

**WARREN HILLS REGIONAL
EDUCATION ASSOCIATION
CONTRACT AGREEMENT**

**WITH THE
WARREN HILLS REGIONAL
BOARD OF EDUCATION**

2015/2016

2016/2017

2017/2018

**Warren Hills Regional Educational Association
Collective Bargaining Agreement with the
Warren Hills Regional Board of Education**

2015/16, 2016/17, 2017/18

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It is the policy of Warren Hills Regional Schools not to discriminate on the basis of race, color, creed, religion, sex, age, sexual orientation, disability, ancestry, national origin or social or economic status in its educational programs or activities and employment policies.

PREAMBLE

This AGREEMENT entered into this 8th day September by and between the BOARD OF EDUCATION OF THE WARREN HILLS REGIONAL SCHOOL DISTRICT, hereinafter called the "Board," and the WARREN HILLS REGIONAL EDUCATION ASSOCIATION, hereinafter called the "Association."

WITNESSETH:

ARTICLE I, RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all personnel employed by the Board, including:

1. **Certificated Instructional Staff**
 - a. Classroom Teachers
 - b. Librarians
2. **Certificated Non-Instructional Staff**
 - a. Psychologists
 - b. Nurses
 - c. Counselors
 - d. Social Workers
 - e. Library Assistant
 - f. Learning Disabilities Teacher Consultants
 - g. Speech Correctionists
 - h. Student Assistance Coordinator (SAC)
 - i. Anti-Bully Specialist (ABS)
3. **Paraprofessionals**
4. **Secretaries**
5. **Resource Personnel**
6. **Technology Personnel**

But excluding:

1. Assistant Principals
2. Business Administrator
3. Supervisors
4. District Directors
5. Principals
6. Substitutes
7. Superintendent of Schools
8. Executive Secretaries
9. Aides/Paraprofessionals not employed by Warren Hills
10. Custodial/Maintenance Staff
11. Athletic Trainer
12. Payroll / Benefits Staff

B. Definition of Paraprofessionals

Unless otherwise indicated, paraprofessionals refer to only aides working under the direction of a teacher and/or administration and having responsibilities related to the instructional process.

ARTICLE II, NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good faith effort to reach agreement concerning the terms and conditions of employment. Any agreement so negotiated shall apply to the unit defined in Article I, be reduced to writing, shall be presented to the membership of both the association and the Board for consideration, and if acceptable to the majority of the membership of both bodies, be adopted and signed by both the Association and the Board.
- B. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

- C. **Compliance Between Individual Contract and Master Agreement**
Any individual contract between the Board and the individual members of the collective bargaining unit, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. Any disagreement between an individual contract and the bargaining contract will not be subject to binding arbitration.

ARTICLE III, EMPLOYMENT PROCEDURES

A. Placement on Salary Schedule

1. Each unit member shall be placed on the proper position of the appropriate salary schedule as of the beginning of the current school year as per Appendices A - E, respectively.
2. If a unit member was hired after February 1, that unit member will not advance on the salary guide in the subsequent year. In all other cases, salary adjustments for the subsequent year will be in accordance with the negotiated salary schedule.
3. A unit member who received credit for experience under Article III, B, when employed by the Board during the school year, shall advance to the next step on the salary guide at the beginning of the next school year.
4. The Board shall have the exclusive right to grant credit for previous experience for unit members. Once agreed upon and employed by the Board of Education, no future adjustments in credit will be requested nor granted. Likewise, existing unit members will not be granted salary adjustments based upon other unit member's salaries.
5. Until the ratification of a successor contract, there will be no movement on the salary guide, vertically or horizontally. Salaries will remain as dictated by the previous contract.

B. Credit for Experience

Credit for experience shall be deemed at the discretion of the superintendent and the Board of Education to each unit member for previous experience in any duly accredited school upon initial employment or reemployment in accordance with the provision of Appendix A - G respectively. Credit may be given at a maximum of a one-year-for-one-year basis for experience in the educational field, but not less than a minimum of one-year-for-two-year in the educational field. For experience not in the educational field, credit may be given on a one-year-for-two-years basis with a maximum of five steps. All credit for military service earned pursuant to N.J.S.A. 18A: 29-11 shall constitute part of such credit.

C. Notification of Contract and Salary

Teachers shall be notified of their contract and salary status for the ensuing year no later than the day required by the Department of Education pursuant to N.J.S.A. 18A:27-10 which is currently May 15th unless N.J.S.A is amended otherwise. Secretaries, Paraprofessionals and Resource Personnel shall be notified of their contract and salary status for the ensuing year no later than June 1 or one (1) month from ratification and approval of the contract. Nothing in this collective bargaining agreement should be construed to establish tenure for the position of paraprofessionals regardless of years of service.

D. Resignation of a Secretary, Paraprofessional, Resource Personnel or Technology Personnel

1. A secretary, paraprofessional, or resource personnel who is resigning his/her position shall give two (2) weeks' notice.
2. Technology personnel who is resigning from his/her position, a (30) day notice must be given to the immediate superintendent.
3. Earned vacation and personal days for secretaries shall be paid according to the portion of full months worked to the total contract year, unless proper notice has not been given. If the full two (2) weeks' notice is not given, earned vacation and personal days shall be paid only in the same proportion as the

amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the employee.

E. Posting of Employment Opportunities

- 1. All summer employment opportunities for unit members shall be posted. The Board shall be responsible to post said positions on the bulletin board in the main office and main staff room of each building as well as utilizing e-mail, website, and/or automatic telephone messaging provided these electronic methods are functioning.**
 - 2. All vacancies or newly created positions within the school district shall be posted. The Board shall be responsible to post said positions on the bulletin board in the main office and main faculty staff room of each building as well as utilizing e-mail and website. This posting shall include the anticipated duration of employment and all the qualifications for the position.**
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ARTICLE IV, EMPLOYEE RIGHTS

A. Required Meetings or Hearings

1. Whenever any member of the collective bargaining unit is required to appear before the Board of Education, any committee thereof or administrator/supervisor, that member shall be notified in writing prior to the meeting if any matter which would adversely affect the continuation of that member's employment or salary will be discussed. The individual may then exercise his/her right to have Association representation present to advise him/her.
2. Representation rights do not extend to evaluation conferences, which are not expected to result in disciplinary action. Any comments of a negative nature that are to be included in the individual's personnel file must contain the signature of the employee and administrator/supervisor as well as the date. The signature of the employee only indicates that he/she has received the document and not that he/she agree with the content. Rebuttals may be attached if provided to the Superintendent by the unit member within ten (10) working days of the date of the signing of the document. The Superintendent will notify the unit member in writing of the receipt of the rebuttal within ten (10) working days of its filing in his/her office. Failure to notify the member may result in a letter to the President of the Board of Education.

B. Complaints

1. Complaints regarding a member of the collective bargaining unit made to any member of the administration by any parent, student or other person shall be promptly investigated.
2. If complaint is regarding the behavior of a unit member and a student no member of this same collective bargaining unit may be involved with the investigation of said complaint. Members may be asked to sign statements pertaining to only their knowledge and involvement of the situation.
3. The member of the collective bargaining unit shall acknowledge that he/she has the opportunity to review such complaint by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof.
4. The unit member shall be given an opportunity to respond to and/or request a conference to discuss the alleged complaints. If the result of the investigation is placed in the unit member's file, the member will be notified. The superintendent will notify the member within (10) working days of the decision of the alleged complaint. Failure to notify the member may result in a letter to the President of the Board of Education.
5. If the Alleged complaint is placed in the unit member's file, the unit member shall also have the right to submit a written answer to the alleged complaint and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. The Superintendent will notify the unit member of the receipt of the written statement within ten (10) working days of its filing in his/her office. Failure to notify the member may result in a letter to the President of the Board of Education.

C. Seniority for Secretaries

Seniority for secretaries covered in this collective bargaining agreement pertains to those secretaries who have attained tenure as secretaries in this district and pertains specifically to those instances when a position is eliminated as the result of a reduction in force (RIF). Reductions in force affecting secretaries will be conducted in a similar fashion to reductions in force involving teaching staff. That is, if a reduction

in force is effected and involves a tenured staff member, the person with the least time in the district would be the person released regardless of level.

D. Association Identification

No member of the collective bargaining unit shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such pins or other identification shall be in good taste and shall not be disruptive to the educational process.

E. Just Cause

Unless a just cause therefore exists, no employee shall be disciplined, reduced in rank or monetary compensation. Any such action by the Board, or any agent or representative thereof, shall not be made public until the Board thereon takes formal action.

F. Past Practices

Unless otherwise provided in this Agreement, nothing contained in this Agreement shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any terms and conditions of employment existing prior to its effective date.

G. Investigative Inquiries will follow the policy adopted by the Board of Education as the procedure for disciplinary/performance review conferences.

ARTICLE V, ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish upon request of the Association a current roster of certified personnel (as of first day of school for teachers), one (1) copy of the agendas and the minutes of all public Board meetings, and one (1) copy of the names and addresses of all unit members

B. Use of School Buildings

The Association and its representatives shall have the privilege to use school buildings at reasonable hours for meetings. Prior approval of the time and place by the Superintendent or his/her designee shall be required but shall not be withheld unreasonably.

C. Use of Equipment

The Association shall have access to use school facilities and equipment, including computer equipment, copying machines, and all types of audiovisual/technical equipment at reasonable times and when such equipment is not otherwise in use. The Association shall pay the actual cost of all materials incidental to such use. No equipment shall be removed from school property. The Association will pay for any damage incurred, loss, or theft of borrowed property. Permission of the building principal or his/her designee shall be required. Such permission shall not be withheld unreasonably.

D. Use of Bulletin Boards

The Association and its unit members shall have, in each school building, space for its use on the bulletin board in each faculty lounge. Material to be posted shall be in good taste. Materials posted in view of students and/or the public shall require administrative approval.

E. Inter-school Mail

The Association shall have the reasonable use of the inter-school and intra-school mail facilities school mailboxes and e-mail, as it deems necessary.

F. Participation in Meetings

1. During the annual Orientation meeting of staff, the Association President or designee shall, if he/she so requests, have 30 minutes time on the program.
2. An Association representative may speak to the staff at the conclusion of any faculty meeting. The principal shall place the representative's request on the agenda if given one day prior notification.
3. Whenever possible, the notice of, and agenda items for any meetings shall be announced to the staff involved, at least one (1) day prior to the meeting. Unit members shall have the opportunity to suggest items for the agenda.

