

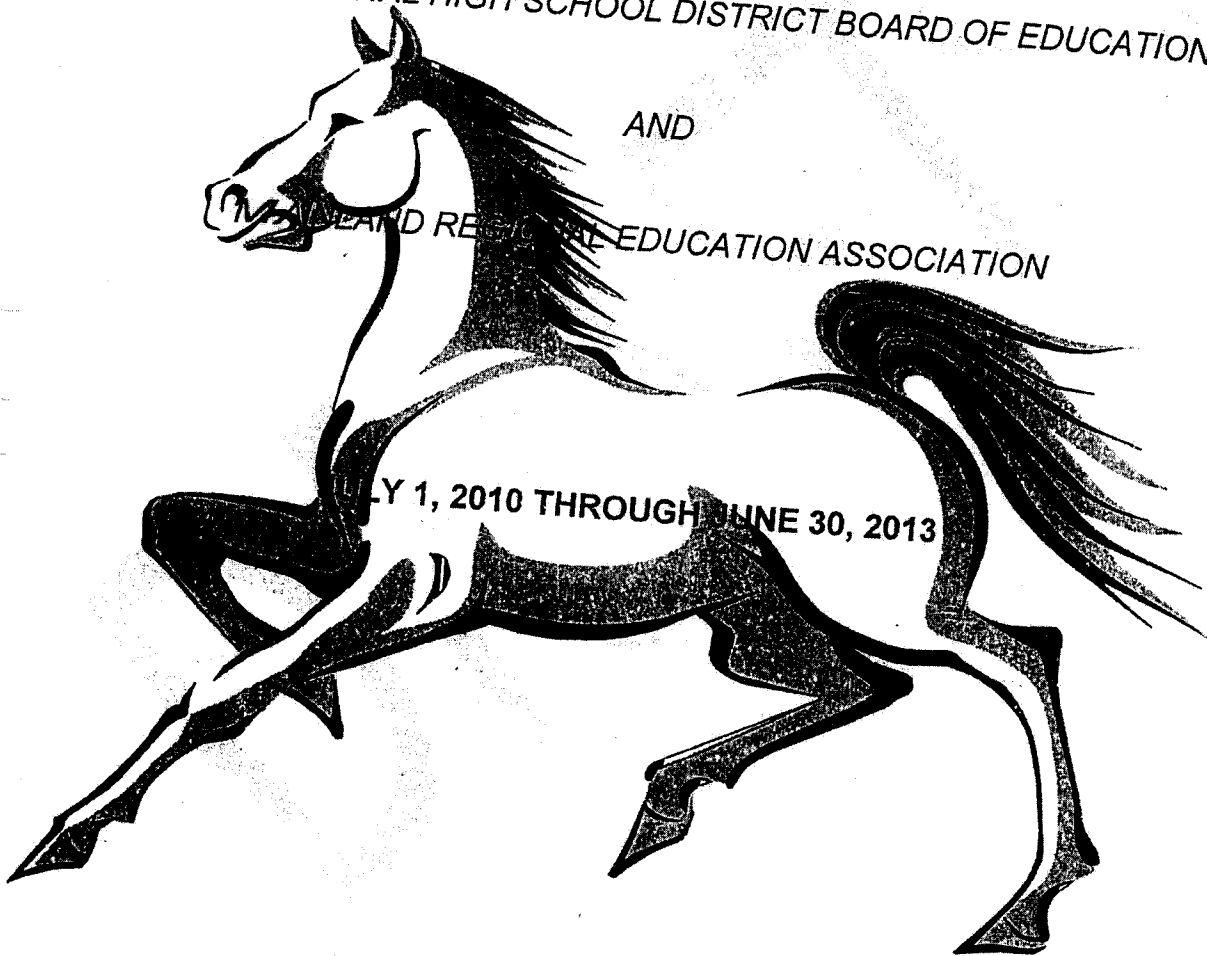
AGREEMENT

BETWEEN

MAINLAND REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION

AND

MAINLAND REGIONAL EDUCATION ASSOCIATION



JULY 1, 2010 THROUGH JUNE 30, 2013

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ARTICLE I

PREAMBLE

This is the Agreement entered into this 9th day of August 2010 by and between the MAINLAND REGIONAL HIGH SCHOOL DISTRICT BOARD OF EDUCATION, hereinafter called the "Board," and the MAINLAND REGIONAL EDUCATION ASSOCIATION, hereinafter called the "Association."

ARTICLE III

NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiations over an Agreement in accordance with the New Jersey Employer-Employee Relations Act in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin no later than November 1st of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all employees covered by the Recognition clause, be reduced to writing and, after ratification by the Board and the Association, shall be signed and adopted by both parties.
- B. During negotiations the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available to the Association, upon specific request therefore, any public information concerning negotiations.
- C. Neither party in any negotiations shall have control over the selection of the negotiating representative of the other party. The parties mutually pledge that their representatives shall be clothed with the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations. Any Agreement reached by said representative is subject to the approval of the respective parties.
- D. During the third week of October of the calendar year preceding the calendar year in which this Agreement expires, the Association and the Board shall present to each other at the table a comprehensive set of proposals for negotiations. At that time regular

ARTICLE IV
GRIEVANCE PROCEDURE

A. Definition

1. A "grievance" is a claim by an employee, group of employees, or the Association, based on the interpretation, application or violation of this Agreement, Board policies and administrative decisions affecting the terms and conditions of employment of employees.
2. An "aggrieved person" is the person or persons making the claim.
3. A "party in interest" is a person who might be required to take action, or against whom action might be taken, in order to resolve the claim (third party).
4. A "school day" is any in which the teaching staff is contractually required to be in school.

