

**AGREEMENT**

**BETWEEN**

**THE BURLINGTON TOWNSHIP BOARD OF EDUCATION**

**AND**

**THE BURLINGTON TOWNSHIP EDUCATION ASSOCIATION**

**2003 – 2004**

**2004 – 2005**

**2005 - 2006**

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**PREAMBLE**

This agreement entered into this 1<sup>st</sup> day of July 2003, by and between the Board of Education of Burlington Township, Burlington, New Jersey, hereinafter called the "Board", and the Burlington Township Education Association, hereinafter called the "Association".

WITNESSETH:

WHEREAS: The Board has an obligation, pursuant to Chapter 123, Public Laws 1974 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS: the parties have reached certain understandings which they desire to confirm in this Agreement, be it

RESOLVED: in consideration of the following mutual covenants, it is hereby agreed as follows:

**ARTICLE I - RECOGNITION**

- A. It is recognized that the professional preparation of teachers qualifies them to make significant contributions in (1) the discussion of educational policy and academic programs and (2) the general conduct of the educational affairs of the school district.
  
- B. The Board, upon receipt of a certified membership list, hereby recognizes the Association as the exclusive representative for collective negotiations concerning grievances and terms and conditions of employment for all certified and non-certified staff including: any members of the teaching staff, guidance counselors, coaches, chaperones, advisors of extra-curricular activities, librarians, nurses, and all other certified full-time 10 month employees who belong to the bargaining unit; also, all 10 & 12 month administrative secretaries, secretaries, clerks, paraprofessionals, instructional assistants, basic skills aides, and special education aides; but excluding principals, supervisors; guidance and child study team directors, and all others who do not belong to the bargaining unit.
  
- C. The term "employees", when used hereinafter in this Agreement, shall refer to all certified and non-certified employees represented by the Association in the negotiating unit as above defined, and references to employee shall include both male and female employees.

1. 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, and references to male teachers shall include female teachers.
  2. The term "paraprofessionals", when used hereinafter in this Agreement, shall refer to all paraprofessional, instructional assistant personnel, basic skills aides and special education aides represented by the Association in the negotiating unit as above defined, and references to male paraprofessionals shall include female paraprofessionals.
  3. The term "secretaries", when used hereinafter in this Agreement, shall refer to all secretarial personnel listed above except when different positions are specifically mentioned.
- D. The Board and the Association recognize their responsibilities towards each other and the community for negotiating in good faith and seeking agreement on matters of mutual concern.
- E. Nothing in this agreement shall be interpreted as hindering or preventing any individual or group of individuals from meeting publicly with the Board under the provisions of the Constitution of the State of New Jersey as outlined in Article I, Section 19, and as set forth in Chapter 123, New Jersey Public Laws of 1974.

## ARTICLE II - NEGOTIATIONS PROCEDURES

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws of 1974, in good faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall commence and continue as prescribed by PERC rules. Any Agreement so negotiated shall apply to all employees, be reduced to writing, and approved by the Board and the Association.
- B. Requests for Meetings
1. Parties will agree to a mutually convenient meeting date within seven days of the date of request.
  2. Should the topic under discussion require more than one meeting, said new meeting date will be mutually determined before the adjournment of the meeting in session.

C. The Meetings

1. It shall be the obligation and the duty of the Board and Association representatives to evaluate the problems presented to the committee, to gather facts to provide for a complete understanding of these problems, to discuss and attempt to arrive at a solution in keeping with the philosophies of each organization, and to present conclusions and recommendations to the full Board of Education and the full membership of the Association.
2. The parties may call upon competent professional and lay representatives including members of the administrative and supervisory staff to consider matters under discussion and to make suggestions. Educational consultants may be used in the deliberations.
3. Facts, opinions, proposals and counter-proposals will be exchanged freely in an effort to reach mutual agreement.

D. Modification

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

Any member of the Association shall have the right to appeal the application of this Agreement, policies, and administrative decisions affecting him through recognized administrative channels.

The primary purpose of the procedure set forth in this article is to secure at the lowest level possible, and as quickly as possible, equitable solutions to the problems of the parties.

Any employee shall have the right to begin grievance procedures and shall be assured freedom from restraint, interference, intimidation, coercion, discrimination or reprisal in presenting his claim.

A. Definitions

1. The term "employee" may include an employee or a group of employees covered by this contract (See Recognition Clause) who are similarly affected by a grievance.
2. The term "days" when used in this Article shall mean calendar days.

3. The term "grievance" means any dispute or difference arising between any member of the Association and the Board as to the interpretation, application or operation of any provision of this Agreement. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure or refusal of the Board to renew the contract of a certified employee, except in cases of discipline; a problem for which a specific remedy is provided by law or contract; a situation upon which the Commissioner of Education has ruled or has the power to rule; the filling of a non-tenure position by a certified employee.
4. Neither shall the grievance procedure be invoked by any individual claiming tenure under the provisions of the N.J.S. 18A: 28-5 where charges have been brought against such individual pursuant to the provisions of the Tenure Employee's Hearing Act, N.J.S. 18A: 6-10 et seq. In such cases the procedure to be followed shall be that set forth in N.J.S. 18A: 6-20 et seq.
5. An employee shall not have the right to refuse to follow an administrative directive or a Board policy on the grounds that he has instituted a grievance. In cases where the employee perceives or can prove that his/her safety is at stake, the employee shall make an appointment with the Superintendent, who will decide the issue.

## B. Procedure

1. General
  - a. Any employee shall have the right to present his own appeal or designate representatives of the Association or another person of his own choosing to appear with him or for him at any step in his appeal. When the situation arises, the Immediate Supervisor/ Principal and the Superintendent shall have the same privilege of requesting the presence of another person.
  - b. The number of days indicated at each level is considered as a maximum and every effort should be made to expedite the process. However, when mutually agreed upon, the time limits specified may be extended.
  - c. All grievances must be initiated at Level One within 30 calendar days after the employee knows or should have known of the alleged violation of this contract.
  - d. The employee with a complaint shall discuss the grievance with his immediate supervisor or Principal in an attempt to resolve the grievance informally.

- e. Failure at any step to communicate the decision on a grievance within the specified time limits means the grievance shall proceed to the next level of the grievance procedure.
- f. A grievance may be withdrawn at any point during the grievance procedure. The withdrawal of the grievance must be in writing to the Superintendent and shall be withdrawn without prejudice.
- g. Grievances shall be submitted on the agreed upon grievance form, a copy of which is attached as Addendum 1.

## 2. Level One

If, as a result of the discussion, the grievance is not resolved to the satisfaction of the employee within four (4) calendar days, he shall set forth his grievance in writing to the immediate supervisor/principal. The immediate supervisor and/or principal shall communicate his decision to the employee in writing within seven (7) calendar days of receipt of the written grievance.

### Level One Alternate (Aides Only)

If the grievance is not resolved at Level One to the satisfaction of the aide, the grievance may be appealed to the Assistant Superintendent or designee within seven (7) calendar days. The appeal at Level One Alternate must be made in writing and must set forth the ground(s) upon which the grievance is based.

## 3. Level Two

- a. If the grievance is not resolved at Level One to the satisfaction of the employee, he may appeal the decision to the Superintendent of Schools within seven (7) calendar days. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based.
- b. The Superintendent shall request a report on the grievance from the previous level and shall confer with the concerned parties, and, upon request, with the employee or administrator separately. He shall attempt to resolve the grievance within a period not to exceed seven (7) calendar days from the receipt of the appeal. The Superintendent shall communicate his decision in writing, along with supporting reasons to the employee and the appropriate administrator.

4. Level Three

- a. If after the Superintendent has communicated his written decision, the grievance is not resolved to the satisfaction of the employee, he may appeal the Superintendent's decision to the Board within fourteen (14) calendar days.
- b. The appeal to the Board must be submitted in writing through the Superintendent who shall attach all related papers and forward the appeal to the Board.
- c. Within fourteen (14) calendar days from receipt of the appeal by the Superintendent, the Board shall review the grievance and schedule a hearing, if requested by the employee.
- d. If a hearing is not requested, the Board shall render a decision within seven (7) calendar days. If a hearing is requested, the Board shall render a decision within seven (7) calendar days of the date of the hearing.

5. Level Four

- a. A grievance which remains unresolved to the satisfaction of the employee, after a decision has been rendered by the Board of Education may be submitted to arbitration within eight (8) calendar days following the Board's decision.
- b. The request for an arbitrator shall be submitted to the Public Employment Relations Commission. PERC rules shall be followed in the selection of an arbitrator.
- c. The arbitrator so selected shall confer with the representatives of The Board and the BTEA and hold hearings promptly and shall issue his decision not later than twenty (20) calendar 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. The arbitrator's decision shall be in writing, and shall set forth his findings of fact, reasoning and conclusions on the issue 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 a violation of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association.

- d. The cost 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 of Education and the Association.

C. Right to Representation

Employee and Association - Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present as an observer.

D. Miscellaneous

1. Group Grievance - If, in the judgment of the Association, a grievance affects a group or class of employees working in separate buildings, the employees must advise their individual principals of the grievance, but may submit the grievance, in writing, directly to the Superintendent. If the group of employees work in one building, they will start the grievance procedure at Level One.

Group Grievance Alternate (Aides Only)

If in the judgment of the Association a grievance affects a group of aides working in separate buildings, the aides must advise their immediate supervisor, but may submit the grievance, in writing, directly to the Assistant Superintendent or designee.

2. Forms - Forms for filing grievances, serving notices, making appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.
4. In the event a grievance for a ten (10) month employee 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, said grievance may be held in abeyance until the start of the next school year through mutual agreement between the parties unless it results in irreparable harm to the party filing the grievance. Within fifteen (15) days of the first day of the next school year, the grievance procedure time lines shall take effect.

#### ARTICLE IV - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association may distribute official information concerning Association business through the use of the employees' mailboxes, inter-school mail distributions, and a faculty bulletin board where such facilities exist.
- B. The Association and its representatives shall have the right to use school buildings, the auditorium, and meeting rooms at all reasonable hours for meetings when such facilities are not otherwise in use. Such use shall require approval by the Superintendent.
- C. The Association may have reasonable use of office equipment, excluding the FAX and administrative computers. The Association shall reimburse the Board of Education fifty dollars (\$50.00) per year for costs related to the use of the copy and office equipment.
- D. One BTEA officer may be granted one (1) day per year, if the officer is needed to appear with a representative of the Board of Education at a PERC hearing or any hearing before the administrative law judge, and is subject to the approval of the Superintendent. This day will only be granted to assist in the adjudication of "in-district problems" and there will be no penalty in using this day if there is a judicial delay.

