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## **PREAMBLE**

This Agreement entered into, by and between the Board of Education, South Amboy, New Jersey, hereinafter called the "Board" and the South Amboy Education Association, hereinafter called the "Association."

## **WITNESSETH**

In consideration of the following mutual covenants, it is hereby agreed by the parties as follows:

### **ARTICLE I – RECOGNITION**

- A. Unit  
The Board recognizes the Association as the exclusive negotiators representing classroom teachers, paraprofessionals, nurses, guidance counselors, counselors, media specialists, home instruction teachers, special service personnel, technology coordinator, permanent substitutes, Dean of Students, ISS teacher and extra-curricular and coaching personnel employed by the Board but excluding administration, supervisors, custodians, maintenance personnel, and secretaries.
- B. Definitions:
  - 1. "Teacher" when used in this Agreement, shall mean any certificated staff member.
  - 2. "Paraprofessional" when used in this Agreement, shall mean any paraprofessional.
  - 3. "Employee" when used in this Agreement, shall mean any unit member.
- C. References to males shall include females, and references to females shall include males.

### **ARTICLE II – NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws of 1974, in good faith effort to reach agreement on terms and conditions of employment.
- B. Consistent with NJSA 34:13A-1 et seq., the Board shall not effect any change in policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.
- C. The Board will make available to the Association, upon request, any information that is a public document in accordance with the Open Public Records Act and/or common law.

- D. Neither party in any negotiations shall, have any control over the selection of the negotiations representatives of the other party.
- E. This Agreement incorporates the entire understanding of the parties on matters which were subject of negotiation. During the term of this Agreement, neither party shall be subject 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 executed this Agreement.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- G. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any employee benefit, defined as any practice related to terms and conditions of employment that is the result of all of the following: (1) consistent and ascertainable conduct, (2) engaged in for some reasonable length of time, (3) of which both parties are aware, (4) which does not vary the express written terms of this contract, and (5) which is in response to a given set of specific circumstances and conditions, existing prior to the effective date of this contract.

### **ARTICLE III – GRIEVANCE PROCEDURE**

#### **Definition**

A "grievance" shall mean a complaint by an employee or employees of the South Amboy Public School system that there has been to him or to them a personal loss, injury, or inconvenience because of a violation, misinterpretation or inequitable application of this Agreement, an administrative decision, or an established policy governing employees. A complaint will not be processed as a grievance under this procedure if it involves or applies to any matter which, according to law or rules or regulations set forth by the Commissioner of Education, is either beyond the scope of Board authority or limited or unilateral action by the Board alone or a complaint of a non-tenure employee which arises by reason of his not being re-employed.

#### **Procedure**

##### **LEVEL ONE:**

1. A grievance to be considered under this procedure must be initiated by the employee or the Association within ten (10) school days of its occurrence or within ten (10) school days after the employee would reasonably be expected to know of its occurrence.

2. Any employee who has a grievance shall discuss it first with his/her principal and/or supervisor in an attempt to resolve the matter informally.
3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he shall set forth his grievance in writing to the principal specifying:
  - (a) The nature of the grievance by article and section of the contract.
  - (b) The nature and extent of the injury, loss, or inconvenience.
  - (c) The relief sought by the aggrieved.
  - (d) The date of the occurrence.

The principal shall communicate his decision to the employee in writing within five (5) school days after personal receipt of the written grievance.

**LEVEL TWO:**

4. The employee may appeal the principal's decision to the Superintendent of Schools within ten (10) school days of the receipt of the principal's decision. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the principal as specified above and the aggrieved's dissatisfaction with decisions previously rendered. The Superintendent may request a report on the grievance from the principal, and shall confer with the concerned parties. He shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing, along with supporting reasons, to the employee and the principal.