B. Purpose

1. The purpose of this procedure is to secure at the lowest level an equitable solution to problems and grievances which may arise affecting the terms and conditions of employment of the employees covered by this Agreement, and to resolve them as quickly as possible. These proceedings will be kept as informal and confidential as may be appropriate.
2. Nothing herein contained shall be construed as limiting the right 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

the end of the school year or as soon thereafter as possible.

4. Informal Level

- a. All grievances will commence at an informal level. It is anticipated that, normally, the informal level will constitute the immediate supervisor of the employee. However, if the administrator whose actions are the subject of the grievance is the person who would normally become involved at Level I or Level II, then the grievance will be commenced at that level and will follow the informal level procedures outlined in subparagraph b below. Where the informal level is held at a level above the employee's immediate supervisor, the steps of grievance below that level will be omitted. Where a grievance is commenced at a level above the employee's immediate supervisor, the time limits and requirements for written response for that initial levels are superseded by the provisions of subparagraph b below
- b. Any such discussion will be conducted either directly by the aggrieved person or through the Association's designated representative, with the objective of resolving the matter informally. The grievant or representative shall indicate that a grievance hearing is taking place.

The supervisor (or Building Principal or Superintendent, as appropriate) shall respond within five (5) school days.

5. Level I

If the grievant is not satisfied with the decision at the Informal Level, or if no decision has been rendered, then within seven (7) school days, not counting weekdays on which the school is closed or weekends, of the date on which the decision was rendered, or should have been rendered, the grievant shall reduce it to writing and submit the grievance to the building Principal or, for custodial

and the Association.

8. Level IV

- a. If the grievant is not satisfied with the disposition of the grievance at Level III, or if no decision has been rendered, then within five (5) school days after a decision by the Board, or thirty-two (32) calendar days after the grievance was submitted to the Board, whichever is sooner, the grievant may request in writing of the Association that the grievance be submitted to arbitration. If the Association deems the grievance meritorious, it may be submitted to arbitration within fifteen (15) school days, not counting weekdays on which the school is closed or weekends, after receipt of a request from the aggrieved.

Arbitration shall not apply to any of the following, provided no other portion of this Agreement has been violated.

1. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Board of Education, or
2. A complaint of a non-tenured employee which arises by reason of said person not being reemployed, or
3. A complaint by any employee occasioned by the appointment or lack of appointment to, retention in or lack of retention in any position for which tenure is not possible or not required, or
4. Board policy and administrative decisions.

the Board and the Association. Any other expenses incurred, including but not limited to the presentation of witnesses shall be paid by the party incurring them.

D. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by him/herself or, at his/her option, by a representative of his/her own choosing. When an employee 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.
2. No reprisals of any kind shall be taken by either party to this Agreement against any employee, whether or not a member of the bargaining unit, who shall participate in the grievance procedure by reason of such participation.
3. Meetings to discuss grievances may be taped by mutual knowledge of the parties. A copy of the tape will be available to either party, provided a blank tape is supplied and the request is made within five (5) school days.

E. Miscellaneous

1. When an organizational grievance has not been resolved informally between the Superintendent and the Association, such grievances may be submitted in writing to the Superintendent directly, and the processing of such grievances shall be commenced at Level II. Such a grievance may be processed by the Association through all Levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. Decisions rendered at Level I which are unsatisfactory to the aggrieved person, and all decisions rendered at Level II and III and of the grievance procedure, shall be in writing, setting forth the decision and the reasons therefore, and shall be

ARTICLE V

EMPLOYEES' RIGHTS & PRIVILEGES

- A. Nothing contained herein shall be construed to deny or restrict any employee such rights as he/she may have under N.J.S.A. 18A or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- B. 1. Whenever any employee is required to appear before any administrator concerning any matter which involves the imposition of a disciplinary action, including but not limited to a reprimand, suspension, termination, withholding of an increment, such employee shall be given prior written notice of the reasons for such meeting or interview, and shall be entitled to have a representative(s) present to advise and represent him/her during such meeting or interview.
2. If during the course of a conference with a supervisor or administrator, the employee perceives that such conference concerns any matter covered in B. 1 above, the employee may terminate said conference or meeting and seek representation before such conference is continued.
- C. No employee shall be disciplined by reprimand, fine, suspension, or discharge without just cause. Any such action asserted by the Board shall be subject to review under law, or if no statutory appeal process is available, through the grievance procedure set forth herein. Failure to appoint or renew the appointment of any employee to a position for which tenure is either not possible or not required is not construed as a disciplinary action under this clause.
- D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

- J. Employees may leave the building during their lunch period with the knowledge of the Administration. The main office must be informed of the time of departure and return by signing in and out.
- K. Employees will have access to telephones in all faculty rooms and department offices as required for the performance of their employment duties and for use in personal emergencies. Copy machines shall be located centrally for employee's use in the performance of their employment duties.

- D. The Association shall have the right to use intra-school mail facilities, e-mail, office mailboxes, and bulletin boards in public areas of the building, the public address system, and the telephone for the conducting of Association business. The Association agrees to pay any telephone tolls so incurred. The P.A. system may be utilized before school and after school for making announcements by the Association President or a designated representative. The Association shall also have the right to use school equipment, including typewriters, duplicating equipment, calculating machines, and all types of audio visual equipment outside of regular working hours when such equipment is not otherwise in use. The Association will pay the reasonable cost of all materials, services and supplies incident to such use.
- E. Copies of agendas and minutes of public Board meetings shall be provided to the Association President as soon as they are available.
- F. 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, that representative or employee shall suffer no loss in regular pay.
- G. Copies of daily staff attendance sheets, stating if the day is sick, personal, critical illness or without pay; and individual teachers assigned teaching and duty schedules will be provided to the Association President.

