

AGREEMENT

between

**RAMAPO INDIAN HILLS
EDUCATION ASSOCIATION, INC.**

and

**BOARD OF EDUCATION of the
RAMAPO INDIAN HILLS
REGIONAL HIGH SCHOOL DISTRICT**

**in the
County of Bergen
New Jersey**

July 1, 2006 to June 30, 2010

**Ramapo-Indian Hills Education
Association, Inc.**

EXECUTIVE COMMITTEE of R.I.H.E.A.

President.....Danielle Migliacci

Vice-President.....Lisa Acquaire

Treasurer.....Michael Cauda

Secretary.....H Ospina

Building Representative - Ramapo:
James Drobinske

Ass't. Building Representative - Ramapo:
Donna Harvey

Building Representative - Indian Hills:
Cherie McLaughlin

Ass't. Building Representative - Ramapo:
Angela Funk

R.I.H.E.A. NEGOTIATING TEAM

Michael Cauda, Chairperson

Danielle Migliacci

Lisa Acquaire

Peter Colletto

Barbara R. Duhig

Greg Hudak

Dottie Kohler-Nykyforuk

Steve Kopelman

Michael Nangle

Cherylin J. Roeser

N.J.E.A. Field Representative: Joe Tondi

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ARTICLES GOVERNING
ALL MEMBERS OF THE UNIT

ARTICLE I
RECOGNITION

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified and non-certified personnel, full-time or part-time, as defined in Article XVII Teacher Employment, and as listed under Schedule A-2 Job Titles, whether under contract, on leave, employed or hereafter employed by the Board, including:

1. Classroom Teachers
2. Learning Disabilities Specialist
3. School Nurse
4. Speech Correctionists and Therapists
5. Work-Experience Coordinators
6. Guidance Counselors
7. Supplemental Teachers
8. Librarians / Media Specialists
9. School Social Workers
10. School Psychologists
11. Administrative Assistants
12. Technical Assistants
13. Special Education Teaching Assistants

but excluding:

1. Superintendent
2. Assistant Superintendent
3. Principals
4. Assistant Principals
5. Secretary to the Board of Education
6. School Business Administrator
7. Director of Curriculum and Articulation
8. Coordinator of Computer Services
9. Subject Supervisors
10. Directors of Guidance
11. Directors of Athletics
12. District Coordinator of Technology
13. Assistant District Technology Coordinator/
Staff Development Trainer
14. Coordinator of Facilities and Operations
15. Secretary to the Superintendent of Schools
16. Secretary to the Business Administrator
17. Personnel Secretary

18. Confidential Secretary to the Superintendent of Schools

19. All managerial, supervisory, or confidential employees as defined in N.J.S.A. 34:13A-5.32.

Unless otherwise indicated, the term "teachers", when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined. The term "administrative assistant", when used hereinafter in this Agreement, shall refer to all non-certified employees represented by the Association in the negotiating unit as above defined, including Technical Assistants and Special Education teaching Assistants.

This recognition shall not impair the rights of any employee or group of employees under Section 19 of Article I of the New Jersey Constitution, or any applicable law or State Administrative regulation now or hereafter enacted or promulgated. Subjects for collective negotiations under this agreement and the procedures provided for herein shall be all terms and conditions of employment.

ARTICLE II NEGOTIATION OF SUCCESSOR AGREEMENTS

The parties agree to enter into collective negotiation over a successor agreement in accordance with N.J.S. 34:13A-1 et seq. in a good faith effort to reach agreement on the terms and conditions of unit members' employment. Such negotiations shall begin not later than December 15 of the calendar year preceding the calendar year in which this Agreement expires. Both parties shall submit their proposal at the first negotiating session. Any proposal not submitted by the parties at the first negotiation session shall not be negotiable until the present Agreement has expired and negotiations have begun for a successor agreement. Any agreement so negotiated shall apply to all unit members, be reduced to writing, be signed by the Board and the Association negotiating representatives and shall be submitted to the Board and to the Association for approval. Adoption by the Board shall follow ratification by the Association membership.

It is desirable that meetings terminate at 11:00 pm on any evening preceding a school day or a working day.

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 III GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A grievance is a claim by an employee and/or the Association based upon an alleged misrepresentation, misapplication, or violation of this Agreement, or of any Board policy or State administrative decision concerning working conditions or terms of employment of persons in the negotiating unit.

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 secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting 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 herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement.

C. PROCEDURES

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

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 and, if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Level One

a. An employee with a grievance must submit it in writing to the building principal and then discuss it with that building principal with the objective of resolving the matter informally. In the case of Board, Office administrative assistants, the employee with a grievance must submit it in writing to his/her immediate supervisor, which may be the Business Administrator.

b. In all cases, the building principal or appropriate immediate supervisor, which may be the Business Administrator, shall issue a written response to the grievance at Level One within ten (10) working days of any written letter of grievance.

4. Level Two

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) working days after presentation of the grievance, the grievant may file the grievance in writing with the Association within five (5) working days after the decision at Level One, or ten (10) working days after the grievance was presented, whichever is sooner. If the Association determines to submit the grievance to the Superintendent of Schools, the Association shall state in writing the nature of the

claim, the factual dispute, its opinion as to whether or not the grievance is meritorious, and its recommendations, including, but not in limitation, an appropriate remedy.

5. Level Three

a. If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within fifteen (15) working days after the grievance was delivered to the Superintendent, the grievant may, within five (5) working days after a decision by the Superintendent, or twenty (20) working days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit the grievance to the Board of Education. If the Association determines to submit the grievance to the Board of Education, it shall do so within five (5) working days after receipt of a request by the aggrieved person. In submitting such a grievance to the Board of Education, the Association shall state in writing the nature of the claim, the factual allegations of the grievant and of other parties involved, findings of fact with respect to any factual dispute, its opinion as to whether or not the grievance is meritorious, and its recommendations, including but not in limitation, an appropriate remedy.

b. Within five (5) working days after receipt of such a written submission of the grievance from the Association, the Board and the Association shall attempt to agree upon a mutually acceptable time and place for the Board to hear the grievance. In any event, the Board shall schedule a hearing as promptly as possible and in no event later than twenty (20) working days from the date of the submission of the grievance in writing to the Board, and the Board shall hold such hearings as are necessary and issue its decisions not later than twenty (20) working days from the date of the close of the hearings or, if oral hearings have been waived by the grievant and the Association, then from the date upon which the written statement of the grievance and proof on the issues have been submitted to the Board. The Board's decision shall be in writing and shall set forth its findings of fact, reasoning and conclusions on the issues submitted. If the Association has determined that the

grievance is not meritorious, the disposition of the grievance is terminated at this stage.

6. Level Four

a. If the Association is not satisfied with the disposition of the grievance by the Board, and the grievance is an arbitrable grievance as hereafter defined, the Association may submit the matter to arbitration, in the manner hereafter provided, by serving a written notice upon the Board of the Association's intention to arbitrate within ten (10) working days after a decision by the Board.

b. Within ten (10) working days after each written notice of submission 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 may be made by either party to P.E.R.C. The parties agree to utilize P.E.R.C. for the arbitration process and to be bound by the rules and procedures of P.E.R.C. in this matter.

c. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly, and shall issue a decision not later than twenty (20) working days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board

and the Association. Any other expenses incurred shall be paid by the party incurring same.

e. Binding arbitration under this article shall apply only to administrative decisions which contravene or misapply Board policy or the provisions of the agreement, and to any other misinterpretation, misapplication or violation of Board policy or this agreement; and no grievance shall be arbitrable that involves the discipline of any employee, the non-renewal of non-tenured employees, or any other matter for which a method of review is provided in the Division of Controversies and Disputes under the Commission of Education.

D. RIGHTS OF EMPLOYEES TO REPRESENTATION

1. Subsequent to Level One, any party 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. When a unit member is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure subsequent to Level One.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any building representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

E. MISCELLANEOUS

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the principal directly and the processing of such grievance shall be commenced at Level One. The Association may process such a grievance through all levels of the grievance procedure subsequent to Level One, even though the aggrieved person does not wish to do so.

2. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two, Three, and Four of the grievance procedure shall be in writing, setting forth the

decision and the reasons thereof, and shall be transmitted promptly to all parties in interest and to the Association.

3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file.

4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the administration and the Association, subject to Board approval, and given appropriate distribution so as to facilitate operation of the grievance procedure.

5. Meetings and hearings under this procedure shall not be conducted in public and shall be attended only by such parties in interest and their designated or selected representatives heretofore referred to in this article.

6. It is understood that the employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

7. Disputes over reassignment shall be subject to the grievance procedure, but at no stage of the grievance procedure shall one hearing the grievance substitute his/her judgment on relative qualifications, and the sole question shall be whether the reassignment was made, or request therefore denied arbitrarily and capriciously. Disputes over such reassignments shall not be subject to binding arbitration if they involve a non-disciplinary reassignment or disciplinary transfer between work sites.

F. LIMITATION

Any grievance not presented in writing within thirty (30) days after the grievant knew or should have known of the event or events upon which the claim is based, shall conclusively be deemed waived by the grievant or grievants. Any grievance not submitted in writing to the Superintendent under Level Two within fifty (50) days after the aggrieved person knew or should have known

of the event or action upon which the grievance is based, shall conclusively be deemed waived.

ARTICLE IV EMPLOYEE RIGHTS

- A. Pursuant to N.J.S. 34:13A-1 et seq., the Board hereby agrees that every employee of the Board in the unit herein recognized 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, or refrain therefrom. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred to N.J.S. 34:13A-1 et seq., or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of that employee's membership or lack thereof in the Association and its affiliates, participation or lack thereof in any activities of the Association and its affiliates, collective negotiations with the Board, or institution of any grievances, complaints or proceeding under this agreement or lack thereof with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations of the State Board of Education and/or State Commissioner of Education. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. Whenever any employee is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment, or the salary or any increments pertaining thereto, then that employee shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the

Association present to advise and represent him/her during such meeting or interview.

D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

E. No grade determined, awarded or assigned by a teacher shall be changed by any superior unless the teacher shall first have been given written notice of the proposed change and an opportunity to be heard (directly or through a representative) thereon by the Superintendent of Schools or his/her designee. The determination of grade made by the Superintendent or his/her designee after such hearing shall be final and binding upon all parties.

In lieu of notation on report card, administrative record will be kept. A record of all such grade changes shall be maintained in the Guidance Department.

F. No teacher may be formally disciplined by the Board without just cause.

G. The Association and its members, as well as the Board of Education and Administrators, agree not to discuss issues regarding negotiations, grievances or disputes existing between the Board and the Association with parents, students, the press, members of other bargaining units, staff, etc.

H. Complaints regarding a unit member made to any member of the administration by any parent or student shall be communicated to the member involved without delay, within five (5) work days. The unit member may thereupon request a conference with the complainant, and if the complainant is willing to attend such a conference, one shall be scheduled by the administrator involved. The unit member, at such conference, shall be given a full opportunity to respond to the complaint.

I. No material derogatory to a unit member's conduct, service, character or personality, and no written memorandum relating to a complaint against any unit member or the resolution thereof, shall be placed in a unit member's personal file unless the unit member has an opportunity to review the material. The unit member

shall acknowledge that he/she 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/her designee and attached to the file copy.

J. The foregoing provisions are not intended to restrict members of the administration from making reasonable attempts to resolve informally complaints regarding a unit member by any parent or student before a written complaint is accepted.

ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board agrees to furnish or make available to the Association President one copy of Board minutes of public meetings and a synopsis of the audit report.

The Board will deliver a copy of the proposed agenda for public Board meetings if and when copies thereof are delivered to Board members, provided that nothing herein contained shall be construed to preclude the Board from conducting business not on the proposed agenda or from amending, altering, or changing such agenda. The Board agrees that if it amends or alters the proposed agenda prior to the time fixed for the public meeting, every effort will be made to notify the Association President of such changes therein.

The Board agrees to make available to the President of the Association and/or a designated representative, for inspection and/or copying in response to reasonable requests from time to time, annual financial reports and audits, names and addresses of all certificated personnel and such other information, as is neither privileged nor the work product of the Board or administration, which would assist the Association in developing programs.

B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations,

grievance proceedings, conferences or meetings, he/she shall suffer no loss in pay. Nothing herein contained shall be construed as requiring that such negotiations, grievance proceedings, conferences, or meetings, be scheduled during working hours.

C. Any District-wide committee formed by the Board containing parents and students and dealing with the educational program shall have two Association representatives, one from each school; any such committee dealing with a single school shall have one Association representative from that school.

D. Representatives of the Association, the New Jersey Education Association, and the National Education Association, shall be permitted to transact official Association business on school property at all reasonable times, provided that such activity shall not interfere with nor interrupt normal school operations, and provided that such representatives check in at the building principal's office when entering the building.

E. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, upon reasonable notice to and approval by the Board Secretary, or a designee, which approval shall not unreasonably be withheld.

F. The Association shall have the right to use such typewriters, copiers and duplicating equipment, computers and related equipment, media technology and related equipment, access to the Internet, etc., as may be in each school upon reasonable notice to and approval by the building principal or a designee, which approval shall not be withheld unless such equipment as is desired is in use, or about to be used for other authorized purposes. The approval may be revoked if the equipment is required for school use after the Association has begun using it.

Such equipment shall be operated only by members of the Association experienced in its use, and the Association shall bear full financial responsibility for its misuse or damage while so being used. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use.

G. The Association shall have, in each school building, the exclusive use of a bulletin board in each lounge and dining room, provided that no materials shall be displayed thereon unless it has first been signed or initialed by the president of the Association or any officer thereof designated by the President. The signing or initialing of any such materials by an Association officer shall not be construed to mean that the Association or its officers endorse or subscribe to any of the opinions expressed or positions espoused in such materials.

H. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the approval of building principals or other members of the administration, provided that the amount of such use shall be reasonable and not burden the facilities, and that the Board's clerical staff shall not be used.

It is understood and agreed that this right does not include sending unstamped mail relating to Association organizing and business through the inter-school mail facilities in violation of the Private Express statutes (18 U.S.C. 1693-1699 and 39 U.S.C. 601-606).

The District's email system may also be used by the Association on the same basis as the inter-school mail facilities and shall be subject to the District's Internet use policy. The Association understands that correspondence sent in this manner is not confidential.

I. During an orientation program for new employees, scheduled by the Board, the Association shall be allocated one (1) hour during the time when such employees are required to attend school for the purpose of conducting Association programs of any kind to which such new employees will be invited. Nothing herein contained shall be construed to require such programs sponsored by the Association during its allotted time, and the Board shall not require, nor shall the Board discourage, attendance, however.

J. 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

organization purporting to represent employees in the unit for collective bargaining purposes.

K. The President shall have unrestricted use of the school day other than during an assigned homeroom period, supervision period, preparation and teaching periods, provided only that the President shall not during the course of any activity disturb, distract, disrupt or interfere with the performance of their duties by other members of the unit.

In addition, the principal shall release the President of the Association from his/her supervision period and homeroom duties for the purpose of permitting him/her to perform his/her duties as President of the Association if and for so long as there are other teachers available to whom the homeroom and supervision period responsibilities can be assigned.

L. The Board shall grant up to five days' leave with pay to the President of the Association for the purpose of attending Association business.

ARTICLE VI SALARIES

A. The salaries of all teachers covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof. The salaries of all Supplemental Teachers covered by this Agreement are set forth in Schedule "A-1" which is attached hereto and made a part hereof. The salaries of all Administrative, Technical, and Special Education teaching Assistants covered by this Agreement are set forth in Schedule "A-2, A-3, and A-4" which is attached hereto and made a part hereof.

1. For salaries on Schedule A, Teacher Salary Guide, total monies shall increase by 4.4%, inclusive of increment for 2006-2007; by 4.42%, inclusive of increment for 2007-2008; by 4.43%, inclusive of increment for 2008-2009; and by 4.44%, inclusive of increment for 2009-2010.

a. Unit members on Schedule A, Teacher Salary Guide, employed by the District during the 2001-

2002 school year shall move incrementally and/or laterally on the guide for 2002-2003.

b. Unit members hired for the 2002-2003 school year shall remain on their initial step for that year, and receive the appropriate salary increase.

c. During the 2003-2004 school year, Step 1 will be removed and all subsequent steps renumbered.

d. For 2003-2004, all teachers will advance on the guide and will receive the appropriate dollar increase, but their step number will remain the same as it was in the 2002-2003 school year.

e. Time served during the 2003-2004 school year will count toward years of service and longevity in the District.

2. For salaries on Schedule A-1, Supplemental Teacher Salary Guide, total monies shall increase by 4.4%, inclusive of increment for 2006-2007; by 4.42%, inclusive of increment for 2007-2008; by 4.43%, inclusive of increment for 2008-2009; and by 4.44%, inclusive of increment for 2009-2010.

3. For salaries on Schedule A-2, Administrative Assistants Salary Guide, total monies shall increase by 4.4%, inclusive of increment for 2006-2007; by 4.42%, inclusive of increment for 2007-2008; by 4.43%, inclusive of increment for 2008-2009; and by 4.44%, inclusive of increment for 2009-2010.

4. For salaries on Schedule A-3, Technical Assistants Salary Guide, total monies shall increase by 4.4%, inclusive of increment for 2006-2007; by 4.42%, inclusive of increment for 2007-2008; by 4.43%, inclusive of increment for 2008-2009; and by 4.44%, inclusive of increment for 2009-2010.

5. For salaries on Schedule A-4, Special Education Teaching Assistants Salary Guide, total monies shall increase by 4.4%, inclusive of increment for 2006-2007; by 4.42%, inclusive of increment for 2007-2008; by 4.43%, inclusive of increment for 2008-2009; and by 4.44%, inclusive of increment for 2009-2010.

B. 1. Unit members employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments. The first paycheck issued for the month of September shall be on the first working Friday.

2. Unit members employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments. The first paycheck issued for the month of September shall be on the first working Friday.

3. Unit members may elect to have monies deducted from their paychecks and paid into the Paragon Federal Credit Union or Hudson United Bank through the use of automatic payroll deductions.

4. Teachers employed on a ten (10) month basis may individually elect to have ten (10%) percent of their monthly salary deducted from their pay. These funds shall be paid to the teacher on the final pay day in June, or in semi-monthly installments according to a schedule of payment throughout the summer at the option of a majority of those participating in the summer payment plan.

