

AGREEMENT

Between

BORDENTOWN REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION

and

BORDENTOWN REGIONAL EDUCATION ASSOCIATION

Covering

CERTIFIED PERSONNEL

and

SECRETARIES, BUS DRIVERS, AIDES, AND CUSTODIANS

July 1, 2009 - June 30, 2012

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## PREAMBLE

This Agreement, entered into this July 29, 2010, by and between the Board of Education of the Bordentown Regional School District of New Jersey, hereinafter called the "Board," and the Bordentown Regional Education Association, hereinafter called the "Association," represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

## ARTICLE I

### RECOGNITION

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

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

but excluding all supervisory personnel and all hourly rate employees.

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

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

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

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

## **ARTICLE II**

### **NEGOTIATIONS PROCEDURES**

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

## **ARTICLE III**

### **GRIEVANCE PROCEDURES**

- A. Definitions
  - 1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment of a unit member or group of unit members and/or the interpretation, meaning or application of any of the provisions of this Agreement.
  - 2. An "aggrieved person" is the person or persons making the claim.

3. A "party-in-interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

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

C. Procedure

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

objective of resolving the matter by a written decision within five (5) school days after receipt of the written grievance.

4. Level Two

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

5. Level Three

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

6. Level Four

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within thirty (30) calendar days after the grievance was delivered to the Board, the aggrieved person may, within five (5) school days after a decision by the Board or thirty-five (35) calendar days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit its grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance within fifteen (15) school days after receipt of the grievance by the aggrieved.

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

D. Rights of Unit Members to Representation

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

E. Miscellaneous

1. Decisions rendered at Level One (b), Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties.
2. All documents, records and communications between the grievant/Association and the Administration/Board dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants and shall be made available to the Association representative upon request.
3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties-in-interest and their designated or selected representatives, heretofore referred to in this Article.

4. The costs for the services of the arbitrator shall be equally shared by both parties to the Agreement, and any additional costs shall be paid solely by the party incurring such costs.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
6. If a grievance affects a group or class of unit members, and it cannot be resolved by the appropriate principal, the grievance committee may submit such grievance, in writing, to the Superintendent directly; and the processing of such grievance shall be commenced at Level Two.

#### **ARTICLE IV**

#### **MEMBER RIGHTS**

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

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

- B. No unit member shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board or any agent or representative thereof shall be subject to the grievance procedure herein set forth.
- C. No unit member shall be prevented from wearing pins and other identification of membership in the Association or its affiliates if kept within bounds of good taste.

- D. The teacher shall maintain the right and responsibility to determine grades and other evaluations of students within the grading policies of the Bordentown Regional School District. The administrator will show the teacher any changes made on the student's official records and indicate, in writing to the teacher, the reason for these changes. This is to be given to the teacher prior to the first day of the succeeding year.
- E. Unit members shall not be required to drive students in the unit members' own vehicles.
- F. Tenured secretaries and clerks and non-tenured, non-certified unit members shall be subject to reductions in force in accordance with their seniority within the District, including consecutive years of service in the Bordentown City, Bordentown Township or Bordentown Regional High School Districts, when in the judgment of the administration the performance of the affected employees is equal.

## ARTICLE V

### **ASSOCIATION RIGHTS AND PRIVILEGES**

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

- D. The Association shall have the right to use school facilities and equipment including computers, printers, duplicating equipment, calculating machines, and all types of audio-visual equipment, with the approval of the Superintendent, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use as determined by the Board.
- E. The rights and privileges of the Association and its representatives, as set forth in this Article, shall be granted only to the Association as the exclusive representatives of the unit members, as defined in Article I, and to no other teacher association or union.
- F. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty room and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the general school office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, if feasible, but no approval shall be required for materials to be posted in faculty rooms. His/her approval is required for materials to be posted in the general school office.
- G. The Association shall have the option of reasonable use of the intra school mailboxes.
- H. The Board may grant leave without pay to the president of the Association and/or the chairperson of the negotiating team as requested for transaction of Association business during their terms in office.
- I. The Association shall have the right to purchase expendable office supplies and other materials from the Board at the price paid by the Board.
- J. The Association shall have the right to have a representative present at any orientation program for new personnel covered by this Agreement. The Association representative shall be offered the opportunity to welcome the new personnel.

## **ARTICLE VI**

### **BOARD RIGHTS AND RESPONSIBILITIES**

- A. Management Rights  
The Association recognizes that the Board has the responsibility and authority to manage and direct in behalf of the public all the operations and activities of the school district to the full extent authorized by Law. The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and expressed terms of this Agreement.
- B. Management Prerogative  
The Association agrees and recognizes that the Board reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education, to hire, assign, promote, transfer and direct employees

covered by this Agreement or to take disciplinary action against said employees (up to and including discharge) for just cause, to direct school operations, and to take whatever other actions may be necessary to accomplish the mission of the school district except as may be specifically provided by the language of this Agreement.

## ARTICLE VII

### **BOARD STAFF RELATIONS COMMITTEE**

- A. The Board Staff Relations Committee, hereinafter referred to as the BSR Committee, shall consist of three (3) representatives appointed by the Board and five (5) representatives appointed by the Association. The Committee shall meet at least once every 60 days during the school year to explore and prepare action programs for recommendation to Board and/ or Administration for achieving satisfactory personnel policies and procedures which benefit children and unit members, e.g., teaching techniques, curriculum improvement, extracurricular programs, in-service testing, pupil testing and evaluation, philosophy and educational goals of the district, the academic calendar, teacher recruitment, research and experimentation, educational specifications for buildings, to discuss school problems and practices, and to plan an active role in the revision or development of district policy, and other related matters regarding the effective operation of the Bordentown Regional School District.
- B. The BSR Committee shall establish its own rules of procedure and shall be chaired by the Superintendent who shall be responsible for the arrangement and conduct of meetings.
- C. Nothing in this Article shall be interpreted to prevent the BSR Committee from consulting or adding to its number such additional teachers, professional advisors, parents, students, or other persons as the original members herein designated shall determine are desirable and appropriate for said purposes. Such additions shall be mutually agreed upon by both groups.
- D. Nothing in A., B., or C. above shall be interpreted to negate present and/or future Board policy or Board prerogatives.
- E. During the course of this contract, the following will be among issues discussed:
  - 1. Formation of district-wide safety committee

## **ARTICLE VIII**

### **WORK HOURS AND WORK LOAD - CERTIFIED STAFF**

- A. 1. 2009-2010:  
The in-school work year of certified staff employed on a ten-month basis shall be 187 days, 180 workdays of which shall be student school days.
- 2010-2011:  
The in-school work year of certified staff employed on a ten-month basis shall be 186 days, 180 workdays of which shall be student school days.
- 2011-2012:  
The in-school work year of certified staff employed on a ten-month basis shall be 186 days, 180 workdays of which shall be student school days.
- B. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities but they shall not be required to "clock in or clock out" by hours and minutes, but merely to indicate their presence by checking off their names on a sheet maintained in the building administrator's offices.
2. On Fridays and on days preceding holidays or vacations, the teacher unit members' day shall end at the close of the pupils' day. On the above days, staff meetings will be held only in emergencies. Teacher unit members understand that they are to remain on Fridays if Parent Conferences or In-Service Programs are scheduled.
- C. 1. A. Duty-Free Preparation time for Peter Muschal, Clara Barton, MacFarland Intermediate, Bordentown Regional Middle and Bordentown Regional High Schools
- As of July 1, 2009 prep time at each of the schools in the school district shall be as follows:
- Peter Muschal Elem. School and Clara Barton Elem. School (PMES/CBS):
- 35 minute prep daily
  - 30 minute lunch daily
  - 15 prep/planning minutes attached to lunch
  - 80 minutes daily and 400 minutes weekly
- MacFarland Intermediate School (MIS):
- 35 minute prep daily
  - 30 minute lunch daily
  - 15 prep/planning minutes attached to lunch
  - 80 minutes daily and 400 minutes weekly
- Bordentown Regional Middle School (BRMS):
- 90 minute prep three days a week

45 minute prep two days a week

30 minute lunch

Daily minutes differ but weekly 510 minutes

Bordentown Regional High School (BRHS):

80 minute prep three days a week

40 minute prep two days a week

38 minute lunch

Daily minutes differ but weekly 510 minutes

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

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

The parties agree that advisors and coaches will be provided relief of some duty time where needed to help students relative to college pursuits, such as meetings with college coaches and higher education personnel.

The parties agreed to refer this matter to Board Staff in order to develop a Procedure for coaches and advisors to request this time.

4. Staff meetings called by the administration should take place after the normal workday and will be of no more than one hour in duration unless announced at least seventy-two (72) hours in advance. More than one such meeting per month

may be required. If the meeting is to be longer than one hour, the approximate amount of additional time will be specified by the administrator.

- D. 1. The normal in-school workday shall consist of not more than seven (7) hours, which shall include a duty-free lunch period as guaranteed under C.1. above. This time does not include necessary time before and after the workday in accordance with paragraph D.2. below.
- 2. It is recognized that teachers as professional employees spend many hours in addition to the direct contact with students. They, as well as the Board, accept the responsibility for providing the highest quality educational program practicable for every boy and girl in the school district. This responsibility includes:
  - a. Careful daily preparation;
  - b. Attendance at staff meetings;
  - c. Working individually with students for corrective and/or make-up work after school hours as needed by the students and determined by the teacher;
  - d. Conferring with parents at mutually convenient times or when scheduled in the program for all teachers;
  - e. Involvement in committee and coordinating activities as developed by the staff and administration;
  - f. Participation in PTA, open house, and student performances;
  - g. Field trips which are part of the curriculum; and
  - h. Meetings/conferences at other times when mutually agreed upon.
- 3. The regular workweek for unit members shall not exceed five (5) days.
- 4. All certified staff will be required to give sixty (60) calendar days' notice of leaving their employment. This requirement may be waived by the board in emergent situations. The board will give sixty (60) calendar days' notice of mid-contract termination except for disciplinary termination.

## **ARTICLE IX.A**

### **WORK YEAR AND WORK HOURS** **NON-CERTIFIED STAFF--SECRETARIES AND AIDES**

- A 1. The work year for all secretaries shall consist of twelve months, in accordance with the calendar as determined by the Board, with these exceptions: The work year for the general office secretaries at the High School, the Middle School, MacFarland Intermediate School and the High School Assistant Principal's secretary shall be September 1 through June 30 in accordance with the above calendar.
- 2. On teacher in-service days or conference days, the district may provide job related training to secretaries.

- B.
  1. The work year for all Aides shall consist of 184 days. Two of the four workdays shall be dedicated to professional development and the remaining two days shall be applied pursuant to paragraph D.4. of this article.
  2. The work year for Instructional Aides assigned to the Autistic Children Program shall consist of 188 days. Six(6) of the eight(8) work days shall be dedicated to professional development, and two(2) of the days shall be applied pursuant to paragraph D.4. of this article.
  3. The work hours of Autistic Children Program Aides shall be seven(7) hours per day, including a one half hour duty free lunch period.
  4. Autistic Children Program Aides shall be entitled to one fifteen(15) minute break per day, to be scheduled by the teacher-in-charge and the Aide.
  5. Autistic Children Program Aides must be the holders of a county substitute certificate (60 college credits).
  6. Additional training may be required and will be provided during the summer months at the per diem rate of pay.
  7. Autistic Children Program Aides' salary guide shall be 1.065 x the Aides' salary guide.
  
- C.
  1. The work hours of secretaries shall be seven and one-half (7-1/2) hours per day, including a one-half (1/2) hour duty-free lunch. Overtime pay shall be provided at one and one-half (1-1/2) times the employee's hourly rate of pay [daily pay divided by seven (7)] for each hour over 40 per week. Secretaries who work on Memorial Day, Labor Day or July 4th shall receive two (2) hours pay for each hour worked.
  2. Secretaries may leave at the same time as the students on the day before Thanksgiving, the day before winter recess and the day before the spring recess.
  3. During July and August, secretaries will work thirty-three-and-three-quarters (33.75) hours per week, including a one-half (1/2) hour duty-free lunch, to be scheduled by the administration.
  4. Secretaries shall be entitled to one fifteen (15) minute break per day, to be taken in the morning. Said break is to be scheduled with the appropriate administrator.
  5. Secretaries shall not be required to clock in or out by hours and minutes, but merely to indicate their presence by checking off their names on a sheet maintained in the building administrator's office.
  