ARTICLE VIII

EMPLOYMENT CONDITIONS

- A. The Board hereby reserves the right to withhold increments upon the recommendation of the Superintendent.
- B. There will be a bi-weekly pay plan. When a payday falls on or during a school holiday or weekend, employees shall receive their paycheck on the last previous working day.
- C.
 - 1. All employees covered by this Agreement shall be entitled to allot a portion of their bi-weekly paycheck to be automatically deducted and forwarded to a Credit Union designated by the Association. Such designation shall remain for the duration of this Agreement. The Board assumes no responsibility for any delay in receipt of such funds, or any loss of use by the employee, provided the Board properly forwards the funds in accordance with its existing practice.
 - 2.
 - a. Salary guides, longevity increments, and education credits for all employees shall be as set forth on the attached Schedules A-B.
 - b. To be eligible to advance a step on any salary guide, the employee must have worked at least one half of the previous work year.
 - 3. Athletic salaries shall be paid as per Schedule D attached hereto and made a part hereof.
 - 4. Co-curricular salaries shall be paid as per Schedule E attached hereto and made a part hereof.
 - 5. Co-curricular salaries for 10 month activities shall be paid semi-annually in January and June as per Schedule E attached hereto and made a part hereof

- b. Teachers who are assigned more than seventy five (75) periods per set will be scheduled and compensated as indicated below:

Teach	Duty	Prep/Prof	Added Pay
Periods/set	Periods/set	Periods/set	1 Sem. Both Sem.
80 periods	½ duty	30	1000 2,000
85 periods	¾ duty	30	2250 4,500
90 periods	no duty	30	4000 8,000

The added payment will be made only if the prior or next subsequent semester is not adjusted to provide release from assignments equal to or exceeding the number of extra (beyond 75) periods per week.

- c. A teacher who is assigned more than seventy five (75) teaching periods per set will be assigned by their supervisor and shall receive added pay according to the above table. In lieu of payment, the teacher may receive a reduced schedule during the prior or following semesters equal to or exceeding the number of teaching periods above the regularly scheduled seventy-five (75) periods per set.

- i. Teachers shall be afforded one preparation period per day.
- ii. Teachers may be assigned a regular line duty.
- iii. Teachers shall not be required to teach continuously for more than four (4) periods.
- iv. Class periods (with the exception of assembly, pep rallies, etc.) shall not exceed fifty-four (54) minutes in length.
- v. Teaching members who work in an office situation (guidance counselors, child study team, librarians, media specialists and nurse) shall be available for assignments within their areas of certification and job category for seven (7) hours and twenty-four (24) minutes

worked during the current week. The other list will identify the proposed hours/schedule for the coming week. CST members, substance awareness counselor and social workers will receive per diem or flex time for all after school meetings with the approval of the supervisor and principal.

6. Teaching Hours

1. A teacher's in-school working day shall not exceed seven (7) hours and twenty-four (24) minutes.
2. The Teaching working year shall total 184 days except for those personnel who may be asked to work during the summer months at a rate of 1/184 of their salary per day. Twelve month teaching staff will be compensated at a rate of 1/227.
3. Arrival and departure time shall be scheduled by the Board.
4. If teachers are assigned to the Alternative Program classes with modified schedules for students, and extended contact time with those students will be provided with a shortened work day. The modified schedule for students will be a four (4) hour day, teachers will have a five and one-half (5 ½) hour work day.
5. Librarians may be assigned to a "flex schedule" which ends no later than 5:00 p.m.
6. The Board shall provide at least two (2) weeks notice of any changes of an individual employee's scheduled departure and/or arrival time.
7. Teachers shall make themselves available for special pupil assistance as requested by Administration.
8. All required meetings shall be conducted during the in school working day

11. Teacher participation in field trips beyond the normal in school working hours shall be voluntary and at no expense to the teacher.
12. The Guidance Department's school year will run from the last Monday in August through June 30th. During that time, each guidance counselor will be requested to work an additional five (5) days per a schedule designed by the Administration. For that extra 5 days, the counselor will receive 2 1/2% additional salary. Scheduling will be on a per need basis.
13. The Guidance Department and Child Study Team members could be assigned on a voluntary "as needed" basis between July 1 and the last Monday in August. Compensation will be paid on a per diem basis.
14. If a teacher in the TAP Program teaches four (4) consecutive hours within the school working day of seven (7) hours and twenty-four (24) minutes, they will receive a \$5,000 stipend.
15. During the Final Exam period, teachers will be allowed to leave after 12:45 PM for two days that are designated by the Principal or Superintendent.

7. Total Commitment

This Article constitutes the sole and total commitment of the Board in the areas of work hours and work load.

E. Secretarial and Clerical

1. Placement on Salary Schedule

Each employee shall be placed on the proper step of the salary schedule. In order to qualify for step increases in the salary guide, the employee must have worked one half of the prior school year.

- b. Each secretary shall be allowed a 15 minute coffee break, to be taken at the approval of the immediate supervisor.

6. Overtime

Overtime may be utilized for secretarial positions and the copy machine operator on an as needed basis upon prior approval of either the Superintendent, Principal or Business Administrator.

7. Substitute Caller

- a. The specific duties of the substitute caller shall be set forth before the opening of school in September and shall appear in the staff manual. Also, times of the day to receive calls regarding teacher absences shall appear in the staff manual and shall be strictly adhered to.
- b. The employee designated as the substitute caller shall have a telephone installed in the employee's home with a call number entirely for the duties of the substitute caller. The basic telephone rate will be paid by the Board.