**LEVEL THREE:**

5. If the grievance is not resolved to the employee's satisfaction, he may request a review by the Board of Education. The request shall be submitted in writing within ten (10) school days through the Superintendent of Schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance, hold a hearing with the employee if requested, and render a decision in writing within thirty (30) calendar days. (This shall be the terminal step of the grievance procedure for paraprofessionals, except where otherwise required by law.)

**LEVEL FOUR:**

6. If an employee is dissatisfied with the decision of the Board of Education and if the matter pertains to the provisions of this Agreement between the Board of Education and the Association, the Association may request the appointment of an arbitrator, except in the case of a grievance

involving the following: a complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in any position for which tenure is either not possible or not required; such request to be made known to the Superintendent no later than ten (10) school days after written decision of the Board of Education was made known.

- (a) The following procedure will be used to secure the services of an arbitrator: A request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question. The parties will then be bound by the rules of the Public Employment Relations Commission.
  - (b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing nor subtract anything from the Agreement between the parties or any policy of the Board of Education. If the decision of the Board of Education is taken to arbitration, then the decision of the arbitrator shall be binding upon the parties except that grievances based on past practices shall be limited to advisory arbitration and administrative decisions which do not change past practices shall be limited to an appeal to the Board of Education. The employee may request the Association to pursue arbitration. The Association shall determine the merits of the grievance before going to arbitration. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's award. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.
  - (c) The parties shall be responsible for all cost incurred by each and only the fee and expenses, if any, of the arbitrator shall be shared by each party paying one-half.
7. Any grievant may represent himself/herself through Level Three of this procedure. The Association shall have the right to be present and to state its views at all stages of the grievance procedure, and no grievance shall be considered resolved without the approval of the Association. Only the Association may process grievances through arbitration.
8. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. Any personnel action or formal charges brought against an employee by the Board or their administrators and if the charge or charges are found warranted, such notices, appeals and letters of decision will become part of the employee's personnel file.

9. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.
10. Forms for filing grievances shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of this grievance procedure.
11. No reprisals of any kind shall be taken by the Board or by any member of the administration against any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.
12. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall commence at Level Two.
13. If, in the judgment of the Association, a grievance does not involve the building principal, the Association may submit such grievance to the Superintendent directly and the processing of such grievance shall commence at Level Two.

#### **ARTICLE IV – EMPLOYEE AND BOARD RIGHTS**

- A. Pursuant to Chapter 123, New Jersey Statutes 1974, the Board hereby agrees that every employee of the Board covered by this Agreement has the right to freely organize, join, and support the Association for the purposes of engaging in collective negotiations with the Board and partake in other concerted lawful activities for mutual aid and protection in accordance with Chapter 123, Statutes of the State of New Jersey, 1974. The Board agrees that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association or his participation in any lawful activities of the Association. Further, the Board will not discriminate against any employee because of institution of any grievance as provided in Article III in herein.
- B. Nothing contained herein shall be construed to deny or restrict any employee or the Board of such rights as they may have under New Jersey school laws and regulations. The rights granted to employees and the Board herein shall be deemed to be in addition to those provided elsewhere.
- C. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any change or inquiry into a matter which could adversely affect the continuation of that employee in his office position, or employment or salary or any increments pertaining thereto, then he

shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a designated representative of the Association present to advise him and represent him during such meeting or interview.

- D. No employee shall be prevented from wearing pins or other identification of membership in this Association or its affiliates.
- E. The Association agrees and recognizes that the Board of Education reserves to itself sole jurisdiction and right in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education to hire, assign, promote, transfer and direct employees covered by this Agreement or to take disciplinary action against said employees (up to and including discharge) for just cause, to direct school operations, and to take whatever other actions may be necessary to accomplish the mission of the school district except as may be specifically provided by the language of this Agreement.
- F. No employee shall be reprimanded, reduced in rank, reduced in compensation, deprived of any form of salary increment or increase, terminated, deprived of any form of occupational advantage or benefit, have his/her employment contract or status not renewed or not continued, or any other form of discipline without just cause. Any such action shall be subject to binding arbitration pursuant to NJSA 34; 13A-29.
- G. The Board may adopt, post and distribute work rules and regulations provided that these rules and regulations are not contrary to or in conflict with this Agreement, or any statute or regulation.
- H. A mutually agreed upon staff room shall be provided for exclusive use of employees.
- I. Every employee shall be given an individual mailbox.
- J. No student's grade shall be changed without prior written notice to the teacher issuing that grade.
- K. Although the Board agrees to protect the confidentiality of personal references, and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.

