

**Burlington County Special Services
School District**

Negotiated Agreement

between the

**Board of Education of the
Burlington County Special Services
School District**

and the

**Burlington County Special Services
Education Association**

Effective July 1, 2018 - June 30, 2023

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Article I: Recognition Agreement

The Burlington County Special Services Board of Education hereby recognizes the Burlington County Special Services Education Association as the representative for professional negotiations concerning terms and conditions of employment for all designated personnel in the Burlington County Special Services School District within the scope of N.J.S.A. Title 34:13A-1 et seq.

- "Teachers" which shall include all district personnel working under an instructional certificate and all district personnel working under an educational services certificate as indicated in the list below:
 - Teachers
 - School Nurses
 - Social Workers
 - Speech Therapists
 - Physical Therapists
 - Guidance Counselors
 - Occupational Therapists
 - Autism consultant with teaching certificate
 - Learning Disabilities Teacher- Consultants
 - Student Awareness Coordinator
 - School Psychologist
 - BCBA with teaching certificate
 - Reading Specialist

- "Non-certified licensed professionals" which shall include all of the following district personnel:
 - Autism Program Facilitator
 - Registered Nurses
 - Physical Therapy Assistants
 - Occupational Therapy Assistants
 - Autism Consultant without teaching certificate
 - BCBA without teaching certificate
 - Educational Interpreters

- "Support staff" which shall include all of the following non-certified district personnel:
 - Teacher Assistants
 - Cafeteria Head Cooks
 - Cafeteria Assistants
 - Secretaries

As used hereinafter the term employee shall apply to all members of the bargaining unit. The Board agrees not to negotiate with any organization other than that designated as the exclusive representative.

Unless otherwise indicated, the term "teacher," when used hereinafter in this agreement, shall refer to all professional employees represented by the association in the negotiating unit working under

either an instructional certificate or an educational services certificate as delineated above.

Unless otherwise indicated, the term "support staff," when used hereinafter in this agreement, shall refer to all employees represented by the Association in the negotiating unit as both non-certified district personnel and non-certified licensed professionals as delineated above.

Article II: Negotiation of Successor Agreement

The Burlington County Special Services Education Association and the Burlington County Special Services Board of Education agree to enter into negotiations concerning a "Collective Bargaining Agreement" (herein and hereafter referred to as an Agreement) in accordance with N.J.S.A. Title 34:13A-1 et seq. in good faith, concerning the terms and conditions of employment. Such negotiations shall begin no later than the beginning date set by the Rules and Regulations of the Public Employment Relations Commission. Any agreement so negotiated shall apply to members of the negotiating unit, be reduced to writing, and be signed by the Board of Education and the Association.

Each party shall appoint no more than five (5) members to the negotiating team as negotiators and shall have complete control over the selection of their respective teams.

Negotiations

1. The negotiators will be responsible to meet periodically until a "Collective Bargaining Agreement" is reached.
2. All meetings shall be scheduled to take place when negotiators are available and are free from assigned duties.
3. Negotiation sessions shall be less than three (3) hours in length unless it has been mutually agreed to lengthen the session when the meeting is scheduled.

The Board of Education agrees to negotiate with the Association so long as the Association represents the majority of the employees in the unit.

This agreement incorporates the entire understanding of the parties on all matters which were subject to negotiation.

Nothing contained herein shall be contrary to New Jersey School Law.

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

This "Negotiation Procedure" may be modified in whole or in part when both parties agree in writing to a change in procedure. The new procedure will take effect in a subsequent fiscal year.

Article III: Grievance Procedure

A. Definitions

1. A grievance is a claim based on the interpretation, application, or violation of Board policies and/or regulations, agreements, and administrative decisions affecting employees of the school district. It does not include:
 - a. the failure or refusal of the Board to renew a contract of a non-tenured employee;
 - b. any claim where a method of review has heretofore been or hereafter is established by law, rule or regulation by way of appeal to any commissioner, commission, board, agency or court, whether said rights having been created for general application (e.g., civil service) or specific application (e.g., to the Commissioner of Education);
 - c. matters where the Board is prohibited by law, regulation or decision from acting;
 - d. matters beyond this contract involving the sole discretion of the Board.
2. Aggrieved person is the person making the claim.
 - a. The Burlington County Special Services Education Association has the right to initiate a grievance based on the interpretation or violation of the negotiated agreement.
3. Representative is an individual selected by the aggrieved person to counsel, advise, and represent him/her. The aggrieved person must be present at all times. The Association will not be responsible for expenses incurred by the aggrieved for the services of a representative unless so authorized by the Association.
4. The Burlington County Special Services Education Association is recognized by the employer for purposes of negotiation under the provision of N.J.S.A. Title 34:13A-1 et seq.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise concerning the employee's welfare or terms and conditions of employment. Both parties agree that these proceedings will be as informal and confidential as may be appropriate at any level of the procedure.

Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of the agreement and that the

Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedures

Since it is important that grievances be presented as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing. The current District grievance form must be used, and a resolution shall be noted for each level and/or resolution.

Level One

An employee with a grievance shall notify his/her Principal/Supervisor in writing, within seven (7) regular workdays of the grievance, with the objective of resolving the matter informally. The Principal and/or Supervisor shall act on the grievance within five (5) regular workdays after the grievance is submitted in writing.

The involvement of the Principal/Supervisor in the first step of the grievance procedures will be a personal dialogue between the Principal/Supervisor and the employee to resolve the grievance. If an employee wishes representation at this level, written notice must be given to the Principal/Supervisor at least twenty-four (24) hours before the scheduled meeting. The Principal/Supervisor has the right for a second party of his or her choosing to be present at the meeting. Only in the event that the Principal/Supervisor is the subject of the grievance, may the aggrieved take his/her complaint directly to the Superintendent or his/her Designee. At no other time may a grievance skip Level One.

Level Two

If a complaint is not settled by the respective Principal/Supervisor to whom the appeal is made in Level One in five (5) regular workdays, or the aggrieved receives no communication on the resolution of the grievance in five (5) regular workdays after presentation of the grievance, the employee may file his/her grievance in writing within ten (10) regular workdays after the original presentation to the Principal with the Superintendent or his/her Designee.

Such communication should notify the Superintendent whether the aggrieved wishes Association representation to be or not to be present and should be filed with the knowledge of his/her Principal and/or Supervisor that this second step is being taken.

The Principal/Supervisor shall submit the grievance report form to the Superintendent in conjunction with the appeal of the employee.

The Superintendent shall act on the grievance within twenty (20) regular workdays.

Level Three

If the aggrieved employee is not satisfied with the Superintendent's decision or if no decision has been rendered within twenty (20) regular workdays after the grievance was received by the Superintendent, the aggrieved employee may arrange an appointment through the Superintendent with the Board of Education for discussion.

This request must be made in writing to the Superintendent and must be filed within ten (10) regular workdays after the Superintendent's decision or thirty (30) regular workdays after the filing of the grievance. Association representation, at the written request of the aggrieved, may be present at all sessions involving the aggrieved employee and the Board of Education.

The Board of Education shall take action on the grievance in twenty (20) regular workdays or at the next regularly scheduled Board of Education meeting after the receipt of the written grievance form.

Level Four

If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within twenty (20) regular workdays or the next regularly scheduled Board of Education meeting after the grievance was delivered to the Board of Education, he/she may, within ten (10) school days after a decision by the Board of Education or forty-five (45) school days after the grievance was delivered to the Board of Education, whichever is sooner, request in writing that the Association submit grievance to arbitration. A copy of this request shall be delivered to the Superintendent's office.

If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty (20) regular workdays after receipt of a request by the aggrieved employee.

Within ten (10) regular workdays after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve.

In the event that the parties cannot agree on the arbitrator within twenty (20) regular workdays, or if the arbitrator does not agree to serve, the parties jointly or either one of them may issue a request for a list of arbitrators from the American Arbitration Association. Upon receipt of said list, each party will separately strike the names of the arbitrators whom they find unacceptable and list numerically the names, if any, of the arbitrators whom they would accept.

The arbitrator who will ultimately be chosen shall be the one, if any, who appears on both acceptable lists with the lowest average number of placements. In the event that there are no arbitrators that are agreeable to the parties, a new list will be requested, and the same procedure will be followed until a satisfactory arbitrator is chosen.

The arbitrator so selected shall confer with the representatives of the Board and the aggrieved employee, or at the option of the aggrieved employee, with representatives of his/her Association, and hold hearings promptly and shall issue his decision no later than ten (10) regular workdays from the date of the final statements and proofs on the issues which are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be advisory and nonbinding but may be made available to the public without consent of the other parties.

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

1. All meetings and hearings under this procedure shall be conducted in private and shall include only such interested parties and their designated or selected representatives heretofore referenced in this section.
2. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure. If a form has not been agreed upon, a narrative will suffice.

Article IV: Employee Rights

Pursuant to N.J.S.A. Title 34:13A-1 et seq., the Board hereby agrees 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 negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental powers under 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 303, Public Law 1968 or any other laws of the State of New Jersey or the Constitution of New Jersey and the United States; that is shall not discriminate against any employee in any way whatsoever because of his or her relationship in the Association.

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

An employee has the right to representation by a member of the association whenever they are required to appear before any administrator, supervisor, board, or committee thereof concerning any matter that is likely to adversely affect the continuation of the employee's employment, or the salary or any increments pertaining thereto. If no representation is present at the start of such a meeting, the employee has the right to request representation or reschedule the meeting,

An employee has the right to expect that criticisms of his/her performance made by a supervisor, administrator, or Board of Education member shall be made in confidence and not in the presence of students or parents at a public meeting.

An employee has the right to request that the Superintendent remove a disciplinary letter from his/her file. The employee shall make the request in writing to the Superintendent who shall have sole discretion to remove or retain the disciplinary letter.

Article V: Association Privileges

- A. The Association, if approved by the Superintendent/Designee, may use school facilities for meetings after school hours, provided that such use shall not interfere with, nor interrupt, normal school operation and does not conflict with any scheduled or emergent use authorized by the Burlington County Board of Education. In the event an emergency arises which necessitates a meeting prior to the end of the regular school day, the District shall not be obligated to release an employee to attend an Association meeting while school is in session. The facilities usage request requires a five-day advance notice to the Superintendent/Designee, unless an emergency arises.
- B. The Association, upon approval by the Superintendent/Designee, may use school equipment when such equipment is not otherwise in use, and provided that this use will not interfere with, nor interrupt, normal school operation and does not conflict with any scheduled or emergent use authorized by the Board of Education. The Association will pay for the cost of materials and supplies incident to such use. Usage of district equipment will be limited to on-site use only.
- C. The Association may use the inter-school mail, school mail boxes, school e-mail (use of the school's email for Association business shall be permitted as long as such use conforms to the District's email policy), and have space allocated on the Burlington County Special Services School District website in order to disseminate information to Association Membership. The content of the material to be disseminated will be submitted to the Superintendent/Designee for approval at least one day prior to the mailing or posting on the website. Such use of these mediums shall not interfere with, nor interrupt, normal school operation. No response by the Superintendent/Designee will be interpreted as approval.
- D. The Association shall have, in each campus, the use of a bulletin board and shall have, at the Westampton Campus, a locking closet with which to secure association belongings.
- E. The Association shall have the right to conduct on-campus Association meetings beginning at 3:05 p.m., the dates of which will be subject to mutual agreement between the Association and the respective building principals, and which shall not be unreasonably denied. The Association shall also have the right to cast ballots for election to Association positions, or for other voting purposes, throughout the workday, provided that prior

notification has been made to the Superintendent. Staff who need to travel from a different campus to attend such a meeting shall be permitted to utilize their prep time to do so. Any other employee not assigned to supervise students at the end of the work day may also utilize that time to travel to an Association meeting.