As permitted by law, any interest accruing to such deduction shall be added to these payments. In the event of termination of his employment in the District, these funds shall be paid to the teacher, or to his estate upon his death.

5. When a pay day falls on or during a school holiday, vacation or week-end, unit members shall receive their paychecks on the last previous working day.

6. Teachers and ten-month assistants shall receive their final check and the pay schedule for the following year on or before the last day on which teacher and assistant attendance is required.

7. Teachers and ten-month assistants leaving prior to the last official day for teachers will have their final paycheck mailed to them at their address as last given to the school authorities prior to June 30th of that year.

8. When an administrative assistant in the bargaining unit is promoted from one grade to another,

said employee shall be placed on the step of the next grade level which she/he would have attained had she/he remained on the lower grade level.

C. Nothing in this Agreement or any schedule hereto shall be construed to limit or modify the rights of the District or the rights of any unit member under N.J.S.A. 18A:28-5.

ARTICLE VII SICK LEAVE

A. Definition of Sick Leave

Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of physical disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

B. Sick Leave Allowable

All persons holding any office, position or employment in the District, who are steadily employed by the Board of Education or who are protected by tenure in their office, position or employment under the provisions of any law, except persons in the classified service of the Civil Service under Title II Civil Service, of the Revised Statutes, shall be allowed sick leave with full pay for a minimum of ten (10) school days in any school year or a pro-rated share thereof.

C. Payment of Sick Leave for Service-Connected Disability

Whenever any employee entitled to sick leave under this Article is absent from his/her post of duty as a result of a personal injury caused by an accident arising out of and in the course of his/her employment, the employer shall pay to such employee the full salary or wages for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or the accumulated sick leave provided in Sections B and D hereof. Salary or wage payments provided in this section shall be made for absence during the waiting

period and during the period the employee received or was eligible to receive a temporary disability benefit under Chapter 15 of Title 34, Labor and Workmen's Compensation, of the Revised Statutes. Any amount of salary or wages paid or payable to the employee pursuant to this section shall be reduced by the amount of any Workmen's Compensation award made for temporary disability.

D. Accumulated Sick Leave

If any such person requires in any school year less than the specified number of days of sick leave with sick pay allowed, all days of such minimum sick leave not utilized that year shall be accumulated, to be used for additional sick leave as needed in subsequent years.

E. Credited with Unused Sick Leave

Whenever the Board of Education employs any person who has an unused accumulation of sick leave days from another school district in New Jersey, the Board may, at its discretion, grant, not later than the end of the first year of employment, part or full credit therefore. The amount of any such credit shall be fixed by resolution of the Board uniformly applicable to all employees and subject to the provisions of Chapter 30 of Title 18A, Revised Statutes.

F. Certificate Issued Showing Unused Sick Leave

Upon termination of employment of any employee, the Board shall issue, at the request of the employee, a certificate stating such employee's unused accumulation of sick leave days as of the date of such termination. Such certificate shall be filed with the new employer within one (1) year of such new employment.

G. Accumulation of Sick Leave Credited; Use; Accumulation; Leave Irrevocable

The accumulation of sick leave days from another district, when granted in accordance with this article, shall be credited upon receipt of the certificate of the prior employee. The days of sick leave so credited may be used immediately, or if not so used, shall be cumulative for additional leave thereafter as may be

needed. The number of such days when granted shall be irrevocable by the Board.

H. Physician's Certificate Required for Sick Leave

In case of sick leave claimed, the Board may require a physician's certificate to be filed with the Secretary of the Board of Education in order to obtain sick leave.

I. Prolonged Absence Beyond Sick Leave Period

When absence, under the circumstances described in Section A of this article, exceeds the annual sick leave and the accumulated sick leave, the Board of Education may pay any such person each day's salary less the pay of a substitute, if a substitute is employed, or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/190th of the annual salary.

J. Power of Board of Education to Pay Salaries

Nothing in this Article shall affect the right of the Board of Education to fix either by rule or by individual consideration, the payment of salary in cases of absence not constituting sick leave, or to grant sick leave over and above the minimum sick leave as defined in this chapter or allow days to accumulate over and above those provided for in Section B, except that no person shall be allowed to increase his/her total accumulation by more than fifteen (15) days in any one (1) year.

K. Twelve-Month Employees

Employees on a twelve-month basis shall be entitled to two (2) additional cumulative sick days.

L. Upon retirement, members of the Ramapo Indian Hills District shall receive payment for all unused sick days on the following basis:

1. Teacher members of the Ramapo Indian Hills District shall receive payment for all unused sick days accumulated after June 30, 1973, as follows:

a. For each such unused sick day accumulated between September 1, 1973, and June 30, 1996, the retiring teacher shall be paid 1/360th of the annual salary stipulated for the first (1st) step of the B.A. guide for the year in which the sick day was accumulated.

b. For each such unused sick day accumulated between September 1, 1996, and thereafter, the retiring teacher shall be paid 1/360th of the annual salary stipulated for the fourth (4th) step of the B.A. guide for the year in which the sick day was accumulated.

c. Effective with the 1996-97 contract year, Schedule A shall bear a notation of the appropriate step governing this provision.

2. Administrative assistants, technical assistants, and special education teaching assistants in the Ramapo Indian Hills District shall receive payment for all unused sick days accumulated after June 30, 1974, as follows:

For each such unused sick day, the retiring administrative, technical, or special education teaching assistant shall be paid 1/480th of the annual salary stipulated for the first (1st) step of the Grade I salary guide for the year in which the sick day was accumulated.

3. For the purpose of this computation, sick days hereafter taken shall be charged against and deducted first from those accumulated in 1973 (for teacher members) and in 1974 (for assistants), and thereafter from those accumulated in each subsequent year to the end that those sick days first accumulated shall be those first lost for the purpose of computation.

4. As utilized herein, retirement for teachers shall be defined as TPAF, exclusive of deferred retirement. A teacher must submit his or her letter of resignation for purposes of retirement by January 1st if retirement is effective June 30th, or with six (6) months' advance notice if retirement is effective at any other time during the school year. An emergency resulting in a disability retirement will be the sole exception to this provision.

For purposes of this clause, "retirement" for administrative/technical/teaching assistants shall mean pursuant to PERS, but shall not include "deferred retirement." Notices of retirement received after February 1 of the year in which retirement becomes effective may result in payment for such sick days' being deferred until the following school year.

5. The failure of the unit member to submit his or her letter of resignation for purposes of retirement, within the six (6) month time frames above, will delay his or her receipt of benefits to the end of the school year following the year in which retirement occurred.

6. The aforementioned payment will be made to a unit member's estate in the event a unit member, otherwise eligible for payment under this provision, dies while employed in the District.

7. Effective July 1, 2007, the payout for unused sick days upon retirement shall be modified as follows:

a. For certificated staff, all current unused sick day balances based on current calculation procedures (as in Section L 1 above) shall be frozen as of June 30, 2007.

b. All unused sick days accumulated after July 1, 2007, will be paid out upon retirement at the rate of \$125 a day to a maximum of 200 days.

c. For purposes of calculation, utilized sick days will be deducted first from the non-payment days.

d. Each member's sick day balance, as of June 30, 2007, including carry-over personal days and Bell Schedule Grievance days, and the total monetary value of those days as of June 30, 2007, shall be identified in writing and disseminated to each individual certificated employee, by October 1, 2007.

M. Where an employee can anticipate the occurrence of a specific future disabling event, such as surgery or pregnancy, he or she shall notify his or her Principal or immediate supervisor as soon as he or she is aware of the pending condition. The employee shall specify in writing his or her best estimate of the dates of commencement and termination of disability. At the time of notification, the employee shall submit a physician's certificate attesting to the disabling condition and

specifying the physician's best estimate of the dates of commencement and termination of the disability.

ARTICLE VIII TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to temporary non-cumulative leaves of absence with full pay each school year as hereinafter set forth.

A. Definition of Terms

1. By "immediate family" is meant any relative residing in the same household as that of the employee or any of the following relatives: mother, father, brother, sister, children, grandchildren, stepmother, stepfather, stepbrother, stepsister, stepchildren, mother-in-law, father-in-law, domestic partner.

2. By "the family" is meant any relative not residing in the same household as that of the employee, namely, aunt, uncle, niece, nephew, grandparents, brother-in-law, sister-in-law.

B. Absence for reasons given below, not allowable as sick leave, will be granted as follows: (non-cumulative)

1. Up to five (5) days for death in the immediate family, without deduction of pay.

2. Up to three (3) days for death in the family, without deduction in pay.

3. Up to a total of four (4) days per school year with full pay for personal reasons.

a. Requests for such leave shall be submitted in writing at least three school days in advance (two work days for administrative assistants, technical assistants, or special education teaching assistants), except in cases of extreme emergency. Absences covered by this provision shall not, except in cases of extreme emergency, be permitted on the days immediately preceding or following a weekend, school holiday, vacation, or recess period.

b. All unused personal days will accumulate as sick days eligible for retirement compensation only. Such days shall not be added to an employee's sick day allowance for purpose of use as sick days.

4. Up to two (2) days for two (2) representatives of the Association to attend conferences and conventions of state and national affiliated organizations.

5. In the event of the death of an employee in the Ramapo-Indian Hills District, the principal of said employee or the Business Administrator shall grant to a number of employees, appropriate in his/her discretion, sufficient time off to attend the funeral.

6. For teacher members, up to three (3) additional days per school year with a minimum deduction of the amount normally paid a substitute per day for reasons given in Paragraph B.3(a) through (k) above. For assistant members, up to three (3) additional days per school year with a deduction of 1/480th of the Step 1 salary or approximately \$50 per day for reasons given in item B3 above after the four (4) allowable days have been used.

7. Full deduction (1/190th, for teacher members, 1/260th for assistant members) of the annual contract salary) if absence is in excess of the days allowable for reasons given in this Article.

C. Absence for Professional and Legal Reasons

No deduction in salary will be made if a unit member is absent for professional reasons such as attending a convention, conference or meeting, seminar, Grant-in-aid Program, summer school session, workshop, clinic, visiting schools or on school business relative to the member's work, provided that approval has been given in advance by the principal.

D. Schedule of Pay Deductions

1. When a unit member has used during any school year the ten (10) days sick leave allowable by law for ten-month employees, or twelve (12) days sick leave for twelve-month employees, and all accumulated sick leave allowed under the provisions of this contract,

full deduction (1/190th of the annual salary for ten-month employees, 1/260th for twelve-month employees) will be made for each day's absence unless leave is extended by vote of the Board of Education.

2. When a unit member is absent for any reason not recorded in this contract and not excused or excusable under the provisions of this contract, full deduction (1/190th for ten-month employees, 1/260th for twelve-month employees) of the annual salary will be made for each day's absence, unless waived by vote of the Board of Education.

E. Report of Reason for Absence

Each unit member, upon return to school following absence, shall report on a form supplied by the principal the dates of and reason for the absence.

F. Leaves taken under this Article shall be in addition to any sick leave to which the unit member is entitled.

ARTICLE IX
EXTENDED LEAVES OF ABSENCE

A. The Board agrees that up to two (2) members designated by the Association may upon request be granted a leave of absence without pay for one (1) or two (2) school year(s) for the purpose of engaging in activities of the Association or its affiliates.

B. A leave of absence without pay for one (1) or two (2) school year(s) may be granted to any teacher who joins the Peace Corps, VISTA, National Teachers' Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs.

C. Military leave without pay shall be granted to any 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.

D. Maternity Leave of Absence

Employees shall be granted maternity leaves of absence in accordance with the guidelines established by applicable court decisions.

1. Definition:

The term "maternity leave" does not refer to an involuntary absence from work solely while an employee is physically disabled from work during or following pregnancy. Such an absence is governed by the sick leave provisions contained in Article VII, Sick Leave.

The term "maternity leave" refers to a voluntary absence from work to prepare for the birth of a child or to care for the child after its birth. A pregnant employee who wishes to request maternity leave may either:

(a) Request a maternity leave beginning before the birth, while she is still physically able to work, and ending after the birth. (By choosing to leave work before she is physically disabled, the employee waives the use of sick leave during the subsequent period of disability); or

(b) Work until she becomes physically disabled, use her sick leave during the period of disability, and use maternity leave to care for the child after she has recovered from pregnancy-related disability.

(c) An employee shall be considered temporarily disabled for a period of four (4) weeks before

the expected due date of the child and four (4) weeks following the delivery of the child. During this period, the employee may use all or any part of her annual and accumulated sick leave without having to produce a physician's certificate that she is disabled. The employee shall deliver to the Superintendent a physician's certificate stating the expected delivery date of the child.

2. Procedure:

Maternity leave without pay shall be granted by the Board of Education in accordance with the following procedure:

(a) All initial applications for, and applications for extensions or reductions of, maternity leave shall be made in writing to the Superintendent.

(b) Any employee intending to apply for maternity leave shall advise the Superintendent as soon as possible. The employee's request for maternity leave shall be in writing to the Superintendent at least sixty (60) days prior to the date she wishes her leave to commence. Such written request shall specify the dates when the employee wishes her leave to commence and to terminate.

(c) Any unit member shall be granted maternity leave for the balance of the entire academic school year in which the maternity leave commenced.

(d) A unit member who is on maternity leave shall notify the Board in writing, on or before March 1st of the school year preceding the school year in which she is scheduled to return to active employment, of her intention to return to teaching in September. If the Board does not receive written notice of the employee's intention to return to work by the date specified, it must send a written request, by certified mail, inquiring as to whether the employee intends to return to work and when. The written notice shall specify, at least, that: 1. The Board requires a written response as to whether or not the employee will be returning to work, and the date of said return, and; 2. That a failure to respond in accordance with this letter could be deemed a resignation from the District. If the Board has not received a response to the first letter within fifteen (15) days of its due date, the Board must send a second letter by certified mail, return receipt required, or by personal service, restating the contents of the first letter and stating that such second letter is a second request to respond. A non-response by the unit member shall enable the Board to treat the non-response as a resignation upon proof of service of the second notice, provided that the unit member may defend by showing that he or she was not capable of responding to the notices.

(e) Any unit member under tenure or who has received a tenure-year contract shall be granted maternity leave for an additional academic school year upon request. A unit member on such maternity leave shall notify the Board in writing by March 1st of the school year preceding the school year in which she is scheduled to return to active employment of her intention to request additional leave. If the employee

does not provide a statement of intention to return to work, or fails to commence work when he/she was scheduled to return, the Board may pursue the matter according to the certified letter writing procedure described in Section d, herein.

(f) Following the granting of a maternity leave, the employee may request a reduction of the leave. Such request shall be in writing to the Superintendent. The Board may grant such proposed reduction. The Board may require the employee to produce a certificate from her physician stating that she is physically able to work effectively at her assigned duties.

(g) The Board may require an employee during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which she has been assigned.

(h) In the event of any question as to the condition of the pregnant employee, a conference shall be arranged between the Board's physician and the employee's attending physician. If the employees physician and the Board's physician disagree as to the employee's fitness, then the Board shall select a third impartial physician, who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of the employee's fitness to continue in her assignment.

(i) Nothing stated herein is intended to restrict the right of the Board to discipline any pregnant employee for any cause not related solely to the pregnancy.

(j) If an employee has been actively employed prior to childbirth and continues to be disabled beyond the four (4) week presumption of disability following childbirth, said employee may use any sick leave benefits to which she is entitled, provided that the employee's physician provides the Board with a certificate attesting to her inability to resume employment. The Board reserves the right to verify the employee's disability. If the employee whose disability is caused by childbirth wishes to return to her duties prior to the expiration of the recuperative period, she must present medical certification. If the Board of

Education's physician and the employee's physician disagree as to the employee's fitness, then the Board shall select a third impartial physician, who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of the employee's fitness to return to her duties prior to the expiration of the recuperative period.

(k) The Board may require that an employee receiving maternity leave not accept full-time employment, or undertake any employment or full-time study during all or part of the period of the maternity leave which would interfere with the purpose of such leave.

(l) Time spent on maternity leaves of absence shall not count towards salary guide placement experience, sick leave accumulation, etc.

E. Paternity Leave of Absence

The Board shall grant any male employee an unpaid leave of absence to provide necessary care for his newborn child to the same extent and by the same procedure provided for maternity leaves above, provided, however, that if both parents are employees of

the Board, only one parent may apply for and be granted child rearing or maternity leave.

F. Adoption

(1) Any tenured unit member, male or female, adopting a child may receive a voluntary leave of absence for the duration of one year, which leave shall commence not more than two (2) weeks prior to the date upon which the unit member is to receive custody of the infant, provided, however, that the leave may commence earlier if necessary to fulfill the requirements of adoption.

(2) Said unit member shall be required to notify the Board of this request no later than sixty (60) days prior to the date custody of the child is scheduled to be received. In cases where both husband and wife may be unit members in this school system, only one of said persons shall be entitled to such leave.

(3) For classroom continuity and education the Board may elect to permit the unit member to return only at the commencement of a semester.

G. A leave of absence without pay shall be granted for the purpose of caring for a sick member of the unit member's immediate family, such leave to be for the remainder of the current school year and one (1) additional school year thereafter, if necessary.

H. Other leaves of absence without pay may be granted by the Board.

I. 1. Upon return from leave granted pursuant to Section B of this Article, a unit member shall be placed at the level said employee held at the time the employee left for that leave of absence, except that if that unit member left at the end of a school year or after January 15 of that school year, he/she shall advance to the next appropriate step on the guide.

2. Upon return from leave granted pursuant to Section C of this Article, a unit member shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent, provided, however, that time spent on said leaves shall not count toward the fulfillment of the time required for acquiring tenure.

3. A unit member shall not receive increment credit for time spent on a leave granted pursuant to Section D, E, or F of the Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

4. 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 he/she shall be assigned to the same position which he/she held at the time said leave commenced, if available, or, if not, to a substantially equivalent position, if available.

J. All extensions or renewals of leaves shall be in writing.

K. Not later than March 1st of the year in which any leave granted under this Article expires, the unit member on leave must notify the Board of Education, in writing through the office of the principal, concerning his or her intention with regard to return to duty.

ARTICLE X
PROTECTION OF EMPLOYEES,
STUDENTS AND PROPERTY

A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

B. No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his employment, use and apply such amount of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. Obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
3. For the purpose of self-defense; and
4. For the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intentment of this section.