F. Custodial

1. Shift Hours

- a. Each shift is 8 ½ hours, with a half-hour unpaid duty-free lunch period. Day shift personnel working past 3:00 p.m. do not receive night shift premium except on Saturday.
- b. All employees will be afforded a 10 minute wash up period at the end of their shift.
- c. Any change in work schedule due to an in-service or non teacher work day must be made in writing seven (7) days in advance.

4. **Job Description**

The work load of the employees in this bargaining unit shall be as described in the job descriptions adopted by the Board. The Association shall have the right to negotiate over proposed changes in terms and conditions of employment encompassed in new or revised job descriptions. Copies shall be available to the employees.

5. Probation Clause

Upon initial hire, custodians shall serve a ninety (90) calendar day probationary period during which time they can be terminated at the discretion of the Board of Education. Such termination shall be uncontestable by the Association.

7. **School Resource Officer**

- a. The School Resource Officer shall be a ten month position and will work the hours from 7:00 am to 3:00 pm each day with the same lunch as a teacher.
- b. The School Resource Officer shall receive overtime pay for extra hours beyond the normal shift (dances, plays, games, etc.)
- c. The school year shall be through two days after the teaching staff last day.
- d. Overtime for court appearances and co-curricular events shall be a minimum of three (3) hours with an hourly rate for anything over three hours.
- e. A maximum clothes allowance of \$250 will be allowed per School Resource Officer.

ARTICLE IX

EXTRA PAY - CUSTODIAL STAFF

A. Overtime is defined as hours worked in excess of forty (40) hours per week.

B. **Overtime Pay**

Any employee who performs overtime service shall receive time and one half his hourly rate for each hour of overtime service. Hourly pay for the purpose of computing overtime shall be calculated under the procedure established in N.J.S.A. 18A:27-6 (annual salary divided by 1,816 hours for 12 month employees, and 1,472 hours for 10 month employees).

C. **Assignment of Overtime**

Overtime, other than emergency, shall be posted by the Chief Custodian on a volunteer/rotating basis after authorization by the Business Administrator/Board Secretary.

If no one volunteers overtime will be assigned on a rotating basis with full time employees before casual employees. Custodians are entitled to overtime for all hours worked outside of their normal schedule

D. **Shift Differential**

Any employee who is assigned to work a shift that commences at 3:00 p.m. or later shall receive an additional 10% of his base salary.

E. **Computation of Overtime**

1. Overtime for a day shift employee is one and one half times the hourly rate.
2. Overtime for a night shift employee is one and one half times the hourly rate plus the 10% shift differential.
3. Saturday or Sunday overtime for a day shift employee working after 3:00 p.m. is one and one half times the hourly rate plus 10% shift differential for each hour worked after 3:00 p.m.

exists even if such time is scheduled in advance. The Board shall have the right to have the employee work the minimum two (2) hour guarantee.

- I. The Association agrees to work all reasonable overtime and to work as required in an emergency.

equivalent position without a reduction in classification or in total compensation.

4. In the determination of requests for voluntary reassignments and/or transfers, the wishes of the individual employee shall be honored to the extent that the transfer does not conflict with the best interest of the District.
5. Nothing contained herein shall apply to a transfer or reassignment necessitated by or resulting from a layoff or reduction in force.

classroom teachers.

- a. The post observation conference will be completed no later than the 184th day of the school year.
 - b. Professional Improvement Plan (PIP) must be developed, approved and received by the employee by June 30th.
7. Failure of an employee to sign or respond to an evaluation report within ten (10) calendar days will not preclude its placement into the employee's personnel file.
8. By March 1st of each year, the Superintendent shall form an Evaluation Advisory Committee, consisting of administrators, supervisors, and Association members, to review the current evaluation instruments and to make recommendations for the succeeding year.

ARTICLE XIII

LEAVES OF ABSENCE

A. **Temporary Leaves**

This policy shall cover brief absences not chargeable to sick leave. The provisions for leave at full pay stated below shall be for up to one year, and no unused days shall be accumulated for use in another year, except as set forth in A.1.a of this Article.

1. **Personal Days**

- a. Leave at full pay shall be allowed for up to three (3) personal days for all 10 month employees, and up to four (4) personal days for all 12 month employees. Said leave shall not be taken on the day prior to or following a school holiday, except as may be approved by the Superintendent.
- b. Notice to the employee's immediate supervisor and to the Superintendent for personal leave shall be made at least two (2) days before taking such leave (except in case of unforeseen emergencies).
- c. At the end of each school year, unused accumulated personal days shall be accumulated as sick leave days in the employee's sick leave bank. This shall not affect the threshold set forth in paragraph E.1.a of this Article.

2. **Death or Critical Illness in the Immediate Family**

- a. An allowance of up to three (3) days leave shall be granted to attend a viewing, funeral, or travel time related to the death of an immediate family member. Two days shall be allowed in the event of the death of another relative. "Another relative" is an in-law, step family member, grandparent, grandchild or legal guardian of the employee.

B. Sick Leave

1. Sick leave at full pay shall accrue at the rate of ten (10) days per year for full-time 10 month employees and at the rate of twelve (12) days per year for full time 12 month employees.
2. Accumulative sick leave not utilized during the year earned shall be applicable to subsequent years.
3. The Superintendent may require a physician's statement regarding an employee's absence (after 3 consecutive days), and the employee shall provide such statement when requested. Notwithstanding this three (3) day limitation, where a pattern of sick leave utilization has become apparent, the Superintendent may require submission of a statement from a physician.
4. Sick leave shall accrue on July 1 for 12 month employees and on September 1 for 10 month employees (except non-tenured teachers, whose accrual date shall be the first day of the school year worked).
5. Up to 50% of the unused accumulation of sick leave days from another school district may be added to the sick leave of a teacher new to Mainland at the sole discretion of the Board, upon application for same and verification by another school district. Said application must be on file in the Superintendent's office within two (2) months of the date the employee starts work.