- D.
  1. a. The work hours of aides shall be six and one-half (6 ½) hours per day, including a one-half (½) hour duty-free lunch. Classroom Aides assigned to Block schedules or other Aides assigned to work a seven (7) hour workday, shall receive salary prorated to reflect the additional half hour (½) hour worked.
  - b. The duties of general aides shall be primarily cafeteria and playground duties and secondarily other duties as assigned by the building administrator.
  2. Aides may leave at the same time as teachers on Fridays and all days before holidays or vacations.
  3. Aides shall be entitled to one fifteen (15) minute break per day, to be scheduled by the teacher-in-charge and the aide.

4. On in-service half-days, aides are free to leave the building once all students are gone and administration has been notified. Aides must remain for duty on days parent conferences are scheduled and during those half days scheduled at the end of the work year. To meet the needs of the district, or upon agreement between the principal and the aide, days referred to in this provision may be switched or exchanged on a day-for-day basis. On teacher in-service days or conference days, the district may provide job-related training to aides pursuant to above.
  5. Aides shall not be required to clock in or out by hours and minutes, but merely to indicate their presence by checking off their names on a sheet maintained in the building administrator's office.
- E. All non-certified staff will be required to provide thirty (30) days' notice of leaving their employment. This requirement may be waived by the Board in emergent situations. The Board will give thirty (30) calendar days' notice for a mid-year termination, except for a disciplinary termination.
- F. 1. Twelve-month secretaries shall be entitled to the following paid vacation days, to be scheduled and approved by the supervisor and the Superintendent.
- |                                |                 |
|--------------------------------|-----------------|
| a. 1-5 years of service.....   | 11 working days |
| b. 6-8 years of service.....   | 13 working days |
| c. 9-15 years of service.....  | 16 working days |
| d. 16-19 years of service..... | 18 working days |
| e. 20 years and over.....      | 21 working days |
2. Vacation days are awarded as of July 1 of the year following initial contract. Vacation time earned in the first year will be prorated based on percentage of time worked. (e.g., someone hired in September would receive 75% of vacation days the first year.) Employees may accrue up to one year's worth of vacation as of June 30 of any year. The vacation allowance provided on July 1 of any year is any addition to the maximum accumulated as of June 30 of any year. Under certain circumstances, when vacation cannot be used (e.g., extended illness), there can be an extension of the timeframe for using accumulated vacation with the approval of the Superintendent.
- G. In cases of delayed opening, secretaries are to report for duty as soon as possible; they may leave with the students in the event of early closing due to inclement weather after the building has been cleared following the arrival of district transportation. This provision does not apply to closings due to extreme heat. Secretaries will not be responsible to work when school is closed for inclement weather.

## ARTICLE IX.B

### WORK YEAR AND WORK HOURS

#### NON-CERTIFIED STAFF--CUSTODIANS AND MAINTENANCE PERSONNEL

A. WORK SCHEDULE (daily)

1. Day Custodians 8 hours plus 1/2-hour lunch
2. Night Custodians 8 hours plus 1/2-hour dinner (\$.31 per hour shift differential)
3. Maintenance Custodians 8 hours plus 1/2-hour lunch

SUMMER SCHEDULE (July 1 - August 31)

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

HOLIDAY SCHEDULE

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

B. SALARY AND OVERTIME

1. Contracted salary is for forty (40) hours per week - on guide negotiated with the Board of Education. Custodians will be paid on the 15<sup>th</sup> & 30<sup>th</sup> of the month, subject to Article X,E.1&2.
2. All overtime will be paid by the Board of Education at the rate of time and one-half, prorated on the salary of the individuals involved. Overtime shall be paid for all school or non-school functions when it is necessary for the employee to exceed forty (40) hours per week or over eight (8) hours per day. Double time will be paid for overtime for non-school-related groups if the group is billed for services by the Board of Education.
3. Double time will be paid for snow removal on Sunday and for work during a "state of emergency". For this article, state of emergency is defined as (*Declaration of a state of emergency by executive order as issued by the Governor of New Jersey wherein only those personnel providing essential services will be permitted on the roads.*) On days that school is closed due to inclement weather (snow), custodial staff will be notified of the status of their workday and the district expectations (i.e., delayed opening and unit member arrival time). Unit members shall be able to leave following approval of the Supervisor of Buildings and Grounds, with pay, upon completion of snow removal.
4. Double time will be paid for overtime for non-school related groups if the Group is billed for services by the Board of Education.
5. When overtime is required and there are no volunteers, the Supervisor of Buildings and Grounds shall assign the overtime on a rotating basis starting with the lowest qualified person according to the seniority list by building.
6. Overtime payments will be included in regular checks.

7. An employee called back to work at a time not contiguous to the regular workday schedule shall receive a minimum of three (3) hours' compensation. This article does not apply to scheduled building checks or when an Employee is called back due to shift error.

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

D. LUNCH PERIOD

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

E. HOLIDAYS

Each custodian will be permitted the following holidays:

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

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

F. VACATION PERIODS

1. Vacations are provided for as follows, and must be scheduled and approved by the Supervisor of Buildings and Grounds and the Business Administrator.

a. 1-5 years' service.....	11 working days
b. 6-8 years' service .....	13 working days
c. 9-15 years' service.....	16 working days
d. 16-19 years' service.....	18 working days
e. 20 years and over.....	21 working days

2. All custodians and maintenance staff members must have vacation time approved by the supervisor. No vacations will be allowed, except by special permission of the Superintendent, during the last two (2) weeks of August or the first week of September.

3. Vacation days are awarded as of July 1 of the year following initial contract. Vacation time earned in the first year will be prorated based on percentage of time

- worked. (E.g., someone hired in September would receive 75% of vacation days the first year.)
4. Vacation days are awarded as of July 1 of the year following initial contract. Vacation time earned in the first year will be prorated based on percentage of time worked. (e.g., someone hired in September would receive 75% of vacation days the first year.) Employees may accrue up to one year's worth of vacation as of June 30 of any year. The vacation allowance provided on July 1 of any year is any addition to the maximum accumulated as of June 30 of any year. Under certain circumstances, when vacation cannot be used (e.g., extended illness), there can be an extension of the timeframe for using accumulated vacation with the approval of the Superintendent.
  5. Upon approval no more than two (2) custodians per building per shift or two (2) maintenance personnel per district will be allowed to take vacation of over two (2) days at the same time.

## **ARTICLE IX.C**

### **OTHER CONDITIONS OF EMPLOYMENT** **CUSTODIANS AND MAINTENANCE PERSONNEL**

- A. The Board of Education will provide \$200 for clothing to be purchased through the District. Arrangements shall be made through the Supervisor of Buildings and Grounds for all clothing purchases. The employee is required to wear the District uniform during the school year. The employee will be issued \$120 annually for work shoes. The employee is responsible to wear protective shoes daily all year. The shoes must meet safety standards established by the District.

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

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

Every custodian must obtain a boiler license by the end of the first full year of employment. Currently contracted employees are grandfathered.

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

## **ARTICLE IX.D**

### **WORK YEAR, WORK HOURS AND RESPONSIBILITIES** **NON-CERTIFIED STAFF-BUS DRIVER AND AIDES ON BUSES**

#### **A. SUPERVISION AND WORK ASSIGNMENT**

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

#### **B. WORK SCHEDULE**

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

#### **C. MISCELLANEOUS – ALL RUNS SCHOOL YEAR**

1. The seniority list will be reviewed annually by the Supervisor and presented to the Association.
2. On the last Monday in August of each school year, all contracted bus runs will be posted and bid on according to seniority. If a driver must be absent, it will be his/her responsibility to have another driver pick their desired run. If no pick arrangement or call out is made, the absent driver or drivers will be assigned the last remaining run or runs by the Transportation Supervisor. Openings after the beginning of the school year will be assigned by the Transportation Supervisor.
3. Drivers and aides are contracted by hours, not by routes. Routes are subject to change as conditions require. Drivers will need to do a trial run before the start of their contract as per the appropriate school calendar. Drivers will be paid at substitute rate for this time.
4. Drivers whose runs are not scheduled on a specific day shall, upon request, be called to substitute. These drivers shall be paid at substitute rate. Days worked as a substitute do not count toward fulfillment of 180-day contract.

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

**D. BUS OPERATORS – DAILY RESPONSIBILITIES**

1. Report at least 15 minutes prior to scheduled departure time, allowing sufficient time to perform vehicle inspection, complete State mandated check list, fill out mileage sheets and be on time for contracted route. The pre-trip inspection time is part of the contracted four-hour day.
2. Sweep out bus on a daily basis. Drivers and aides are required to maintain cleanliness on the bus at all times.
3. Attend all meetings called by the State Department of Education (Transportation), County Superintendent Transportation Supervisor, Business Administrator or Superintendent.
4. Follow only those routes and stops approved by the Board of Education and County Superintendent of Schools.
5. Complete State mandated daily checklist neatly and completely front and back.
6. Any mechanical problem must be reported to the Mechanic immediately on an approved work order form and must correlate with the State mandated checklist.
7. All disciplinary problems must be reported, on a provided form, to the Transportation Office and the Building Principal or designee of the school which the student attends within 24 hours of the occurrence.
8. Any accident, regardless of how minor, involving a vehicle or a passenger on any vehicle, must be reported immediately to the Transportation Supervisor, followed by completion of a written accident report upon return to the Transportation yard. Forms are provided in the Transportation office. No bus directly involved in an accident is to be removed from an accident scene until an investigation is made by the proper police authorities and their permission is granted to move the bus.
9. Smoking is not permitted on the bus at any time. Eating and drinking are not permitted on the bus while transporting students. Cell phone use is prohibited when students are on the bus, except in the case of an emergency when the use of the radio would be inappropriate.
10. A daily transportation report will be kept on a form provided and will include miles and tenths for runs and the school(s) involved.

11. Fuel bus at one-half tank or as assigned.
12. Drivers and aides shall be responsible for checking to see that no children or articles are left on the bus

## **ARTICLE IX.E**

### **OTHER TERM AND CONDITIONS** **NON-CERTIFIED STAFF-BUS DRIVER AND AIDES ON BUSES**

#### **A. EMPLOYMENT**

1. A substitute driver can gain driver seniority at the rate of two (2) years of substitute driving work equaling one (1) year of seniority, provided the substitute has worked at least 90 days per year. The seniority is accrued when a regular contract is accepted. All years served as a bus driver will be directly accrued. Aides do not accrue driver seniority, but accrue seniority as aides at the same rate as a driver. Years served within the transportation department in a position which requires a bus driver's license will accrue seniority at the rate of one (1) year = one (1) year of driving seniority. In all cases, initial placement on the guide at the time of employment will be at the discretion of the Board of Education.
2. The Board of Education shall repay all fees levied on drivers by the state for testing, upgrades, renewals, fingerprints (every four years) and license after a driver has been employed for sixty (60) days. A driver hired by the District holding the necessary credentials (licenses and endorsements) shall not be reimbursed until the time of renewal.
3. A physical examination shall be required of all new employees and every two years thereafter as required by law. Employees will have the option to have the physical done by the school physician, at Board expense, or they may choose a doctor of their choice and pay the applicable fee charged by their insurance carrier and will not be reimbursed by the Board for any charge or copayment involved. A T.B. test will be administered at the Board's expense as required.
4. Thirty (30) calendar days' termination notice is required by either party.
5. Any motor vehicle violation is the responsibility of the driver, and further action will be taken in accordance with Section B. All motor vehicle fines for incomplete/incorrect paperwork for which the driver is responsible will be assessed to the individual driver.
6. An aides' seniority list will be established for mid-day, extra or summer work and shall have no bearing on regular contracted runs. This list shall apply only when all factors are viewed as equal in the eyes of the administration. The Transportation Supervisor and business Administrator will have the right not to grant a mid-day, extra or summer run to an aide who chooses it from seniority and is not suited for the run.
7. Reduction in force will be accomplished on a seniority basis.