#### ARTICLE V - EMPLOYEE RIGHTS

- A. BTEA Association rights shall be in accordance with Chapter 123 Public Laws of 1974.
- B. Evaluation of students - The teacher shall maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the Burlington Township School District, based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. The teacher shall have the right to appeal any proposed change in grade or evaluation to the principal.
- C. Criticism of Employees - Any question or criticism by a supervisor, administrator, or Board member of an employee, shall be made in confidence and not in the presence of students, parents, or other public gatherings.
- D. Association Identification - No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliate if such identification is in good taste.

- E. Whenever any employee is required to appear before the Superintendent or his designee, the Board or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, he shall be entitled to have a representative of the Association present to advise him during such meeting or interview. Any suspension of an employee shall be with pay until the Board acts and without pay for up to ninety (90) days when pay shall once again resume.
- F. Personnel Records
1. The permanent personnel file maintained in the Office of the Superintendent is available for employee inspection during the normal working hours. More than three reviews cannot be handled on a given work day unless the workload of administrative staff permits. An appointment with the Superintendent's secretary is expected. At the inspection, a representative of the central administrative office will be present; the employee may also bring a representative if he so desires.
  2. A copy of materials directed to employees with a copy directed to the permanent file must be noted with "Permanent File" at the bottom. Employees may write and forward a disclaimer to the Office of the Superintendent within 10 work days. The disclaimer will be attached to the corresponding letter.
  3. Copies of pages from the permanent personnel file may be requested by the employee in accordance with Board Policy on Personnel Records (Policy #4112.6, #4212.6).
- G. Evaluation: (Certified Staff Only)
1. The supervisory staff shall complete all formal classroom observations by May 31st.
  2. The year-end summary evaluation conferences shall be held on or before the sixth day prior to the last teacher work day.
  3. The final copy of the summary evaluation shall be distributed to the teacher on or before the second day prior to the final day of the regular school year.
- H. No unit member will be reprimanded, reduced in compensation or terminated without just cause. Any such action asserted by the Board or its agent shall be subject to the grievance procedure herein. The non-renewal of a non-tenured certificated staff member, a non-tenurable staff member, or a staff member holding a position in which tenure is not possible, shall be exempt from this provision.

## ARTICLE VI - EMPLOYEE WORK YEAR

### A. Teacher In-school Work Year

1. Ten month personnel - The in-school work year for teachers employed on a ten month basis (other than new personnel, who may be required to attend a minimum of an additional one day of orientation), shall not exceed 183 full days plus 2 half days to include:
  - a. a minimum of one (1) full day and one half (1/2) day for teacher in-service. The hours for a full day in-service shall be 8:00 a.m. - 3:00 p.m. with one (1) hour for lunch. The half day in-service [four (4) hours] shall be attached prior to a weekend. In-service days cannot be used for student contact or emergency closings.
  - b. one teacher half (1/2) day [three (3) hours] immediately following the students' last day.
2. Definition of in-school work year - The in-school work year shall include days when pupils are in attendance, in-service days, orientation days and any other days on which teacher attendance is required.
3.
  - a. Teaching staff members shall report for up to four (4) evening assignments per school year at the following compensation rate: for 2003-2004 @ sixty-three dollars and thirty cents (\$63.30); for 2004-2005 @ sixty-six dollars and forty-five cents (\$66.45); for 2005-2006 @ sixty-nine dollars and eighty cents (\$69.80) per evening assignment.
  - b. The nature of the evening assignment and the staff members that are required to attend shall be determined by the building principal of each school.
  - c. If one of the evening assignments is scheduled as graduation, the regular workday that day will be a shortened day.
  - d. Project Graduation Chaperones shall be excused from attendance at graduation exercises. These staff members shall receive the overnight stipend for attendance at Project Graduation.
  - e. On all other occasions when evening assignments are scheduled, the workday for staff shall be a full school day.

4. In order to provide for student safety and well being, certificated staff members may agree to work beyond the end of the regular workday for the purpose of student supervision. Individuals shall be paid on a pro-rated basis computed on the detention rate on Schedule G herein. This after school supervisory assignment shall not exceed forty-five (45) minutes except in case of emergency.

The Principal shall seek volunteers from the teaching staff to perform these duties. In the event there are no volunteers, this duty shall be assigned to no more than twenty percent (20%) of the staff using the procedure outlined in Article VII:14.d(4).

5. Child Study Team Members may work either twenty (20) days in July or twenty (20) days in August and receive their per diem rate for such assignment. Such assignments shall be posted by the administration and applied for by the teaching staff member.
6. Speech teachers may work up to twenty (20) days during the summer at their per diem rate. Such assignments shall be posted by the administration and applied for by the teaching staff member.
7. Guidance Counselors shall receive their per diem rate for any required work days during July and August.
8. Teaching staff members employed for summer school shall be compensated at the following rates:  
  
2003-2004    \$25.00 per hour  
2004-2005    \$26.25 per hour  
2005-2006    \$27.30 per hour
9. Teachers employed for after-school in-service presentations shall be compensated at the rate in 8. above.

B. Paraprofessionals shall work a teacher work year, work day, and lunch schedule.

C. Secretary Work Year

1. All secretaries shall work the school calendar while school is in session. Twelve month secretaries shall have the following additional holidays during the summer: July 4th and Labor Day with a half day before July 4th. Whenever the school calendar is amended to reduce Spring Recess to only Good Friday and Easter Monday, for reasons other than emergency closings, all secretaries shall receive two (2) compensatory days to be mutually scheduled with the individual's supervisor and to be used before the end of the current school year.

2. Each twelve month secretary will work one day during the winter and spring vacation periods on a schedule which permits the building to be covered on days designated to be open. If Christmas falls during the workweek, Monday - Friday, secretaries shall not be required to work Christmas Eve.

If a secretary works during the winter or spring recess, the employee shall receive a "holiday bonus" of fifty dollars (\$50.00) for the work day. This rate shall remain unchanged throughout the life of this agreement.

Twelve month secretaries may, with their principal's approval, prearrange with the other 12 month secretaries to work two (2) days during either the Winter or Spring vacation and be free the alternate vacation period.

3. Ten month secretaries shall work five (5) full days preceding the opening of school in September, and three (3) full days immediately following the last day for students in June. The 10 month secretary work year shall not exceed 189 days.

D. Basic Skills and Special Education Paraprofessional Work Year

1. The work year for ten month basic skills and special education personnel shall be the same as the work year for teaching staff members.
2. Basic skills aides are hired on an annual basis with funds received from Title I and Instructional Supplemental Aid. In the event that (1) funding is insufficient or (2) the program design is modified, the number of basic skills aides positions in the district will be adjusted accordingly.

E. Emergency Closing - Teacher/secretary/aide attendance shall not be required whenever student attendance is not required.

F. Perfect Attendance - Any employee with perfect attendance or near perfect attendance during a complete work year shall receive a bonus by July 31st. "Perfect attendance" is defined as performance at work for the entire work day and the entire work year as defined in Articles VI and VII. Attendance at approved in-service workshops and/or chaperoned field trips is counted as a regular work day. Service on jury duty or bereavement leave shall not be counted against an employee in the determination of perfect or near perfect attendance.

1. Teachers completing the time requirements of their contract shall be eligible for one of the following bonuses per year:
  - a. Perfect Attendance \$250
  - b. More than zero days up to and including one day \$200
  - c. More than one day up to and including two days \$150

2. Twelve month secretaries completing the time requirements of their contract shall be eligible for one of the following bonuses per year:
  - a. Perfect Attendance \$240
  - b. More than zero days up to and including one day \$180
  - c. More than one day up to an including two days \$120
  
3. Ten month secretaries completing the time requirements of their contract shall be eligible for one of the following bonuses per year:
  - a. Perfect Attendance \$200
  - b. More than zero days up to and including one day \$150
  - c. More than one day up to and including two days \$100
  
4. Ten month aides completing the time requirements of their contract shall be eligible for one of the following bonuses per year:
  - a. Perfect Attendance \$150
  - b. More than zero days up to and including one day \$125
  - c. More than one day up to an including two days \$75
  
- G. School Calendar - Prior to presentation of the school calendar to the Board of Education, the Superintendent shall consult with the BTEA Representative Council concerning the configuration of the calendar.

**ARTICLE VII - WORK HOURS AND WORK LOAD**

A. Teachers'/Secretaries' Day

1. Teachers/Paraprofessionals day on all levels shall consist of 7 1/4 hours.

Effective 2003-2004, full-time Basic Skills and Special Education aides will have the same work day as teaching staff members. They will also have the same lunch, but will have no preparation time.

For all 12 month secretaries the work day shall be 7 hours excluding lunch when school is in session; and 6 hours excluding lunch when school is not in session.

For all other 10 month secretaries the work day shall be 6 1/4 hours excluding lunch when school is in session.

- a. Teachers/Paraprofessionals shall report for duty no later than 15 minutes before the students' day begins and shall be permitted to leave no sooner than 15 minutes after the students' day ends.

- b. The time secretaries report for work and leave work is determined between the building principal and the secretary, conforming to the length and conditions of the above stated work day, as negotiated.
  - c. On Fridays and also days preceding holidays, the teachers'/paraprofessionals' day shall be 7 hours.
  - d. On Fridays and days preceding holidays the 12 month secretary's day will be 6 3/4 hours, excluding lunch. The 10 month secretary's day will be 6 hours, excluding lunch.
  - e. The final two student days of the year will be four-hour days for students. Teacher/secretary work day is a regular schedule.
2. The Board will attempt to maintain class size which averages 25 in all grades K-12 except specified classes as defined by law.
  3. High school teachers involved in the Intensive (Half Year Course) Block Schedule (IBS) will be assigned no more than three (3) eighty (80) minute class blocks (a maximum of 240 teaching minutes) per day, one (1) eighty (80) minute preparation period, one (1) forty (40) minute advisory period, and one (1) thirty (30) minute duty-free lunch period. No IBS teacher will be assigned more than two (2) consecutive eighty (80) minute class blocks.  
Whenever possible IBS teachers shall not be scheduled for two consecutive eighty (80) minute class blocks followed immediately by an advisory period. Should such a situation occur, additional staff will be assigned to the advisory period. If an IBS teacher is assigned three (3) different core academic preparations in a semester, he shall not be assigned an advisory period during that semester. Preparations shall be limited to three (3) in one semester and two (2) in the other.
  4. Middle and High School teachers in a regular eight (8) period day will normally be assigned five (5) classes, one (1) supervisory duty period, one (1) student lunch supervisory period of thirty (30) minutes or less, one (1) lunch period of thirty (30) minutes and one (1) preparation period. When necessary, teachers will be assigned to a 6th period in lieu of a supervisory period.
    - a. Middle and High School teachers shall not be assigned to teach more than three (3) consecutive periods except where scheduling difficulties prohibit.
  5. Elementary teachers shall have a 35 minute lunch period for lunch. In addition, elementary teachers will have 200 minutes of preparation per week as provided by the designated staff.