C. Extended Leaves

1. Child Rearing Leave

- a. A child rearing leave shall be granted upon request to any employee for a period which shall not extend beyond the second September after the year in which the leave is granted. If the employee is a certified employee, such leave shall commence on the first day of a marking period and end on the

year in which it commenced.

2. Family Care Leave

A leave of absence of one year without pay may be granted upon the recommendation of a doctor for the purpose of caring for a sick member of the certificated employee's immediate family. Additional leave may be granted at the discretion of the Board.

3. Public Office Leave

The Board shall grant a leave of absence without pay to any teacher elected to serve in a public office.

4. Academic Leave

a. A leave of absence without pay may be granted to a teacher who joins the Peace Corps, Vista National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full time participant in such program, or who accepts a Fulbright Scholarship or any academic program approved by the Superintendent. No more than two (2) teachers may be granted such leave in any school year.

b. A teacher may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university. Any teacher seeking to apply for such leave should make his request known to the Board as soon as possible, but no later than March 1st immediately preceding the September for which the leave is sought.

5. Other Leaves

Other leaves of absence without pay may be granted by the Board for good reason.

The teacher shall be advised of the Board's action on the application immediately following the Board meeting in March. In order to apply, a teacher must have been employed by the Board at least seven (7) consecutive years and be a non-recipient of a sabbatical leave during the seven (7) preceding years. The leave shall be granted for no more than one (1) academic year.

3. A teacher on sabbatical leave may receive compensation during the period of his/her leave 50% of his regularly scheduled salary for the duration of the sabbatical leave. A teacher on leave may have the salary check mailed to his/her designated address at the time that other professional employees within the district receive their paychecks and shall also receive credit toward retirement to the same extent as he/she would have received were he occupied in his/her regular assignment. The teacher on such leave shall determine with the Secretary of the Board in advance of the beginning of the leave the necessary deductions from his/her salary so as not to jeopardize pension, insurance and other benefits.
4. The number of people given sabbatical leave in any one (1) year shall not exceed one (1) member of the bargaining unit. If the number of applicants for such leave exceeds the number available, the selection shall be based upon:
 - a. The estimated value of the plan to the individual and to the school system.
 - b. The amount of seniority.
 - c. The length of time since the last sabbatical.
5. An employee on sabbatical leave shall report all compensation received from sources other than the Board, provided the compensation shall not include such items as allowed for travel, cost-of-living adjustments for foreign service, research, or other expense in connection with the project. Should such other compensation, when added to the compensation paid by the Board, exceed the salary which the

E. Compensation for Unused Leave

1. Employees shall be compensated for unused sick days and unused personal days according to the following:
 - a. Credit will be granted in each year for all unused sick and personal days.
2. The credited days as specified above will be reimbursed at retirement according to the following schedule:
 - a. Custodians and secretaries will be reimbursed at the following rates per day:

0-100 days	\$40.00
101-200 days	\$50.00
Over 200 days	\$60.00
 - b. Teachers will be reimbursed at the following rates per day:

0-100 days	\$60.00
101-200 days	\$70.00
Over 200 days	\$80.00
 - c. The provisions of paragraph E apply only to sick days and personal days accumulated while working for Mainland Regional High School. No reimbursement will be given for such days accumulated with another employer.
3. The Superintendent will be notified one (1) year in advance of the date of retirement for eligibility under this benefit. Failure to do so may result in a delay of payment not to exceed one (1) year.
4. Each teacher will be given an updated account each year of their sick leave bank

F. VACATION- CERTIFIED TWELVE (12) MONTH STAFF

1. Employees on a 12 month contract shall be eligible for vacations on the following basis:
 - a. At the completion of twelve (12) months of service, vacation shall be two (2) calendar weeks (10 working days).
 - b. At the completion of seven (7) years of service, vacation time shall be three (3) calendar weeks (15 working days).
 - c. At the completion of fifteen (15) years of service, vacation time shall be four (4) calendar weeks (20 working days).

G. The Board shall fully comply with the Family Leave Act.

<u># Years/ 10 Months</u>	<u>Actual # of Months Worked</u>	<u>Years Worked</u>	<u>12 Month Experience</u>
1	10	0-10 mos.	<u>1</u>
2	20	1 yr-8 mos.	2
3	30	2 yr-6 mos.	3
4	40	3 yr-4 mos.	3
5	50	4 yr-2 mos.	4
6	60	5 yr-0 mos.	5
7	70	5 yr-10 mos.	6
8	80	6 yr-8 mos.	7
9	90	7 yr-4 mos.	8
10	100	8 yr-4 mos.	8

3. Vacation days for all office personnel will be scheduled with and approved by the employee's immediate supervisor. Except in the case of an emergency, vacation requests should be made in writing at least two (2) weeks in advance.