**B. SUSPENSIONS**

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

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

**C. WORKING CONDITIONS**

1. All extra runs must be posted no later than 9:00 a.m. on the morning of the event whenever possible, unless it is an emergency situation, and all drivers given the opportunity to sign up for the work. All emergency slips are to be dated and time stamped and show when the work will be assigned. Runs will be assigned on the basis of seniority to drivers under the twenty (20) hour per week straight time extra pay limit whenever possible. All mid-day runs, whether contracted or not, will count toward the twenty (20) hours. Seniority lists developed by the operators' unit will be used for the purpose of run assignment, selection, etc.
2. Failure to report for an extra run may result in ineligibility to sign up for extra work for a minimum of one month. Repeat violations will result in ineligibility for the remainder of the school year. Extenuating circumstances will be reviewed individually.

**D. CLOTHING ALLOWANCE**

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

**E. MISCELLANEOUS**

1. Drivers in training (for license and learning runs) will receive Federal minimum wage per hour during this period. Regular contracted drivers serving as new driver trainers will receive their regular contracted rate for all training runs.
2. Drivers for extra pay runs will be paid one (1) hour for any extra work which is cancelled after the bus driver's arrival. If drivers/aides report to work as

scheduled and school is cancelled or delayed upon their arrival, they will be paid one (1) hour contract rate pay.

3. On half-days when drivers and aides are required to return in addition to their AM/PM run, pay shall be at contracted hourly rate prorated for actual time worked, after a guaranteed minimum of (1/2) one-half hour. All time worked on half days counts toward the four hour requirement, and only time in excess of contracted four hours will be paid.
4. Extra pay shall be paid for all hours worked over and above four hours per day for runs other than contracted runs. Drivers will report at least fifteen (15) minutes early for High School, Middle School, Clara Barton, Peter Muschal, MacFarland and runs after school hours.
5. Drivers' and aides' regular contracted runs are scheduled for 180 days in accordance with the calendar of the school where the students on their run are transported. In the event that a conflicting calendar requires a driver to work in excess of 180 days, that driver and/or aide shall be paid their contracted rate for the actual time worked on additional days, with a minimum of one (1) hour paid.
6. Unpaid leave Thirty (30) calendar days' notice is required for an unpaid leave. An unpaid leave is considered an absence and not counted toward seniority when it exceeds ninety (90) days in a school year.
7. Any job vacated for ninety (90) days will be filled by a contracted employee.
8. If a regular contracted driver on an out-of-district approved bonus pay run is pulled off his/her run due to an administrative decision, said driver will not lose the bonus pay.
9. Contracted substitute drivers will be placed on the appropriate step of the salary guide.
10. Any member of the Transportation Department shall have the right, upon request, to review the contents of his/her personnel file. After review, the member has the right to request removal and/or respond in writing to material contained therein, and such response shall be included in the file. Copies of material in a member's personnel file will be supplied within twenty-four (24) hours to the member concerned at the members on expense if requested in writing. The determination for retention of documents (other than the written answers referred to above) in personnel files resides with the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.

## **ARTICLE X**

### **SALARIES**

A.

1. Each unit member shall be placed on his/her proper step of the salary schedule in each year of this Agreement in accordance with this Article.
2. Unit members with 10-month contracts shall receive one year's credit on the schedule for each year of service credited to them as of July 1, 1982, and for each year thereafter in which they work more than 120 days.

3. A unit member with a 10-month contract who works 90-120 days shall receive 1/2 step credit. A 10-month-contracted unit member who works less than 90 days shall obtain no advancement on the salary schedule.
4. Unit members with 12-month contracts shall receive one year's credit on the schedule for each year of service credited to them as of July 1, 1982, and for each year thereafter in which they work more than 150 days. An employee who works between 115 days and 150 days shall receive 1/2-step credit. An employee who works less than 115 days shall obtain no advancement on the salary schedule.
5. Unit members shall have the option of direct electronic deposit of paychecks. Unit members can enroll in such plan once per year. Enrollment forms must be submitted to the Board. The parties agree that they are bound to bank rules with respect to direct deposit of paychecks.

B.

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

C. The salaries of all secretaries covered by this Agreement are set forth in Schedule C and Schedule D, and the salaries of all aides covered by this Agreement are set forth in Schedule E, all of which are attached hereto and made a part hereof.

D. The salaries of all custodians and maintenance personnel covered by this Agreement are set forth in Schedule F which is attached hereto and made a part hereof. The salaries of all bus drivers covered by this Agreement are set forth schedule G., which is attached hereto and made a part hereof.

- E. 1. Unit members shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Paycheck distribution will be based on 20 equal pays for ten (10) month employees and 24 equal pays for twelve (12) month employees.
2. When a payday falls on or during a holiday or weekend, unit members shall receive their paychecks on the last previous working day. For the winter and spring recess, checks will be deposited for use on the preceding weekday if the 15<sup>th</sup> or 30<sup>th</sup> falls on a weekend.

F. Unit members on a 10-month contract shall receive their final paychecks on their last contracted working day in June.

G. Leave shall be granted for jury duty with compensation amounting to the difference between the income for jury duty and the regular salary. Unit members subpoenaed to appear in court shall not receive pay deduction, but shall have the time charged against

their personal leave, except that if the court appearance involves testimony by the employee regarding actions taken in his or her official capacity as an employee of the District with regard to a pupil or parent, the time shall not be charged against the employee's personal leave.

- H. The Board shall pay the full cost of expenses incurred in connection with any courses which an aide or secretary is required and/or requested by the Administration to take.
- I. Following their initial contract, part-time teachers will receive a full incremental step raise for a full year of employment, and their new contract shall be prorated equivalent to the percentage of time worked.

Part-time employees' salaries shall be prorated according to hours worked per week.

- J.
  - 1. Teachers will receive payments for graduate courses that have been completed with grade B, or better. (See Schedule A -- Graduate Credit Scale.)
  - 2. Adjustments to the salaries of professional staff members for graduate credit advancement including the Masters step shall be made during the months of October and/or March and prorated to the prior month. Staff members will be required to present transcript evidence of successful completion of graduate work to the Superintendent during the months of September and/or February.
  - 3. Conference for the approval of graduate study can be requested with the Superintendent at any time. In general, the following graduate credits shall be approved:
    - a. Credits received while matriculated in a graduate program;
    - b. Credits received in the field of education;
    - c. Credits received which are in the same educational area as the instructor is teaching, e.g., history courses for history teachers;
    - d. Special dispensation may be given to those teachers taking undergraduate credits for specialized areas, e.g., modern math courses for teachers of mathematics.
  - 4. At the time of application, new employees shall inform the Superintendent, in writing, of all graduate credits obtained prior to employment and the Superintendent shall make a recommendation to the Board which shall determine which credits may be utilized pursuant to H.3 above.
  - 5. Credits for course work taken prior to July 1, 1982, while employed by the Bordentown Regional High School Board of Education for which tuition reimbursement was granted by the Board will not be counted toward the accrual of credit toward all the increments set out in Schedule A--Graduate Credit Scale, but shall only count toward the Bachelor's + 30, Master's or Master's + 30 increments.
  - 6. Employees shall be credited in the Bordentown Regional School District for all graduate courses for which they were credited in the Bordentown Township, Bordentown City or Bordentown Regional High School Districts prior to July 1, 1982, whether or not they meet the criteria discussed in H.3 above.

- K. Longevity payment shall be granted to secretaries and aides after 15 years of service in the District, and additional longevity payment shall be granted to secretaries and aides after 20 years of service to this District, in addition to their regular base salary. This shall include years of service in Bordentown Regional High School District, Bordentown City School District and Bordentown Township School District.
- L. Certified unit members employed by the Board for Summer School, Curriculum Research, or other capacities will be paid at the rate of \$34.50/hour or \$691/week for a 20-hour week .
- M. Teachers assigned to Homebound Instruction and to College Board Tutoring will be paid at \$34.50.
- N. Teachers accepting assignments to do computer work or detention monitoring during non-school hours will be paid \$27.60.
- O. Unit members assigned to any chaperone assignments will be paid \$45.90 per event. This refers to such events as dances.
  - 1. Following is compensation for athletic events:
    - a. ½ of \$45.90 for ticket sellers
    - b. \$45.90 for security. This is for an entire evening, regardless of the “level” of the games.\*
    - c. \$55.90 for game announcers/clock operators for the entire evening, regardless of the “level” of the games.\*
    - d. \$63.90 for site manager for the length of the evening
      - Yearly site manager/supervisor/athletic coordinator:
      - BRHS \$10,000      Fall \$2,750, Winter \$4,500, Spring \$2,750
      - BRMS \$5,000      Fall \$1,667, Winter \$1,667, Spring \$1,667

\*Note: The only time that a double stipend is permissible is if there are three or four varsity events during that same day or evening. An example of this would be wrestling quad meets or a holiday basketball tournament, which might include four games. The stipend for those events would be double the stipend listed. There **cannot** be triple or quadruple stipends for events that occur during the same day or evening.

- P. Whenever a teacher is required to cover a class due to the unavailability of a substitute, such teacher shall be paid if the covering teacher loses his/her preparation time. The hourly rates of pay shall be \$34.50. Volunteers for class coverage will be solicited at the beginning of the school year, and the order of assignment to cover a class shall be as follows:

1<sup>st</sup> Volunteers who are certified to teach the subject matter of the class to be covered

2<sup>nd</sup> Non-volunteers who are certified to teach the subject matter of the class to be covered

3<sup>rd</sup> Volunteers who are not certified to teach the subject matter of the class to be covered

4<sup>th</sup> Non-volunteers who are not certified to teach the subject matter of the class to be covered

- Q. Unit members required to travel between buildings in their personal cars shall be reimbursed per the rate established in Board policy.
- R. The Athletic Trainer shall be paid as follows: 1.15 times the appropriate step on the B.A. column plus the appropriate graduate-credit adjustment.
- S. On in-service days, the Superintendent/designee shall determine time allocated for nurses to prepare for the opening of school in order to meet NJDOE mandates and regulations as provided in NJAC 6A.
- T. Runs for special education extended school year programs will be paid at regular contracted rate.
- U. Extra pay will be paid on regularly scheduled paydays provided proper vouchers have been filed on time and these must be approved by the Transportation Supervisor and Business Administrator.
- V. Drivers in training (for license and learning runs) will receive federal minimum wage per hour during this period. Regular contracted drivers serving as new driver trainers will receive their regular contracted rate for all training runs.

## **ARTICLE XI**

### **EMPLOYEE ASSIGNMENT**

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

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

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

A listing of all positions that become available in the District during the school year shall be posted in the teacher rooms, and a copy shall be given to the Association. This includes teaching, administrative and extracurricular activities.

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

A listing of positions in the bargaining unit that become available in the District during the school year shall be posted in the staff lounge, and a copy shall be given to the Association.

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

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

D. Reduction in Force

1. On or before March 30 of each year, the Board will inform the Association of any anticipated reduction in unit member positions to be effective the following September. If a decision to reduce the work force becomes necessary at any other time during the year, the Board will inform the Association at least thirty (30) days prior to the effective date of such reduction.
2. The Association may submit concerns or alternative suggestions regarding the above to the Board through the Administration or via the Board/Staff Relations Committee.
3. Individuals recommended for dismissal or non-renewal due to a reduction in force shall be notified by the Superintendent at least ten (10) workdays in advance of the official Board action on same, or in case notice is not provided, the employee shall receive the equivalent number of days pay (i.e., 7 days notice is given, 3 days pay shall be paid.)

## **ARTICLE XII**

### **EVALUATION PROCEDURE - CERTIFIED STAFF**

- A. There will be a minimum of three (3) observations for each non-tenured staff member and a minimum of one (1) observation for each tenured staff member. Differentiated Evaluation is an optional technique and procedure that can be used.

- B. A written report of the observation shall be distributed to the staff member involved by the appropriate administrator within five (5) working days of the formal observance.
- C. Conference between the individual teaching staff member and the appropriate administrator shall be held within ten (10) working days of the receipt of the observation report; however, the conference date may be set by the administrator at the time of issuance of the observation report.

