



BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

CONTRACTUAL AGREEMENT

2008 - 2011

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Salary Guide, Category B Teacher Aides 2008-200947
Salary Guide, Category B Teacher Aides 2009-201048
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ARTICLE I

RECOGNITION

A. **Recognition**

The Board hereby recognizes the Association as the exclusive bargaining representative as defined in Chapter 301 of aforesaid laws of New Jersey concerning grievances and terms and conditions of employment for all designated personnel whether under contract, on leave, or employed on per diem basis by the Board including:

1. **Category A Employees**
All Certified Teachers
Nurses
Librarians
Guidance Counselors
ISS Coordinators
2. **Category B Employees**
Secretary (12 month)
Teacher's Aide (10 month)
3. **Category C Employees (12 month)**
Custodians
Maintenance Personnel
Receiving Clerk

The Board agrees not to negotiate with any organization other than that designated as the exclusive representative.

B. **Definition of Employees**

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

C. **Discrimination Clause**

The Board shall not discriminate against any person in violation of NJSA 10:5-1 EG.SEQ., the Law Against Discrimination, nor in violation of the Constitutions of the State of New Jersey and of the United States.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective bargaining in accordance with Chapter 123, laws of 1974 of New Jersey Statutes annotated, in a good faith effort to reach agreement. Any agreement so negotiated shall apply to all employees, be reduced to writing, and be signed by authorized representatives of the Board and the Association.
- B. This agreement incorporates the entire understanding of the parties on all matters with respect to items which are subject to negotiations.
- C. Nothing contained herein shall be contrary to New Jersey School Law.
- D. Neither party in any negotiations shall have any control over the selection of the negotiating representative of the other party.

ARTICLE III
EMPLOYEE RIGHTS AND PRIVILEGES

A. Right To Organize

Pursuant to Chapter 123, Public Laws 1974, the Board and the Association hereby agree that every employee of the Board shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining and other activities for mutual aid and protection or to refrain from such activities. As a duly selected body exercising governmental powers and the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee in any way whatsoever that is contrary to any existing laws.

B. Compliance of Contracts

Any individual contract between the Board and an individual employee heretofore or hereafter executed shall be subject to and consistent with the terms of this agreement as to salary and the terms and conditions of employment. If an individual contract contains any language inconsistent with this agreement, this agreement, for its duration shall be controlling.

C. Discipline

No employee shall be discharged, disciplined or reduced in rank or compensation without an opportunity to discuss the action with the Superintendent and/or Board as desired. Reasons for any of the above actions will be given in writing to the involved party when requested. Any such action by the Board will be subject to the grievance procedure contained herein or any statutory review procedure, whichever is applicable.

D. Criticism of Employees

Because it may have profound effect on the employee's ability to maintain respect of students, in the classroom or the grounds, any question or criticism by a supervisor, administrator or Board member of an employee's work performance shall be made in confidence and not in the presence of students, parents or other employees.

E. Maintenance of Benefits

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 employee benefit existing prior to its effective date as prescribed in the agreement.

F. Representation

Whenever any employee is required to appear before the Superintendent, the Board or any committee thereof concerning any matter which could adversely affect the continuation of the employee in his/her office, position or employment, or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.

G. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under the New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere, all rights of the Board under New Jersey School Laws or decisions, rules or regulations shall not be abrogated by this agreement.

H. Association Identification

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

I. Termination

The contract of a non-tenure employee may be terminated by either the Board or by the employee upon prior written notification of at least thirty (30) days. However, the parties acknowledge that they are in agreement that it is to their mutual benefit that terminated employees shall be made aware of the reasons for termination and be given an opportunity to be heard if requested. To that end, the Board shall provide reasons for termination and grant an opportunity to be heard to a terminated employee who has not achieved tenure.

ARTICLE IV
ASSOCIATION RIGHTS

A. Use of School Facilities

1. Meetings

The Association shall have the right to use an appropriate meeting place on the second and fourth Monday of each month for the purpose of conducting their regular business. Whenever possible, notice of such use shall be verified at least three (3) days prior to date of use between the Association president or his/her designee and the Superintendent or his/her designee.

2. Emergency Meetings

In cases of emergency where the Association needs to have more than two (2) monthly meetings, the Association president or his/her designee shall apply for use of the facilities through the Superintendent or his/her designee according to school policy.

3. Use of School Buildings

The Association and its representatives shall have the right to use school buildings at reasonable hours for meetings with the approval of the Superintendent or his/her designee, which approval shall not be unreasonably withheld.

4. Bulletin Boards

The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge and employee's dining room. Copies of all materials to be posted on such bulletin board shall be given to the division head and the Superintendent but no approval shall be required.

5. Mail Facilities and Mail Boxes

A. The Association shall have the right to use the interschool mail facilities and school mail boxes as it deems necessary for all postal services which do not require United States postage and all boxes shall be marked in alphabetical order and officers of the Association shall be designated. Administrative approval for the material inserted shall not be necessary.

B. Use of school e-mail for Association business shall be permitted as long as such use conforms to the District's e-mail policy.

B. Orientation Programs

The Association shall be granted a place on the agenda of all orientation meetings of new teachers.

ARTICLE V
EMPLOYEE WORK YEAR

A. In-School Work Year Category A Employees and Teacher Aides

1. Ten (10) Month Personnel

A. The in-school work year for Category A Employees and Teacher Aides employed on a ten (10) month basis (other than new personnel who may be required to attend an additional three (3) days of orientation) shall not exceed one hundred and eighty-five (185) days.

B. Eleven (11) month employees will work the same calendar year as ten-month employees. In addition, eleven month employees will work no more than 20 additional days over the months of July and August. These 20 days shall be determined by the immediate supervisor.

Eleven month employees who do not work the traditional work year are required to work two hundred five (205) days; schedule to be determined by the immediate supervisor.

2. Emergency School Closings

Should the schools be closed as a result of inclement weather or other emergency situation, Category A Employees and Teacher Aides attendance is not required when following conditions prevail: (a) when that day is not being counted as part of the school year, and (b) when that day will have to be made up by the Category A Employees and Teacher Aides.

B. Category B Employees Except Teacher Aides

1. Work Year

Twelve (12) month employees will in addition to holidays set forth in the school calendar, be entitled to July Fourth or, if this holiday falls on a weekend, then Friday for Saturday and Monday for Sunday; and Labor Day. Should school be in session on Columbus Day, Category B employees will receive a day off in lieu thereof mutually agreed to by the Administration and the Association. Should President's Weekend observance be less than four days, Category B Employees will receive a day off in lieu thereof mutually agreed to by the Administration and the Association.

2. Winter/Spring Break

Category B Employees will not be required to work during winter (Christmas) or Spring (Easter) break.

Category C Employees

C.

1. Paid Holidays

a. All custodians shall be entitled to the following paid holidays: Labor Day, Columbus Day, Two (2) days of NJEA Convention, Thanksgiving Day and Friday after, Dr. Martin Luther King, Jr. Day, President's Day, Good Friday, Easter Monday, Memorial Day, and the Fourth of July. In the event that school is in session on a day listed above as a holiday, the employee will work and receive another day off in lieu thereof. If the holiday (listed above), falls on Saturday or Sunday, the day declared by the County as the legal holiday shall be honored.

b. All employees shall be entitled to two (2) days at Christmas and two (2) at New Year's as follows:

- (1) When Christmas or New Year's Day fall on a Tuesday through Friday, the days off are the holiday and the day preceding it unless school is in session. If school is in session, the employee will work and receive another day off in lieu thereof.
- (2) When Christmas or New Year's Day fall on a Saturday or Sunday, the days off are the Friday preceding and the Monday following Christmas and the Thursday and Friday preceding New Year's Day unless school is in session. If school is in session, the employee will work and receive another day off in lieu thereof.
- (3) When Christmas or New Year's Day fall on a Monday, the days off are the Tuesday following Christmas and the Friday preceding New Year's Day.

In addition, when school is closed for Rosh Hashanah or Yom Kippur, all employees shall be entitled to each as a paid holiday.

(If the day falls on a Saturday or Sunday, there is no additional day off.)

2. State of Emergency

Category C employees must report for work when school is not in session due to inclement weather unless directed otherwise by the Superintendent.

D. ~~Vacations~~ – (Categories B & C Employees)

1. Earned Vacation

All twelve (12) month employees shall be entitled to vacation as prescribed (A full year being a school calendar year 7/1 to 6/30.)

a. **Partial year.**

Employees with less than twelve (12) months of service are entitled to:

- (1) **Full month (s).** One (1) day per full month worked accumulating to not exceed eleven (11) days.
- (2) **Partial month.**
 - (a) Credit for the month is earned if hired before the 16th of the month.
 - (b) No credit for the month is earned if hired after the 15th of the month.

- (3) Vacation days earned during the school year can only be taken after June 30 following their first partial year of employment.

b. **Full Year.**

Employees after one (1) full year receive twelve (12) vacation days beginning July 1.

c. **Partial year – accumulation**

Employees hired between July 1st and December 31st (partial year, but credit for full year) receive seventeen (17) vacation days beginning July 01 following the 5th consecutive year (partial year plus four full years).

| | | |
|----------|-------------------|--------------|
| Example: | Hired July 1st | Entitlement |
| | 10/07/01-06/30/02 | 2002-9 days |
| | 07/01/02-06/30/03 | 2003-12 days |
| | 07/01/03-06/30/04 | 2004-12 days |
| | 07/01/04-06/30/05 | 2005-12 days |
| | 07/01/05-06/30/06 | 2006-17 days |

Employees hired between January 1st and June 30th (partial year but no credit for full year) receive seventeen (17) vacation days beginning July 1st following the 6th consecutive year (partial year plus five full years).

| | | |
|----------|-------------------|----------------------|
| Example: | Hired | July 1st Entitlement |
| | 02/21/02-06/30/02 | 2002-4 days |
| | 07/01/02-06/30/03 | 2003-12 days |
| | 07/01/03-06/30/04 | 2004-12 days |
| | 07/01/04-06/30/05 | 2005-12 days |
| | 07/01/05-06/30/06 | 2006-12 days |
| | 07/01/06-06/30/07 | 2007-17 days |

- d. **Maximum Vacation Days.** The maximum number of vacation days which can be earned in the first (1st) year is twelve (12). The maximum number of vacation days which can be earned is twenty-two (22) days per year.

Formula: Additional vacation days entitlement:
 17 days - add 5 to your year of hire
 22 days - add 10 to your year of hire

Examples: 10/01/03 - receives 17 days July 1, 2008
 2/01/04 - receives 17 days July 1, 2009
 10/01/00 - receives 22 days July 1, 2010
 2/01/01 - receives 22 days July 1, 2011

2. Carryover

Employees may carry over a maximum of five (5) vacation days to the subsequent contractual year. Failure to use the carry-over days in the subsequent contractual year will result in their loss.

3. Scheduling

Vacations may be taken at any time during the calendar year with prior approval of the immediate supervisor.

ARTICLE VI

TEACHER ASSIGNMENT

A. Notification of Contract and Salary

Teachers shall be notified of their contract status for the ensuing year no later than May 15th. Teachers will be required to reply.

B. Extracurricular

1. Those teachers who have volunteered for extracurricular positions will be notified, when appropriate, by May 15th if they have been appointed.
2. If it becomes necessary to assign a teacher to an extracurricular activity for which he/she has not applied, said notification will be made by June 15th, except for cause.
3. When possible, all extracurricular activity positions will be posted in each building by March 1st.

C. Class Size

Administration will make every effort to maintain class size at a reasonable number commensurate with the building facilities and in the best interest of the students.

D. Shop Class Size

Class size in shops will be based upon work station availability, safety requirements, shop teacher recommendations, as coordinated and assigned by the guidance personnel and approved by the administration.

E. Evaluation of Students

The teachers shall maintain the initial right and responsibility to determine grades and other evaluations of students within the grading policies of the school district based upon his/her professional judgement of available criteria pertinent to any given subject area or activity to which he/she is responsible. No grade or evaluation shall be changed unless the teacher in question first receives written notification from the administration. The teacher shall be able to support the grade.