#### **ARTICLE V – ASSOCIATION RIGHTS AND PRIVILEGES**

- A. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official business on school property provided that this shall not interfere with or interrupt normal school operation and provided prior request shall have been made of the Superintendent of Schools. No request will be arbitrarily denied.

- B. Upon the approval of the building principal, the Association and its representatives shall have their right to use school buildings at all reasonable hours for meetings. The principal shall not deny such use without just cause.
- C. The Association shall have in each school building the exclusive use of a bulletin board in each staff lounge. All materials to be posted on such bulletin boards shall be given to the building principal prior to posting.
- D. The Association shall have the right to use the inter-school mail facilities and school mailboxes. A copy of such material shall be provided to the building principal.
- E. The Association shall be given a place on the agenda of building teacher meetings (this time shall not be part of the meeting time as defined in Article VI, Section C) upon prior request for brief reports and announcements.
- F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees and to no other organizations in accordance with the provisions of Chapter 123, New Jersey Statutes, 1974.
- G. Whenever any representative of the Association or any employee is mutually scheduled by the parties, namely the Association and the South Amboy Board of Education, to participate during working hours in negotiations or grievance proceedings, he shall suffer no loss in pay.
- H. The Board shall provide four (4) class periods of release time per week to the Association President(s) to perform their duties as President(s).  
  
If there is only one president, the Board shall provide five (5) class periods of release time per week to perform his/her duties as President. If release time is not possible, the President(s) will receive the same rate of pay as listed in Article 6, H.
- I. The President(s) or designee shall be given five (5) paid leave days for Association business each year.

**ARTICLE VI – WORK YEAR. TEACHING HOURS AND TEACHING LOAD**

- A. Work Year  
As of July 1, 2008, the total number of teacher workdays per year shall be one hundred eighty-two days (182), consisting of one hundred eighty (180) pupil contact days and two (2) full in-service days. Included in the 180 pupil contact days are any and all short session days.
  - 1. The work year for all Paraprofessionals shall be consistent with the school calendar.



2. The work year for all eleven (11) month employees shall follow the ten (10) month calendar plus twenty (20) additional days. Ten of those days shall be paid in July, and the other ten days shall be paid in August.
  3. Eleven (11) month employees newly hired to the district shall be placed in the position either on July 1 or any other month during the year except August or September. If an employee is hired after July 1 through September, the employee will be hired as a ten (10) month employee and then changed to an eleven (11) month employee so no loss will occur to the employee's pension credit in the pension system.
- B. Length of Workday
- The workday for grades 7-12 shall consist of not more than seven (7) hours and three (3) minutes to run continuously. The starting and termination time for the school day will be determined by the Board of Education. This shall pertain to all full-time paraprofessionals assigned to this level.
- The total in-school workday for grades Pre K-6 shall consist of not more than six (6) hours and fifty-five (55) minutes to run continuously. The starting and termination time for the school day will be determined by the Board of Education. This shall pertain to all full-time paraprofessionals assigned to this level.
- C. Workday
1. If the number and/or the length of periods should change, no teacher of grades 1-6 shall teach more than 6 instructional periods for a maximum of 276 minutes plus 12 additional pupil contact minutes for homeroom may be assigned. If a teacher teaches more than 6 instructional periods, the teacher shall receive 1/6 his/her daily rate of pay.
  2. If the number and/or the length of periods should change, no teacher of grades 7-12 shall teach more than 6 instructional periods for a maximum of 258 minutes including 43 minutes for duty and 8 minutes of homeroom may be assigned.
  3. Teachers of grades Pre K-6 shall be guaranteed a 45 minute duty free lunch period, a 45 minute duty free prep period, and a 30 minute collaborative planning period daily. Employees may leave the building during lunch and preparation period provided the employee signs out of the building and then in upon his/her return. Full-time paraprofessionals will attend collaborative planning periods at the request of the building administrator. Participation will be on a rotating basis. A duty free lunch period shall be scheduled each day for each full-time paraprofessional. A duty free lunch period will be equal to the students' lunch period on delayed opening and short session days.