G. Association President's Duty

The Association president shall be given one duty period in his/her schedule to be used for the purpose of Association business. Said duty period will be in addition to contractually required prep periods. The duty period shall last for the duration of the school year.

H. Association Business

1. Officers and official representatives of the Association shall be granted a collective total of 84 periods during the school year to conduct Association business. No more than two persons per day may be absent for such business.
 2. In the event that loss of a prep occurs due to matters that the administration /unit member requests association assistance, said person will be provided compensation at the rate of a class coverage or comp time for loss of preparation period..
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ARTICLE VI, MANAGEMENT RIGHTS

Subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations, the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to establish work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE VII, WORK YEAR

A. Ten-Month Employees

1. The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred eighty-five (185) days, of which 181 are instructional days. The additional days shall include the following:
 - (1) the first orientation day
 - (2) one full day county in-service
 - (3) one full day for district in-service
 - (4) last day for professional staff.

Prior to the start of the school year, new personnel may be required to attend up to three (3) days for new teacher orientation.

2. The work year for Resource Personnel and paraprofessionals shall be the same as the students' school year in addition to one orientation day. If resource personnel /paraprofessionals wish to attend a professional development in-service, it will be on a volunteer basis.
3. The work year for ten (10) month secretaries shall be from September 1 through June 30. In addition, ten-month secretaries will be required to report for one orientation day if it is scheduled before September 1st.

B. The school calendar shall be established by the Board of Education.

C. Holiday Schedule – Secretaries & Technology Personnel

1. All secretaries, full and part/time, are entitled to the following holidays:

Independence Day
Labor Day
NJEA Convention (2 days)
Thanksgiving (2 days)
Winter Holiday (3 days)
New Year's Day
Martin Luther King Day
Presidents Day Holiday
Good Friday
Spring Holiday (2 days)
Memorial Day
Open Holidays* (2 days)

2. All technology staff, are entitled to the following holidays:

Independence Day
Labor Day
NJEA Convention (1 days)
Thanksgiving (2 days)
Winter Holiday (3 days)
New Year's Day
Martin Luther King Day
Presidents Day Holiday
Good Friday
Spring Holiday (2 days)
Memorial Day
Open Holidays* (3 days)

*Each secretary or Technology Personnel may utilize the open holidays of his/her choosing as long as that day is a day that school is closed for students and is approved by their immediate administrator. Reasonable notice shall be given and administrative approval shall not be arbitrarily withheld.

If one of the above holidays is lost due to a calendar change, a replacement holiday will be provided. Reasonable notice shall be given and administrative approval shall not be withheld unreasonably. These replacement holidays must be used during the school year in which they are earned and can be utilized with administrative approval.

D. Vacation Schedule – Secretaries and Technology Personnel

1. Vacation time may be taken at any time during the year and shall be scheduled to coordinate with the work schedule. Request for vacation time must be made to the administrator/supervisor prior to the day being requested and shall be subject to the approval of the immediate supervisor. Such requests may not be arbitrarily withheld.

2. Vacation days are allotted as follows:

Upon employment, 12 month secretaries and technology staff earn vacation days at the rate of .83 per month (10 days/12 months = .83). These days accrue until July 1st following the date of employment when they are available to be used.

A full year allotment of vacation days is available each July 1st , thereafter according to the following schedule, provided the employee worked the full previous year. Employees must complete the year indicated below before moving to the next tier.

After years	1 - 5	10 days
	6 - 8	12 days
	9 - 11	15 days
	12 - 14	18 days
	15 - 17	20 days
	18 - 19	22 days
	20+	25 days

3. Unused vacation days, not to exceed 10 days, can be carried over to the next school year.

ARTICLE VIII, TIME REQUIREMENTS

A. Certificated Instructional and Certificated Non-Instructional Staff WORKING HOURS

As professionals, staff are expected to devote to their assignments the time necessary to meet their responsibilities. A staff shall indicate his/her presence at the beginning and end of the workday according to the procedure established by the Board of Education.

1. The Certificated Instructional Staff and Certificated Non-Instructional Staff school day shall be no more than 7 hours and 20 minutes in length. The members day may be extended under stipends for assignments provided for in this agreement and agreed to voluntarily by the teacher and administration. The teachers who extend their day by their own volition will not be compensated.
2. Certificated Instructional Staff student contact time shall be no more than 267 minutes per average day and no less than 190 minutes per day.
3. Certificated Instructional Staff student contact time includes but is not limited to: classroom instruction, homeroom, study hall duty supervision, lunch-duty supervision, and library duty supervision.
4. Certificated Instructional Staff and Certificated Non-Instructional Staff shall have a daily duty-free lunch period approximately in the middle of the school day, equal in length to that of the students' lunch, but not less than 30 minutes excluding passing time normally allocated between periods. Exceptions to the provisions may be made in cases of extreme emergency as determined by the building administration.
5. Certificated Instructional Staff required to travel between the middle school and high school during the course of the school day shall be assigned five (5) classes plus a duty/travel period. In the event that said travelling teacher is assigned a sixth class, said teacher shall receive a stipend of \$1,300 per semester.
6. Certificated Instructional Staff and Certificated Non-Instructional Staff may leave the building without requesting permission during their scheduled duty-free lunch period but they must indicate their leaving and return by notifying the building main office staff.
7. Schedule: Certificated Instructional Staff employed full time (6 teaching/duty periods) shall have the equivalence of two full class periods of non-instructional preparation time per day or six full class periods of non-instructional preparation time per 4 day schedule rotation to conduct business related to their instructional/school related assignment unless compensated at class coverage rate for loss of said preparation period.
8. Schedule: Certificated Non-Instructional Staff employed full time shall have the following preparation time allotted in a 4 day rotation;
 - a. Guidance Counselors and CST (LDTC, Social Workers, Psychologist) shall have the equivalence of 3 hours per 4 day schedule rotation, to conduct business related to their school assignment unless compensated at the class coverage rate for loss of said preparation time.
 - b. Nurses and Speech Correctionists shall have the equivalence of 1 hour per 4 day schedule rotation.
 - c. SAC shall have the equivalence of 1 hour per 4 day schedule rotation.
 - d. Time will be calculated in the amount of the highest position, not to be combined. (1/2 time positions)
9. If a teacher is assigned five (5) class preparations per semester, they will be compensated at a rate of \$1,300 per semester paid at the conclusion of the semester. No teacher will be assigned more than five (5) preparations per semester.

10. In the event that schedules cannot be implemented for Certificated Instructional Staff and Certificated Non-Instructional Staff in an educationally sound manner, the Board may implement a schedule consistent with the terms of the contract.

11. Usage of non-instructional preparation periods for Meetings

Certificated Instructional Staff may be administratively assigned or required to attend one meeting during their non-instruction preparation period per four-day rotation. Any certificated instructional staff member who is required to attend more than one additional meeting or is administratively assigned on a second preparation period in a four- day rotation which causes them to lose a preparation period will be compensated at the rate of class coverage for one period.

12. Part-time Certificated Instructional Staff and Part-time Certificated Non-Instructional Staff, (according to the Federal definition of Part time) shall only be required to attend meetings during their scheduled workday. The teacher shall be responsible for getting any missed information from the administration.

13. Teaching partnerships must be limited to no more than three different partners per semester. If a teacher is assigned more than three partners in a semester, the teacher will be compensated at a rate of \$250 per semester or \$500 per full year course for each additional partnership.

14. Provisions for Special Education Teachers:

a. Special Education Classroom Teachers required to write IEPs will be granted professional days to collect data and write IEP documents as follows:

1-5 IEPs = 1 day

6-10 IEPs = 1 1/2 days

11+ IEPs = 2 days

Days may be taken in half-day increments.

b. Special Education classroom teachers required to write the Alternate Proficiency Assessments (APA) or equivalent state mandated assessments will be granted professional (writing) days as follows.

Initial Profile of Students

1-5 APA total tested subject areas,
(1.5) days each month

6-10 APA total tested subject areas,
(2) day each month

11+ APA total tested subject areas,
(2.5) days each month

Revisions to an Initial Profile:

1-5 APA total tested subject areas,
1/2 day each month

6-10 APA total tested subject areas,
1 day each month

11+ APA total tested subject areas,
1 ½ days each month

c. Days will be allotted for every month from the beginning to the end of the state's collection period. This is in addition to the professional development days provided to the entire staff.

15. If a Certificated Instructional staff or certificated non-instructional staff member is required to attend an evening event outside the contractual time, beyond the two required events (Article IX non-teaching duties) that member will receive compensation at the appropriate rate as determined by the building principal or director, or approval of comp time may be given.
 16. Loss of prep time due to state required drills and or emergency situations involving the health and safety of students and/or teachers and will not be compensated.
- B. Certificated Instructional and Certificated Non-Instructional Staff participation in approved field trips and co-curricular activities may be scheduled to extend beyond the contractual school day/teacher's in-school workday. Overnight and weekend trips shall be assigned and required by the administration. If the assignment is outside the contractual year of September 1 thru June 30, compensation will be at an hourly chaperone rate not to exceed over 9 hours a day.
- C. Certificated Instructional and Certificated Non-Instructional Staff are expected to perform supervisory duties during days when the school schedule is modified for testing and other special events.
1. Attempt of notification of assignments will be made at least four school days prior to testing or special event days unless substitutions arise due to absenteeism. If notification is two days or less, the employee shall be compensated at the class coverage rate for preparation time lost for the time spent testing. There will be no compensation if there is written notification from the State Department of Education that they made changes to the schedule within the 2-day period.
 2. If testing or other special events occur during the prep period, certificated instructional staff will be compensated at the rate of teacher class coverage for that prep period except on full non-instructional testing days.
 3. A schedule of planned preparation time for certificated non-instructional staff will be created in the beginning of the year to be utilized during state mandated assessments.
- D. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building faculty meetings, department meetings or other special meetings. No teacher shall be required to attend more than thirty (30) such meetings during any one school year. Such meetings will not go past 3:30pm except in cases of emergency involving the health and safety of students and/or teachers and where, as determined by the administration, a memo, phone call or mass emailing would not be able to convey the information. If additional time is needed, students shall be dismissed early.
- E. Certificated Instructional and Certificated Non-Instructional Staff Special Working Hours
1. The teacher workday on the last day of school shall begin at 8:00am and end at 2:45pm or when the member has completed normal school closing procedures without negating supervisory professional responsibilities.
 2. Fridays and days prior to holidays, members may leave fifteen (15) minutes after the students' dismissal unless assigned an after school duty.
 3. School will close after a state-recognized four (4) hour session on the last school day prior to the Thanksgiving and Winter recess.
 4. If a Back-To-School Night is scheduled for any building, there will be an abbreviated school day for all students and the staff for that building with a dismissal at the end of a four hour session.