F. Definitions

1. A "period" is one 40-minute class.
2. A "block" is one 80-minute class.

ARTICLE VII

EMPLOYEE HOURS AND WORK LOAD - CATEGORY A EMPLOYEE

A. **Workday**

1. The total in-school workday shall consist of not more than seven (7) hours and ten (10) minutes which shall include a duty-free lunch period for all Category A employees which period is equal to a class period.
2. Category A employees shall be required to remain after the regular work day (8:10 to 3:20) for the purpose of attending parent conferences, faculty and other professional meetings as determined by the Administration. Staff who are voluntarily assigned to a 7:50 a.m. duty may leave at 3:00 p.m.

*1/2 DAY: 3 HRS 35 MIN
8:10 - 11:50*

B. **Daily Work Load**

1. The daily teaching of career major teachers shall not exceed eight (8) teaching periods. Assignments to a supervised study hall, shop/class coverage, non-compensated duty, or non-compensated extracurricular activity shall be considered a teaching period for purposes of this article.
2. The daily teaching assignment of an academic teacher shall not exceed six (6) periods or three blocks a day. Assignments to a supervised study hall, shop class coverage, non-compensated duty, beyond what is stated in item B-3, below, or non-compensated extracurricular activity shall be considered a teaching assignment for purposes of this article.
3. All academic teachers shall have two (2) periods or one block of non-compensated duty per week. Assignments of such duties are determined by the Administration.

C. **Meetings**

The first and third Monday of each month may be scheduled as a faculty-administration meeting day for presentation of appropriate school business that is best disseminated by personal contact. Meetings may be canceled if there is no need to assemble the faculty and administration. Prior notice should be given in the form of written notification of scheduled meetings five (5) working days in advance when possible. Emergency meetings may be called by the Administration after notification to the Association.

D. Evening Assignments/Others

It is understood that Parents Night and Open House activities are part of the regular assignment of a Category A employee. Such functions shall be arranged jointly by the Association and the administration. When deemed necessary, the administration and Association may arrange for additional evening activities.

E. Preparation Period/Lunch Period Exceptions

The Board and the Association acknowledge that the Category A employee's primary responsibility is to teach his/her assigned classes and that his/her energy should, to the extent possible, be utilized to this end. Category A employees shall not be obligated to monitor activities in the following areas during duty-free lunch periods or assigned preparation periods.

1. Lavatories
2. Bus Loading and Unloading
3. Parking and Recreation Areas
4. Cafeterias
5. Halls

Nothing in this article, however, precludes Category A employees from enforcing school policy at all times.

F. Work Beyond School Year

Any Category A employee who is required to work beyond the ten (10) months school year as defined in Article V, shall be compensated at his/her normal daily rate, which is 1/200th of the employee's contractual salary.

G. Duty-Free Lunch

All Category A employees shall have the right to leave the school property only during their duty-free lunch period. Category A employees shall indicate their departure and return on a sign-out sheet in the front office.

H. Substitute/Extra Pay

To provide for the most effective class coverage when a Category A employee is absent, the Board will maintain a list of substitute teachers and designate a person to receive notification from a Category A employee who cannot report to work. In an emergency, if a substitute cannot be obtained, a Category A employee with an unassigned preparation period or a Teacher's Aide with a substitute certificate may be asked to substitute. In return, compensation for the Category A employee or the Teacher's Aide shall receive \$19.00 per period, (08-09), \$20.00 per period, (09-10), \$21.00 per period, (10-11). Effective date 9/1/99

I. Category A Employees Who Cannot Report To Work

In an emergency, if a substitute cannot be obtained, a Category A employee with an unassigned preparation period may be asked to substitute. In return, compensation for the Category A employee shall take the following form:

For any compensatory periods, the Category A employee shall receive payment as .. outlined by article VII Paragraph H.

Category A employees will be requested to assist with substitution on a fair and rotating basis.

J. Activity Days

On occasion, the administration may declare certain days as activity days. When this occurs, the activity period is superimposed upon the regular daily schedule. All other periods are lessened by five (5) minutes which established the remaining time as the activity period. Category A employees who do not sponsor activities are required to supervise students assigned to study periods or assist in supervision of large group activities.

ARTICLE VII

EMPLOYEE HOURS AND WORKLOAD - CATEGORY B EMPLOYEE

A. **Workday - Supportive Staff**

All full time Category B employees, except teacher aides, shall work seven and one-half (7 1/2) hours per day, inclusive of a forty (40) minute lunch period, except on Fridays and the day before holidays when dismissal time shall be fifteen (15) minutes earlier than the regularly scheduled time. All approved work performed over thirty-seven and one-half (37 1/2) hours in a five (5) day week shall be paid at the overtime rate .

B. **Workday - Aides**

All teacher's aides shall work seven (7) hours and fifteen (15) minutes per day, inclusive of a lunch period equal to a class period. All approved work over thirty-six (36) hours in a five (5) day week shall be paid at the overtime rate.

The working hours of teacher's aides shall be assigned by the appropriate division head and shall be either: 7:45 a.m. to 3:00 p.m. or 8:05 a.m. to 3:20 p.m. In addition, teacher's aides shall be present for Faculty/Division meetings and two evening meetings per year (Parents Night and Open House.)

3 1/2 HRS + 7 MIN = 1/2 DAY

8:05 - 11:42 = 1/2 DAY

3 1/2 HRS + 7 MIN = 1/2 DAY

7:45 TO 11:20 = 1/2 DAY

C. **Overtime**

Overtime shall be paid to all employees at the rate of one and one-half (1 1/2) times the employee's regular hourly rate. Overtime is defined to mean any time spent at one's regular or assigned duties either before or after regular daily work hours.

D. **Administrative Responsibility for Work Hours**

Reasonable hours encompassing the work day will be established by the Superintendent or his/her representative for all personnel.

E. **Rest Period**

Employees in the unit shall be entitled to one 15 minute uninterrupted rest period in the morning and in the afternoon, at such time as shall be designated by the immediate supervisor.

F. **Emergency Conditions**

Employees in the unit shall not be required to report for work on days on which the schools are closed due to emergency conditions.

G. Altered Workday Summer Hours

Immediately upon the closing of school in June, until June 30th, all employees in the unit shall work from 8:00 a.m. to 3:30 p.m., inclusive of a forty (40) minute lunch. From July 1 to August 31, all employees in the unit shall be dismissed at 3:00 p.m. on Fridays. The administration reserves the right to offer as an option a condensed workweek. Participation in this program is optional and at the sole discretion of the Category B employee.

H. Duty-Free Lunch

All Category B employees shall have the right to leave the school property only during their duty free lunch period. Category B employees shall indicate their departure and return on a sign out sheet in the front office.

ARTICLE VII

EMPLOYEE HOURS AND WORKLOAD - CATEGORY C EMPLOYEE

A. Workday

Employees from September 1 through June 30 shall work eight (8) hours per day inclusive of a forty (40) minute lunch period. All work in excess of eight (8) hours per day, and forty (40) hours per week, shall be paid at the rate of one and one-half (1 1/2) times their regular hourly rate . Category C employees shall have fifteen (15) minute breaks as set forth in Article VII, E, Category B employee.

Employees from July 1 through August 31 shall be dismissed one-half hour earlier on Fridays.

Altered workday Summer hours. The administration reserves the right to offer as an option a condensed workweek. Participation in this program is optional an at the sole discretion of the Category C employee. Under such an option, employees working more than 8 hours per day will not receive overtime pay except where the total hours in any week exceed 40.

B. Administrative Responsibility for Work Hours

Reasonable hours of work will be established by the Superintendent or his/her designee.

C. Emergency Work Hours

If it becomes necessary for an employee to be called in to work during other than assigned hours, there will be a minimum guarantee of three (3) hours pay.

D. Duty-Free Lunch

All Category C employees shall have the right to leave the school property only during their duty-free lunch period, provided adequate building coverage is maintained to meet all laws, regulations and safety needs. Category C employees should indicate their departure and return on a sign-out sheet.

ARTICLE VIII

EMPLOYEE FACILITIES

A. **Facilities**

Each full-time school as defined by the State Department of Education shall have the following facilities:

1. Appropriately furnished rooms which shall be reserved for the use of teachers and staff as the staff lounge.
2. A separate, private dining area for use of the teachers and staff.
3. A staff parking area.

ARTICLE IX

PROTECTION OF EMPLOYEES AND STUDENTS

A. Hazardous Conditions

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being following verification of such conditions.

B. Procedure

1. If, in the opinion of the employee or the Association, hazardous or unsafe conditions exist within the building or on the school grounds, the Superintendent shall be informed in writing of its existence. The report will contain the following information:
 - a. Nature of hazard.
 - b. Location of hazard.
 - c. Date that hazardous conditions began.
2. A conference between the reporting employee and the Superintendent may be called by either party for more information concerning the existing problem.
3. The administration will consider all information and decide on the course of action. A copy of the decisions will be forwarded to the reporting employee for his/her files.

ARTICLE X

TRANSFERS, REASSIGNMENTS, AND PROMOTIONS

A. Voluntary Transfers and Reassignments

1. Notification of vacancy

- a. No later than May 15th of each school year the Superintendent shall announce all known vacancies for the following school year. The Board retains the right to select the person and to list the qualifications for each position.
- b. Employees who desire a change in assignment or who desire a transfer to another division shall file a written statement of such desire with the Superintendent.

B. Involuntary Transfers and Reassignments

1. Notice of a transfer and/or reassignment shall be given to employees as soon as practical.
2. No vacancy shall be filled by means of involuntary transfer and or reassignment if there is a qualified volunteer available to fill said position. The Superintendent will determine the qualifications.
3. In all cases of transfer and/or reassignment, the wishes of the employee involved shall be the major consideration in the decision of the Superintendent.
4. Prior to transfer and/or reassignment, a meeting between the employee and the Superintendent shall be held to discuss the factors influencing the final decision.

C. Promotions

When a promotion or new position becomes vacant to which a promotion could be made, notice of said vacancy shall be given to the Association, at a minimum of two weeks in advance of contemplated action so as to give prospective applicants a reasonable opportunity to apply unless there is an emergency. The Board reserves the right to make appointments or promotions at their sole discretion. Employees desiring to apply for such positions shall submit within a reasonable time, applications in writing to the Superintendent.

ARTICLE XI

LEAVE

A. Sick Leave

1. Accumulation

a. All ten (10) month employees shall be allowed sick leave with full pay for ten (10) school days in any school year. All eleven (11) month employees shall be allowed sick leave with full pay for eleven (11) school days in any school year. All twelve (12) month employees shall be allowed sick leave with full pay for twelve (12) days in any one school calendar year (July 1 to June 30). Unused sick leave days shall be accumulated from year to year with no maximum limit.

b. At the end of the school year, unused personal days shall accumulate as part of sick leave. Sick days accumulated in this manner shall be used first and are not to be compensated upon retirement or termination. Annual accumulation under this provision and under Paragraph A.1.a. above will not exceed the limit allowed by law.

2. Retirement

a. Upon retirement, an employee shall be compensated for unused sick leave at the rate of fifty percent (50%) of the daily rate during the last year of service, times the days unused, to a total maximum payment of Fifteen Thousand Dollars (\$15,000).

3. Voluntary Termination

a. An employee who voluntarily terminates his/her employment with the district after ten (10) years of service shall receive twenty percent (20%) of his/her per diem rate of salary based upon the contractual salary of his/her last year of employment for each day of accumulated sick leave.

B. Emergency Absences

This policy shall cover absences not chargeable to sick leave, or professional or semi-professional assignment directly beneficial to the school system.

1. Death in Family

Deaths in the immediate family shall entitle an employee to five (5) days for each occurrence. Immediate family includes:

- a. Parents
- b. Legal Guardian(s)
- c. Spouse
- d. Children
- e. Siblings
- f. Parents-in-Law
- g. Grandparents
- h. Grandchildren
- i. Member of the employee's immediate household
- j. Civil Union Partner as required by law

2. Death of Other Relative

Death of a relative, not in the immediate family, shall entitle an employee to one (1) day for each occurrence.

3. Death of a Close Friend

Death of a close friend shall entitle an employee to one (1) day per school calendar year (July 1 to June 30).