A minimum of twenty-four (24) hours shall be between receipt of the observation report and the observation conference.
- D. There will be a minimum of five (5) calendar days between the observation conference and the next formal observation.
- E.
  - 1. Whenever the work performance of a teacher is monitored or observed, it shall be conducted openly. The use of eavesdropping, public address, audio, and similar surveillance devices shall be strictly prohibited.
  - 2. A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators at least one day before any conference to discuss it. Discussion of any observation or visit shall be held privately. Evaluation reports shall be placed into the teacher's file or otherwise acted upon after the conference.
- F. Any complaints made to any member of the Board or administration, if relied upon by the Board or administration for specific action regarding a teacher, shall be called to the attention of the teacher in writing.
- G. Any question or criticism by an administrator, Board member(s) or the Board in Toto, of a teacher and his/her instructional methodology shall be made in confidence and not in the presence of students, parents, or at any other public gathering. Likewise, any criticism of a supervisor, administrator, Board member(s) or the Board in Toto shall be made in confidence and not in the presence of students, parents, or at any other public gathering. The exception is that a teacher, administrator or Board member shall be free to speak openly at any conference concerning his/her child.
- H. Whenever a teacher is required to appear before the Superintendent, Board or any committee thereof, concerning a discontinuation of that teacher in his/her office, position or employment, or the salary or any increments pertaining thereto, then s/he shall be given prior written notice of the intent of such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of a teacher pending charges shall be with pay.
- I. No material derogatory to a unit member's conduct, service, character or personality shall be placed in his/her personnel file unless the unit member has had an opportunity to

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

- J. Final evaluation of a unit member upon termination of his/her employment shall be concluded prior to severance and no documents and/or other material derogatory to the unit member's conduct, service, character or personality shall be placed in the personnel file of such employee after severance unless the employee has been notified of the intent to do so and has been given an opportunity to review the material. The unit member shall acknowledge that s/he has had the opportunity to review such material by affixing his/her signature to the copy to be filed or, if it is impossible for the teacher to review the actual copy to be filed, to a form supplied by the administration attesting to the fact that s/he has had an opportunity to review a copy of the materials to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof.

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

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

### **ARTICLE XIII**

#### **EVALUATION PROCEDURE - NON-CERTIFIED STAFF**

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

the Superintendent. A written answer shall be removed only when the material to which it is attached is removed.

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

## **ARTICLE XIV**

### **EMPLOYEE FACILITIES**

- A. An appropriately furnished and air conditioned room shall be reserved for use as an employees' room and work area in each building. The users shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said room. It shall be regularly cleaned by the school's custodial staff.
- B. Well-lighted and clean rest rooms, separate for each sex and separate from the students' rest rooms, shall be provided with keys furnished for each unit member, except in the Clara Barton School, where such facilities are not available.
- C. The Board shall be responsible for providing the following:
1. Space in each classroom in which teachers may store instructional materials and supplies;
  2. Vending machines in the rooms which become the responsibility of the Association;
  3. A serviceable desk and chair for the use of each unit member; and
  4. Free and adequate off-street, paved parking facilities, available on a building basis. The Board will request the appropriate municipal authorities to patrol such parking lots with police cars on a regular basis.
- D. In order to permit freedom of access both during and after regular school hours, all teachers, upon request, may be given keys to the faculty room, teacher work area, and interior hallway gates of their base school.
- E. In areas reserved for staff, there shall be available, for staff use only, computers, printers, and scanners, to be maintained in good working condition by the Board.

## **ARTICLE XV**

### **SICK LEAVE POLICY**

- A. Sick leave is defined to mean the absence of any person from his/her post of duty because of personal disability due to illness or injury, or because of exclusion from school by the school district's medical authorities as a result of contagious disease, or by being quarantined for disease in the immediate household.
- B. All certified unit members employed shall be entitled to twelve (12) cumulative sick leave days as of the first official day of said school year whether or not they report for duty on that day. Certified unit members employed for less than a full school year shall be entitled to sick leave in proportion to the time employed. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- C. All non-certified unit members employed on a twelve (12) month basis shall be entitled to thirteen (13) days paid sick leave per year. Other non-certified unit members working less than twelve months shall receive twelve (12) days paid sick leave per year. Sick leave for secretaries, custodians and maintenance personnel shall be effective as of July 1 of each year, and as of September 1 of each year for aides and bus drivers. Non-certified unit members employed for less than a full school year shall be entitled to sick leave in proportion to the time employed. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- D. All unit members who are employed less than full-time shall receive sick leave benefits at the same rate as the percent of employment. As an example, a teacher who is contracted to work half-time will be entitled to half of the sick leave days (6) which is 12 half-days.
- E. Pay for Unused Sick Leave
1. Reimbursement is \$40 per day for all bargaining unit members.
  2. Unit members must have a bank of a minimum of twenty-five (25) days accrued to be eligible for reimbursement, and upon reaching eligibility, all days will qualify for payment.
  3. At the option of the unit member, such payment may be divided into three (3) equal payments, with the first payment on the first July 15 after the retirement or leaving the system, the second payment on the next July 15, and the third payment on the third July 15.
    - a) If the reimbursement amount exceeds \$6,000.00, such payment must be divided into three (3) equal payments, with the first payment on the first July 15<sup>th</sup> after retirement or leaving the system after ten (10) or more years of service in the district, the second payment on the next July 15<sup>th</sup> and the third

payment on the third July 15<sup>th</sup>.

Beginning July 1, 2004, sick day payment is available for those returning retiring from the district or for those leaving the district after ten years of service.

Beginning with July 1, 2004, employees who leave the district will be eligible for the above if they leave the district with ten or more years of service in the district.

4. In the event of the death of a certified staff member, secretary, aide, custodian, bus driver and bus aide while under contract, the Board shall pay the employee's estate a sum for accumulated unused sick leave days in accordance with the above.
5. A bonus of \$300 will be paid to each custodian and maintenance person and bus driver who has had no absences except for bereavement leave, vacation, one (1) personal leave day under paragraph A.3. of this Article, and one (1) family illness day under paragraph A.2. of this Article, in each contract year.

## **ARTICLE XVI**

### **TEMPORARY LEAVES OF ABSENCE**

- A. Unit members shall be entitled to the following temporary non-cumulative leaves of absence with full pay each school year:
  1. Death in immediate family (up to five (5) days per occurrence). Immediate family shall mean spouse, parent, child, brother, sister, grandparent, mother/father-in-law, brother/sister-in-law, son/daughter-in-law, and other household members;
  2. Illness in nuclear family (up to three (3) days maximum per year). Nuclear family shall mean parent, spouse, child, and household members.
  3. Up to three (3) days personal leave maximum per year, or up to four (4) days for twelve (12) month secretaries:
    - a. Certified staff shall submit a request for approval to the Building Principal at least twenty-four (24) hours in advance; custodians and maintenance personnel shall submit a request for approval to the Supervisor of Buildings and Grounds at least twenty-four (24) hours in advance.
    - b. Will not be granted on days immediately preceding or following scheduled holidays. Also, will not be granted at a time when absence may seriously hinder the overall operation of the school, e.g., opening day, closing day, conference days, etc. An exception may be provided if the reason for the leave was an unforeseeable emergency, or if it is absolutely impossible to schedule the matter on another day. Such requests shall have the reasons for such leave stated and be subject to approval by the administration.

Leave to attend the funeral of a person not in the immediate family shall be an acceptable reason under this section;

- c. Approved "emergency" days may be granted with less than 24 hours notice, with reasons stated and approved, including the reason of death in other than the immediate family.
  - d. Unused personal days shall be converted for credit as sick leave under the provisions of Article XV of this Agreement.
4. Visitation days, conferences, conventions, etc., may be granted upon written request with approval of the Building Principal.
5. Up to two (2) additional days may be allowed for certified staff, secretaries, and aides, less substitute pay, after the days allowed under A.3. have been taken. This provision does not apply to custodians, maintenance, bus drivers or bus aides personnel. Days under this section may not be taken on consecutive work days with personal leave under paragraph A.3. of this Article. An exception may be provided if the reason for the leave is an unforeseeable emergency, or if it is absolutely impossible to schedule the matter on another day. Requests for an exception under this section shall have the reasons for such leave stated and shall be subject to approval by the administration.
6. Provisions:
- a. It is expected that the unit member will notify the Building Principal, or Supervisor of Buildings and Grounds, as appropriate, at least twenty-four (24) hours in advance except in emergencies;
  - b. Absence beyond provisions will be with loss of pay;
  - c. A day's pay is considered 1/200 of a teacher's annual salary and 1/10 of a two (2)-week salary check for non-certified staff.
- B. Leaves taken pursuant to Section A. above shall be in addition to any sick leave to which the unit member is entitled.
- C. Unit members accompanying students on school trips or otherwise acting in a capacity representing the school at an educational function will not be considered absent.

## **ARTICLE XVII**

### **EXTENDED LEAVES OF ABSENCE**

- A. The Board agrees that up to two (2) unit members designated by the Association shall, upon request, be granted a leave of absence without pay for one school calendar year for the purpose of engaging in activities of the Association or its affiliates, provided notice is received by June 1 preceding the said school year.

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

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

- 1. The Board may remove any pregnant unit member from her duties on any one of the following bases:
  - a. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if:
    - (1) the pregnant unit member fails to produce a physician's certificate that she is medically able to continue working; or
    - (2) the Board's physician concludes that the pregnant unit member is unable to continue working.
  - b. Any other just cause that is found to exist in NJSA Title 18A.
- 2. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to pregnant unit members on the same terms and conditions governing leaves of absence for other illnesses or medical disabilities, as set forth in NJSA Title 18A:30-1 et seq.
- 3. Any tenured or non-tenured unit member seeking such leave shall apply to the Board thirty (30) school days prior to the beginning of leave. At the time of application the unit member shall specify in writing the date on which she wishes to return to work after birth. The Board may require any teacher to produce a certificate from a physician in support of the requested leave date. The physician's certification is subject to agreement by the Board's physician. Where medical opinion is supportive of the leave dates requested, such leave shall be granted by the Board, except that the Board may change the requested dates upon finding that the grant of a leave for the dates stipulated and medically confirmed would substantially interfere with the administration of the school. Following the grant of such leave to any unit member, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the unit member to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time except that the Board may alter the requested dates upon finding that such extension or reduction would substantially interfere with the administration of the school and/or disrupt

program, and provided that such date change is not medically contraindicated. The Board may require any unit member to produce a physician's certificate in support of the requested change and is subject to agreement by the Board's physician.

4. Upon return from a maternity leave of absence, the unit member shall be reinstated in her same position or a similar position for which she is certified.
  5. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period so long as the non-renewal of employment is not based solely upon a condition or pregnancy or childbirth.
  6. Advancement on the salary guide shall be based upon the date of commencement of the leave of absence.
    - a. The certified unit member will be granted a full step on the salary guide if she works more than 120 teaching/working days and one-half step if she works between 90-120 days. Working fewer than 90 days shall result in no advancement on the salary guide.
    - b. A non-certified unit member with a ten-month contract will be granted a full step on the salary guide if she works more than 120 working days and one-half step if she works between 90-120 days. Working fewer than 90 days shall result in no advancement on the salary guide.
    - c. A non-certified unit member on a twelve-month contract will be granted a full step on the salary guide if she works more than 150 work days and one-half step if she works between 115-150 days. Working fewer than 115 days shall result in no advancement on the salary guide.
  7. With respect to extension of leave, no such leave for a non-tenured unit member shall be extended beyond the end of the year in which the leave is to commence. For a tenured unit member, no such leave shall be extended beyond a period of 24 calendar months from the date on which said leave is to commence.
- E. Any unit member adopting an infant child may receive similar leave which will commence upon his/her receiving de-facto custody of said infant, or earlier if necessary to fulfill the requirement for adoption.
- F. A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the unit member's immediate family. Additional leave may be granted at the discretion of the Board.
- G. 1. The Board shall grant a leave of absence without pay of one-half school year to a unit member to campaign for public office for him/herself or for another candidate. Such leaves shall be available to an individual no more than once in

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

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

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

## **ARTICLE XVIII**

### **SABBATICAL LEAVES**

- A. A sabbatical leave may be granted to a teacher by the Board for study, including study in another area of specialization, for travel, or for other reasons of value to the school system, subject to the following conditions:

1. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a maximum of four (4) teachers per year.
2. Requests for sabbatical leave must be received by the Superintendent, in writing in such form as may be mutually agreed upon by the Association and the Superintendent, no later than December 15, and action be taken on all such requests no later than January 30 of the school year preceding the school year for which the sabbatical leave is requested.
3. To be eligible, the teacher must have completed at least seven (7) full school years of service in the Bordentown Regional School District. This is understood to include all service in Bordentown City, Bordentown Regional, and Bordentown Township. This does not include time spent on any leaves granted under Article XV of this Agreement.
4. A teacher on sabbatical leave (either for one half (½) of a school year or for a full school year) shall be paid by the Board at 50% of the salary rate which s/he would have received if s/he had remained on active duty.
5. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which s/he would have achieved had s/he remained actively employed in the system during the period of his/her absence.
6. As a condition to accepting the sabbatical leave, the teacher hereby agrees to work for the District in whatever position assigned for a minimum of two (2) years immediately after the end of the leave. If this condition is not fulfilled, the teacher agrees that the District is entitled to the refund of all monies paid by the Board to the teacher during the leave.
7. At the end of the sabbatical leave, and no later than nine (9) weeks after returning to the teaching assignment, a written report will be submitted by the individual to the Board of Education through the proper channels. The contents of this report will include name and location of school, program or activity, length of the program, a description of the program or activity, an evaluation of what was accomplished and any other pertinent information of interest.
8. All regular deductions will be made on sabbatical leave pay.