6. At the elementary level only, Grades 1 through 6, whenever administratively possible, I.E.P., 504 and I & RS meetings will be scheduled to have the least negative impact on preparation time. If meetings for such purposes must be scheduled either before or after teacher work day at any grade level, staff members directed to participate shall be compensated at the Detention Hourly Rate in Schedule G for time spent outside the contractual workday.
7. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period, but must sign out in the main office.
8. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation for the purpose of attending building, faculty, or other professional meetings. There may be up to two forty-five (45) minute meetings per month, or one ninety minute meeting per month with two (2) weeks prior notice for the purpose of staff development, if needed. Such meetings shall begin no later than ten (10) minutes after the student dismissal time. New teachers in their first full year of employment in the District may be required to attend an additional two (2) meetings per month after the end of the regular workday, without additional compensation, of a duration of forty-five (45) minutes each, or one (1) additional meeting per month of a duration of ninety (90) minutes.
9. Meetings which take place after the regular in-school workday and which require attendance, shall not be called on Fridays or any day immediately preceding any holiday, or other day upon which teacher attendance is not required at school unless the principal or superintendent declares the meeting to be necessary for immediate resolution. Faculty meetings held on days of late openings due to inclement weather shall not exceed 30 minutes.
10. 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 may be instituted only in those cases where regular substitutes are not available. On occasions when teachers must substitute, they shall be paid at the rate found in Schedule G. 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.

IBS teachers in the high school shall not be assigned coverage of classes when a regular substitute is not available, except in cases of emergency. On occasions when an IBS teacher must substitute for another IBS teacher, an IBS teacher shall be assigned from the available staff on a rotating basis, and only be required to cover half of an eighty (80) minute class

block. Coverage shall be arranged equitably by the principal. On occasions when an IBS teacher must substitute during his preparation period, he shall be paid at the rate found in Schedule G.

11. In those cases where regular substitutes are not available and two classes are to be combined for the day, or a major part thereof, the teacher in charge shall be paid an amount equal to that of a substitute's pay; if the class is divided between two or more other teachers, each teacher shall be paid an amount equal to 1/2 the rate of substitute's pay in addition to his regular salary.
12. Teachers who are not meeting with their normally assigned students for whatever reason, (e.g. practice teachers, class trips) shall be available in cases of emergency to substitute or supervise other students within their building at the discretion of the principal. There shall be no extra pay except when the substituting/supervision occurs during teachers' preparation or lunch periods.
13. Check-in procedure - Employees are expected to devote to their assignments, the time necessary to meet their responsibilities. Employees shall indicate their presence for duty by placing an initial in the appropriate "sign-in" roster.
14. The Board and Association agree that the athletic activities are listed in Schedule F and co-curricular activities are listed in Schedule G.
  - a. Definition
    - (1) Co-Curricular activities include those activities or assignments not specified as part of the teaching and duty assignments scheduled in the regular work day, work week, work year.
    - (2) Said activities and compensation are set forth in Schedule G.
  - b. Compensation for Newly Established Activities

Compensation for newly established co-curricular activities shall be negotiated at the Superintendent/Association Liaison meetings and are subject to Board approval.
  - c. Procedures for filling positions
    - (1) All school based activities shall be posted in writing within the affected building by the principal.

(2) All athletic and district-wide positions shall be posted throughout the district from the Superintendent's Office.

(3) Each notice shall contain a "cut-off" application date of not less than one work week and the person to whom the application letter is to be submitted.

(4) The Board of Education agrees to develop and publish a list of specific qualifications.

(5) Teachers interested in positions during the summer months should contact their principals for availability of positions.

d. Selection Process

(1) All qualified teachers shall be given adequate opportunity to make application. No position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background, skills, and attainments of all applicants.

(2) Unsuccessful candidates, who are not selected for a position, may request in writing to the Principal, written reasons why they were not selected.

(3) If the above procedures fail to produce a qualified candidate from within the school district, the Board shall make an effort to employ a qualified candidate from outside the district.

(4) If, in the principal's judgment, an outside candidate could not successfully direct the activity, the principal shall recommend that a teaching staff member from within the district be assigned the activity. The method or procedure for assignment shall be developed by a building administrator/teacher committee in each building, discussed with the faculty of each building, and a final written ballot of all certified employees in the building shall determine the method to be used for the life of this contract.

e. It is understood that the compensation will include the chaperoning of all activities sponsored by the co-curricular activity. In the event the co-curricular activity requires overnight travel, the sponsor/ chaperone will be compensated at the rate established in Schedule G.

15. After School Detention will be staffed by volunteers working one hour beyond the regular teacher workday. The Principal shall seek a volunteer(s) from the teaching staff to supervise the detention. In the event that there are no volunteers, detention shall be staffed using the same procedure as found in 14.d. (4) immediately above.
  - a. Saturday Detention and after-school detention shall be paid hourly high school. After-school detention will take place four days per week with compensation designated in the Schedule G detention rate.
  - b. Middle School detention shall continue to be handled by adjusting the starting and ending time of a staff member's workday. If this arrangement becomes unworkable during the duration of this contract, then the Principal shall seek volunteers as stated above and detention will take place two days per week with compensation designated in Schedule G.
  - c. Elementary school detention may take place up to two (2) days per week with compensation designated in Schedule G.
16. Student field trips shall be scheduled in consultation with the teachers participating in them. Written permission of the Superintendent must be obtained prior to a staff member arranging a field trip. For student overnight or weekend trips, teachers shall be compensated at the rate printed in Schedule G.

B. Aides' Day

1. Full Time Special Education Aides: shall be the same as for teaching staff members, exclusive of at least a thirty (30) minute duty-free lunch period. This provides time for before and after school supervision.
2. Full Time Basic Skills Aides: shall be the same as for teaching staff members, exclusive of at least a thirty (30) minute duty-free lunch period.
3. Part Time Basic Skills Aides: Three (3) hours of work shall be the minimum work day for part-time aides with a maximum of three and three quarter (3 and 3/4) hours, excluding lunch.
4. Playground/Cafeteria Duty: Aides who are assigned playground and cafeteria duty will be compensated at a rate shown in Schedule G.
4. Early Student Dismissal: In cases where students are dismissed early, the Assistant Superintendent or designee shall provide advanced notice if individual aides will be needed to work that afternoon. If so, they will be

5. paid their normal rate. If not needed, aides shall be dismissed. There shall be no pay when aides are not working.

## ARTICLE VIII - EMPLOYMENT

### A. Placement on Salary Schedule

1. Adjustment to salary schedule - Credit for previous educational experience/industrial experience shall be jointly determined by the Superintendent and prospective employee.
2. Any ten month employee employed prior to February 1 of any school year shall be given full credit for one (1) year of service. Any twelve month employee employed prior to January 1 of any school year shall be given full credit for one (1) year of service.
3. The Superintendent shall have the discretion: (a) to place a new employee on any step he/she selects, provided the new certified employee is not placed on a step higher than that equal to the step of a present employee with equal experience; and, (b) a new non-certified employee shall not be given credit for prior experience which would result in the newly hired employee being placed on a step that exceeds the step on the salary guide held by the current non-certified employee, in the same category, with the most amount of experience. Credit for experience shall not be given which would exceed the experience actually held by the newly hired employee. Additional credit, not to exceed four years for military service or alternative civilian experience required by the Selective Service System, and credit not to exceed three years for service in the Peace Corps, Vista, or National Teacher Corps work shall be granted.

### B. Previous Sick Leave Accumulation - Previously unused leave days shall be restored to all employees returning from a leave granted by the Board.

### C. Employment Procedures

1. Notification of Contract and Salary - On or before May 15th of each year for certified staff and on or before May 30th of each year for non-certified staff, the Board shall provide each employee continuously employed either:
  - a. a contract or a written letter of intent to reemploy for the succeeding year. The employee must respond in writing, by June 1st; or,
  - b. a written notice that such employment shall not be offered for the following year.

2. Non-Renewal Procedures

- a. Any teacher, secretary or aide who receives a non-renewal notice may within five (5) days, meet with the Assistant Superintendent and Principal to discuss the reasons.
- b. An employee may also request a meeting with the Superintendent of Schools, within five (5) days, following the meeting in a, above.
- c. Following the two meetings, an employee may request written reasons for the non-renewal. Copies of the reasons shall be filed in the individual's permanent file. In cases where the employee requests a hearing before the Board, the Board shall also receive copies.

D. Aides' Reduction in Force - In the event of a reduction in force (R.I.F.), aides to be released shall be selected by the administration from a pool of the most recently hired (1/3rd) of the basic skills aides or from a pool of the most recently hired (1/3rd) of the special education aides, based upon the category where a reduction is needed.

## ARTICLE IX - SALARIES

A. Salary Schedules

1. The salaries of all teachers covered by this agreement are set forth in Schedule A which is attached hereto and made a part hereof.
2. The salaries of all secretaries covered by this agreement are set forth in Schedule B which is attached hereto and made a part hereof.
3. The salaries of all instructional assistants covered by this agreement are set forth in Schedule C which is attached hereto and made a part hereof.
4. The salaries of all basic skills aides covered by this agreement are set forth in Schedule D which is attached hereto and made a part hereof.
5. The salaries of all special education aides covered by this agreement are set forth in Schedule E which is attached hereto and made a part hereof.
6. The salaries for athletic activities covered by this agreement are set forth in Schedule F and for co-curricular activities covered by this agreement are set forth in Schedule G, which are attached hereto and made a part hereof.