- F. The Association shall have the right to meet with new employees for at least thirty (30) minutes during work hours on the annual staff orientation day. Additionally, the Association shall have at least thirty (30) minutes during the workday to address the membership on the first full staff in-service of the year and again in January.

Article VI: Working Conditions

A. Work Year

The work year for all ten-month employees shall not exceed 184 days. The only exception to this shall be first-year employees who shall be required to attend up to three (3) additional days of training prior to employment.

B. Sign in/Out

All employees shall be in possession of their District-issued ID badge and shall indicate their presence and departure by swiping in/out at the designated access points. If an employee leaves the building during the school day, he/she will notify the Principal/Supervisor/Designee and, in addition to swiping in/out, sign in/out at his/her assigned campus and sign back in upon his/her return.

C. Employee Workday

1. The in-school workday for all teachers as defined in Article I page I of this agreement shall be 7 hours (8:05 a.m. - 3:05 p.m.) which shall include a 35-minute duty free lunch.
 - a. As the administration has the responsibility to ensure the proper supervision of the safety of the children, teachers may be required to stay beyond the workday (currently 3:05 p.m.) in the event of an emergency or lack of sufficient supervision. However, this duty shall not extend for more than thirty (30) minutes beyond the contractual day.
 - b. The pay for this extra duty shall be at the teacher's hourly rate for "after school events" found in Pay Guides (M) of this agreement. The Principal shall do his/her best to ensure that this duty is not assigned repeatedly to the same employee(s).
 - c. This provision shall not apply to a situation in the local community that is beyond the control of the administration. One example of such a situation would be a lockdown ordered by the local police.

2. The Teacher Assistants' in-school workday shall be 7 hours (8:05 a.m. to 3:05 p.m.), which shall include a 35-minute duty-free lunch period.
3. Full-time Cafeteria Head Cooks and Cafeteria Assistants shall work eight and one-half (8 1/2) hours per day which shall include a 30-minute duty free lunch. Three ten (10) minutes breaks daily to be scheduled by their supervisor/designee.
4. Employees working a half day (less than 4 hours) will, when reporting to work, adhere to their normal class schedule.
5. Employees may leave the building without requesting permission during their scheduled duty-free lunch period, after informing the Principal/ Designee/Supervisor and sign out at his/her assigned campus and sign back in upon their return.
6. Employees required to work through their duty-free lunch due to a field trip shall, with the permission of the Principal or his/her designee, be dismissed at 2:30 p.m.

D. Full-time/Part-time Defined

1. The term "full-time" employee shall refer to those regularly employed individuals working a minimum of 30 hours per week.
2. The term "part-time" employee shall refer to those regularly employed individuals working less than 30 hours per week.

E. Professional Responsibility

1. It is recognized that an effective school-community relations program is necessary and essential to continue public confidence and increased support of the school by the community. It is mutually agreed that attendance at those programs already in effect such as Parent-Teacher conferences, Back-to-School Night, Open House, Fairs, Exhibits, Holiday Programs and Musical Programs are a part of a Teacher's/Teacher Assistant's professionalism.
 - a. It is further agreed that Teachers, as part of their professional responsibility, will offer their support and cooperation by their mandatory attendance/participation at Back to School Night and two other school sponsored evening events as designated by the Administration, to ensure an increasingly effective program. Failure to attend the school sponsored evening events without prior Principal/Designee/Supervisor approval will result in the employee either being charged one half (1/2) personal day or docked two hours' pay, the choice of which shall be made by the employee in writing to the principal or designee. Employees will sign in and out to verify attendance.
 - b. It is further agreed that Teacher Assistants, as part of their professional responsibility, will offer their support and cooperation by their mandatory

attendance/participation at Back to School Night and one other school sponsored evening event as designated by the administration, to ensure an increasingly effective program. Failure to attend the school sponsored events without prior Principal/Designee/Supervisor approval will result in the employee either being charged one half (1/2) personal day or docked two hours' pay, the choice of which shall be made by the employee in writing to the principal or designee. Employees will sign in and out to verify attendance.

- c. Should the principal deem it necessary to require a teacher assistant's attendance at an additional evening function, the principal shall make the request to the Superintendent/Designee in writing two weeks prior to the event. If the Superintendent/Designee approves the request, the rate of pay shall be the flat hourly rate for "after school events" found in Pay Guides (M) of this agreement.
 - d. Hourly employees shall not be subject to the requirements listed in Article VI. Paragraph E. (above). Should an hourly employee be asked to attend any such event, they shall be paid a stipend of \$50 for their attendance.
2. If, on occasion, an employee may find it necessary to leave an in-service program or meeting prior to its conclusion, due to an emergent situation or personal problem, he/she shall request leave from his/her Principal/Designee/Supervisor and such leave may be granted if good cause is shown. The employee shall make arrangements with the Principal/Supervisor/Designee to make up missed time within thirty (30) days.
 3. On Fridays, and days of the three evening events, and any day prior to a day that the school is closed with the exceptions of NJEA Convention and non-holiday (in-service) closures, as per the Board of Education approved school calendar, all employees may leave at 2:30 p.m. (after departure of students) and only when all professional responsibilities have been met.
 4. Employees may be required to remain after the end of the regular workday, (currently 3:05 p.m.), without additional compensation, for the purpose of attending meetings in cases of emergency as required by the Principal/Designee/Supervisor. These meetings shall be limited to thirty (30) minutes. Emergency meetings lasting longer than thirty (30) minutes shall be paid at the employees' hourly rate as designated in "after hours events" in Pay Guides (M) of this agreement.
 5. New personnel may be required to attend up to three (3) days of unpaid orientation during the last full week of August; new personnel hired after the start of the school year shall participate in unpaid orientation arranged by the Superintendent/Designee within sixty (60) calendar days.

F. Uniforms

1. Effective July 1, 2019, the Board shall provide all Head Cooks and Cafeteria Assistants with the following each year:

- Trouser allowance - \$175.00 each year
- Eight (8) shirts each year
- Shoe allowance - \$250 each year
- Five (5) aprons

2. The Board of Education will order all uniforms by June 1 of each school year.

G. Head Cooks Salary Calculation

For Head Cooks: (10 Month) per diem will be calculated by dividing the annual contracted salary by 200 days. Annual contracted salary is defined as that amount which appears on the signed annual agreement.

H. Food Handling Training

To assure the health and welfare of students and staff, Head Cooks and Cafeteria Assistants shall commit to four (4) hours of in-service training per year on the proper handling and preparation of food.

This in-service training will be held during the regular workday and the cost of such in-service will be borne by the school district.

Every effort will be made to provide this training during a district in-service day; however, Head Cooks/Cafeteria Assistants may be required to attend an off-site in-service if it best meets the needs of the district.

Article VII: Preparation Time Certificated Staff

The Board of Education and the Superintendent recognize the teachers' need for preparation time. The individual Principal/Supervisor, when scheduling, will take into consideration preparation for each teacher. The Principal/Supervisor shall be responsible to schedule preparation time that the teacher may have, especially when the teacher's class is scheduled for a special class of some type.

- A. During the term of this contract all full-time teachers will receive one (1) thirty-five (35) minute preparation period per day for a maximum of five (5) preparation periods per week.
- B. The Principal/Supervisor, at his/her discretion, may schedule two (2) faculty meetings per month in lieu of prep time.
- C. Every effort will be made to schedule school business meetings in such a manner as not to interfere with teachers' scheduled prep time.
- D. While the Administration makes every effort to plan in-service days that meet both state obligations and district needs for as many employees as possible, there are times when

these days do not meet the unique needs of the district's licensed professionals who are required to accrue CEU's to maintain their licenses. At the discretion of the Superintendent or his/her designee with his/her pre-approval, these employees may be excused from district in-service activities to work on their CEU's. These employees shall be required to provide appropriate documentation of their progress to the Superintendent or his/her designee.

Article VIII: Secretaries

A. Work Year

1. The work year shall be from July 1 through June 30. Paid holidays shall be according to the school calendar, and shall at a minimum include the following:
 1. July 4th, Labor Day, NJEA Convention Days (two), Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day.
 2. If a holiday falls on a weekend, it shall be observed on either the last working day prior to the holiday, or the first working day after the weekend.
 3. If school is open for staff on a listed holiday, secretaries shall be entitled to a floating vacation day to be taken at another time.

B. Work Week/Day

1. The work week shall be five (5) consecutive days, Monday through Friday.
2. The work day shall be eight (8) consecutive hours per day from 8:00 AM to 4:00 PM inclusive of a sixty (60) minute duty-free lunch period, during which time the employee may leave the building. Secretaries shall suffer no loss in pay when work hours are diminished due to district designated weather-related reasons or other emergencies. Whenever other employees are released from their duties early (examples might include Fridays, or the day before certain holidays), secretaries shall also be dismissed in a similar fashion from their duties. The Superintendent and/or his designee shall notify secretaries by email when these early dismissals are to occur.
3. Any modifications by the Superintendent or his/her designees to the summer work day/week shall be communicated to the secretarial staff by May 1 each year.

C. Vacation Days

1. New employees hired after July 1, shall accrue vacation time at the rate of .83 days per month of employment for the first year. Vacation allotment for the partial month shall be rounded to the next highest number.

2. Earned vacation days cannot be taken until after June 30, following the initial date of employment.
 - a. Ten (10) days vacation after one (1) year of continuous service prior to July 1.
 - b. Fifteen (15) days of vacation after five (5) years of continuous service prior to July 1.
 - c. Twenty (20) days of vacation will be accrued on the following graduated scale:
 - i. Sixteen (16) days vacation after eleven (11) years of continuous service prior to July 1.
 - ii. Seventeen (17) days vacation after twelve (12) years of continuous service prior to July 1.
 - iii. Eighteen (18) days vacation after thirteen (13) years of continuous service prior to July 1.
 - iv. Nineteen (19) days vacation after fourteen (14) years of continuous service prior to July 1.
 - v. Twenty (20) days vacation after fifteen (15) years of continuous service prior to July 1.
 - d. Vacation times shall be scheduled to coordinate with the work schedule and subject to the approval of the Superintendent/Designee.
 - e. The employee shall limit vacation to not more than ten (10) consecutive working days unless approved by his/her supervisor.
 - f. Scheduling conflicts will be resolved by granting vacation to those employees with the most time in their job category. No more than 1/2 of the Secretarial Staff can be on vacation at the same time.
 - g. An employee who resigns during their contracted period of employment shall have their accrued vacation time paid at their current per diem rate of pay.
 - h. An employee's vacation schedule shall be submitted to the immediate supervisor no later than May 1st and shall not be denied without just cause. Vacation scheduling shall be granted in order of seniority.