B. Custodial Employees

1. Employees on a 12 month contract shall be eligible for vacations on the following basis:
 - a. At the completion of twelve (12) months of service, vacation shall be one (1) calendar week (5 working days).
 - b. At the completion of two (2) years of service, vacation time shall be two (2) calendar weeks (10 working days).
 - c. At the completion of seven (7) years of service, vacation time shall be three (3) calendar weeks (15 working days).
 - d. At the completion of fifteen (15) years of service, vacation time shall be four (4) calendar weeks (20 working days).
 - e. **Vacation Eligibility**
 1. Vacation eligibility shall be computed as of July 1st of each year.
 2. Any employee hired other than during the school year shall earn a pro-rated portion of their vacation to be computed as of the June

ARTICLE XV

WORK YEAR & HOLIDAY - NON-CERTIFICATED STAFF

- A. The work year of employees shall be as follows:
1. 10 month contract employees - September 1 through June 30.
 2. 12 month contract employees - July 1 through June 30.
- B. **Secretarial Schedule**
1. All 10 and 12 month employees shall be entitled to paid holidays coinciding with the days during the school year upon which the Mainland Regional High School District is not in session (including Independence Day and Labor Day).
 2. The Superintendent may request coverage of the office by an employee when school is not in session. This schedule is to be worked out to the mutual satisfaction of the Superintendent and members of the Association on a voluntary basis. In the event a volunteer cannot be found, an employee shall be selected on a rotating basis by the Superintendent. Overtime (time and one-half) shall be granted on any day school is not in session as mutually agreed upon by the Superintendent and employee.
 3. During school years when school is in session on Veterans' Day, 12-month non-certificated employees will receive an additional vacation day. This day may not be banked after the school year has ended, and cannot be taken without administrative approval.

During school years when school is in session on Columbus Day, 12-month non-certificated employees will receive an additional vacation day. This day may not be banked after the school year has ended, and cannot be taken without administrative approval.

d. During school years when school is in session on Veterans' Day, 12-month non-certificated employees will receive an additional vacation day. This day may not be banked after the school year has ended, and cannot be taken without administrative approval.

During school years when school is in session on Columbus Day, 12-month non-certificated employees will receive an additional vacation day. This day may not be banked after the school year has ended, and cannot be taken without administrative approval

e. During school years when school is in session on both Veterans' Day and Columbus Day, 10 month non-certificated employees will receive an additional vacation day. This day may not be banked after the school year has ended, and cannot be taken without administrative approval.

District Business Administrator within seven (7) days from the opening of school, accepting or rejecting the plan. Application forms will be distributed by the Business Administrator's office.

2. The employee's effective date of coverage is the first of the month following two (2) months of continuous employment. However, employees who are initially hired on an annual 10 month contract, provided they are employed as of the beginning of the school year, will be deemed to have satisfied the 2 month waiting period in the months of July and August, and coverage for these employees will be established as of September 1.
3. Employees hired after September 1 must file an application within seven (7) days, accepting or rejecting the plan. The employee's effective date of coverage is the first of the month following two (2) months of continuous employment.
4. In presenting each employee with a copy of this contract and application forms for benefits authorized herein, the Board and School Administration have fulfilled their obligations to make the employee aware of the benefits and procedures to be followed for eligibility.

E. Annual Enrollment Period

Any employee who shall elect not to enroll for coverage for himself/herself or his/her dependents at the time such employee or dependent first becomes eligible for coverage shall subsequently be permitted to enroll himself/herself and his/her dependents only during the annual enrollment period during the month of October, with coverage effective January 1.

- F.** The Board shall continue to provide existing dental benefits. The amount paid by staff shall be 10% of the premium with a cap of \$110.00 per year.

C. If an employee does not become a member of the Association during the duration of the Agreement, said employee will be required to pay a representation fee to the Association for each membership year. This fee for non members will be 85% of the appropriate membership amount for their respective membership category and will be used to offset the cost of services rendered by the Association as majority representative.

D. Procedures

1. On or about November 1 of each year, the Association will submit to the Board Secretary/Business Administrator the names of those employees who have not become members of the Association for that year. The Board Secretary/Business Administrator will deduct the total amount of representation fee in equal installments, as nearly as possible.
2. On or about the last day of each month beginning in November of each year, the Board Secretary/Business Administrator will notify the Association of employees newly employed during the month. The Association will notify the Board Secretary/Business Administrator within thirty (30) days of any new employee who does not become a member of the Association.
3. The Board Secretary/Business Administrator will deduct the appropriate pro-rated representation fee from the initial date of employment in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
 - a. Ten (10) days after receipt of the aforesaid list by the Board; or
 - b. Thirty (30) days after the employee begins employment in a bargaining unit position, unless the employee previously served in a bargaining unit

ARTICLE XVIII

GRANT-IN-AID PROGRAM

- A. It is hereby declared to be the policy of the Board to encourage all certified staff members to pursue a graduate program of education. In furtherance of said policy, a grant-in-aid bank totaling \$ 30,000 shall be provided by the Board. Said grant-in-aid shall consist of up to \$1,500 per employee, yearly during the July 1 through June 30 school year. Grant – In – Aid will be distributed on a first come first serve basis up to the total of the \$30,000 bank during July 1st through June 30th.
- B. In order to qualify for reimbursement under this program, the applicant must comply with the following regulations:
1. No course shall be considered for reimbursement unless prior written approval of that course has been obtained from the Superintendent of Schools prior to registration.
 2. No course will be considered for reimbursement unless there has been submitted to the office of the Superintendent sufficient proof of a successful completion of the graduate course with at least a grade of B (pass, if pass/fail grading system) and proof of costs.
 3. No course shall be considered for reimbursement which is taken to satisfy State certification requirements on sub-standard teaching certifications (emergency and provisional).

ARTICLE XIX

ADVISORY COUNCIL

- A. In order to provide the certificated employees represented by the Association with the opportunity to contribute fully and regularly to the improvement of the Mainland Regional High School District, the following procedures shall be herewith undertaken:
1. The members of the Board's Education Committee and the Association's representative shall meet at a minimum of two (2) times per annum upon the request of either the Board or the Association to consider matters of mutual concern.
 2. The number of Association representatives in attendance at such meetings shall not exceed seven (7) in number, and shall be selected by the Association.
 3. Such meetings shall be convened upon the request of either party and held at a time and for a duration mutually acceptable to all parties involved.
 4. Nothing contained in this Article shall prevent the parties from conducting more than the two (2) meetings designated above.
 5. Ten (10) days in advance of any such meeting, the party requesting same shall notify the other in writing as to the topics which it wishes to present for consideration at the same meeting.
 6. All such meetings shall be conducted as mutually advisory exchanges of information, ideas, points of view, and recommendations. In no way shall any of the proceedings or outcomes of any such consultative meetings be binding upon or place any obligations upon the Superintendent, the Board or any of its members, the Association or any of its members.