C. Personal Days

1. Accumulation

a. The Board will provide three (3) days for ten (10) month employees of personal leave at full pay during any one school year (September 1 - June 30).

b. The Board will provide four (4) days of personal leave at full pay for eleven (11) and twelve (12) month employees during any 1 school calendar year. (July 1- June 30).

2. Restrictions

a. No unused days shall be accumulated as personal days but unused days can accumulate as part of sick leave.

b. Personal days are to be used for personal family matters that cannot be cared for during non-school hours.

c. There shall be a limit of three (3) personal days per school day at each campus.

d. No personal days shall be granted the day before or day following a holiday except in an emergency.

D. Court Appearances

1. Summons – General

Any employee who is required to be present by a court of law through no fault of his/her own, and who exhausts his/her personal days, will receive full pay minus substitute pay for the day(s) involved.

2. Summons – Employment

Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system will be granted with full pay if the employee is required by law to attend and required attendance is not a result of an improper act of the employee. The Board shall not be required to pay any monies, whatsoever, for days off for appearances in any legal action initiated by the employee against the Board or the administration.

3. Jury Duty

An employee, when queried by a Court of Jurisdiction, shall seek exemption from necessary jury duty when such service is within the school year, if such option is available to the employee.

Should an employee be summoned for jury duty as required by law or following the request for exemption as provided above, he/she shall give notice to the Superintendent or his/her designee as soon as possible after receiving the summons. During the term of such duty the employee shall be paid his/her regular pay less pay received from the court. (This shall not include meal allowance and mileage.)

Time necessary for required jury duty shall not offset the employee's eligibility status pertaining to the district's "Perfect Attendance Policy."

E. Childbirth and Child-Rearing

The Board shall grant maternity leave without pay to any tenured employee upon request subject to the following stipulations and limitations.

1. Any employee granted maternity leave shall at her request be restored to a similar teaching position, subject area, grade level, and/or assignment vacated at the commencement of said leave whenever possible.
2. No employee shall be prevented from returning to work after childbirth solely on the grounds that there has not been a specified time lapse between childbirth and the desired date of return. A physical examination may be required.
3. The Board shall permit an employee to continue her duties during pregnancy provided the employee can produce a certificate from her physician stating that she is medically able to continue her duties.
4. Any Category A or teacher's aide granted an unpaid child-rearing leave will be permitted to return on September 1, after the leave has been granted. Notification of intention to return should be made **no later than March 30th**. The Board will extend said leave to a maximum of less than three full years to allow Category A or teacher's aide to return on a date that coincides with September 1. Other employees not Category A or teacher's aide may return on any date mutually agreed upon by the employee and the Superintendent.

5. An employee shall receive two (2) days with pay for the birth(s) of the child(ren).
- F. Adoption** Any employee adopting a child shall receive leave in accordance with item E. of this Article, which shall commence upon receiving **de facto** custody of said child, or earlier if necessary to fulfill the requirements for adoption.
- G. Procedures**
1. For sick leave, the appropriate form must be completed and submitted to the administration.
 2. Request for temporary leave of absence shall be submitted in writing at least three (3) days in advance of the requested day to the division head with final approval by the Superintendent.
 3. Notification for personal leave shall be made to the division head as soon as possible before the date(s) requested. It is agreed that some items of urgent personal business do not allow for three (3) days notice.
- H. Other Leaves of Absence**
1. **Good Cause**
Other leaves of absence with pay may be granted for other good reason.
 2. **Additional Leave**
Leaves of absence without pay up to one year may be granted to employees with three or more years of continued service in the employ of the Board. Additional leave beyond that year may be granted to the employee at the discretion of the Board. All benefits to which any such employee was entitled at the time of commencement of leave (including available sick leave) shall be restored upon return. Upon returning to work, the returning employee shall be assigned to the same position as last held, if available; if not, to such other position as designated by the Superintendent.
- I. Notification of Accumulation**
Employees shall be give a written accounting of accumulated sick leave days no later than May 1st of each year.

ARTICLE XII

SABBATICAL LEAVE FOR CATEGORY A EMPLOYEES

The Board of Education may grant a Sabbatical Leave of Absence to Category A employees. The following conditions must be met by the employee before the Board will consider the application.

A. Qualifications

1. Seven years of teaching service in the school district.
2. Leave must be for study, related travel or work experience in teaching field for teachers.

B. Application

1. Employee submits to the Superintendent, **no later than January 1st**, a letter stating that he/she wishes to be considered for sabbatical leave.
2. Application letter contains descriptive narrative of one hundred words or less that summarize how study, related travel or work experience will contribute to improvement of instruction within the work settings of the staff member.

C. Procedures

1. Superintendent appoints an administrator as supervisor/ contact person as monitor of sabbatical activities.
2. Applicant, in consultation with designated administrator, will prepare a formal proposal containing:
 - a. Detailed description of anticipated outcomes of sabbatical activities.
 - b. Detailed implementation plan, including objectives, activities, completion dates, and evaluation system to be used.
3. Two (2) additional persons will be appointed by the Superintendent to monitor and evaluate activities through to completion.
4. Upon recommendation by the monitoring/evaluation committee and approval by the Superintendent and the Board of Education, implementation will take place under supervision of designated administrator through to completion.
5. Any request to deviate from original plan must be approved by the monitoring committee.

D. Additional Provisions

1. Fifty percent (50%) pay for sabbatical leave on the condition that the teacher does not receive more than current salary from activities which will be related to the sabbatical including sabbatical salary.
2. Any category A employee granted sabbatical leave shall be eligible to receive:
 - a. His/ Her salary increment as if the employee had been in the Board's active employ during the time of such leave.
 - b. His/Her fringe benefits, including tuition reimbursement in accordance with the contractual provisions, during the year of sabbatical leave.
 - c. Service seniority increment as prescribed in N.J.A.C.6:3-1.10(b) .
3. Teacher must return to the school district for two (2) years following sabbatical or be responsible for returning sabbatical pay on a prorated basis.
4. Copies of income tax returns covering the period of the sabbatical are to be submitted as documentation of income during period of sabbatical leave.
5. Evaluation must be completed during August following sabbatical year, unless other arrangements have been made with monitoring administrator.

ARTICLE XIII

COMPLAINT PROCEDURE

- A.** Any written or oral complaints regarding an employee made to any member of the administration by any parent, student or other person which does or may influence the evaluation of an employee shall be brought to the attention of the employee involved immediately.
- B.** The appropriate member of the administrator shall meet with the employee to apprise the employee of the full nature of the complaint and shall attempt to resolve the matter informally.

ARTICLE XIV
GRIEVANCE PROCEDURE

Nothing herein contained shall be construed as limiting the right of any employee having a concern/possible grievance to discuss the matter informally with the appropriate division head(s) and having the concern/possible grievance adjusted without the intervention of the association, providing the adjustment is not inconsistent with the terms of this agreement.

A. Definitions

1. A grievance is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of any employee or group of employees and/or the interpretation, meaning or application of any of the provisions of this agreement.
2. An aggrieved person is a person or persons making the claim.
3. A party in interest is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problem which may from time to time arise affecting the welfare or terms and conditions of employment. Both parties agree that these proceedings will be kept confidential as may be appropriate in any level of the procedure.

C. Timelines

1. Since it is important that a grievance be processed as rapidly as possible, the number of days filed indicated at each level shall be considered a maximum and every effort shall be made to expedite the process. The time limit specified may be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparableable harm to a party in interest, the time limit set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practical.
3. **The Procedure Itself**
Any timeline(s) specified in the Procedure may be modified by mutual agreement of the parties.
Procedure

Level One

An employee shall first discuss his/her grievance orally with his/her immediate supervisor. An oral decision shall be provided to the employee within five (5) workdays.

Level Two

If the aggrieved person is not satisfied with the decision, or if no decision has been rendered within five (5) work days after presentation of the grievance, he/she may submit the grievance in writing to the immediate supervisor within five (5) work days after receipt of the decision. The written grievance will include the following information:

1. Summary of the grievance.
2. The event or condition affecting employment or the provision of the agreement in question.
3. The result of the informal discussion (if any).
4. Remedy

The immediate supervisor will render a written decision within five (5) work days from the receipt of the written grievance.

Level Three

If the written response from the immediate supervisor does not resolve the grievance to the employee's satisfaction, the employee may submit the written grievance to the Superintendent within five (5) work days from receipt of the written response. Within ten (10) work days from the receipt of the written grievance, the Superintendent shall hold a meeting at which all parties in interest shall have the right to be heard. Within ten (10) work days of the meeting, the Superintendent shall, in writing, advise the employee and the Association of his/her determination.

Level Four

If the written response from the Superintendent does not resolve the grievance to the employee's satisfaction, the employee may submit the written grievance to the Board via the Board Secretary within five (5) work days from receipt of the written response. The Board shall consider the grievance at its next regular meeting and, if the employee so requests, will hold a hearing with all parties of interest. The Board shall make a determination within ten (10) work days from the hearing or meeting and shall, in writing, notify the employee and the Association of its determination.

Level Five

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level 4, he/she may within five (5) work days request in writing that the Association submit the grievance to arbitration.

- a. The Association may submit the grievance to arbitration within fifteen (15) work days after receipt of the request by the aggrieved person.
- b. Within ten (10) days after such written notice of submission for 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 from the Public Employees Relations Commission may be made by either party.
- c. The cost for the service of the arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

D. Rights of Employees to Representation

1. Any party in interest may be represented at all levels of the formal grievance procedure by himself/herself or at his/her option, by representatives selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all levels of the formal grievance procedure.
2. No reprisals, restraints, interference, coercion, discrimination, or intimidation of any kind shall be taken by the Board or any member of the administration against any party in interest, any building representative, or any other participant in the grievance procedure by reason of participation.

E. Miscellaneous

1. If a grievance affects a group or class of employees, the Association may submit such grievance in writing to commence at **Level Three**.
2. The Association may process a grievance through the grievance procedure even though the aggrieved person(s) does not wish to do so.
3. All decisions will be in writing. The decision(s) set forth shall include reasons(s) and be transmitted promptly to all parties in interest and to the Association.
4. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept within the personnel file of any of the participants.
5. The Board agrees to furnish to the Association in response to reasonable requests any reasonable information which may be necessary for the Association to process any grievance.

ARTICLE XV

SALARIES

A. **Payment of Salaries**

The salaries of all employees covered by this agreement are set forth in the attached salary Schedules A-E, and made a part hereof. The Board shall issue pay checks every other Friday beginning with the first Friday of the school year (school calendar.) When a payday falls on a holiday, or vacation, employees shall receive their pay checks on the last previous working day.

B. **Category**

The category of each employee shall be determined by the Superintendent, under the direction of the Board of Education.

C. **Credit for Increment**

Any twelve month employee employed before January 1st during the term of this contract shall be given full credit for the year. If employed on or after January 1st, the employee shall not receive credit for the year's service. Any ten month employee employed before February 1st during the term of this contract shall be given full credit for the year. If employed on or after February 1st, the employee shall not receive credit for the year's service.

D. **Tenure and Longevity Compensation**

New hires, employed on or after September 1, 1988 shall not be eligible for tenure and longevity benefits. All employees currently employed shall be "grandfathered" as to applicable tenure and longevity benefits as provided in their respective salary schedules.

E. **Options**

1. **Credit Union Deductions**

Employees may individually elect to have a percentage or dollar amount of each bi-weekly gross salary deducted from their pay. These deductions will be deposited in the ABCO Federal Credit Union, every two weeks.

2. **Summer Payment Plan**

The Board shall provide a summer payment plan as prescribed by N.J.S.A. 18A:29-3. Payment to the employee shall be made by individual checks to the order of the employee. The employee participating in such plan shall receive two (2) payments. Such payments to coincide with the first pay periods scheduled for July and August.

F. **Additional Compensations**

1. **Payment**

Employees who receive payment for extracurricular activities, evening school employment, or any other activity, will be paid with separate checks.

2. **Extracurricular**

Compensation for designated extracurricular assignments are contained in the attached salary schedule F. If employees agree to accept an extracurricular assignment, they shall be paid the compensations according to the attached salary schedule(s) in addition to their regular salaries. One-half (1/2) of this payment shall be made on the first payday in December of the school year, and one-half (1/2) the first payday in May.