D. Seniority

Seniority is defined as continuous service in the job category, without regard to time spent in the bargaining unit.

Article IX: Leaves of Absence

A. Sick Leave

1. Sick Leave is to be used for absences required because of personal disability due to illness or injury or because of medical exclusion from school due to a contagious disease or due to quarantine for such a disease in his or her immediate household as per N.J.S.A. 18A:30-1. Sick days shall not be used to care for any other person, unless permitted by law. All ten (10) month contracted employees shall be allowed sick leave with full pay for ten (10) school days in any school year. All twelve (12) month contracted employees shall be allowed sick leave with full pay for twelve (12) school days in any school year.
2. Unused sick days shall be accumulated from year to year with no maximum limit. Once an employee utilizes a sick day, that sick day will not be changed to a personal day. Each employee will have access to view his/her attendance records via the employee portal.

For the purpose of sick day accumulation, when an employee leaves early due to sickness, sick days shall be deducted as follows:

- Before 11:20 a.m. = Full Day
- After 11:20 a.m. = One-half day

Those employees not using any sick days during the school year will receive two (2) extra sick days to be added the following school year to the employee's accumulated sick days. The Board of Education recognizes that good staff attendance is an important factor in ensuring a quality education. To maximize staff attendance, financial incentives are offered to all full-time contracted employees of the Board. The purpose of an attendance program is to reward those employees who maintain high levels of attendance and to encourage others to emulate their positive example. An honorarium of \$150.00 will be awarded to those employees achieving perfect attendance (no use of sick or personal days).

B. Disability Leave

1. Disability leave (including pregnancy) shall be guided by terms and conditions governing leaves of absence as set forth in N.J.S.A. 18A:30-1 et seq.
2. An employee who anticipates a disability because of anticipated surgery,

hospitalization or pregnancy shall apply to the Board no later than ninety (90) calendar days, if possible, prior to such disability.

- a. At the time of such notice, the employee shall request either a leave of absence for the period of disability for which accumulated sick leave may be utilized or an unpaid leave of absence.
- b. Any employee granted a disability leave because of pregnancy, childbirth or related medical conditions may elect sick leave during this period of disability if certified by the attending physician. Such time shall not exceed thirty (30) calendar days prior to and thirty (30) calendar days after childbirth.
- c. An employee on a period of disability shall be entitled to sick leave with the accrual of all insurance benefits.
- d. To be eligible for a salary increment, credit toward longevity payment (if applicable) and seniority status, an employee must work at least ninety (90) days in the school year that the leave commences or terminates. There shall be no fractional step salary adjustments. The use of accrued sick or personal days will be credited towards the required ninety (90) days.
- e. The Board of Education reserves the right to regulate the commencement and termination dates of anticipated disability leaves in order to preserve educational continuity, provided that such date change is not medically contraindicated.
- f. Before the return from a disability leave of absence, the employee shall provide a physician's certificate stating that the employee is physically able to resume his/her duties on the date requested by the employee.

3. Cashing in Accumulated Sick Leave

Upon retirement an employee who has been employed for fifteen (15) years in the district shall be eligible for payment for unused sick leave. An employee must notify the Board of their intent to retire a minimum of sixty (60) days prior to the effective retirement date to be eligible for compensation under this article by June 30 of the retirement year. Notification of less than sixty (60) days could lead to compensation being delayed until the next fiscal year.

Payment shall be made to an employee by the Board of Education for all of that employee's unused accumulated sick leave upon an official retirement which has been approved by the New Jersey Division of Pensions. Such payment shall be made at the retiree's daily rate of pay at the date of retirement for each unused sick leave day. Daily rate of pay is defined as 1/200th of a ten (10) month employee's salary and 1/240th of a twelve (12) month employee's annual salary. To be eligible for the payment, an employee must notify the Board of the intention to retire on or before January 1st of the contract year in which the retirement is to occur in order to be eligible for payment by

June 30th. Employees who notify the Board after January 1st shall receive payment as soon as possible after July 1st.

If an employee retires prior to June 30, compensation for unused sick and personal days will be prorated for that year.

Payment for accumulated sick days will be as follows:

- Less than 151 days = 25% of daily rate for all accumulated days
- Greater than 150 days = 30% of daily rate for all accumulated days

The Board of Education's maximum allocation for each employee shall be capped at fifteen thousand dollars (\$15,000.00) for their accumulated sick days at the time of retirement.

C. Bereavement Leaves of Absence

1. Death in the immediate family, four (4) days total. Immediate family shall include parents, grandparents, parents-in-law, legal guardians, spouses, children, grandchildren, brothers and sisters, step-parents, step-siblings, and step-children.
 - a. The four (4) bereavement days must be completed within eight (8) calendar days excluding weekends and including holidays of the death of the immediate family member. In the event of the death of another immediate family member, the same process will be applied upon valid certification.
 - b. Employees may be granted non-consecutive leave to be utilized within thirty (30) days of the death of an immediate family member providing the employee has obtained the pre-approval of the Superintendent of Schools or his/her designee. The employee shall provide sufficient rationale and documentation of the need for such non-consecutive leave in writing to the Superintendent of Schools or his/her designees. Such a request must be made within four (4) calendar days of the death of the family member.
2. Death of a relative not in the immediate family one (1) day total. The one (1) bereavement day must be completed within eight (8) calendar days excluding weekends and including holidays of the death of the relative.
3. Documentation must be submitted to verify death of family member or relative, i.e.; death notice or valid certification.

D. Personal Days

1. The Board will provide for four (4) personal days at full pay during any one school year for personal business that cannot be conducted outside of school hours. Requests

for a personal day must be submitted using the proper electronic procedure, four (4) days in advance to the Principal/Supervisor for review and submitted to the Superintendent/Designee for approval. When a request for personal days falls within these guidelines, no explanation is required on the request form. In the case of an emergency whereas an employee cannot provide the required four (4) days' notice, a return from absence form must be submitted on the proper form indicating "emergency personal", to the Principal/Supervisor for review and submitted to the Superintendent for approval. When an employee obtains approval for a personal day or takes an emergency personal day, that personal day cannot be changed to a sick day.

The use of Personal Days will be calculated as follows:

- Before 11:20 a.m. - Full day
 - After 11:20 a.m. - One-half day
2. Unused personal days will be automatically accumulated as sick days at the end of the school year, one (1) day for each one (1) not taken, unless the employee has designated to set aside these days for accumulation in the employee's personal day account.
- a. Employees must designate the number of unused personal days they intend to carry over in their personal day account by May 31st of the current school year using the appropriate electronic form.
 - b. An employee is limited to carrying over a maximum of five (5) total accumulated personal days in his/her account in any given year. (On September 1, the combined accounts could be as large as nine (9) days, but by June 30 the accumulated accounts could be no larger than five (5) days). Any personal days that an employee designates to carry over in excess of this account limit would automatically be converted instead to the employee's sick day account at the end of the year.
 - c. An employee who fails to meet the May 31st deadline for saving personal days shall have their remaining personal days automatically converted instead to the employee's sick day account at the end of the year.
 - d. An individual's current year balance must be used first.

E. Professional Days

1. The Board of Education recognizes that Teachers need the opportunity to visit other schools and to attend meetings or conferences of an educational nature for the development of increased competence beyond that which they may attain through the performance of their assigned duties. For this reason, and during the length of this contract, a Teacher will be entitled to one (1) professional day per academic year that needs to be used prior to May 15th unless approved by the Superintendent/Designee. Any request must be submitted using the proper electronic procedure or current district form, prior to the requested professional day.

2. The Board agrees to pay up to \$200.00 for Teachers and \$150.00 for Support Staff of the cost of one professional day which a Teacher may attend as part of his/her continuing education plan.
3. The Board of Education recognizes that quality professional development should also be made available to support staff. As such, support staff shall be entitled to a maximum of one (1) professional day per academic year subject to the following conditions:
 - a. Written pre-approval from the Superintendent or his/her designee.
 - b. No more than five (5) support staff from any particular building/campus shall be eligible for said professional development during the course of the year for a district maximum of twenty (20) days.
 - c. District-wide, no more than five (5) support staff shall be eligible for said professional development on any given day.
 - d. A maximum pool of \$3,000 dollars shall be made available to be support staff for reimbursement for registration at approved professional development workshops with a maximum of \$ 150 per individual.

F. Sabbatical Leave

1. A sabbatical leave with pay may be granted to a Teacher for professional study, or for travel combined with professional study under the auspices of a college or university, or for other reasons which the Board may consider to be of value in improving instruction in the school district, subject to the following regulations and conditions:
 - a. A leave shall be granted for one-half (1/2) or one (1) school year only, September through June.
 - b. Sabbatical leave will not be granted to Teachers employed under an emergency or provisional certificate.
 - c. Sabbatical leave may be granted only to Teachers who have completed seven (7) consecutive full-time years of service in the school district, prior to the effective date of said leave, or since his/her last sabbatical leave.
 - d. Sabbatical leaves will be granted to no more than two (2) Teachers in the district at any one time. If more than two (2) Teachers request such leave, selection shall be made on the basis of seniority.
 - e. A Teacher on sabbatical leave will receive fifty percent (50%) of his/her contract salary. In each year the contract salary is what he/she would have received had

he/she remained on active duty, less such deductions as may be required by Board policies, rules and regulations, State and Federal statutes, the rules or regulations of the State Board of Education and Commissioner of Education, and the terms of this agreement.

- f. The payment of salary for a Teacher on sabbatical leave will be made in accordance with regular payroll dates.
- g. Before receiving sabbatical leave, the Teacher shall agree, in writing, with the Board that he/she will meet the conditions herein prescribed and that he/she will return to regular service with the Board after expiration of said leave for a period of not less than two (2) full school years and, that in the event of breach of said agreement by the Teacher, all sums paid the Teacher during the leave shall become due and payable immediately to the Board in proportion to the unfulfilled portion of the two (2) years commitment, except that such provision shall not apply in the event of temporary or permanent disablement upon return to duty, nor shall it apply to the estate in the event of death.
- h. Application for sabbatical leave shall be made by January 1st in the school year preceding the sabbatical leave. The application must include a carefully developed plan of study, or travel combined with study. Evidence that the Teacher has been accepted into a program shall be presented to the Board no later than April 1st in the school year preceding the sabbatical leave.
- i. The leave will be for study in the field of the Teacher's subject area or certification.
- j. At the beginning of each semester, the Teacher must submit evidence of registration in an approved college or university. The Teacher shall be enrolled in sufficient number of courses to meet the full-time requirements of the college or university.
- k. Regular attendance in the planned program of the college or university is required. If the Teacher on sabbatical leave fails to meet the attendance requirements of the college or university or withdraws from the program, or demonstrates unsatisfactory progress in his/her program, he/she shall immediately notify the Board of Education at which time all payments for sabbatical leave will be terminated, and the Teacher continues on sabbatical leave without pay.
- l. At the conclusion of each semester, the Teacher shall submit transcripts of credits indicating satisfactory progress.
- m. The Teacher granted a sabbatical leave shall be eligible for the following employment considerations upon return:
 - i. The salary increment will be added as if he/she had been in the Board's active employ during the time of such leave.