G. Secretarial Working Hours

1. Working hours for full-time secretaries shall be from 7:15 a.m. until 3:30 p.m. Monday through Friday, from the first day of school for teaching staff through the last day of school for teaching staff. Working hours for athletic office secretaries shall be 8 hours and 15 minutes Monday thru Friday per workday from the first day of school for teaching staff through the last day of school for teaching staff.
3. A duty-free lunch period of one (1) hour shall be provided approximately in the middle of the work day.
4. Two (2) uninterrupted "coffee breaks" each of 10-minute duration shall be provided. One such break may be taken in the morning and one in the afternoon. The administration may schedule these breaks if necessary.
5. Friday Leave Time: On a rotational basis, one secretary per building, from the entire secretarial staff, excluding the secretaries to the Athletic office, will stay one hour after school dismissal in the main office. All other secretaries may leave 45 minutes after student dismissal. Any secretaries that perform substitute assignments and arrive at 6:30 a.m. are excluded unless needed due to an emergency situation.
6. As determined by the building administration and approved by the Superintendent, summer hours will be 7 hours in duration including a 30 minute lunch and two 10 minute breaks, from the day following the last day of school for teaching staff through the day preceding the first day of school for teaching staff. The superintendent shall have discretionary authority to adjust the starting and ending times to meet building needs.
7. Secretaries may leave one-half (1/2) hour after students on the last working day prior to holidays unless needed due to an emergency situation as determined by the Superintendent. The holidays are listed in Article VII.c, excluding open holidays.
8. Secretaries may leave one-half (1/2) hour early on the last working day prior to the Fourth of July holiday.
9. Part-time secretaries will work hours as assigned by the administration except in the case of an emergency. Notice will be provided fourteen (14) calendar days in advance of any change.

H. Secretary Emergency Closings and Delays

Secretaries shall not be required to work on emergency closing days. For early dismissal and delayed openings secretaries shall follow district start and end times that are determined by the administration or director.

1. Overtime: (defined as working hours in excess of a 40-hour work week)
 - a. All overtime on weekends or holidays shall be voluntary. If volunteers are not available or, in the judgment of the administration, specific skills are required, the administration has the right to assign overtime to the secretary it determines is necessary to perform the assignment. Notice that such overtime will be required shall be given as far in advance as possible and rotated to the extent feasible.
 - b. Overtime other than on weekends or holidays shall be worked as required by the administration. Notice that such overtime will be required shall be given as far in advance as possible and rotated to the extent feasible.

c. Overtime shall be paid at the rate of one and one half (1 1/2) times the hourly rate, and double time on weekends and holidays. In the alternative, compensatory time may be taken following the formula for hourly compensation to arrive at the equivalency in time.

d. Paid days off will count as if worked for computing overtime beyond seven and one-quarter (7 1/4) hours.

- Note - Compensation shall be at the regular hourly rate (or compensatory time if the employee chooses) for the hours between the regular work week and the beginning of the overtime rate. (40 hours less 36 1/4 = 3 3/4 hours)

2. Secretaries employed on a ten-month basis will be paid at a rate equal to 10/12 of the annual salary of their appropriate step.

I. Paraprofessional Working Hours.

Working hours for paraprofessionals shall be parallel to those of teachers with regard to starting time and length of lunch periods. Paraprofessionals may leave the building without requesting permission during their scheduled duty-free lunch period, but they must indicate their leaving and return by notifying the building main office staff. At the close of the school day, paraprofessionals may leave five minutes after the student dismissal time. If a paraprofessional is required to stay beyond that time, he/she will be paid at the rate defined in Article XX.A.2.

J. Resource Personnel's Working Hours

1. Working hours for Resource Personnel shall be eight (8) hours per day. Within this workday is included a half an hour (1/2) lunch period and two ten (10) minute breaks.
2. Days Prior to holidays, resource members may leave forty-five minutes (45) minutes after the students' dismissal unless their assigned work shift is needed for security purposes.

K. Technology Personnel Working Hours

1. Working hours for technology personnel shall be eight (8) hours per day. Within this workday is included a half an hour (1/2) lunch period and two ten (10) minute breaks.
2. Employees shall not be required to work on emergency closing days. For early dismissal and delayed openings the employee shall follow the district start and end times.

ARTICLE IX, NON-TEACHING DUTIES

- A. All unit members shall attend at least two Warren Hills event of their choice per year or attend one promotion/graduation ceremony. The event shall occur outside the contractual day. This excludes any event in which the unit member is compensated.
- B. Coaching and Extracurricular/Extra-Curriculum Advisor Assignments
 1. All extracurricular positions will be declared open at the end of the school year or athletic season. Reemployment in a position is not automatic and is dependent upon the recommendation of the administration and the confirmation of the Board of Education.
 2. In May of each year or at the end of the season, the administration will notify all staff members to apply in writing for any and all positions which they desire. This will be accomplished by posting all extracurricular positions in the main office and main faculty room bulletin boards and by written notification on the website and by email.
 3. A staff member's qualifications, previous performances and requests for other contracts will be considered in filling each position. All Warren Hills employees who apply for an extracurricular position will be given an opportunity to interview for said position. In the event the board determines, in their opinion, no applicants meet the qualifications, the board reserves the right to request and/or assign a unit member to fill the position according to NJS A34:13A-23.
 4. In the event that a coach/extracurricular advisor is unable to fulfill the responsibilities of his/her position for a period of two weeks or longer, the administration shall have the right to replace the coach/advisor immediately and assign the duties and remaining stipend to the new coach/advisor. The superintendent will be able to reinstate the coach/advisor if he/she is able to resume the duties of position.
 5. If a coaching position is eliminated during the season, said coach will be reassigned to another coaching position for the remainder of the season. Said Coach may have the option to resign from the reassigned position.
 7. An extracurricular advisor position may be suspended at the start of a new semester with notification being given to the advisor at least 10 working days prior to the start of said semester. Positions may be reposted for the next semester.
 8. Extra-curricular advisor salary ranges will be \$2500-\$4500 Extra-curricular advisor assistant salary range will be \$2000 - \$2500. Determination of salary stipends for each extracurricular/extra curriculum activity will be determined annually by the BOE. Placement on the tier guide for extracurricular/extra curriculum activity will be determined by the BOE upon the recommendation of the Superintendent or his designee following the guidelines set forth in State Regulations and Board Policy #2430.
 9. If an extracurricular activity is deemed by the Board of Education, to present a safety issue to students/staff, an assistant club advisor / coach may be assigned.
 10. Any advisor/supervisory position upon its creation and or renewal will be posted for consideration. These are positions in addition to extracurricular and coaching positions.
 11. If a staff member is assigned to serve in a position (non-stipend) that is outside the contracted year July 1st to August 31st, he/she will be compensated at the hourly rate of \$45 per hour not to exceed 20 hours.

12. If the Anti-Bully Specialist/SAC member or administrative designee is to serve in a position (non-stipend) that exceeds hours beyond the workday of more than 30 minutes, he/she will be compensated at the hourly rate of \$45 per hour.
 13. Independent Study advisors will conduct their programs in the time frame outside the instructional day. If an instructor wishes to conduct this program during his/her duty free lunch he/she has that option. However, no independent study may run simultaneously with an extracurricular/extracurriculum activity. Stipend for independent study (per student) first student is \$195 and \$100 for each additional student in the same subject.
 14. New staff mentoring advisors will provide assistance to their mentee in the time frame outside the instructional day. If an instructor wishes to conduct this program during his/her duty free lunch, he/she has that option. Stipend for mentoring of new staff is \$440.
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C. Mileage Reimbursement

Staff who are authorized to use their own vehicles for school purposes will be reimbursed at the state rate established by the office of Management and Budget. In the event that the State rate is abolished, staff that are authorized to use their own vehicles for school purposes will be reimbursed at the rate established by the IRS as of January 1 of each year. All employees submitting claims for mileage reimbursement must first provide a Certificate of Insurance verifying they maintain liability coverage of a minimum of \$50,000 /\$100,000. Monthly submissions of \$25 or more are requested.

ARTICLE X, TRANSFERS, ASSIGNMENTS AND REASSIGNMENTS

- A. The Superintendent or designee shall notify each staff member by e-mail and website, and post in all school buildings a list of all known, unfilled and newly created positions as they occur. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within fifteen (15) days after the date of the notice. During the summer recess, unit members will be notified of vacancies by using e-mail and website.
- B. Teachers who desire to change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than April 15. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference. A reason for the request can also be attached if the employee feels it is a justifiable request. Decisions pertaining to assignments shall be made by the Superintendent of Schools after consultation with the principals. Upon reaching a decision, the Superintendent or his/her designee shall notify the employees involved.
- C. As soon as practicable, or on or before June 7th the Superintendent/or designee shall post in each school and make available to the Association President, a system-wide roster showing the names and tentative assignments of all personnel, In the event of change of assignment, the unit member involved will be notified at the earliest possible time, but no later than two weeks prior to the first day of classes except in the case of extenuating circumstances. Upon request of the unit member, a consultation with the Superintendent or his/her designee will be held concerning such change

ARTICLE XI, SICK LEAVE

A. Number of days

1. Each teacher and paraprofessional unit member employed by the Board shall be entitled to eleven (11) days of sick leave in each school year, commencing the first official school day of said school year whether or not the teacher or paraprofessional reports for duty on that day.
2. Twelve (12) month secretaries and Technology personnel shall be credited at the rate of twelve (12) sick days per year. Ten (10) month secretaries shall be entitled to ten (10) sick days per year. Part-time secretaries shall receive sick leave prorated based upon the percent of hours/day worked compared to a full time secretary.
3. Resource Personnel shall be entitled to ten (10) sick days per year.

B. Accumulation of Sick Days

Unused sick leave days shall be accumulated from year to year without limitation.

C. Medical Clearance /Documentation

The Superintendent or Designee shall have the discretion to require a medical clearance/documentation if the unit member is absent. Requests for a medical clearance/documentation will not be unreasonably sought by the Superintendent.

