letter of retirement after July 1, 2013 through June 30, 2016, shall receive thirty-five (\$35.00) dollars per day for each unused accumulated sick day for up to and not to exceed 125 days and not to exceed \$4,375.00 (four thousand three hundred and seventy-five dollars). Said payment shall be paid in one lump sum payment.

C. 2. If an employee dies while still an employee of the Board, the employee's estate shall receive the employee's pay for accumulated sick leave entitlement and accrued vacation days as if the employee had retired pursuant to this Article.

D 1. The Board shall pay a two hundred fifty dollar (\$250.00) bonus to any employee, except Paraprofessionals, Gym Aides, and Teaching Assistants, who does not take a sick day during his/her contract year.

D. 2. The Board shall pay a one-hundred twenty-five dollar (\$125.00) bonus to Paraprofessionals, Gym Aides, and Teaching Assistants who do not take a sick say during his/her contract year.

E. In the event that an employee is placed on a Board-approved leave of absence, no doctor's note shall be mandated, unless otherwise allowed under the FMLA/FLA or as a condition of returning to work (i.e., fitness to return).

1. In any situation in which the Superintendent believes that there is an abuse/pattern of absences or tardiness, the Superintendent may require that the employee produce a doctor's note excusing the absence/tardiness.

2. Any employee who is required to produce a doctor's note shall be reimbursed for his/her actual net out-of-pocket expense charged for securing the doctor's note, after the doctor's fee is submitted to the employee's health insurance carrier for payment and provided that written proof of payment is given.

3. If an employee fails to provide a doctor's note, the following penalties shall be imposed: (i) First Offense – letter of reprimand; (ii) Second Offense – Fine of the cost for a substitute for the day(s) absent; and (iii) Third Offense – Increment Withholding. The penalty imposed shall be grievable but not arbitrable.

ARTICLE XII - PERSONAL LEAVE

A. All full-time, tenured ten-month staff, all secretarial employees who work ten (10) months, and all secretarial employees who work ten (10) months and two (2) weeks may be granted up to three (3) days off per school year, with pay, for personal reasons, provided, however, that they make application through the building principal to the superintendent or his/her designee for such personal leave two (2) days in advance of the requested leave, unless an emergent situation makes such notice impossible. If a personal day is utilized on a scheduled, shortened day, the employee will still be charged a full day. In the event that personal days are not used during a year, a maximum of two (2) of those unused days may be carried over to the succeeding year and may be allowed, with reasons stated, not to exceed an aggregate total of five (5) days in any one year, subject to the provisions set forth in paragraph (A)(ii) set forth herein.

1.) Non-tenured teaching staff members may be granted up to two (2) days off per school year, with pay, for personal reasons, provided, however, that they make application through the building principal to the superintendent or his/her designee for such personal leave two (2) days in advance of the requested leave, unless an emergent situation makes such notice impossible.

B. All 12-month employees of the Board of Education may be granted up to four (4) days off per school year, with pay, for personal reasons, provided, however, that they make application through the building principal to the superintendent or his/her designee for such personal leave two (2) days in advance of the requested leave, unless an emergent situation makes such notice impossible. If a personal day is utilized on a scheduled, shortened day, the employee will still be charged a full day. Any non-rolling days will become sick days. In the event that personal days are not used during a year, up

to two (2) of those unused days may be carried over to the succeeding year and may be allowed, with reasons stated, not to exceed an aggregate total of six (6) days in any one year, subject to the provisions set forth in paragraph (B)(i) set forth herein.

C. The absence for personal reasons can be for religious purposes and cannot be taken for the purposes of attending to personal matters that can be reasonably attended to outside the normal work day. No personal leave shall be granted immediately before, or immediately after, any vacation or holiday period, including NJEA Convention days, except for the purpose of transporting a child to and/or from college and/or attendance at a child's graduation. Nothing herein contained shall prevent the Board, at its option, when it is satisfied that an emergency exists from waiving the two (2) days' notice provision hereinabove provided. "Immediate family member" for purposes of the reason for the use of a personal day includes spouse, child, stepchild, both of the employee and of the employee's spouse or civil union partner, provided that the civil union is established according to the laws of the State of New Jersey.

D. Application for personal days should be submitted as far in advance as possible to the superintendent of schools and shall be approved within one week of submission of personal day(s).

E. During the first five (5) days of school and the last five (5) days of school, reasons for personal leave will be given to the superintendent. Such reasons will conform to the definition of personal leave as stated in Section C of this Article.

F. In case of emergency, verbal approval may be given by the principal or superintendent, whichever is available, for a period not to exceed two (2) days. Regular channels will be used if a longer time is needed.

G. Employees shall be notified verbally or in writing within two (2) school days as to whether the requests for personal days have been denied, if the employees file for such personal days at least four (4) days prior to the taking of such days.

H. An extended leave, without pay, not to exceed one (1) year in duration, may be granted by the Board to allow an employee to care for a chronically ill member of his/her family as defined in the Family Leave Act. The Board's exercise of its legal discretion in applications under this Section is final; the decision may not be submitted to arbitration.

I. For serious illness of any relative living in the employee's immediate household, upon receipt of a doctor's certificate and approved by the superintendent, an absence may be granted, not to exceed three (3) days in any one year. If a relative lives outside the employee's immediate household, the following criteria shall apply in addition to those requirements specified above: verification by the employee as to the nature and extent of the illness, the relationship to the employee, and the need for the employee to attend to the relative.

J. PERSONAL LEAVE for Paraprofessionals, Gym Aides and Teaching Assistants Only

1. All Paraprofessionals, Gym Aides and Teaching Assistants may be granted up to three (3) days off per school year, with pay, for personal reasons, provided, however, that they make application through the Building Principal to the Superintendent or his/her designee for such personal leave two (2) days in advance of the requested leave. If a personal day is utilized on a scheduled, shortened day, the employee will still be charged a full day. In the event that personal days are not used during a year, up to three (3) of those unused days may

be carried over the succeeding year and may be allowed, with reasons stated, not to exceed an aggregate total of six (6) days in any one year.

2. The absence for personal reasons can be for religious purposes and cannot be taken for the purposes of attending to personal matters that can be reasonably attended to outside of the normal work day. No personal leave shall be granted immediately before, or immediately after, any vacation or holiday period, including NJEA Convention Days, except for the purpose of transporting a child to and/or from college and/or attendance at a child's graduation. Nothing herein contained shall prevent the Board, at its option, when it is satisfied that an emergency exists from waiving the two (2) days' notice provision herein above provided.

3. Personal days may not be taken on the day immediately preceding or immediately following a holiday or school vacation, subject to the exceptions contained in 2. above.

4. Application for personal days should be submitted in as far advance as possible to the Superintendent of Schools.

5. During the first five (5) days of school and the last five (5) days of school, reasons for personal leave will be given to the Superintendent. Such reasons will conform to the definition of personal leave as stated in Section 2. of this Article.

6. In case of emergency, verbal approval may be given by the Principal or Superintendent, whichever is available, for a period not to exceed two (2) days. Regular channels will be used if a longer time is needed.