C. Whenever any action is brought against an employee before the Board or before the Commissioner of Education of the State of New Jersey which may affect his/her employment or salary status, the Board of Education shall reimburse him/her for the cost of his/her defense if the action is dismissed or results in a final reasonable decision in favor of the employee.

D. 1. The Board shall give legal and other assistance for any assault upon the employee while acting in the discharge of his/her duties.

2. When absence arises out of or from such assault or injury not the fault of the employee, the employee shall not forfeit any sick leave or personal leave.

E. 1. Employees 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 employee for information in the possession of the Superintendent relating to the incident or the persons involved.

F. If criminal or civil proceedings are brought against an employee alleging that he/she committed an assault in connection with his/her employment, such employee may request the Board to furnish legal counsel to defend him/her in such proceeding. If the Board does not provide such counsel, and the employee prevails in the proceeding, then the Board shall reimburse counsel fees incurred by him/her in his/her own defense.

G. A School Nurse shall be scheduled in each building for the entire school day.

ARTICLE XI INSURANCE PROTECTION

The Board shall provide the health care insurance protection as indicated and pay the full premium for both employee and full family coverage as follows:

A.1. Horizon Blue Cross Blue Shield of New Jersey - basic health insurance and major medical coverage.

2. BeneCard BeneRx Prescription Benefit Plan - co-pay (\$0 co-pay for generic drugs, \$10 for brand name) with a \$1,000 maximum cap per calendar year per individual covered.

Effective January 1, 2003, the maximum cap per benefit year per individual covered shall be increased to \$1500.

Individuals who have reached their previous \$1000 cap shall be entitled to an additional \$500 for the remainder of the 2002-2003 benefit year.

Effective January 1, 2003, the co-pay structure for prescription drug insurance benefit plan shall be modified to reflect a Preferred Medication Program - three-tier copay system as follows:

- | | |
|---|------|
| a. Retail Generic CoPay | \$10 |
| b. Retail Preferred Brand Name CoPay | \$20 |
| c. Retail NonPreferred Brand Name CoPay | \$35 |

34-Day or 100 units

- | | |
|---|------|
| a. Mail Order Generic CoPay | \$20 |
| b. Mail Order Preferred Brand Name CoPay | \$40 |
| c. Mail Order NonPreferred Brand Name CoPay | \$70 |

90-Day Supply

If the actual cost of the prescription is less than the stated co-payment amount, unit members will only be required to pay the actual cost of filling the prescription.

Actual costs of filling a prescription and all co-pays and prescription drug expenses in excess of the annual \$1500 maximum are subject to reimbursement under the Major Medical portion of the health insurance programs at 80% after deductible and 100% after the \$400 out of pocket coinsurance maximum has been met.

The benefit year for prescription drug coverage shall run from July 1 to June 30.

3. Delta Dental dental plan with a \$100.00 employee and \$300.00 family deductible per calendar year. Employees will be provided an opportunity to enroll in the Preferred Provider Option (PPO) if a minimum fifty (50) employees are enrolled.

B. For all employees who are returning to work for the ensuing school year, the Board shall pay premiums sufficient to keep the insurance coverage in effect without interruption.

C. All new employees shall be enrolled in the health-care insurance protection on the 1st of the month succeeding that on which they are employed.

D. If available from the insurance carrier, the Board shall provide to each employee a description of the health-care insurance provided under the Article, same to be provided at the beginning of the school year.

E. 1. The parties agree that the definition of a full-time teacher for purposes of medical benefits shall be one who is employed on a regular basis for the school year and whose assignment is .8 or greater.

2. Notwithstanding E 1 above, the parties agree to grandfather any employee who was receiving health benefits during the 1996-97 school year so that he/she will continue to receive them. If an employee receiving benefits during the 1996-97 school year is reduced in force, he/she will continue to receive health benefits if employed at .5 or greater. If an employee receiving health benefits during the 1996-97 school year loses his/her position and is subsequently rehired, he/she will receive health benefits as long as he/she is reemployed at .5 or greater.

F. Effective September 1, 1999, unit members shall be entitled to waive coverage in any of the insurance plans and receive 25% of the cost savings for medical coverage and 50% of the cost savings for prescription drug and dental coverage that accrue to the Board under that option.

1. A member will be able to waive one, two, or all of the coverages (that is, medical, prescription drug, and/or dental).

2. Such waiver will be made in writing on or before May 1st for each succeeding year. In a significant change of circumstances, e.g., death of spouse, an employee may reenroll if allowed by the Plan(s) with the pro-rated return of the amount received by the employee as a result of such waiver.

3. The tax liability of all members (including those not opting for the Cash Out) shall be protected under a 125 Plan.

4. The details of the 125 Plan are on file in the Office of the Business Administrator.

G. The Association and its members recognize that the Board's goal continues to be to encourage employees to avail themselves of the POS plan by making that plan design more acceptable to the Association. The modifications to the POS plan and the incentives offered are consistent with that goal. The Association recognizes this position and the BOE's desire to have the opportunity to market the POS plan to the staff. The Association and the Board, if asked in the selection process, will provide factual information that will aid unit members in making the appropriate choice for their individual situation.

H. 1. Effective July 1, 2007, for their first four years of service, all new hires will be enrolled in a POS plan with an 80/20 out of network benefit, reducing the out of network out of pocket maximum (now \$2000/\$5000-not a catastrophic limit) to \$1000/\$2500.

2. Upon completion of the fourth year of service, the unit member may opt into any plan then available except the Traditional Plan at no cost in the next open enrollment period.

3. The Board will notify employees as their four-year anniversary approaches of the options available to them.

4. Current unit members (as of 6/30/2007) opting out of the Traditional or PPO Plan into a POS Plan or currently enrolled in a POS Plan will get an incentive of not less than 50% of the differential between the plan in which they are currently enrolled (or the PPO for those enrolled in the POS) and the POS for not less than two years. Such a move to POS will be permanent.

5. Unit members employed after July 1, 2007 who choose to remain in the POS Plan permanently after their fourth year of service will receive the same incentive payment as in 4 above.

6. Enrollment in the Traditional Plan will be frozen as of June 30, 2007. All current unit members in the Traditional Plan may remain in that plan until they voluntarily choose to change plans or until they resign or retire from the District.

7. Deductibles within the PPO (out of network) and the Traditional plans will increase from \$100/\$200 to

\$200/\$400 (\$200 individual, \$400 family) effective July 1, 2007.

ARTICLE XII DEDUCTIONS FROM SALARY

A. The Board agrees to deduct local and affiliated Association dues from the salaries of employees, upon request, in compliance with Chapter 233, N.J. Public Laws of 1969 (NJS 52:14-15.9e) and under the rules and regulations of the NJ State Department of Education pertaining thereto.

B. Representative Fee

1. Purpose of Plan: If a bargaining unit member does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association or majority representation.

2. Amount of Fee: 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 assessment charged by the Association to its own members for that membership year. The representation fee to be paid by non-members shall not exceed 85% of that amount.

The Association will certify to the Board, prior to the start of each membership year, that the amount of the representation fee to be assessed does not exceed 85% of dues, fees, and assessments that are expended, a) for partisan, political, or ideological activities or causes that are only incidentally related to terms and conditions of employment, or b) applied toward the cost of benefits available only to members of the majority representative.

3. Deduction and Transmission of Fees: The Board agrees to deduct from the salary of any bargaining unit member who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above, and to

promptly transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each bargaining unit member during the remainder of the membership year in question. The deductions will begin thirty (30) days after the bargaining unit member begins his or her employment in a bargaining unit position.

The Association, before any deductions are made, will first establish a demand and return system. This system will provide that a non-union member may appeal the amount of the representation fee assessed against him/her. The Association will provide the non-member with a full and fair hearing, and has the burden of proof in justifying the amount of the fees. Non-members who are dissatisfied with the outcome of their appeal at the local level may appeal further. All funds in this instance will be held in escrow during that period of time.

4. Indemnification and Save Harmless Provision: The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that the Board gives the Association reasonable notice in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement this paragraph.

5. Termination of Employment: If a bargaining unit member 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 bargaining unit member during the membership year in question and promptly forward same to the Association.

The procedure explained above will apply to all Association members and not just to those who pay a representation fee. This statement is meant to provide equal treatment for Association and non-Association members. The Board will endeavor to comply with the foregoing, but the Board shall not be liable to the

Association for any deductions under this paragraph which it fails to make.

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

ARTICLE XIII
TEACHER ADMINISTRATION SUPPORT STAFF
LIAISON COMMITTEE (TASC)

A. For each school building, the Association shall select a liaison committee which shall meet with the principal not less frequently than once a month during the ten (10)-month work year, and in addition, when either party deems the meeting desirable to review and discuss local school problems and practices and to play an active role in the revision or development of building policies. Accurate minutes of each meeting shall be kept by the Chairperson of the TASC and when approval of these minutes has been given by the principal and the TASC Chairperson, copies of said minutes shall be sent to the President of the Board of Education, the Superintendent of the District and the President of the RIHEA. Said committee, whenever possible, shall consist of the following:

1. one (1) representative for first-year teachers;
2. one (1) representative for non-tenured teachers;
3. three (3) representatives for tenured teachers;
4. one (1) representative for non-tenured administrative assistants;
5. two (2) representatives for tenured administrative assistants;
6. one (1) representative appointed by the Association President.

B. The Teacher Administration Support Staff Liaison Committee shall not replace the Grievance Procedure nor the Negotiations Procedure. All negotiations will take place at the negotiations table, and all grievances shall follow the grievance procedure.

ARTICLES GOVERNING TEACHING STAFF
MEMBERS OF THE UNIT

ARTICLE XIV
IN-SCHOOL WORK YEAR

A. The in-school work year of teachers employed on a ten (10) month basis shall not exceed one hundred ninety (190) days and the in-school work year of teachers employed on a twelve (12) month basis shall not exceed two hundred thirty (230) days. The in-school work year shall include days when pupils are in attendance, orientation days and any other days on which teacher attendance is required.

B. Before promulgating the school calendar and/or before making any subsequent changes in the calendar promulgated for any school year, the Board or its designee shall meet with the Association representatives to ascertain the Association's views on the school calendar or any proposed change therein. The Board's ultimate determination on the school calendar and any changes therein, however, shall be final and binding.

C. Supplemental teachers employed on a ten (10) month basis shall have the option, with prior approval, of not working on the final examination period and the last day(s) of the school year. If this option is exercised, there will be a deduction of salary for each such day not worked, at the rate of 1/190th of the annual contract salary.

ARTICLE XV
TEACHING HOURS AND TEACHING LOAD

A. 1. The teachers' total in-school work day shall consist of not more than seven (7) hours and forty-five (45) minutes (which shall include a duty-free lunch period as guaranteed to teachers under Section C of this Article), exclusive of such other duties as can be required of teachers by law. Notwithstanding the foregoing, teachers may be excused one-half (1/2) hour after the end of the scheduled pupil day, provided that they have first fulfilled all their professional responsibilities, including those assigned by the Superintendent, Principal, or their designees.

2. On Fridays, and on days preceding holidays or vacations, the teachers' day shall end at the close of the pupils' day, except the last day of pupil attendance.

3. The teachers shall not be required to "clock-in" at the beginning of the in-school work day by minutes and hours. Teachers shall, however, check in when entering the building at the beginning of the in-school work day and check out when leaving at the end of the in-school work day by placing a check mark in the appropriate column in a book provided for the purpose by the Board.

4. Any teacher who arrives late to work shall affix his/her signature and the time of his/her arrival. In addition, teachers shall have the right to record the reason for lateness. Any recording of such lateness in a teacher's file shall be recorded by minutes and hours, and notification shall be given to the teacher of such recording. The principal or his/her agent shall have the right to excuse lateness occasioned by inclement weather or personal emergency. Any lateness excused by the principal or that agent shall be so noted on the daily record, and shall not be placed in the teacher's personal file.

B. Teachers shall not be required to teach in more than two (2) department areas.

C. 1. Teachers shall have a daily duty-free lunch period of at least forty (40) consecutive minutes.

2. Teachers may leave the building during their scheduled duty-free lunch periods without requesting permission, provided they clock out by hour and minutes when leaving and clock in by hour and minutes when returning.

D. 1. An Association representative may speak to the teachers at any faculty meeting for not more than ten (10) minutes, at the request of the representative.

2. Teachers shall have the opportunity to suggest items for the agenda. Discussion shall not be limited to items on the agenda.

E. 1. Classroom teachers shall, in addition to a duty-free lunch period of at least forty (40) consecutive minutes, have a total of not less than forty (40) minutes for preparation and conferences during the regular student school day.

2. Other members of the negotiating unit who are not regular classroom teachers shall be provided with preparation time to the same extent as other teachers.

F. 1. Teacher participation in the activities listed in Schedule "B" shall be compensated according to the rate of pay in Schedule "B."

2. Teachers shall be released from "supervisory" in lieu of "instructional" assignments at the option of the administration:

- a) One newspaper advisor in each school.
- b) One yearbook advisor in each school.
- c) One student council advisor in each school.
- d) One school treasurer in each school.
- e) Head Teachers.

3. The faculty advisor to the Academic Decathlon Team in each building shall be released from one supervisory period for the purpose of conducting business related to that activity.

4. Effective September 1, 2003, assignment to the Writing Centers in each building shall be considered a supervisory assignment.

G. Teacher participation on overnight or weekend trips may be required.

H. The teachers' day shall end at the close of the pupils' day on two (2) Mondays during the school year, for the purpose of attending Association meetings. At the commencement of the school year, the Association shall notify the Administration of the dates on which it intends to hold the meetings. The Administration shall notify supervisors of these two (2) Monday Association meetings so that they may avoid scheduling conflicts.

I. 1. The parties acknowledge that as a result of the institution of revised schedules (commonly known as the

nine-period day) at Ramapo High School in 1987-88 and at Indian Hills High School in 1988-89, changes affecting sign-in / sign-out time, the length of periods and the amount of instructional, supervision and preparation time have been or will be implemented.

2. The Association acknowledges the right and authority of the Board of Education to again determine to change each or any of these nine-period schedules. Such change(s) may result in an increase of the instructional and supervision time, and / or a decrease in the preparation time provided in the nine-period schedules. In the event the Board does change these schedules, the instructional, supervision, and preparation time will revert to those levels in effect at Ramapo High School in the 1987-88 schedule and at Indian Hills High School in the 1988-89 schedule.

J. 1. In order to qualify for the compensation listed on Schedule A-1, the Supplemental Teacher's general daily schedule shall, as heretofore, consist of four instructional periods and preparation / conference time consisting of not less than one period except on days when less than four hours are worked. Total work time for one week shall not exceed nineteen (19) hours and thirty (30) minutes, exclusive of such other duties as can be required by law.

2. Effective September 1, 1997, the total work time for full time Supplemental Teachers shall not exceed twenty-one (21) hours and zero (0) minutes, exclusive of such other duties as can be required by law.

3. The increase from 19.5 to 21 hours per week shall include providing self-advocacy training to students assigned to Supplemental Teachers, attendance at IEP and Annual Review meetings, full participation on the staffs' first day of school, and full participation in all professional days.

4. It is agreed that the additional time must be scheduled either directly before or directly after the Supplemental Teacher's regular schedule and there shall be no assignments of the additional hour and a half at times other than directly before or directly after the regular schedule.

K. 1. Schedules that differ from this general configuration shall receive appropriate pro-rata compensation and preparation time.

2. All work over and above twenty-one (21) hours per week that is required of Supplemental Teachers, including all work in the District's Staff Development Program and other initiatives as appropriate, shall be paid at the rate established in Article XXVIII, Section D, Supplemental Teachers.

3. Supplemental Teachers who are selected as trainers or participants in the District Staff Development sessions occurring outside the parameters of the regular contract week of twenty-one (21) hours will be compensated under the provisions of Article XXVIII, Section D, Supplemental Teachers.

L. 1. ITV: A teacher's assignment which includes instructing an ITV course(s) will reflect that such an assignment will be treated as any other instructional assignment.

2. A teacher's assignment which includes supervising an ITV course(s) will reflect that such an assignment will be treated as any other supervisory assignment, i.e., as a duty.

3. Additional time spent by teachers beyond the regular work day or work year (as defined in Articles XIV and XV of this agreement) for the purpose of meetings, training, etc., related to ITV shall be compensated at the summer workshop rate.

4. The parties recognize that the 1994-95 school year was the initial year for ITV and therefore served as a pilot year for the program. The program will be reviewed prior to the expiration of this agreement.

5. Effective September 1, 1997, an ITV Committee will be established to deal with all aspects of the program, both those that impact terms and conditions of employment and those that do not. Such a committee will be comprised of at least three members selected by the RIHEA and at least three members selected by the BOE. This committee will begin meeting no later than September 26, 1997, and will report back to the RIHEA

and the BOE no later than February 15, 1998. The Committee's recommendations shall be in writing and shall be submitted to both the RIHEA and the BOE so that each will have the opportunity to negotiate those portions of the recommendations that are negotiable. It is the intent of the parties that such negotiations be finalized for inclusion in a contract that succeeds the current agreement between the parties.

M. After School Meetings: On one Monday each month, professional teaching staff members shall remain until 4:00 PM for the purpose of engaging in department or faculty meetings, or in service / professional development meetings with the agreement that on the following Monday, they will be permitted to leave at the close of the student day. In the event that the following Monday is not a school day, the next school day will serve as the early dismissal day for purposes of this provision.

At the close of the previous school year, or, if not possible, at the commencement of the school year, the Board or its designee shall notify all teaching staff members of the dates on which it intends to hold these extended meetings.

N. 1. The parties agree to the establishment of a Joint Committee on Scheduling to study and make recommendations regarding flexible or alternative scheduling as it relates to District classes, programs, and services. This committee shall be comprised of at least six members selected by the RIHEA and at least six members selected by the BOE. This Committee will begin meeting no later than September 26, 1997, and will report back to the RIHEA and the BOE no later than March 15, 1999. The Committee's recommendations shall be in writing and shall be submitted to both the RIHEA and the BOE so that each will have the opportunity to negotiate those portions of the recommendations that are negotiable. It is the intent of the parties that such negotiations be finalized for inclusion in a contract that succeeds the current agreement.

2. Any proposal to change and/or modify the schedule in place in 1996-97 for 1999-2000 will be a two-year Pilot Program. Any changes or modifications to

the schedule in place in 1996-97 that are implemented in 1999-2000 will be reviewed by the parties by May, 2000, for purposes of revision. These revisions, if appropriate, will be incorporated into the agreement. If no agreement is reached, contract language will revert back to its original wording (Article VII - Teaching Hours and Teaching Load -1994-1996).