B. Payment of Salary

1. All 10 month employees may individually elect to have ten percent (10%) of their monthly salary deducted from their pay for a summer payment plan. These funds shall be paid to the employee on the final working day in June or according to a mutually satisfactory schedule.
  - a. These funds that are deducted from the pay of employees in the summer payment plan shall be deposited in a separate interest bearing account. Interest cumulative to June 30th is to be paid to the B.T.E.A. no later than July 15th for deposit in a student scholarship fund.
  - b. Employees may have funds deducted from their monthly salary and deposited with the Employees Federal Credit Union.
2. Employees shall be paid twice each month, the 15th & 30th, or if these days fall on a weekend or holiday, payday will be the last day worked prior to the 15th and 30th.
3. Each 10 month employee shall receive his final pay on his last working day in June.
4. Each 12 month employee shall receive his final pay on June 30th.
5. Athletic Coaches will be paid on the following schedule:  
Fall – September, October, December 15<sup>th</sup>  
Winter – December, January, March 15<sup>th</sup>  
Spring – March, April, June 15<sup>th</sup>

C. Overtime (Secretaries)

1. Overtime shall be paid at the rate of 1.5 times the employee's regular hourly rate of pay for all time worked in excess of the 40 hour week. For the purpose of determining the 40 hour work week, the following shall count as regular work days; holidays, paid vacation days, and other approved paid leaves. A 40 hour work week shall be defined from Sunday 0001 hours through Saturday, 2400.
2. When compensatory time is offered, in lieu of payment of overtime, it shall be granted at 1.5 times the compensatory time accumulated, if it is above the 40 hour work week.

D. Double Time (Secretaries)

Double Time shall be paid on Sunday or when a secretary is called into work on any of the holidays listed in this contract.

**ARTICLE X - EMPLOYEE ASSIGNMENT**

A. Notification

1. Date for notifying present employees - All teachers, secretaries, and aides shall be given written notice of their schedules, work, class and/or subject assignments, building assignments, and room assignments for the forthcoming year as soon as possible. If a change becomes necessary, the employee shall be notified as soon as possible.
2. All permanent openings to be filled will be posted throughout the district. If a regular position occurs when school is closed for the summer, the Superintendent will be responsible for orally notifying at least one officer of the BTEA. If officers cannot be contacted each will be mailed a posting. The Association leadership shall be responsible for notifying its interested membership. Employees interested in the opening should consult with their immediate Supervisor/Principal and write to the Superintendent expressing interest.

B. Traveling Employees

1. Schedules: Whenever possible, schedules of employees who are assigned to more than one school shall be arranged so that no such employee shall be required to engage in any unreasonable amount of inter-school travel. Such employees shall be notified of any changes in their schedules as soon as practicable.
2. Travel Reimbursement: Employee(s) required to use their personal auto for travel between schools during their work day shall be reimbursed at the IRS rate per mile.
3. Teachers assigned to more than one school (traveling teachers) who are required to attend additional parental evening meetings beyond those required by the home based school, shall be paid the amount stated in Article VI.A.3.a. for each additional evening parental meeting. The required evenings shall not exceed the scheduled parental evening meetings for each of the schools to which the teachers are assigned.

**ARTICLE XI - VOLUNTARY AND INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

A. Voluntary

1. Filing Requests - Employees who desire a transfer to fill a position in the district may file a written statement of such desire with the Superintendent. Such statement shall include the position(s) to which he desires to be transferred in order of preference. Such requests for transfers and reassignments for the following year shall be submitted no later than June 10.
2. Criteria - When a voluntary transfer or reassignment is necessary, an employee's area of competence, specific experience, needs of the district, recommendation of the principal, and other pertinent data shall be considered in determining which employee is to be transferred or reassigned.

B. Involuntary

1. Notice - Notice of an involuntary transfer or reassignment shall be given to employees as soon as is practicable, and except in cases of emergency, not later than August 15.
2. Criteria - When an involuntary transfer or reassignment is necessary, an employee's area of competence, specific experience, needs of the district, recommendation of the principal, and other pertinent data shall be considered in determining which employee is to be transferred or reassigned.
3. Meeting and Appeal - In cases where an employee is being considered for transfer to another school, the administration shall meet with the employee in order to discuss the proposed transfer. If recommended for transfer, the employee may request a meeting with the Superintendent to discuss the reasons for the transfer. The employee may have an association representative present at all meetings.

**ARTICLE XII - ABSENCE, SICK LEAVE, AND LEAVE POLICY**

A. Purpose: The purpose of this statement of policy is to establish uniformity and equality for all employees of the Burlington Township School District in the matter of sick leave and various other absences.

B. Legal Basis

1. Sections of School Law from which this policy derives - 18A:30-1 to 18A:30-7 inclusive. Title 18A Education New Jersey

2. Certain portions of school law are quoted where applicable in sections of policy which follow.

C. Sick Leave (Absence Due to Illness or Injury)

1. Sick leave with full pay

- a. In accordance with 18A:30-2, all 10 month employees of the district will be allowed 10 work days sick leave in any one school year. The unused portion of this leave shall be accumulative (18A:30-3). All 12 month employees will be allowed 12 work days sick leave in any one fiscal year. The unused portion of this leave shall be accumulative.

- b. Teachers employed by the district by June 18, 1982 and all secretaries employed by the district by June 30, 1982, will grandfather all bonus sick days accumulated as of that date. In the future, if it is necessary for a teacher/secretary to use these bonus sick days, each day may be used only one time, and will not be renewed at the beginning of the next school year. If not used, the bonus sick days will be applied toward the sick leave benefit and will be payable upon retirement only.

All teachers hired and beginning service as of September 1, 1982, and all secretaries hired and beginning service as of July 1, 1982, will not accrue bonus sick days.

- c. When absence is caused by injury incurred in the line of duty, the employee will be paid full salary for one calendar year, if necessary. This leave is not chargeable to annual sick leave. (18A:30-2.1)

2. Transfer of Sick Leave From Another District

Persons transferring from another district may transfer 1/2 their accumulative leave not to exceed 50 days. This leave must be transferred prior to the end of the first year of employment in this district.

3. Transfer of Sick Leave To Another District

- a. Employees leaving the district employment may leave their sick leave intact for possible transfer to another district, or may, within two years, translate their days into cash settlement at the time of leaving. Each sick day can be used one time.

- b. Employees who leave the district and do not use (a) above, and at some future date return to employment in the district, will be

reinstated with all sick leave which is due him/her at the time of leaving.

4. Cashing Sick Leave

- a. Upon severance from the district for reasons other than dismissal, termination by the Board of Education, or non-renewal of contract, all accumulated unused sick leave shall be reimbursed. An employee whose position is abolished by a RIF will also be eligible under this provision.

Employees severing employment (other than retiring) from the district with service in the Burlington Township Schools shall be eligible for the following reimbursement per sick day:

	Less than 10 full yrs.	More than 10 yrs.
Teachers:	\$15.00/day	\$25.00/day
Secretaries:	\$10.00/day	\$20.00/day
Full Time Aides:	\$5.00/day	\$14.00/day
Part Time Aides:	\$3.00/day	\$14.00/full day

- b. Upon retiring from the district, an employee may "cash" in their unused sick leave.

(1) Employees, taking advantage of this benefit, must meet one of the following criteria:

- (a) Upon the death of the employee while under contract, or
- (b) Upon retirement to immediate pension.

(2) Retiring employees shall be eligible for the following dollars per sick day:

	Less than 10 full years in Burl.Twp.	10 or more full years in Burl.Twp.
Teachers	\$20.00/day	\$35.00/day
Secretaries	\$15.00/day	\$25.00/day
Full Time Aides	\$12.00/day	\$17.00/day
Part Time Aides	\$6.00/day	\$17.00/day

- 5. When sick leave extends for five or more consecutive school days, a doctor's certificate will be sent to the Secretary of the Board within three days of the employee's return to duty.

- 6. Sick Leave (With Pay Less Substitute's Pay)

When an employee exceeds his regular sick leave, the Board may pay the 10 month employee 1/200th of his annual salary minus his substitute's pay, and the 12 month employee 1/240th of his annual salary minus his substitute's pay, for an amount of time equal to the employee's total accumulated sick leave. (18A:30-6)

7. Family Illness

- a. Employees with accumulated leave may convert up to three (3) days as family illness days, effective 7/1/2000. Thereafter, employees may annually convert up to two (2) unused personal days to family illness. Maximum accumulated days shall be five (5).
- b. Employees currently on staff without sufficient accumulated leave may, effective 7/1/2001 convert up to three (3) sick days and two (2) unused personal days. Thereafter, these employees may convert up to two unused personal days (annually) to family illness days. Maximum accumulated days shall be five (5).
- c. New employees, may convert at the beginning of their second year of employment, up to three (3) unused sick and two (2) unused personal days to family illness days. Thereafter, these employees may convert up to two (2) unused personal days annually to family illness days. Maximum accumulated days shall be five (5).

D. Authorized Absence Other Than Sick Leave

1. Bereavement - Up to five (5) days at any one time in the event of the death of an employee's parent, spouse, child, grandchild, legal guardian, brother, sister, grandparent, father-in-law, mother-in-law, or any other member of the immediate household. Two (2) days will be granted for brother-in-law, sister-in-law, son-in-law, or daughter-in-law.
2. An employee subpoenaed by an official or department of government or by a court clerk (not an attorney) as a witness, will be granted the day's leave necessary to serve as a witness (not an observer), and the differential payment will be made between the employee's regular contracted salary and the court's per diem stipend. All subpoenaed employees must submit a copy of the subpoena prior to the approval of the leave.
3. Personal Leave
  - a. Twelve Month Employees - Three (3) days will be authorized. One of these days must be used during June, July or August, when school is not in session.