Teachers in the elementary schools shall not be required to teach continuously for more than three (3) hours without a relief break. If a relief break is needed, the employee will notify the office for coverage.

4. Teachers of grades 7-12 shall be guaranteed a 43 minute duty free lunch period, a 25 minute CPP and a 43 minute duty free prep daily. Employees may leave the building during lunch and preparation period provided the employee signs out of the building and then in upon his/her return. Full-time paraprofessionals will attend collaborative planning periods at the request of the building administrator. Participation will be on a rotating basis. A duty free lunch period shall be scheduled each day for each full-time paraprofessional.

A duty free lunch period will be equal to the students' lunch period on delayed opening days, short session days and on standardized testing days.

5. The administration will endeavor to arrange schedules so teachers in the Middle/High School will not be required to change subject area teaching stations more than three (3) times during the school day and will not be required to teach continuously for more than four (4) periods. If this is not possible, those teachers so affected shall not be assigned a duty period. If a relief break is needed, the employee will notify the office for coverage.
6. Each full-time paraprofessional shall have two (2) duty free work breaks of fifteen (15) minutes each, one (1) in the morning and one (1) in the afternoon. Part-time paraprofessionals shall have one (1) duty free fifteen (15) minute break.
7. The workday for paraprofessionals shall be the same as the workday for teachers on emergency school closing days without loss of pay.
8. Paraprofessionals who work beyond their contractual workday/work year (i.e. meetings, Board approved summer workshops, extended day field trips, etc.) shall be paid thirty dollars (\$30) per hour.

Part-time paraprofessionals who substitute for a full day will be paid their hourly rate for the time spent as a substitute. If part-time paraprofessionals who substitute for a full day are required to work beyond their contractual workday, they shall be paid thirty dollars (\$30) per hour.

D. Preparation Periods

Part-time teachers will not receive preparations periods.

E. Meetings

1. Certificated full-time employees covered by and included in this negotiated unit may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings two (2) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall last a maximum of sixty (60) minutes. Meetings will not be scheduled on a Friday or on the day before a holiday except in emergencies.
2. Notice of any faculty or other professional meeting will be given to the teachers involved two (2) days prior to these meetings except in an emergency. All items known for discussion at the meeting will be included in the notice. Teachers shall have the opportunity to suggest items for discussion prior to the meeting by notifying the building principal on or before the day preceding the meeting. Last-minute items may be added if important and if time permits.

F. Extra-curricular/School Activities

1. Employees may be required to assume a reasonable amount of extra-curricular/school activities as per court rulings.
2. Employees participation in extra-curricular/school activities as listed in Article XXI and XXII shall be compensated according to the rate of pay or release time listed in Article Extra-curricular/School Activities Position Salary Guides.
3.
  - a. Any employee required to attend Back-to-School night and/or conferences will be released according to the short session schedule. If not required to attend Back-to-School night, the employee will work a full day schedule. Part-time employees who work their full schedule during the school day and are required to attend shall be paid his/her hourly rate of pay for attendance at such meetings.
  - b. Any employee required and/or approved in writing by the administration to chaperone and/or attend the College Fair, Financial Aid Night, 8<sup>th</sup> Grade Dinner Dance, the Homecoming Dance, and/or the Prom, will be released according to the short session schedule. If not required and/or approved in writing to attend by the administration, the employee will work a full day schedule.
4. Any employee required by the administration to attend/present an after-school meeting will be paid his/her hourly rate of pay. No employee shall be required to attend or present more than two (2) meetings per year.