3. Interscholastic Coaches

All interscholastic sports coaches will be paid as per schedule F and may be paid in accordance with F.2. by mutual agreement.

4. Auxiliary Personnel

Auxiliary personnel (interscholastic sports program) shall be compensated as follows:

| | 08-09 | 09-10 | 10-11 |
|--|--------------|--------------|--------------|
| a. Single Game (Either Varsity or Junior Varsity) | \$42 | \$43 | \$44 |
| b. Varsity Game plus Junior Varsity Game | \$52 | \$53 | \$54 |
| c. Single Game-Evening Start 5:30 or later, or weekend, or holiday | \$52 | \$53 | \$54 |
| d. Varsity Game plus Junior Varsity Game-Evening start 5:30 or later, or weekend, or holiday | \$62 | \$63 | \$64 |

5. Substitute Extracurricular Assignment

Any individual who assumes an assistant, Head, (or any higher level) coaching assignment or other extracurricular assignment with increased responsibility or any such new assignment for more than one week will be entitled to pro rata pay at the higher or contracted level for the time they fill the position.

G. Class Coverage Compensation

Category A employees and category B employees with substitute teaching certificates shall receive payment as outlined in Article VII Paragraph H, in a separate check issued the second pay period in the months of December, April, and July. Effective date 9/1/99.

H. Category C - Holiday Compensation

- 1. Winter/Spring Vacation.** Any employee hired on or before June 30, 1997 who reports to work during winter (Christmas) and/or spring (Easter) vacation shall receive an additional sixty dollars (\$60) for each day worked. Any employee hired on or after July 1, 1997, shall not be eligible for the additional payment of \$60.00. It is understood that the district's winter and spring vacation break continues to be a regularly scheduled work period, subject to normal requests by Category C employees for use of vacation days. It is further understood that if the Board alters the work schedule in a way which would otherwise cause a loss of the \$60. payment to the "grandfathered" employees, said employees shall nevertheless continue to receive such payment.
- 2. Additional Holidays.** Any employee who reports to work on a day when other twelve (12) month employees (ex. Category B, Administrators, etc.) have a paid holiday (Ex. Friday before President's Day), the employee shall receive an additional sixty dollars (\$60) for each day worked.
- 3. Payment.** Any employee entitled to additional pay as described in H.1 and/or H.2 shall receive his/her additional pay in a separate check with the second (2nd) pay following the period in which the employee earned the additional pay.

I. Additional Category C Compensations

Compensation for the listed titles shall have the respective compensations:

| | 08-09 | 09-10 | 10-11 |
|---------------------|---------|---------|---------|
| Foreperson..... | \$1579. | \$1650. | \$1721. |
| Black Seal* | \$1402. | \$1465. | \$1528. |
| Bus License..... | \$1262. | \$1319. | \$1376. |
| Head Custodian..... | \$3792. | \$3865. | \$3938. |

*Any employee hired on or before June 30, 1996, who received the black seal payment shall continue to receive it. Any employee hired on or after July 1, 1996, will not be eligible for said payment. However, the cost of renewal of the black seal license for said employees shall be paid by the Board.

J. Staff Development

1. There shall exist a continuing educational units system with salary stipends. This system shall recognize those who continue their education by participating in non-required workshops or other programs outside of in-service days and not compensated for on the salary guide. Workshops and/or other programs not sponsored by this school district must be approved in advance to qualify for continuing educational units.

2. Compensation for the continuing educational units system shall exist as follows:

- a. One (1) continuing educational unit shall be equivalent to fifteen (15) hours of participation in approved workshops or programs.
- b. Upon attainment of the specified number of continuing educational units, the additional stipend (s) shall be awarded as per article XV F.2. unless D. of this article occurs.

| | | |
|-----|------------------------|-----------------------|
| (1) | 15 C.E.U.'s | \$ 500 |
| (2) | 15 C.E.U.'s (total 30) | \$ 650 (total \$1150) |
| (3) | 15 C.E.U.'s (total 45) | \$ 800 (total \$1950) |
| (4) | 15 C.E.U.'s (total 60) | \$ 950 (total \$2900) |
| (5) | 15 C.E.U.'s (total 75) | \$1100 (total \$4000) |

- c. The administration shall maintain an accurate record of the number of C.E.U.'s and fraction (hours) thereof. This record shall be reported to each employee by October 1 of their accumulation of C.E.U.'s obtained by August 30.
- d. If attainment of 15 C.E.U.'s occurs prior to February 1, the full stipend shall be awarded during that school year. If possible, the stipend shall be awarded as in Article XV F. 2. or in full with the first paycheck in May. This stipend shall be paid as a separate check.

ARTICLE XVI

BENEFITS

A. Health Benefits

The Board will provide a health care plan in accordance with Attachment C (page 64).

B. Prescription

1. The Board shall continue providing full family prescription coverage which involves:

Pharmacy: Co-Payment for a 30-day supply:
Generic \$5; Preferred Brand \$10; Other Brands \$20.

Mail Order: Co-Payment for a 90-day supply:
Generic \$5; Preferred Brand \$10; Other Brands \$20.

C. Dental

The Board shall provide a dental plan providing the following coverage for the employee, spouse and dependents.

| | EMP/SPO | DEPENDENTS |
|---------------------------|----------------|-------------------|
| Preventive and Diagnostic | 100% | 100% |
| Remaining Basic Services | 75% | 50% |
| Crowns | 75% | 50% |
| Prosthodontia Services | 50% | 50% |
| Orthodontic Services* | N/A | 50% |

Maximum payment for any calendar year by insurance company is \$1,500 per person for Preventive & Diagnostic, Basic Crowns and Prosthodontia Services.

Maximum Payment for Orthodontic Services* is \$1,000 per child/lifetime.

(*for eligible dependent children only)

Nothing contained herein shall deny the right of the Board to determine the carrier for the dental plan provided it demonstrates to the Association that any change in carriers will not reduce the range and levels of benefits and services.

D. Vision

Beginning July 1, 1991, the Board shall provide at no cost to the employee a vision care plan similar to the Vision Service Plan "C" with no deductible.

E. Section 125

Add a provision permitting employees to opt out of the coverages with the resulting savings of premium dollars to be shared 50/50 between the Board and the employee. A Section 125 plan shall be implemented in conjunction with this. See Attachment D.

F. Hours Needed for Benefits

An employee must regular work at least 25 hours per week to be eligible for the above benefits. However, anything to the contrary herein not with standing, any employee employed as of September 1, 1999 shall continue to receive health benefits.

G. Extended Illness

In cases of extended illness after sick days are exhausted, the Board shall continue providing the medical benefits as described in "A" above for a period not to exceed ten (10) months.

H. Worker's Compensation

The Board shall maintain worker's compensation insurance for the coverage of all employees. In accordance with the NJSA 18A:30-2.1, the employee will not suffer a loss in money or time due to a job-related injury which is covered by worker's compensation. Injuries which qualify for worker's compensation will be determined by the insurance company.

I. Retirement Benefit

1. The Board shall provide Category B & C employees who retire pursuant to the rules and regulations of PERS and with 25 years or more of in-district service, hospital/surgical and major medical coverage as provided in paragraph "A" above.
2. Should the State enact legislation providing such coverage to Category B & C employees, same will supersede and preempt the above provision.

J. Employee Assistance Program

The Board shall provide an Employee Assistance Program.

ARTICLE XVII

TUITION REIMBURSEMENT

The Board agrees to pay for tuition costs in the following manner:

| | | Tuition Reimbursement |
|--------------|-----------------------|------------------------------|
| As of 7/1/94 | A. | 100% |
| | B. | 60% |
| | C. | 50% |
| | Pass for Credit. | 50% |
| | Lower than C. | 00% |

1. Courses must be approved in advance by the Superintendent and be appropriate and/or required for teaching/employment at Burlington County Institute of Technology. Reimbursement will be made by the Board upon presentation or evidence of successful completion of the course(s), within thirty (30) days after submission. The maximum credits per year eligible for reimbursement is as follows:
 - Non-tenure employees.....6 credits
 - Tenured employees.....12 credits
 However, the Superintendent may waive this limitation where in his/her sole discretion it is deemed appropriate to do so.

2. If an employee takes course(s) at a New Jersey State College or University, the tuition rate of the institution shall prevail. If an employee takes course(s) elsewhere, the tuition rate of the School of Education, Rutgers University, shall prevail, unless said tuition is at a lower rate, than the lower tuition shall be the rate for reimbursement.

3. The total expenditure of all category B and C employees shall not exceed ten thousand (\$10,000.00) dollars per school calendar year (July 1 to June 30).

If an employee believes it is in the best interest of the school district to attend an activity that will aid his/her professional development in his/her field of teaching/employment, it is the responsibility of the member to notify his/her Division Head of his/her wishes. The Division Head shall notify the Superintendent who will notify the Board of this request with his/her recommendation, at the earliest convenient time, but if possible no later than the next Board meeting. The Board will evaluate the request to make a decision as to whether or not the member may attend. The Board's decision shall be final on all requests.

Adult Education Class Enrollment - Employees may enroll in classes offered in the Adult Education Division tuition free only, provided there is space available and the employees division head has approved the course.

ARTICLE XVIII

MISCELLANEOUS PROVISIONS

Recognition granted hereunder shall not impair the rights under Section 19 of Article I of the New Jersey Constitution.

A. **New Jersey Statutes and Public Law**

1. Nothing contained herein shall be construed to deny or restrict to any person, such rights as he/she may have under any statute in the State of New Jersey, including Title 18A Education of the New Jersey Statutes, or other applicable statutes and regulations.
2. Except as expressly provided otherwise in this agreement, the determination and administration of school policy, the operation management of the schools, and the direction of the employees are vested exclusively in the Board except as otherwise provided in Chapter 123, Public Law of New Jersey, 1974.
3. The Board of Education retains the right granted under New Jersey Statutes annotated title 18A, section 18A:54-20 "Employ and Dismiss Principals, Teachers, Janitors, Mechanics and Laborers, fix, alter and order paid their salaries and compensation," and, "prescribe the course of study to be pursued" for Principals and Teachers.

B. **Separability**

If any provision of the Agreement or any application of this agreement to any employee or group of employees is held to be contrary to the law, than such provisions of application shall not be deemed valid and subsisting, except to the extent permitted by the law. But, all other provisions or applications shall continue to full force and effect.

C. **Notice**

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this agreement, either shall hand deliver said notice or by certified mail sent to the following addresses:

1. If by the Association, to the Board at:
Board Secretary/Business Administrator
Burlington County Institute of Technology
695 Woodlane Road, Westampton, NJ 08060
2. If by the Board, to the Association at:
President, Burlington County
Institute of Technology Education Association
695 Woodlane Road, Westampton, NJ 08060

Effective upon ratification, mileage related to an employee's duties will be paid at the IRS rate in place when the mileage occurs.

ARTICLE XIX

REPRESENTATION FEE

A. Purpose of Fee

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

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers "shall be in an amount not to exceed 85% of the regular member dues."

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representatives, the representation fee should be equal to the regular membership dues, initiation fees and assessments charged by the Association to its own member, and the representation fee has been set at the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. Deduction and Transmission of Fee

1. Notification

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

2. **Payroll Deduction Schedule**

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

- a. 10 days after receipt of the aforesaid list by the Board; or
- b. 30 days after the employee begins his/her employment in a bargaining unit position, and continued in the employ of the Board in a nonbargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. **Termination of Employment**

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

4. **Mechanics**

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

5. **Changes**

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee prior to the beginning of the membership year, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

6. **New Employees**

On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association a list of all new employees represented by the Association who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such employees.

Right of Enactment of Fee

The enactment of the deduction of the representation fee is in accordance with Chapter 477 P.L. 1979 of the New Jersey State Law, and the Board will be "safe and harmless" in any action taken to stop this representation fee from being deducted from a nonmembers paycheck.