D. Notification of Accumulation

Members of the collective bargaining unit shall be given a written accounting of accumulated sick leave days accrued to the end of the prior year no later than October 1 of each school year. Unit members will approve the accounting and verify its accuracy in writing yearly.

E. Payment of Unused Sick Leave

1. Any unit member who retires from the district, according to the provision of the T.P.A.F. or P.E.R.S., in order to receive immediate benefits and not merely "deferred retirement" and has at least ten (10) years of service in the Warren Hills Regional School District shall be eligible for payment for unused sick leave. Statute 18A:30-3.5
2. According to Statute 18A:30-3.5 any member who is not retiring and is severing service in the district is not eligible for payment for unused sick leave.
3. To be eligible for the payment, a unit member must notify the Board of his or her intention to retire by January 1 of the year in which they anticipate retirement. Failure, for any reason, to give the required notice by Jan 1st the unit member may be rendered to deferred payments up to and not to exceed two contractual years.
4. Reimbursement for those unit members who qualify for payment shall be reimbursed as follows to a maximum reimbursement of \$15,000 for employees hired after May 21, 2010, or as designated by state law.

For unit members: Certificated Instructional and Certificated Non-Instructional staff

Day: 1 to 100 day(s) at \$55 each
Days: 101 to 200 days at \$60 each
Days: 201+ days \$65 each

For unit members: Full Time Secretaries & Technology Personnel

Day: 1 to 100 day(s) at \$50 each
Days: 101 to 200 days at \$55 each
Days: 201+ days \$60 each

For unit members: Resource Personnel Paraprofessionals, and Part Time secretaries

Day: 1 to 100 day(s) at \$37 each
Days: 101+ days at \$40 each

5. If a unit member should pass away while employed in the district, payment for unused sick leave would be made to the estate of that employee.

F. Substitute Coverage

If a unit member is absent from work under the terms of this contract, said member is required to notify the Board-appointed designee in accordance with the approved procedure. Said unit member will not be responsible for arranging substitute coverage or duty coverage.

G. Sick Leave Bank

Utilization of the sick bank will follow the guidelines set forward by the sick bank policy.

ARTICLE XII, TEMPORARY LEAVES OF ABSENCE

A. Types of Leave

Members of the collective bargaining unit are entitled to the following temporary non-accumulative leaves of absence with full pay. Verification that the leave complies with the following conditions may be required:

1. Personal

Up to five (5) days personal leave shall be granted to a unit member during a school year for personal business.

- a. Request for leave must be made to the appropriate administrator in advance of the day requested, except in extenuating circumstances.
- b. If the day requested is before or after a school holiday, five (5) days notice must be given. A reason must always be given if the leave is sought for a day before or after a school holiday.
- c. Staff are not required to provide information regarding the nature of business to be conducted for a personal day that is not before or after a holiday. However, if two or more consecutive personal days are requested, a reason must be given.
- d. No more than five percent (5%) rounded up to the nearest whole number of the unit members may receive the same day off before or after a school holiday.
- e. The Superintendent shall have the discretion to approve additional requests for leave for days before or after a school holiday.

2. Death

- a. Up to five (5) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: husband, wife, child, father, mother, domestic partner/civil union, any other member of the immediate household.
- b. Up to three (3) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: brother, sister, father-in-law, mother-in-law.
- c. For all unit members, up to two (2) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: brother-in-law, sister-in-law, grandchild, grandparent.
- d. A one (1) day leave of absence will be granted for death of other relatives or close friends of a unit member. No more than two (2) such days shall be granted in any given school year.

3. Military

A unit member who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence for such period with pay.

Whenever such military field training, required activation to duty, or attendance at service schools requires that the unit member remain for a longer period than the prescribed two (2) weeks, Federal and New Jersey Law regarding such leave for military purposes will be complied with by the district. See NJSA 38:23-1,23-4 and 38A:4-4 and any other applicable statutes.

4. Non-paid Days to Observe a Religious Holiday

Up to two (2) days per year without pay maybe taken with prior approval of the Superintendent to observe religious holidays.

5. Extensions

Extensions of any temporary leave set forth in Paragraph A above may be made at the discretion of the Superintendent of Schools.

6. Additional Leaves

Leaves taken pursuant to this Article shall be in addition to any sick leave to which the unit member is entitled.

7. Sabbatical Leave

A sabbatical leave may be granted to an employee by the Board per the Board's policy.

The Superintendent has the final authority to deny any and all requests for leaves of absence without pay.

8. Attendance Incentive

After the conclusion of the school year, and not later than July 31, the Board will provide the following bonuses to full/time unit members who have been employed for the entire preceding school year to encourage improved staff attendance. The Unit member shall choose Option 1 or 2. Option 1 will be exercised unless unit member returns necessary paperwork by June 15.

Option 1:

Unused Personal days shall rollover to sick days and accumulate.

Option 2:

Up to a maximum of 3 personal days per year shall be reimbursed at the rate below. The remainder of any unused Personal Days shall be rolled over to sick days and accumulate.

Certificated Instructional and Certificated Non-Instructional staff & Full Time Secretaries & Technology Personnel

Payment per unused personal day \$125

Resource Personnel, Paraprofessionals & Part Time secretaries

Payment per unused personal day \$90

ARTICLE XIII, EXTENDED LEAVES OF ABSENCE

A. Military

Military leave without pay shall be granted to any member of the collective bargaining unit who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment as per N.J.S.A 38:23-4 or N.J.S.A 38:14-4.4.

B. Maternity Disability Leave

Sick leave related to the birth of a child will be granted upon request during the disability period commonly four (4) weeks prior to and six (6) weeks following the day of the birth. Beyond these limits, a request for extended sick leave related to the birth of a child should be accompanied by a doctor's note explaining the nature of the disability, stating the need for continued absence from work and the estimated date for return to work.

C. Family Leave Act

Employees will be entitled to leaves of Absence as stipulated under the provisions of the Family Leave Act. 29 USCA Section 2601 et seq and New Jersey Family Leave Act N.J.S.A. 34:11B-1 et seq.

D. Child Care

1. A child care leave of absence without pay will be granted to any tenured unit member at the employee's request. Such leave shall not exceed a total period of one (1) year starting at the completion of FMLA time frame. The applicant shall make his/her intentions regarding the commencement and termination dates of his/her requested leave known to the office of the Superintendent as soon as possible. Before returning to work, the employee may be asked to present a doctor's certificate of physical fitness.
2. If the pregnancy is terminated before full term and birth of the child, the unit member may apply for termination of leave allowing at least one (1) month for fair notice of her substitute and for her own health. Such return must be accompanied by a certificate of physical fitness from the unit member's personal physician.
3. Any tenured unit member adopting an infant child shall be granted a leave of absence up to a period of (1) one year without pay, starting at the completion of FMLA time frame. Such leave shall commence upon the unit member's receiving de facto custody of said child, or earlier if necessary, to fulfill the requirements for the adoption.
4. Return from child care leave, except as provided in Paragraph 3 above, or leave for adopting purposes shall coincide with the beginning of a marking period or school year. An employee may submit a written request to return at a time other than the beginning of a marking period or school year. Return during the school year shall be at the discretion of the Superintendent of Schools. If request to return is denied, medical benefits will be reinstated effective the date specified in said written request and in conjunction with a physician's release to return to work.

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E. Miscellaneous

- a. Other requests for leaves of absence will be considered on a case by case basis and the decision of the Board of Education in these matters is final.

- b. Upon return from leave granted pursuant to Section A of this Article, a unit member of the collective bargaining unit shall be considered, as if he/she were actively employed by the Board, during the leave and upon his/her return, shall be placed on the salary schedule at the level he/she would have achieved, if he/she had not been absent. To receive increment credit, a ten month unit member must work or receive a salary for ninety-four (94) days per year, and a twelve month unit member must work or receive a salary for one-hundred twenty one (121) days per year.
 - c. All extensions or renewals of leaves shall be applied for in writing. If granted, notification shall also be in writing. Such extensions or renewals shall be acted upon by the Board of Education upon the recommendation of the Superintendent of Schools.
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ARTICLE XIV, INSURANCE PROTECTION

- A. As of the beginning of the current contract year, the Board shall provide the health care insurance protection designated below. The Board may also offer additional health care insurance options. The Board and unit members shall share the coverage premium appropriate for each unit member's family status in accordance with New Jersey Law. Any unit member who wishes to waive any or all medical insurance protection components, can opt for payment as defined in C, in lieu of benefits. The details of the plan are available in the business office of the Board.

Medical Insurance Component: (\$20 Co-Pay)

1. Blue Cross/Blue Shield, Hospital
2. Blue Cross/Blue Shield, Physician
3. Blue Cross/Blue Shield, Major Medical
4. Blue Cross/Blue Shield, Out-Patient

Prescription Insurance Component:

Co-pay Prescription Drug

- a. \$0 Mail-Order
- b. \$15 Generic
- c. \$30 Name Brand

\$50 Deductible per person

Dental/Orthodontics Insurance Component:

Dental Coverage

- a. \$1200 /person/calendar year
- b. (Increase effective January 1,2013)

Orthodontics Coverage

\$2500/person/lifetime

- B. Flex Plan Option (Pre tax dollars): The Board of Education will establish a flex plan available to all unit members. The maintenance fee for this plan will be paid by participating members. Unit members may elect to participate in a medical flex plan or a childcare flex plan or both flex plans.
- C. Waiver of Insurance

Any employee who waives medical, dental and/or prescription insurance coverage for themselves and/or any eligible dependents will be paid according to the table below. The payment of such waiver is in June of the academic year when the waiver was selected. For shorter periods the waiver will be prorated. Reinstatement under a plan's insurance coverage at any other time of the year is limited to instances when the employee or his/her eligible dependent(s) loses coverage as a dependent under his/her spouse's insurance plan. Reinstatement under this circumstance will be immediate and without restriction or penalty. Status of insurance would be the same as prior to waiver. Employees interested in the waiver must present proof of alternate coverage to the Board Secretary in order to be eligible.