No meeting shall exceed two (2) hours.

G. Field Trips

1. Employee participation in field trips, which include overnight or weekend trips, shall be voluntary.
2. Employees who participate in Board Approved field trips, excluding charity events, on days when school is not in session, overnight or on the weekend will be compensated at the flat rate of eighty-five dollars (\$85) per day.

H. Class Coverage

Teachers who lose a preparation period by being required to cover a class for an absent teacher, when the Board has failed to provide a full-day substitute, or for a teacher who is required by administration to attend a meeting, shall be paid fifty dollars (\$50) per period, or will be given an alternate preparation period that day.

When teachers receive an additional class on a temporary basis, they shall be compensated at the rate of sixty dollars (\$60) per period.

Teachers who lose a preparation period due to delayed opening, early dismissal due to emergency conditions, fire drill or emergency drill, shall not receive any compensation.

I. Travel Time

The administration shall ensure that employees assigned to more than one building per day shall be provided with sufficient travel time, exclusive of preparation periods, CPP time, lunchtime, and a parking space for each building on school property.

J. Number of Class Preparations

The administration will endeavor to arrange schedules so teachers in the Middle/High School will not be required to teach more than four (4) teaching preparations. If this is not possible, any teacher assigned more than four (4) teaching preparations shall not be assigned a duty period.

If a General Education teacher is assigned to teach two (2) or more areas of curriculum during the same class period, this shall count as two (2) class preparations.

K. Substitute Teacher Assignment

Paraprofessionals who hold substitute or teacher certification shall only be assigned to work as Substitute teachers in an emergency. In the event that such an assignment is made, the paraprofessional shall receive their salary or the rate of a substitute teacher, whichever is higher, plus a daily differential of sixty dollars (\$60).

A paraprofessional shall not work as a substitute secretary during his/her contractual assignment.

#### **ARTICLE VII – EDUCATIONAL COUNCIL**

- A. A joint Educational Council shall consist of at least two (2) members of the Board of Education, the Superintendent of Schools or his/her designee, one (1) principal, at least three (3) South Amboy teachers appointed by the Association, one (1) paraprofessional appointed by the Association, and one (1) special services representative appointed by the Association. The Council shall meet at least several times a year and advise the Board of Education on matters of mutual concern such as school calendar, employee hours and teaching load, class size, educational specialists, non-teaching duties, employment, employee assignment, employee transfers, promotions, employee evaluation, facilities, professional development and educational improvement, protection of employees, students and property, maintenance of classroom control and discipline, personal and academic freedom, books and other instructional materials, teaching techniques, curriculum improvement, extracurricular programs, in-service programs, pupil testing and evaluation philosophy and educational goals of the district, research and experimentation, related matters regarding the effective operation of the South Amboy School District. If a change in the evaluation tool is proposed by the administration, it will be discussed at this council for input, interpretation and explanation of the application of the new tool.
- B. The Educational Council shall establish rules of procedure for meeting on a yearly basis. Annually, the Council shall elect a Chairperson from among the members of the Council. The Chairperson shall be responsible for the arrangement and the conduct of the meetings.
- C. The Council shall meet by prepared agenda generated by members of the Council. The Chairperson shall submit a copy of the Agenda to the Superintendent at least three days prior to the scheduled meeting.
- D. The Council shall be empowered by majority vote to form subcommittees, to study and render reports to the Council concerning the topics suggested in paragraph A. The expenses for such studies shall be subject to Board approval.
- E. The function of the Educational Council is to recommend for Board of Education consideration the establishment of policies and practices pertinent to the items suggested in paragraph A. The Council, in preparing their recommendations for Board of Education consideration, shall at all times avail itself to the most up-to-date research pertinent to such recommendations. In addition, it shall provide for majority reports and minority reports, if any, pertaining to its recommendations.