ARTICLE XX

LIAISON COMMITTEE

- A. The parties agree to establish and maintain the Liaison Committee to consist of members designated by the Association and agents of the Board designated by the Superintendent to study matters of concern to the Unit and to the Board.
- B. Any parties mutually agreed to, may be invited to attend a meeting of the Liaison Committee.
- C. The Committee shall establish its own procedures.
- D. This Committee shall meet at least once monthly and at such other times as shall be mutually agreed upon by its members. Monthly meeting can be cancelled by mutual agreement of the Superintendent and Association president.

ARTICLE XXI

SENIORITY AND JOB SECURITY

Seniority

School District Seniority is defined as service by employees in the School District. An employee shall lose all accumulated School District Seniority only if he or she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the School District.

Reduction In Force

1. Any anticipated or planned reduction in force shall not be implemented or take effect without sixty (60) days prior notice to the Association. Following the notice, a meeting between the Board and the Association shall occur at least thirty (30) days prior to the effective date of such anticipated or planned reduction in force.
2. In the event of layoff, the employees shall be laid off in the inverse order of seniority of the employees in the department involved, consistent with Title 18:17-4.
 - a. Thirty (30) days notice of layoff shall be given to employees involved.
 - b. At least thirty (30) days before being laid off, an employee shall be informed of all vacancies in any other work locations, for the purpose of giving him/her an opportunity, to be exercised within said thirty days, to fill such vacancy.

Right To Grievance

An employee who is discharged or laid off shall have ten (10) working days within which to file a written grievance under Article XIV hereof. In the event that no written grievance is filed within said time, the layoff or discharge shall be final, and the employee shall have no recourse through the grievance procedure.

ARTICLE XXII

TEACHER EVALUATION

All monitoring or observation of the work performance of the teacher will be conducted openly. The use of eavesdropping, public address or audio system and similar surveillance devices will be strictly prohibited. Direct observation only is to be considered as evaluation of teachers.

Teachers shall receive a copy of any evaluation report prepared by their superiors, and will be entitled to a conference to discuss the report. In no event shall the teacher fail to receive the report later than one (1) day before such conference. No such report will be submitted to the central office, placed in the teacher's file or otherwise acted upon without the prior conference with the teacher. No evaluation form so placed in a teacher's file shall be considered valid unless the teacher's signature to the copy to be filed with the expressed understanding that such signature in no way indicates agreement with the contents thereof.

Teachers not reemployed for the following school year will be so notified by May 15th in writing with a statement of reasons. If a teacher is not notified that he/she will not be reemployed by May 15th, he/she shall receive a contract for the following year.

Teachers will have the right, upon request, to review the contents of their personnel file and to receive a copy, at Board expense, of any documents contained therein. A teacher will be entitled to have a representative of the Association accompany him/her during such review. At least once every two (2) years, a teacher will have the right to indicate those documents and/or other materials in his/her file which he/she believes to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by an appropriate member of the Office of the Superintendent of Schools and if he/she agrees, they will be destroyed.

No material derogatory to a teacher's conduct, services, character, or personality will be placed in his/her file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he/she has had a chance to review such material by affixing his/her signature to the copy to be filed with the expressed understanding that such signature in no way indicates agreement with the contents thereof. The teacher will also have the right to submit a written answer to such material and his/her answer will be reviewed by the Superintendent, or his/her designee and attached to the file copy.

Although the Board agrees to protect the confidentiality of personal references, academic credential and other similar documents, it will not establish separate "confidential" files.

ARTICLE XXIII

DURATION OF AGREEMENT

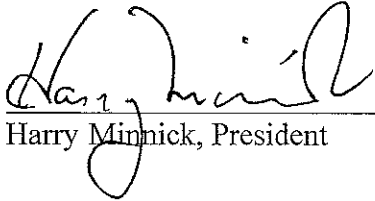
This Agreement shall be effective as of July 1, 2008 and shall continue in effect until June 30, 2011. This Agreement shall expire on the date indicated unless an extension is agreed to in writing by both parties.

In Witness:

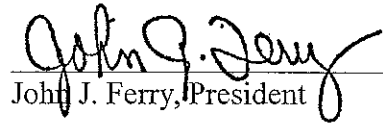
Date: January 20, 2009

**Burlington County
Institute of Technology
Education Association**

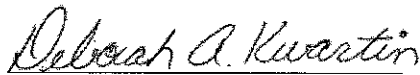
**Board of Education of
Burlington County
Institute of Technology**



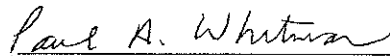
Harry Minnick, President



John J. Ferry, President



Debbie Kwartin, Secretary



Paul A. Whitman, Secretary

SALARY GUIDE MOVEMENT

CATEGORY A 2009-2011

| | | | Old | | | | | |
|---------|---------|--|---------|----------|---------|--|--|--|
| | | | Method | 2010-11 | 2010-11 | | | |
| | 2009-10 | | Step 1 | Changes | | | | |
| 2008-09 | Step 1 | | Step 2 | | | | | |
| Step 1 | Step 2 | | Step 3 | Step 1-3 | Step 1 | | | |
| Step 2 | Step 3 | | Step 4 | Step 4 | Step 2 | | | |
| Step 3 | Step 4 | | Step 5 | Step 5 | Step 3 | | | |
| Step 4 | Step 5 | | Step 6 | Step 6 | Step 4 | | | |
| Step 5 | Step 6 | | Step 7 | Step 7 | Step 5 | | | |
| Step 6 | Step 7 | | Step 8 | Step 8 | Step 6 | | | |
| Step 7 | Step 8 | | Step 9 | Step 9 | Step 7 | | | |
| Step 8 | Step 9 | | Step 10 | Step 10 | Step 8 | | | |
| Step 9 | Step 10 | | Step 11 | Step 11 | Step 9 | | | |
| Step 10 | Step 11 | | Step 12 | Step 12 | Step 10 | | | |
| Step 11 | Step 12 | | Step 13 | Step 13 | Step 11 | | | |
| Step 12 | Step 13 | | Step 14 | Step 14 | Step 12 | | | |
| Step 13 | Step 14 | | Step 15 | Step 15 | Step 13 | | | |
| Step 14 | Step 15 | | Step 16 | Step 16 | Step 14 | | | |
| Step 15 | Step 16 | | Step 17 | Step 17 | Step 15 | | | |
| Step 16 | Step 17 | | Step 18 | Step 18 | Step 16 | | | |
| Step 17 | Step 18 | | Step 19 | Step 18 | Step 17 | | | |
| Step 18 | Step 19 | | Step 20 | Step 18 | Step 18 | | | |
| Step 19 | Step 20 | | | | | | | |
| Step 20 | | | | | | | | |
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2008-09 SALARY GUIDE CATEGORY A

| | | | | | | |
|----------|------------|-----------|-----------|-----------|------------|----------|
| | | | | | | |
| | | | | | | M.A. +60 |
| Academic | B.A. | B.A. +15 | M.A. | M.A. +15 | M.A. +30 | Doc. Ed. |
| Shop | Full Cert. | Cert. +20 | Cert. +40 | Cert. +60 | Cert. +B.A | M.A. |
| | | | | | | |
| | A | B | C | D | E | F |
| Step 1 | 47,937 | 48,998 | 50,365 | 51,112 | 52,172 | 53,231 |
| Step 2 | 48,370 | 49,430 | 50,488 | 51,545 | 52,604 | 53,663 |
| Step 3 | 48,802 | 49,862 | 50,920 | 51,977 | 53,037 | 54,096 |
| Step 4 | 49,235 | 50,295 | 51,353 | 52,410 | 53,469 | 54,507 |
| Step 5 | 50,308 | 51,367 | 52,426 | 53,486 | 54,544 | 55,603 |
| Step 6 | 50,905 | 51,963 | 53,023 | 54,082 | 55,142 | 56,200 |
| Step 7 | 51,502 | 52,560 | 53,618 | 54,677 | 55,736 | 56,796 |
| Step 8 | 52,092 | 53,151 | 54,209 | 55,268 | 56,327 | 57,386 |
| Step 9 | 52,746 | 53,804 | 54,865 | 55,924 | 56,983 | 58,042 |
| Step 10 | 54,583 | 55,641 | 56,700 | 57,759 | 58,817 | 59,876 |
| Step 11 | 56,287 | 57,345 | 58,403 | 59,462 | 60,521 | 61,580 |
| Step 12 | 58,187 | 59,244 | 60,305 | 61,364 | 62,422 | 63,480 |
| Step 13 | 60,019 | 61,079 | 62,138 | 63,196 | 64,254 | 65,315 |
| Step 14 | 61,856 | 62,915 | 63,974 | 65,032 | 66,091 | 67,151 |
| Step 15 | 63,723 | 64,782 | 65,840 | 66,899 | 67,958 | 69,017 |
| Step 16 | 65,592 | 66,650 | 67,707 | 68,766 | 69,827 | 70,895 |
| Step 17 | 67,472 | 68,529 | 69,610 | 70,669 | 71,727 | 72,786 |
| Step 18 | 69,916 | 70,975 | 72,095 | 73,154 | 74,214 | 75,272 |
| Step 19 | 73,142 | 74,200 | 76,710 | 77,770 | 78,828 | 79,887 |
| Step 20 | 74,299 | 75,360 | 78,811 | 79,871 | 83,384 | 84,444 |
| | | | | | | |

For contractual employment beginning prior to 7/1/82: Tenure (after 3 full years): \$500. Longevity: (after 5 years): \$500. Additional (after 10 years): \$500. Additional (after 15 years): \$500. For contractual employment beginning after 8/31/82, but prior to 9/1/88: tenure (after 3 full years): \$750. Longevity: (after 10 years): \$750. One-time career increment at maximum: \$400. (Applies to members who received it in 1980-81 only.) Tenure and longevity compensation for new hires employed on or after September 1, 1988 shall not be eligible for tenure and longevity benefits. All employees currently employed shall be "Grandfathered" as to applicable tenure and longevity benefits as provided in their respective salary schedules.

2009-10 SALARY GUIDE

CATEGORY A

| | | | | | | |
|----------|------------|-----------|------------|-----------|------------|----------|
| | | | | | | |
| | | | | | | |
| | | | | | | M.A. +60 |
| Academic | B.A. | B.A. +15 | M.A. | M.A. +15 | M.A. +30 | Doc. Ed. |
| | | | | | | |
| Shop | Full Cert. | Cert. +20 | Cert. + 40 | Cert. +60 | Cert. +B.A | M.A. |
| | A | B | C | D | E | F |
| Step 1 | 49,925 | 51,018 | 52,109 | 53,199 | 54,291 | 55,383 |
| Step 2 | 50,125 | 51,218 | 52,309 | 53,399 | 54,491 | 55,583 |
| Step 3 | 50,325 | 51,418 | 52,509 | 53,599 | 54,691 | 55,783 |
| Step 4 | 50,771 | 51,864 | 52,955 | 54,045 | 55,137 | 56,208 |
| Step 5 | 51,878 | 52,970 | 54,062 | 55,154 | 56,245 | 57,337 |
| Step 6 | 52,493 | 53,584 | 54,677 | 55,769 | 56,863 | 57,954 |
| Step 7 | 53,108 | 54,199 | 55,290 | 56,383 | 57,475 | 58,568 |
| Step 8 | 53,717 | 54,809 | 55,900 | 56,992 | 58,085 | 59,177 |
| Step 9 | 54,392 | 55,483 | 56,576 | 57,668 | 58,760 | 59,853 |
| Step 10 | 56,286 | 57,377 | 58,469 | 59,561 | 60,652 | 61,744 |
| Step 11 | 58,043 | 59,134 | 60,225 | 61,317 | 62,409 | 63,501 |
| Step 12 | 60,003 | 61,093 | 62,187 | 63,279 | 64,370 | 65,461 |
| Step 13 | 61,892 | 62,985 | 64,077 | 65,168 | 66,259 | 67,352 |
| Step 14 | 63,786 | 64,878 | 65,970 | 67,061 | 68,153 | 69,246 |
| Step 15 | 65,711 | 66,803 | 67,894 | 68,986 | 70,078 | 71,170 |
| Step 16 | 67,639 | 68,730 | 69,820 | 70,912 | 72,006 | 73,107 |
| Step 17 | 69,577 | 70,667 | 71,781 | 72,873 | 73,964 | 75,056 |
| Step 18 | 72,097 | 73,190 | 74,344 | 75,436 | 76,530 | 77,621 |
| Step 19 | 75,424 | 76,515 | 79,103 | 80,197 | 81,288 | 82,380 |
| Step 20 | 76,617 | 77,711 | 81,269 | 82,363 | 85,986 | 87,079 |
| | | | | | | |

For contractual employment beginning prior to 7/1/82: Tenure (after 3 full years): \$500. Longevity: (after 5 years): \$500. Additional (after 10 years): \$500. Additional (after 15 years): \$500. For contractual employment beginning after 8/31/82, but prior to 9/1/88: tenure (after 3 full years): \$750. Longevity: (after 10 years): \$750. One-time career increment at maximum: \$400. (Applies to members who received it in 1980-81 only.) Tenure and longevity compensation for new hires employed on or after September 1, 1988 shall not be eligible for tenure and longevity benefits. All employees currently employed shall be "Grandfathered" as to applicable tenure and longevity benefits as provided in their respective salary schedules.