- b. Ten Month Employees - Two (2) days will be authorized.
  - c. All unused personal days will be transferred to sick days on June 30th of each year.
  - d. Staff members requesting this day must have approval by the Principal and Superintendent one calendar week prior to this day of absence, "except in cases of emergency based on the judgment of the Superintendent".
  - e. No more than 3% of the contractual teaching staff per building, and only one secretary, and one aide per building shall be granted such leave on any given day, except in cases of emergency as determined in consultation with and approval by the building Principal.
  - f. Since it is desirable to have all regular teaching personnel and secretaries on duty during the final 9 days of each school year, personal leave will not be approved for this period by the Superintendent except in cases of emergency.
4. Professional Improvement Day: Two (2) days will be granted for observation in other schools or attending a professional meeting. Destination must be stated in advance and record of attendance recorded on return through the Principal to the Superintendent. A request for such a day will include a statement of its educational relevance to the improvement of instruction in Burlington Township Schools. All requests for such absence must be approved in advance by the building Principal and/or the Superintendent.
- a. With the permission of the Superintendent, the professional time provided herein may be used to attend professional growth experiences that may help the employee in partially meeting the State mandated 100 hour requirement.
  - b. The Board of Education agrees that it will comply with the requirements of the administrative code with regard to the 100 hours of professional development.
5. Athletic and Co-Curricular Activities: A pool of ten days will be established yearly. Coaches and/or advisors desiring to use time from this pool must see the Athletic Director or the Activities Director and present their request in writing. The Athletic Director will recommend approval to the building Principal and the Principal to the Superintendent. Strongest consideration will be given to less experienced coaches in any particular sport. The maximum Board of Education expenditure will be \$650 per year.

E. Record of Absences

Record Form: There will be kept, in the Board Secretary's office, a record sheet for each employee. This record will show a complete picture of the employee's absence for any given school year plus his accumulative sick leave.

1. These records are available to the employee upon request.
2. Each employee is responsible to check his records at the end of the year to see that it is correct. Employees shall be given a written account of accumulated sick leave days no later than October 30th of each school year.

F. Pay Deduction for Unauthorized Absence

10 month employees absent from school on days when school is open for reasons other than those stated in this policy will have 1/200th of their annual salary deducted and 12 month employees will have 1/240th of their annual salary deducted for each unauthorized day. (18:A:30-6)

### ARTICLE XIII - EXTENDED LEAVES OF ABSENCE

- A. Association - The Board agrees that up to one (1) employee designated by the Association shall, upon request, be granted a leave of absence without pay for up to one (1) year for the purposes of engaging in activities of the Association or its affiliates.
- B. International and Federal Programs - A leave of absence without pay of up to one (1) year shall be granted to any teacher who joins the Peace Corps or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs.
- C. Outside Teaching - A teacher on tenure shall be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.
- D. Military - Military leave shall be granted in accordance with state and federal regulations.
- E. Disability Due to Pregnancy/Child Rearing Leave
  1. It shall be optional for the employee to notify her immediate Supervisor/ Principal of her pregnancy as soon as it is medically confirmed. This will assist in the process of securing an adequate replacement.

2. The Board shall grant disability due to pregnancy leave and child rearing leave upon written request of the employee. The combined leaves may not exceed two (2) years. A full school year leave will run from September 1 to June 30 for 10 month employees; and July 1 to June 30 for 12 month employees.
3. After the pregnancy is medically confirmed, the employee shall submit a statement from her personal physician setting forth the anticipated date of delivery and certification by the physician that the condition of the employee will not interfere with the full performance of her duties.
4. Planned work beyond the first day of the 9th month of pregnancy will again require doctor's certification that it is physically possible for the employee to continue. Work into the 9th month may require possible consultation with the school board physician.
5. In order to meet the Board of Education requirements of "educational continuity" (least disruption of the student evaluation process and least number of teachers assigned to a class during a given school year), a teacher may request leave under the following provisions:
  - a. If a teacher cannot teach the entire first quarter of the school year, the leave must begin on September 1; and if the teacher desires to return to work the same school year, she may only return at the beginning of the second, third, or fourth quarter.
  - b. When a teacher requests a leave, every effort should be made to leave at the end of a quarter and she must return only at the beginning of a quarter.
6. The employee must provide two months advance written notice as to the exact date the leave is to begin. In the same letter, the employee must identify the request date of return to work.
7. An employee who has been granted disability leave may request, in writing to the Superintendent, to use her sick leave for a period not to exceed one month prior to and one month following delivery. A statement from the employee's personal physician certifying the exact date of the employee's disability must accompany this written request.
8. Any employee may request an adoption leave without pay for a period of up to one year. The employee will consult with his or her principal during the planning stages for the adoption. In order to meet the Board of Education requirements for educational continuity, employees are expected to give two months advance written notice of the intended leave,

except in cases where the adoption agency can not provide notice of two months lead time. In the latter case, the employee may begin their leave with less than two months notice.

- F. Sabbatical - Sabbatical leaves without pay shall be granted by the Board.
- G. Good Cause - Other leaves of absence without pay may be granted by the Board for good reason.
- H. The number of leaves of absence to be granted under sections B, C, F, G herein shall not exceed three (3) in any one school year.
- I. Return from leave
  - 1. Employees on leave for the remainder of the school year must notify the Superintendent in writing:
    - a. By April 10th of their intention to return to work the following September 1.
    - b. For purposes of "educational continuity", teachers on leave during a school year are encouraged to plan their return at the beginning of a marking period. With planning and previous written notice, teachers may return to work upon discharge by medical, military, or other authorities.
  - 2. Upon return from leave granted pursuant to Section B, C, D, or F of this Article, an employee shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent.
    - a. Ten month employees returning on a subsequent year from an official leave and who have worked 90 school days or more, will be placed on the next step of the salary guide. Those who have worked less than 90 days will return on the same salary step.
    - b. Twelve month employees returning on a subsequent year from an official leave and who have worked 110 work days or more, will be placed on the next step of the salary guide. Those who have worked less than 110 work days will return on the same salary step.
  - 3. All benefits other than salary to which an employee was entitled at the time his approved leave of absence commenced, including unused accumulated sick leave shall be restored to him upon his return and he

shall be assigned to the same position which he held at the time said leave commenced if available, or to a position similar to which the employee held at the time the leave of absence was granted.

## **ARTICLE XIV - HOLIDAYS AND VACATIONS**

### **Vacation Policy for Twelve Month Employees**

- A. Employees with less than one full year of service may use a prorated amount of vacation time during the summer months, provided they have commenced work prior to April 1st. July 1st begins the new fiscal year and all employees will begin earning the following summer's vacation.
  - 1. At the end of the first year, the employee shall be entitled to ten (10) days of vacation.
  - 2. At the end of the fifth year, the employee shall be entitled to fifteen (15) days of vacation.
  - 3. At the end of the tenth year, the employee shall be entitled to one (1) additional day per year, not to exceed twenty (20) days of vacation.
- B. Said vacations are to be taken during the months of June, July and August, except that not more than 5 consecutive days may be taken during the school year without the Superintendent's approval. This may not be supplemented by personal days, except in the case of an emergency when approved by the Superintendent of Schools.

## **ARTICLE XV - TEACHER ADMINISTRATION LIAISON**

- A. Building Level Faculty Council
  - 1. The Association shall select a Faculty Council for each school building which shall meet with the Principal at least five (5) times during the school year during the school day. Said council shall consist of not more than one (1) member for every ten (10) teachers in the school building, but shall, in no event, have less than three (3) members.
  - 2. Areas for Faculty Council Consideration - Areas for consideration by the Council shall include, but not be limited to, school building level decisions regarding:
    - a. Administration of this Agreement

- b. Facilitation of programs and recommendations of the Instructional Council hereafter established in ARTICLE XVI of this Agreement.
- c. Revision and development of building policies and practices.

B. Meetings with Superintendent

The Association's representatives shall meet with the Superintendent at least once a month during the school year to review and discuss current school problems and practices and the administration of the Agreement. The Superintendent may invite the other administrative personnel to attend such meetings.

**ARTICLE XVI - INSTRUCTIONAL COUNCIL**

Purpose - By mutual agreement of the building Principals and the staff, an Instructional Council may be established. The purpose of the Council shall be to strengthen the educational program through recommendations, research, implementation, and evaluation by the Superintendent and the Association to best meet the needs of the students, the schools and the community.

**ARTICLE XVII - TUITION REIMBURSEMENT**

- A. The Board shall pay, with prior Board approval, full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which an employee is required and/or requested to take in writing by the Administration. Said employee shall also be compensated for all time spent in actual attendance at said sessions beyond his regular work day at the following hourly rates:

	<u>Teachers</u>	<u>Support Staff</u>
2003-2004	\$10.00	\$8.50
2004-2005	\$11.00	\$9.00
2005-2006	\$12.00	\$9.50

- 1. Such courses will not include those required for certification and licenses.
  - 2. Such sessions will not include those items in Article VI A.3 such as the required number of P.T.A. meetings, or parents' night.
- B. The Board shall provide a maximum pool of thirty-five thousand dollars (\$35,000) for 2003-2004; fifty thousand dollars (\$50,000) for 2004-2005; and sixty thousand dollars (\$60,000) for 2005-2006, for a course reimbursement program. Teachers and

secretaries/assistants may submit courses from an approved college or university for reimbursement after completing their first year of teaching/work in the district. In order to qualify for reimbursement the following requirements shall be met.

1. Courses will be of a graduate or undergraduate level directly related to the employee's area of instruction, specialty or related field.
  - a. Courses in curriculum development or guidance may be used as an elective to supplement the general (or elective) needs of a teacher's graduate program. A complete guidance counselor preparation program cannot be funded under the provisions of this article.
  - b. Supervisory and administrative courses are not to be included except in the case of a department chairperson or cases previously approved by the Superintendent.
  - c. Employees must complete their Course Approval Request form and secure initial approval.
  - d. A minimum course grade of "B" (or its equivalent) must be attained by a teacher, and a minimum course grade of "C" (or its equivalent) must be attained by a secretary/aide.
  - e. Tuition reimbursement requests must be submitted within thirty (30) days of the employee's receipt of the course grade. Failure to do so may result in a denial of reimbursement. The Superintendent reserves the right to waive the above requirement based upon extenuating circumstances. This decision of the Superintendent shall not be grievable beyond the Board of Education level.
2. Tuition for special non-credit granting courses or seminars offered by an accredited college or university may be approved by the Superintendent, or other seminars offered by non-colleges may be submitted to the Superintendent for consideration. In all cases, the course content must be directly related to the employee's work assignment. To be eligible for reimbursement, the employee must obtain written permission from the Superintendent prior to enrolling in the course.
3. Proof of successful completion shall be provided no later than September 1st following the completion of the course.
  - a. By transcript
  - b. By official statement from the college where time does not permit.