## **ARTICLE XIX**

### **PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a certified unit member is required and/or requested by the administration to take.
- B. The Board will provide for an annual tuition reimbursement of \$50,000 for certified staff. Employees shall submit their requests to the Superintendent prior to registration. All

requests are subject to the approval of the Superintendent. Approval will be granted for courses, which are:

- a. part of a matriculated graduate program in education or in the subject area of their teaching assignment
- b. graduate courses in subject matter relevant to the teacher's certification and/or teaching assignment
- c. courses leading to certification in educational administration

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

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

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

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

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

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

## **ARTICLE XX**

### **SUPERVISION OF STUDENT TEACHERS**

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

## **ARTICLE XXI**

### **PROTECTION OF UNIT MEMBERS**

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

## **ARTICLE XXII**

### **DEDUCTION FROM SALARY**

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

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

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

School Building \_\_\_\_\_ District \_\_\_\_\_

To: Disbursing Office \_\_\_\_\_ Board of Education

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

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

Bordentown Regional Education Association	_____
Burlington County Education Association	_____
New Jersey Education Association	_____
National Education Association	_____

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

B. 1. The Board of Education of the Bordentown Regional School District recognizes the Bordentown Regional Education Association as the majority representative and agrees, according to the New Jersey Representation Fee Law, Chapter 477, P.L. 1979, to deduct representation fees from non-member employees in the unit, and to forward to the majority representative the representation fee in lieu of dues for services rendered by the majority representative.

The representation fee in lieu of dues shall be in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members. This representation fee shall be levied at 85% of the regular membership dues, fees and assessments.

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

## **ARTICLE XXIII**

### **INSURANCE PROTECTION**

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

- A. The Board shall provide to eligible unit members and their dependents, at no cost to the employee, the State Employee Health Benefits Plan (SEHBP) insurance package without a free standing prescription plan. The Board will pay the full cost of all medical plans offered by the district.
- B. The Board will provide for all employees represented by the Association the current dental coverage plan known as the Delta Dental Plan of New Jersey, Inc., or an equal coverage plan. Dependent coverage may be received at employee's expense.

- C. For each unit member who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premium to provide insurance coverage for the full twelve (12) month period commencing July 1 and ending June 30. When necessary, payment of premiums in behalf of the unit member shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
- D. The Board shall provide to each unit member a description of the health care insurance coverage provided under this Article which includes a clear description of conditions and limits of coverage listed above as soon as they are available.
- E. The Board may change the number of hours to be worked in order to be eligible for health insurance coverage under paragraph A. above to up to twenty-six (26) hours. Should the Board institute such a threshold for employee health insurance coverage, persons employed immediately prior to the change at less than twenty-six (26) hours and receiving such health insurance benefits shall continue to receive such benefits unless their work schedule is reduced to less than twenty (20) hours per week.

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

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

Procedure for implementations:

The Board will extend health insurance coverage to domestic partnerships by adopting the domestic partnership coverage resolution.

## **ARTICLE XXIV**

### **MISCELLANEOUS PROVISIONS**

- A. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual unit member, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, during its duration, this Negotiated Agreement shall be controlling.
- D. Copies of this Agreement shall be printed within thirty (30) days after the Agreement is signed and presented to all unit members now employed, or hereafter employed by the Board. The expense for printing such copies shall be shared equally between the Association and the Board.
- E. The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of unit members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status. An employee who chooses to arbitrate a grievance alleging a violation or misapplication of this clause shall be precluded from submitting the same grievance or complaint to any other legal forum. An employee who files a grievance or complaint in any other legal forum regarding the rights delineated in this Article shall be precluded from submitting the same dispute to arbitration.
- F. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any unit member benefit existing prior to its effective date. It is the intent of the parties that any such benefits existing in a building or buildings prior to this Agreement shall not be expanded beyond that building to unit members in any other building in the Bordentown Regional School District.

**ARTICLE XXV**

**DURATION OF AGREEMENT**

This Agreement is effective from July 1, 2009, and shall continue in effect until June 30, 2012. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

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

**The Bordentown Regional School District Board of Education:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
President, Board of Education

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary, Board of Education

**The Bordentown Regional Education Association:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
President, BREA

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Representative, BREA

**LISTING OF SECRETARIES BY POSITION**

**As of July 1, 2009**

**NEGOTIATIONS – JUNE 2009**

**CLARA BARTON:**

Principal's Secretary	Secretary I	Twelve Month
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**CENTRAL OFFICE:**

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

**SPECIAL SERVICES:**

Three full time positions	Secretary I	Twelve Month
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**HIGH SCHOOL:**

Main Office (1)	Secretary I	Twelve Month
Main Office 25.5 hour (1)	Secretary I	August 15-June 15
Guidance	Secretary I	Twelve Month
Supervisors	Secretary I	Twelve Month
Assistant Principal	Secretary I	Sept. 1 – June 30

**MIDDLE SCHOOL:**

Main Office	Secretary I	Twelve Month
Assistant Principal	Secretary I	Sept. 1 – June 30

**MacFARLAND:**

Main Office	Secretary I	Ten Month
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**PETER MUSCHAL:**

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

**TRANSPORTATION:**

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

**CENTRAL OFFICE:** Secretary to Superintendent, Secretary to Board Secretary/Business Administrator/Payroll Secretary

**CD/A:** CD/A Secretary and Administrative Assistant

\*Positions are subject to change

**SCHEDULE B - EXTRACURRICULAR STIPENDS  
2009-2010**

The following stipends will become effective for 2009-2010.  
All stipends are calculated on \$ 8404 base with ten percent (10%) between steps.  
Entry level is negotiable for new staff, based on experience. There are two (2)  
years between steps; therefore it takes five (5) years to reach step 3.

Add \$150 longevity for each five (5) years in the same position after reaching the  
top level.

Base 2009 - 2010  
8404

	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>BRHS Athletics 2009-2010</b>				
Varsity Football Coach	96	\$ 6,535	\$ 7,261	\$ 8,068
Assistant Football Coach (4)	61	\$ 4,152	\$ 4,614	\$ 5,126
Varsity Field Hockey Coach	79	\$ 5,378	\$ 5,975	\$ 6,639
Assistant Field Hockey Coach (1)	54	\$ 3,676	\$ 4,084	\$ 4,538
Cross Country Coach	66	\$ 4,493	\$ 4,992	\$ 5,547
Cheerleading Coach (per season)	49	\$ 3,336	\$ 3,706	\$ 4,118
Boys Soccer Coach	79	\$ 5,378	\$ 5,975	\$ 6,639
Assistant Boys Soccer Coach (1)	54	\$ 3,676	\$ 4,084	\$ 4,538
Girls Soccer Coach	79	\$ 5,378	\$ 5,975	\$ 6,639
Assistant Girls Soccer Coach (1)	54	\$ 3,676	\$ 4,084	\$ 4,538
Boys Varsity Basketball Coach	96	\$ 6,535	\$ 7,261	\$ 8,068
Asst. Boys Basketball Coach (2)	61	\$ 4,152	\$ 4,614	\$ 5,126
Girls Varsity Basketball Coach	96	\$ 6,535	\$ 7,261	\$ 8,068
Asst. Girls Basketball Coach (2)	61	\$ 4,152	\$ 4,614	\$ 5,126
Head Wrestling Coach	96	\$ 6,535	\$ 7,261	\$ 8,068
Assistant Wrestling Coach (1)	61	\$ 4,152	\$ 4,614	\$ 5,126
Bowling Coach	54	\$ 3,676	\$ 4,084	\$ 4,538
Assistant Bowling Coach (1)	41	\$ 2,791	\$ 3,101	\$ 3,446
Varsity Winter Track Coach	79	\$ 5,378	\$ 5,975	\$ 6,639
Assistant Winter Track Coach (1)	54	\$ 3,676	\$ 4,084	\$ 4,538
Varsity Baseball Coach (2)	79	\$ 5,378	\$ 5,975	\$ 6,639
Assistant Baseball Coach	54	\$ 3,676	\$ 4,084	\$ 4,538
Varsity Softball Coach (2)	79	\$ 5,378	\$ 5,975	\$ 6,639
Assistant Softball Coach	54	\$ 3,676	\$ 4,084	\$ 4,538
Boys Varsity Track Coach	79	\$ 5,378	\$ 5,975	\$ 6,639
Assistant Boys Track Coach (1)	54	\$ 3,676	\$ 4,084	\$ 4,538
Girls Varsity Track Coach	79	\$ 5,378	\$ 5,975	\$ 6,639
Assistant Girls Track Coach (1)	54	\$ 3,676	\$ 4,084	\$ 4,538
Summer Weight Trainer	21	\$ 1,430	\$ 1,588	\$ 1,765

**SCHEDULE B - EXTRACURRICULAR STIPENDS  
2009-2010**

Base 2009 – 2010  
8404

<b>BRHS Club and Class Sponsors</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Senior Class Advisors (each person)	25	\$ 1,702	\$ 1,891	\$ 2,101
Junior Class Advisors (each person)	23	\$ 1,566	\$ 1,740	\$ 1,933
Sophomore Class Advisors (each person)	20	\$ 1,361	\$ 1,513	\$ 1,681
Freshman Class Advisors (each person)	20	\$ 1,361	\$ 1,513	\$ 1,681

<b>BRHS Activity</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Academic Coach - Debate/Mock Trial	58	\$ 3,948	\$ 4,387	\$ 4,874
Academic Coach - Model Congress/UN	58	\$ 3,948	\$ 4,387	\$ 4,874
Activity Points Coordinator	9	\$ 613	\$ 681	\$ 756
Art Club Advisor	12	\$ 817	\$ 908	\$ 1,008
DECA Advisor	17	\$ 1,157	\$ 1,286	\$ 1,429
Environmental Club Advisor	12	\$ 817	\$ 908	\$ 1,008
FBLA Advisor	17	\$ 1,157	\$ 1,286	\$ 1,429
HANDS Advisor	17	\$ 1,157	\$ 1,286	\$ 1,429
Honor Society Advisor	24	\$ 1,634	\$ 1,815	\$ 2,017
Interact Advisor	24	\$ 1,634	\$ 1,815	\$ 2,017
Language Club Advisor	12	\$ 817	\$ 908	\$ 1,008
Math Club Advisor	17	\$ 1,157	\$ 1,286	\$ 1,429
Marching Band Director	60	\$ 4,084	\$ 4,538	\$ 5,042
Assistant Band Director	29	\$ 1,974	\$ 2,193	\$ 2,437
Band Front Advisor	38	\$ 2,587	\$ 2,874	\$ 3,194
Music Chorus Advisor	37	\$ 2,519	\$ 2,799	\$ 3,109
Newspaper Advisor	23	\$ 1,566	\$ 1,740	\$ 1,933
Step Drill Team Advisor	25	\$ 1,702	\$ 1,891	\$ 2,101
Student Council Advisor	38	\$ 2,587	\$ 2,874	\$ 3,194
Technology Student Association Advisor	12	\$ 817	\$ 908	\$ 1,008
Theatre Business Manager	23	\$ 1,566	\$ 1,740	\$ 1,933
Theatre Director (*each fall/spring season)	56	\$ 3,812	\$ 4,236	\$ 4,706