2010-11 SALARY GUIDE CATEGORY A

| | | | | | | | | M.A. +60 |
|----------|------------|---------|------------|-----------|------------|-----------|------------|----------|
| Academic | | | B.A. | B.A. +15 | M.A. | M.A. +15 | M.A. +30 | Doc. Ed. |
| OLD | | | Full Cert. | Cert. +20 | Cert. + 40 | Cert. +60 | Cert. +B.A | M.A. |
| METHOD | 2010-11 | 2010-11 | | | | | | |
| STEP 1 | CHANGES | | | | | | | |
| STEP 2 | | | A | B | C | D | E | F |
| STEP 3 | STEP 1-3 | STEP 1 | 52,357 | 53,481 | 54,608 | 55,733 | 56,859 | 57,984 |
| STEP 4 | STEP 4 | STEP 2 | 52,557 | 53,681 | 54,808 | 55,933 | 57,059 | 58,184 |
| STEP 5 | STEP 5 | STEP 3 | 53,257 | 54,381 | 55,508 | 56,633 | 57,759 | 58,884 |
| STEP 6 | STEP 6 | STEP 4 | 53,957 | 55,081 | 56,208 | 57,333 | 58,459 | 59,584 |
| STEP 7 | STEP 7 | STEP 5 | 54,657 | 55,781 | 56,908 | 58,033 | 59,159 | 60,284 |
| STEP 8 | STEP 8 | STEP 6 | 55,357 | 56,481 | 57,608 | 58,733 | 59,859 | 60,984 |
| STEP 9 | STEP 9 | STEP 7 | 56,057 | 57,181 | 58,308 | 59,433 | 60,559 | 61,684 |
| STEP 10 | STEP 10 | STEP 8 | 58,008 | 59,132 | 60,258 | 61,383 | 62,508 | 63,633 |
| STEP 11 | STEP 11 | STEP 9 | 59,923 | 61,047 | 62,174 | 63,299 | 64,424 | 65,549 |
| STEP 12 | STEP 12 | STEP 10 | 61,839 | 62,962 | 64,090 | 65,215 | 66,340 | 67,464 |
| STEP 13 | STEP 13 | STEP 11 | 63,786 | 64,912 | 66,038 | 67,162 | 68,287 | 69,413 |
| STEP 14 | STEP 14 | STEP 12 | 65,737 | 66,863 | 67,988 | 69,113 | 70,238 | 71,365 |
| STEP 15 | STEP 15 | STEP 13 | 67,722 | 68,847 | 69,972 | 71,097 | 72,223 | 73,348 |
| STEP 16 | STEP 16 | STEP 14 | 69,708 | 70,833 | 71,956 | 73,082 | 74,209 | 75,344 |
| STEP 17 | STEP 17 | STEP 15 | 71,706 | 72,829 | 73,378 | 75,103 | 76,228 | 77,353 |
| STEP 18 | STEP 18 | STEP 16 | 74,304 | 75,429 | 76,619 | 77,745 | 78,871 | 79,996 |
| STEP 19 | STEP 18/9 | STEP 17 | 77,732 | 78,856 | 81,524 | 82,651 | 83,775 | 84,900 |
| STEP 20 | STEP 18/20 | STEP 18 | 78,961 | 80,089 | 83,756 | 84,883 | 88,617 | 89,744 |
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For contractual employment beginning prior to 7/1/82: Tenure (after 3 full years): \$500. Longevity (after 5 years): \$500. Additional (after 10 years): \$500. Additional (after 15 years): \$500. For contractual employment beginning after 8/31/82, but prior to 9/1/88: tenure (after 3 full years): \$750. Longevity (after 10 years): \$750. One-time career increment at maximum: \$400. (Applies to members who received it in 1980-81 only.) Tenure and longevity compensation for new hires employed on or after September 1, 1988 shall not be eligible for tenure and longevity benefits. All employees currently employed shall be "Grandfathered" as to applicable tenure and longevity benefits as provided in their respective salary schedules.

2010-2011 SALARY GUIDE TEACHER AIDES

| 2007-08 | 2008-09 | 2009-10 | 2010-11 | | | |
|---------|---------|---------|---------|--|--|--|
| | | | Step 1 | | | |
| | | Step 1 | Step 2 | | | |
| | Step 1 | Step 2 | Step 3 | | | |
| Step 1 | Step 2 | Step 3 | Step 4 | | | |
| Step 2 | Step 3 | Step 4 | Step 5 | | | |
| Step 3 | Step 4 | Step 5 | Step 6 | | | |
| Step 4 | Step 5 | Step 6 | Step 7 | | | |
| Step 5 | Step 6 | Step 7 | Step 8 | | | |
| Step 6 | Step 7 | Step 8 | Step 9 | | | |
| Step 7 | Step 8 | Step 9 | Step 10 | | | |
| Step 8 | Step 9 | Step 10 | Step 11 | | | |
| Step 9 | Step 10 | Step 11 | Step 12 | | | |
| Step 10 | Step 11 | Step 12 | Step 13 | | | |
| Step 11 | Step 12 | Step 13 | Step 14 | | | |
| Step 12 | Step 13 | Step 15 | | | | |
| Step 13 | Step 15 | Step 16 | | | | |
| Step 15 | Step 16 | | | | | |
| Step 16 | | | | | | |
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(1)

Column A reflects no increase for credits
 Column B reflects 30-59 credits adding \$300. per step
 Column C reflects 60+ credits adding \$300. per step

**2008-2009 SALARY GUIDE
TEACHER'S AIDES**

| | A | B | C | | | |
|---------|--------|--------|--------|--|--|--|
| Step 1 | 21,180 | 21,511 | 21,847 | | | |
| Step 2 | 21,370 | 21,702 | 22,037 | | | |
| Step 3 | 21,560 | 21,893 | 22,228 | | | |
| Step 4 | 21,749 | 22,084 | 22,419 | | | |
| Step 5 | 22,183 | 22,517 | 22,853 | | | |
| Step 6 | 22,773 | 23,108 | 23,443 | | | |
| Step 7 | 22,975 | 23,311 | 23,645 | | | |
| Step 8 | 23,372 | 23,708 | 24,043 | | | |
| Step 9 | 24,412 | 24,747 | 25,081 | | | |
| Step 10 | 25,192 | 25,526 | 25,861 | | | |
| Step 11 | 25,776 | 26,111 | 26,446 | | | |
| Step 12 | 26,971 | 27,307 | 27,640 | | | |
| Step 13 | 28,662 | 28,996 | 29,331 | | | |
| Step 14 | 30,563 | 30,898 | 31,232 | | | |
| Step 15 | 32,363 | 32,698 | 33,031 | | | |
| Step 16 | 36,577 | 36,909 | 37,244 | | | |
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2009-10 SALARY GUIDE TEACHER AIDES

| | A | B | C | | | |
|---------|--------|--------|--------|--|--|--|
| Step 1 | 21,841 | 22,182 | 22,528 | | | |
| Step 2 | 22,036 | 22,379 | 22,725 | | | |
| Step 3 | 22,232 | 22,576 | 22,922 | | | |
| Step 4 | 22,428 | 22,773 | 23,119 | | | |
| Step 5 | 22,875 | 23,220 | 23,566 | | | |
| Step 6 | 23,484 | 23,829 | 24,175 | | | |
| Step 7 | 23,692 | 24,039 | 24,382 | | | |
| Step 8 | 24,101 | 24,447 | 24,793 | | | |
| Step 9 | 25,173 | 25,519 | 25,864 | | | |
| Step 10 | 25,978 | 26,323 | 26,668 | | | |
| Step 11 | 26,580 | 26,925 | 27,271 | | | |
| Step 12 | 27,813 | 28,159 | 28,503 | | | |
| Step 13 | 29,556 | 29,900 | 30,246 | | | |
| Step 14 | 31,517 | 31,862 | 32,207 | | | |
| Step 15 | 33,372 | 33,718 | 34,062 | | | |
| Step 16 | 37,718 | 38,061 | 38,406 | | | |
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Column A reflects no increase for credits
 Column B reflects 30-59 credits adding \$300. per step
 Column C reflects 60+ credits adding \$300. per step

SALARY GUIDE MOVEMENT SECRETARIES 2008-11

| 2008 | 2009 | 2010 | 2011 | | | |
|---------|---------|---------|---------|--|--|--|
| | | | Step 1 | | | |
| | | | Step 2 | | | |
| | | Step 1 | Step 3 | | | |
| | Step 1 | Step 2 | Step 4 | | | |
| Step 1 | Step 2 | Step 3 | Step 5 | | | |
| Step 2 | Step 3 | Step 4 | Step 6 | | | |
| Step 3 | Step 4 | Step 5 | Step 7 | | | |
| Step 4 | Step 5 | Step 6 | Step 8 | | | |
| Step 5 | Step 6 | Step 7 | Step 9 | | | |
| Step 6 | Step 7 | Step 8 | Step 10 | | | |
| Step 7 | Step 8 | Step 9 | Step 11 | | | |
| Step 8 | Step 9 | Step 10 | Step 12 | | | |
| Step 9 | Step 10 | Step 11 | Step 13 | | | |
| Step 10 | Step 11 | Step 12 | Step 14 | | | |
| Step 11 | Step 12 | Step 13 | Step 15 | | | |
| Step 12 | Step 13 | Step 14 | | | | |
| Step 13 | Step 14 | Step 15 | | | | |
| Step 14 | Step 15 | | | | | |
| Step 15 | | | | | | |
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**2008-09 SALARY GUIDE
SECRETARIES**

| | A | B | C | | |
|---------|--------|--------|--------|--|--|
| Step 1 | 27,112 | 27,445 | 27,780 | | |
| Step 2 | 27,455 | 27,789 | 28,123 | | |
| Step 3 | 27,799 | 28,133 | 28,467 | | |
| Step 4 | 28,143 | 28,476 | 28,811 | | |
| Step 5 | 28,702 | 29,037 | 29,371 | | |
| Step 6 | 29,279 | 29,611 | 29,945 | | |
| Step 7 | 30,050 | 30,385 | 30,717 | | |
| Step 8 | 31,296 | 31,631 | 31,964 | | |
| Step 9 | 32,735 | 33,069 | 33,402 | | |
| Step 10 | 34,900 | 35,232 | 35,567 | | |
| Step 11 | 36,502 | 36,836 | 37,168 | | |
| Step 12 | 38,159 | 38,494 | 38,827 | | |
| Step 13 | 39,594 | 39,927 | 40,261 | | |
| Step 14 | 43,430 | 43,763 | 44,098 | | |
| Step 15 | 44,705 | 45,039 | 45,372 | | |
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Column A reflects no increase for credits
Column B reflects 30-59 credits adding \$300. per step
Column C reflects 60+ credits adding \$300. per step