4. The Board shall pay tuition costs for graduate and/or undergraduate level courses taken during the July 1 through June 30 period. The maximum amount paid to any one (1) employee for courses taken during the aforementioned time period shall be up to the cost of nine (9) graduate credits for teachers and add up to the cost of six (6) undergraduate/graduate credits for secretaries/paraprofessionals.
5. The pool of money in B. above shall be divided by the total number of course credits submitted for prior approval of the Superintendent for the period July 1 through June 30 of each academic year which are actually completed by the enrolled staff member. Proof of completion must be submitted to the Superintendent no later than September 1<sup>st</sup> of the academic year following the academic year during which the course was taken in compliance with the provisions of this Article. Individual employees shall be reimbursed based upon the number of approved and completed credits that they took times the per credit amount as determined by the formula herein. The amount of reimbursement for any one employee shall not exceed his/her actual tuition paid nor exceed the number of credits taken times the per credit reimbursement rate created by the within formula.

Employees shall receive reimbursement no later than October 31<sup>st</sup> of the academic year following the academic year during which the courses were taken, provided that the employee has returned to the employ of the Burlington Township Board of Education. An employee who does not return to the district for the ensuing academic year due to a job related permanent or temporary disability, a maternity or paternity leave under the contract language herein or pursuant to the F.L.A. or the F.M.L.A., or due to a Reduction-in-Force, shall be eligible for reimbursement for courses taken and approved.

## ARTICLE XVIII - INSURANCE

- A. The Board will provide 100% employee coverage and 100% family coverage in the "N.J. State Health Benefits" program or its equivalent, Medical-Surgical Plan of N.J. (Blue Shield Plan) or its equivalent; and major medical as provided by Prudential Insurance Company of America or its equivalent.

Effective January 1, 2004, the basic medical plan carrier shall be changed to AETNA.

As an alternative to A, above, the Board of Education will pay the maximum insurance premiums for one N.J.E.A. approved disability plan for which each individual member is eligible. The employee wishing to shift from the basic medical plan to one N.J.E.A. approved disability plan must advise the Secretary of the Board of Education. Any future change between the alternative plans may be arranged with the Board Secretary at any time.

- B. The Board of Education will provide a prescription plan with a \$15 brand name/\$10 generic/\$5 mail order co-pay full family prescription plan for each employee as provided by Blue Cross/Blue Shield of New Jersey, or its equivalent. Effective January 1, 2004, the prescription co-pay shall change to a \$15 brand name/\$10 generic retail and a \$15brand/\$10 generic mail order. Only one member of a married couple, both of whom are employed by the Board of Education, shall be eligible for the prescription plan.
- C. The Board of Education will provide the identical plan with the New Jersey Dental Service Plan as provided during the 1984 - 85 school year. The Board of Education will provide the New Jersey Dental Service Plan or an equivalent plan.
- D. Effective July 1, 2004, the following language in 1., 2., and 3. become inapplicable.

All employees hired after July 1, 1995 shall be eligible for health, prescription, and dental coverage, pursuant to the following:

1. If, at initial hire, the Board recognizes less than four (4) full years of educational/industrial employment experience (excluding military credit), the employee shall be eligible for single health, prescription, and dental coverage only. The employee may elect other dependent levels of coverage by payment of the entire additional premium through payroll deductions.
2. Once an employee has attained four (4) full years of educational/industrial employment experience (excluding military credit), as a combination of educational/industrial experience granted at hire and credit for actual service in the Burlington Township School District, or only credit for actual service in the Burlington Township School District, the employee shall be eligible for dependent levels of health, prescription, and dental coverage at the Board's expense.
3. If, at initial hire, the Board recognizes more than four (4) full years of educational/industrial experience (excluding military credit), the employee shall be entitled to dependent levels of health, prescription, and dental coverage.

#### **ARTICLE XIX - AGENCY SHOP REPRESENTATION FEE**

- A. Purpose of Fee: In the event a unit member does not become a member of the Association during the time covered by this Agreement, the member will be required to pay a representation fee to the Association.

B. Amount of Fee: The representation fee in lieu of dues shall be an amount equivalent to regular membership dues, initiation fees and assessments charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fees exceed 85% of the regular membership dues, fees and assessments.

C. Deduction and Transmission of Fee:

1. Notification - Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those unit members who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such unit members, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule - The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each unit members on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

a. 10 days after receipt of aforesaid list by the Board; or

b. 30 days after the unit members begins his or her employment in a bargaining unit position, unless the teacher/secretary previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position, or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the unit members employment in a bargaining unit position, whichever is later.

3. Termination of Employment - If a unit members who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics - Except as otherwise provided in 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 deduction and transmission of regular membership dues to the Association.

5. Changes - The Association will notify the Board in writing of any changes in the list provided for in paragraph 2 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
6. New Employees - On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all unit members who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such unit members.
7. The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by the employer in conformance with this article.

#### **ARTICLE XX - SUBCONTRACTING PROVISION**

- A. The Association may provide input to the Board of Education during the formulation of specifications prior to the submission to any prospective contractors.
- B. At the time of the submission of specifications to bidders, the Association may provide how it can effectuate cost savings to the Board of Education.

#### **ARTICLE XXI - MISCELLANEOUS PROVISIONS**

- A. The Agreement shall be presented to employees now employed or subsequently employed. The Agreement shall be printed within thirty (30) days of the Agreement being signed. The Board and the Association will share the cost of printing the Agreement.
- B. Both parties shall agree to a mutual commitment to verbatim portions of the N.J. Statutes which apply to the operation of the schools, and further agree that alleged violations of said statutes which are not subject to arbitration shall be referred to the appropriate agency designated by the statute in the event of a dispute between the two parties.
- C. The Board agrees that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this agreement.

- D. If any provision 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.
- E. Any individual contract between the Board and an individual employee shall be consistent with the terms and conditions of this Agreement during its duration.

**ARTICLE XXII - DURATION OF AGREEMENT**

- A. Duration Period - the foregoing Agreement shall be effective as of July 1, 2003 and shall continue in effect until June 30, 2006, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- B. Status of incorporation - 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 here on, all on the day and year first above written.
- C. This Agreement constitutes Board Policy for the term of said Agreement.

**Burlington Township Education Association**

By Its President, Shirley L. Presi

Date 6/17/04

By Its Secretary, Cheryl J. Craft

Date 6/17/04

**Burlington Township Board of Education**

By Its President, Roger W. Bean

Date 6/16/04

By Its Secretary, [Signature]

Date 6/16/04

## Schedule A - Salary Guide (Certified Staff)

A minimum of fifteen (15) hours of Superintendent approved "in-house" participation in staff in-service activities would count as one (1) credit for purposes of horizontal salary guide movement. No more than six (6) "in-house" credits can be applied towards movement from any one column to another column: e.g.: from BA+15 to BA+30. All "in-house" credits earned prior to an approved column movement, may not be reapplied for subsequent column movement.

**Teachers**

2002-2003		2003-2004		2004-2005		2005-2006	
Step	Experience	Step	Experience	Step	Experience	Step	Experience
				A	0	A	0
				B	1	B	1
		A	0	C	2	C	2
A	0	B	1	D	3	D	3
B	1	C	2	E	4	E	4
C	2	D	3	F	4	F	5
D	3-4	E	4-5	G	5-6	G	6-7
E	5-6	F	6-7	H	7-8	H	8-9
F	7-8	G	8-9	I	9-10	I	10-11
G	9	H	10	J	11	J	12
H	10	I	11	K	12	K	13
I	11	J	12	L	13	L	14
J	12	K	13	M	14	M	15+
K	13	L	14		15+		
L	14	M	15+				
M	15+						

All staff moves up one (1) step on the guide each year.

**Secretaries**

[10 month secretary; 12 month secretary; 12 month administrative secretary]

2002-2003		2003-2004		2004-2005		2005-2006	
Step	Experience	Step	Experience	Step	Experience	Step	Experience
1	0-1	1	0-1-2	1	0-1-2-3	1	0-1-2-3-4
2	2	2	3	2	4	2	5
3	3	3	4	3	5	3	6
4	4	4	5	4	6	4	7
5	5	5	6	5	7	5	8
6	6	6	7	6	8	6	9
7	7	7	8	7	9	7	10
8	8	8	9	8	10	8	11
9	9	9	10	9	11	9	12
10	10	10	11	10	12	10	13
11	11	11	12	11	13	11	14
12	12	12	13	12	14	12	15
13	13	13	14	13	15	13	16+
14	14	14	15	14	16+		
15	15	15	16+				
16	16+						

All secretaries remain on the same step of the guide for three years. The steps are removed from the top down.

**Clerks**

Step	2002-2003 Experience	2003-2004		2004-2005		2005-2006	
		Step	Experience	Step	Experience	Step	Experience
				1	1	1	1
				2	2	2	2
		1	1	3	3	3	3
1	1	2	2	4	4	4	4
2	2	3	3	5	5	5	5
3	3	4	4	6	6	6	6
4	4	5	5	7	7	7	7
5	5	6	6	8	8	8	8
6	6	7	7	9	9	9	9
7	7	8	8	10	10	10	10
8	8	9	9	11	11	11	11
9	9	10	10	12	12	12	12
10	10	11	11	13	13	13	13
11	11	12	12	14	14	14	14
12	12	13	13	15	15	15	15
13	13	14	14	16	16+	16	16+
14	14	15	15				
15	15	16	16+				
16	16+						

All staff move up one (1) step on the guide each year.

**Paraprofessional**

2002-2003		2003-2004		2004-2005		2005-2006	
Step	Experience	Step	Experience	Step	Experience	Step	Experience
				1	1	1	1
				2	2	2	2
		1	1	3	3	3	3
1	1	2	2	4	4	4	4
2	2	3	3	5	5	5	5
3	3	4	4	6	6	6	6
4	4	5	5	7	7	7	7
5	5	6	6	8	8	8	8
6	6	7	7	9	9	9	9
7	7	8	8	10	10	10	10
8	8	9	9	11	11	11	11
9	9	10	10	12	12	12	12
10	10	11	11	13	13	13	13
11	11	12	12	14	14	14	14
12	12	13	13	15	15	15	15
13	13	14	14	16	16+	16	16+
14	14	15	15				
15	15	16	16+				
16	16+						

All staff move up one (1) step on the guide each year.