Waiver Amounts Table

	Single	Parent/Child	Two Adults	Family
Medical	\$1463	\$2134	\$3190	\$3735
Prescription	\$638	\$825	\$1276	\$1469
Dental	\$143	\$231	\$237	\$413
All three	\$2244	\$3190	\$4703	\$5617

- D. The above coverage shall be placed with Blue Cross/Blue Shield. However, that if another carrier, approved by the New Jersey Department of Insurance, should offer insurance coverage equal to or better than that provided in Paragraph A of this Article, and at the same or lesser rates than the above-named carrier, than such insurance may be procured under contract with such other carrier, upon approval of both the Board and the Association, without formal amendment of this contract.
 - E. In order to qualify to be eligible to receive health care insurance benefits, unit members must work a minimum of 30 hours or more per week. Teachers must be scheduled a minimum of four periods with one preparation period.
 - F. The Board shall request the carrier to provide to each new staff member a description of the healthcare insurance coverage provided under this Article, no later than the beginning of the current school year, which shall include a clear description of conditions and limits of coverage as listed above.
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- G. The Board will provide an in-district human resource person to act as an advocate for insurance/coverage concerns.
 - H. If the medical and prescription drug combined plan's premiums exceed the threshold of the patient Protection and Affordable Care Act (PPACA) Cadillac Tax (as implemented) the parties must agree upon new options that will not require an excise tax payment pursuant to the PPACA Cadillac tax within thirty (30) days of notification being given to the Association. Otherwise the BOE will charge back to the employee the dollar value of the excise tax incurred to the board.
 - I. An IRS Section 125 Plan will be established by the Board.
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ARTICLE XV: PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which certificated instructional and certificated non-instructional are required and/or requested by the Board to pursue. The Board's obligation under this provision, however, shall not extend to courses required for basic teacher certification.
- B. Course Reimbursement – Tenured Teachers
1. The Board will support appropriate graduate college/university training in the field of education related to the employee's current or future job responsibility as cited by 18A:6-8.5 and 18A:6-8.6.
 2. The credit limit shall be set at twelve(12) credits per year (July 1 – June 30) for each full-time staff member with a maximum of nine (9) credits per tuition reimbursement period defined in Article XVI.B.4. This benefit shall not extend to personnel hired to fill a leave of absence. Credit reimbursement allotments for part-time unit members shall be commensurate with their percentage of full-time employment. Payment by the Board shall not exceed the per credit cost paid by the unit member and shall not exceed the Rutgers in-state tuition rate.
 3. All courses regardless of reimbursement status must be pre-approved to be considered for horizontal movement on the guide. Horizontal movement may only occur once in a contracted school year at one of the two designated times listed in C; 4 below.
 4. Courses are eligible for reimbursement at the in-state Rutgers per credit tuition rate. A grade of a "B" or better must be obtained for reimbursement.
 5. To facilitate the equitable distribution of available funds, course reimbursement shall be allocated in two periods each year. If the total of the approved reimbursement is less than the budgeted amount for that reimbursement period, all credits will be reimbursed at 100%, but not to exceed Rutgers's rate. If the total of the approved reimbursement that is submitted by the appropriate date exceeds the budgeted amount for that reimbursement period, the total allotted funds shall be distributed proportionally to the cost of the course for all courses submitted and approved.
 6. Unit members shall indicate their intent to seek tuition reimbursement by completing and submitting an approval form to the office of the Superintendent.
- C. Reimbursement Paperwork
1. For courses that will end between July 1 and December 31, grade verification paperwork must be submitted to the BOE office by the last business day in January. The BOE will issue reimbursement checks no later than the last business day in February.
 2. For courses that will end between January 1 and June 30, verification paperwork must be submitted to the BOE office by the last business day in July. The BOE will issue reimbursement checks no later than the last business day in August.
 3. The maximum expenditure each year of the contract shall be \$90,000. No more than 55% of the budgeted amount shall be used in the tuition reimbursement period defined in Article XV.C.1 &2.
 4. Course credit will be given for horizontal movement on the salary guide through successful completion of the course as indicated by a transcript submitted with the unit member's request for reimbursement.

Movement on the guide will happen twice per year with appropriate documentation submitted by the last business day of January or the last business day of July.

5. Once a masters degree is achieved any additional credits used to move horizontally on the salary guide must be accumulated post masters degree.
6. Courses for which reimbursement will be claimed must be presented to the Superintendent for approval prior to the actual experience. If the course is not approved, the applicant may, upon completion of the course, again apply for reimbursement. If reimbursement is again denied, he/she may proceed with the grievance procedure at Level F-3, Board of Education.
7. If a unit member leaves the district within the last year of completing courses then the unit member must reimburse the district for those courses using the following guidelines;

8. Payment for courses will adhere to the following steps;
 - a. If unit member leaves within one year of course reimbursement then reimbursement to the district shall be required at 100%.
 - b. If unit member leaves within the last two years and course reimbursement then reimbursement to the district shall be required at 50%.
 - c. If unit members stays for three years after three years, no course reimbursement is required to the district.
 - d. If unit member leaves or gives notice of leaving before reimbursement is distributed he/she forfeits the reimbursement moneys.

9. If a Tenured Certificated Instructional and Certificated Non-Instructional member is released from his/her position due to reduction in staff, he/she will not be required to reimburse the district for any courses taken.

D. On-line courses from accredited educational institutions recognized by the Certification/Licensing Division of the N.J. Department of Education shall be eligible for reimbursement under the same conditions as traditional courses. Video courses are not eligible for reimbursement.

E. Course Reimbursement Non-Tenured Certificated Instructional and Certificated Non-Instructional shall receive the same benefits as stated in section B course reimbursement 1-14 at the rate of 50 percent. If a Non-Tenured Certificated Instructional and Certificated Non-Instructional member is released from his/her position due to reduction in staff, he/she will not be required to reimburse for any courses taken.

F. Summer Professional Development

Reimbursement for summer professional development shall be at the rate of as defined in Article XIX. Teachers shall have the option of selecting comp time in lieu of monetary compensation for summer professional development at the discretion of the superintendent/designee. Utilization of acquired comp time requires administrative approval. All comp time must be used during the contractual year in which it is earned. Any unused comp time shall be reimbursed at the designated rate earned.

G. Professional Development for Certificated Instructional and Certificated Non-Instructional staff.

- a. Certificated Instructional and Certificated Non-Instructional staff required to provide administrative approved training to their colleagues shall be given release time to prepare for the training upon approval.
- b. Technology personnel who are required to provide administrative approved trainings beyond their work day will be compensated at \$30 per hour.

- c. The District will provide five (5) half days for teachers to work on district initiatives, professional development or state mandated training. These days will run with a half day instructional schedule in place. Teachers will receive at least a half hour lunch. Professional Development time will begin at 12:45 pm and end at 3:15 pm. Coaching assignments do not supersede these professional development responsibilities unless it is for scheduled games and/or events.

H. Support Staff & Technology personnel Professional Development

- a. Full time secretaries shall be given a minimum of four (4) hours of professional development per year. The training shall occur during the course of the workday with prior approval by the superintendent /building principal/director/supervisor.

 - b. To provide an incentive to secretaries, technology personnel, paraprofessionals and resource personnel toward professional development and improvement, the Board agrees that it will pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other sessions which a secretary, paraprofessional or resource personnel is required or requested to pursue or which a secretary, paraprofessional or resource personnel may wish to pursue for professional development with Board approval. This provision should not be construed to obligate the Board in any way to reimburse staff for the pursuit of an undergraduate degree.
- I. The Board shall compensate a teacher with a \$750 stipend upon receipt and maintenance of a current National Teaching Standard Board Certification. The Board will also pay 50% of the cost of a passed written exam, one time. This payment shall be made annually at the end of the school year.
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ARTICLE XVI, EMPLOYEE EVALUATION

A. Evaluations

A member of the collective bargaining unit shall be given, within seven working days, a copy of any evaluation report prepared by his/her evaluators prior to any conference held to discuss it.

1. If the unit member is dissatisfied with his/her evaluation conferences, he/she may request an additional conference prior to the evaluation being placed in his/her file. No such report shall be submitted to the central office, placed in the unit member's file, or otherwise acted upon without a prior conference with the member.
2. Members of the collective bargaining unit shall sign the completed evaluation form, but this shall indicate only that the report has been received by the member, and in no way indicates agreement with the contents thereof. Such intent shall be specified on the form.
3. Rebuttals to the evaluation may be attached to the evaluation if provided to the Superintendent by the unit member within ten (10) school days of the signing of the document by the unit member. The Superintendent will notify the unit member of the receipt of the rebuttal within ten (10) school days of its filing in his/her office.
4. Any changes to the evaluation process, except those mandated by NJDOE, must be approved by the Association.

B. Filing of Evaluations

The final determination as to what is placed in the personnel file pertaining to an employee evaluation rests with the Superintendent/Administrator/Supervisor/Director who conducted the observation. In the event that a document is placed in said unit members file, a copy shall be provided to the unit member.

ARTICLE XVII, SALARIES

A. Guides: Simplified and Lettered adding of technology

1. The salary of each teacher covered by this Agreement is set forth in Appendix A which is attached hereto and made a part hereof.
2. The salary of each secretary is set forth in Appendix B which is attached hereto and made a part hereof.
3. The salary of each paraprofessional is set forth in Appendix C which is attached hereto and made a part hereof.
4. The salary of each Resource Personnel is set forth in Appendix D which is attached hereto and made a part hereof
5. The salary of each technology personnel member is set forth in Appendix E which is attached hereto and made a part hereof.
6. The stipend for each coaching position is set forth in Appendix F which is attached hereto and made a part hereof.
7. The stipend for each extra-curricular advisor position is set forth Appendix G which is attached hereto and made a part hereof.

B. Method of Payment

1. Employees covered by this agreement who are employed on a twelve (12) month basis shall be paid in twenty-four (24) semimonthly installments.
2. Members of the collective bargaining unit employed on a ten (10) month basis shall be paid in twenty (20) equal semimonthly installments.
3. The Warren Hills Regional Board of Education shall make available a direct deposit plan for all employees.
4. Regular pay days are scheduled for the 15th and the last day of each month. When a pay day falls on or during a school holiday, vacation or weekend, members of the collective bargaining unit shall receive their pay checks on their last working day preceding such regularly scheduled pay day.
5. The final paycheck for teachers/secretaries/paraprofessionals/ and resource staff shall be mailed or direct deposited by June 25th provided they have fulfilled all professional responsibilities on or prior to this date.

C. Procedure of Withholding Increment:

Pursuant to statute, the Board may withhold the employment increment, or the adjustment increment, or both, of a teacher.