- F. The Board shall consider the recommendations and shall reply to the recommendation of the Council, setting forth in writing their reaction to such recommendations within a reasonable period of time as indicated by the nature of the recommendations.
- G. The reports and recommendations outlined above in paragraph E shall be in writing.
- H. Meetings shall generally be held during evening hours at times established by the Council.
- I. A joint Health & Safety Committee shall be established and consist of two (2) members appointed by the Association President(s) and two (2) members appointed by the Superintendent. The Committee shall meet at least four (4) times each year to develop, review, and implement training programs and procedures in areas of concern to the parties. Training for the Committee shall be jointly developed.
- J. The Board shall provide all fire safety and evacuation plans to the Association. A school safety plan shall be developed in consultation with the Association and provided to the staff at the start of the school year.

#### **ARTICLE VIII – NON-TEACHING DUTIES**

The Board of Education will continue to provide the necessary assistance to teachers in the school system to perform non-teaching duties to the extent that is administratively possible.

Teachers shall not be required to perform the following duties, namely:

- (1) Collecting money.
- (2) Duplicating instructional and other materials, keeping registers, and other clerical functions.

#### **ARTICLE IX – EMPLOYMENT**

The Board agrees that they will hire as teachers only those individuals for whom they can obtain certificates under rules and regulations established by the New Jersey Board of Examiners.

- A. Full credit up to eight (8) years of teaching experience on the salary schedule may be given for previous experience in a duly accredited public or non-public school upon initial employment in the South Amboy School District. Credit for teaching experience in excess of eight (8) years shall be based on verified teaching experience by the Superintendent's recommendation to the Board of

Education. The provision herein with respect to credit will not be retroactive, but only applies to teachers employed after July 1, 1987.

- B. Each employee shall be placed on his/her proper step of the appropriate salary schedule at the beginning of the work year.

Alternate Route teachers shall not be placed any higher than Step 4 on the salary guide for the prior professional employment. The provision herein with respect to credit for professional experience will not be retroactive and only applies to initial employment.

- C. School employees must work one hundred (100) days of their work year to receive one year's credit toward their next salary increment. "Work" shall include sick days, paid personal leave, and any other day when compensation is provided.
- D. The Superintendent shall notify the Association in writing of the name, address, education, certificates, licenses, salary, salary placement and the reasons for the placement, for each new employee within 30 days of hire.

Paraprofessionals:

- A. Seniority

- 1. The "last in-first out" principle shall apply to all full-time paraprofessionals who have completed three years of full-time employment and have been rehired for a fourth year.  
The "last in-first out" principle shall apply to all part-time paraprofessionals who have completed three years of part-time employment and have been rehired for a fourth year.

Part-time paraprofessionals shall accrue one (1) year of seniority for every two (2) years of employment.

- 2. Seniority shall apply in a reduction in force, layoff, and recall; however, the Board may lay off a more senior paraprofessional in a reduction in force when it can establish just cause to do so.
- 3. In addition, the Board may retain a less senior paraprofessional in a reduction in force in order to fill a position for which special talents or skills necessary to a student's IEP, such as signing or Braille, are required and when such skills are possessed by the less senior paraprofessional and not by any more senior paraprofessional.

- B. Duty Assignments

Duties shall be assigned on a rotating basis.

- C. Each employee shall be placed on his/her proper step of the appropriate salary schedule at the beginning of the work year.

- D. Paraprofessionals must work one hundred (100) days of their work year to receive one year's credit toward their next salary increment. "Work" shall include sick days, paid personal leave, and any other day when compensation is provided.

**ARTICLE X – SALARY**

- A. Salary schedules for various categories of employees are attached hereto and made a part hereof.