**Instructional Assistants**

2002-2003		2003-2004		2004-2005		2005-2006	
Step	Experience	Step	Experience	Step	Experience	Step	Experience
						1	1
				1	1	2	2
		1	1	2	2	3	3
1	1	2	2	3	3	4	4
2	2	3	3	4	4	5	5
3	3	4	4	5	5	6	6
4	4	5	5	6	6	7	7
5	5	6	6	7	7	8	8
6	6	7	7	8	8	9	9
7	7	8	8	9	9	10	10
8	8	9	9	10	10	11	11
9	9	10	10	11	11	12	12
10	10	11	11	12	12	13	13
11	11	12	12	13	13		
12	12	13	13				
13	13						

All staff move up one (1) step on the guide each year.

**Basic Skills Aide [Hourly]**

2002-2003		2003-2004		2004-2005		2005-2006	
Step	Experience	Step	Experience	Step	Experience	Step	Experience
1	0-1	A	0-1-2	A	0-1-2-3	A	0-1-2-3-4
2	2	A	3	A	4	A	5
3	3	B	4	B	5	B	6
4	4	C	5	C	6	C	7
5	5	D	6	D	7	D	8
6	6	E	7	E	8	E	9
7	7	F	8	F	9	F	10
8	8	G	9	G	10	G	11
9	9	H	10	H	11	H	12
10	10	I	11	I	12	I	13
11	11	J	12	J	13	J	14
12	12	K	13	K	14	K	15
13	13	L	14+	L	15+	L	16+
14	14	there are no staff members on this step in 2002-2003					
15	15	there are no staff members on this step in 2002-2003					
16	16	there are 2 staff members on this step for 2002-2003					
17	17+	there is 1 staff member on this step for 2002-2003					

**In 2003-2004, staff on steps 1 & 2 for 2002-2003 go to the same step.  
All staff remain on the same step on the guide each year.**

**Special Education Aide [Hourly]**

<u>Step</u>	<u>2002-2003 Experience</u>	<u>Step</u>	<u>2003-2004 Experience</u>	<u>Step</u>	<u>2004-2005 Experience</u>	<u>Step</u>	<u>2005-2006 Experience</u>
1	0	A	0-1	A	0-1-2	A	0-1-2-3
2	1	B	2	B	3	B	4
3	2	C	3	C	4	C	5
4	3	D	4	D	5	D	6
5	4	E	5	E	6	E	7
6	5	F	6	F	7	F	8
7	6	G	7	G	8	G	9
8	7	H	8	H	9	H	10
9	8	I	9	I	10	I	11
10	9	J	10	J	11	J	12
11	10	K	11	K	12	K	13
12	11	L	12	L	13	L	14
13	12+	M	13+	M	14+	M	15+

All staff remain on the same step of the guide for three years.

## Schedule A-1

2003-2004

Teachers

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PhD
A	39,000	39,700	40,450	42,500	43,250	44,565	45,165	45,765	46,565
B	39,250	39,950	40,700	42,750	43,500	44,815	45,415	46,015	46,815
C	39,500	40,200	40,950	43,000	43,750	45,065	45,665	46,265	47,065
D	39,750	40,450	41,200	43,250	44,000	45,315	45,915	46,515	47,315
E	40,500	41,200	41,950	44,000	44,750	46,065	46,665	47,265	48,065
F	41,000	41,700	42,450	44,500	45,250	46,565	47,165	47,765	48,565
G	43,000	43,700	44,450	46,500	47,250	48,565	49,165	49,765	50,565
H	45,500	46,200	46,950	49,000	49,750	51,065	51,665	52,265	53,065
I	49,000	49,700	50,450	52,500	53,250	54,565	55,165	55,765	56,565
J	53,000	53,700	54,450	56,500	57,250	58,565	59,165	59,765	60,565
K	56,000	56,700	57,450	59,500	60,250	61,565	62,165	62,765	63,565
L	59,000	59,700	60,450	62,500	63,250	64,565	65,165	65,765	66,565
M	62,325	63,025	63,775	65,825	66,575	67,890	68,490	69,090	69,890

**EXTENDED MASTERS** with written verification from the university –

- a Masters Degree requiring 40-49 credits will receive an additional \$300 bonus;
- a Masters Degree requiring 50-59 credits will receive a \$600 bonus; and
- a Masters Degree requiring 60 credits or above will receive a \$900 bonus.

**LONGEVITY:**

At the start of the employee's twentieth (20<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional one thousand three-hundred dollars (\$1,300) in longevity.

At the start of the employee's twenty-fifth (25<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional one thousand three-hundred dollars (\$1,300) in longevity, for a total of two thousand six-hundred dollars (\$2,600) in longevity.

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PhD
A	40,750	41,450	42,200	44,250	45,000	46,315	46,915	47,515	48,315
B	41,000	41,700	42,450	44,500	45,250	46,565	47,165	47,765	48,565
C	41,250	41,950	42,700	44,750	45,500	46,815	47,415	48,015	48,815
D	41,500	42,200	42,950	45,000	45,750	47,065	47,665	48,265	49,065
E	41,750	42,450	43,200	45,250	46,000	47,315	47,915	48,515	49,315
F	42,500	43,200	43,950	46,000	46,750	48,065	48,665	49,265	50,065
G	43,250	43,950	44,700	46,750	47,500	48,815	49,415	50,015	50,815
H	46,000	46,700	47,450	49,500	50,250	51,565	52,165	52,765	53,565
I	49,500	50,200	50,950	53,000	53,750	55,065	55,665	56,265	57,065
J	53,250	53,950	54,700	56,750	57,500	58,815	59,415	60,015	60,815
K	57,250	57,950	58,700	60,750	61,500	62,815	63,415	64,015	64,815
L	61,000	61,700	62,450	64,500	65,250	66,565	67,165	67,765	68,565
M	64,325	65,025	65,775	67,825	68,575	69,890	70,490	71,090	71,890

**EXTENDED MASTERS** with written verification from the university –

- a Masters Degree requiring 40-49 credits will receive an additional \$300 bonus;
- a Masters Degree requiring 50-59 credits will receive a \$600 bonus; and
- a Masters Degree requiring 60 credits or above will receive a \$900 bonus.

**LONGEVITY:**

At the start of the employee's twentieth (20<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional one thousand three-hundred dollars (\$1,300) in longevity.

At the start of the employee's twenty-fifth (25<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional one thousand three-hundred dollars (\$1,300) in longevity, for a total of two thousand six-hundred dollars (\$2,600) in longevity.

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PhD
A	42,500	43,200	43,950	46,000	46,750	48,065	48,665	49,265	50,065
B	42,750	43,450	44,200	46,250	47,000	48,315	48,915	49,515	50,315
C	43,000	43,700	44,450	46,500	47,250	48,565	49,165	49,765	50,565
D	43,250	43,950	44,700	46,750	47,500	48,815	49,415	50,015	50,815
E	43,500	44,200	44,950	47,000	47,750	49,065	49,665	50,265	51,065
F	43,750	44,450	45,200	47,250	48,000	49,315	49,915	50,515	51,315
G	44,500	45,200	45,950	48,000	48,750	50,065	50,665	51,265	52,065
H	46,250	46,950	47,700	49,750	50,500	51,815	52,415	53,015	53,815
I	50,000	50,700	51,450	53,500	54,250	55,565	56,165	56,765	57,565
J	53,750	54,450	55,200	57,250	58,000	59,315	59,915	60,515	61,315
K	57,500	58,200	58,950	61,000	61,750	63,065	63,665	64,265	65,065
L	61,750	62,450	63,200	65,250	66,000	67,315	67,915	68,515	69,315
M	66,325	67,025	67,775	69,825	70,575	71,890	72,490	73,090	73,890

**EXTENDED MASTERS** with written verification from the university –

- a Masters Degree requiring 40-49 credits will receive an additional \$300 bonus;
- a Masters Degree requiring 50-59 credits will receive a \$600 bonus; and
- a Masters Degree requiring 60 credits or above will receive a \$900 bonus.

**LONGEVITY:**

At the start of the employee's twentieth (20<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional one thousand three-hundred dollars (\$1,300) in longevity.

At the start of the employee's twenty-fifth (25<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional one thousand three-hundred dollars (\$1,300) in longevity, for a total of two thousand six-hundred dollars (\$2,600) in longevity.

Step	2003-2004	2004-2005	2005-2006
1	18,250	19,000	19,833
2	18,500	19,250	20,083
3	19,090	19,500	20,333
4	19,240	19,838	20,671
5	19,390	19,946	20,779
6	19,541	20,046	20,879
7	19,692	20,417	21,667
8	20,417	21,667	22,917
9	21,667	22,917	25,625
10	22,917	24,167	27,292
11	24,167	25,833	28,958
12	25,833	27,500	30,625
13	26,667	28,333	32,042
14	28,125	31,000	
15	29,250		

**LONGEVITY:**

At the start of the employee's twentieth (20<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional seven hundred fifty dollars (\$750) in longevity.

At the start of the employee's twenty-fifth (25<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional two hundred fifty dollars (\$250) in longevity, for a total of one thousand dollars (\$1,000) in longevity.

**Note:**

Guide movement is such that all 10 month secretaries remain on the same step of the guide for each year of the agreement. Steps are removed from the top down.

Step	2003-2004	2004-2005	2005-2006
1	21,500	22,800	23,800
2	21,800	23,100	24,100
3	22,100	23,400	24,400
4	22,505	23,805	24,805
5	22,635	23,935	24,935
6	22,755	24,055	25,055
7	23,000	24,500	26,000
8	24,500	26,000	27,500
9	26,000	27,500	30,750
10	27,500	29,000	32,750
11	29,000	31,000	34,750
12	31,000	33,000	36,750
13	32,000	34,000	38,450
14	33,750	37,250	
15	35,800		

**LONGEVITY:**

At the start of the employee's twentieth (20<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional seven hundred fifty dollars (\$750) in longevity.

At the start of the employee's twenty-fifth (25<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional two hundred fifty dollars (\$250) in longevity, for a total of one thousand dollars (\$1,000) in longevity.

**Note:**

Guide movement is such that all 12 month secretaries remain on the same step of the guide for each year of the agreement. Steps are removed from the top down.