O. 1. The parties agree to the establishment of a Staggered Schedule for the Media Centers at each school to operate outside the hours of the regular in-school work day. This program shall apply only to the Media Center and shall not apply to any other area until such time as the program is evaluated.

2. Such a staggered schedule shall begin no more than one hour before the start of the staffs' in-school workday and shall end no more than one hour after the end of such in-school work day.

3. Staff assigned to such a staggered schedule will have a work day and a work load not in excess of that currently provided in Article XV - Teaching Hours and Teaching Load.

4. Staff shall not be involuntarily assigned to such a staggered schedule.

5. Training that may be required for staff assigned to this staggered schedule shall be compensated at the summer workshop rate.

6. Before implementation of any staggered schedule, the parties agree to address issues of safety, security and support services.

7. The BOE recognizes that any staggered schedule may include the employment of additional staff.

P. If, as a result of an emergency, i.e., the unexpected loss of a teaching staff member due to death, illness, sudden resignation, or accident, a situation exists in which a section of students would not have a certificated instructor, a professional staff unit member may volunteer to teach a sixth class.

The following procedures shall be adhered to in the event that the Board declares such an emergency:

a. Any assignment to a sixth teaching period shall take place only after prior notice to and consultation with the Association and only after approval to implement such an assignment has been issued by the RIHEA. Such approval shall not be unreasonably withheld.

b. Such an assignment shall reflect an emergency situation in which a qualified replacement was actively sought by the Board and not found within a reasonable period of time.

c. Assignment shall be voluntary and shall be limited to tenured teaching staff.

d. For 2006-2007, compensation for such an additional assignment shall be \$8368 per year or pro-rated part thereof. For 2007-2008, compensation for such an additional assignment shall be \$8738 per year or pro-rated part thereof. For 2008-2009, compensation for such an additional assignment shall be \$9125 per year or pro-rated part thereof. For 2009-2010, compensation for such an additional assignment shall be \$9530 per year or pro-rated part thereof.

All such compensation shall be subject to all the regular deductions normally taken from an employee's paycheck, and thus, shall be fully pensionable.

e. Each individual assignment to a sixth teaching period shall sunset as soon as possible, and, in each instance, at the end of a school year.

f. The sixth teaching period shall replace a preparation / conference period, and not a supervisory period.

g. The BOE agrees that a sixth period assignment shall not be used to create a reduction in force situation.

h. Any necessity for a sixth period assignment shall be duly posted to enable all interested professional staff unit members to apply (excluding non-tenured teaching staff).

(1) In order to provide for a smooth transition in the event an emergency does arise, prior to the close of school in June of the academic year previous to a potential emergency, the BOE shall solicit from all currently tenured teaching staff members their willingness to volunteer to instruct a sixth teaching period for the subsequent year.

(2) All teaching staff members who volunteer shall identify by grade and subject the areas for which they would be willing to volunteer.

(3) It is understood that willingness to volunteer in one year does not guarantee a willingness to do so in a subsequent year, and thus, this process must be undertaken each June.

(4) A volunteer who accepts the responsibility of taking on such an assignment understands that he/she is obligated to complete the assignment.

i. The BOE and the Association shall engage in a yearly evaluation of any and all such assignments and shall issue a summary report on each assignment or incident necessitating a sixth period assignment.

Q. 1. The contract obligations for full time teachers shall be twenty-five (25) teaching periods per week, five (5) supervisory periods per week, ten (10) preparation periods per week, and 131 additional minutes per week (to include an extra forty-five (45) minutes per month for long faculty and department meetings plus thirty (30) minutes after school for four (4) days per week.

2. The only exception to this obligation is the release at the end of the student day as delineated in Article XV Teaching Hours and Teaching Load, Section M.

3. The contract obligations for part time teachers shall be a pro-rated portion of the Teacher Work Week Obligation and shall be set forth in Appendix B which is attached hereto and made a part thereof.

ARTICLE XVI NON-TEACHING DUTIES

A. The Board and the Association acknowledge that a teacher's primary responsibility is to teach, and that one's energies should to the extent possible be utilized to this end. Therefore, they agree as follows:

1. Teachers shall not be required to store books, deliver books to classrooms, or perform custodial functions.

2. Teachers shall not be required to drive students to activities which take place away from the school building. Teachers may do so voluntarily, however, with the advance approval of their principal or immediate supervisor. They shall be compensated at the IRS rate in effect on July 1 of each year, or as soon thereafter as the District is notified of any changes.

3. Teachers may be required to supervise sidewalks, busses, or lavatories.

B. Nothing in this Article contained or elsewhere in this Agreement contained shall be deemed to relieve any teacher of the affirmative responsibility, which is hereby acknowledged to exist, to report any misconduct or breach of school rules or regulations which occurs in his/her presence or which is observed by the teacher, and to take such further action at the time of such misconduct as may be necessary and reasonable to maintain proper student discipline and decorum.

C. In the event of an emergency, teachers shall do all such things and perform all such duties as may be reasonably be required of them by the Board or any of its agents, notwithstanding anything in this article or elsewhere to the contrary.

ARTICLE XVII TEACHER EMPLOYMENT

A. 1. The Board agrees that it shall not employ any teacher unless that teacher is the holder of an appropriate teacher's certificate as determined by the New Jersey Department of Education State Board of Examiners under rules and regulations prescribed by the State Board of Examiners.

2. Any teacher hereafter employed by the Board who is the holder of a sub-standard certificate, must enroll in an approved college program leading to full certification in his/her field, and must have acquired standard certification before being awarded tenure. The superintendent shall have the discretion to vary these

standards, providing that such decision is consistent with the rules and regulations prescribed by the State Board of Examiners.

3. Each teacher shall be placed on his/her proper step on the salary schedule in accordance with paragraph below.

4. Full credit on the Teacher Salary Schedule shall be given previous outside full-time teaching experience in schools duly accredited by one of the six regional crediting associations upon initial employment in accordance with the provisions of Schedule "A". Additional credit not to exceed four (4) years shall be given for military experience and credit not to exceed three (3) years may be given for Peace Corps, VISTA, or National Teacher Corps work upon initial employment. The aforementioned credit shall be given to any presently employed teacher who has not heretofore received it.

B. Teachers with previous teaching experience in the Ramapo-Indian Hills Regional High School District shall, upon returning to the system, receive full credit on the salary schedule for all outside full-time teaching experience in schools duly accredited by one of the six regional crediting associations; up to four (4) years of military experience; Peace Corps, VISTA, or National Teacher Training Corps work up to the maximum set forth in Section "A" above. Such teachers who have not been engaged in other teaching or the other activities indicated above shall, upon returning to the system from leave for military experience, be restored to the next position on the salary schedule above that at which they left. Teachers who have not been engaged in other teaching or the other activities indicated above shall, upon returning to the system from leave for the Peace

Corps, VISTA, or National Teacher Training Corps, be returned to a position on the salary schedule at the level at which the employee left for the leave of absence, except that if that teacher left at the end of a school year or after January 15 of a school year, he/she shall be advanced to the next appropriate step on the guide.

C. Previously unused leave days accumulated in the District may be restored to all returning teachers.

D. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15, or as applicable according to state law.

E. Notwithstanding the foregoing, the Board reserves the right, in its discretion, to decrease credited experience when initially placing a teacher on the Salary Schedule.

F. During the course of this contract, the Board may, in its discretion, increase credited experience by no more than three additional steps when initially placing a teacher on the Salary Schedule.

This provision will automatically sunset at the end of the contract and will not automatically carry over into subsequent agreements.

G. 1. Teachers who have worked a minimum of ninety-six (96) days of a given school year shall be deemed to have completed one full year of service for salary guide credit purposes and shall, if reemployed, be moved to the next appropriate step on the guide effective the following September.

2. Teachers who have worked ninety-five (95) or fewer days in a given school year shall remain at the initial experience step for the next school year.

3. For this purpose, sick days and personal days utilized shall be included toward the ninety-six (96) days needed for step advancement, as are hours devoted to achieving the professional development requirement.

4. If a teacher leaves at the end of a school year or works ninety-six (96) days (including sick and personal days and hours for professional development) of that last year, he/she be advanced to the next appropriate step on the guide.

ARTICLE XVIII TEACHER ASSIGNMENT AND REASSIGNMENT

A. In order to assure that pupils are taught by teachers working within their area of competence, teachers shall not be assigned to a subject assignment outside of the scope of their teaching certificates.

B. All teachers, except new teachers, shall be given written notice of their subject area assignment for the forthcoming year before July 1. New teachers shall be given written notice of their subject area and building assignments as soon as possible after they are employed. Subject area assignment as used herein means assignment to a department of instruction such as English, Social Studies, Family and Consumer Sciences, Art, Music, Mathematics, Science, etc.

C. Neither a teacher's subject area assignment nor building assignment shall be changed during the school year or for the ensuing school year unless the teacher has been given notice of such proposed change and the opportunity to meet with the principal, superintendent or such other agent as the Board may designate to discuss the reason or reasons for the reassignment. Any change in the teacher's teaching assignment within the subject area shall require the same prior notice as herein.

D. Teachers who desire a change in building and/or subject area assignment may file a written statement of such desire with the superintendent's office. Such statement shall include the subject area assignment and/or building preference or order of preference therefore, desired by the teacher.

E. Disputes over reassignment shall be subject to the grievance procedure, but at no stage of the grievance procedure shall one hearing the grievance substitute his/her judgment on relative qualifications, and the sole question shall be whether the reassignment was made, or request therefore denied arbitrarily and capriciously. Disputes over such reassignments shall not be subject to binding arbitration if they involve a non-disciplinary reassignment or disciplinary transfer between work sites.

F. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable, it being acknowledged that NJSA 34:13A-25 prohibits disciplinary transfers between work sites.

G. Teachers having assignments in both schools in the District shall follow each day the schedule of the school to which they first report for the purpose of determining reporting and leaving time.

H. The Administration shall deliver to the Association and post in all school buildings a list of the vacancies for certificated personnel as they become known. In the summer, notice of such vacancies shall be mailed to each teacher who has supplied self-addressed envelopes in sufficient numbers to the Board.

I. The Administration shall deliver to the Association and post in all school buildings a list of summer workshops, seminars and conferences as they become known during the academic school year.

J. 1. Teachers selected to be Mentors will, in addition to the stipend established by the State and paid for by the Mentee, receive the difference between Step 1 and Step 2 of the B.A. column on Schedule A, up to a maximum of \$450.00 per year.

2. It is agreed that the Board's decision on appointing a Mentor is not grievable.

3. The parties agree that no teacher will be assigned to mentor more than one person at one time.

4. Effective September 1, 1997, a Mentoring Committee will be established to deal with all aspects of the program, both those that impact terms and conditions of employment and those that do not. Such a committee will be comprised of at least three members selected by the RIHEA and at least three members selected by the BOE. The Committee shall review the state requirements concerning certification and support services for provisional teachers and make recommendations to the negotiations teams of both parties. The Committee will begin meeting no later than September 26, 1997, and will report back to the RIHEA and the BOE no later than February 15, 1998. The Committee's recommendations shall be in writing and shall be submitted to both the RIHEA and the BOE so that each will have the opportunity to negotiate those portions of the recommendations that are negotiable. It is the intent of the parties that such negotiations be

finalized for inclusion in a contract that succeeds the current agreement.

K. Openings for home teaching, positions with the evening school, federal projects, in-district trainers for staff development, mentors, or other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately publicized.

ARTICLE XIX SUMMER SCHOOL

A. All openings for positions in the summer school shall be posted as they become known.

B. Salary schedules for positions included in this Article shall be negotiated under procedures outlined in Article II of this Agreement along with regular salary schedules wherever possible, or at such other times as may be appropriate in order to conform to the time requirements for the implementation of said programs.

C. Salary schedules for teachers in any summer school program shall be listed under Schedule B 3 Miscellaneous.

ARTICLE XX TEACHER EVALUATION REPORTS

A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, audio systems, and similar surveillance devices shall be strictly prohibited.

B. A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it.

C. Complaints regarding a teacher made to any member of the administration by any parent or student shall be communicated to the teacher involved without delay, within five (5) school days. The teacher may thereupon request a conference with the complainant, and if the complainant is willing to attend such a conference, one shall be scheduled by the administrator.

involved. The teacher, at such conference, shall be given a full opportunity to respond to the complaint.

D. No material derogatory to a teacher's conduct, service, character or personality, and no written memorandum relating to a complaint against any teacher or the resolution thereof, shall be placed in a teacher's personal file unless the teacher has an opportunity to review the material. The teacher shall acknowledge that he/she 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 teacher 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.

E. The foregoing provisions are not intended to restrict members of the administration from making reasonable attempts to resolve informally complaints regarding a teacher by any parent or student before a written complaint is accepted.

ARTICLE XXI TEACHER FACILITIES

A. It is agreed that it is a desirable goal that each school have the following facilities:

1. Space and facilities in each classroom in which teachers may store instructional materials and supplies;

2. A teacher work area for each department containing adequate equipment and supplies, including a typewriter, copier and duplicating equipment, computer and related equipment, media technology and related equipment, access to the Internet, etc., to aid in the preparation of instructional material;

3. In addition to the aforementioned teacher work area, an appropriately furnished room which shall be reserved for the exclusive use of teachers as a faculty lounge. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and

cleanliness of said lounge, it shall be regularly cleaned by the school's custodial staff.

4. A serviceable desk, chair and filing cabinet for the exclusive use of each teacher.

To this end, the Board agrees to expend the sum of \$500 per school year in such fashion as is approved by the Association.

B. Each school shall have the following facilities:

1. Well-lighted and clean teacher restrooms, separate for each sex and separate from the students' restrooms;

2. A separate dining area for the use of the staff;

3. Free and adequate off-street parking facilities identified exclusively for staff use, and which shall be used exclusively by the staff, with the sole exceptions of (1) a limited number of spaces adjacent to the auto shop, for use in the auto mechanics program; (2) spaces for physically handicapped student drivers;

4. Suitable space for each teacher to store coats, overshoes and personal articles;

5. Copies, exclusively for each teacher's use, of all basal texts used in each of the courses he/she is to teach;

6. Adequate chalkboard space in every classroom where needed;

7. A dictionary in every classroom;

8. Adequate books, paper, pencils, pens, chalk, erasers, and other such material required in daily teaching responsibility.

C. The Board shall provide gym uniforms for physical education teachers in accordance with specifications agreed to by the Board's Business Administrator and the Physical Education Subject Supervisor, smocks for art and family and consumer science teachers, and shop

coats for vocational and industrial technology teachers. Proper laundering service for all of said items shall be provided without charge to the teachers.

D. The Board recognizes that it would be desirable to have an appropriate room and other facilities for teachers who work in more than one school building in each school where they work, to permit the effective discharge of their responsibilities to their pupils. That such teachers be assigned a single classroom or office for their exclusive use outside of regular teaching hours, with a desk or other equivalent facility and a place to store materials and supplies for their personal use, is also recognized as a desirable goal.

E. Upon the request of the Association, the Board will permit the Association to install and maintain vending machines in the teachers' lounge and teachers' lunch-room areas.

F. Keys shall not unreasonably be withheld from teachers who require them.

ARTICLE XXII SABBATICAL LEAVES

A sabbatical leave shall be granted to a teacher by the Board for graduate study considered to be appropriate to a teacher's previous education, experience and professional responsibilities. In approving a sabbatical leave, a primary consideration will be the improvement of instruction. Specifically excluded from sabbatical leave consideration, among others, are undergraduate studies, and study in an area of administration.

A. If there be a sufficient number of qualified applicants, sabbatical leave for full-time study, as determined by the standards of the university or college he/she will be attending, shall be granted to a maximum of two (2) teachers. Unless otherwise determined by the superintendent, no more than one (1) teacher from a department of each school during each school year shall be granted a sabbatical.

B. The leave shall be for a full school year.

C. Request for leave must be received by the Superintendent in writing on a form approved by the Board.

D. 1. To be qualified, the teacher must have completed at least seven (7) full years of service in the District.

2. To be qualified for a second, or subsequent, sabbatical leave, the teacher must have completed at least seven (7) full years of service in the District, after returning from the previous sabbatical leave.

E. A teacher on sabbatical leave shall be paid by the Board at one hundred percent (100%) of the base salary which he/she would have received if he/she had remained on active duty.

F. A teacher granted a leave must return to the District for at least two (2) years, unless otherwise determined by the Board of Education.

G. If more than the authorized number of qualified teachers apply, the Board, in its sole discretion, shall determine which of the applicants shall be granted sabbatical leave.

Those applications not granted shall be considered automatically resubmitted for the purpose of selection the following year.

H. It is understood that provisions of this Article XXII shall be suspended for the term of the within Agreement, namely for the school years 2006-2007, 2007-2008, 2008-2009, and 2009-2010, except that up to two (2) one-half (1/2) pay sabbatical leaves of absence may be granted in each academic year to qualified applicants in accordance with the terms and provision of this Article XXII, except that Section E shall not be applicable and, in lieu thereof, compensation shall be at fifty percent (50%) of the base salary which the teacher would have received if such teacher had remained on active duty.

ARTICLE XXIII
SUBSTITUTES

A. Positions which are vacant because teachers are temporarily absent or on leave, shall, to the extent possible, be filled by personnel who have fully met the appropriate certification requirements of the New Jersey Board of Examiners.

B. It is desirable for each teacher to have an uninterrupted preparation period each day. The practice of using a regular teacher as a substitute, thereby depriving that teacher of his/her preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Such coverage shall be arranged by the principal of the school in question and shall be distributed as equitably as possible among the teachers in said school.

C. For each class covered as a substitute, volunteers and assigned teachers shall be paid at the rate of \$14 in 2006-2007, \$17 in 2007-2008, \$21 in 2008-2009, and \$24 in 2009-2010.*

*NOTE: Hourly rates and any other non-annual payments will not be paid retroactively for the 2006-2007 school year.

D. In order to provide coverage for absent teachers, the following procedure will be utilized on a priority basis:

1. Substitute teachers;
2. Teachers who volunteer to use their preparation period or lunch period, for which teachers will be paid at the rate agreed upon in Paragraph C above;
3. Reassignment of teachers from supervisory duties at the discretion of the building principal or his/her designee (without additional compensation);

4. Reassignment of teachers from their preparation period, for which teachers will be paid at the rate agreed upon in Paragraph C above.