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

Theatre Orchestra Director	23	\$ 1,566	\$ 1,740	\$ 1,933
Theatre Vocal Director	23	\$ 1,566	\$ 1,740	\$ 1,933
Yearbook Advisor	70	\$ 4,765	\$ 5,295	\$ 5,883
Yearbook Business Advisor	29	\$ 1,974	\$ 2,193	\$ 2,437

**SCHEDULE B - EXTRACURRICULAR STIPENDS**

**2009-2010**

Base 2009 - 2010

8404

<b>Middle School Athletics</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Field Hockey Coach	54	\$ 3,676	\$ 4,084	\$ 4,538
Assistant Field Hockey Coach (1)	n/a	\$1,553		
Boys Soccer Coach	54	\$ 3,676	\$ 4,084	\$ 4,538
Assistant Boys Soccer Coach (1)	n/a	\$1,553		
Girls Soccer Coach	54	\$ 3,676	\$ 4,084	\$ 4,538
Assistant Girls Soccer Coach (1)	n/a	\$1,553		
Boys Basketball Coach	61	\$ 4,152	\$ 4,614	\$ 5,126
Assistant Boys Basketball Coach (1)	n/a	\$1,553		
Girls Basketball Coach	61	\$ 4,152	\$ 4,614	\$ 5,126
Assistant Girls Basketball Coach (1)	n/a	\$1,553		
Wrestling Coach	61	\$ 4,152	\$ 4,614	\$ 5,126
Assistant Wrestling Coach (1)	n/a	\$1,553		
Cheerleader Advisor - per season	32	\$ 2,178	\$ 2,420	\$ 2,689
Baseball Coach	54	\$ 3,676	\$ 4,084	\$ 4,538
Assistant Baseball Coach (1)	n/a	\$1,553		
Softball Coach	54	\$ 3,676	\$ 4,084	\$ 4,538
Assistant Softball Coach (1)	n/a	\$1,553		

<b>Middle School Activities</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Auditorium Coordinator (BRMS)	30	\$ 2,042	\$ 2,269	\$ 2,521
Drama Club Advisor **	38	\$ 2,587	\$ 2,874	\$ 3,194

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

Impact Club Advisor	23	\$ 1,566	\$ 1,740	\$ 1,933
Intramural Coaches	17	\$ 1,157	\$ 1,286	\$ 1,429
Newspaper Advisor	18	\$ 1,225	\$ 1,361	\$ 1,513
Outdoor Education Instruction *	12	\$ 817	\$ 908	\$ 1,008

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

RAPS Coach/Advisor	20	\$ 1,361	\$ 1,513	\$ 1,681
Student Council Advisor	18	\$ 1,225	\$ 1,361	\$ 1,513
Team FAD Advisor	23	\$ 1,566	\$ 1,740	\$ 1,933
Weightlifting Club Advisor	17	\$ 1,157	\$ 1,286	\$ 1,429
Woodworking Club Advisor	18	\$ 1,225	\$ 1,361	\$ 1,513
Yearbook Advisor	18	\$ 1,225	\$ 1,361	\$ 1,513

<b>Elementary Activity</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Audio Visual Club	17	\$ 1,157	\$ 1,286	\$ 1,429
Newspaper Advisor	17	\$ 1,157	\$ 1,286	\$ 1,429
Jersey Jumpers	10	\$ 681	\$ 756	\$ 840
Student Council Advisor	15	\$ 1,021	\$ 1,135	\$ 1,261

**SCHEDULE B - EXTRACURRICULAR STIPENDS  
2010-2011**

The following stipends will become effective for the 2010-2011 school year.

All stipends are calculated on \$ 8656 base with ten percent (10%) between steps.

Entry level is negotiable for new staff, based on experience. There are two (2) years between steps; therefore it takes five (5) years to reach step

3.

Add \$150 longevity for each five (5) years in the same position after reaching the top level.

Base 2010 - 2011

8656

<b>BRHS Athletics 2010-2011</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Varsity Football Coach	96	\$ 6,731	\$ 7,479	\$ 8,310
Assistant Football Coach (4)	61	\$ 4,277	\$ 4,752	\$ 5,280
Varsity Field Hockey Coach	79	\$ 5,539	\$ 6,154	\$ 6,838
Assistant Field Hockey Coach (1)	54	\$ 3,786	\$ 4,207	\$ 4,674
Cross Country Coach	66	\$ 4,627	\$ 5,142	\$ 5,713
Cheerleading Coach (per season)	49	\$ 3,436	\$ 3,817	\$ 4,241
Boys Soccer Coach	79	\$ 5,539	\$ 6,154	\$ 6,838
Assistant Boys Soccer Coach (1)	54	\$ 3,786	\$ 4,207	\$ 4,674
Girls Soccer Coach	79	\$ 5,539	\$ 6,154	\$ 6,838
Assistant Girls Soccer Coach (1)	54	\$ 3,786	\$ 4,207	\$ 4,674
Boys Varsity Basketball Coach	96	\$ 6,731	\$ 7,479	\$ 8,310
Asst. Boys Basketball Coach (2)	61	\$ 4,277	\$ 4,752	\$ 5,280
Girls Varsity Basketball Coach	96	\$ 6,731	\$ 7,479	\$ 8,310
Asst. Girls Basketball Coach (2)	61	\$ 4,277	\$ 4,752	\$ 5,280
Head Wrestling Coach	96	\$ 6,731	\$ 7,479	\$ 8,310
Assistant Wrestling Coach (1)	61	\$ 4,277	\$ 4,752	\$ 5,280
Bowling Coach	54	\$ 3,786	\$ 4,207	\$ 4,674
Assistant Bowling Coach (1)	41	\$ 2,875	\$ 3,194	\$ 3,549
Varsity Winter Track Coach	79	\$ 5,539	\$ 6,154	\$ 6,838
Assistant Winter Track Coach (1)	54	\$ 3,786	\$ 4,207	\$ 4,674
Varsity Baseball Coach	79	\$ 5,539	\$ 6,154	\$ 6,838
Assistant Baseball Coach (2)	54	\$ 3,786	\$ 4,207	\$ 4,674
Varsity Softball Coach	79	\$ 5,539	\$ 6,154	\$ 6,838
Assistant Softball Coach (2)	54	\$ 3,786	\$ 4,207	\$ 4,674
Boys Varsity Track Coach	79	\$ 5,539	\$ 6,154	\$ 6,838
Assistant Boys Track Coach (1)	54	\$ 3,786	\$ 4,207	\$ 4,674
Girls Varsity Track Coach	79	\$ 5,539	\$ 6,154	\$ 6,838
Assistant Girls Track Coach (1)	54	\$ 3,786	\$ 4,207	\$ 4,674
Summer Weight Trainer	21	\$ 1,472	\$ 1,636	\$ 1,818

**SCHEDULE B - EXTRACURRICULAR STIPENDS**

**2010-11**

Base 2010 - 2011

8656

<b>BRHS Club and Class Sponsors</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Senior Class Advisors (each person)	25	\$ 1,753	\$ 1,948	\$ 2,164
Junior Class Advisors (each person)	23	\$ 1,613	\$ 1,792	\$ 1,991
Sophomore Class Advisors (each person)	20	\$ 1,402	\$ 1,558	\$ 1,731
Freshman Class Advisors (each person)	20	\$ 1,402	\$ 1,558	\$ 1,731

<b>BRHS Activity</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Academic Coach - Debate/Mock Trial	58	\$ 4,067	\$ 4,518	\$ 5,020
Academic Coach - Model Congress/UN	58	\$ 4,067	\$ 4,518	\$ 5,020
Activity Points Coordinator	9	\$ 631	\$ 701	\$ 779
Art Club Advisor	12	\$ 841	\$ 935	\$ 1,039
DECA Advisor	17	\$ 1,192	\$ 1,324	\$ 1,472
Environmental Club Advisor	12	\$ 841	\$ 935	\$ 1,039
FBLA Advisor	17	\$ 1,192	\$ 1,324	\$ 1,472
HANDS Advisor	17	\$ 1,192	\$ 1,324	\$ 1,472
Honor Society Advisor	24	\$ 1,683	\$ 1,870	\$ 2,077
Interact Advisor	24	\$ 1,683	\$ 1,870	\$ 2,077
Language Club Advisor	12	\$ 841	\$ 935	\$ 1,039
Math Club Advisor	17	\$ 1,192	\$ 1,324	\$ 1,472
Marching Band Director	60	\$ 4,207	\$ 4,674	\$ 5,194
Assistant Band Director	29	\$ 2,033	\$ 2,259	\$ 2,510
Band Front Advisor	38	\$ 2,664	\$ 2,960	\$ 3,289
Music Chorus Advisor	37	\$ 2,594	\$ 2,882	\$ 3,203
Newspaper Advisor	23	\$ 1,613	\$ 1,792	\$ 1,991
Step Drill Team Advisor	25	\$ 1,753	\$ 1,948	\$ 2,164
Student Council Advisor	38	\$ 2,664	\$ 2,960	\$ 3,289
Technology Student Association Advisor	12	\$ 841	\$ 935	\$ 1,039
Theatre Business Manager	23	\$ 1,613	\$ 1,792	\$ 1,991
Theatre Director (*each fall/spring season)	56	\$ 3,926	\$ 4,363	\$ 4,847

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

Theatre Orchestra Director	23	\$ 1,613	\$ 1,792	\$ 1,991
Theatre Vocal Director	23	\$ 1,613	\$ 1,792	\$ 1,991
Yearbook Advisor	70	\$ 4,908	\$ 5,453	\$ 6,059
Yearbook Business Advisor	29	\$ 2,033	\$ 2,259	\$ 2,510

**SCHEDULE B - EXTRACURRICULAR STIPENDS  
2010-11**

Base 2010 – 2011 8656

<b>Middle School Athletics</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Field Hockey Coach	54	\$ 3,786	\$ 4,207	\$ 4,674
Assistant Field Hockey Coach (1)	n/a	\$1,600		
Boys Soccer Coach	54	\$ 3,786	\$ 4,207	\$ 4,674
Assistant Boys Soccer Coach (1)	n/a	\$1,600		
Girls Soccer Coach	54	\$ 3,786	\$ 4,207	\$ 4,674
Assistant Girls Soccer Coach (1)	n/a	\$1,600		
Boys Basketball Coach	61	\$ 4,277	\$ 4,752	\$ 5,280
Assistant Boys Basketball Coach(1)	n/a	\$1,600		
Girls Basketball Coach	61	\$ 4,277	\$ 4,752	\$ 5,280
Assistant Girls Basketball Coach(1)	n/a	\$1,600		
Wrestling Coach	61	\$ 4,277	\$ 4,752	\$ 5,280
Assistant Wrestling Coach (1)	n/a	\$1,600		
Cheerleader Advisor - per season	32	\$ 2,244	\$ 2,493	\$ 2,770
Baseball Coach	54	\$ 3,786	\$ 4,207	\$ 4,674
Assistant Baseball Coach (1)	n/a	\$1,600		
Softball Coach	54	\$ 3,786	\$ 4,207	\$ 4,674
Assistant Softball Coach (1)	n/a	\$1,600		

<b>Middle School Activities</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Auditorium Coordinator (BRMS)	30	\$ 2,103	\$ 2,337	\$ 2,597
Drama Club Advisor **	38	\$ 2,664	\$ 2,960	\$ 3,289

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

Impact Club Advisor	23	\$ 1,613	\$ 1,792	\$ 1,991
Intramural Coaches	17	\$ 1,192	\$ 1,324	\$ 1,472
Newspaper Advisor	18	\$ 1,262	\$ 1,402	\$ 1,558
Outdoor Education Instruction *	12	\$ 841	\$ 935	\$ 1,039

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

RAPS Coach/Advisor	20	\$ 1,402	\$ 1,558	\$ 1,731
Student Council Advisor	18	\$ 1,262	\$ 1,402	\$ 1,558
Team FAD Advisor	23	\$ 1,613	\$ 1,792	\$ 1,991
Weightlifting Club Advisor	17	\$ 1,192	\$ 1,324	\$ 1,472
Woodworking Club Advisor	18	\$ 1,262	\$ 1,402	\$ 1,558
Yearbook Advisor	18	\$ 1,262	\$ 1,402	\$ 1,558

<b>Elementary Activity</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Audio Visual Club	17	\$ 1,192	\$ 1,324	\$ 1,472
Newspaper Advisor	17	\$ 1,192	\$ 1,324	\$ 1,472
Jersey Jumpers	10	\$ 701	\$ 779	\$ 866
Student Council Advisor	15	\$ 1,021	\$ 1,135	\$ 1,261

**SCHEDULE B - EXTRA CURRICULAR STIPENDS  
2011-12**

The following stipends will become effective for the 2011-2012 school year.  
All stipends are calculated on \$ 8872 base with ten percent (10%) between steps.  
Entry level is negotiable for new staff, based on experience. There are two (2)  
years between steps; therefore it takes five (5) years to reach step 3.