ARTICLE XXI

NON-DISCRIMINATION

- A. The Board and the Association agree that there shall be no discrimination against any employee because of race, creed, color, religion, sex, domicile, marital status, national origin, age, or political affiliation.
- B. The Board and the Association agree that all employees covered under this Agreement have the right without fear of penalty or reprisal to form, join and assist any employee organization or to refrain from any such activity. There shall be no discrimination by the Board or the Association against any employee because of the employee's membership or non-membership or activity or non-activity in the Association.

ARTICLE XXIV

ATTENDANCE RECOGNITION PROGRAM

SUPPORT STAFF

- A. In order to provide recognition to members of the support staff who have maintained high levels of attendance, and to serve as an incentive for employees to minimize absenteeism, the Board agrees to provide an attendance bonus program.
- B. For purposes of this program, absences are defined as use of personal leave, sick leave, critical illness in the family leave (excluding bereavement leave), or any unexcused absences.
- C. For each year of the Agreement, employees who have the requisite number of absences will be paid the following bonus by July 15 of the following school year:

# Absences	12 Month Employees	10 Month Employees
No absences	\$175	\$150
1 day absence	150	125
2 days absences	125	100
3 days absences	100	75
4 days absences	75	50

SCHEDULE A

TEACHERS SALARY GUIDE

'10-'11

	BA	BA15	BA30	MA	MA15	MA30	PHD	NWS	INT
1	40,400	41,650	42,900	44,400	45,650	46,900	48,400		
2	43,500	44,750	46,000	47,500	48,750	50,000	51,500		41,000
3	46,600	47,850	49,100	50,600	51,850	53,100	54,600		
4	49,700	50,950	52,200	53,700	54,950	56,200	57,700		
5	52,800	54,050	55,300	56,800	58,050	59,300	60,800		
6	55,900	57,150	58,400	59,900	61,150	62,400	63,900		
7	59,000	60,250	61,500	63,000	64,250	65,500	67,000		
8	62,100	63,350	64,600	66,100	67,350	68,600	70,100		
9	65,200	66,450	67,700	69,200	70,450	71,700	73,200		
10	68,300	69,550	70,800	72,300	73,550	74,800	76,300		
11	71,400	72,650	73,900	75,400	76,650	77,900	79,400		
12	74,500	75,750	77,000	78,500	79,750	81,000	82,500		
13	77,600	78,850	80,100	81,600	82,850	84,100	85,600		
14	80,700	81,950	83,200	84,700	85,950	87,200	88,700	95,750	

Longevity - A total of 2,750 upon the start of the 14 year at MRHS

- A total of 3,750 " " " " " 18 " " "
- A total of 4,750 " " " " " 22 " " "
- A total of 5,750 " " " " " 27 " " "

'11-12

	BA	BA15	BA30	MA	MA15	MA30	PHD	NWS	INT
1	40,800	42,050	43,300	44,800	46,050	47,300	48,800		
2	43,900	45,150	46,400	47,900	49,150	50,400	51,900		
3	47,000	48,250	49,500	51,000	52,250	53,500	55,000		41,500
4	50,100	51,350	52,600	54,100	55,350	56,600	58,100		
5	53,200	54,450	55,700	57,200	58,450	59,700	61,200		
6	56,300	57,550	58,800	60,300	61,550	62,800	64,300		
7	59,400	60,650	61,900	63,400	64,650	65,900	67,400		
8	62,500	63,750	65,000	66,500	67,750	69,000	70,500		
9	65,600	66,850	68,100	69,600	70,850	72,100	73,600		
10	68,700	69,950	71,200	72,700	73,950	75,200	76,700		
11	71,800	73,050	74,300	75,800	77,050	78,300	79,800		
12	74,900	76,150	77,400	78,900	80,150	81,400	82,900		
13	78,000	79,250	80,500	82,000	83,250	84,500	86,000		
14	81,100	82,350	83,600	85,100	86,350	87,600	89,100	96,250	

Longevity - A total of 2,750 upon the start of the 14 year at MRHS

- A total of 3,750 " " " " " 18 " " "
- A total of 4,750 " " " " " 22 " " "
- A total of 5,750 " " " " " 27 " " "

SCHEDULE B

**SECRETARIES, TEACHERS AIDES, COPY MACHINE OPERATOR, TRANSPORTATION, ATTENDANCE OFFICER
'10-'11**

	12-Month	10-Month	Teachers' Aides	Transportation	Attendance	Subt. Coord
1	32,100	24,750	24,150	43,000	26,000	32,500
2	33,900	25,850	25,150	45,000	27,300	33,394
3	35,700	26,950	26,150	46,800	28,600	34,229
4	37,500	28,050	27,150	48,800	29,900	
5	39,300	29,150	28,150	50,700	31,200	
6	41,100	30,250	29,150	52,600	32,500	
7	42,900	31,350	30,150	54,500	33,800	
8	44,700	32,450	31,150	56,500	35,100	
9	46,500	33,550	32,150	56,500	36,400	

Longevity:

Secretary/Transportation/Attendance
 Start of 11th year \$1,500
 Start of 13th year \$2,500
 Start of 20th year \$3,500
 Start of 25th year \$4,500