7. Employees shall be notified verbally or in writing within two (2) school days as to whether the requests for personal days have been denied, if the employees file for such personal days at least four (4) days prior to the taking of such days.

8. An extended leave, without pay, may be granted by the Board to allow an employee to care for a chronically ill member of his/her family as defined in the Family Leave Act.

9. For serious illness of any relative living in the employee's immediate household, upon receipt of a doctor's certificate, and approved by the Superintendent – not to exceed three (3) days in any one year. If a relative lives outside the employee's immediate household, the following criteria shall apply in addition to those requirements specified above: verification by the employee as to the nature and extent of the illness, the relationship to the employee, and the need for the employee to attend to the relative.

10. Any employee summoned for jury duty shall receive their regular rate of pay for the days on jury duty less the compensation received for performing jury duty.

ARTICLE XIII - DEATH IN IMMEDIATE FAMILY

All employees of the Board of Education shall receive personal days at full pay for death in the family as set forth below:

1. For death in the employee's immediate family (parent, stepparent, spouse, civil union partner, provided that the civil union is established according to the laws of the State of New Jersey, child, stepchild, brother, sister, mother-in-law, father-in-law and grandchild) -- not to exceed five (5) consecutive days in any one instance.

2. For death of the employee's grandparent, daughter-in-law, son-in-law, brother-in-law, or sister-in-law, three (3) consecutive days in any one instance.

3. For death in the employee's non-immediate family (nephew, niece, aunt, uncle, cousin) -- not to exceed two consecutive days of the funeral in any one instance.

ARTICLE XIV - LEAVE OF ABSENCE WITHOUT PAY

A. Child Rearing Leave shall be granted in accordance with the terms and provisions of the state Family Leave Act and federal Family Medical Leave Act. Paid sick days are only to be utilized during the employee's personal disability and not during child rearing leave. For tenured employees, child-rearing leave shall not extend beyond the school year in which the leave begins, unless otherwise required by law. However, employees shall be permitted to request extensions of leaves beyond the year in which it begins, the approval of which shall be subject to the discretion of the Board.

1. Leaves of absence for the care of an infant following natural birth or adoption shall be granted upon request to the superintendent, subject to provisions in this Agreement.

2. In all instances of pregnancy, the employee shall inform the superintendent at least two (2) months prior to the anticipated birth date whether she expects to be absent solely during the period of her disability or if she intends to take an extended leave without pay following her disability.

3. The leave of absence shall be without pay and shall commence and end at a date mutually agreed upon by the Board of Education and the applicant, taking into consideration both the interests of the employee and the students concerned.

4. A child-rearing leave shall not extend beyond one (1) official school year which begins after the close of the school year in which the leave begins.

5. In the case of a non-tenured employee, the leave shall not extend beyond the contract year of employment.

6. Any employee adopting an infant child shall receive similar leave, which shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.

7. If a person does not return to work at the end of stated leave of absence following notification by the superintendent, then, such failure shall be considered a resignation. Notification shall be given by April 1st of each year, provided the employee has a one (1) year leave, except in extenuating circumstances.

B. Military Leave for Training Purposes

1. Military leave shall be granted according to law. Leave for the taking of military courses and/or non-military training purposes may be granted without pay by the Board when a staff member elects of his/her own volition to take such courses or training purpose, if the same involves a loss of work or teaching time during the duty year.

2. Leave for military training purposes in accordance with Title 38:23-1 shall be granted only after the Board has been satisfied that it is not possible for the staff member to carry out his/her normal military responsibilities on non-school (non-work) time, and after representations have been made to the Armed Services to alter the time of required training duty so that it shall not conflict with school (work) duties.

C. Extended Leave of Absences

1. The Board may grant a leave of absence, without pay, for a period of up to two (2) years to any tenured teacher who joins the Peace Corps, Vista, National Teacher Corps, Teach for America, extended study or to serve as an exchange teacher. It is understood and agreed, however, that any such leave granted by the Board shall not terminate and the teacher shall not be permitted to return to his/her duties unless he/she has given notice of his/her desire to return prior to April 15th of the year preceding the start of the next school year. A tenured teacher applying for an exchange position may be granted exchange leave with pay if a collateral exchange agreement exists between the Country in which the teacher wishes to teach and the United States and further, provided, that the Country to which the teacher is assigned sends an exchange teacher to the Clark System who is paid by the Country sending said teacher to the Clark System.

2. On return from leave pursuant to paragraph 1 of this Section, with respect to placement on the salary guide only, an employee shall be considered as if he or she were actively employed by the Board during the leave and shall be placed on the salary guide at the level he/she would have achieved if he/she had not been absent; further, the teacher shall maintain seniority status and accumulated leave that he/she had at the commencement of the leave.

D. All extensions or renewals shall be applied for in writing. If permission is granted or denied, it shall also be in written form.

ARTICLE XV – TUITION REIMBURSEMENT

Not applicable to Paraprofessionals, Gym Aides, and Teacher Assistants. Tuition reimbursement shall be suspended in its entirety (with the exception of Paragraph G) for the life of this Agreement (2013 through 2016).

A. All full-time employees who have completed two (2) years of employment in Clark are eligible to apply for tuition reimbursement. Each employee shall be granted, during any fiscal year, up to eighteen (18) credits toward reimbursement.

B. The total amount available for tuition reimbursement in any school year shall be limited to \$75,000 in 2007-08; \$82,500 in 2008-09 and \$90,000 in 2009-10. Tuition reimbursement will be allotted as follows:

1. The total amount of reimbursement for the year will be broken down into three equal parts (one for each trimester--fall, winter/spring and summer).

2. All initial applications for reimbursement must be submitted between:

Summer – March 15th -- May 15th

Fall -- June 15th -- August 15th

Winter/Spring – October 15th -- December 15th

C. The deadline for submitting requests for reimbursement and supporting documentation (whether for application or final request) are moved to the next following business day if the day as set forth above falls on a Saturday, Sunday or holiday. Approval or disapproval of any course must be provided by the superintendent within twenty (20) days after the submission of the initial application for reimbursement by the employee.

D. 1. Each initial application shall be in the form of a letter to the superintendent and include the specific name of the course, course number at the institution of higher learning, and the number of credits. Within fifteen (15) days of the above deadlines, the total amount of credits will be tallied and the total amount of money for that semester will

be allocated evenly per credit. However, reimbursement will not exceed the full amount of the course. Should any reimbursement funds still remain after the initial allocation, those funds shall be assigned on a per credit basis to those applicants who were not allotted 100% reimbursement for the full amount of their course. Once this calculation is made, the amount of reimbursement will be disclosed.

D. 2. To be eligible for reimbursement, courses must be with accredited, degree-granting institutions and receive a grade of “B” or higher for credits toward an advanced degree.

D. 3. Upon successful completion of the course, an official transcript must be provided to the Board Office according to the following timeline:

Summer	–	September 15 th
Fall	--	February 15 th
Winter/Spring	–	July 15 th

D. 4. In the event that official transcripts are not available by the deadlines contained herein, on-line grade reports, mailed reports and other indicia of completed courses shall be accepted by the Board to ensure reimbursement, provided that an official transcript shall be presented prior to final payment. Failure to submit paperwork on time shall result in a loss of reimbursement for that semester. If there are any funds left over for any semester, they will be carried over to the next available semester in any one fiscal year.