Add \$150 longevity for each five (5) years in the same position after reaching the top level.

Base 2011 - 2012  
8872

	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>BRHS Athletics 2011-2012</b>				
Varsity Football Coach	96	\$ 6,899	\$ 7,665	\$ 8,517
Assistant Football Coach (4)	61	\$ 4,384	\$ 4,871	\$ 5,412
Varsity Field Hockey Coach	79	\$ 5,677	\$ 6,308	\$ 7,009
Assistant Field Hockey Coach (1)	54	\$ 3,881	\$ 4,312	\$ 4,791
Cross Country Coach	66	\$ 4,743	\$ 5,270	\$ 5,856
Cheerleading Coach (per season)	49	\$ 3,521	\$ 3,913	\$ 4,347
Boys Soccer Coach	79	\$ 5,677	\$ 6,308	\$ 7,009
Assistant Boys Soccer Coach (1)	54	\$ 3,881	\$ 4,312	\$ 4,791
Girls Soccer Coach	79	\$ 5,677	\$ 6,308	\$ 7,009
Assistant Girls Soccer Coach (1)	54	\$ 3,881	\$ 4,312	\$ 4,791
Boys Varsity Basketball Coach	96	\$ 6,899	\$ 7,665	\$ 8,517
Asst. Boys Basketball Coach (2)	61	\$ 4,384	\$ 4,871	\$ 5,412
Girls Varsity Basketball Coach	96	\$ 6,899	\$ 7,665	\$ 8,517
Asst. Girls Basketball Coach (2)	61	\$ 4,384	\$ 4,871	\$ 5,412
Head Wrestling Coach	96	\$ 6,899	\$ 7,665	\$ 8,517
Assistant Wrestling Coach (1)	61	\$ 4,384	\$ 4,871	\$ 5,412
Bowling Coach	54	\$ 3,881	\$ 4,312	\$ 4,791
Assistant Bowling Coach (1)	41	\$ 2,946	\$ 3,274	\$ 3,638
Varsity Winter Track Coach	79	\$ 5,677	\$ 6,308	\$ 7,009
Assistant Winter Track Coach (1)	54	\$ 3,881	\$ 4,312	\$ 4,791
Varsity Baseball Coach	79	\$ 5,677	\$ 6,308	\$ 7,009
Assistant Baseball Coach (2)	54	\$ 3,881	\$ 4,312	\$ 4,791
Varsity Softball Coach	79	\$ 5,677	\$ 6,308	\$ 7,009
Assistant Softball Coach (2)	54	\$ 3,881	\$ 4,312	\$ 4,791
Boys Varsity Track Coach	79	\$ 5,677	\$ 6,308	\$ 7,009
Assistant Boys Track Coach (1)	54	\$ 3,881	\$ 4,312	\$ 4,791
Girls Varsity Track Coach	79	\$ 5,677	\$ 6,308	\$ 7,009
Assistant Girls Track Coach (1)	54	\$ 3,881	\$ 4,312	\$ 4,791
Summer Weight Trainer	21	\$ 1,509	\$ 1,677	\$ 1,863
Varsity Golf Coach	41	\$ 2,946	\$ 3,274	\$ 3,638

**SCHEDULE B - EXTRACURRICULAR STIPENDS  
2011-2012**

Base 2011 - 2012  
8872

<b>BRHS Club and Class Sponsors</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Senior Class Advisors (each person)	25	\$ 1,797	\$ 1,996	\$ 2,218
Junior Class Advisors (each person)	23	\$ 1,653	\$ 1,837	\$ 2,041
Sophomore Class Advisors (each person)	20	\$ 1,437	\$ 1,597	\$ 1,774
Freshman Class Advisors (each person)	20	\$ 1,437	\$ 1,597	\$ 1,774

<b>BRHS Activity</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Academic Coach - Debate/Mock Trial	58	\$ 4,168	\$ 4,631	\$ 5,146
Academic Coach - Model Congress/UN	58	\$ 4,168	\$ 4,631	\$ 5,146
Activity Points Coordinator	9	\$ 647	\$ 719	\$ 798
Art Club Advisor	12	\$ 862	\$ 958	\$ 1,065
DECA Advisor	17	\$ 1,222	\$ 1,357	\$ 1,508
Environmental Club Advisor	12	\$ 862	\$ 958	\$ 1,065
FBLA Advisor	17	\$ 1,222	\$ 1,357	\$ 1,508
HANDS Advisor	17	\$ 1,222	\$ 1,357	\$ 1,508
Honor Society Advisor	24	\$ 1,725	\$ 1,916	\$ 2,129
Interact Advisor	24	\$ 1,725	\$ 1,916	\$ 2,129
Language Club Advisor	12	\$ 862	\$ 958	\$ 1,065
Math Club Advisor	17	\$ 1,222	\$ 1,357	\$ 1,508
Marching Band Director	60	\$ 4,312	\$ 4,791	\$ 5,323
Assistant Band Director	29	\$ 2,084	\$ 2,316	\$ 2,573
Band Front Advisor	38	\$ 2,731	\$ 3,034	\$ 3,371
Music Chorus Advisor	37	\$ 2,659	\$ 2,954	\$ 3,283
Newspaper Advisor	23	\$ 1,653	\$ 1,837	\$ 2,041
Step Drill Team Advisor	25	\$ 1,797	\$ 1,996	\$ 2,218
Student Council Advisor	38	\$ 2,731	\$ 3,034	\$ 3,371
Tech Student Association Advisor	12	\$ 862	\$ 958	\$ 1,065
Theatre Business Manager	23	\$ 1,653	\$ 1,837	\$ 2,041
Theatre Director (*each fall/spring season)	56	\$ 4,024	\$ 4,471	\$ 4,968

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

Theatre Orchestra Director	23	\$ 1,653	\$ 1,837	\$ 2,041
Theatre Vocal Director	23	\$ 1,653	\$ 1,837	\$ 2,041
Yearbook Advisor	70	\$ 5,030	\$ 5,589	\$ 6,210
Yearbook Business Advisor	29	\$ 2,084	\$ 2,316	\$ 2,573

**SCHEDULE B - EXTRACURRICULAR STIPENDS  
2011-12**

Base 2011 - 2012  
8872

<b>Middle School Athletics</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Field Hockey Coach	54	\$ 3,881	\$ 4,312	\$ 4,791
Assistant Field Hockey Coach (1)	n/a	\$1,640		
Boys Soccer Coach	54	\$ 3,881	\$ 4,312	\$ 4,791
Assistant Boys Soccer Coach (1)	n/a	\$1,640		
Girls Soccer Coach	54	\$ 3,881	\$ 4,312	\$ 4,791
Assistant Girls Soccer Coach (1)	n/a	\$1,640		
Boys Basketball Coach	61	\$ 4,384	\$ 4,871	\$ 5,412
Assistant Boys Basketball Coach (1)	n/a	\$1,640		
Girls Basketball Coach	61	\$ 4,384	\$ 4,871	\$ 5,412
Assistant Girls Basketball Coach (1)	n/a	\$1,640		
Wrestling Coach	61	\$ 4,384	\$ 4,871	\$ 5,412
Assistant Wrestling Coach (1)	n/a	\$1,640		
Cheerleader Advisor - per season	32	\$ 2,300	\$ 2,555	\$ 2,839
Baseball Coach	54	\$ 3,881	\$ 4,312	\$ 4,791
Assistant Baseball Coach (1)	n/a	\$1,640		
Softball Coach	54	\$ 3,881	\$ 4,312	\$ 4,791
Assistant Softball Coach (1)	n/a	\$1,640		

<b>Middle School Activities</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Auditorium Coordinator (BRMS)	30	\$ 2,156	\$ 2,395	\$ 2,662
Drama Club Advisor **	38	\$ 2,731	\$ 3,034	\$ 3,371

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

Impact Club Advisor	23	\$ 1,653	\$ 1,837	\$ 2,041
Intramural Coaches	17	\$ 1,222	\$ 1,357	\$ 1,508
Newspaper Advisor	18	\$ 1,294	\$ 1,437	\$ 1,597
Outdoor Education Instruction *	12	\$ 862	\$ 958	\$ 1,065

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

RAPS Coach/Advisor	20	\$ 1,437	\$ 1,597	\$ 1,774
Student Council Advisor	18	\$ 1,294	\$ 1,437	\$ 1,597
Team FAD Advisor	23	\$ 1,653	\$ 1,837	\$ 2,041
Weightlifting Club Advisor	17	\$ 1,222	\$ 1,357	\$ 1,508
Woodworking Club Advisor	18	\$ 1,294	\$ 1,437	\$ 1,597
Yearbook Advisor	18	\$ 1,294	\$ 1,437	\$ 1,597

<b>Elementary Activity</b>	<b>Ratio</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Audio Visual Club	17	\$ 1,222	\$ 1,357	\$ 1,508
Newspaper Advisor	17	\$ 1,222	\$ 1,357	\$ 1,508
Jersey Jumpers	10	\$ 719	\$ 798	\$ 887
Student Council Advisor	15	\$ 1,021	\$ 1,135	\$ 1,261

**SALARY GUIDE FOR AIDES AND AUTISTIC PROGRAM AIDES**

**Year 1**

**Year 2**

**Year 3**

**2009-2010**

**2010-2011**

**2011-2012**

<b>Step</b>	<b>Aides</b>	<b>Autistic Program</b>	<b>Step</b>	<b>Aides</b>	<b>Autistic Program</b>	<b>Step</b>	<b>Aides</b>	<b>Autistic Program</b>
1	18,084	19,259	1	18,341	19,533	1	18,523	19,727
2	18,186	19,386	2	18,441	19,640	2	18,623	19,833
3	18,288	19,477	3	18,541	19,746	3	18,723	19,940
4	18,391	19,586	4	18,645	19,857	4	18,823	20,046
5	18,870	20,097	5	19,132	20,376	5	19,316	20,572
6	19,350	20,608	6	19,620	20,895	6	19,808	21,096
7	19,830	21,119	7	20,108	21,415	7	20,302	21,622
8	20,311	21,613	8	20,596	21,935	8	20,795	22,147
9	20,941	22,302	9	21,237	22,617	9	21,443	22,837
10	21,573	22,975	10	21,879	23,301	10	22,092	23,528
11	22,207	23,650	11	22,523	23,987	11	22,743	24,221
12	23,163	24,669	12	23,494	25,022	12	23,725	25,267

**2009-2012:**

**LONGEVITY:**

\$388 after 15 years in district and an additional \$414 after 20 years in district for a total of \$802 after 20 years.

**SALARY GUIDE FOR SECRETARY I AND SECRETARY II**

**Year 1**

**Year 2**

**Year 3**

2009-2010			2010-2011			2011-2012		
Step	Sec I	Sec II	Step	Sec I	Sec II	Step	Sec I	Sec II
1	38,715	32,595	1	39,311	33,082	1	39,945	33,621
2	38,957	32,799	2	39,549	33,291	2	40,183	33,821
3	39,199	33,002	3	39,786	33,491	3	40,420	34,021
4	39,441	33,206	4	40,032	33,698	4	40,658	34,221
5	39,864	33,563	5	40,462	34,060	5	41,095	34,589
6	40,286	33,918	6	40,891	34,421	6	41,531	34,956
7	40,707	34,273	7	41,319	34,781	7	41,965	35,322
8	41,131	34,629	8	41,749	35,144	8	42,403	35,690
9	42,383	35,684	9	43,021	36,215	9	43,695	36,779
10	44,228	37,237	10	44,896	37,793	10	45,600	38,383
11	46,070	38,789	11	46,768	39,370	11	47,503	39,984
12	47,918	40,344	12	48,645	40,950	12	49,410	41,590

**2009-2012:**

LONGEVITY: \$388 after 15 years in district and an additional \$414 after 20 years in district for a total of \$802 after 20 years.