- ii. Accumulated sick leave held immediately prior to such leave shall be retained.
- n. The Teacher's return to the same campus, grade, or assignment held prior to the granting of leave will not be guaranteed, except the Teacher shall be returned to a position of like nature, status, and pay.
- o. At the conclusion of the leave of absence, the employee shall submit a written report to the Board of Education through the Superintendent containing all the pertinent data and information on the activities during the sabbatical leave in verification of the stated purposes made in the original application.
- p. If the Board finds the report does not verify the approved State program, the Board, at its discretion, may seek reimbursement of up to one-half (1/2) the amount the district paid the employee while on sabbatical leave.

G. Other Leaves

1. Other leaves of absence, with or without pay, may be granted by the Board, upon recommendation by the Superintendent for good reason.
2. All such requests must be approved in advance by the Superintendent upon recommendation of the Building Principal.
3. To be eligible for a salary increment, credit toward longevity payment and seniority status, an employee must work at least ninety (90) days in the school year that the leave commences or terminates. (No fractional step salary adjustments).
4. The Board of Education reserves the right to regulate the commencement and termination dates of other leaves of absence in order to preserve educational continuity.

H. Child Rearing Leave

The Board of Education, upon the recommendation of the Superintendent, shall grant an unpaid child rearing leave of absence of not more than one year to any employee, upon request, subject to the following conditions:

1. At the time of the application, the employee shall specify, in writing, the date on which the leave of absence is to commence and the date on which he/she wishes to return to work. The leave shall commence on the date requested by the employee, if the request is supported by a written statement from the employee's attending physician, to the Superintendent stating the anticipated date of delivery. The Board may adjust the requested leave dates upon finding that the dates would substantially interfere with the administration of the school. The employee on a voluntary child rearing leave of absence is not eligible for sick leave pay when disability occurs.
2. Following the grant of such leave to any employee, the commencement and termination

dates thereof may be further extended or reduced for medical reasons, upon application by the employee to the Board, provided the application for such extension or reduction is made at least thirty (30) days prior to the original commencement or termination date, unless a medical emergency develops to invalidate the 30 day limit, in which case a physician's certificate is required in the case of such an emergency. Such extension or reduction may be granted by the Board for a reasonable period of time, except that the Board may alter the requested dates upon finding that such extension or reduction would substantially interfere with the administration of the school and provided that such change is not medically contraindicated. The Board may require an employee to produce a physician's certificate in support of the requested change and is subject to agreement by the Board's physician. If there is a disagreement between doctors, a third neutral doctor appointed by the County Medical Society or by the two doctors themselves can issue a final binding opinion.

3. During the unpaid child rearing leave, the employee shall not be eligible to receive benefits, except at the employee's expense.
4. Upon return from a child rearing leave of absence, the employee shall be reinstated in the same position or other position for which he/she is certified/qualified if said employee returns to work within one year and a day from the date of the commencement of said leave.
5. Before return from a child rearing leave of absence, the employee shall provide a written statement to the Superintendent/Designee stating the date he/she wishes to return to work. Such statements shall be submitted to the Superintendent/Designee not later than thirty (30) days prior to the date requested to return to work.
6. To be eligible for a salary increment, credit toward longevity payment and seniority status, an employee must work at least ninety (90) days in the school year that the leave commences or terminates. There shall be no fractional step salary adjustments. A work day is any day in which an employee earns their regular pay, whether present in the building, or an any kind of paid leave, including, but not limited to, sick and personal leave.
7. The Board of Education reserves the right to regulate the commencement and termination dates of child rearing leaves in order to preserve educational continuity

Article X: Salaries

A. Payment Plans

All ten (10) month employees will receive twenty (20) equal paychecks distributed throughout the ten (10) working months, all twelve (12) month employees will receive twenty-four (24) equal paychecks distributed throughout the twelve (12) working months.

B. Pay Dates

When a pay date falls on or during a school holiday or weekend, employees shall receive their paychecks on the last previous working day. First pay date being September 15th and the last pay date will be June 30th.

C. Placement on Salary Guide

1. The Superintendent may give credit for placement on the salary schedule for past service of an applicant for employment in this district on the basis of one year credit for each year of experience in the same or a related area. Teachers experience must be in a public school located in this State or in any State or territory under USA jurisdiction and for service in the military of this country, one year of credit on schedule for each year served, to a maximum of four years.
2. As of 6/30/04 employees on the salary guide will remain permanently on the guide thereafter.

D. Deductions from Salary

The Board agrees to deduct from the salaries of these employees dues for the Burlington County Special Services Education Association, the New Jersey Education Association, or the National Education Association as said employees, individually and voluntarily, authorizes the Board to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Law of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Such monies, together with current records of any corrections, shall be transmitted to such persons as may from time to time be designated by the Burlington County Special Services Education Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

Any employee may have voluntary deductions, other than association dues, discontinued at any time upon forty-five (45) days written notice to the Board.

E. Withholding of Increments

The Board of Education reserves the right to withhold increments and adjustments in any given year with due notice to the employee at least 60 days prior to contract renewal on May 15th.

F. Payment of Salaries/Wages

1. All employees shall be paid on an annual basis with said payment being paid in accordance with the pay guide.

2. Per diem rate defined as follows:

Twelve (12) month employee - $1/240$ of annual salary

Ten (10) month employee - $1/200$ of annual salary

G. Actual Hours Worked

For the full-time employees working less than a full workday, the respective per diem rates for said employees shall be paid on a pro-rata basis based upon the number of hours actually worked. To determine the hourly rate, divide annual salary by 200 days and divide the daily rate by 7 hours.

H. Termination of Employment

Either the individual Teacher Assistant, Cafeteria Assistant or Head Cook or the Board may terminate the individual's contract by giving fourteen (14) calendar days' notice to the individual or Board respectively. The fourteen (14) calendar days' notice provision, however, is not applicable where the employee is discharged or suspended due to misconduct. When support staff are dismissed, they shall receive written notice of such action. Support staff may request, within fourteen (14) calendar days of the notice, a statement of reasons for the dismissal from the Superintendent/Designee within fourteen (14) calendar days of the request. The notice provisions of this paragraph in no way affects the ability of the Superintendent/Designee to dismiss support staff even though he/she has not yet received the statement of reasons for such dismissal.

I. Extended School Year

The Burlington County Special Services School District may operate an Extended School Year. It will be optional for all employees to choose to work the Extended School Year.

Criteria for staff selection will be:

1. District Seniority;
2. Where classification and the needs of the student dictates as determined by the Superintendent/Designee;
3. Consideration for One-on-One Assistants will be given based on the student's IEP to promote continuity of instruction;
4. Employee performance and attendance record during the regular school year.

In this process, a Teacher/Teacher Assistant may be chosen even though he/she may have less seniority than those who have applied. Additional consideration may also be given to the applicant's past performance in the Extended School Year.

Compensation - Extended School Year

1. For the Extended School Year sessions 2019-2023, salaries for certificated staff shall be calculated in accordance with the following schedule of daily or per diem rates to be posted:

All Teachers/Certified Staff:	\$300/day
All NCLPs:	\$160/day
All TAs:	\$115/day
Head Cooks:	Paid at the current per diem rate
Cafeteria Assistants:	Paid at the current per diem rate

2. There will be no compensation for any day not worked during the Extended School Year.

J. Extra-Curricular Stipends

Both the employees and the Board of Education recognize the importance of the involvement of the faculty and support staff in all aspects of the school program and activities. Extra-curricular appointments will be made by the Board of Education on the recommendation of the Superintendent/Designee and compensation will be as follows. Stipends include all activities, practices, competitions and overnight events.

Title	2019-2023	Pay Schedule
Nursing Coordinator	\$2,500 per annum	Paid in two equal installments in December and June
Performing Arts Director	\$3,000 per annum	Paid in two equal installments in December and June
Performing Arts Assistant	\$2,500 per annum	Paid in two equal installments in

		December and June
Horticulture Coordinator 1 per campus	\$4,300 per annum	Paid in two equal installments in December and June
Special Olympics Coordinator	\$3,100 per annum	Paid in two equal installments in December and June
Special Olympics Swim Team Head Coach	\$2,500 per season	Paid in two equal installments in December and June
Special Olympics Swim Team Assistant Coach	\$2,000 per season	Paid in two equal installments in December and June
Special Olympics Sporting Event Head Coach	\$1,800 per sport per season 5 positions	Paid in two equal installments in December and June
Special Olympics Sporting Event Assistant Coach	\$1,400 per sport per season 5 positions	Paid in two equal installments in December and June
Team Leader 2 per campus	\$3,800 per annum	Paid in twenty equal semi-monthly installments
Yearbook Coordinator District	\$2,100 per annum	Paid in two equal installments in December and June
Yearbook Coordinator Per Campus	\$1,800 per annum	Paid in two equal installments in December and June
Yearbook Assistant Per Campus	\$1,400 per annum	Paid in two equal installments in December and June
Bell Choir Lead	\$750 per annum	Paid in one installment during second pay in January following concert
Campus Crisis Team Member 3 per campus	\$1,800 per annum	Paid in twenty equal semi-monthly installments
Overnight Trip Chaperone (Currently Senior Trip and Special Olympics)	\$375 per night per person +\$47/hr for all nurses when providing direct documented care	Paid in one installment in the second pay following the trip
Special Events Coordinator	\$800 per event	Paid in one installment in the second pay following the event
Student Council High School – 2 positions	\$750/person/annum	Paid in two equal installments in December and June
Dance Team High School	\$1,800 per annum	Paid in two equal installments in December and June
Safety Patrol Elementary School – 2 positions	\$750/person/annum	Paid in two equal installments in December and June

K. Liability Insurance Coverage

The Board shall maintain liability insurance on a secondary basis to an employee's own automobile policy to cover damages incurred for any act or omission arising out of the authorized use of the employee's own automobile in the performance of conducting school business. Mileage reimbursement when conducting school business in the employee's own

vehicle shall be based on IRS reimbursement rates.

L. Longevity

Longevity payments will be made on a pro-rated basis beginning on the first day of the anniversary date and will be in addition to the employee's annual salary. Employees hired after June 30, 2004 shall not be entitled to this longevity.