E. The superintendent shall furnish the Association with a summary of actual tuition reimbursements for each semester within one month of the dates above.

F. Reimbursement checks will be issued no later than sixty (60) days from the transcript due date and only with the submission of a paid receipt from the institution or cancelled check made payable to the institution.

G. All employees who receive tuition reimbursement and who voluntarily leave the Clark Schools within one (1) year of receipt of such reimbursement must repay the Board for the amount of reimbursement received within that year.

H. Tuition reimbursement shall be available for accredited Doctoral Programs or for courses that are taken “on-line” or do not require in-person attendance provided, however, that all such course work is accredited.

I. Employees who receive reimbursement for Doctoral Programs must repay the Board if they voluntarily leave the employment of the Board within two (2) years of receiving reimbursement. Repayment must be made of the amount of said reimbursement received within that two (2) year period.

ARTICLE XVI - PROFESSIONAL DEVELOPMENT

Not applicable to Paraprofessionals, Gym Aides, and Teaching Assistants.

A. Conferences, Conventions, Workshops, Grants

1. Opportunities to attend professional meetings by teachers to expand their horizons, can be given with the approval of the superintendent and the Board of Education.

2. Conditions

a. The conference shall deal within the areas of responsibility of the teacher requesting attendance at the conference. Attendance should hold promise of improving the teaching of the teacher attending.

b. Attendance at any single conference is limited to three (3) members of our teaching staff.

c. To be eligible for a Conference Grant, teachers must have obtained tenure in the District.

d. Teachers who receive a Conference Grant will submit a report to the superintendent on the convention, conference, or workshop. Provided they are given twenty (20) school days' notice for preparation, conference attendees may be asked to provide "turnkey" training to other staff members. No staff member shall be required to provide such training more than two (2) sessions per year. The Board will supply and/or provide all materials for such training.

e. Application shall be made to the superintendent of schools on the form provided for this purpose. Forms are available in all school offices. Application shall be made at least one (1) month in advance when feasible.

f. Conference expenses for which the teacher is eligible include: registration fee, travel and room as permitted in accordance with *N.J.A.C. 6A:23A-1, et seq.*

g. All conference fees shall be transmitted by Board of Education Purchase Order.

B. In-Service Workshops, Conferences, Programs

1. In any given year, the Board will provide in-service professional development experiences that will assist the teacher in attaining the required one hundred (100) hours of continued education.

2. In-service programs and new training shall be conducted during the in-school teacher workday and work year, if the teacher's attendance is required (except for new teacher orientation).

3. In-service workshops may be offered before or after the regular school day on a voluntary basis. Such In-service workshops shall count towards the 100 hour professional development requirement.

C. Trainer's Credit

Any teacher who provides in- or out-of-District training experiences for colleagues and/or community members shall receive hour-for-hour credit toward their one hundred (100) hour obligation.

D. Record Keeping

The District will maintain a record of the number of hours of continuing education for each teacher and provide each teacher with an accounting of his/her accumulated hours each September. Any discrepancies between the District and teacher's records should be noted within thirty (30) days of receipt of the Board records.

ARTICLE XVII - INSURANCE

A. The Board will provide employer-paid health coverage only to those employees hired after July 1, 2013, who work 30 hours or more per week, subject to Chapter 78 employee contributions. This same provision extends to Article XIX (Dental) coverage, Article XX (Prescription Drug Plan) coverage and Article XXI (Vision Care Plan) coverage, as well as all other contract language referencing part-time status. Articles XVII, XIX, XX and XXI shall not be applicable to Paraprofessionals, Gym Aides, and Teaching Assistants. The Board's implementation of the School Employees'

Health Benefits Program, effective 9/1/2013, shall be the insurance program against which any subsequent health benefit program shall be judged as being equal to or better.

B. Effective July 1, 2010, all new employees shall be eligible for “Employee only” health benefits until the employee achieves tenure in the District.

C. All employees shall be required to contribute the amount required under Chapter 78 towards the cost of insurance premiums according to a Section 125 Plan to be adopted by the Board.

D. Under no circumstances may the insurance described above be reduced in any way below the coverage required by this Article.

E. This Agreement may be reopened for the sole and exclusive purpose of discussing health benefits in the event that the cost of providing health benefits to the Association increases over 11% from any one year to the next over the life of the agreement.

F. Any employee who opts to receive a payment in lieu of health benefits shall be required to sign a health benefit payment waiver. This waiver authorizes payment for the academic year in lieu of health benefits. An employee who has opted not to receive benefits may reenter the program for good and sufficient cause. The health insurance waiver option in the amount of 25% of the amount saved by the Board for the employee’s coverage or \$5,000, whichever is less, shall be paid in two (2) equal installments: January 15th and June 30th. An employee who has opted to receive a payment in lieu of health benefits shall be eligible to re-enroll, subject to repayment of a prorated portion of the opt-out payment prior to re-enrollment.

ARTICLE XVIII - GROUP VARIABLE ANNUITY CONTRACT

All qualified employees may elect, subject to all applicable requirements and conditions, to participate in the purchase of annuity contracts with a legal reserve life insurance company. Such group variable annuity may be purchased through authorization by an employee on application to the business administrator for deduction from his/her salary to cover the cost of such annuity.

ARTICLE XIX - GROUP DENTAL INSURANCE

Not applicable to Paraprofessionals, Gym Aides, and Teaching Assistants.

A. The Board will provide full coverage of all employees who work thirty (30) hours or more per week and family dependents for a dental service group plan.

B. The Board agrees to pay the full premium rate for the individual employee and family dependents for the life of this Agreement. However, the premium rate established by the insurance carrier as of June 30, 2016 shall be the maximum rate for which the Board shall be liable for both the individual employee and for family dependents. Any increase above the established premium on June 30, 2016 shall be borne by the employee.

C. Under no circumstances may the insurance described in the dental booklet be reduced in any way below the coverage presently provided.

D. If the Board contemplates a change in insurance carriers, it shall (1) notify the Association as soon as such change is contemplated; (2) provide the Association with any appropriate information obtained by the Board regarding any prospective insurance carriers; and (3) meet and confer with appropriate Association representatives regarding said contemplated change.

ARTICLE XX - PRESCRIPTION DRUG PLAN

Not applicable to Paraprofessionals, Gym Aides, and Teaching Assistants.

A. The Board will provide full coverage for a prescription drug plan for all employees who work thirty (30) hours or more per week and family dependents. Prescription co-payments shall be twenty-five dollars (\$25.00) for name-brands, ten dollars (\$10.00) for generic brands, and fifteen dollars (\$15.00) for mail order prescriptions.

B. The premium rate established by the insurance carrier as of June 30, 2016 shall be the maximum rate for which the Board shall be liable for both the individual employee and family dependents. Any increase above the established premium on June 30, 2016 shall be borne by the employee.