ARTICLE XXIV
PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT

A. General Principles

1. The policy for Tuition Reimbursement and Credit Approval shall be based upon the principle that it be fair to all concerned, i.e., both the Board and the professional staff of the Ramapo-Indian Hills Regional High School District.

2. All work taken must meet the minimum of "B" or better. In a pass-fail course, a "pass" will be considered the equivalent of a "B" for purposes of tuition reimbursement.

3. A course load should not exceed six (6) hours work during a school semester without the approval of the building principal. Not more than nine (9) hours shall be approved during the school semester. Course work during the summers shall be unlimited.

4. The rights of the employee to recourse through the grievance policy shall not be abrogated.

5. To be considered eligible for tuition reimbursement, all courses must receive prior approval by the Superintendent. To be approved, courses must be in a Master's Degree Program, or graduate courses considered to be appropriate to a teacher's previous education, experience, and professional responsibilities, or professional improvement courses directly related to the educational process or foundation of education.* In approving courses for tuition reimbursement, a primary consideration will be probable benefit to the students, and the improvement of instruction. Restricted from tuition reimbursement eligibility are courses in administration, and undergraduate courses. If undergraduate courses are necessary for continuing the teacher's provisional certification, these courses shall be eligible for tuition reimbursement only:

*Advanced Philosophy of Education, Community Relations, Human Relations, Psychological Foundations of Education, Advanced courses in the Behavioral Sciences, Social Psychology and Anthropology in Education, Educational Media and Practices, Production of Instructional Resources, Advanced Psychology of Adolescence, Secondary School Curriculum, Education and Vocational Guidance, Advanced Methods of Teaching in Secondary Schools.

6. Online courses (in accordance with Article XXIV, Section A5) shall be eligible for tuition reimbursement and salary credit with prior approval of the Superintendent.

7. Teachers shall receive appropriate salary credit for completed course work toward advanced degrees as of September 1 and February 1 of each school year, providing all course work has been completed prior to that date.

B. B.A. +15 Credits (to become effective in 1970-71)

All courses taken in an individual's area of specialization and teaching assignment or for an M.A. degree in an accredited college or university shall be recognized for salary credit.

C. Master's Degree

All courses taken for an M.A. degree in an accredited college or university shall be recognized for salary credit.

D. Master's Degree +15 (to become effective in 1971-72)

1. An individual with a Master's degree outside his/her area of specialization and teaching assignment shall receive credit for no more than eight (8) credits outside his/her area of specialization and teaching assignment. The other seven (7) credits shall be in his/her area of specialization and teaching assignment.

2. An individual with a Master's Degree in his/her area of specialization and teaching assignment shall be allowed 10 credits outside his/her area of specialization and teaching assignment for salary credit.

3. Courses taken prior to receiving the Master's degree shall not be applied to the M.A. +15 schedule.

E. Master's +30 Credits

1. An individual with a Master's Degree outside his/her area of specialization and teaching assignment will receive salary credit for no more than fifteen (15) credits outside his/her area of specialization and teaching assignment. The other fifteen (15) credits shall be in his/her area of specialization and teaching assignment.

2. An individual with a Master's Degree in his/her area of specialization and teaching assignment shall be allowed twenty (20) credits outside his/her area of specialization and teaching assignment for salary credits.

3. Courses taken prior to receiving the Master's degree shall not be applied to the M.A. +15 schedule.

F. Special Considerations

1. An individual in the District's employ at this time who has been accumulating credits shall have his/her Master's +15 elective allowance prorated on the basis of 1 to 1 if he/she has a Master's degree outside his/her area of specialization and teaching assignment. (Example: a teacher with nine (9) credits beyond the Master's degree as of this date shall have three (3) credits in his/her area of specialization and teaching assignment to complete the Master's degree +15 requirements.)

2. An individual in the District's employ at this time who has been accumulating credits shall have his/her Master's +15 elective allowance prorated on the basis of 1 to 2 if he/she has a Master's degree in his/her area of specialization and teaching assignment. (Example: a teacher with nine (9) credits beyond the Master's degree as of this date shall have two (2) credits in his/her area of specialization and teaching assignment and four (4) credits in electives to complete the Master's degree +15 requirements.)

3. An individual in the District's employ at this time who has been accumulating credits shall have his/her Master's +30 electives allowance prorated on the basis of 1 to 1 if he/she has a Master's degree outside his/her area of specialization and teaching assignment. (Example: a teacher with twenty (20) credits beyond the Master's degree as of this date shall have five (5) credits of electives and five (5) credits in his/her area of specialization and teaching assignment to complete the Master's degree +30 requirements.)

4. An individual in the District's employ at this time who has been accumulating credits shall have his/her Master's +30 electives allowance prorated on the basis of 1 to 2 if he/she has a Master's degree in his/her area of specialization and teaching assignment. (Example: a teacher with eighteen (18) credits beyond the Master's degree as of this date shall have four (4) credits in his/her area of specialization and teaching assignment and eight (8) credits in electives to complete the Master's degree +30 requirements.)

5. All courses approved and for which registration has taken place for the Spring Semester of 1969 shall be honored within the intent of the above. Proration shall start after such approved courses.

6. Prior administrative approval shall be received if the employee's credits are to be applied to either tuition reimbursement or salary credit.

G. Tuition reimbursement shall not exceed \$1600 per teacher, per year; up to 6 credits per year for the 2006-2007, 2007-2008, 2008-2009, and 2009-2010 school years.

Supplemental teachers assigned from two to four teaching periods according to the general daily schedule provided in Article XV, Section J Teaching Hours and Teaching Load, shall be eligible to receive up to \$800 per year toward tuition reimbursement, subject to the conditions outlined in paragraphs A and H of this Article. Supplemental teachers with fewer than two teaching periods shall not receive tuition reimbursement.

H. Effective July 1, 2007, the Board agrees to allocate \$75,000 per school year (July 1 to June 30) for tuition reimbursement.

1. Unexpended funds in any school year shall be rolled over for use the following year. In accordance with accounting regulations, the roll over balance for tuition reimbursement is eliminated as of 6/30/2007.

2. Whenever the available funds for any given year have been exhausted, teachers shall be eligible to apply for special consideration for receipt of funds over and above the allocated \$75,000.

3. The parties agree that a fair and equitable method of distribution of monies shall be developed and implemented.

I. The Superintendent shall have the discretion to vary these standards in areas where course availability is a problem, or if in his/her sole discretion it is in the interest of the District.

J. 1. Those staff members selected to serve as trainers will be compensated for preparation and concluding services which are outside of the parameters of the regular contract day of seven (7) hours and forty-five (45) minutes at the summer workshop rate for a participant in a summer curriculum or professional development program as follows: \$52.46 per hour in 2006-2007; \$54.78 for 2007-2008; \$57.21 for 2008-2009; and \$59.75 for 2009-2010.

2. In the event that staff development training sessions occur outside the parameters of the regular contract day of seven (7) hours and forty-five (45) minutes, compensation to trainers for the time spent teaching in such training sessions will be at the rate for a trainer in or teacher of a summer curriculum or professional development program as follows: \$60.71 per hour in 2006-2007; \$63.39 for 2007-2008; \$66.20 for 2008-2009; and \$69.14 for 2009-2010. Compensation for preparation and concluding services will be at the appropriate summer workshop rate.

3. Participants in such staff development training sessions occurring outside the parameters of the regular

contract day of seven (7) hours and forty-five (45) minutes, will be compensated at the appropriate summer workshop rate for their participation.

4. In all cases, staff members will submit a statement reflecting the total compensable hours spent in training or as trainers. This statement will be due in the District Office within two weeks after the conclusion of training services or participation.

5. Supplemental Teachers selected to serve as trainers in the District Staff Development sessions will be compensated under the provisions of J 1 above for preparation and concluding services which are outside of the parameters of the regular contract week of twenty-one (21) hours.

6. Supplemental Teachers who are participants in such staff development training sessions outside the parameters of the regular contract week of twenty-one hours will be compensated under the provisions of J 1 above.

7. The foregoing and our other various discussions are designed to preserve the stated aim of this members' endeavor, including the voluntary nature of the staff members' participation and involvement in the Staff Development Program. As such, performance evaluation and/or observation should not be part of the 2006-2010 Staff Development Programs.

ARTICLE XXV
LONGEVITY

Teaching staff members of the unit shall be eligible for longevity pay as follows:

1. Commencing with the first day of the month succeeding the sixteenth year of service to the District of a teaching staff member of the unit, an additional payment will be added to the contractual annual salary as longevity pay as follows:

Tier One	
BA Degree:	after 16 years of service:
	2006-2007 \$3600
	2007-2008 \$3700
	2008-2009 \$3850
	2009-2010 \$4300

Tier Two	
MA Degree:	after 16 years of service:
	2006-2007 \$4000
	2007-2008 \$4200
	2008-2009 \$4400
	2009-2010 \$5000

Tier Three	
MA Degree:	after 20 years of service:
	2006-2007 \$4200
	2007-2008 \$4400
	2008-2009 \$4600
	2009-2010 \$5500

Tier Four	
MA Degree:	after 24 years of service:
	2006-2007 \$4700
	2007-2008 \$5000
	2008-2009 \$5100
	2009-2010 \$6000

Tier Five	
MA Degree:	after 30 years of service:
	2006-2007 \$5300
	2007-2008 \$5900
	2008-2009 \$6460
	2009-2010 \$7560

2. Commencing with the first day of the month succeeding the third year of service to the District of a teaching staff member of the unit, an additional payment

will be added to the contractual annual salary as longevity pay as follows:

Step A

BAMA Degree: 4th - 11th year of service:	
2006-2007	\$1100
2007-2008	\$1225
2008-2009	\$1300
2009-2010	\$1625

3. Commencing with the first day of the month succeeding the eleventh year of service to the District of a teaching staff member of the unit and extending to the last year of service, an additional payment will be added to the contractual annual salary as longevity pay as follows:

Step B

BAMA Degree: 12th - nth year of service:	
2006-2007	\$1750
2007-2008	\$1900
2008-2009	\$2100
2009-2010	\$2400

4. Members of the unit with more than sixteen (16) years of service to the District shall be eligible to receive both the Tier Levels identified in 1 above and the Step Levels identified in 2 & 3 above.

ARTICLE XXVI
NON-TENURED TEACHERS

On or before May 15 of each year, or by whatever date has been set by statute by the State of New Jersey, the Board shall give to each non-tenured teacher continuously employed since the preceding September 30, either:

A. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment, but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, or

B. A written notice that such employment shall not be offered.

ARTICLE XXVII
PART-TIME TEACHERS

- A. A part-time teacher is defined as one who is employed on a regular basis for the school year, but for less than the full school day or week.
- B. Part-time teachers shall receive pro-rata salary based on the Teacher's Salary Guide in accordance with salary and weekly workload Schedule A-1.
- C. A part-time teacher whose assignment is one-half (1/2) or more of the teacher work week is eligible for the following benefits in full:
1. Sick Leave,
 2. Temporary Leaves of Absence,
 3. Extended Leaves of Absence,
 4. Professional Development and Educational Improvement.
- D. A part-time teacher whose assignment is .8 or more of the teacher work week is eligible for the following benefits in full:
1. Sick Leave,
 2. Temporary Leaves of Absence,
 3. Extended Leaves of Absence,
 4. Professional Development and Educational Improvement, and
 5. Insurance Protection.
- E. Notwithstanding Article XXVII, Section D, above, the BOE agrees to grandfather any employee who received health benefits during the 1996-97 school year as per the provisions of Article XI, Section E Insurance Protection.
- F. A part-time teacher whose assignment is less than one-half (1/2) of the teacher work week is not entitled to benefits other than sick leave and/or temporary leaves of absence.

SALARY AND WEEKLY WORKLOAD
SCHEDULE "A-1"

See Appendix B for
Part Time Teacher Work Week Obligations

1/5 Salary

5 Teaching Periods
2 Supervision Periods
1 Preparation Period

2/5 Salary

10 Teaching Periods
4 Supervision Periods
2 Preparation Periods

3/5 Salary

15 Teaching Periods
5 Supervision Periods
4 Preparation Periods

4/5 Salary

20 Teaching Periods
5 Supervision Periods
7 Preparation Periods

ARTICLE XXVIII
SUPPLEMENTAL TEACHERS

A. The salaries of all Supplemental Teachers covered by this Agreement are set forth in Schedule "A-1" which is attached hereto and made a part hereof.

B. Except for Articles XXII, XXIII-B and C, XI and XXVII, Supplemental Teachers shall be covered by all Articles of the Agreement unless the language of the provision indicates otherwise.

C. Supplemental Teachers who are used as substitutes and by virtue thereof lose their preparation/conference period shall be compensated in accordance with Article XXIII.C Substitutes.

D. Supplemental Teachers are to be involved in the District's Staff Development Program and other initiatives as appropriate and on the same basis as other employees. Compensation to Supplemental Teachers for work required of them beyond [19.5 hours per week in 1996-97 and] 21 hours per week [in 1997-98] shall be at the rate of \$52.46 per hour in 2006-2007; \$54.78 for 2007-2008; \$57.21 for 2008-2009; and \$59.75 for 2009-2010. Assignments that may be required for Supplemental Teachers include:

1. proctoring the un-timed HSPT exams, PSAT exams, and SAT I and II exams when those duties are over and above the 21 hours required of Supplemental Teachers;

2. attending IEP conferences, parent meetings or conferences, and Child Study Team conferences or meetings when the presence of the Supplemental Teacher is required when those duties are over and above the 21 hours required Supplemental Teachers.

E. Attendance at Back-to-School Night shall be considered part of a Supplemental Teacher's basic responsibilities and shall be without additional compensation.

F. Supplemental Teachers assigned to serve as administrators or coordinators of SAT's or other tests administered to classified students shall be compensated at the rate of: \$60.71 per hour in 2006-2007; \$63.39 for 2007-2008; \$66.20 for 2008-2009; and \$69.14 for 2009-2010.

G. Supplemental Teachers will receive longevity compensation as follows:

1. For the 2006-2007 and 2007-2008 school years, at the BA level, \$775 for eleven (11) years or more of service to the District;

2. For the 2006-2007 and 2007-2008 school years at the MA level, \$800 for eleven (11) years or more of service to the District;

3. For the 2008-2009 school year, at the BA level, \$850 for eleven (11) years or more of service to the District;

4. For the 2008-2009 school year, at the MA level, \$925 for eleven (11) years or more of service to the District;

5. For the 2009-2010 school year, at the BA level, \$875 for eleven (11) years or more of service to the District;

6. For the 2009-2010 school year, at the MA level, \$950 for eleven (11) years or more of service to the District.

F. Effective with the 1996-97 contract year, any current District teacher who served as a Supplemental Teacher and who has since moved to a position on Schedule A shall have those years of service credited for purposes of longevity compensation.

**ARTICLES GOVERNING ADMINISTRATIVE
ASSISTANT, TECHNICAL ASSISTANT AND SPECIAL
EDUCATION TEACHING ASSISTANT MEMBERS OF
THE UNIT**

**ARTICLE XXIX
WORK SCHEDULE**

A. The work day for all administrative assistants shall be as follows: All working days will be seven (7) hours in length, exclusive of a duty-free one (1) hour lunch period, and all working weeks will be thirty-five (35) hours in length, exclusive of lunch, unless otherwise herein stipulated.

1. The working hours for administrative assistants at any time when students are not in attendance shall be

8:00 AM - 3:30 PM

2. In addition to a duty-free one (1) hour lunch period each day, administrative assistants shall be entitled to a duty-free break of twenty (20) minutes per day.

3. Inclement Weather: Whenever the teaching staff is released early as a result of inclement weather, all administrative assistants shall also be dismissed.

4. Every Friday in July and August, and on those days preceding holidays, and holiday weekends all

administrative assistants shall be dismissed one-half hour early.

5. On a scheduled minimum day before the Thanksgiving and Holiday Recesses, administrative assistants may leave one-half hour after the students have been dismissed provided all necessary duties have been completed for that day.

B. The work day for all special education teaching assistants shall be as follows: All working days will be seven (7) hours in length, inclusive of a twenty (20) minute break period, but exclusive of a duty-free lunch period. All working weeks will be thirty-five (35) hours in length, exclusive of lunch, unless otherwise herein stipulated. The work year shall be 190 days, at seven hours per day, for a total of 1330 hours per year.

1. Special Education teaching assistants shall follow the work calendar of the professional teaching staff.

2. Inclement Weather: Whenever the teaching staff is released early as a result of inclement weather, all special education teaching assistants shall also be dismissed.

3. On a scheduled minimum day before the Thanksgiving and Holiday Recesses, special education teaching assistants may leave at the end of the pupil day.

C. The work day for all technical assistants shall be as follows: All working days will be eight (8) hours in length, inclusive of a twenty (20) minute break period, but exclusive of a duty-free one (1) hour lunch period. All working weeks will be forty (40) hours in length, exclusive of lunch, unless otherwise herein stipulated.

1. The working hours for technical assistants at any time when students are not in attendance shall be

8:00 AM - 4:30 PM

2. Inclement Weather: Whenever the teaching staff is released early as a result of inclement weather, all technical assistants shall also be dismissed.

3. Every Friday in July and August, and on those days preceding holidays, and holiday weekends all technical assistants shall be dismissed one-half hour early.

4. On a scheduled minimum day before the Thanksgiving and Holiday Recesses, technical assistants may leave one half hour after the students have been dismissed provided all necessary duties have been completed for that day.

D. 1. Administrative assistants, technical assistants, and special education teaching assistants shall be deemed to have completed one full year of service for salary guide purposes and shall, if re-employed, be moved to the next appropriate step on the guide effective the following July according to the following schedule:

Administrative Assistants (10 months)	97 days
Administrative Assistants (12 months)	121 days
Technical Assistants	97 days
Special Education Teaching Assistants	96 days

2. Administrative assistants, technical assistants, and special education teaching assistants who have worked fewer days in a given work year shall remain at the initial experience step for the next work year.

3. For this purpose, sick days, vacation days, personal days, and where applicable, hours for professional development utilized shall be included toward the days needed for step advancement.

4. If a unit member leaves at the end of a work year or works the minimum number of days (including sick and personal days and hours for professional development where applicable) of that last year, he/she shall be advanced to the next appropriate step on the guide.