Longevity at the beginning of the:	Teacher	Teacher Assistant	Cafeteria Assistant	Head Cook	Secretary
5 th year	\$550	\$550	\$550	\$550	\$600
10 th year	\$1,100	\$1,100	\$1,100	\$1,100	\$1,200
15 th year	\$1,700	\$1,700	\$1,700	\$1,700	\$1,850
20 th year	\$2,350	\$2,350	\$2,350	\$2,350	\$2,250
25 th year	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
30 th year	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600

M. Pay Guides

Title	2019-2023
After Hours Job Coach	\$21.50 per hour
Detention – For certified staff, the rate covers both the loss of prep period and after school hours; for non-certificated staff, the rate covers after school hours; for all staff, the rate also applies to Saturdays.	\$33 per hour per employee
Home Instruction	\$40 per hour
IEP Computing Processing After School Hours with prior approval by the Superintendent	\$56 per hour
Respite Recreation Leader	\$35 per hour
Respite Worker	\$30 per hour
Pay for After Hour Events (Certificated Staff)-Including such items as: extended meetings, late buses, student hospital trip, non-contractual evening events	\$40 per hour
Pay for After Hour Events (Support Staff)-including such items as: extended meetings, late buses, student hospital trip, non-contractual evening events.	\$30 per hour
Workshop Presenter - After School Hours (Certificated Staff)- also includes health services training such as CPR and First Aid Training	\$56 per hour
Workshop Presenter - After School Hours (Support Staff)	\$40 per hour

Title	2019-2023
Workshop Preparation (Certificated Staff) Compensation for preparation for in-school presentation with prior administrative approval. Prep must be done after school hours, maximum of two 2 hours.	\$56 per hour
Workshop Preparation (Support Staff) - Prep compensation for in school presentation with prior administrative approval. Prep must be done after school hours, maximum of two 2 hours.	\$40 per hour
Writing Curriculum	\$40 per hour
All Nurses – for all after hour activities excluding overnight activities	\$47 per hour

N. Using TAs as Substitute Teachers Prohibited

Teacher Assistants' primary responsibilities are the students in their respective assigned rooms and locations. The ratio of TAs and the ability of TAs to focus on their students is a joint concern of the Board and the Association. As such, the Administration shall not use TAs as substitutes. This shall not prohibit a TA from applying to fill a long-term substitute vacancy.

Teacher Salary Guide Year One: 2018-2019

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	54,185	55,419	57,269	58,133	59,736	61,587
2	55,098	56,353	58,235	59,115	60,746	62,629
3	56,026	57,303	59,218	60,114	61,773	63,689
4	57,106	58,409	60,363	61,275	62,968	64,922
5	58,542	59,844	61,799	62,709	64,404	66,358
6	59,976	61,280	63,234	64,146	65,839	67,793
7	61,422	62,724	64,678	65,591	67,284	69,239
8	62,922	64,228	66,186	67,100	68,796	70,754
9	64,430	65,738	67,700	68,614	70,314	72,276
10	65,821	67,128	69,090	70,006	71,706	73,669
11	67,210	68,517	70,479	71,394	73,095	75,057
12	68,602	69,908	71,871	72,787	74,487	76,448
13	70,157	71,468	73,435	74,353	76,056	78,023
14	71,548	72,859	74,826	75,745	77,449	79,415
15	72,946	74,258	76,224	77,141	78,846	80,812
16	74,336	76,303	78,271	79,188	80,892	82,859
17	76,059	78,031	80,005	80,925	82,634	84,608
18	77,556	79,530	81,502	82,422	84,133	86,105
19	80,207	82,842	84,817	86,923	88,240	89,687
20	81,940	84,573	86,548	88,654	89,970	91,419
21	84,466	87,789	89,784	91,911	93,241	94,702
22	86,563	89,894	91,892	94,024	95,356	96,822
23	90,966	94,318	96,329	98,473	99,813	101,288

Teacher Salary Guide Year Two: 2019-2020

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	55,528	56,762	58,612	59,476	61,079	62,930
2	56,441	57,696	59,578	60,458	62,089	63,972
3	57,369	58,646	60,561	61,457	63,116	65,032
4	58,449	59,752	61,706	62,618	64,311	66,265
5	59,885	61,187	63,142	64,052	65,747	67,701
6	61,319	62,623	64,577	65,489	67,182	69,136
7	62,765	64,067	66,021	66,934	68,627	70,582
8	64,265	65,571	67,529	68,443	70,139	72,097
9	65,773	67,081	69,043	69,957	71,657	73,619
10	67,164	68,471	70,433	71,349	73,049	75,012
11	68,553	69,860	71,822	72,737	74,438	76,400
12	69,945	71,251	73,214	74,130	75,830	77,791
13	71,500	72,811	74,778	75,696	77,399	79,366
14	72,891	74,202	76,169	77,088	78,792	80,758
15	74,289	75,601	77,567	78,484	80,189	82,155
16	75,679	77,646	79,614	80,531	82,235	84,202
17	77,402	79,374	81,348	82,268	83,977	85,951
18	78,899	80,873	82,845	83,765	85,476	87,448
19	81,549	84,184	86,159	88,265	89,582	91,029
20	83,282	85,915	87,890	89,996	91,312	92,761
21	85,808	89,131	91,126	93,253	94,583	96,044
22	87,905	91,236	93,234	95,366	96,698	98,164
23	92,308	95,660	97,671	99,815	101,155	102,630

Teacher Salary Guide Year Three: 2020-2021

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	56,915	58,149	59,999	60,863	62,466	64,317
2	57,828	59,083	60,965	61,845	63,476	65,359
3	58,756	60,033	61,948	62,844	64,503	66,419
4	59,836	61,139	63,093	64,005	65,698	67,652
5	61,272	62,574	64,529	65,439	67,134	69,088
6	62,706	64,010	65,964	66,876	68,569	70,523
7	64,152	65,454	67,408	68,321	70,014	71,969
8	65,652	66,958	68,916	69,830	71,526	73,484
9	67,160	68,468	70,430	71,344	73,044	75,006
10	68,551	69,858	71,820	72,736	74,436	76,399
11	69,940	71,247	73,209	74,124	75,825	77,787
12	71,332	72,638	74,601	75,517	77,217	79,178
13	72,887	74,198	76,165	77,083	78,786	80,753
14	74,278	75,589	77,556	78,475	80,179	82,145
15	75,676	76,988	78,954	79,871	81,576	83,542
16	77,066	79,033	81,001	81,918	83,622	85,589
17	78,789	80,761	82,735	83,655	85,364	87,338
18	80,286	82,260	84,232	85,152	86,863	88,835
19	82,936	85,571	87,546	89,652	90,969	92,416
20	84,669	87,302	89,277	91,383	92,699	94,148
21	87,195	90,518	92,513	94,640	95,970	97,431
22	89,292	92,623	94,621	96,753	98,085	99,551
23	93,695	97,047	99,058	101,202	102,542	104,017

Teacher Salary Guide Year Four: 2021-2022

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	58,352	59,586	61,436	62,300	63,903	65,754
2	59,265	60,520	62,402	63,282	64,913	66,796
3	60,193	61,470	63,385	64,281	65,940	67,856
4	61,273	62,576	64,530	65,442	67,135	69,089
5	62,709	64,011	65,966	66,876	68,571	70,525
6	64,143	65,447	67,401	68,313	70,006	71,960
7	65,589	66,891	68,845	69,758	71,451	73,406
8	67,089	68,395	70,353	71,267	72,963	74,921
9	68,597	69,905	71,867	72,781	74,481	76,443
10	69,988	71,295	73,257	74,173	75,873	77,836
11	71,377	72,684	74,646	75,561	77,262	79,224
12	72,768	74,074	76,037	76,953	78,653	80,614
13	74,323	75,634	77,601	78,519	80,222	82,189
14	75,714	77,025	78,992	79,911	81,615	83,581
15	77,112	78,424	80,390	81,307	83,012	84,978
16	78,502	80,469	82,437	83,354	85,058	87,025
17	80,225	82,197	84,171	85,091	86,800	88,774
18	81,722	83,696	85,668	86,588	88,299	90,271
19	84,372	87,007	88,982	91,088	92,405	93,852
20	86,105	88,738	90,713	92,819	94,135	95,584
21	88,631	91,954	93,949	96,076	97,406	98,867
22	90,728	94,059	96,057	98,189	99,521	100,987
23	95,131	98,483	100,494	102,638	103,978	105,453

Teacher Salary Guide Year Five: 2022-2023

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	59,837	61,071	62,921	63,785	65,388	67,239
2	60,750	62,005	63,887	64,767	66,398	68,281
3	61,678	62,955	64,870	65,766	67,425	69,341
4	62,758	64,061	66,015	66,927	68,620	70,574
5	64,194	65,496	67,451	68,361	70,056	72,010
6	65,628	66,932	68,886	69,798	71,491	73,445
7	67,074	68,376	70,330	71,243	72,936	74,891
8	68,574	69,880	71,838	72,752	74,448	76,406
9	70,081	71,389	73,351	74,265	75,965	77,927
10	71,472	72,779	74,741	75,657	77,357	79,320
11	72,861	74,168	76,130	77,045	78,746	80,708
12	74,252	75,558	77,521	78,437	80,137	82,098
13	75,807	77,118	79,085	80,003	81,706	83,673
14	77,198	78,509	80,476	81,395	83,099	85,065
15	78,596	79,908	81,874	82,791	84,496	86,462
16	79,986	81,953	83,921	84,838	86,542	88,509
17	81,709	83,681	85,655	86,575	88,284	90,258
18	83,206	85,180	87,152	88,072	89,783	91,755
19	85,856	88,491	90,466	92,572	93,889	95,336
20	87,589	90,222	92,197	94,303	95,619	97,068
21	90,115	93,438	95,433	97,560	98,890	100,351
22	92,212	95,543	97,541	99,673	101,005	102,471
23	96,614	99,966	101,977	104,121	105,461	106,936

Teacher Assistant Salary Guide Year One: 2018-2019

Step	HS	HS30	HS 60	HS 90	BA
1	15,101	15,171	20,935	23,241	23,313
2	15,344	15,415	21,280	23,626	23,700
3	15,591	15,663	21,631	24,018	24,093
4	15,879	15,952	22,039	24,474	24,550
5	16,433	16,501	22,513	24,804	24,884
6	16,987	17,052	22,989	25,132	25,219
7	17,543	17,602	23,461	25,465	25,553
8	18,098	18,154	23,938	25,797	25,889
9	18,657	18,788	24,414	26,128	26,228
10	19,214	19,431	24,882	26,466	26,563
11	19,771	20,074	25,332	26,789	27,004
12	20,339	20,709	25,817	27,119	27,444
13	20,914	21,367	26,307	27,463	27,905
14	21,481	22,006	26,781	27,790	28,349
15	22,045	22,631	27,252	28,112	29,137
16	22,631	23,573	28,254	29,079	29,634
17	23,216	24,572	29,121	30,211	30,478
18	23,861	25,520	30,309	31,417	31,785
19	24,572	26,462	31,027	32,056	32,671
20	25,292	27,462	32,144	33,024	33,749
21	26,442	28,599	33,490	34,036	34,820

*Off Guide receives \$780

Teacher Assistant Salary Guide Year Two: 2019-2020

Step	HS	HS 30	HS 60	HS 90	BA
1	15,556	15,626	21,390	23,696	23,768
2	15,799	15,870	21,735	24,081	24,155
3	16,046	16,118	22,086	24,473	24,548
4	16,334	16,407	22,494	24,929	25,005
5	16,888	16,956	22,968	25,259	25,339
6	17,442	17,507	23,444	25,587	25,674
7	17,998	18,057	23,916	25,920	26,008
8	18,553	18,609	24,393	26,252	26,344
9	19,112	19,243	24,869	26,583	26,683
10	19,670	19,887	25,338	26,922	27,019
11	20,226	20,529	25,787	27,244	27,459
12	20,794	21,164	26,272	27,574	27,899
13	21,369	21,822	26,762	27,918	28,360
14	21,936	22,461	27,236	28,245	28,804
15	22,499	23,085	27,706	28,566	29,591
16	23,085	24,027	28,708	29,533	30,088
17	23,670	25,026	29,575	30,665	30,932
18	24,315	25,974	30,763	31,871	32,239
19	25,026	26,916	31,481	32,510	33,125
20	25,746	27,916	32,598	33,478	34,203
21	26,896	29,053	33,944	34,490	35,274