C. Under no circumstances may the insurance described in this Article be reduced in any way below the coverage presently provided.

D. If the Board contemplates a change in insurance carriers, it shall (1) notify the Association as soon as such change is contemplated; (2) provide the Association with any appropriate information obtained by the Board regarding any prospective insurance carriers; and (3) meet and confer with appropriate Association representatives regarding said contemplated change.

E. Beginning January 12, 2005, the prescription co-payments shall be ineligible for reimbursement under the major medical portion of the health insurance plan.

ARTICLE XXI - VISION CARE PLAN

Not applicable to Paraprofessionals, Gym Aides, and Teaching Assistants.

A. The Board will provide full coverage for all employees who work thirty (30) hours or more per week and family dependents for a vision care plan.

B. The premium rate established by the insurance carrier as of June 30, 2016, shall be the maximum rate for which the Board shall be liable for both the individual employee and family dependents. Any increase above the established premium on June 30, 2016, shall be borne by the employee.

C. Under no circumstances may the insurance described in this Article be reduced in any way below the coverage presently provided.

D. If the Board contemplates a change in insurance carriers, it shall (1) notify the Association as soon as such change is contemplated; (2) provide the Association with any appropriate information obtained by the Board regarding any prospective insurance carriers; and (3) meet and confer with appropriate Association representatives regarding said contemplated change.

ARTICLE XXII - EMPLOYMENT

Credit on the appropriate Salary Schedule may be given for previous outside-the-District full-time appropriate working experience upon the recommendation of the superintendent of schools and the approval of the Board of Education. Additional credit not to exceed four (4) years of equivalent years of employment credit for years of active military or naval service of the United States or of this State and credit not to exceed two (2) years for Peace Corps or Vista work may be given on initial employment.

ARTICLE XXIII - STAFF OPENINGS

A. Staff openings will be announced by the superintendent to the present staff through one of the following methods:

1. Inter-school mailings;
2. Bulletins, or;
3. Postal and electronic mailings will be sent to the Association president during the summer months and other vacation periods.
4. Employees shall be notified during the summer months via electronic mail.

B. All presently employed teachers shall be given written notice of their tentative assignment for the coming year prior to the close of the school year. It is the sole discretion of the Board to change assignments at any time.

C. All prospective new hires will be notified by the Superintendent of benefits, especially regarding their medical coverage.

ARTICLE XXIV - SCHOOL YEAR

A. The "in school work year" for teachers employed on a ten (10) month basis will be scheduled at one hundred eighty-four (184) days. This shall include no more than one (1) day after the last pupil day. Professional Development will not occur on the first and last day for certified staff.

B. New teachers may be required to attend a maximum of three (3) additional days of orientation.

C. If emergency closing of school (such as for snow days) diminishes the school calendar, these days will be considered lost to the teachers' schedule as well. However, if the number of days closed diminishes the school calendar below one hundred eighty (180) days, then the number of days needed to raise pupil days to one hundred eighty (180) will be scheduled before July 1st of that year.

D. Elementary (Pre-K to5) parent-teacher conferences shall be scheduled as follows:

1. Day 1: Early dismissal for students, with conferences held between 1:40 and 3:40 p.m.
2. Day 2: Early dismissal for students and teaching staff, with conferences to be held between 6:00 and 8:30 p.m.
3. All K-5 teaching staff shall be present throughout all conference times. Substitute coverage shall be provided for staff members who travel between elementary schools.

E. The last three (3) days of the school year shall be on an early dismissal schedule for pupils; teachers shall work the full day.

F. All teachers shall be required to attend Back-to-School Night. On the day of Back-to-School Night, half-day school sessions shall be scheduled for students and teachers.

G. In addition to any paid chaperone duties worked, if any, all teachers shall be required to attend one (1) evening event per year, excluding all sporting events and promotional exercises, at no cost to the Board. The administration at each school will arrange for staff to select a preferred evening, subject to the administration's need to assign staff in order to assure that all evening events are properly staffed.

H. Child study team members and guidance counselors who work during the summer shall be paid at a rate of thirty-five (\$35.00) per hour worked. It is anticipated that no more than eighty (80) hours will be worked during the summer for each identified

group of staff members, but the hours worked during the summer is subject to administrative discretion only.

I. The “in school work year” for Paraprofessionals, Teaching Assistants, and Gym Aides employed on a tenth month basis will be consistent with the pupil calendar (180 days).

J. New Paraprofessionals, Teaching Assistants, or Gym Aides may be required to attend one (1) orientation day.

K. At the request of the teacher and with the approval of the school administrator, the Paraprofessional, Teaching Assistants, or Gym Aide shall attend and be compensated at their hourly rate (annual salary divided by 180 divided by 7 hours times the amount of time worked) for Parent Teacher Conferences.

L. Paraprofessionals, Gym Aides and Teaching Assistants shall give at least two (2) weeks’ prior written notice of their intent to resign from employment.

M. All Paraprofessionals, Gym Aides and Teaching Assistants shall be paid an annual salary according to the guide annexed to this Agreement.

ARTICLE XXV - ROOM PREPARATION

Not applicable to Paraprofessionals, Gym Aides, and Teaching Assistants.

Each teacher shall prepare his/her classroom or place(s) of teaching before the student school year begins. Such preparation is to be complete upon the opening of school.

ARTICLE XXVI - TRANSFERS - VOLUNTARY

All staff members who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such preference with the principal and superintendent. Said statement must be filed by April 1st to be effective for the upcoming school year for positions posted prior to April 1st of that year.

ARTICLE XXVII - TRANSFERS - INVOLUNTARY

Not applicable to Paraprofessionals, Gym Aides, and Teaching Assistants.

An involuntary transfer or reassignment will be accompanied by a meeting between the principal or the supervisor who made the recommendation, if different from the principal and the staff member involved, at which time the reasons for the transfer and the objections of the staff member will be discussed. Such reasons and objections may be given in writing by both the staff member and the principal at the request of either party.

ARTICLE XXVIII - COMPLAINTS

A. Every effort should be made by the staff member and the parent to resolve any differences which lead to misunderstandings.

B. If a parent or student contacts the principal or the supervisor with a verbal question concerning a staff member, effort should be made to resolve the matter informally, when possible, through meetings with the staff member, the immediate superior, the principal, or the superintendent and the parent.

ARTICLE XXIX - EVALUATION

A. 1. All monitoring and observation of an employee shall be conducted openly. An employee shall be given a copy of the evaluation report prepared by the evaluator. Both employee and evaluator will sign all copies. Evaluations by the Superintendent or his/her designee will be discussed with the employee.

A. 2. The employee's signature will only indicate that he/she has seen the evaluation and has had the opportunity to make comments on the evaluation form.

ARTICLE XXX - PLANNING TIME AND LUNCH TIME

Planning Time is not applicable to Paraprofessionals, Gym Aides and Teaching Assistants.

A. Each teacher's work day shall include a duty-free lunch period. At the middle school, the length of the teacher lunch period shall be forty (40) minutes. At the elementary schools, the length of the teacher lunch period shall be fifty (50) minutes. Teachers may leave the building during their duty-free lunch period, but must notify the principal's office.