2009-10 SALARY GUIDE SECRETARIES

| | A | B | C | | | |
|---------|--------|--------|--------|--|--|--|
| Step 1 | 27,958 | 28,301 | 28,646 | | | |
| Step 2 | 28,312 | 28,656 | 29,001 | | | |
| Step 3 | 28,667 | 29,010 | 29,355 | | | |
| Step 4 | 29,021 | 29,365 | 29,710 | | | |
| Step 5 | 29,598 | 29,943 | 30,288 | | | |
| Step 6 | 30,193 | 30,535 | 30,879 | | | |
| Step 7 | 30,988 | 31,333 | 31,676 | | | |
| Step 8 | 32,273 | 32,618 | 32,961 | | | |
| Step 9 | 33,757 | 34,100 | 34,444 | | | |
| Step 10 | 35,989 | 36,331 | 36,676 | | | |
| Step 11 | 37,641 | 37,985 | 38,328 | | | |
| Step 12 | 39,350 | 39,695 | 40,039 | | | |
| Step 13 | 40,829 | 41,172 | 41,517 | | | |
| Step 14 | 44,785 | 45,129 | 45,473 | | | |
| Step 15 | 46,099 | 46,444 | 46,788 | | | |
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Column A reflects no increase for credits
 Column B reflects 30-59 credits adding \$300. per step
 Column C reflects 60+ credits adding \$300. per step

2010-11 SALARY GUIDE SECRETARIES

| | A | B | C | | | |
|---------|--------|--------|--------|--|--|--|
| Step 1 | 28,813 | 29,198 | 29,583 | | | |
| Step 2 | 29,178 | 29,563 | 29,948 | | | |
| Step 3 | 29,544 | 29,929 | 30,314 | | | |
| Step 4 | 29,909 | 30,294 | 30,679 | | | |
| Step 5 | 30,504 | 30,889 | 31,274 | | | |
| Step 6 | 31,117 | 31,502 | 31,887 | | | |
| Step 7 | 31,936 | 32,321 | 32,706 | | | |
| Step 8 | 33,260 | 33,645 | 34,030 | | | |
| Step 9 | 34,789 | 35,174 | 35,559 | | | |
| Step 10 | 37,090 | 37,475 | 37,860 | | | |
| Step 11 | 38,792 | 39,177 | 39,562 | | | |
| Step 12 | 40,554 | 40,939 | 41,324 | | | |
| Step 13 | 43,355 | 43,740 | 44,125 | | | |
| Step 14 | 46,155 | 46,540 | 46,925 | | | |
| Step 15 | 47,510 | 47,895 | 48,280 | | | |
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Column A reflects no increase for credits
 Column B reflects 30-59 credits adding \$300. per step
 Column C reflects 60+ credits adding \$300. per step

SALARY GUIDE MOVEMENT

CUSTODIAL and MAINTENANCE 2008-2011

| | | | | | | |
|---------|---------|---------|---------|--|--|--|
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| | | | 10-11 | | | |
| | | 09-10 | | | | |
| | 08-09 | | | | | |
| 07-08 | | | Step 1 | | | |
| | | Step 1 | Step 2 | | | |
| | Step 1 | Step 2 | Step 3 | | | |
| Step 1 | Step 2 | Step 3 | Step 4 | | | |
| Step 2 | Step 3 | Step 4 | Step 5 | | | |
| Step 3 | Step 4 | Step 5 | Step 6 | | | |
| Step 4 | Step 5 | Step 6 | Step 7 | | | |
| Step 5 | Step 6 | Step 7 | Step 8 | | | |
| Step 6 | Step 7 | Step 8 | Step 9 | | | |
| Step 7 | Step 8 | Step 9 | Step 10 | | | |
| Step 8 | Step 9 | Step 10 | Step 11 | | | |
| Step 9 | Step 10 | Step 11 | Step 12 | | | |
| Step 10 | Step 11 | Step 12 | Step 13 | | | |
| Step 11 | Step 12 | Step 13 | Step 14 | | | |
| Step 12 | Step 13 | Step 14 | Step 15 | | | |
| Step 13 | Step 14 | Step 15 | Step 16 | | | |
| Step 14 | Step 15 | Step 16 | | | | |
| Step 15 | Step 16 | | | | | |
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**2008-09 SALARY GUIDE
MAINTENANCE/RECEIVING**

| | A | B | C | D | | |
|---------|--------|--|--------|--------|--|--|
| Step 1 | 32,913 | 33,242 | 33,571 | 35,120 | | |
| Step 2 | 33,429 | 33,758 | 34,087 | 35,636 | | |
| Step 3 | 33,945 | 34,274 | 34,603 | 36,152 | | |
| Step 4 | 34,461 | 34,790 | 35,120 | 36,668 | | |
| Step 5 | 35,571 | 35,900 | 36,229 | 37,777 | | |
| Step 6 | 36,964 | 37,293 | 37,623 | 39,171 | | |
| Step 7 | 38,190 | 38,520 | 38,849 | 40,397 | | |
| Step 8 | 39,709 | 40,038 | 40,367 | 41,916 | | |
| Step 9 | 41,279 | 41,608 | 41,937 | 43,486 | | |
| Step 10 | 42,653 | 42,982 | 43,311 | 44,859 | | |
| Step 11 | 44,079 | 44,408 | 44,738 | 46,286 | | |
| Step 12 | 45,361 | 45,690 | 46,020 | 47,568 | | |
| Step 13 | 46,587 | 46,917 | 47,246 | 48,794 | | |
| Step 14 | 49,522 | 49,851 | 50,180 | 51,729 | | |
| Step 15 | 51,389 | 51,718 | 52,048 | 53,596 | | |
| Step 16 | 55,298 | 55,627 | 55,967 | 57,505 | | |
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| | | Column A reflects no increase for credits Column B reflects 30-59 credits adding \$300. per step Column C reflects 60+ credits adding \$300. per step Column D for maintenance staff who hold a license as a condition of employment, including but not limited to an electrical or plumbing license. | | | | |

Additional Compensation: After 4 years \$200., after 7 years \$200, after 10 years \$200. Longevity compensation is applicable to employees hired prior to September 1, 1988. New hires employed on or after September 1, 1988 shall not be eligible for longevity benefits. All employees currently employed shall be "grandfathered" as to applicable longevity benefits as provided in their respective salary schedules.

Notes: Longevity compensation is cumulative as each level is reached. The Board of Education shall pay for the driver's license for the bus drivers. Physical examinations are to be given by the Board of Education through the designated Board Medical Inspector.

2009-2010 SALARY GUIDE MAINTENANCE/RECEIVING

| | A | B | C | D | | |
|---------|--------|---|--------|--------|--|--|
| Step 1 | 33,940 | 34,279 | 34,619 | 36,215 | | |
| Step 2 | 34,472 | 34,811 | 35,151 | 36,748 | | |
| Step 3 | 35,004 | 35,344 | 35,683 | 37,280 | | |
| Step 4 | 35,536 | 35,876 | 36,215 | 37,812 | | |
| Step 5 | 36,680 | 37,020 | 37,360 | 38,956 | | |
| Step 6 | 38,117 | 38,457 | 38,796 | 40,393 | | |
| Step 7 | 39,382 | 39,721 | 40,061 | 41,658 | | |
| Step 8 | 40,948 | 41,287 | 41,627 | 43,223 | | |
| Step 9 | 42,567 | 42,906 | 43,246 | 44,842 | | |
| Step 10 | 43,983 | 44,323 | 44,662 | 46,259 | | |
| Step 11 | 45,454 | 45,794 | 46,133 | 47,730 | | |
| Step 12 | 46,776 | 47,116 | 47,455 | 49,052 | | |
| Step 13 | 48,041 | 48,380 | 48,720 | 50,317 | | |
| Step 14 | 51,067 | 51,406 | 51,746 | 53,343 | | |
| Step 15 | 52,992 | 53,332 | 53,672 | 55,268 | | |
| Step 16 | 57,023 | 57,363 | 57,713 | 59,299 | | |
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| | | Column A reflects no increase for credits Column B reflects 30-59 credits adding \$300. per step Column C reflects 60+ credits adding \$300. per step Column D for maintenance staff who hold a license as a condition of employment, including but not limited to an electrical or plumbing license. | | | | |

Additional Compensation: After 4 years \$200., after 7 years \$200, after 10 years \$200. Longevity compensation is applicable to employees hired prior to September 1, 1988. New hires employed on or after September 1, 1988 shall not be eligible for longevity benefits. All employees currently employed shall be "grandfathered" as to applicable longevity benefits as provided in their respective salary schedules.

Notes: Longevity compensation is cumulative as each level is reached. The Board of Education shall pay for the driver's license for the bus drivers. Physical examinations are to be given by the Board of Education through the designated Board Medical Inspector.

SALARY GUIDE MAINTENANCE/RECEIVING

| OLD METHOD | 2010-11 | 2010-11 | A | B | C | D | | |
|------------|----------|---------|--------|--------|--------|--------|--|--|
| STEP 1 | CHANGES | | | | | | | |
| STEP 2 | | | | | | | | |
| STEP 3 | STEP 1-3 | STEP 1 | 38,329 | 38,714 | 39,099 | 40,673 | | |
| STEP 4 | STEP 4 | STEP 2 | 39,329 | 39,714 | 40,099 | 41,673 | | |
| STEP 5 | STEP 5 | STEP 3 | 40,329 | 40,714 | 41,099 | 42,673 | | |
| STEP 6 | STEP 6 | STEP 4 | 41,329 | 41,714 | 42,099 | 43,673 | | |
| STEP 7 | STEP 7 | STEP 5 | 42,329 | 42,714 | 43,099 | 44,673 | | |
| STEP 8 | STEP 8 | STEP 6 | 43,329 | 43,714 | 44,099 | 45,673 | | |
| STEP 9 | STEP 9 | STEP 7 | 44,329 | 44,714 | 45,099 | 46,673 | | |
| STEP 10 | STEP 10 | STEP 8 | 45,329 | 45,714 | 46,099 | 47,673 | | |
| STEP 11 | STEP 11 | STEP 9 | 46,845 | 47,230 | 47,615 | 49,189 | | |
| STEP 12 | STEP 12 | STEP 10 | 48,208 | 48,593 | 48,978 | 50,552 | | |
| STEP 13 | STEP 13 | STEP 11 | 49,511 | 49,986 | 50,281 | 51,855 | | |
| STEP 14 | STEP 14 | STEP 12 | 52,630 | 53,015 | 53,400 | 54,974 | | |
| STEP 15 | STEP 15 | STEP 13 | 55,699 | 56,084 | 56,469 | 58,043 | | |
| STEP 16 | STEP 16 | STEP 14 | 58,768 | 59,153 | 59,538 | 61,112 | | |
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| | Column A reflects no increase for credits Column B reflects 30-59 credits adding \$300. per step Column C reflects 60+ credits adding \$300. per step Column D for maintenance staff who hold a license as a condition of employment, including but not limited to an electrical or plumbing license. |
|--|--|

Additional Compensation: After 4 years \$200., after 7 years \$200, after 10 years \$200. Longevity compensation is applicable to employees hired prior to September 1, 1988. New hires employed on or after September 1, 1988 shall not be eligible for longevity benefits. All employees currently employed shall be "grandfathered" as to applicable longevity benefits as provided in their respective salary schedules.

Notes: Longevity compensation is cumulative as each level is reached. The Board of Education shall pay for the driver's license for the bus drivers. Physical examinations are to be given by the Board of Education through the designated Board Medical Inspector.