*Off Guide receives \$454

Teacher Assistant Salary Guide Year Three: 2020-2021

Step	HS	HS 30	HS 60	HS 90	BA
1	16,027	16,097	21,861	24,167	24,239
2	16,270	16,341	22,206	24,552	24,626
3	16,517	16,589	22,557	24,944	25,019
4	16,805	16,878	22,965	25,400	25,476
5	17,359	17,427	23,439	25,730	25,810
6	17,913	17,978	23,915	26,058	26,145
7	18,469	18,528	24,387	26,391	26,479
8	19,024	19,080	24,864	26,723	26,815
9	19,584	19,715	25,341	27,055	27,155
10	20,141	20,358	25,809	27,393	27,490
11	20,697	21,000	26,258	27,715	27,930
12	21,265	21,635	26,743	28,045	28,370
13	21,840	22,293	27,233	28,389	28,831
14	22,407	22,932	27,707	28,716	29,275
15	22,970	23,556	28,177	29,037	30,062
16	23,556	24,498	29,179	30,004	30,559
17	24,141	25,497	30,046	31,136	31,403
18	24,786	26,445	31,234	32,342	32,710
19	25,497	27,387	31,952	32,981	33,596
20	26,217	28,387	33,069	33,949	34,674
21	27,366	29,523	34,414	34,960	35,744

*Off Guide receives \$470

Teacher Assistant Salary Guide Year Four: 2021-2022

Step	HS	HS 30	HS 60	HS 90	BA
1	16,514	16,584	22,348	24,654	24,726
2	16,757	16,828	22,693	25,039	25,113
3	17,004	17,076	23,044	25,431	25,506
4	17,292	17,365	23,452	25,887	25,963
5	17,846	17,914	23,926	26,217	26,297
6	18,400	18,465	24,402	26,545	26,632
7	18,956	19,015	24,874	26,878	26,966
8	19,511	19,567	25,351	27,210	27,302
9	20,071	20,202	25,828	27,542	27,642
10	20,629	20,846	26,297	27,881	27,978
11	21,185	21,488	26,746	28,203	28,418
12	21,752	22,122	27,230	28,532	28,857
13	22,327	22,780	27,720	28,876	29,318
14	22,894	23,419	28,194	29,203	29,762
15	23,457	24,043	28,664	29,524	30,549
16	24,043	24,985	29,666	30,491	31,046
17	24,628	25,984	30,533	31,623	31,890
18	25,273	26,932	31,721	32,829	33,197
19	25,984	27,874	32,439	33,468	34,083
20	26,704	28,874	33,556	34,436	35,161
21	27,852	30,009	34,900	35,446	36,230

*Off Guide receives \$486

Teacher Assistant Salary Guide Year Five: 2022-2023

Step	HS	HS 30	HS 60	HS 90	BA
1	17,018	17,088	22,852	25,158	25,230
2	17,261	17,332	23,197	25,543	25,617
3	17,508	17,580	23,548	25,935	26,010
4	17,796	17,869	23,956	26,391	26,467
5	18,350	18,418	24,430	26,721	26,801
6	18,904	18,969	24,906	27,049	27,136
7	19,460	19,519	25,378	27,382	27,470
8	20,015	20,071	25,855	27,714	27,806
9	20,575	20,706	26,332	28,046	28,146
10	21,133	21,350	26,801	28,385	28,482
11	21,689	21,992	27,250	28,707	28,922
12	22,256	22,626	27,734	29,036	29,361
13	22,829	23,282	28,222	29,378	29,820
14	23,396	23,921	28,696	29,705	30,264
15	23,959	24,545	29,166	30,026	31,051
16	24,545	25,487	30,168	30,993	31,548
17	25,130	26,486	31,035	32,125	32,392
18	25,775	27,434	32,223	33,331	33,699
19	26,486	28,376	32,941	33,970	34,585
20	27,206	29,376	34,058	34,938	35,663
21	28,354	30,511	35,402	35,948	36,732

*Off Guide receives \$502

**Social Workers, Physical Therapists, and LDTC's (after 7/1/15)
Year One: 2018-2019**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	56,005	57,295	59,230	60,134	61,811	63,746
2	57,427	58,717	60,653	61,556	63,233	65,168
3	58,849	60,139	62,074	62,978	64,655	66,590
4	60,279	61,570	63,504	64,408	66,085	68,019
5	61,765	63,057	64,996	65,901	67,582	69,521
6	63,138	64,431	66,370	67,275	68,956	70,894
7	64,513	65,804	67,741	68,648	70,330	72,270
8	65,886	67,179	69,117	70,023	71,703	73,642
9	67,259	68,552	70,491	71,396	73,075	75,017
10	68,798	70,094	72,037	72,944	74,628	76,572
11	70,174	71,470	73,413	74,321	76,006	77,948
12	71,554	72,850	74,794	75,702	77,387	79,330
13	72,930	74,873	76,817	77,724	79,407	81,352
14	74,631	76,582	78,530	79,442	81,131	83,081
15	76,112	78,060	80,010	80,921	82,610	84,561
16	78,734	81,337	83,287	85,370	86,671	88,102
17	80,445	83,048	85,000	87,081	88,383	89,813
18	82,942	86,228	88,197	90,299	91,614	93,059
19	85,013	88,306	90,281	92,389	93,706	95,153
20	89,194	92,497	94,478	96,592	97,912	99,364

**Social Workers, Physical Therapists, and LDTC's (after 7/1/15)
Year Two: 2019-2020**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	57,403	58,693	60,628	61,532	63,209	65,144
2	58,825	60,115	62,051	62,954	64,631	66,566
3	60,247	61,537	63,472	64,376	66,053	67,988
4	61,677	62,968	64,902	65,806	67,483	69,417
5	63,163	64,455	66,394	67,299	68,980	70,919
6	64,536	65,829	67,768	68,673	70,354	72,292
7	65,911	67,202	69,139	70,046	71,728	73,668
8	67,284	68,577	70,515	71,421	73,101	75,040
9	68,657	69,950	71,889	72,794	74,473	76,415
10	70,196	71,492	73,435	74,342	76,026	77,970
11	71,572	72,868	74,811	75,719	77,404	79,346
12	72,952	74,248	76,192	77,100	78,785	80,728
13	74,328	76,271	78,215	79,122	80,805	82,750
14	76,029	77,980	79,928	80,840	82,529	84,479
15	77,510	79,458	81,408	82,319	84,008	85,959
16	80,132	82,735	84,685	86,768	88,069	89,500
17	81,843	84,446	86,398	88,479	89,781	91,211
18	84,340	87,626	89,595	91,697	93,012	94,457
19	86,411	89,704	91,679	93,787	95,104	96,551
20	90,592	93,895	95,876	97,990	99,310	100,762

**Social Workers, Physical Therapists, and LDTC's (after 7/1/15)
Year Three: 2020-2021**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	58,851	60,141	62,076	62,980	64,657	66,592
2	60,273	61,563	63,499	64,402	66,079	68,014
3	61,695	62,985	64,920	65,824	67,501	69,436
4	63,125	64,416	66,350	67,254	68,931	70,865
5	64,611	65,903	67,842	68,747	70,428	72,367
6	65,984	67,277	69,216	70,121	71,802	73,740
7	67,359	68,650	70,587	71,494	73,176	75,116
8	68,732	70,025	71,963	72,869	74,549	76,488
9	70,105	71,398	73,337	74,242	75,921	77,863
10	71,644	72,940	74,883	75,790	77,474	79,418
11	73,020	74,316	76,259	77,167	78,852	80,794
12	74,400	75,696	77,640	78,548	80,233	82,176
13	75,776	77,719	79,663	80,570	82,253	84,198
14	77,477	79,428	81,376	82,288	83,977	85,927
15	78,958	80,906	82,856	83,767	85,456	87,407
16	81,580	84,183	86,133	88,216	89,517	90,948
17	83,291	85,894	87,846	89,927	91,229	92,659
18	85,788	89,074	91,043	93,145	94,460	95,905
19	87,859	91,152	93,127	95,235	96,552	97,999
20	92,040	95,343	97,324	99,438	100,758	102,210

**Social Workers, Physical Therapists, and LDTC's (after 7/1/15)
Year Four: 2021-2022**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	60,349	61,639	63,574	64,478	66,155	68,090
2	61,771	63,061	64,997	65,900	67,577	69,512
3	63,193	64,483	66,418	67,322	68,999	70,934
4	64,623	65,914	67,848	68,752	70,429	72,363
5	66,109	67,401	69,340	70,245	71,926	73,865
6	67,482	68,775	70,714	71,619	73,300	75,238
7	68,857	70,148	72,085	72,992	74,674	76,614
8	70,230	71,523	73,461	74,367	76,047	77,986
9	71,603	72,896	74,835	75,740	77,419	79,361
10	73,142	74,438	76,381	77,288	78,972	80,916
11	74,518	75,814	77,757	78,665	80,350	82,292
12	75,898	77,194	79,138	80,046	81,731	83,674
13	77,274	79,217	81,161	82,068	83,751	85,696
14	78,975	80,926	82,874	83,786	85,475	87,425
15	80,456	82,404	84,354	85,265	86,954	88,905
16	83,078	85,681	87,631	89,714	91,015	92,446
17	84,789	87,392	89,344	91,425	92,727	94,157
18	87,286	90,572	92,541	94,643	95,958	97,403
19	89,357	92,650	94,625	96,733	98,050	99,497
20	93,538	96,841	98,822	100,936	102,256	103,708

**Social Workers, Physical Therapists, and LDTC's (after 7/1/15)
Year Five: 2022-2023**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	61,901	63,191	65,126	66,030	67,707	69,642
2	63,323	64,613	66,549	67,452	69,129	71,064
3	64,745	66,035	67,970	68,874	70,551	72,486
4	66,175	67,466	69,400	70,304	71,981	73,915
5	67,661	68,953	70,892	71,797	73,478	75,417
6	69,034	70,327	72,266	73,171	74,852	76,790
7	70,409	71,700	73,637	74,544	76,226	78,166
8	71,782	73,075	75,013	75,919	77,599	79,538
9	73,155	74,448	76,387	77,292	78,971	80,913
10	74,694	75,990	77,933	78,840	80,524	82,468
11	76,070	77,366	79,309	80,217	81,902	83,844
12	77,450	78,746	80,690	81,598	83,283	85,226
13	78,826	80,769	82,713	83,620	85,303	87,248
14	80,526	82,477	84,425	85,337	87,026	88,976
15	82,007	83,955	85,905	86,816	88,505	90,456
16	84,629	87,232	89,182	91,265	92,566	93,997
17	86,340	88,943	90,895	92,976	94,278	95,708
18	88,837	92,123	94,092	96,194	97,509	98,954
19	90,908	94,201	96,176	98,284	99,601	101,048
20	95,089	98,392	100,373	102,487	103,807	105,259