B. 1. The work week shall include forty (40) minute duty-free planning periods at the average rate of one per each full day that classes are in session.

C. In addition to B (above), the work week shall include team planning periods at the average rate of one (1) per each full day that classes are in session. Said planning periods shall be forty (40) minutes in length at the middle school and twenty-five (25) minutes in length at the elementary schools. Said planning periods shall be for the purpose of:

1. Conferences with teaching staff, Child Study Team and administrators.
2. Grade level and/or department discussion meetings.
3. Conferences with parents.

These team planning periods are not meant to replace District curriculum writing positions or to perform administrative duties.

D. Any changes regarding the length of school day, planning period and lunch period will be undertaken only after negotiation between the bargaining unit of the Association and the Board.

E. The maximum teaching load at the middle school shall be six (6) classes. The maximum teaching load at the elementary schools shall be six (6) periods. Duties such as cafeteria duty or library coverage shall be considered equal to a class.

F. 1. High school teaching staff members shall teach twenty-five (25) periods per week except as provided in this Section. High school teaching staff members may be assigned an additional five (5) periods per week (the "sixth teaching assignment"), and the Board shall use best efforts to limit the number of high school teaching staff members assigned to the sixth teaching assignment to thirty-three (33) or less.

F. 2. All high school teaching staff members with a sixth teaching assignment shall receive, as compensation, an additional one-seventh ($1/7^{\text{th}}$) of their prorated salary.

G. 1. The teacher work day, which includes the student day plus required time before and after the student day, shall not exceed seven (7) hours. School nurses and librarians will also work a seven (7) hour day.

G. 2. High school teachers who volunteer to work the early morning program must sign in 15 minutes prior to class, which early morning program will start at 6:50 a.m., and shall be released at the end of period 6.

G. 3. Middle school teachers who volunteer to work the early morning program will come in one period early and be released one period early, but in no event shall their work day be less than seven (7) hours.

G. 4. Teachers, nurses and librarians shall report to their buildings no less than fifteen (15) minutes before the student day begins and shall remain at least fifteen (15) minutes after student dismissal, but this provision shall not lengthen the teacher work day beyond seven (7) hours.

H 1. Elementary school teachers shall not be required to remain with their students when they are being given formal instruction by the family living, computer, world language, health and enrichment or science teachers or the guidance counselor.

H. 2. The first set of interim reports at the K-5 level only need to be completed for students whose parents/guardians did NOT attend a conference with the teacher or for those students who are deemed as academically at-risk.

I. Middle school teachers shall not be required to teach more than three (3) subjects or grade levels. If a teacher is required to teach more than three (3) subjects or grade levels, he/she shall receive an additional planning period. Efforts shall be made by the Board so that special education teachers shall not be assigned more than four (4) preparations. Effective with the start of the 2010/2011 school year, each Middle School staff members shall give up one (1) planning period (of the two) for one (1) marking period (out of four marking periods per year), which shall be converted into a duty period (to be evenly distributed among the staff). For the remaining three (3) marking periods, Middle School Staff members shall retain two (2) planning periods per week (40 min./5 days per week) in addition to a 40 minute lunch. The duty period may involve the

following duties: bathroom monitor, cafeteria duty and/or hallway monitor. Any staff member having a common shared planning period will be exempt from changing the extra planning period to a duty period.

J. Any teacher required to cover a class, except in emergency situations when a teacher leaves school after the student day begins, shall be compensated at the rate of thirty-five dollars (\$35.00) per period.

K. All non-certified employees shall receive a duty-free lunch period. The length of said lunch period will be thirty (30) minutes for maintenance workers and custodians and sixty (60) minutes for secretaries and computer operators. All non-certified employees, except Paraprofessionals, Teaching Assistants, and Gym Aides, shall receive two fifteen (15) minute breaks. One break will be taken in the first half of the employee's shift, with the other break coming in the second half of the employee's shift.

1. In the event that the Paraprofessionals, Teaching Assistants and Gym Aides assigned to a Student Individualized Education Plan and/or classroom assignment permits them to leave the student(s) during the course of the day, they shall be entitled to no less than twenty (20) minutes for an unpaid lunch break each day, if permissible under the assigned student's IEP.

2. The Paraprofessionals', Teaching Assistants', and Gym Aides' work day shall be 5.75 hours/day, exclusive of an unpaid lunch and breaks. The work day, which includes the student day, plus required time before and after the student day, shall not exceed seven (7) hours. Those required to work beyond the regular work day shall be paid an amount equal to time and one-half (1 ½) their hourly rate. On days when there is a District-wide early release, all Paraprofessionals, Gym Aides and Teaching

Assistants shall work the same hours as teaching staff; in all other situations, they shall work their regular day and be assigned at the discretion of the District.

3. All Paraprofessionals, Teaching Assistants, and Gym Aides shall receive two, unpaid fifteen-minute (15-minute) breaks. One break will be taken in the morning, with the other break coming in the afternoon.

L. 1. All teaching staff shall be responsible to attend up to two (2) meetings per month for an aggregate total of no more than one hundred twenty (120) minutes after the normal school day. These meetings are for departmental, team and/or grade level meetings as well as administrative meetings. These meetings shall be for a variety of purposes, including, but not limited to: preparation of lessons/instruction, sharing instructional strategies/techniques with colleagues, principal and/or supervisor, development of rubrics, assessments and lessons designed to meet yearly school-wide goals and objectives.

L. 2. The after school meetings described in Paragraph (1) of this Section shall be scheduled at least four (4) weeks in advance to allow teaching staff members to plan personal, educational and professional schedules.

M. Non-certified staff shall receive summer hours. Between the end of one school year and the beginning of the next, non-certified staff members shall receive a thirty (30) minute lunch period and shall be permitted to leave at 3:00 p.m.

N. The administration shall make best efforts to provide common planning time to regular education and special education teachers engaged in In-class resource situations.

O. No middle school or high school teacher shall have more than four preps.

P. Any Teacher's, Paraprofessional's, Gym Aide's, and Teaching Assistant's duties shall not include secretarial jobs such as filing and stuffing or labeling of envelopes.

ARTICLE XXXI - HOLIDAYS AND VACATIONS

A. The holidays recognized by the Board of Education for non-certified, salaried employees to be observed when school is not in session shall be a minimum of twelve (12) days to be taken from the following list or such other days during the school year as determined by the Board of Education:

Labor Day	Christmas Day
Columbus Day	New Year's Day
Yom Kippur	Lincoln's Birthday
General Election Day	Presidents' Day
Veteran's Day	Good Friday
Thanksgiving Day	Memorial Day
Day after Thanksgiving	Independence Day
Martin Luther King Day	

B. One half (1/2) day - time off without loss of pay shall be granted on Christmas Eve, New Year's Eve, and Thanksgiving Eve. Employees who elect to take any of the following days off shall be charged with a full-day use of personal or vacation time: Thanksgiving Eve, Christmas Eve, or New Year's Eve.