1. An increment may not be withheld for a cause relating to a teacher's classroom performance unless the following procedural steps have been accomplished:
 - a. The teacher has been evaluated in accordance with the procedures established in Article XVI, "Employee Evaluation."
 - b. At least thirty (30) working days (but in no case later than May 15 preceding the school year in which such withholding would be effective) prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the teacher in question,

written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to respond to the charge(s) alleged.

- c. The teacher shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.
2. An increment may not be withheld for a cause unrelated to a teacher's classroom performance unless the following procedural steps have been taken:
- a. At least ten (10) working days prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the teacher in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to respond to the charges alleged.
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- b. The teacher shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.

ARTICLE XVIII, DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salary of any member of the collective bargaining unit dues for the Warren Hills Education Association, the Warren County Education Association, the New Jersey Education Association and the National Education Association, as each unit member individually and voluntarily authorizes the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. All moneys, so deducted, together with records of any corrections shall be transmitted to the treasurer of the New Jersey Education Association by the 15th of each month following the monthly pay period in which deductions were made. Unit member's authorizations for salary deductions shall be in writing on the forms provided.
- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. An Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorization for dues deduction may be received after August 1 under rules established by the State Department of Education.
- D. The notice of a unit member's withdrawal shall be filed prior to December 1 to become effective as of January 1 next succeeding the date on which notice of withdrawal is filed. Should a unit member file notice of withdrawal after December 1, withdrawal shall become effective as of July 1 next succeeding the date on which notice of withdrawal is filed.
- E. Representation Fee

 - 1. If a unit member does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee, as set by NJEA, up to, but not exceeding 85% of the Association member's fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative. At the request of the Board of Education, the Association shall provide documentation to substantiate the representation fee in accordance with N.J.S.A 34:13A-5.5c
 - 2. Prior to October of each year, the board will submit to the Association a list of unit members who have not become members of the Association for the current year. The board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks of those non-association unit members beginning in February and continuing for the remainder of the membership year in question.
 - 3. The Association will notify the Board in writing of any changes in the list provided in paragraph 2 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said list.
 - 4. The mechanics for the deduction of this representation fee and the transmittal of said fee will follow N.J.E.A procedural requirements as nearly as possible.
 - 5. The Association agrees to indemnify and hold harmless against any liability in damages or legal fees which may arise by reason of any action taken by the Board in complying with the provisions of this Article.

ARTICLE XIX, ADDITIONAL COMPENSATION

A. Compensation Rates

Unit members shall be compensated at the following rates for work done beyond in addition to the contractual requirements:

1. Child Study Team/Guidance Counselors required to perform their job duties outside the contractual school year will be paid their per diem rate. All hours must be approved by the Director of Special Services / Director of Guidance or the Superintendent.
2. Work requiring a certificated staff member \$45/hour
Includes but not limited to:
 - a. Curriculum writing; Projects due at the discretion of the Curriculum and Instruction Director or Designee.
 - b. Summer Extended School Year (ESY) Teachers
3. Chaperoning / Student supervision Duties \$30/hour
Includes but not limited to:
 - a. Lunch Duty
 - b. Detention
 - c. Early Morning Duty
 - d. Summer Extended School Year (ESY) Paraprofessional
4. Class Coverage \$40 /class period
5. Summer Professional Development \$30/hour
Includes but not limited to:
summer workshops / training programs
6. Sporting Event personnel will be compensated at the approved Board of Education rates.

B. Compensation Timesheets

1. Requests for extra compensation paid at an hourly rate must include a timesheet. Extra compensation is for work performed outside the contractual day. Prior approval is required from the building Administrator or designee
2. Requests for any supplement compensation must be submitted no later than two (2) district working days following the close of school for the staff. Any request for payment after this date will be paid on September 15th.
3. Time sheets shall be submitted according to the posted schedule. Any requests for compensation must be made within the fiscal year earned.

C. Unit Members shall have the option of selecting comp time in lieu of monetary compensation for class coverage's or duties at the discretion of the superintendent/building principal and or director. Utilization of acquired comp time requires administrative approval.

1. All comp time must be used during the contractual year in which it is earned.
2. Any unused comp time shall be reimbursed at the designated rate earned.
3. Comp time is limited to a total of 15 hours per school calendar year.

ARTICLE XX, GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim by a member or the association based upon the interpretation, application, or violation of this agreement, policies or administrative decisions affecting terms and conditions of employment.
2. A "Grievant" is the person or persons making the claim.

B. Purpose

The purpose of this procedure is to resolve differences concerning the interpretation of the parties' contractual rights, which may from time to time, arise affecting the member or association. Both parties agree that these procedure will be kept informal on all levels of the procedure.

C. Time Limits and Procedures:

1. A grievance to be considered under this procedure must be initiated by the unit member within thirty (30) working days of the time the unit member was given written notification of the alleged misinterpretation, misapplication or violation..
2. The number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process. The time limits specified at any level may be extended by mutual agreement. The extended time limits will be put in writing and signed by both parties.
3. In the event a grievance is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party of interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or a mutually determined time thereafter which shall be in writing.
4. Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of the procedure to appeal a decision on a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.
5. The Board also agrees that upon written request from the Association or any member thereof processing a grievance beyond Level Two, it may provide requested information as necessary to process the grievance.
6. If a member is put on Administrative leave with pay, the initiated grievance shall happen when the member returns, by the association within thirty (30) working days of the return of said member.

D. Rights of Members of the Collective Bargaining Unit to Representation

1. Any aggrieved person may be represented at all stages of a grievance procedure by himself/herself, or, at his/her option a representative selected or approved by the Association.
2. When a grievant is not represented by the Association in the processing of a grievance, the Association shall, if the grievance is appealed above Level One, be notified that the grievance is in process, have the right to have a representative present during further meetings with the grievant thereon, present its position in writing and receive a copy of the decision rendered thereon.

E. Service During Grievance Procedure

1. Members of the collective bargaining unit shall, during and notwithstanding the levels of any grievance, continue to observe all assignments and Board policies.

F. Procedure - Contract Grievance

1. Level One – Filed with the administrator/supervisor/director who may have misinterpreted, misapplied or violated this Agreement, policies, or administrative decision affecting terms and conditions of employment.
 - a. A unit member with a grievance shall first have an informal discussion with the administrator/supervisor/director who may have misinterpreted, misapplied or violated this Agreement, policies, or administrative decision affecting terms and conditions of employment in an effort to resolve the matter informally.
 - b. If the Association is not satisfied with the informal discussion, a formal grievance will be filed with the administrator/ supervisor/director who may have misinterpreted, misapplied or violated this Agreement, policies, or administrative decision affecting terms and conditions of employment. The building principal(s) will be notified and given a copy of said grievance. The formal discussion with the administrator shall be held within five (5) working days of receipt of the grievance.
 - c. The grievance will include all of the following but is not limited to;
 1. The date of the occurrence giving rise to the grievance.
 2. The date(s) of informal discussion with the administrator/supervisor/director to whom the grievance was filed.
 3. The date the grievance was filed.
 4. The nature of the grievance.
 5. The specific provisions of the contract or specific board policies allegedly violated.
 6. The remedy being sought.
 7. All supporting documents of grievance will be attached.
2. Level Two – Next level of Administration/ BOE
 - a. If the grievant is not satisfied with the disposition of the grievance at Level One he/she may, within ten (10) working days after the discussion with the administrator/supervisor/director appeal to the next level of Administration/superintendent and or the BOE.
 - b. The appeal to the next level of Administration/superintendent and or BOE will include all documentation associated with the grievance that were submitted to the initial administrator with documentation and decisions made thereon. A copy of the documentations and decisions will be forwarded to the building principal.
 - c. At the time the appeal is submitted to the next level of Administration/ superintendent and/or BOE either party may request in writing a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
 - d. The next level of Administration/superintendent or BOE will render a decision on the grievance within ten (10) working days of his/her receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.
3. Level Three - Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level Two he/she may, within ten (10) working days after the receipt of the decision, appeal to the Board of Education.
- b. The appeal to the Board of Education shall be in writing specifying the matter submitted to the next level of Administration/Superintendent and/or BOE, the decision made thereon and all documentation. A copy of the documentations and decisions will be forwarded to the building principal.
- c. At the time the appeal is submitted to the Board of Education or upon receipt thereof by the Board of Education, either party may request a conference in writing to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The Board of Education shall render a decision on the grievance within ten (10) working days of its receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.
- e. The Board of Education shall consider the appeal not later than the second regularly scheduled Board of Education meeting following receipt of the appeal or following the conference, whichever event shall last occur.
- f. The decision of the Board of Education shall be delivered to the grievant within ten (10) working days following the Board of Education meeting at which the matter is considered.

4. Level Four - Arbitration

- a. If the grievant is not satisfied with the disposition of is/her grievance at Level Two (or Level Three if an appeal to the Board was taken), he/she may, within twenty (20) working days after the decision of the Board of Education, whichever is later, with the consent of the Association, submit the matter to arbitration.
- b. No claim by a unit member shall constitutes a grievable matter beyond Level Two if it pertains to (1) any matter for which a detailed method of review is prescribed by law or which has traditionally been determined by the Commissioner of Education; (2) any matter which according to law is not mandatory negotiable.
- c. Within ten (10) working days after receipt of written notice of submission to arbitration, the Board and the Association shall attempt to agree on a mutually acceptable arbitrator from a roster to be submitted from the Public Employment Relations Commission. If the parties are unable to agree upon an arbitrator, a request will be made of the Public Employment Relations Commission to submit a second roster of names. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.
- d. The arbitrator shall limit himself/herself strictly to the issues submitted to him/her and shall consider nothing else. He/she may add nothing to, nor subtract anything from, the Agreement between the parties.
- e. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties with regard to grievances submitted on behalf of employees.

- f. The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be borne solely by the party incurring same.

G. Procedure - Policy/Administrative Decision Grievance

If a grievance includes a conflict of interest with level of administrator, said grievance will be moved automatically to the next level. Movements will be determined by the executive committee of the Association.