NCLP Salary Guides (2019-2023)

Step	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1	36,803	37,609	38,447	39,317	40,221
2	37,303	38,109	38,947	39,817	40,721
3	38,252	39,058	39,896	40,766	41,670
4	39,400	40,206	41,044	41,914	42,818
5	40,549	41,355	42,193	43,063	43,967
6	41,701	42,507	43,345	44,215	45,119
7	42,850	43,656	44,494	45,364	46,268
8	43,997	44,803	45,641	46,511	47,415
9	45,147	45,953	46,790	47,659	48,563
10	46,297	47,103	47,940	48,809	49,712
11	47,447	48,253	49,090	49,959	50,862
12	48,595	49,401	50,238	51,107	52,010
13	49,744	50,550	51,387	52,256	53,159
14	50,893	51,699	52,536	53,405	54,308
15	52,041	52,847	53,684	54,553	55,456
16	53,189	53,995	54,832	55,701	56,604
17	54,339	55,145	55,982	56,851	57,754
18	56,089	56,895	57,732	58,601	59,504

Secretary Salary Guides (2019-2023)

Step	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1	39,482	40,316	41,175	42,059	42,970
2	40,157	40,991	41,850	42,734	43,645
3	40,844	41,678	42,537	43,421	44,332
4	41,523	42,357	43,216	44,100	45,011
5	42,214	43,048	43,907	44,791	45,702
6	42,910	43,744	44,603	45,487	46,398
7	43,605	44,439	45,298	46,182	47,093
8	44,301	45,135	45,994	46,878	47,789
9	44,996	45,830	46,689	47,573	48,484
10	46,486	47,320	48,179	49,063	49,974
11	47,975	48,809	49,668	50,552	51,463
12	49,461	50,295	51,153	52,037	52,948
13	50,947	51,781	52,639	53,523	54,434
14	52,440	53,274	54,132	55,016	55,927
15	53,926	54,760	55,618	56,502	57,413

*Off Guide receives \$2,000 in 2018-2019; \$833 in 2019-2020; \$858 in 2020-2021;
\$884 in 2021-2022; \$910 in 2022-2023

Head Cook Salary Guides (2019-2023)

Step	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1	30,865	31,386	31,937	32,515	33,121
2	31,373	31,894	32,445	33,023	33,629
3	31,880	32,401	32,952	33,530	34,136
4	32,388	32,909	33,460	34,038	34,644
5	32,895	33,416	33,967	34,545	35,151
6	33,879	34,400	34,951	35,529	36,135
7	34,863	35,384	35,935	36,513	37,119
8	35,845	36,366	36,917	37,495	38,101
9	36,829	37,350	37,901	38,479	39,085
10	37,812	38,333	38,884	39,462	40,068
11	38,794	39,315	39,866	40,444	41,050
12	39,778	40,299	40,850	41,428	42,034
13	40,760	41,281	41,832	42,410	43,016
14	41,744	42,265	42,816	43,394	44,000
15	42,728	43,249	43,800	44,378	44,984

Cafeteria Assistant Hourly Salary Guides (2019-2023)

Step	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1	15.24	15.65	16.08	16.52	16.97
2	15.44	15.85	16.28	16.72	17.17
3	15.69	16.10	16.53	16.97	17.42
4	15.94	16.35	16.78	17.22	17.67
5	16.29	16.70	17.13	17.57	18.02
6	16.97	17.38	17.81	18.25	18.70
7	17.82	18.23	18.66	19.10	19.55
8	18.66	19.07	19.50	19.94	20.39
9	19.41	19.82	20.25	20.69	21.14
10	20.13	20.54	20.97	21.41	21.86
11	21.11	21.52	21.95	22.39	22.84
12	21.95	22.36	22.79	23.23	23.68
13	22.80	23.21	23.64	24.08	24.53
14	23.68	24.09	24.52	24.96	25.41
15	24.53	24.95	25.38	25.82	26.27

Hourly Salary Guides (2019-2023)

Step	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
1	12.26	12.53	12.82	13.12	13.12
2	12.47	12.74	13.03	13.33	13.33
3	13.49	13.76	14.05	14.35	14.35
4	14.26	14.53	14.82	15.12	15.12
5	14.51	14.78	15.07	15.37	15.37
6	15.26	15.53	15.82	16.12	16.12
7	15.52	15.79	16.08	16.38	16.38
8	15.79	16.06	16.35	16.65	16.65
9	16.26	16.53	16.82	17.12	17.12
10	16.54	16.81	17.10	17.40	17.40
11	16.82	17.09	17.38	17.68	17.68
12	17.85	18.12	18.41	18.71	18.71
13	17.85	18.12	18.41	18.71	18.71
14	17.85	18.12	18.41	18.71	18.71
15	17.85	18.13	18.42	18.72	18.72

Article XI: Employee's Work Station

- A. Whenever a vacancy occurs in the school district, notice shall be posted for at least two weeks on the official bulletin board for the district schools and in all employee lounges. Such notice shall state the date by which applications are to be made.
 - 1. An employee who would like to apply for a posted vacancy should, as a courtesy, discuss the matter with his or her Principal/Supervisor and formally apply on line within the designated cut-off date.
 - 2. An employee who would like to be reassigned to another campus during the current school year shall request such reassignment in writing to the Superintendent, or his designee, for consideration.
 - 3. When reassigning an employee, the seniority of each staff member shall be considered as well as the recommendation of the employee's Principal/Supervisor.
- B. Notice of a reassignment shall be made if at all practicable by August 1st but not later than August 15th to the individual employee and notice will be given to all applicants by district email.
- C. When an employee is involuntarily reassigned, he/she shall receive notice as soon as the Superintendent has taken formal action. If the employee requests, within seven (7) days of the notice, he/she shall receive a statement of reasons for the transfer from the Superintendent/Designee and shall meet with the Superintendent/Designee to discuss the reassignment within ten (10) days of the request.
- D. An employee who is requesting a transfer/work assignment for the next school year must submit this request, in writing, to the Superintendent/Designee and his/her immediate Supervisor by May 31st. The seniority of the staff member making the request shall be considered as well as the recommendation of the employee's Principal/Supervisor.
- E. Every effort will be made by administration to provide teachers with written notice of their schedules, work and/or subject assignments, building and room assignments for the forthcoming year by July 30th of that school year. It is understood by all concerned parties that changing enrollment patterns may require changes to schedules and assignments after that date.
- F. Support staff will be notified as to whether they will be reappointed if at all practicable by the last day of school, but no later than June 30th. At that time, the employees will be notified as to his/her rate of pay for the next school year.

Article XII: Employee Evaluation

The Burlington County Special Services School District employee evaluation procedures will be included in the electronic Staff Handbook and will be distributed annually prior to the formal observation of any district employee.

A. Procedure - Certificated Staff

1. A Professional Development Plan (PDP) shall be jointly composed by the Principal/Supervisor and certificated staff member no later than November 1 for the current school year.

The PDP is a written statement of actions developed by the Principal/Supervisor and the certificated staff member to continue professional growth and correct deficiencies. The activities outlined in the PDP must conform to the mandates of the New Jersey Department of Education with regard to the published Standards of Professional Development.

2. Evaluation shall be based on multiple measures of performance and shall be conducted accordance with NJ Department of Education Regulations. These measures include components of both student achievement and teacher practice according to New Jersey statute, Title I&A: Subtitle 3, Chapter 6 - Teacher Effectiveness and Accountability for Children of New Jersey (TEACHNJ) Act.
 - a. Student achievement will incorporate multiple measures of student growth over time and will include standardized assessment and/or assessments that will be collaboratively designed with district administration.
 - b. Teacher practice is measured by performance on Board of Education approved teacher practice instrument (Danielson Model) in which evidence is gathered through classroom observations.

Non-tenured teachers will have three required observations each year. This includes two long observations and one short observation in the first two years of employment and one long and two short observations in the third and fourth years of employment. Multiple observers are required.

Tenured teachers will have three required observations each year. This includes three short observations, and while it is not required that short observations be announced, at least one of the three observations must have a pre-conference. Multiple observers are recommended.

Summative Rating

This overall evaluation score combines the multiple measures of teacher practice and student growth. All New Jersey teachers earn one of four ratings: Highly Effective, Effective, Partially Effective, or Ineffective.

3. Although the certificated staff member shall sign the evaluation and APR, his or her signature in no way implies agreement with said report. The certificated staff member retains the right to attach a written response within ten (10) regular working days of receipt of said report. This response will be appended to the original document and placed with it in the certificated staff member's personnel file.
4. No member of the bargaining unit will be permitted to conduct employee evaluations without the written consent of the president of the Association.

B. Procedure - Support Staff

1. All support staff members shall be formally observed, for purposes of evaluating job performance, at least one (1) time in each school year. This observation and evaluation shall occur prior to March I. This article in no way precludes conducting more than one formal observation per year for purposes of evaluating support staff.
 2. A post-observation conference shall take place between the evaluator and support staff member within ten (10) regular workdays of the observation. A written evaluation shall be provided on the approved form. The original document shall be signed and retained for the support staff member's personnel file. A copy shall be given to the support staff member.
 3. All evaluations shall be conducted openly and with full knowledge of the support staff member.
 4. Although the support staff member shall sign the evaluation, his or her signature in no way implies agreement with said evaluation. The support staff member retains the right to attach a written response within ten (10) regular working days. This response will be appended to the original document and placed with it in the support staff member's personnel file.
- C. The electronic evaluation tool shall have the ability to note than an employee has attached an electronic response/rebuttal and shall have the ability to accept/upload/include an electronic response/rebuttal.

Article XIII: Health Benefits

A. Medical Benefits

The Board shall pay the cost of coverage of medical benefits for full-time employees and their dependents subject to applicable statutory contributions required to be made by employees.

1. Certificated Staff

The Board shall pay the cost of full coverage of medical benefits under the PPO plan for full-time employees and their dependents

2. Non-certificated Staff

The Board shall pay the cost of full coverage of medical benefits under the POS plan for full-time employees and their dependents. Employees shall have the right to buy-up to the PPO plan, but the employee will be responsible for paying for the difference in premium.

3. The Traditional Plan will no longer be offered as of July 1, 2015.

B. Employee Eligibility

All employees shall be eligible for benefits under the conditions set forth above. The Burlington County Insurance Consortium PPO is the district's primary health plan.

C. Prescription Drug Plan

The Board of Education will also assume the cost of the prescription drug plan for full-time employees and their dependents according to the following co-pay schedule of deductibles:

2018-2023		
PPO		POS
\$7	Generic	\$15
\$16	Brand	\$25
\$32	Non-preferred	\$35
\$8	Mail - Generic	\$30
\$20	Mail – Brand	\$50
\$32	Mail – Non-preferred	\$70

D. Dental Plan

1. The Board of Education will provide a dental insurance plan for all full-time employees and their dependents. The type of plan consists of the following:

coverage program selected by the Association and the Board. Premiums are to be paid for by the employee through payroll deductions.