C. Non-certified, salaried employees are permitted up to two (2) days to attend the NJEA Convention. These days shall not be considered paid holidays. An employee must utilize a vacation or personal day to attend an NJEA convention.

D. The following vacation table shall be used for non-certified 12-month employees:

1 to 5 years employment	- 12 vacation days
6 to 12 years employment	- 1 additional vacation day for each year
13 to 20 years employment	- 1 additional vacation day for each two (2) years
21 to 24 years employment	- 1 additional vacation day for each year
25 or more years employment	- 28 vacation days

All ten (10) month two (2) week secretaries shall receive five (5) vacation days per year. Ten (10) month secretaries shall not be eligible for vacation.

Vacation days will be capped at (20) days per year for all new hires after July 1, 2013.

E. Arrangement for the schedule of actual days of vacation shall be made with the superintendent, the principal, and the business administrator. Days of vacation must be used in the fiscal year, July 1st through June 30th, with the exception of five (5) days which may be automatically carried over for use in the following year.

F. If there is an emergency closing of schools due to inclement weather, secretarial staff will not be required to report to work. However, in the event of early closings/dismissals due to inclement weather or other emergencies, secretarial employees shall be required to remain at their work site until notification is received that all busses have safely completed their runs.

G. For employees with less than one (1) year service on July 1st, a vacation period based on an accrual of one (1) day for each completed month of employment will be allowed.

H. All twelve (12) month secretaries that earn twenty (20) or more vacation days per year shall be required to take a minimum of ten (10) vacation days between July 1 and August 31 of each year.

ARTICLE XXXII - OVERTIME

A. Non-certified employees who work any part of a recognized holiday or a Sunday will be paid double their regular base rate of pay for all hours worked. With respect to holidays, this will be in addition to their eight (8) hours of holiday pay at their regular base rate of pay.

B. Time and a half (1-1/2) shall be paid to any non-certified employee whose work exceeds forty (40) hours in any given week.

C. Employees who are called in for snow removal or other emergency situations shall be guaranteed at least two (2) hours pay, as long as the call-in is not contiguous with the regular work day. Such call-in work shall be paid at the rate of one and one-half (1-1/2) times the employee's base rate of pay, except as provided in A above.

D. Overtime shall be offered to full-time employees on a rotating basis before part-time employees are asked to work.

ARTICLE XXXIII - UNIFORMS

A. All maintenance personnel shall receive three (3) uniforms and one (1) pair of work shoes; the cost of the shoes shall not exceed a maximum of one hundred dollars (\$100.00) annually.

B. The Board will furnish specifications for both the shoes and the uniforms.

C. Reimbursement for uniforms and shoes, if applicable, will be made through the Board's payment of proper vouchers.

D. Employees shall maintain all uniforms and shoes at their own expense.

E. All employees shall report to work at all times in clean uniforms and safety shoes.

ARTICLE XXXIV - NON-CERTIFIED DISCIPLINE PROCEDURE

A. An initial disciplinary action taken against an employee by his/her supervisor shall be an oral warning. A record of the oral warning shall be placed in the employee's personnel file.

B. For a second disciplinary action, a formal written reprimand shall be issued to the employee with a copy placed in the employee's personnel file.

C. A third infraction given to an employee shall warrant suspension without pay pending a hearing before the superintendent for imposition of possible termination.

D. A copy of any document placed in an employee's personnel file, under this Article, shall be sent to the Association's president by means of the inter-school mail, or by regular mail during the summer with the approval of the employee.

E. Whenever an employee is required to meet with the superintendent or any of his/her designated representatives, and some form of disciplinary action is contemplated, the employee shall be so informed and shall have the right to have an Association representative present.

F. This procedure does not preclude the Board of Education from dismissing or suspending an employee without warning for serious misconduct.

ARTICLE XXXV - LAYOFF PROCEDURE

A. In the event of a non-certified reduction in force, including reductions caused by the discontinuance of a facility, the employees shall be laid off in the inverse order of seniority of the employees in the category involved.

B. Non-certified employees laid off will be recalled to work in order of seniority.

C. The Board shall maintain its reluctance to privatize maintenance services in the District.

ARTICLE XXXVI - PRESENT POLICIES

Except as this Agreement shall otherwise provide, all negotiable terms and conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable during the term of this Agreement. No such negotiable terms and conditions of employment shall be modified without prior negotiations with the majority representative.

ARTICLE XXXVII - TERMINATION AND EXTENSION AGREEMENT

A. The terms of this Agreement, inclusive of salary schedules, shall extend through June 30, 2016.

B. This Agreement shall continue in full force beyond the termination date if agreed upon in writing by both parties.

C. All staff members shall be required to sign in at the beginning of the work day and sign out at the end of the work day. Staff members shall also be required to sign-out and sign-in whenever they leave the building for any reason.

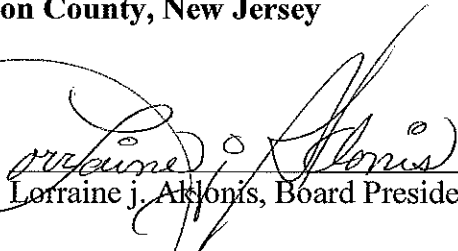
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by the respective Presidents, attested by their respective Secretaries and their corporate seals to be hereunto affixed, all on the day and year first above written.

(SEAL)



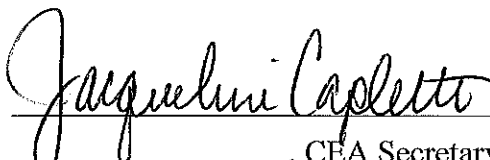
David Oliveira, Board Secretary

**CLARK BOARD OF EDUCATION
of the Township of Clark,
Union County, New Jersey**

By: 

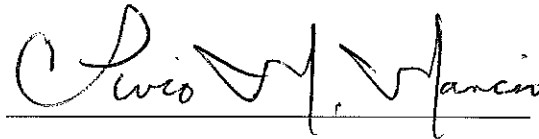
Lorraine J. Atklonis, Board President

(SEAL)



, CEA Secretary

**CLARK EDUCATION ASSOCIATION
(CEA)**

By: 

, CEA President

APPENDIX I

Salary Guide 2013-2016

2012/2013 Salary Guide (OLD GUIDE FOR DEMONSTRATION PURPOSES ONLY)

Step	BA	MA	MA+30	ED/Ph.D
1	50,478	53,358	56,543	59,063
2	50,678	53,558	56,743	59,263
3	50,881	53,761	56,946	59,466
4	51,087	53,967	57,152	59,672
5	51,296	54,177	57,361	59,881
6	51,515	54,396	57,580	60,100
7	51,745	54,621	57,780	60,325
8	51,945	54,865	57,980	60,525
9	52,310	55,385	58,180	60,700
10	53,240	56,360	58,910	60,809
11	54,965	57,930	60,530	62,833
12	57,165	59,600	62,910	64,910
13	60,630	63,030	66,140	68,140
14	65,450	68,150	71,160	73,060
15	70,395	73,595	80,505	82,505
16	77,945	82,195	87,555	89,555
17	83,468	89,243	93,823	95,785
18	91,840	99,140	102,940	104,865