ARTICLE XXX OVERTIME

1. Overtime shall be paid at one and one-half (1.5 times) the employee's regular hourly rate. Sick days only will be considered as "days worked" when computing overtime.

2. For twelve month employees, the regular hourly rate will be based on 1820 hours per year.

3. For ten month employees, the regular hourly rate will be based on 1400 hours per year.

ARTICLE XXXI LONGEVITY

1. Commencing with the first day of the month succeeding the anniversary year of service to this District of an administrative assistant in the bargaining unit, an additional payment will be added to the contractual annual salary as longevity pay as follows:

For 2006-2007

5th year - \$ 750
9th year - \$ 1000
12th year - \$1250
15th year - \$1550

For 2007-2008

5th year - \$ 800
9th year - \$1100
12th year - \$1300
15th year - \$1600

For 2008-2009

5th year - \$ 900
9th year - \$1200
12th year - \$1400
15th year - \$1700

For 2009-2010

5th year - \$1000
9th year - \$1300
12th year - \$1500
15th year - \$1800

2. Commencing with the first day of the month succeeding the anniversary year of service to this District of a technical assistant in the bargaining unit, an additional payment will be added to the contractual annual salary as longevity pay as follows:

For 2006-2007

5th year - \$ 750
9th year - \$ 1000
12th year - \$ 1250
15th year - \$ 1550

For 2007-2008

5th year - \$ 800
9th year - \$ 1100
12th year - \$ 1300
15th year - \$ 1600

For 2008-2009

5th year - \$ 900
9th year - \$ 1200
12th year - \$ 1400
15th year - \$ 1700

For 2009-2010

5th year - \$ 1000
9th year - \$ 1300
12th year - \$ 1500
15th year - \$ 1800

3. Commencing with the first day of the month succeeding the anniversary year of service to this District of a special education teaching assistant in the bargaining unit, an additional payment will be added to the contractual annual salary as longevity pay as follows:

For 2006-2010

5th year - \$ 300
9th year - \$ 600
12th year - \$ 900

4. Nothing in this agreement or any schedule hereto shall be construed to limit or modify the rights of the District or the rights of any employee under NJSA 18A:28-5.

5. When an administrative assistant in the bargaining unit is promoted from one grade to another, said employee shall be placed on the step of the next grade level which he/she would have attained had he/she remained on the lower grade level.

ARTICLE XXXII VACANCIES AND NEW POSITIONS

1. Notices of all vacancies shall be posted in each school by the Board or its agent. Notices shall include salary range, title, work year and a description of general qualifications and duties.

2. The notice shall be posted for at least five (5) work days, and employees interested therein must submit a written application to the Business Administrator / Secretary to be considered for the vacancy.

3. All such applicants shall be notified in writing that their application has been received and shall be further notified in writing when the vacancy has been filled, whether or not said applicant has been selected to fill the vacancy.

4. If the foregoing has been complied with, the final determination of the Board concerning the filling of a vacancy or a new position shall not be subject to the grievance procedure.

ARTICLE XXXIII HOLIDAYS AND VACATIONS

A. Administrative Assistants Employed for Ten Months

Administrative assistants employed for ten (10) months are to work from September 1 through three work days beyond the last day for teachers in June.

They are not to work during the Holiday, Winter, or Spring vacations, or on any holiday for twelve (12) month employees.

B. Administrative Assistants Employed for Twelve Months

1. Administrative assistants employed for twelve (12) months prior to June 30, 1979, are to have vacation with pay, at a time agreed upon with the immediate supervisor, according to the following schedule:

One (1) to ten (10) years - Four (4) weeks or Twenty (20) working days

Eleven (11) or more years - Five (5) weeks or Twenty-five (25) working days

Administrative assistants shall be allowed to accumulate vacation days up to a maximum of five (5) days with prior notice to the Business Administrator.

2. Administrative assistants employed for twelve (12) months hired after June 30, 1979, are to have vacation with pay, at a time agreed upon with the immediate supervisor, according to the following schedule:

One (1) to two (2) years - Two (2) weeks or Ten (10) working days

Three (3) to five (5) years - Three (3) weeks or Fifteen (15) working days

Six (6) to ten (10) years - Four (4) weeks or Twenty (20) working days

Eleven (11) or more years - Five (5) weeks or Twenty-five (25) working days

Administrative assistants shall be allowed to accumulate vacation days up to a maximum of five (5) days with prior notice to the Business Administrator.

3. Two weeks (10 days) of vacation allowance, taken in either a block or single days, will be permitted, based upon seniority, during time when school is in session with the approval of the immediate supervisor. Such approval shall not be unduly withheld. An administrative

assistant will be credited for a vacation allowance after twelve (12) weeks' service.

4. Effective July 1, 1991, administrative assistants employed on a ten (10) month basis who immediately thereafter become employed on a twelve (12) month basis shall receive credit on a one year for one year basis for years worked in the district as a ten month administrative assistant toward the accumulation of vacation days.

Ten (10) month administrative assistants who immediately thereafter become employed on a twelve month basis may apply to the Superintendent of Schools for consideration to take one week of the vacation entitlement they will earn during their first twelve month year of service during their first summer. If approved by the Superintendent, at the completion of their first year in a twelve month capacity, they will have one less week available to them during their second summer.

5. Twelve-month administrative assistants are to be paid holidays as follows: July 4, Labor Day, Columbus Day, two (2) days for the NJEA Convention, Thanksgiving Day, the day after Thanksgiving, Holiday Recess, Washington's Birthday, Good Friday, and Memorial Day, with compensatory time to be granted in any instance where twelve-month employees are called upon to work on any of the above mentioned days.

6. If school is open on Columbus Day, Washington's Birthday, or any of the above mentioned days, another day(s) in lieu of the holiday will be granted during the Summer, Winter, or Spring Recess periods. However, there will not be more than one (1) holiday during each of the Winter or Spring Recess periods.

Effective July 1, 2007, the Washington's Birthday holiday shall be changed to President's Day and shall be a floating holiday for all twelve-month administrative assistants. Procedures shall be mutually developed to provide for a fair and equitable schedule for applying for and taking said floating holiday.

7. Members of the unit will not be required to report when school is closed for inclement weather, except by special order of their immediate supervisor.

ARTICLE XXXIV
EMPLOYEE IMPROVEMENT

A. 1. With prior approval of the Superintendent of Schools, the Board agrees to pay 100% of the cost of tuition of job-related in-service and professional development courses taken by administrative, technical, or special education teaching assistants.

2. To be eligible for tuition reimbursement, all courses must receive prior approval by the Superintendent of Schools. To be approved, courses must be in a program considered to be appropriate to an administrative assistant's, technical assistant's, or special education teaching assistant's job responsibilities.

B. 1. In-house staff development course opportunities shall be open to all administrative, technical, and special education teaching assistants on a space available basis, outside working hours and without additional compensation, unless the course is required by the District for advancement of skills.

2. The Board shall provide each administrative assistant with job specific training on the use of all new software and/or equipment which the administrative assistant will be required to use in the performance of his/her duties.

C. In cases of denial of tuition reimbursement under this article, the rights of the employee to recourse through the grievance procedure shall not be abrogated.

ARTICLE XXXV
TRANSFERS AND REASSIGNMENT

A. Involuntary transfers will be made only when conditions require it. The administrative assistant to be transferred shall be given every consideration possible as to available positions in the system. Seniority within the system shall be given consideration.

B. The immediate supervisor shall discuss the transfer with the employee and/or his/her representative and shall make the final assignment in writing.

C. In no event shall the final determination of the Board concerning an involuntary transfer or reassignment be subject to the grievance procedure.

D. Transfers and reassignments for positions that become open due to resignation or retirement shall be subject to the same posting requirements set forth elsewhere in this agreement.

E. If a position in the unit changes from ten (10) to twelve (12) months, or vice versa, the unit member presently occupying the position shall have the right of first refusal of the new position. If the employee does not exercise the right of first refusal by the end of the tenth (10th) calendar day following the date of notification, said position shall be considered a new position and shall be posted and advertised according to the provisions of this agreement.

MISCELLANEOUS PROVISIONS
GOVERNING ALL MEMBERS OF THE UNIT

ARTICLE XXXVI
MISCELLANEOUS PROVISIONS

A. This agreement constitutes Board policy for the terms 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, this agreement, during its duration, shall be controlling.

D. The Board and the Association agree that there shall be 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, sexual orientation, age, or marital status.

The Board affirms its responsibility to ensure all employees equal employment opportunity regardless of race, creed, color, religion, national origin, sex, sexual orientation, age, economic, or marital status.

E. Copies of this agreement shall be printed at the joint expense of the Association and the Board as soon as possible after the agreement is signed, or in any case within sixty (60) days after the agreement is signed and presented to all unit members now employed, hereafter employed, or considered for employment by the Board.

F. Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provisions of this agreement, either party shall do so by personal service, telegram or registered letter at the following addresses:

1. If by the Association, to the Board President at Franklin Lakes, New Jersey;
2. If by the Board, to the President of the Ramapo Indian Hills Education Association, Inc.

G. Unit members who may be required to use their own automobiles in the performance of their duties, and unit members who are assigned to more than one (1) school per day, shall be reimbursed for all such travel at said IRS rate for all driving done between arrival at the first location at the beginning of their work day, provided, however, that if the distance from the member's home to his/her first location or from that member's last location to his/her home is greater than the distance between the member's home and his/her base school, he/she shall be reimbursed for the difference at said IRS rate.

H. In the event that the District shall hereafter receive state and/or federal funds substantially in excess of

amounts previously anticipated, the Board shall meet with representatives designated by the Association to obtain the Association's viewpoints regarding the use of such unanticipated funds. It is understood, however, that the Board's ultimate determination as to the use of such funds shall not be subject to the grievance procedure or to negotiation, or such, the Board's only obligation being to obtain the views of the Association before making a decision in this area.

I. The Board shall provide \$20,000 (\$10,000 for each school) in the annual budgets to pay for the costs and expenses for attendance by teachers at professional conferences, conventions, meetings and seminars, or for college visitations by guidance counselors, which are approved by the administration.

J. This agreement represents and incorporates the complete and final settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either of both of the parties at the time they negotiated or signed this Agreement.

K. This Agreement shall not be modified or added to in whole or in part except by a written instrument duly executed by both parties.

L. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by administrative procedures and practices in force on said date shall continue to be so applicable during the terms of this Agreement.

ARTICLE XXXVII
NO STRIKE. NO SANCTIONS

The Association agrees to refrain from strikes, work stoppages, boycotts, sanctions and other concerted action against the Board or the District for the term of this Agreement.

ARTICLE XXXVIII
BOARD RIGHTS

The Board of Education reserves to itself all rights and responsibilities of management of the School District and full jurisdiction and authority to make and revise policy, rules, regulations, and practices in furtherance thereof. By way of illustration and not by limitation of the rights and responsibilities reserved to the Board, are those matters recognized in the Agreement, Board Policy, Statute and Administrative Regulations and administrative and judicial case law, and then only to the extent such are in conformance with the Constitution and Laws of the United States and New Jersey.

ARTICLE XXXIX
DURATION OF AGREEMENT

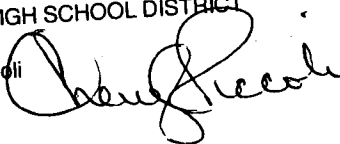
This Agreement shall be as follows: a one-year contract, commencing on the first day of July 2006, and terminating on the thirtieth day of June 2007; and a three- year contract commencing on the first day of July 2007, and terminating on the thirtieth day of June 2010.

*The above is for the convenience of the parties. The actual terms of the agreements are: July 1, 2006 to June 30, 2010.

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

BOARD OF EDUCATION
RAMAPO INDIAN HILLS REGIONAL
HIGH SCHOOL DISTRICT

By: Cheryl Piccoli
President

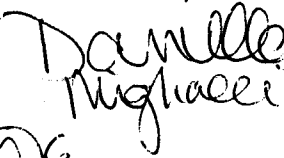


ATTEST:
Frank Ceurvets
Board Secretary



RAMAPO-INDIAN HILLS
EDUCATION ASSOCIATION, INC.

By: Danielle Migliacci
President



ATTEST:
H Ospina
Secretary



TEACHER SALARY GUIDE
SCHEDULE A 2006-2007

STEP	BA	BA+15	MA	MA+15	MA+30
1	43414	44232	44949	46074	48631
2	44273	45092	45808	46892	49450
3	45194	46012	46729	47752	50309
4*	46115	47035	47649	49081	51434
5	47240	47956	48826	50514	52560
6	48263	48979	50514	51946	53838
7	49286	50718	52355	53890	55322
8	50411	52253	54299	55936	57061
9	51537	53685	56242	57879	58800
10	52764	55322	57875	59311	60232
11	54196	56754	59107	60744	61971
12	55383	57941	60191	62033	63669
13	56901	59426	61446	63264	64880
14	58618	61951	63870	65890	67405
15	62153	66193	69021	70597	72253
16	67266	70397	74841	76356	78679
17					84032
TOP+1	72821	76104	81507	83224	88678
TOP+2	77010	80631	87924	89760	94860
Add for Doctorate \$1643					
* used for sick day calculation formula as per VII, L.					

LONGEVITY (combine Steps and Tiers):

STEP	DEGREE	Yrs. in Dist.	AMOUNT
A	BA/MA	4th-11th	\$1100
B	BA/MA	12th-top	\$1750
TIER			
1	BA	after 16	\$3600
2	MA	16-19	\$4000
3	MA	20-23	\$4200
4	MA	24-29	\$4700
5	MA	30 or more	\$5300

TEACHER SALARY GUIDE
SCHEDULE A 2007-2008

STEP	BA	BA+15	MA	MA+15	MA+30
1	44544	45383	46117	47272	49896
2	45425	46264	46999	48111	50735
3	46369	47209	47944	48993	51617
4*	47314	48258	48888	50358	52772
5	48468	49203	50095	51827	53926
6	49518	50253	51827	53296	55238
7	50568	52037	53716	55291	56760
8	51722	53611	55711	57390	58544
9	52877	55081	57705	59384	60329
10	54136	56760	59174	60854	61798
11	55606	58230	60644	62323	63583
12	56823	59447	61756	63646	65325
13	57812	60377	62880	64727	66418
14	59556	62943	64892	66945	68484
15	63148	67252	70126	71716	73409
16	67266	70397	74841	76356	78679
17					84032
TOP+1	72821	76104	81507	83224	88678
TOP+2	78550	82244	89682	91555	96757

Add for Doctorate \$1716

* used for sick day calculation formula as per VII, L.
LONGEVITY (combine Steps and Tiers):

STEP	DEGREE	Yrs. in Dist.	AMOUNT
A	BA/MA	4th-11th	\$1225
B	BA/MA	12th-top	\$1900
TIER			
1	BA	after 16	\$3700
2	MA	16-19	\$4200
3	MA	20-23	\$4400
4	MA	24-29	\$5000
5	MA	30 or more	\$5900

TEACHER SALARY GUIDE
SCHEDULE A 2008-2009

STEP	BA	BA+15	MA	MA+15	MA+30
1	45733	46517	47270	48454	51143
2	46560	47421	48174	49314	52004
3	47328	48389	49142	50218	52908
4*	48197	49465	50110	51617	54091
5	49530	50433	51348	53123	55274
6	50756	51509	53123	54629	56619
7	51832	53338	55059	56673	58179
8	53015	54952	57103	58825	60008
9	54199	56458	59147	60869	61837
10	55490	58179	60654	62375	63343
11	56996	59685	62160	63881	65172
12	58244	60936	63300	65237	66958
13	59179	61783	64323	66198	67915
14	60450	63887	65866	67949	69511
15	64095	68261	71178	72792	74511
16	68275	71453	75964	77501	79859
17					85292
TOP+1	73913	77245	82730	84472	90008
TOP+2	80121	83885	91476	93386	98692

Add for Doctorate \$1792

* used for sick day calculation formula as per VII, L.
LONGEVITY (combine Steps and Tiers):

STEP	DEGREE	Yrs. in Dist.	AMOUNT
A	BA/MA	4th-11th	\$1300
B	BA/MA	12th-top	\$2100
TIER			
1	BA	after 16	\$3850
2	MA	16-19	\$4400
3	MA	20-23	\$4800
4	MA	24-29	\$5100
5	MA	30 or more	\$6460

TEACHER SALARY GUIDE
SCHEDULE A 2009-2010

STEP	BA	BA+15	MA	MA+15	MA+30
1	46419	47215	47979	49180	51910
2	47259	48132	48896	50054	52784
3	48241	49115	49879	50971	53701
4*	49224	50207	50862	52391	54902
5	50273	51190	52118	53920	56104
6	51517	52282	53920	55448	57468
7	52609	54138	55885	57523	59052
8	53810	55776	57960	59707	60908
9	55012	57305	60035	61782	62765
10	56322	59052	61563	63311	64293
11	57851	60581	63092	64839	66150
12	59117	61847	64250	66215	67962
13	60421	62801	65516	67559	69394
14	61054	64526	66524	68628	70206
15	64736	68944	71889	73520	75256
16	68275	71453	75964	77501	79859
17					85292
TOP+1	73913	77245	82730	84472	90008
TOP+2	81724	85566	93306	95254	99866

Add for Doctorate \$1871

* used for sick day calculation formula as per VII, L.
LONGEVITY (combine Steps and Tiers):

STEP	DEGREE	Yrs. in Dist.	AMOUNT
A	BA/MA	4th-11th	\$1625
B	BA/MA	12th-top	\$2400
TIER			
1	BA	after 16	\$4300
2	MA	16-19	\$5000
3	MA	20-23	\$5500
4	MA	24-29	\$6000
5	MA	30 or more	\$7560

SUPPLEMENTAL TEACHER SALARY GUIDE
 SCHEDULE A-1 2006-2007

STEP	BA	MA
1	21286	22376
2	22050	23149
3	22813	23913
4	23699	24676
5	24463	25562
6	25338	26437
7	26173	27293
8	27089	28107
9	28311	29329
10	30331	31533
LONGEVITY		
after 11 years	775	800

SUPPLEMENTAL TEACHER SALARY GUIDE ...
 SCHEDULE A-1 2007-2008

STEP	BA	MA
1	21840	22957
2	22623	23751
3	23407	24535
4	24315	25318
5	25099	26227
6	25997	27125
7	26853	28002
8	27793	28838
9	29047	30091
10	31156	32353
LONGEVITY		
after 11 years	775	800
	87	