Step	2003-2004	2004-2005	2005-2006
1	22,000	23,300	24,300
2	22,300	23,600	24,600
3	22,619	23,919	24,919
4	23,024	24,324	25,324
5	23,654	24,954	25,954
6	24,285	25,585	26,585
7	24,916	26,416	27,416
8	25,547	27,047	28,047
9	26,500	28,000	31,250
10	27,250	29,500	32,750
11	29,000	31,500	35,250
12	29,750	33,250	36,750
13	31,500	34,500	38,950
14	33,250	37,750	
15	36,300		

**LONGEVITY:**

At the start of the employee's twentieth (20<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional seven hundred fifty dollars (\$750) in longevity.

At the start of the employee's twenty-fifth (25<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional two hundred fifty dollars (\$250) in longevity, for a total of one thousand dollars (\$1,000) in longevity.

**Note:**

Guide movement is such that all 12 month administrative secretaries remain on the same step of the guide for each year of the agreement. Steps are removed from the top down.

Step	2003-2004	2004-2005	2005-2006
1	18,000	18,900	19,800
2	18,100	19,000	19,900
3	18,472	19,100	20,000
4	18,881	19,472	20,100
5	19,325	19,881	20,472
6	19,494	20,325	20,881
7	19,664	20,494	21,325
8	19,834	20,664	21,494
9	20,003	20,834	21,664
10	20,243	21,003	21,834
11	20,500	21,243	22,003
12	22,000	22,000	22,750
13	22,500	23,500	23,500
14	23,050	24,000	24,750
15	24,578	25,000	25,500
16	27,000	27,000	27,000

**LONGEVITY:**

At the start of the employee's twentieth (20<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional seven hundred fifty dollars (\$750) in longevity.

At the start of the employee's twenty-fifth (25<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional two hundred fifty dollars (\$250) in longevity, for a total of one thousand dollars (\$1,000) in longevity.

**Note:**

Movement is such that all clerks move up one step each year of the agreement.

Step	2003-2004	2004-2005	2005-2006
1	21,300	22,650	24,050
2	21,748	23,098	24,498
3	22,148	23,498	24,898
4	22,626	23,976	25,376
5	22,776	24,126	25,526
6	22,926	24,276	25,676
7	23,078	24,428	25,828
8	23,230	24,580	25,980
9	23,444	24,794	26,194
10	23,683	25,033	26,433
11	23,927	25,277	26,677
12	24,172	25,522	26,922
13	25,523	26,873	28,273
14	27,523	28,873	30,273
15	30,098	31,448	32,848
16	33,863	35,213	36,613

**LONGEVITY:**

At the start of the employee's twentieth (20<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional seven hundred fifty dollars (\$750) in longevity.

At the start of the employee's twenty-fifth (25<sup>th</sup>) year of service in Burlington Township (not including any experience credited at initial hire), the employee shall receive an additional two hundred fifty dollars (\$250) in longevity, for a total of one thousand dollars (\$1,000) in longevity.

**Note:**

Guide movement is such that all paraprofessionals move up one step on the guide each year.

Schedule C

2003-2006

Instructional Assistants

Step	2003-2004	2004-2005	2005-2006
1	12,750	13,400	14,000
2	13,000	13,675	14,125
3	13,250	13,925	14,375
4	13,500	14,175	14,625
5	14,000	14,425	14,875
6	14,500	14,925	15,375
7	15,500	15,425	15,875
8	16,000	16,425	16,875
9	16,500	16,925	17,375
10	17,000	17,425	17,875
11	17,500	17,925	18,375
12	18,000	18,425	18,875
13	18,500	18,925	19,375

NOTE: All staff move up one (1) step in each year of the Agreement.

**Schedule D****2003-2006****Basic Skills Aides**

Step	2003-2004	2004-2005	2005-2006
A	8.00	8.50	9.00
B	8.50	9.00	9.75
C	9.00	9.75	10.50
D	9.75	10.50	11.00
E	10.50	11.00	11.75
F	11.00	11.75	12.50
G	11.75	12.50	13.25
H	12.50	13.25	14.00
I	13.25	14.00	14.75
J	14.00	14.75	15.50
K	14.75	15.50	16.00
L	15.50	16.00	16.50

**NOTE:** In 2003-2004, staff on steps 1 and 2 go to the same step – A.  
All staff remain on the same step of the guide for each year of the agreement.

**Aides who were on Step 16 or above in 2002-2003 will be paid  
The following rates:**

2003-2004	\$17.70
2004-2005	\$18.00
2005-2006	\$18.40

Schedule E            2003-2006            Special Education Aides

2000-01

Step	2003-2004	2004-2005	2005-2006
A	8.25	8.80	9.32
B	8.50	9.05	9.57
C	8.75	9.30	9.82
D	9.25	9.80	10.32
E	9.75	10.30	10.82
F	10.25	10.80	11.32
G	10.75	11.30	11.82
H	11.25	11.80	12.32
I	11.75	12.30	12.82
J	12.00	12.55	13.07
K	12.25	12.80	13.32
L	12.50	13.05	13.57
M	12.75	13.30	13.82

Note: All staff will remain on the same step each year of the agreement.

## Head Coaches

## Boys and Girls Sports

Sport	# of Positions	2003-04	2004-05	2005-06
Football	1	6,453	6,776	7,115
Basketball	2	6,453	6,776	7,115
Wrestling	1	6,453	6,776	7,115
Soccer	2	5,260	5,523	5,799
Baseball	1	5,260	5,523	5,799
Spring Track	2	5,260	5,523	5,799
Softball	1	5,260	5,523	5,799
Hockey	1	5,260	5,523	5,799
Cross Country	1	3,647	3,829	4,021
Tennis	1	3,647	3,829	4,021
Cheerleading	1	3,647	3,829	4,021
Winter Track	1	3,647	3,829	4,021
Golf	1	3,647	3,829	4,021

## Assistant Coaches

## Boys and Girls Sports

Sport	# of Positions	2003-04	2004-05	2005-06
Football	5	4,518	4,743	4,981
Basketball	4	4,518	4,743	4,981
Wrestling	2	4,518	4,743	4,981
Soccer	2	3,682	3,866	4,059
Baseball	2	3,682	3,866	4,059
Spring Track	3	3,682	3,866	4,059
Softball	2	3,682	3,866	4,059
Hockey	2	3,682	3,866	4,059
Cross Country	0	3,058	3,211	3,372
Tennis	0	3,058	3,211	3,372
Cheerleading	1	3,058	3,211	3,372
Winter Track	1	3,058	3,211	3,372

Longevity: Given for service to Burlington Township in a given sport either boys or girls.

Years of Service	2003-06
5-7	\$293
8-10	\$439
11-13	\$586
14-16	\$738
17-19	\$879
20-22	\$1,031
23-25	\$1,190

## Schedule G

2003-06

## Co-Curricular Salaries

Group I	# of Positions	2003-04	2004-05	2005-06
Class Advisors	4	\$1,864	\$1,957	\$2,055

Group II	2003-04	2004-05	2005-06
HS Club Advisor	886	931	977
HS Club Assistant Advisor	743	780	819
Elementary Club Advisor	697	732	769
MS Intramurals	886	931	977
SET Head	886	931	977
SET Assistant	743	780	819

Group III	2003-04	2004-05	2005-06
Chaperone - Less than 3 hours	60.32	63.34	66.51
Chaperone - Over 3 hours	75.40	79.17	83.13
Chaperone - No school or over 6 hours	90.49	95.01	99.76
Chaperone - Overnight	105.56	110.84	116.38
Driver Education	36.19	38.00	39.90
Home Instruction	43.73	45.92	48.21
Professional Day	226.21	237.52	249.40
Snack Shack	128.18	134.59	141.32
Substitute for Absent Teacher	43.73	45.92	48.21

Group IV		2003-04	2004-05	2005-06
Department Head	0	1,055	1,108	1,163
Head Teacher	0	4,025	4,226	4,437
Unit Coordinator	3	1,763	1,851	1,944
Cluster Coordinator HS	4	1,763	1,851	1,944
Grade Level Chairperson	8	1,763	1,851	1,944
Computer Trainer Elem.	1	1,763	1,851	1,944
Detention - HS	Per hour	24.55	25.78	27.07
Detention - MS	Per hour	24.55	25.78	27.07
Detention - Elementary	Per hour	24.55	25.78	27.07
Weight Room	Per hour	24.55	25.78	27.07

Group V	# of Positions	2003-04	2004-05	2005-06
Falcon	1	2,189	2,299	2,414
Falcon Crest	1	806	846	889
Newsletter	1	1,970	2,068	2,172
News Assistant	1	1,138	1,195	1,255

## Schedule G

2003-06

## Co-curricular Salaries

Group VI	# of Positions	2003-04	2004-05	2005-06
School Store HS	1	1,185	1,244	1,306
School Store MS	1	915	960	1,008
Student Council HS	1	2,238	2,350	2,467
Student Council MS	1	1,361	1,429	1,500
Yearbook Business	1	2,079	2,183	2,293
Yearbook Editor HS	1	2,813	2,953	3,101
Yearbook Editor MS	1	1,123	1,179	1,238
Yearbook Business MS	1	827	868	912
Yearbook Photographer MS	1	818	859	902
AVA Elementary	2	1,071	1,124	1,181
AVA - MS	1	2,107	2,212	2,323

Group VII	# of Positions	2003-04	2004-05	2005-06
Band HS	1	3,956	4,154	4,362
Band MS	1	1,155	1,213	1,274
Band Assistant MS	1	720	755	793
Band Assistant HS	1	2,344	2,461	2,584
Band Front HS	1	2,521	2,648	2,780
Band Front Assistant	1	1,530	1,606	1,687
Chorus HS	1	1,326	1,392	1,462
Chorus MS	1	811	852	894
Play Director HS	1	1,944	2,042	2,144
Play Associate Director HS	1	1,714	1,800	1,890
Play Assistants	1-3	807	847	890
Musical Director	1	2,324	2,440	2,562
Musical Associate Director	1	1,904	1,999	2,099
Musical Assistants	1-3	942	989	1,039
Sound & Lights - MS	1	1,509	1,584	1,633
Show Choir Director	1	1,749	1,837	1,928
Show Choir Assistants	2	1,086	1,140	1,197