2013-14 Salary Guide Effective 2/1/14 through 6/30/15

Step	BA	MA	MA+30	ED/Ph.D
1-2	51,170	54,945	57,970	59,895
3	51,375	55,150	58,175	60,100
4	51,585	55,360	58,385	60,310
5	51,795	55,570	58,595	60,520
6	52,015	55,790	58,815	60,740
7	52,240	56,015	59,040	60,965
8	52,490	56,265	59,290	61,215
9	52,990	56,765	59,790	61,715
10	53,740	57,515	60,540	62,465
11	55,240	59,290	62,290	64,215
12	57,040	61,640	64,640	66,565
13	60,540	65,140	68,140	70,065
14	65,140	70,140	73,140	75,065
15	69,740	75,140	79,140	81,065
16	76,440	82,040	86,040	87,965
17	81,440	88,740	92,540	94,465
18	88,340	95,640	99,440	101,365
19	93,340	100,640	104,440	106,365

YEAR 2

2014-15

No Change From 2013/14

Step	BA	MA	MA+30	ED/Ph.D
1-2	51,170	54,945	57,970	59,895
3	51,375	55,150	58,175	60,100
4	51,585	55,360	58,385	60,310
5	51,795	55,570	58,595	60,520
6	52,015	55,790	58,815	60,740
7	52,240	56,015	59,040	60,965
8	52,490	56,265	59,290	61,215
9	52,990	56,765	59,790	61,715
10	53,740	57,515	60,540	62,465
11	55,240	59,290	62,290	64,215
12	57,040	61,640	64,640	66,565
13	60,540	65,140	68,140	70,065
14	65,140	70,140	73,140	75,065
15	69,740	75,140	79,140	81,065
16	76,440	82,040	86,040	87,965
17	81,440	88,740	92,540	94,465
18	88,340	95,640	99,440	101,365
19	93,340	100,640	104,440	106,365

YEAR 3

2015-16

Begins 9/ 1/15 through 6/30/16

Salary Guide

Step	BA	MA	MA+30	ED/Ph.D
1	51,540	55,340	58,740	60,665
2-3	51,740	55,540	58,940	60,865
4	51,950	55,750	59,150	61,075
5	52,160	55,960	59,360	61,285
6	52,380	56,180	59,580	61,505
7	52,605	56,405	59,805	61,730
8	53,105	56,905	60,305	62,230
9	53,605	57,405	60,805	62,730
10	54,405	58,205	61,605	63,530
11	55,905	59,705	63,355	65,280
12	57,905	61,905	65,855	67,780
13	61,405	65,405	69,355	71,280
14	65,905	70,305	74,355	76,280
15	70,405	75,805	80,355	82,280
16	77,105	82,705	86,955	88,880
17	82,105	89,405	93,455	95,380
18	89,005	96,305	100,105	102,030
19	94,005	101,305	105,105	107,030

Salary Guide for Paraprofessionals, Gym Aides and Teaching Assistants, effective March 1, 2014:

All Paraprofessionals, Gym Aides, and Teaching Assistants shall be paid an annual salary according to the following guide:

Step	2013-2014	2014-2015	2015-2016
0	\$13,392	\$14,472	\$15,552
1	\$14,850	\$15,930	\$17,010
2	\$15,617	\$16,697	\$17,777
3	\$16,092	\$17,172	\$18,252
4	\$16,632	\$17,712	\$18,792
5	\$17,183	\$18,263	\$19,343
6	\$17,658	\$18,738	\$19,818
7	\$18,144	\$19,224	\$20,304
8	\$18,641	\$19,721	\$20,801
9	\$19,224	\$20,304	\$21,384
10	\$19,721	\$20,801	\$21,881

Salary Guide for Office Aides (Hourly Rate)

	2013/14	2014/15	2015/16
Step 0	14.15	15.15	16.15
Step 1	15.80	16.80	17.80
Step 2	15.80	16.80	17.80
Step 3	15.80	16.80	17.80
Step 4	15.80	16.80	17.80
Step 5	17.45	18.45	19.45
Step 6	17.45	18.45	19.45
Step 7	17.45	18.45	19.45
Step 8	17.45	18.45	19.45
Step 9	17.45	18.45	19.45
Step 10	17.45	18.45	19.45
Step 11	18.10	19.10	20.10

Salary Guides for Secretaries

Steps	2013-2014	2014-2015	2015-2016
0	\$39,656	\$40,449	\$41,258
1	\$39,860	\$40,657	\$41,470
2	\$40,176	\$40,979	\$41,799
3	\$40,696	\$41,510	\$42,340
4	\$40,798	\$41,614	\$42,446
5	\$41,002	\$41,822	\$42,658
6	\$42,659	\$43,513	\$44,383
7	\$42,965	\$43,825	\$44,701
8	\$57,084	\$58,226	\$59,391

Salary Guide for Computer Operators

	2013/14	2014/15	2015/16
Step 0	\$41,956	\$42,795	\$43,651
Step 1	\$42,160	\$43,003	\$43,863
Step 2	\$42,374	\$43,221	\$44,086
Step 3	\$42,797	\$43,653	\$44,526
Step 4	\$43,037	\$43,898	\$44,776
Step 5	\$43,271	\$44,137	\$45,020
Step 6	\$44,597	\$45,489	\$46,399
Step 7	\$48,269	\$49,235	\$50,220
Step 8	\$60,991	\$62,211	\$63,455

Salary Guides for Maintenance

Steps	2013-2014	2014-2015	2015-2016
0	\$57,755	\$58,911	\$60,089
1	\$57,959	\$59,119	\$60,301
2	\$58,163	\$59,327	\$60,513
3	\$58,367	\$59,535	\$60,726
4	\$58,571	\$59,743	\$60,938
5	\$60,713	\$61,928	\$63,166
6	\$63,161	\$64,425	\$65,713
7	\$65,609	\$66,922	\$68,260
8	\$70,435	\$71,844	\$73,281

The Assistant Maintenance position shall be covered by this Agreement according to the following salary guide:

- Step 1 \$43,000
- Step 2 \$44,000
- Step 3 \$45,000
- Step 4 \$46,000
- Step 5 \$47,000