SUPPLEMENTAL TEACHER SALARY GUIDE
SCHEDULE A-1 2008-2009

STEP	BA	MA
1	22430	23577
2	23234	24392
3	24039	25197
4	24972	26001
5	25776	26935
6	26699	27857
7	27578	28758
8	28544	29616
9	29831	30904
10	31997	33231

LONGEVITY after 11 years	850	925
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SUPPLEMENTAL TEACHER SALARY GUIDE
SCHEDULE A-1 2009-2010

STEP	BA	MA
1	22990	24167
2	23815	25002
3	24639	25827
4	25596	26652
5	26421	27608
6	27366	28554
7	28268	29477
8	29257	30357
9	30577	31676
10	32837	34112

LONGEVITY after 11 years	875	950
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ADMINISTRATIVE ASSISTANTS
JOB TITLES
SCHEDULE A-2

GRADE 1

ADMINISTRATIVE ASSISTANTS:
GENERAL OFFICE - RECEPTION

GRADE 2

ADMINISTRATIVE ASSISTANTS:
ASSISTANT TO THE ASST. PRINCIPAL
ATHLETIC OFFICE
ATTENDANCE OFFICE
BOARD OFFICE
DEPARTMENT OFFICES
FACILITIES AND OPERATIONS
GENERAL OFFICE
GUIDANCE OFFICE
INSTRUCTIONAL TECHNOLOGY
LIBRARY TECHNICAL ASSISTANT
SPECIAL SERVICES

GRADE 3

ADMINISTRATIVE ASSISTANTS:
ASSISTANT TO THE PRINCIPAL
ASSISTANT TO THE DIRECTOR OF GUIDANCE
ASS'T TO DIRECTOR OF SPECIAL SERVICES
ASS'T. TO COORDINATOR OF COMPUTER
SERVICES
ASS'T. TO THE DIRECTOR OF
CURRICULUM AND ARTICULATION

GRADE 4

ADMINISTRATIVE ASSISTANTS:
BOOKKEEPER /COMPUTER OPERATOR

UNGRADED

TECHNICAL ASSISTANT
SPECIAL EDUCATION TEACHING ASSISTANT

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2006-2007

GRADE 1

STEP	10 MNTHS.	12 MNTHS.
1	25675	31452
2	26497	32458
3	27524	33716
4	28551	34974
5	29578	36233
6	30810	37742
7	32094	39315
8	33378	40887
TOP +1	34713	42523

LONGEVITY: LEVEL:	5 TH YEAR	750
	9 TH YEAR	1000
	12 TH YEAR	1250
	15 TH YEAR	1550

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2007-2008

GRADE 1

STEP	10 MNTHS.	12 MNTHS.
1	26471	32427
2	27318	33465
3	28377	34762
4	29436	36059
5	30495	37356
6	31765	38912
7	33089	40534
8	34412	42155
TOP + 1	35789	43841

LONGEVITY: LEVEL:	5 TH YEAR	800
	9 TH YEAR	1100
	12 TH YEAR	1300
	15 TH YEAR	1600

ADMINISTRATIVE ASSISTANTS
 SALARY GUIDE
 SCHEDULE A-2 2008-2009

GRADE 1

STEP	10 MNTHS.	12 MNTHS.
1	27424	33594
2	28301	34669
3	29398	36013
4	30495	37357
5	31592	38701
6	32909	40813
7	34280	41993
8	35651	43673
TOP + 1	37077	45419

LONGEVITY:

LEVEL:	5 TH YEAR	900
	9 TH YEAR	1200
	12 TH YEAR	1400
	15 TH YEAR	1700

ADMINISTRATIVE ASSISTANTS
 SALARY GUIDE
 SCHEDULE A-2 2009-2010

GRADE 1

STEP	10 MNTHS.	12 MNTHS.
1	28493	34904
2	29405	36021
3	30545	37418
4	31685	38814
5	32824	40210
6	34192	41885
7	35617	43631
8	37041	45376
TOP + 1	38623	47191

LONGEVITY:

LEVEL:	5 TH YEAR	1000
	9 TH YEAR	1300
	12 TH YEAR	1500
	15 TH YEAR	1800

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2006-2007

GRADE 2

STEP	10 MNTHS.	12 MNTHS.
1	26497	32458
2	27524	33716
3	28551	34974
4	29578	36233
5	30810	37742
6	32042	39252
7	33408	40925
8	35123	43020
TOP +1	36972	45291

LONGEVITY:

LEVEL:	5 TH YEAR	750
	9 TH YEAR	1000
	12 TH YEAR	1250
	15 TH YEAR	1550

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2007-2008

GRADE 2

STEP	10 MNTHS.	12 MNTHS.
1	27318	33465
2	28377	34762
3	29436	36059
4	30495	37356
5	31765	38912
6	33036	40469
7	34444	42193
8	36212	44360
TOP + 1	38118	46695

LONGEVITY:

LEVEL:	5 TH YEAR	800
	9 TH YEAR	1100
	12 TH YEAR	1300
	15 TH YEAR	1600

ADMINISTRATIVE ASSISTANTS
 SALARY GUIDE
 SCHEDULE A-2 2008-2009

GRADE 2

STEP	10 MNTHS.	12 MNTHS.
1	28301	34669
2	29398	36013
3	30495	37357
4	31592	38701
5	32909	40313
6	34225	41926
7	35664	43712
8	37516	45957
TOP +1	39490	48409

LONGEVITY:

LEVEL:	5 TH YEAR	900
	9 TH YEAR	1200
	12 TH YEAR	1400
	15 TH YEAR	1700

ADMINISTRATIVE ASSISTANTS
 SALARY GUIDE
 SCHEDULE A-2 2009-2010

GRADE 2

STEP	10 MNTHS.	12 MNTHS.
1	29405	36021
2	30545	37418
3	31685	38814
4	32824	40210
5	34192	41885
6	35580	43561
7	37075	45417
8	38979	47749
TOP +1	41031	50262

LONGEVITY:

LEVEL:	5 TH YEAR	1000
	9 TH YEAR	1300
	12 TH YEAR	1500
	15 TH YEAR	1800

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2006-2007

GRADE 3

STEP	10 MNTHS.	12 MNTHS.
1	28037	34345
2	28756	35226
3	29783	36484
4	30810	37742
5	31837	39000
6	33172	40636
7	34713	42523
8	36459	44662
TOP +1	38102	46675

LONGEVITY: LEVEL:	5 TH YEAR	750
	9 TH YEAR	1000
	12 TH YEAR	1250
	15 TH YEAR	1550

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2007-2008

GRADE 3

STEP	10 MNTHS.	12 MNTHS.
1	28906	35410
2	29647	36318
3	30706	37615
4	31765	38912
5	32824	40209
6	34200	41896
7	35789	43841
8	37589	46046
TOP + 1	39283	48221

LONGEVITY: LEVEL:	5 TH YEAR	800
	9 TH YEAR	1100
	12 TH YEAR	1300
	15 TH YEAR	1600

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2008-2009

GRADE 3

STEP	10 MNTHS.	12 MNTHS.
1	29947	36685
2	30715	37626
3	31812	38969
4	32909	40313
5	34006	41657
6	35432	43404
7	37077	45419
8	38942	47704
TOP +1	40697	49854

LONGEVITY: LEVEL:	5 TH YEAR	900
	9 TH YEAR	1200
	12 TH YEAR	1400
	15 TH YEAR	1700

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2009-2010

GRADE 3

STEP	10 MNTHS.	12 MNTHS.
1	31115	38116
2	31913	39093
3	33052	40489
4	34192	41885
5	35332	43281
6	36813	45097
7	38523	47191
8	40461	49564
TOP + 1	42284	51809

LONGEVITY: LEVEL:	5 TH YEAR	1000
	9 TH YEAR	1300
	12 TH YEAR	1500
	15 TH YEAR	1800

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2006-2007

GRADE 4

STEP	12 MNTHS.
1	37742
2	38769
3	39796
4	40823
5	42107
6	43391
7	45445
8	48269
TOP + 1	50426

LONGEVITY: LEVEL:	5 TH YEAR	750
	9 TH YEAR	1000
	12 TH YEAR	1250
	15 TH YEAR	1550

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2007-2008
GRADE 4

STEP	12 MNTHS.
1	38912
2	39971
3	41030
4	42089
5	43412
6	44736
7	46854
8	49765
TOP + 1	52031

LONGEVITY: LEVEL:	5 TH YEAR	800
	9 TH YEAR	1100
	12 TH YEAR	1300
	15 TH YEAR	1600

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2008-2009

GRADE 4

STEP	12 MNTHS.
1	40313
2	41410
3	42507
4	43604
5	44975
6	46346
7	48540
8	51557
TOP + 1	53864

LONGEVITY: LEVEL:	5 TH YEAR	900
	9 TH YEAR	1200
	12 TH YEAR	1400
	15 TH YEAR	1700

ADMINISTRATIVE ASSISTANTS
SALARY GUIDE
SCHEDULE A-2 2009-2010
GRADE 4

STEP	12 MNTHS.
1	41885
2	43025
3	44165
4	45305
5	46729
6	48154
7	50433
8	53568
TOP + 1	55965

LONGEVITY: LEVEL:	5 TH YEAR	1000
	9 TH YEAR	1300
	12 TH YEAR	1500
	15 TH YEAR	1800

TECHNICAL ASSISTANTS
 SCHEDULE A-3 2006-2007
 SALARY GUIDE

STEP	10 MNTHS.
1	29184
2	30208
3	31232
4	32973
5	34611
6	37171
7	39731
8	41779
TOP + 1	44032

LONGEVITY:	5 TH YEAR	750
	9 TH YEAR	1000
	12 TH YEAR	1250
	15 TH YEAR	1550

TECHNICAL ASSISTANTS
 SCHEDULE A-3 2007-2008
 SALARY GUIDE

STEP	10 MNTHS.
1	30089
2	31144
3	32200
4	33995
5	35684
6	38324
7	40963
8	43074
TOP + 1	45497

LONGEVITY:	5 TH YEAR	800
	9 TH YEAR	1100
	12 TH YEAR	1300
	15 TH YEAR	1600

TECHNICAL ASSISTANTS
 SCHEDULE A-3 2008-2009
 SALARY GUIDE

STEP	10 MNTHS.
1	31172
2	32266
3	33359
4	35219
5	36969
6	39703
7	42438
8	44625
TOP + 1	47195

LONGEVITY:	5 TH YEAR	900
	9 TH YEAR	1200
	12 TH YEAR	1400
	15 TH YEAR	1700

TECHNICAL ASSISTANTS
 SCHEDULE A-3 2009-2010
 SALARY GUIDE

STEP	10 MNTHS.
1	32968
2	33524
3	34660
4	36592
5	38411
6	41252
7	44093
8	46965
TOP + 1	49023

LONGEVITY:	5 TH YEAR	1000
	9 TH YEAR	1300
	12 TH YEAR	1500
	15 TH YEAR	1800

SPECIAL EDUCATION
TEACHING ASSISTANTS
SCHEDULE A-4
SALARY GUIDE*

2006-2007

STEP	10 MNTHS.
1	19473
2	20191
3	21472

LONGEVITY:

LEVEL:	5 th YEAR	\$300
	9 th YEAR	\$600
	12 th YEAR	\$900

* Salary based on seven-hour day for 190 days

2007-2008

STEP	10 MNTHS.
1	20314
2	21063
3	22399

LONGEVITY:

LEVEL:	5 th YEAR	\$300
	9 th YEAR	\$600
	12 th YEAR	\$900

* Salary based on seven-hour day for 190 days

SPECIAL EDUCATION
TEACHING ASSISTANTS
SCHEDULE A-4
SALARY GUIDE*

2008-2009

STEP	10 MNTHS.
1	21133
2	21912
3	23302

LONGEVITY:

LEVEL:	5 th YEAR	\$300
	9 th YEAR	\$600
	12 th YEAR	\$900

* Salary based on seven-hour day for 190 days

2009-2010

STEP	10 MNTHS.
1	21904
2	22711
3	24152

LONGEVITY:

LEVEL:	5 th YEAR	\$300
	9 th YEAR	\$600
	12 th YEAR	\$900

* Salary based on seven-hour day for 190 days

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

1. SPECIAL SCHOOL ADVISORS

GROUP 1 CLUBS AND ACTIVITIES

Newspaper -
 Editorial
Yearbook-Editorial
Band Director
Academic Decathlon (7/1/07)
School Treasurer
Drama Production
Drama Assistants*
Newspaper Online*
Band Director Ass't.
Band Front Ass't.

GROUP 1 ADVISOR STIPENDS

FOR 2006-2007

	Step 1	Step 2	Step 3	Step 4
Advisor	5885	6153	6436	6710
Assistant	2311	2433	2560	2684

*Drama Ass't. 1858 flat rate - no steps
*Newspaper Online 1418 flat rate - no steps

FOR 2007-2008

	Step 1	Step 2	Step 3	Step 4
Advisor	6145	6425	6721	7006
Assistant	2414	2540	2673	2803

*Drama Ass't. 1940 flat rate - no steps
*Newspaper Online 1480 flat rate - no steps

FOR 2008-2009

	Step 1	Step 2	Step 3	Step 4
Advisor	6417	6710	7018	7317
Assistant	2521	2653	2791	2927

*Drama Ass't. 2026 flat rate - no steps
*Newspaper Online 1546 flat rate - no steps

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

1. SPECIAL SCHOOL ADVISORS (cont'd)

GROUP 1 ADVISOR STIPENDS

FOR 2009-2010

	Step 1	Step 2	Step 3	Step 4
Advisor	6702	7008	7330	7642
Assistant	2632	2770	2915	3057

*Drama Ass't. 2116 flat rate - no steps
*Newspaper Online 1615 flat rate - no steps

GROUP 2 CLUBS AND ACTIVITIES

Senior Class -
2 at each school
Junior Class -
2 at each school
Student Council
[Academic Decathlon 6/30/07]
Interact
District Debate Team

GROUP 2 ADVISOR STIPENDS

FOR 2006-2007

	Step 1	Step 2	Step 3	Step 4
Advisor	4398	4599	4810	5014
Assistant	1726	1818	1913	2006

FOR 2007-2008

	Step 1	Step 2	Step 3	Step 4
Advisor	4593	4802	5022	5236
Assistant	1802	1898	1997	2094

FOR 2008-2009

	Step 1	Step 2	Step 3	Step 4
Advisor	4796	5015	5245	5468
Assistant	1882	1982	2086	2187

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

1. SPECIAL SCHOOL ADVISORS (cont'd)

GROUP 2 ADVISOR STIPENDS

FOR 2009-2010

	Step 1	Step 2	Step 3	Step 4
Advisor	5009	5237	5478	5711
Assistant	1965	2070	2178	2284

GROUP 3 CLUBS AND ACTIVITIES

School Newspaper -
Business

Yearbook - Business

Literary Magazine -
Editorial

Art

Greenhouse Management

Choral Director

Jazz Ensemble Director

National Honor Society

Holiday Festival

PEP Band

Freshman Class

Sophomore Class

Teens Need Teens (TNT)

Holiday Festival Assistant*

GROUP 3 ADVISOR STIPENDS

FOR 2006-2007

	Step 1	Step 2	Step 3	Step 4
Advisor	2353	2461	2573	2683
Assistant	924	972	1023	1072

*Holiday Festival Ass't. 1410 flat rate - no steps

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

1. SPECIAL SCHOOL ADVISORS (cont'd)

GROUP 3 ADVISOR STIPENDS

FOR 2007-2008

	Step 1	Step 2	Step 3	Step 4
Advisor	2457	2569	2687	2802
Assistant	965	1015	1068	1120

*Holiday Festival Ass't. 1473 flat rate - no steps

FOR 2008-2009

	Step 1	Step 2	Step 3	Step 4
Advisor	2566	2683	2806	2926
Assistant	1008	1060	1116	1169

*Holiday Festival Ass't. 1538 flat rate - no steps

FOR 2009-2010

	Step 1	Step 2	Step 3	Step 4
Advisor	2680	2802	2931	3056
Assistant	1052	1107	1165	1221

*Holiday Festival Ass't. 1606 flat rate - no steps

GROUP 4 CLUBS AND ACTIVITIES

Literary Magazine - Production
Chemistry I League
Chemistry II League
Biology I League
Biology II League
Physics I League
Physics II League
Math Team
DECA
Winterguard

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

1. SPECIAL SCHOOL ADVISORS (cont'd)

GROUP 4 ADVISOR STIPENDS

FOR 2006-2007

	Step 1	Step 2	Step 3	Step 4
Advisor	1796	1877	1964	2047

FOR 2007-2008

	Step 1	Step 2	Step 3	Step 4
Advisor	1875	1960	2051	2138

FOR 2008-2009

	Step 1	Step 2	Step 3	Step 4
Advisor	1958	2047	2141	2232

FOR 2009-2010

	Step 1	Step 2	Step 3	Step 4
Advisor	2045	2138	2236	2332

GROUP 5 CLUBS AND ACTIVITIES

Science Club
French Club - 1 at each school
German Club - 1 at each school
Spanish Club - 1 at each school
Latin Club - 1 at each school
Russian Club - 1 at each school if language is offered
Computer Science Club
Art Club
Ski Club
SADD
Stock Market Club
Amnesty International
Environmental Club
Varsity I /Varsity R
World Language Honor Society
Improvisation Club
Movie Club
Greenhouse Club

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

I. SPECIAL SCHOOL ADVISORS (cont'd)

GROUP 5 CLUBS AND ACTIVITIES (cont'd)

Debate Club
Photography Club
Junior Statesmen Club
Love Letters Club
Model UN
Chess Club
School Store
Mock Trial
Intramurals - 3 at each school; 3 seasons

GROUP 5 ADVISOR STIPENDS

FOR 2006-2007

	Step 1	Step 2	Step 3	Step 4
Advisor	1237	1294	1353	1410

FOR 2007-2008

	Step 1	Step 2	Step 3	Step 4
Advisor	1292	1351	1413	1473

FOR 2008-2009

	Step 1	Step 2	Step 3	Step 4
Advisor	1349	1411	1475	1538

FOR 2009-2010

	Step 1	Step 2	Step 3	Step 4
Advisor	1409	1473	1541	1606

*NOTE: Stipends for Schedule B Advisors shall increase by the agreed upon percentages for Schedule A Teachers, namely [4.84% for 2002-2003, 4.52% for 2003-2004, 4.11% for 2004-2005, and 4.00% for 2005-2006, unless changed by agreement of the negotiated committee to evaluate and review Schedule B stipends and positions] by 4.4% for 2006-2007; by 4.42% for 2007-2008; by 4.43% for 2008-2009; and by 4.44% for 2009-2010.