EXTRA CURRICULAR & COACHING STIPENDS

CONTRACT STIPENDS

| POSITION | 08-09 | 09-10 | 10-11 |
|---|-------|-------|-------|
| 11th & 12th Grade Class Advisors | 1,848 | 1,940 | 2,037 |
| 9th & 10th Grade Class Advisors | 1,660 | 1,743 | 1,831 |
| Activity Fund Coordinator | 2,232 | 2,343 | 2,460 |
| Activity Coordinator-Marketing | 1,408 | 1,478 | 1,552 |
| Student Council Advisor | 1,714 | 1,800 | 1,890 |
| Rebel (MIDFORD) | 1,714 | 1,800 | 1,890 |
| Peer Madator | 1,714 | 1,800 | 1,890 |
| Yearbook Advisor | 4,482 | 4,706 | 4,941 |
| VICA, FBPA, FCCLA, DECA, HOSA, FFA, ROBOTICS Advisors (ROBOTICS/NET) | 2,322 | 2,438 | 2,560 |
| V-TAG Advisor | 2,643 | 2,775 | 2,914 |
| Part Time Public Relations COMMUNITY INFORMATION LIAISON | 8,071 | 8,475 | 8,899 |
| CIE Chairperson | 5,213 | 5,474 | 5,748 |
| Head Teachers | 2,643 | 2,775 | 2,914 |
| SUB Caller | 4,973 | 5,221 | 5,483 |
| Gaidance Department Chairperson | 7,281 | 7,645 | 8,027 |
| ITV Coordinator HAINES ROOM COORDINATOR (ITV) | 5,754 | 6,042 | 6,344 |
| Chairperson District Objective | 4,786 | 5,025 | 5,276 |
| Other Clubs (more than 1 advisor @ stipend Shared) Such As: Human relations, Newspaper, Interact, Stage Crew, National Honor Society,, Choral/Drama/Performing Arts, PSAT/SAT, Key Club + RACE CAR (07/08 AND 09) | 1,035 | 1,087 | 1,141 |

SCHOLARSHIP COORDINATOR 1,933 1,814 1,910
 ASSISTANT TO GUIDANCE CHAIRPERSON 2,322 2,438 2,560

| POSITION | 08-09 | 09-10 | 10-11 |
|--|--------|--------|--------|
| Trainer (1/3 with Fall, Winter, & Spring Stipends) | 15,647 | 16,430 | 17,251 |
| Athletic Director | 9,207 | 9,667 | 10,150 |
| Assistant Athletic Director | 8,266 | 8,679 | 9,202 |
| Spring Varsity Coaches | | | |
| Baseball | 6,733 | 7,069 | 7,423 |
| Softball | 6,733 | 7,069 | 7,423 |
| Spring Assistant Coaches | | | |
| Baseball | 4,671 | 4,905 | 5,150 |
| Softball | 4,671 | 4,905 | 5,150 |
| Fall Varsity Coaches | | | |
| Soccer (Boys & Girls) | 6,543 | 6,870 | 7,214 |
| Field Hockey (Girls) | 6,543 | 6,870 | 7,214 |
| Cross Country | 5,572 | 5,850 | 6,143 |
| Fall Assistant Coaches | | | |
| Soccer (Boys & Girls) | 4,623 | 4,854 | 5,096 |
| Field Hockey (Girls) | 4,623 | 4,854 | 5,096 |
| Cross Country | 4,623 | 4,854 | 5,096 |
| Winter Varsity Coaches | | | |
| Basketball (Boys & Girls) | 7,821 | 8,212 | 8,622 |
| Bowling | 6,149 | 6,457 | 6,780 |
| Cheerleading/Step (V & JV) | 5,031 | 5,283 | 5,547 |
| Wrestling | 7,604 | 7,984 | 8,384 |
| Winter Assistant Coaches | | | |
| Basketball (Boys & Girls) | 5,425 | 5,696 | 5,981 |
| Bowling | 5,031 | 5,283 | 5,547 |
| Wrestling | 5,127 | 5,383 | 5,653 |

Compensation for Interscholastic Sports related positions shall be paid as follows:
 Fall Sports second pay in November; Winter Sports second pay in March; Spring Sports second pay in June
 Athletic Trainer, 1/3 second pay in November, March & June. All others paid first pay in December & May.

Attachment C

The Burlington County Institute of Technology and the Burlington County Institute of Technology Education Association have reached agreement to amend Attachment C as referenced in Section A of Article XVI in the 2005-2008 Agreement.

1. Beginning April 1, 2009 the Board will change the Health insurance carrier from Aetna to the SEHBP to provide health insurance coverage to unit members of the Association.
2. Should the BOE appoint a carrier other than the SEHBP to provide health insurance coverage to unit members of the Association, the standard of reference for determining delivery of “equal or better” program shall be the SEHBP plan then in effect.
3. The standard shall apply to benefit levels, deductibles, coinsurance, and out of pocket expenses and administration of the plan.
4. During the life of the current agreement, members will not be required to contribute to any medical plan offered by the carrier.
5. If the BOE changes health care carriers as outlined in #2 above, and a unit member incurs a loss in level of benefits and/or administration of benefits as defined above, due to reasons other than the employee selecting a plan of “lesser benefits”, then the Board shall:
 - a. Make the affected member financially whole;
 - b. Immediately seek from the health care provider increases in the level of benefits and/or administration of the plan to meet the levels as defined above, but have been discovered to be less;
 - c. The Board will publish and distribute to unit members and the Association notification of the increases in the level of benefits and/or administration of the plan.
6. As part of the provision of paragraph 5 above, the employees shall cooperate with the Board in its pursuit of the employee’s claim.

Attachment D

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

BUY BACK OF MEDICAL & PRESCRIPTION BENEFITS

1. Where an employee is eligible for the medical and/or prescription program and elects to take no such coverage for one year, the employee shall receive a payment in lieu of coverage. This payment (through payroll) will equal 50% of the premiums the district would have paid for the medical and prescription on behalf of the employee.
2. In successive years, forms will be distributed to all staff by May 1. The employee must return the form by May 30.
3. Any employee who elects not to take such insurance may re-enroll at the open enrollment period. Employees may, in certain circumstances, be allowed to re-enter the plan (s) at other times subject to carrier determination.
4. New employees can elect to waive such coverage. In that case, payment will be on or before December 30 and June 15, and shall be prorated for the number of months that the new employee would not be covered by such a policy.
5. If an employee has waived such coverage he/she shall be paid 50% of what the medical and/or prescription premium would be on October 1, of the current year. The employee will receive two equal payments made on or before December 30 and June 15 annually. The initial "opt out" period will run from September 1 to August 31 and the prescription coverage "opt out" will run from October 1 to September 30. The 50% shall be based upon the prescription rates on October 1 and the medical rates on September 1 of the current year.
6. If an employee has waived coverage and dies during the year, a payment shall be made to his/her estate on a prorated amount based upon the time elapsed in the premium year.

APPLICATION ON PAGE 66
CALL EXTENSION 213 OR 216

**NOTE: The above terms are offered in accordance
with the formal Section 125 plan on file in the district's Business Office.**

Exhibit 1

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

APPLICATION FOR WAIVER of INSURANCE COVERAGE MEDICAL AND/OR PRESCRIPTION BENEFITS

NAME _____
(please print)

SOC SEC # _____ - _____ - _____

BIRTH DATE _____ HIRE DATE _____

*I understand that if I waive coverage,
I shall receive 50% of premium cost for health
and or prescription insurance in two equal
payments on or before December 30 and June 15.*

.....
FOR OFFICE USE ONLY
.....
File # _____
Date rec'd _____
.....
Date Begin _____
COVERAGE CODE
10 40 50 80
MED. RATE _____
PRES. RATE _____
DEC. PAY _____
JUNE PAY _____
.....

I WAIVE MY HEALTH INSURANCE COVERAGE FOR PERIOD _____ ()
I WAIVE MY PRESCRIPTION FOR PERIOD _____ ()

MY DEPENDENTS ARE:

| DEPENDENTS | NAME | SOC. SEC. # | DATE OF BIRTH |
|------------|------|-------------|---------------|
| SPOUSE | | | |
| DEPENDENT | | | |
| DEPENDENT | | | |
| DEPENDENT | | | |
| DEPENDENT | | | |
| DEPENDENT | | | |
| DEPENDENT | | | |
| DEPENDENT | | | |

I certify that I have coverage under another benefit program and I understand that my right to participate in this waiver is based upon this certification. NOTE: Please provide copy of current insurance documentation, i.e. card, or other.

| | | |
|--------------------------------|--------------|-------------------|
| | MEDICAL INS. | PRESCRIPTION COV. |
| OTHER INSURANCE SPONSOR: _____ | _____ | _____ |
| NAME OF OTHER INSURANCE: _____ | _____ | _____ |
| PLAN NUMBER: _____ | _____ | _____ |

Employee Signature Date

FORWARD TO: BUSINESS OFFICE, ATTN: PAYROLL (ext. 213 or 216) Board Office Signature
OPTOUT1 (8/26/96)

Attachment E

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

MEMORANDUM OF AGREEMENT

SHIFT CHANGES - CATEGORY C EMPLOYEES

It is agreed that the following shift changes for Category C Employees will be in effect on August 1, 2002, unless otherwise noted.

Medford Campus

- 1st Shift - No Change
- 2nd Shift - 4:00 p.m. to 12:00 midnight
- 3rd Shift - Moves to the 2nd Shift

Westampton Campus

- 1st Shift - No Change
- 2nd Shift - 4:00 p.m. to 12:00 midnight
- *3rd Shift - 11:00 p.m. to 7:00 a.m.

*Due to hardships, the 3rd Shift at the Westampton Campus will remain in effect until June 30, 2003. Effective July 1, 2003, 3rd Shift employees will move to the 2nd shift.

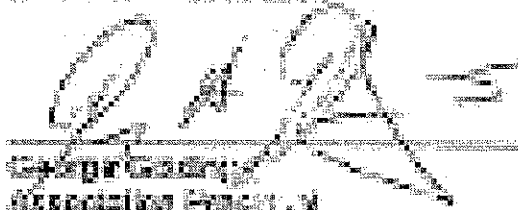
Future employees will be hired for either the 1st Shift or 2nd Shift.

11th

This agreement is signed on this _____ day of July, 2002.

Burlington County Institute of Technology
Board of Education

Burlington County Institute of Technology
Education Association



Paul A. Williams
Board Secretary/Business Administrator

George Gentry
Association President

I N T E R

O F F I C E

MEMO

To: Building & Grounds Staff, Medford and Westampton Campuses
From: William L. Bell, Supervisor, Building & Grounds
Re: Start Date - New Shift Changes
Date: July 30, 2002

Shift Changes will become effective Monday, August 5, 2002 instead of August 1, 2002. The beginning of the work week is more feasible to initiate the new shift changes rather than begin mid-week. Listed below are the assignments under the new shift changes:

| Medford Campus | Westampton Campus |
|--|---|
| 6:30 am - 2:30 pm S. Hammond - Maintenance J. Adams - Custodian | 6:30 am - 2:30 pm A. Kaveh - Maintenance B. Haolcomb - Custodian |
| 8:00 am - 4:00 pm T. Mastripolo - Custodian (Tues thru Sat) J. Fitzpatrick - Custodian W. Weisman - Custodian/Shift Forepreson S. Bell - Receiving | 8:00 am - 4:00 pm R. Ingling - Custodian A. Costoso - Custodian B. Dennison - Custodian/Shift Foirepreson C. Bromiley - Receiving |
| 9:00 am - 5:00 pm D. Evans - Cusodian K. Ross - Maintenance | 9:00 am - 5:00 pm D. Evans - Cusodian K. Ross - Maintenance |
| 4:00 pm - 12:00 am 2nd & 3rd Shift Cutodians | 4:00 pm - 12:00 am 2nd Shift Cutodians |
| | 11:30 am - 7:30 pm 3rd Shift Custodians *(Effective July 1, 2003, 3rd Shift moves to 2nd Shift) |

Thank you For your cooperation in this matter.

WLB/pv
19-02
Attahment (Memorandum of Agreement)

c: Paul A. Whitman, John Aulera, Fred Knaak

MEMORANDUM OF AGREEMENT BETWEEN
BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY BOARD OF
EDUCATION

AND
BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY EDUCATION
ASSOCIATION

Salary Guide for Employee Categories A, B, C, shall be increased inclusive of increments:


- 5% Effective July 1, 2002 through June 30, 2003
- 5% Effective July 1, 2003 through June 30, 2004
- 5% Effective July 1, 2004 through June 30, 2005

Schedule F - Extracurricular stipends shall be increased 5% for 2003, 2004, 2005

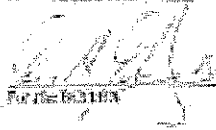
Salary Guides shall be mutually developed by both parties before approval by the Board of Education.

ARTICLE XVI - BENEFITS

New Language: All employees hired as of 7/1/02 will be provided applicable Patriot V coverage for the first three years of employment at no cost. Upon the achievement of tenure in the district, the employee will have the option to choose between other available options or remain with Patriot V.



For the Board of Education Date: 12/1/02



For the BCTEA Date: 12/1/02