Stipend Guides 2013-2016

ALJ Athletics	2013/14	2014/15	2015/16
Head Football	\$9,234	\$9,419	\$9,607
Head Basketball	\$8,166	\$8,329	\$8,496
Head Track	\$8,166	\$8,329	\$8,496
Head Wrestling	\$8,166	\$8,329	\$8,496
Head Baseball	\$6,634	\$6,767	\$6,902
Head Field Hockey	\$6,634	\$6,767	\$6,902
Head Gymnastics	\$6,634	\$6,767	\$6,902
Head Ice Hockey	\$6,634	\$6,767	\$6,902
Head Lacrosse	\$6,634	\$6,767	\$6,902
Head Soccer	\$6,634	\$6,767	\$6,902
Head Softball	\$6,634	\$6,767	\$6,902
Assistant Football	\$6,564	\$6,695	\$6,829
Head Cross Country	\$5,955	\$6,074	\$6,195
Head Swimming	\$5,955	\$6,074	\$6,195
Head Tennis	\$5,955	\$6,074	\$6,195
Head Volleyball	\$5,955	\$6,074	\$6,195
Head Indoor Track	\$5,948	\$6,067	\$6,188
Assistant Wrestling	\$5,567	\$5,679	\$5,792
Assistant Basketball	\$5,554	\$5,665	\$5,778
Assistant Indoor Track	\$5,034	\$5,134	\$5,237
Assistant Track	\$5,034	\$5,134	\$5,237
Assistant Baseball	\$4,491	\$4,581	\$4,672
Assistant Field Hockey	\$4,491	\$4,581	\$4,672
Assistant Gymnastics	\$4,491	\$4,581	\$4,672
Assistant Lacrosse	\$4,491	\$4,581	\$4,672
Assistant Soccer	\$4,491	\$4,581	\$4,672
Assistant Softball	\$4,491	\$4,581	\$4,672
Golf	\$4,457	\$4,547	\$4,637
Assistant Cross Country	\$3,201	\$3,265	\$3,330
Assistant Swimming	\$3,201	\$3,265	\$3,330
Assistant Tennis	\$3,201	\$3,265	\$3,330
Assistant Volleyball	\$3,201	\$3,265	\$3,330
Cheerleading Fall	\$3,201	\$3,265	\$3,330
Cheerleading Winter	\$3,201	\$3,265	\$3,330
Assistant Ice Hockey	\$2,989	\$3,048	\$3,109
Weight Training/season	\$1,745	\$1,780	\$1,816

ALJ Extra Curricular Positions -- Other Than Athletics

Band Director	\$6,639	\$6,772	\$6,907
Drama Director-Fall Play	\$5,955	\$6,074	\$6,195
Yearbook Advisor	\$5,955	\$6,074	\$6,195
Music Director (Musical) 4+ yr	\$5,955	\$6,074	\$6,195
Drama Director (Musical) 4+ yr	\$5,955	\$6,074	\$6,195
Newspaper Advisor	\$4,692	\$4,786	\$4,882
Music Director (Musical) 1-3 yr	\$4,568	\$4,659	\$4,752
Drama Director (Musical) 1/3 yr	\$4,568	\$4,659	\$4,752

Assistant Band Director	\$4,498	\$4,588	\$4,680
“Pride” Advisor	\$3,570	\$3,641	\$3,714
DECA Advisor	\$3,374	\$3,442	\$3,510
Debate Coach	\$2,977	\$3,037	\$3,098
Forensics Advisor	\$2,977	\$3,037	\$3,098
Student Council	\$2,766	\$2,822	\$2,878
Business Mgr.-Sch. Pub.	\$2,550	\$2,601	\$2,653
Key Club	\$2,142	\$2,185	\$2,229
Set Design-per show	\$1,530	\$1,561	\$1,592
Senior Class Advisor	\$1,443	\$1,472	\$1,502
Literary Magazine	\$1,302	\$1,328	\$1,354
Junior Class Advisor	\$1,216	\$1,240	\$1,265
Soph Class Advisor	\$792	\$807	\$823
Peer Leadership Advisor	\$675	\$689	\$703
Peer Mediation Advisor	\$675	\$689	\$703
SPEL Advisor	\$675	\$689	\$703
National Honor Society	\$675	\$689	\$703
Science Club	\$675	\$689	\$703
Fresh Class Advisor	\$645	\$658	\$671

Middle School

Coach – all sports 1-3 years	\$4,173	\$4,256	\$4,341
Coach – all sports 4+ years	\$5,444	\$5,553	\$5,664
Cheerleading – Fall & Winter			
1-3 years	\$4,173	\$4,256	\$4,341
4+ years	\$5,444	\$5,553	\$5,664
Student Council 1-3 years	\$2,255	\$2,300	\$2,346
Student Council 4+ years	\$2,821	\$2,878	\$2,935
Yearbook Advisor 1-3 years	\$2,255	\$2,300	\$2,346
Set Designer	\$1,530	\$1,561	\$1,592
Drama Director 1-3 years	\$4,568	\$4,659	\$4,752
Drama Director 4+ years	\$5,955	\$6,074	\$6,195
Science Club	\$675	\$689	\$703
Builder’s Club	\$675	\$689	\$703
Art Club	\$675	\$689	\$703
National Junior Honor Society	\$675	\$689	\$703
Peer Leadership	\$675	\$689	\$703
Yearbook Advisor 4+ years	\$2,821	\$2,878	\$2,935
Newspaper 1-3 years	\$2,397	\$2,445	\$2,494
Newspaper 4+ years	\$2,958	\$3,017	\$3,078
Math Club	\$675	\$689	\$703
Music Instructor (after school)	\$649	\$662	\$675
Atoms Advisor	\$675	\$689	\$703
KTV Advisor	\$675	\$689	\$703
Middle School Homework Club	\$33/hr	\$34/hr	\$34/hr
Middle School Enrichment	\$33/hr	\$34/hr	\$34/hr

Elementary School

Student Council Advisor	\$1,173	\$1,196	\$1,220
Robotics	\$1,148	\$1,170	\$1,194

Safety Patrol	\$918	\$936	\$955
Elementary Enrichment	\$33/hr	\$34/hr	\$34/hr
Play Director	\$4,855	\$4,952	\$5,051
Set/Stage Crew Director	\$649	\$662	\$675

Curriculum Writing – Amounts paid to each person

Full Year Course

1 writer	\$1,020	\$1,040	\$1,061
2 writers	\$536	\$546	\$557
3 writers	\$383	\$390	\$398

Semester Course

1 writer	\$663	\$676	\$690
2 writers	\$357	\$364	\$371

Marking Period Course

1 writer	\$434	\$442	\$451
2 writers	\$281	\$286	\$292

OTHER ACTIVITIES

Summer Weight Room	\$1,745	\$1,780	\$1,816
Summer Athletic Trainer	\$1,020	\$1,040	\$1,061
Chaperones	\$65	\$67	\$68
Videographer (Football)	\$114	\$117	\$119
Videographer (Other Than Football)	\$77	\$78	\$80
Sports Announcer	\$83	\$84	\$86
Football Chain Crew	\$54	\$55	\$56
Timer:Football	\$83	\$84	\$86
Timer:Basketball/Wrestling	\$70	\$72	\$73
Ticket Seller	\$83	\$84	\$86

The extra-curricular positions of ticket taker and ticker shall be consolidated into a single position of ticket seller. The stipend amount paid to the ticket seller shall be per occasion (all games being played at the site) and not per event or per game. The parties further agree that ticket sellers shall be required to stay for the length of the entire occasion in order to receive the full stipend. In the event that the ticket seller leaves early, only one-half (1/2) of the stipend shall be paid.

All Middle School coaching stipends shall be paid at the rate of one-half (1/2) of the stipend set forth in the CNA to represent the fact that the sports schedules for Middle School athletics has been reduced in half. In the event that the Middle School athletic schedules are revised, the parties shall revisit the issue of the proration of the stipend.