1. Level One: Follow Procedure of Contract Grievance
2. Level Two;: Follow procedure of Contract Grievance
3. Level Three - Board of Education
 - a. If the grievant is not satisfied with the disposition of the grievance at Level Two he/she may, within ten (10) working days after the receipt of the decision, appeal to the Board of Education.
 - b. The appeal to the Board of Education shall be in writing including all documentation from level one and level two and the decision made thereon. A copy of the documentations and decisions will be forwarded to the building principal.
 - c. At the time the appeal is submitted to the Board of Education or upon receipt thereof by the Board of Education, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
 - d. The Board of Education shall render a decision on the grievance within ten (10) working days of its receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.
 - e. The Board of Education shall consider the appeal not later than the second regularly scheduled Board of Education meeting following receipt of the appeal or following the conference whichever event shall last occur. The decision of the Board of Education shall be delivered to the grievant within ten (10) working days following the Board of Education meeting at which the matter is considered.
 - f. The decision of the Board of Education shall be final.
 - g. In the event that a decision is made when school is not in session, the Association and unit member must be notified in writing within 5 working days of the time the decision.
 - h. Any and all documents, communications, and records dealing with the grievance shall be kept in a separate grievance file. Grievance documents shall not be kept in employee personnel files.

ARTICLE XXI, STRIKES AND JOB ACTION

- A. Participation by any member of the collective bargaining unit in a strike or a refusal to perform assigned duties shall be just cause for disciplinary action.**

 - B. No lockout of employees shall be instituted by the Board during the term of this Agreement. The Association agrees that during the term of this Agreement, neither it nor its officers, employees or members, will engage in, encourage, sanction, support or suggest any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass absenteeism, picketing or any other similar action which would involve suspension of or interference with the normal work of the Board. In the event that Association members participate in such activities in violation of this provision, the Association shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties. Any employee participating in these prohibitive activities may be disciplined by the Board.**
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ARTICLE XXII, Council for Strategic Planning

- A. The Council for Strategic Planning is organized to provide a forum for the discussion of education issues and strategic planning initiatives to advise and consult with the Board of Education, Administration on matters pertaining to the Warren Hills Regional School District. Topics for discussion are limited to non-negotiable matters.
- B. The Council for Strategic Planning shall establish rules for its operation. Once established, changes may occur only upon the majority vote of the council. The Association President shall appoint a facilitator to the Council for strategic planning to oversee operations.
- C. The council for Strategic Planning shall meet a minimum of three (3) times per year with an established yearly calendar. If deemed necessary the council may request additional meetings. The agenda for all meetings will be developed by the appointed facilitator with collaboration with the middle states coordinator to the council. Agenda and previous minutes shall be developed and distributed one (1) week in advance of the scheduled meeting. The minutes shall be agreed upon by majority of the Council of strategic planning.
- D. Membership of the Council of Strategic Planning shall consist of:
 - 1. Two members of the Board of Education
(Will be determined based on what is on the agenda)
 - 2. Superintendent of Schools
 - 3. Principal of the High school
 - 4. Principal of the Middle School
 - 5. Two (2) District Administrators/Supervisors
(Will be determined based on what is on the agenda)
 - 6. Internal Coordinator Liaison (Neutral)
 - 7. One representative of the High School staff
 - 8. One representative of the Middle School staff
 - 9. Committee's presenting proposals
- E. The primary function of the Council is to recognize and review strategic planning proposals and initiatives. The purpose of this council is not to approve or deny, rather give guidance on district policy procedure and practices pertinent to the items suggested in Paragraph A above.
- F. All reports and recommendations outlined above in Paragraph E shall be in writing.

ARTICLE XXIII, MISCELLANEOUS PROVISIONS

A. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Reproduction

The Board shall supply the Association with sufficient copies of this Agreement within thirty (30) days after the same has been executed for distribution to Association members.

C. Nothing in this Agreement shall operate retroactively unless expressly so stated.

D. Grade Changes

No grade or evaluation of a student by a teacher shall be changed without prior consultations with the teacher by the principal and/or administrator. The change of a grade or evaluation following consultation with the teacher shall not be subject to the grievance procedure, but the affected teacher shall have the right to appeal the change of grade decision to the Superintendent. If still unresolved, the teacher may appeal the decision to the Board at its next regularly scheduled meeting, whose decision shall be final.

E. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

F. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision of this Agreement, either party may do so by registered or certified mail, at the following addresses:

1. If by Association, to Board of Education, Warren Hills Regional Schools, 89 Bowerstown Road, Washington, NJ 07882.
2. If by Board, to the President of the Association at his/her appropriate address as filed with the Board of Education, or if he/she is unavailable to the registered agent of the Warren Hills Education Association at the address of the registered office of the Association.

G. E-mail

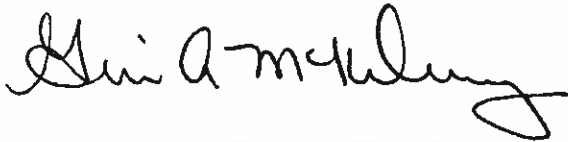
All Unit members in good standing shall be provided a web-based Warren Hills e-mail account during the duration of their employment.

ARTICLE XXIV, DURATION OF AGREEMENT

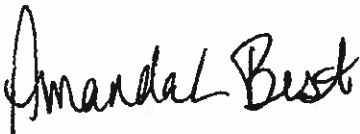
- A. This Agreement made between Warren Hills Regional Board of Education and Warren Hills Regional Education Association, shall become effective July 1, 2015 to June 30, 2018.
- B. The salaries and compensations for secretarial staff shall be retroactive to July 1, 2015.
- C. The salaries and compensations for all other unit members shall be retroactive to September 1, 2015.
- D. This agreement will be extended until such time as a successor agreement is negotiated.
- E. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president, attested by their respective representative and their corporate seals to be placed hereon all on the following date

Warren Hills Regional Education Association

Geri McKelvey
WHREA President / Lead Negotiator



Amanda Best
WHREA 2nd Vice President / Member at the Table



Warren Hills Regional Board of Education

Richard Havrisko
President of WHRSD BOE



Kathleen Halpin
WHBOE Lead Negotiator



Dr. Gary Bowen
WHRSD Superintendent of Schools



**WARREN HILLS BOARD OF EDUCATION
ADVANCEMENT-PLACEMENT CHART
 TEACHER SALARY GUIDES**

<u>Base Year</u> 2014-2015 <u>Step</u>	<u>Year One</u> 2015-2016 <u>Step</u>	<u>Year Two</u> 2016-2017 <u>Step</u>	<u>Year Three</u> 2017-2018 <u>Step</u>
		A	A
A	A	B	B
B	B	C	C
C	C	D	D
D	D	E	E
E	E	F	F
F	F	G	G
G	G	H	H
H	H	I	I
I	I	J	J
J	J	J1	J1
	K	K	K
K	L	L	L
L	L1	L1	L1
	M	M	M
M	N	N	N
N	N	N	N
	N	N	N

Appendix A

Certificated Instructional Staff and Certificated Non-Instructional Staff Salary Guide 2015-2016 - 2016-2017- 2017-2018

YEAR 1
2015-16
2.4 % Increase
Salary Guide

	<u>BA</u>	<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
A	51,122	53,147	55,172	57,197	59,222	61,247	63,272
B	51,372	53,397	55,422	57,447	59,472	61,497	63,522
C	51,622	53,647	55,672	57,697	59,722	61,747	63,772
D	51,872	53,897	55,922	57,947	59,972	61,997	64,022
E	52,367	54,392	56,417	58,442	60,467	62,492	64,517
F	53,697	55,722	57,747	59,772	61,797	63,822	65,847
G	55,697	57,722	59,747	61,772	63,797	65,822	67,847
H	58,157	60,182	62,207	64,232	66,257	68,282	70,307
I	60,617	62,642	64,667	66,692	68,717	70,742	72,767
J	63,077	65,102	67,127	69,152	71,177	73,202	75,227
J1	65,537	67,562	69,587	71,612	73,637	75,662	77,687
K	67,997	70,022	72,047	74,072	76,097	78,122	80,147
L	70,457	72,482	74,507	76,532	78,557	80,582	82,607
L1	72,916	74,941	76,966	78,991	81,016	83,041	85,066
M	75,376	77,401	79,426	81,451	83,476	85,501	87,526
N	77,829	79,854	81,879	83,904	85,929	87,954	89,979

**BA+30 is only available to those teachers who were on the BA+30 column during the 2014/2015 school year. If a teacher was not on the BA+30 column during the 2014/2015 school year, the teacher may upon receipt of a Master's degree advance from the BA+15 column to the MA column.*

Note: Library Assistant is paid at 51% of the teachers' guide at the appropriate step on the BA Level.

YEAR 2
2016-17
2.4 % Increase
Salary Guide

		<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
A	51,804	53,829	55,854	57,879	59,904	61,929	63,954
B	52,054	54,079	56,104	58,129	60,154	62,179	64,204
C	52,304	54,329	56,354	58,379	60,404	62,429	64,454
D	52,554	54,579	56,604	58,629	60,654	62,679	64,704
E	53,049	55,074	57,099	59,124	61,149	63,174	65,199
F	54,379	56,404	58,429	60,454	62,479	64,504	66,529
G	56,379	58,404	60,429	62,454	64,479	66,504	68,529
H	58,839	60,864	62,889	64,914	66,939	68,964	70,989
I	61,299	63,324	65,349	67,374	69,399	71,424	73,449
J	63,759	65,784	67,809	69,834	71,859	73,884	75,909
J1	66,219	68,244	70,269	72,294	74,319	76,344	78,369
K	68,679	70,704	72,729	74,754	76,779	78,804	80,829
L	71,139	73,164	75,189	77,214	79,239	81,264	83,289
L1	73,598	75,623	77,648	79,673	81,698	83,723	85,748
M	76,058	78,083	80,108	82,133	84,158	86,183	88,208
N	78,511	80,536	82,561	84,586	86,611	88,636	90,661

**BA+30 is only available to those teachers who were on the BA+30 column during the 2014/2015 school year. If a teacher was not on the BA+30 column during the 2014/2015 school year, the teacher may upon receipt of a Master's degree advance from the BA+15 column to the MA column.*

Note: Library Assistant is paid at 51% of the teachers' guide at the appropriate step on the BA Level.