**SALARY GUIDE FOR CUSTODIANS, HEAD CUSTODIANS AND MAINTENANCE**

Year 1				Year 2				Year 3			
2009-2010				2010-2011				2011-2012			
STEP	CUSTODIAN	HEAD CUSTODIAN	MAINT.	STEP	CUSTODIAN	HEAD CUSTODIAN	MAINT.	STEP	CUSTODIAN	HEAD CUSTODIAN	MAINT.
1	30,967	37,549	38,786	1	31,513	37,486	39,332	1	31,985	38,567	39,804
2	31,479	38,061	39,298	2	32,035	38,617	39,854	2	32,485	39,067	40,304
3	31,992	38,574	39,811	3	32,557	39,139	40,376	3	32,985	39,567	40,804
4	32,504	39,086	40,323	4	33,078	39,660	40,897	4	33,485	40,067	41,304

5	33,041	39,623	40,860	5	33,626	40,208	41,445	5	34,040	40,622	41,859
6	33,597	40,179	41,416	6	34,193	40,775	42,012	6	34,614	41,196	42,433
7	34,338	40,920	42,157	7	34,947	41,529	42,766	7	35,379	41,961	43,198
8	35,088	41,670	42,907	8	35,711	42,293	43,530	8	36,152	42,734	43,971
9	35,857	42,439	43,676	9	36,495	43,077	44,314	9	36,946	43,528	44,765
10	36,708	43,290	44,527	10	37,362	43,944	45,181	10	37,825	44,407	45,644
11	37,650	44,232	45,469	11	38,322	44,904	46,141	11	38,797	45,379	46,616
12	38,168	44,750	45,987	12	38,850	45,432	46,669	12	39,332	45,914	47,151
13	38,722	45,304	46,541	13	39,414	45,996	47,233	13	39,903	46,485	47,722
14	39,257	45,839	47,076	14	39,960	46,542	47,779	14	40,456	47,038	48,275
15	39,815	46,397	47,634	15	40,528	47,110	48,347	15	41,032	47,614	48,851
16	40,331	46,913	48,150	16	41,053	47,635	48,872	16	41,564	48,146	49,383
17	40,863	47,445	48,682	17	41,596	48,178	49,415	17	42,114	48,696	49,933
18	41,363	47,980	49,217	18	42,141	48,723	49,960	18	42,665	49,248	50,484
19	41,939	48,521	49,758	19	42,692	49,274	50,511	19	43,224	49,806	51,043

2009-2010:

Night Foreman

Stipend: \$1,952

Black Seal License: \$928

Head Groundskeeper Stipend: \$1,485

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

\$0.32 per hour shift differential will be paid to individuals working second or third shift.

This differential will not be paid when the individual works a different shift.

**SALARY GUIDE FOR TRANSPORTATION DRIVERS**

<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>	
<b>2009-2010</b>		<b>2010-2011</b>		<b>2011-2012</b>	
<b>STEP</b>		<b>STEP</b>		<b>STEP</b>	
1	14,881	1	15,303	1	15,636
2	15,008	2	15,403	2	15,736
3	15,136	3	15,503	3	15,836
4	15,262	4	15,603	4	15,936
5	15,390	5	15,734	5	16,036
6	15,518	6	15,865	6	16,169
7	15,644	7	15,995	7	16,302
8	15,772	8	16,126	8	16,435
9	15,899	9	16,255	9	16,568
10	16,027	10	16,386	10	16,701
11	16,154	11	16,517	11	16,835
12	16,281	12	16,647	12	16,967

**EXTRA PAY**

3.5%x15.45=.54+15.45=\$15.99

3.0%x15.99=.48+15.99=\$16.47

2.5%x16.47=.41+16.47=\$16.88

Includes substitutes, field trips, sports runs, mail run, garage and mid-days other than contracted runs.

**2009-2012**

**LONGEVITY**

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

**SPECIAL ED BONUS**

\$6.08/HR.

Will be paid only for special Education runs without an aide as specified in an IEP.  
Runs will be reviewed individually to determine eligibility for Special Ed bonus.

Any mid-day contracted run will be included as part of the driver's and/or aide's regular contract, giving

each employee a five (5) or six (6) hour per day contract.

Summer School - Guaranteed a minimum of 1-1/2 hours pay or 3 hours per day for two assignments.

**SALARY GUIDE FOR TEACHERS**

**Year 1  
2009-2010**

<b>Step</b>	<b>BA</b>	<b>6</b>	<b>12</b>	<b>18</b>	<b>24</b>	<b>30</b>	<b>MA</b>	<b>6</b>	<b>12</b>	<b>18</b>	<b>24</b>	<b>30</b>	<b>36</b>
1	46,207	46,929	47,265	47,619	47,972	48,326	49,234	49,940	50,293	50,647	51,353	52,059	52,766
2	46,707	47,429	47,766	48,119	48,473	48,826	49,734	50,440	50,793	51,146	51,853	52,559	53,266
3	48,927	49,649	49,986	50,339	50,693	51,046	51,954	52,660	53,013	53,367	54,073	54,779	55,486
4	51,111	51,834	52,171	52,524	52,877	53,230	54,138	54,845	55,198	55,551	56,258	56,964	57,670
5	52,910	53,633	53,970	54,323	54,676	55,029	55,937	56,644	56,997	57,350	58,057	58,763	59,469
6	54,911	55,634	55,971	56,324	56,677	57,030	57,938	58,645	58,998	59,351	60,058	60,764	61,470
7	56,134	56,857	57,194	57,547	57,900	58,253	59,162	59,868	60,221	60,574	61,281	61,987	62,693
8	57,801	58,524	58,861	59,214	59,567	59,920	60,829	61,535	61,889	62,241	62,948	63,654	64,360
9	59,024	59,747	60,084	60,437	60,790	61,143	62,052	62,758	63,112	63,464	64,171	64,877	65,583
10	60,802	61,525	61,862	62,215	62,568	62,921	63,830	64,536	64,889	65,242	65,949	66,655	67,361
11	62,025	62,748	63,085	63,438	63,791	64,144	65,053	65,759	66,112	66,465	67,172	67,878	68,584
12	64,137	64,860	65,197	65,550	65,903	66,256	67,165	67,871	68,224	68,577	69,284	69,990	70,697
13	66,360	67,083	67,420	67,773	68,126	68,480	69,388	70,094	70,447	70,800	71,507	72,213	72,920
14	69,529	70,252	70,589	70,942	71,295	71,648	72,556	73,263	73,616	73,969	74,675	75,382	76,088
15	72,304	73,027	73,364	73,717	74,070	74,423	75,331	76,038	76,391	76,744	77,450	78,157	78,863
16	76,031	76,753	77,090	77,443	77,797	78,150	79,058	79,764	80,117	80,471	81,177	81,883	82,590

**Longevity:** \$1428 after 25 years in district

**SALARY GUIDE FOR TEACHERS**

**Year 2  
2010-2011**

<b>STEP</b>	<b>BA</b>	<b>6</b>	<b>12</b>	<b>18</b>	<b>24</b>	<b>30</b>	<b>MA</b>	<b>6</b>	<b>12</b>	<b>18</b>	<b>24</b>	<b>30</b>	<b>36</b>
1	48,320	49,046	49,385	49,740	50,095	50,450	51,362	52,072	52,427	52,782	53,492	54,202	54,912
2	48,820	49,546	49,885	50,240	50,595	50,950	51,862	52,572	52,927	53,282	53,992	54,702	55,412
3	49,320	50,046	50,385	50,740	51,095	51,450	52,362	53,072	53,427	53,782	54,492	55,202	55,912
4	51,111	51,837	52,176	52,531	52,886	53,241	54,153	54,864	55,219	55,574	56,284	56,994	57,703
5	53,180	53,906	54,245	54,600	54,955	55,310	56,222	56,933	57,288	57,643	58,353	59,063	59,772
6	55,191	55,917	56,256	56,611	56,966	57,321	58,233	58,944	59,299	59,654	60,364	61,074	61,783
7	56,611	57,338	57,676	58,031	58,386	58,741	59,653	60,364	60,719	61,074	61,784	62,494	63,203
8	58,096	58,822	59,161	59,516	59,871	60,226	61,138	61,849	62,204	62,559	63,269	63,979	64,688
9	59,501	60,228	60,566	60,921	61,276	61,631	62,543	63,254	63,609	63,964	64,674	65,384	66,093
10	61,112	61,839	62,177	62,532	62,887	63,242	64,154	64,865	65,220	65,575	66,285	66,995	67,704
11	62,502	63,228	63,567	63,922	64,277	64,632	65,544	66,254	66,609	66,964	67,674	68,384	69,094
12	64,464	65,191	65,529	65,884	66,239	66,594	67,507	68,217	68,572	68,927	69,637	70,347	71,056
13	66,699	67,425	67,764	68,119	68,474	68,829	69,741	70,452	70,807	71,162	71,872	72,582	73,291
14	69,884	70,610	70,949	71,304	71,659	72,014	72,926	73,636	73,991	74,346	75,057	75,766	76,476
15	72,673	73,399	73,738	74,093	74,448	74,803	75,715	76,425	76,780	77,135	77,846	78,555	79,265
16	76,418	77,145	77,483	77,838	78,193	78,548	79,460	80,171	80,526	80,881	81,591	82,301	83,010

**Longevity:** \$1428 after 25 years in district

**SALARY GUIDE FOR TEACHERS**

**Year 3  
2011-2012**

<b>STEP</b>	<b>BA</b>	<b>6</b>	<b>12</b>	<b>18</b>	<b>24</b>	<b>30</b>	<b>MA</b>	<b>6</b>	<b>12</b>	<b>18</b>	<b>24</b>	<b>30</b>	<b>36</b>
1	50,442	51,170	51,509	51,865	52,221	52,577	53,492	54,204	54,560	54,916	55,627	56,359	57,051
2	50,942	51,670	52,009	52,365	52,721	53,077	53,992	54,704	55,060	55,416	56,127	56,859	57,551
3	51,442	52,170	52,509	52,865	53,221	53,577	54,492	55,204	55,560	55,916	56,627	57,359	58,051
4	51,942	52,670	53,011	53,365	53,721	54,077	54,992	55,704	56,060	56,416	57,127	57,859	58,551
5	53,286	54,014	54,354	54,709	55,065	55,421	56,336	57,048	57,404	57,760	58,472	59,183	59,895
6	55,302	56,030	56,370	56,726	57,082	57,437	58,353	59,064	59,420	59,776	60,488	61,200	61,911
7	56,535	57,263	57,602	57,958	58,314	58,670	59,585	60,297	60,653	61,008	61,720	62,432	63,144
8	58,214	58,972	59,282	59,638	59,994	60,350	61,265	61,976	62,332	62,688	63,400	64,112	64,823
9	59,447	60,175	60,514	60,870	61,226	61,582	62,497	63,209	63,565	63,920	64,632	65,344	66,056
10	61,238	61,966	62,306	62,662	63,018	63,373	64,289	65,000	65,356	65,712	66,424	67,136	67,847
11	62,469	63,197	63,538	63,894	64,250	64,606	65,521	66,253	66,588	66,944	67,656	68,368	69,080
12	64,599	65,327	65,666	66,022	66,378	66,734	67,649	68,361	68,717	69,072	69,784	70,496	71,208
13	66,839	67,567	67,906	68,262	68,618	68,974	69,889	70,601	70,957	71,312	72,024	72,736	73,448
14	70,029	70,758	71,099	71,455	71,811	72,167	73,082	73,793	74,149	74,505	75,217	75,929	76,640
15	72,827	73,555	73,895	74,251	74,607	74,963	75,878	76,590	76,949	77,301	78,013	78,725	79,437
16	76,582	77,310	77,650	78,006	78,362	78,718	79,633	80,345	80,700	81,056	81,768	82,480	83,192

**Longevity:** \$1428 after 25 years in district