G. Reimbursement on Insurance Coverage

If an employee decides not to participate in the medical insurance coverage program offered by the district, the employee must make their intentions known to the Business Office by September 1st of each school year, except for employees hired during the course of the school year who, in order to be eligible, must elect to do so within five (5) days of notice of employment. The employee will receive 25% of the cost of the premium coverage paid by the Board for the insurance up to a maximum of \$5,000.00. Payment will be pro-rated over the regular payment schedule. The employee may opt to take back coverage at the beginning of the next school year. Employee must show proof that they are covered through an alternate plan prior to receiving any consideration under this waiver.

H. The Board of Education reserves the right to change to a different insurance plan provided that it will give comparable or better benefits to our school employees.

The comparable or better benefits do not apply to individual doctors who do not participate in network plans offered by the Board of Education.

At the beginning of the school year, material will be available to the employees containing all the necessary information regarding the health, prescription, optical and dental plans and their benefits.

Article XIV: Tuition Reimbursement

The Board of Education shall provide for a course reimbursement program for employees who attend a NJDOE approved college or university, or other program approved by Superintendent to the maximum amount of \$60,000 (2019-2023) per fiscal year. In order to qualify for reimbursement, the following requirements shall be met:

- A. Course will be directly related to the employee's area of instruction, responsibility, or related field, and pre-approved by the Superintendent or Designee.
- B. Employees must apply in writing, with a copy of the course description. All requests for participation in this plan must be submitted to the Superintendent or Designee at least one (1) month prior to the first meeting of the course.
- C. Eligible certificated staff members shall be reimbursed a maximum of \$2,000.00 per course for a yearly maximum of \$4,000.00 per employee. Eligible support staff members shall be reimbursed a maximum of \$1,000.00 per course for a yearly maximum of \$3,000.00 per employee.
- D. In order to obtain tuition reimbursement for an approved course, the employee must submit,

by the 10th of the month, proof of a grade B or higher and proof of payment for said course. Following approval at the next regularly scheduled Board of Education meeting, every effort will be made to reimburse the employee by the 15th of the following month. Where the number of participants is such that the total of the reimbursements exceeds the maximum funded, reimbursement shall be on a first come, first serve basis as of July 1 of the following fiscal year.

- E. Employees who submit verification of attainment of a degree status change shall be placed on the appropriate column of the salary guide following receipt of official transcript submitted by the 10th of the month for adjustment at the next regularly scheduled Board of Education meeting.
- F. Reimbursements for on-line courses require that the institution must be accredited by an agency recognized by the US Department of Education.
- G. Employees will not receive reimbursement if the course they are taking is being paid by an outside grant or agency.

Article XV: Reduction in Force

Should it become necessary to reduce the number of employees in the district, the laws and regulations of the State shall be the controlling guides. If, in the case of such reduction, candidates for termination are non-tenured personnel only, selection shall be based on effectiveness of the employees in their position, length of service in the district, range of certificates held, if any, and educational accomplishments.

It is the responsibility of the Board of Education to provide the necessary staff for the furtherance of the educational program and the operation of the schools of the district, but to do so in an efficient manner consistent with the responsibility of the Board to its constituency for the judicious allocations of its resources.

The Board reserves the right, in accordance with statute, to reduce the number of teaching staff members employed in the district whenever, in the judgment of the Board, it is advisable to abolish any such positions for reasons of economy, or because of reduction in the number of pupils, or of change in the administrative or supervisory organization of the district, or for good cause.

The Superintendent shall recommend to the Board, for its deliberation, the abolishment of existing positions. In the exercise of its authority to abolish a position, the Board shall give primary consideration to the balance between effective education and efficient operation.

Should it become necessary to abolish a position to which two or more teaching staff members have the same entitlement, the selection of the staff member for that job shall be made by reference to past evaluations, training and experience.

When, as a result of the abolishment of a position, it is necessary to reduce employee's grade, said

employee shall be entitled only to the salary of the new position.

When staff reduction is contemplated after the award of contracts, but before the beginning of the school year, the date on which notice shall take effect shall be the first day of the contract. Notice of the abolishment of a tenured employee's position may include a sum of money in the amount which he or she would have earned during the period of notice called for in the contract.

The Superintendent shall prepare guidelines for restructuring positions and for determining objectively which employees are to be dismissed as a result. In no event shall any choice be based upon arbitrary, capricious or discriminatory reasons.

Should the Board of Education deem it necessary to reduce the number of employees in the district, at that time and before finalization of such plans are acted upon, the Superintendent will seek input from the Association.

In accordance with the Board's policy for abolishing a position, the following guidelines are specified to assist in restructuring staff patterns and in determining those who would be affected by a reduction in staff:

a. Procedures for Eliminating a Position

- i. Reducing the number of employees in a particular category.
- ii. Combining two or more jobs into a single position or dividing the duties of an existing position among two or more persons.
- iii. Eliminating a portion of a job and combining the remainder in one or more existing positions.
- iv. Should it be necessary to eliminate a portion of a job, care must be taken to ensure that if at least half of the job is preserved, based upon the time spent at each task, the original job holder, if tenured, be entitled to perform said newly structured job.
- v. Any change in number of positions or duties assigned to a position, shall be presented to the Superintendent in writing for consideration by the Board

b. Procedures for Reducing Staff

When the Board of Education has approved the elimination of a position, it shall be the responsibility of the Board Secretary to:

- i. Publish the seniority list of all employees in the affected category in accordance with the procedures specified in the New Jersey Administrative Code for Education (N.J.A.C. 6:3-1.10).
- ii. Indicate on the seniority list the employee's name, years of seniority in the district,

charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

2. Legal Maximum - In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees - an assessment charged by the Association to its own members, and the representation shall be equal to the maximum amount 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.

D. 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 of Education a list of those employees who have not become members of the Association for the then current membership year. The Board of Education will deduct from the salaries of such employees, in accordance with paragraph D2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule

The Board of Education 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:

- Ten (10) days after receipt of the aforesaid list by the Board of Education;
- or
- Thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board of Education in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

E. Mechanics

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

membership dues to me Association.

F. Indemnification and Save Harmless Provision

1. Liability

The Association agrees to indemnify and hold the Board of Education harmless against any liability which may arise by reason of any action taken by the Board of Education in complying with the provisions of this Article, provided that;

2. The Board gives the Association timely notice, in writing, of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph, and;
3. If the Association so requests, in writing, the Board of Education will surrender to its full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

4. Exception

It is expressly understood that paragraph F1 will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board of Education or the Board's imperfect execution of the obligations imposed upon it by this Article.

G. 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 the Agreement, either party shall do so in writing or registered letter at the following addresses:

If by Association to Board: President
Board of Education
Burlington County Special Services School District
20 Pioneer Blvd.
Westampton, NJ 08060

If by Board to Association: President
Burlington County Special Services Education Association
Burlington County Special Services School District
20 Pioneer Blvd.
Westampton, NJ 08060

Article XVII: Workplace Democracy Enhancement Act

A. The Board shall provide to the Association access to all members and potential members of the negotiations units.

B. Access to Negotiations Unit Members

Access to members of the Association and potential members (negotiations unit members) shall include, but not be limited to the following:

1. The Association shall have the right to meet with individual employees on the premises of the BCSSSD Campus(es) during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues.
2. The Association shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on workplace premises and to use BCSSSD buildings and facilities to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Association, and internal union matters involving the governance or business of the exclusive representative employee organization.
3. The Association shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees within thirty (30) calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings. Meeting duration time is up to 120 minutes, in no cases less than 30 minutes, with final duration of time needed to be determined by the Association.
4. Within ten (10) calendar days from the date of hire of any employee, the Board shall provide the following contact information to the Association and to NJEA HQ in an Excel file format or similar delimited style file format that has manipulability and has been agreed to by the Association. It shall include: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the Board, date of hire, and work email address and any personal email address on file with the Board.
5. Beginning on January 1, 2019 and every one hundred and twenty (120) calendar days thereafter, the Board shall provide the Association and NJEA an Excel file or similar delimited style format that has manipulability agreed to by the Association, the following information for all employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the Board.
6. The home addresses, phone numbers, email addresses, date of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, prospective members, and non-members,

are not government records and are exempt from any disclosure requirements of P.L.1963, c.73 (C.47:1A-1 et seq.) The Board shall not disclose employee information, except as outlined in section B (4) and (5) above.

7. The Association shall have the right to use the email systems of the Board to communicate regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union. Such communications shall be considered confidential.

C. No Reprisals or Interference with unit members

1. The Board and/or its agents, members of the administration, shall not encourage negotiation unit members to resign or relinquish membership in the Association and shall not encourage negotiations unit members to revoke authorization of the deduction of fees to the Association or its unified affiliates, either verbally or in writing.
2. The Board and/or its agents, members of the administration, shall not encourage or discourage an employee from joining or assisting the Association.

D. Dues deduction authorizations or withdrawals

1. The Association has or shall provide(d) the Board with copies of written authorization forms signed by any and all unit employees who have or shall indicate(d) their desire to be a member of the Association and have a payroll deduction implemented for the payment of dues in an amount stated on the form submitted. The Board shall not require any such employee to sign any additional forms or documents related to their desire to join, or decline to join, the Association or have their dues deducted from their salary.
2. The Board agrees to deduct from the salaries of its employees' dues for the Association and any affiliate organizations designated on the dues authorization form. Such deductions shall be made in compliance with Chapter 233, N.J. Public Laws of 1969 (NJSA 52:14-15.9e). Said moneys, together with current records of any corrections, shall be transmitted to such person as may from time to time be designated by the Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such moneys to the appropriate Association or Associations.
3. The Association named above shall certify to the Board, in writing, the current rate of its membership dues. If the Association changes the rate of its membership dues it shall give the Board written notice prior to the effective date of such change.

E. Definition

1. The Parties agree that the date of hire shall be defined as the first day of work in the then current district for any negotiations unit member. This shall include any new employee orientation day(s) required by the Board.

F. Enforcement

1. This article shall be enforceable through the parties' grievance procedure, which shall include binding arbitration.

G. Release Time

1. The Board shall release, without loss of pay, an Association Representative(s) and/or designee(s) designated by the Association President and permit him/her/them to visit any work station for the purposes of meeting with newly hired employees, to investigate working conditions, employee complaints or problems, or for any other purposes relating to terms and conditions of employment.

- H. The provisions in A-G above shall remain applicable unless otherwise superseded or amended by law.

Article XVIII: Duration

This Agreement shall be effective as of July 1, 2018 and shall continue in effect until June 30, 2023. This Agreement shall expire on the date indicated unless an extension is agreed to, in writing, by both parties.

Date: 2/27/2020

Burlington County Special Services
Education Association:

President

Christina Hewitt

Secretary

Janet Wilcox

Negotiations Chairperson

Barbara A. Will

Burlington County Special Services
Board of Education:

President

Wich

Secretary

Andrew Willmott

Superintendent

CPy