YEAR 3
2017-18
2.4 % Increase
Salary Guide

		<u>BA+15</u>	<u>BA+30</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>	<u>MA+45</u>
A	52,112	54,137	56,162	58,187	60,212	62,237	64,262
B	52,362	54,387	56,412	58,437	60,462	62,487	64,512
C	52,612	54,637	56,662	58,687	60,712	62,737	64,762
D	52,862	54,887	56,912	58,937	60,962	62,987	65,012
E	53,357	55,382	57,407	59,432	61,457	63,482	65,507
F	54,687	56,712	58,737	60,762	62,787	64,812	66,837
G	56,687	58,712	60,737	62,762	64,787	66,812	68,837
H	59,146	61,171	63,196	65,221	67,246	69,271	71,296
I	61,606	63,631	65,656	67,681	69,706	71,731	73,756
J	64,066	66,091	68,116	70,141	72,166	74,191	76,216
J1	66,526	68,551	70,576	72,601	74,626	76,651	78,676
K	68,986	71,011	73,036	75,061	77,086	79,111	81,136
L	71,446	73,471	75,496	77,521	79,546	81,571	83,596
L1	73,906	75,931	77,956	79,981	82,006	84,031	86,056
M	76,366	78,391	80,416	82,441	84,466	86,491	88,516
N	79,423	81,448	83,473	85,498	87,523	89,548	91,573

**BA+30 is only available to those teachers who were on the BA+30 column during the 2014/2015 school year. If a teacher was not on the BA+30 column during the 2014/2015 school year, the teacher may upon receipt of a Master's degree advance from the BA+15 column to the MA column.*

Note: Library Assistant is paid at 51% of the teachers' guide at the appropriate step on the BA Level.

Appendix B
Secretary Salary Guide
2015-2016 - 2016-2017 – 2017-2018

YEAR 1
2015-16
2.4 % Increase
Salary Guide

Warren Hills Secretary

Step	10 Month	12 MonthS1	12 MonthS2
0	28,772	34,526	36,977
1	28,772	34,526	36,977
2	29,147	34,976	37,427
3	29,547	35,456	37,907
4	29,972	35,966	38,417
5	30,442	36,530	38,981
6	31,051	37,261	39,712
7	31,672	38,006	40,457
8	32,305	38,766	41,217
9	32,951	39,541	41,992
10	33,610	40,332	42,783
11	34,282	41,138	43,589
12	34,968	41,962	44,413
13	35,667	42,800	45,251
14	36,380	43,656	46,107
15	37,108	44,530	46,981
16	37,850	45,420	47,871
17	38,607	46,328	48,779
18	39,379	47,255	49,706

YEAR 2
2016-17
2.4 % Increase
Salary Guide

Warren Hills Secretary

Step	10 Month	12 MonthS1	12 MonthS2
0	29,342	35,210	37,693
1	29,342	35,210	37,693
2	29,717	35,660	38,143
3	30,092	36,110	38,593
4	30,467	36,560	39,043
5	30,842	37,010	39,493
6	31,459	37,751	40,234
7	32,088	38,506	40,989
8	32,730	39,276	41,759
9	33,385	40,062	42,545
10	34,053	40,864	43,347
11	34,734	41,681	44,164
12	35,429	42,515	44,998
13	36,138	43,366	45,849
14	36,861	44,233	46,716
15	37,598	45,118	47,601
16	38,350	46,020	48,503
17	39,117	46,940	49,423
18	39,899	47,879	50,362

**YEAR 3
2017-18
2.4 % Increase
Salary Guide**

Warren Hills Secretary

Step	10 Month	12 MonthS1	12 MonthS2
0	29,901	35,881	38,399
1	29,901	35,881	38,399
2	30,301	36,361	38,879
3	30,701	36,841	39,359
4	31,101	37,321	39,839
5	31,501	37,801	40,319
6	31,901	38,281	40,799
7	32,539	39,047	41,565
8	33,190	39,828	42,346
9	33,854	40,625	43,143
10	34,531	41,437	43,955
11	35,222	42,266	44,784
12	35,926	43,111	45,629
13	36,645	43,974	46,492
14	37,378	44,854	47,372
15	38,126	45,751	48,269
16	38,889	46,667	49,185
17	39,667	47,600	50,118
18	40,460	48,552	51,070

Members who were currently receiving longevity in 2014-2015 will be grandfathered in to receive longevity until retirement. 25 or more years of credit/service= additional \$5828 each year of the contract.

Appendix C
Para - Professional Salary Guide
2015-2016 - 2016-2017 - 2017-2018

YEAR 1

2015-16 *Warren Hills Aides*

2.4 increase
Salary Guide

Step	No Degree	Associates	Bachelors
0	25,940	28,325	30,186
1	26,670	29,055	30,916
2	27,400	29,785	31,646
3	28,130	30,515	32,376
4	28,860	31,245	33,106
5	29,590	31,975	33,836
6	30,320	32,705	34,566
7	31,050	33,435	35,296
8	31,780	34,165	36,026
9	32,510	34,895	36,756
10	33,240	35,625	37,486

YEAR 2

2016-17 *Warren Hills Aides*

2.4 increase
Salary Guide

Step	No Degree	Associates	Bachelors
0	26,524	28,367	30,260
1	27,254	29,681	31,574
2	27,984	30,411	32,304
3	28,714	31,141	33,034
4	29,444	31,871	33,764
5	30,174	32,601	34,494
6	30,904	33,331	35,224
7	31,634	34,061	35,954
8	32,364	34,791	36,684
9	33,094	35,521	37,414
10	33,824	36,251	38,144

YEAR 3

2017-18 *Warren Hills Aides*

2.4 increase
Salary Guide

Step	No Degree	Associates	Bachelors
0	27,127	28,410	30,336
1	27,857	30,327	32,253
2	28,587	31,057	32,983
3	29,317	31,787	33,713
4	30,047	32,517	34,443
5	30,777	33,247	35,173
6	31,507	33,977	35,903
7	32,237	34,707	36,633
8	32,967	35,437	37,363
9	33,697	36,167	38,093
10	34,427	36,897	38,823

Appendix D
Resource Personnel Salary Guide
2015-2016 - 2016-2017- 2017-2018

Year 1

2015-16		Warren Hills Resource
2.4 % Increase		
Step		Salary
1		28,640
2		29,340
3		30,040
4		30,740
5		31,440
6		32,140
7		32,840
8		33,540
9		34,240
10		34,940

Year 2

2016-17		Warren Hills Resource
2.4 % Increase		
Step		Salary
1		29,220
2		29,920
3		30,620
4		31,320
5		32,020
6		32,720
7		33,420
8		34,120
9		34,820
10		35,520

Year 3

2017-18

2.4 % Increase

**Warren Hills
Resource**

Step

Salary

1	29,935
2	30,635
3	31,335
4	32,035
5	32,735
6	33,435
7	34,135
8	34,835
9	35,535
10	36,235

Appendix E
Technology Salary Range Guide
2015-2016 - 2016-2017- 2017-2018

Technology Staff:

2015-2016
\$42,000 - \$63,735

2016 -2017
\$42,440 - \$64,372

2017-2018
\$42,844 - \$65,016

Technology Managers:

2015-2016
\$55,000 - \$86,000

2016 -2017
\$55,500 - \$86,860

2017-2018
\$56,055 - 87,728

No employee will be paid below the minimum or above the maximum salary ranges. All Technology personnel will receive a 2.4% increase each contract year, unless the employee reaches the top of the salary range. Those Technology personnel whose salary reach the top of the range will then increase by 1% the rate the maximum salary range increases.

Appendix F
Coaches Salary Guide
2015-2016 – 2016-2017- 2017-2018

Salaries will remain the same for each year of the contract:

The status of teams will be determined annually by the BOE. Placement on the Tier guide may change if the team status changes. According to Board Policy # 2430.

Tier 1	Tier 2	Tier 3	Tier 4	
Football	Basketball	Baseball	Cross Country	
	Wrestling	Softball	Tennis	
	Band	Cheerleading	Bowling	
		Field Hockey	Golf	
		Soccer		
		Lacrosse		
		Track		
		Volleyball		
		Swimming		

	Step 1	Step 2	Step 3	Step 4
Tier 1				
Head Coach	\$6,439.00	\$7,367.00	\$8,294.00	\$9,722.00
Assistant Coach	\$4,769.00	\$5,419.00	\$6,068.00	\$7,636.00
Tier 2				
Head Coach	\$6,105.00	\$6,977.00	\$7,850.00	\$9,221.00
Assistant Coach	\$4,536.00	\$5,148.00	\$5,756.00	\$7,260.00
Middle School Coach	\$3,663.00	\$4,186.00	\$4,710.00	\$5,733.00
Assistant Ms Coach	\$3,000.00	\$3,500.00	\$3,900.00	\$4,400.00
Tier 3				
Head Coach	\$5,772.00	\$6,588.00	\$7,404.00	\$8,720.00
Assistant Coach	\$4,302.00	\$4,874.00	\$5,444.00	\$6,883.00
Middle School Coach	\$3,463.00	\$3,953.00	\$4,442.00	\$5,432.00
Assistant Ms Coach	\$3,000.00	\$3,500.00	\$3,700.00	\$4,200.00
Tier 4				
Head Coach	\$4,769.00	\$5,419.00	\$6,068.00	\$7,217.00
Assistant Coach	\$3,601.00	\$4,055.00	\$4,510.00	\$5,756.00

Appendix G

Co-Curricular Advisor Salary Guide

2015-2016 - 2016-2017- 2017-2018

The status of clubs will be determined annually by the BOE. Placement on the Tier guide may change if the club status changes. In according to Board Policy # 2430 club status changes.

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Archery	Builders Club	Junior Class	Kids Connection	Freshman Clas
FFA	Student Council MS	National Honor Society HS	Art choreographer (per performance)	Sophomore Class
Debate	Ski Club MS	Jazz Ensemble HS	Peer Leaders MS	International Club HS
Yearbook	Outdoor Unlimited HS	Blue Streaks Highlights	Best Buddies	Chorus Club M.
Newspaper	Chorus Director (Per Performance)	Forensics	Gay & Straight Alliance	Computer Cluk MS
Chorus	Pit Band Director (Per Performance)	SAVE	Diversity	Cognetics
Robotics	FBLA	Drama Art/Set Design (per Performance) HS	Jazz Ensemble MS	International Club MS
Student Council HS		Horizon HS	Chess Club HS	National Jr. Honor Society
Senior Class		Horizon MS		International Club HS
Drama HS Per Production		Key Club		
Drama MS		Yearbook Business		
Yearbook MS (Business, Editorial, Club)		HOTT		

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
\$4,100.00	\$3,500.00	\$3,300.00	\$2,900.00	\$2,700.00