12 College Credits - \$200
 18 College Credits - \$300

'11-'12

	12-Month	10-Month	Teachers' Aides	Transportation	Attendance	Subt. Coord
1	33,100	25,500	24,150	43,000	27,000	32,500
2	34,900	26,600	25,150	45,000	28,300	33,394
3	36,700	27,700	26,150	46,800	29,600	34,229
4	38,500	28,800	27,150	48,800	30,900	
5	40,300	29,900	28,150	50,700	32,200	
6	42,100	31,000	29,150	52,600	33,500	
7	43,900	32,100	30,150	54,500	34,800	
8	45,700	33,200	31,150	56,500	36,100	
9	47,500	34,300	32,150	57,500	37,400	

Longevity:

Secretary/Transportation/Attendance
 Start of 11th year \$1,500
 Start of 13th year \$2,500
 Start of 20th year \$3,500
 Start of 25th year \$4,500

12 College Credits - \$200
 18 College Credits - \$300

'12-'13

	12-Month	10-Month	Teachers' Aides	Transportation	Attendance	Subt. Coord
1	34,000	26,300	24,200	43,000	27,950	32,500
2	35,800	27,400	25,200	45,000	29,250	33,394
3	37,600	28,500	26,200	46,800	30,550	34,229
4	39,400	29,600	27,200	48,800	31,850	
5	41,200	30,700	28,200	50,700	33,150	
6	43,000	31,800	29,200	52,600	34,450	
7	44,800	32,900	30,200	54,500	35,750	
8	46,600	34,000	31,200	56,500	37,050	
9	48,400	35,100	32,200	58,400	38,350	

Longevity:

Secretary/Transportation/Attendance
 Start of 11th year \$1,500
 Start of 13th year \$2,500
 Start of 20th year \$3,500
 Start of 25th year \$4,500

12 College Credits - \$200
 18 College Credits - \$300

SCHEDULE D

COACHES

	2010-11	2011-12	2012-2013
Basketball Head Assistant	\$8813.00 \$6175.00	\$9055.00 \$6345.00	\$9281.00 \$6504.00
Baseball Head Assistant	\$7657.00 \$5366.00	\$7868.00 \$5514.00	\$8065.00 \$5652.00
Cheerleading Fall Head Assistant	\$5366.00 \$3756.00	\$5514.00 \$3859.00	\$5652.00 \$3955.00
Cheerleading Winter Head Assistant	\$2315.00 \$1618.00	\$2378.00 \$1662.00	\$2437.00 \$1704.00
Crew Head Assistant	\$7657.00 \$5366.00	\$7868.00 \$5514.00	\$8065.00 \$5652.00
Cross Country	\$5743.00	\$5901.00	\$6049.00
Football Head Assistant	\$10,019.00 \$7015.00	\$10,295.00 \$7208.00	\$10,552.00 \$7388.00
Golf	\$5743.00	\$5901.00	\$6049.00
Hockey Head Assistant	\$7657.00 \$5366.00	\$7868.00 \$5514.00	\$8065.00 \$5652.00
Lacrosse Head Assistant	\$7657.00 \$5366.00	\$7868.00 \$5514.00	\$8065.00 \$5652.00
Soccer Head Assistant	\$7657.00 \$5366.00	\$7868.00 \$5514.00	\$8065.00 \$5652.00
Softball Head Assistant	\$7657.00 \$5366.00	\$7868.00 \$5514.00	\$8065.00 \$5652.00
Swimming Head Assistant	\$8813.00 \$6175.00	\$9055.00 \$6345.00	\$9281.00 \$6504.00
Tennis Head Assistant	\$5743.00 \$4020.00	\$5901.00 \$4131.00	\$6049.00 \$4234.00
Track Head Assistant	\$7657.00 \$5366.00	\$7868.00 \$5514.00	\$8065.00 \$5652.00
Track Winter Head Assistant	\$5743.00 \$4020.00	\$5901.00 \$4131.00	\$6049.00 \$4234.00
Wrestling Head Assistant	\$8813.00 \$6175.00	\$9055.00 \$6345.00	\$9281.00 \$6504.00

All Head Coaches will have last period prep when possible.

SCHEDULE E
EXTRA-CURRICULAR SALARIES

Group G		2010-2011	2011-2012	2012-2013
Art Service Science League FBLA International Culture JCL Physics School Store	Amnesty International Multi Cultural Political Science Book Club Jazz Prep Band Photography Club	\$723.00	\$743.00	\$761.00

	2010-2011	2011-2012	2012-2013
Miscellaneous			
Substitute Caller	\$4,000.00	\$4,000.00	\$4,000.00
Intramural Supervision	\$25.00HR	\$25.00HR	\$25.00HR
Pool Maintenance	\$4,156.00	\$4,270.00	\$4,377.00
Grounds Maintenance	\$2,211.00	\$2,272.00	\$2,329.00
Band Driver	\$17.00HR	\$17.00HR	\$17.00HR
Home Instruction\Saturday Detention\Evening Library\Summer Technology\Summer Website\Summer School\Summer I.E.P.	\$45.00HR	\$45.00HR	\$45.00HR
Community Liaison	\$1,534.00	\$1,576.00	\$1,615.00
Dean of Discipline	\$4,470.18		
AP/HSPA Testing Coordinator	\$5,000.00	\$5,000.00	\$5,000.00
Weight Lifting-Maximum of 200 hrs per year	\$8,906.00	\$9,151.00	\$9,380.00
Summer Band-Maximum of 60 hrs per year to be split among all music teachers	\$40.00HR	\$40.00HR	\$40.00HR
Band Camp (when provided)	1/184 of teaching salary per day of camp.		
APA'S	Maximum of 7 Allowed One APA - No Duty Two-Seven APA's - \$500 per APA with No Duty		

*New Extra Curricular Activities will receive Group G Salary.