The Schedule B Salary Guide Supplement for Special School Advisors represents the restructured pay guides and position groupings for all advisor positions. As indicated above, the percentage salary increase agreed upon for the teacher salary guide for each of the above referenced years shall be applied to the advisor pay guide for the same year.

Steps 1 through 3 shall remain the same for 2002-2003. Step 4 of the advisor guides will be determined by multiplying Step 3 b the average contract percentage agreement in the first year of the contract. For 2003-2006, the guides will be increased by the average percentage agreed upon for the teacher salaries, inclusive of increment.

Class Advisors are credited only for experience within Group 3 or Group 2. If a Class Advisor moves up from Group 3 to Group 2, he/she will start at Step One in Group 2. If a Class Advisor moves from Group 2 to Group 3, he/she will start at the advanced step in Group 3.

No advisor on Schedule B for 2001-2002 will receive a lesser stipend in 2002-2003 and beyond for the position he/she held during the 2001-2002 school year. However, if that position has been moved to a lower group, the advisor will receive the appropriate stipend within that lower group starting in the 2002-2003 school year.

In addition, the District may consider crediting outside experience in the same job category for future candidates for vacancies.

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

2. ATHLETICS*
2006-2007

SPORT	STEP 1	STEP 2	STEP 3	STEP 4
Football				
Head	6714	7274	8052	8944
Assistant	5074	5372	5631	6413
Track				
Coordinator	6855	7176	7611	8409
Assistant	3793	4201	4648	5155
Basketball				
Head	5821	6249	6684	7408
Assistant	3793	4201	4648	5155
Baseball				
Head	5821	6249	6684	7408
Assistant	3793	4201	4648	5155
Fencing				
Head	5821	6249	6684	7408
Assistant	3793	4201	4648	5155
Lacrosse				
Head	5821	6249	6684	7408
Assistant	3793	4201	4648	5155
Soccer				
Head	5821	6249	6684	7408
Assistant	3793	4201	4648	5155
Softball				
Head	5821	6249	6684	7408
Assistant	3793	4201	4648	5155
Wrestling				
Head	5821	6249	6684	7408
Assistant	3793	4201	4648	5155

Cross Country				
Head	4446	4918	5450	6063
Assistant	3136	3469	3846	4273
Gymnastics				
Head	4446	4918	5450	6063
Assistant	3136	3469	3846	4273
Indoor Track				
Head	4446	4918	5450	6063
Assistant	3136	3469	3846	4273
Tennis				
Head	4446	4918	5450	6063
Assistant	3136	3469	3846	4273
Volleyball				
Head	4446	4918	5450	6063
Assistant	3136	3469	3846	4273
Hockey				
Head	4184	4646	5109	5576
Assistant	3063	3409	3641	3876
Swimming				
Head	4184	4646	5109	5576
Assistant	3097	3468	3716	3964
Golf				
Head	3897	4305	4754	5263
Assistant	1806	2007	2230	2477
Bowling				
Head	3303	3653	4037	4471
Assistant	1806	2007	2230	2477
Cheerleading Football; Cheerleading Basketball				
Head	2929	3255	3616	4018
Assistant	1171	1301	1446	1607
Strength & Conditioning (1 position - for each of 4 seasons)				
Head	3702	4113	4571	5078
Assistant	1481	1645	1828	2032

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

2. ATHLETICS*
2007-2008

SPORT	STEP 1	STEP 2	STEP 3	STEP 4
Football				
Head	7011	7595	8408	9339
Assistant	5298	5610	5880	6697
Track				
Coordinator	7158	7495	7947	8781
Assistant	3960	4387	4853	5383
Basketball				
Head	6079	6526	6979	7736
Assistant	3960	4387	4853	5383
Baseball				
Head	6079	6526	6979	7736
Assistant	3960	4387	4853	5383
Fencing				
Head	6079	6526	6979	7736
Assistant	3960	4387	4853	5383
Lacrosse				
Head	6079	6526	6979	7736
Assistant	3960	4387	4853	5383
Soccer				
Head	6079	6526	6979	7736
Assistant	3960	4387	4853	5383
Softball				
Head	6079	6526	6979	7736
Assistant	3960	4387	4853	5383
Wrestling				
Head	6079	6526	6979	7736
Assistant	3960	4387	4853	5383

Cross Country				
Head	4643	5136	5691	6330
Assistant	3275	3623	4016	4462
Gymnastics				
Head	4643	5136	5691	6330
Assistant	3275	3623	4016	4462
Indoor Track				
Head	4643	5136	5691	6330
Assistant	3275	3623	4016	4462
Tennis				
Head	4643	5136	5691	6330
Assistant	3275	3623	4016	4462
Volleyball				
Head	4643	5136	5691	6330
Assistant	3275	3623	4016	4462
Hockey				
Head	4369	4851	5335	5822
Assistant	3198	3559	3802	4048
Swimming				
Head	4369	4851	5335	5822
Assistant	3233	3621	3880	4139
Golf				
Head	4070	4496	4965	5495
Assistant	1886	2095	2329	2587
Bowling				
Head	3449	3814	4216	4669
Assistant	1886	2095	2329	2587
Cheerleading Football; Cheerleading Basketball				
Head	3059	3399	3776	4196
Assistant	1223	1358	1510	1678
Strength & Conditioning (1 position - for each of 4 seasons)				
Head	3866	4295	4773	5302
Assistant	1547	1718	1909	2121

SCHEDULE B - 2008-2010
SALARY GUIDE SUPPLEMENT

2. ATHLETICS*
2008-2009

SPORT	STEP 1	STEP 2	STEP 3	STEP 4
Football				
Head	7321	7931	8781	9753
Assistant	5533	5858	6141	6993
Track				
Coordinator	7475	7827	8299	9170
Assistant	4136	4581	5068	5622
Basketball				
Head	6348	6815	7288	8078
Assistant	4136	4581	5068	5622
Baseball				
Head	6348	6815	7288	8078
Assistant	4136	4581	5068	5622
Fencing				
Head	6348	6815	7288	8078
Assistant	4136	4581	5068	5622
Lacrosse				
Head	6348	6815	7288	8078
Assistant	4136	4581	5068	5622
Soccer				
Head	6348	6815	7288	8078
Assistant	4136	4581	5068	5622
Softball				
Head	6348	6815	7288	8078
Assistant	4136	4581	5068	5622
Wrestling				
Head	6348	6815	7288	8078
Assistant	4136	4581	5068	5622

Cross Country				
Head	4849	5363	5943	6611
Assistant	3420	3783	4194	4660
Gymnastics				
Head	4849	5363	5943	6611
Assistant	3420	3783	4194	4660
Indoor Track				
Head	4849	5363	5943	6611
Assistant	3420	3783	4194	4660
Tennis				
Head	4849	5363	5943	6611
Assistant	3420	3783	4194	4660
Volleyball				
Head	4849	5363	5943	6611
Assistant	3420	3783	4194	4660
Hockey				
Head	4563	5066	5572	6080
Assistant	3340	3717	3971	4227
Swimming				
Head	4563	5066	5572	6080
Assistant	3377	3782	4052	4323
Golf				
Head	4250	4695	5184	5739
Assistant	1969	2188	2432	2702
Bowling				
Head	3602	3983	4402	4876
Assistant	1969	2188	2432	2702
Cheerleading Football; Cheerleading Basketball				
Head	3194	3550	3944	4382
Assistant	1277	1418	1577	1752
Strength & Conditioning (1 position - for each of 4 seasons)				
Head	4037	4485	4984	5537
Assistant	1615	1794	1993	2215

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

2. ATHLETICS*
2009-2010

SPORT	STEP 1	STEP 2	STEP 3	STEP 4
Football				
Head	7646	8284	9171	10186
Assistant	5778	6119	6413	7304
Track				
Coordinator	7807	8174	8668	9577
Assistant	4320	4784	5293	5871
Basketball				
Head	6630	7117	7612	8437
Assistant	4320	4784	5293	5871
Baseball				
Head	6630	7117	7612	8437
Assistant	4320	4784	5293	5871
Fencing				
Head	6630	7117	7612	8437
Assistant	4320	4784	5293	5871
Lacrosse				
Head	6630	7117	7612	8437
Assistant	4320	4784	5293	5871
Soccer				
Head	6630	7117	7612	8437
Assistant	4320	4784	5293	5871
Softball				
Head	6630	7117	7612	8437
Assistant	4320	4784	5293	5871
Wrestling				
Head	6630	7117	7612	8437
Assistant	4320	4784	5293	5871

Cross Country				
Head	5064	5601	6207	6904
Assistant	3572	3951	4380	4867
Gymnastics				
Head	5064	5601	6207	6904
Assistant	3572	3951	4380	4867
Indoor Track				
Head	5064	5601	6207	6904
Assistant	3572	3951	4380	4867
Tennis				
Head	5064	5601	6207	6904
Assistant	3572	3951	4380	4867
Volleyball				
Head	5064	5601	6207	6904
Assistant	3572	3950	4380	4867
Hockey				
Head	4765	5291	5819	6350
Assistant	3488	3882	4147	4415
Swimming				
Head	4765	5291	5819	6350
Assistant	3527	3950	4232	4515
Golf				
Head	4438	4903	5415	5994
Assistant	2057	2285	2540	2821
Bowling				
Head	3762	4160	4598	5092
Assistant	2057	2285	2540	2821
Cheerleading Football; Cheerleading Basketball				
Head	3336	3707	4119	4576
Assistant	1334	1481	1647	1830
Strength & Conditioning (1 position - for each of 4 seasons)				
Head	4216	4685	5205	5783
Assistant	1687	1874	2082	2314

All coaches with prior experience acquired in the sport and in the District shall be given full credit on the coaches' salary guide.

The District may consider crediting outside coaching experience in the same sport for future candidates for vacancies.

Whenever a team is involved in post season competition which extends the team's scheduled season, the head coach of that team shall receive an additional \$150 and each assistant coach shall receive an additional \$100.

*NOTE: Stipends for Schedule B Athletics shall increase by the agreed upon percentages for Schedule A Teachers, namely 4.40% for 2006-2007, 4.42% for 2007-2008, 4.43% for 2008-2009, and 4.44% for 2009-2010.

Pay adjustments for all coaching positions shall also be applied as per the June 10, 2002 Memorandum of Agreement between the RIHEA and the RIHBOE. The difference between the agreed upon pay guide and the pay guide in effect for coaches for the 2001-2002 school year represents the pay adjustment for all respective coaching positions. These pay adjustments shall be applied to successive pay guides in three equal increments over the three years of the agreement - 2002-2003, 2003-2004, 2004-2005.

In the event that the pay adjustment is \$100 or less, the adjustment shall be made in one year. The percentage salary increase agreed upon for the teacher salary guide for each of the above-referenced years shall be applied to the pay guide for each year. Pay adjustments as described above shall then be added to the revised pay guide. This guide shall then be the base for calculating the guide for the following year.

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT

3. MISCELLANEOUS*

A. All members of one bargaining unit who work eleven months shall be paid their base salary plus an additional ten percent of their base salary.

Stipends shall increase by 4.40% for 2006-2007, 4.42% for 2007-2008; 4.43% for 2008-2009, and 4.44% for 2009-2010 as follows:*

B. 1. The salary for each teacher in summer school shall be: \$60.71 per hour in 2006-2007; \$63.39 for 2007-2008; \$66.20 for 2008-2009; and \$69.14 for 2009-2010.

2. The salary for each participant in a summer curriculum or professional development program shall be: \$52.46 per hour in 2006-2007; \$54.78 for 2007-2008; \$57.21 for 2008-2009; and \$59.75 for 2009-2010.

3. The salary for each trainer in or teacher of a summer curriculum or professional development program shall be: \$60.71 per hour in 2006-2007; \$63.39 for 2007-2008; \$66.20 for 2008-2009; and \$69.14 for 2009-2010.

NOTE: Hourly rates and any other non-annual payments will not be paid retroactively for the 2006-2007 school year, but will increase by the agreed upon percentage for the 2006-2007 school year and the agreed upon percentage in subsequent years.

C. Building Head Teachers shall receive \$2372 in 2006-2007; \$2477 for 2007-2008; \$2587 for 2008-2009; and \$2701 for 2009-2010. District Head Teachers shall receive a 50% differential above that of a Building Head Teacher. A District Head Teacher shall receive \$3561 in 2006-2007; \$3718 for 2007-2008; \$3883 for 2008-2009; and \$4056 for 2009-2010. A Head Teacher for two departments in one

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT
3. MISCELLANEOUS* (cont'd)

building shall receive a 50% differential above that of a Building Head Teacher for one department in one building. A Building Head Teacher for two departments in one building shall receive \$3561 in 2006-2007; \$3715 for 2007-2008; \$3883 for 2008-2009; and \$4056 for 2009-2010.

D. Athletic Aides shall receive \$3638 each season (3 seasons) for 2006-2007, \$3799 each season (3 seasons) for 2007-2008, \$3967 each season (3 seasons) for 2008-2009, \$4144 each season (3 seasons) for 2009-2010.

E. The District Insurance Advisor shall receive \$3022 for 2006-2007, \$3156 for 2007-2008, \$3286 for 2008-2009, and \$3442 for 2009-2010.

F. Chaperones shall receive \$104.14 for 2006-2007, \$108.74 for 2007-2008, \$113.56 for 2008-2009, and \$118.60 for 2009-2010.* [Friday] Detention stipends will be paid at the same rate as chaperones.

*NOTE: Hourly rates and any other non-annual payments will not be paid retroactively for the 2006-2007 school year, but will increase by the agreed upon percentage for the 2006-2007 school year and the agreed upon percentage in subsequent years.

G. Tutors for the Academic Decathlon teams shall be paid at the hourly instructional rate of a summer school teacher up to ten hours per tutor per year.*

For 2006-2007, tutors for the Academic Decathlon teams shall be paid \$60.71 per one hour session, up to a maximum of \$607.10 per tutor per year. For 2007-2008, tutors for the Academic Decathlon teams shall be paid \$63.39 per one hour session, up to a maximum of \$633.90 per tutor per year. For 2008-2009, tutors for the Academic Decathlon teams shall be paid \$66.20 per one hour session, up to a maximum of \$662 per tutor per year. For 2009-2010, tutors for the Academic Decathlon teams shall be paid

SCHEDULE B - 2006-2010
SALARY GUIDE SUPPLEMENT
3. MISCELLANEOUS* (cont'd)

\$69.14 per one hour session, up to a maximum of \$691.40 per tutor per year.

The foregoing are to be considered the average tutorial obligation. It is recognized that, with prior approval, individual considerations may in actuality result in somewhat more or less than the average of the 10 tutoring sessions envisioned by this provision.

*NOTE: Hourly rates and any other non-annual payments will not be paid retroactively for the 2006-2007 school year, but will increase by the agreed upon percentage for the 2006-2007 school year and the agreed upon percentage in subsequent years.

H. The Head Technician (10-month) shall receive \$1238 for 2006-2007; \$1293 for 2007-2008; \$1350 for 2008-2009; and \$1410 for 2009-2010.

I. When the LPDC convenes during the summer, the LPDC members will be paid at the prevailing workshop rate for up to ten days of work.

J. It is understood that the Board retains the right not to fill a position.

APPENDIX A

Full Time Equivalent Contract	Teacher Work Week Contract Obligations			
	Teaching Periods Per Week	Supervision Periods Per Week	Prep Periods Per Week	After School Help & Meeting Time Minutes Per Week
0.1	2.5	1	0.5	13
0.2	5	2	1	26
0.3	7.5	3	1.5	39
0.4	10	4	2	52
0.5	12.5	4	3.5	66
0.6	15	5	4	79
0.7	17.5	5	5.5	92
0.8	20	5	7	105
0.9	22.5	5	8.5	118
1.0	25	5	10	131

- (1) Based upon an extra 45 minutes per month for long faculty meetings plus 30 minutes after school 4 days per week.
- (2) Only exception is release at end of student day as in Article XV, L.

APPENDIX B

VOUCHER RATES	2006-2010				NOTES
	05-06 rate	06-07 rate	07-08 rate	08-09 rate	
	05-06 rate	06-07 rate	07-08 rate	08-09 rate	09-10 rate
		4.40%	4.42%	4.43%	4.44%
Chaperone	99.75	104.14	108.74	113.56	118.6
					FLAT RATE
Detention	99.75	104.14	108.74	113.56	118.6
					FLAT RATE
PDC/Curriculum/Summer Work					
Instructor	58.15	60.71	63.39	66.2	69.14
Participant	50.25	52.46	54.78	57.21	59.75
					HOURLY
Academic Decath.	58.15	60.71	63.39	66.2	69.14
Tutors	581.50 max	607.10 max	633.90 max	662	691.40 max
					10 hour max
LPDC summer	50.25	52.46	54.78	57.21	59.75
					HOURLY
Testing - SAT/ELS					
Coordinator	58.15	60.71	63.39	66.2	69.14
Assistants	50.25	52.46	54.78	57.21	59.75
					HOURLY

APPENDIX C

	2006-2010		07-08 rate	08-09 rate	09-10 rate	NOTES
	05-06 rate	06-07 rate				
MISCELLANEOUS						
		4.40%	4.42%	4.43%	4.44%	
	2272	2372	2477	2587	2701	FLAT RATE
BUILDING HEAD TEACHER						
	3411	3501	3718	3883	4056	FLAT RATE
DISTRICT HEAD TEACHER						
	3411	3501	3718	3863	4056	FLAT RATE
SCHOOLING HEAD TEACHER (2 REQUIRMENTS)						
	1485	1638	1799	1967	2144	FLAT RATE
ATHLETIC AIDES (3 SEASONS)						
	2495	2622	3156	3296	3442	FLAT RATE
IN-SCIENCE ADVISOR						
	1186	1238	1293	1350	1410	FLAT RATE

**RAMAPO INDIAN HILLS
REGIONAL HIGH SCHOOL DISTRICT**

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