- B. Longevity Pay:

1. An employee with 10 years of accumulated service in this school system shall receive an additional \$500 longevity increment upon beginning his/her 11<sup>th</sup> year in the district. That \$500 longevity increment shall be paid yearly until said employee has completed 15 years of service in the district. Such payment shall be part of the regular salary.
2. An employee with 15 years of accumulated service in this school system shall receive an additional \$1000 longevity increment upon beginning his/her 16<sup>th</sup> year in the district. That \$1000 longevity increment shall be paid yearly until said employee has completed 20 years of service in the district. Such payment shall be part of the regular salary. Paraprofessionals will receive \$1045.95.
3. Upon completion of 20 years of accumulated service in this school system, the longevity increment shall be \$1856.60 per year beginning with his/her 21<sup>st</sup> year in the district. \$1856.60 shall be paid yearly until said employee has completed 25 years of service in the district. Such payment shall be part of the regular salary. Paraprofessionals will receive \$1861.95.
4. Upon completion of 25 years of accumulated service in this school system, the longevity increment shall be \$2688 per year beginning with his/her 26<sup>th</sup> year in the district. That longevity increment shall be paid yearly until retirement or the employee leaves the district. Such payment shall be part of the regular salary. Paraprofessionals will receive \$2600.

Eligibility for longevity pay for each year shall be determined on the basis of an employee's length of service in this school system as of the first day of the employee's work year.

These salary increases shall be considered base salary and constitute and be paid as part of the employee's regular salary. These salary increases shall be in addition to any other salary increase provided under the terms of this Agreement, and shall not be construed as "one-time only payments."



C. Service Increment

1. Service increments and/or adjustments are not automatic and may be withheld by the Board as provided by law.
2. Any appeal from the action of the Board to withhold an increment and/or adjustment or any part thereof shall be to the Commissioner of Education as provided by law. If the withholding of increment is for disciplinary reasons, it shall move to binding arbitration.
3. In the case where the Board plans to withhold an increment and/or adjustment, the case will be fully documented by the administration. This documentation will be made known to the teacher while it is in progress.

D. Paydays

1. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

Employees who work an eleven (11) month work year shall be paid in twenty-two (22) equal semi-monthly installments.

2. The usual dates for payments will be the 15<sup>th</sup> and 30<sup>th</sup> day of each month.
3. February's second payment date will be the last school day of that month.
4. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.

E. Tutoring

Home Instruction and other approved tutoring e.g. after hour tutoring, peer tutoring, and AHSA grading will be paid at an hourly rate fifty dollars (\$50).

F. Summer Savings

The Board agrees to deduct an amount of no less than 10% of the gross monthly pay of each 10 month employee's pay as authorized by individual employees and set aside those monies to then be paid to the employee during July and August in the form of four (4) mailed checks. Employees must notify the Board, by completing proper paperwork, of their desire to participate in this Summer Savings Plan prior to September 1 of each school year.

The Board agrees to deduct an amount of each employee's pay as authorized by individual employees and transmit such monies monthly by direct deposit in the interest bearing accounts of any bank designated by the individual employee. Employees must notify the Board, by completing proper paperwork, of their desire to participate in this Savings Plan prior to September 1 of each school year.

- G. Summer Work
1. Counselors, Guidance Counselors, District Technology Coordinator and Child Study Team members may be required to work additional days after the last teacher workday, but not later than June 30. Compensation for these additional days shall be at the daily rate of pay.
  2. High School Guidance Counselors and the District Technology Coordinator shall work an eleven (11) month contract with 20 days between the last day of school of one year (June 30) and the first day of school of the next year (September 1). If more than 20 days are required, the building administrator will request additional approval of the Board of Education via the Superintendent. Compensation for these additional days (beyond the 20 days) shall be at their daily rate of pay.
- H. Employees required to use their vehicles to attend out of district workshops shall be compensated at their regular rate of pay for the time involved. Employees shall be reimbursed for travel expenses only in accordance with N.J.S.A. 18A:11-12. Additionally, employees may be reimbursed for mileage and tolls to and from a workshop or other event only to the extent that such mileage and tolls exceed the mileage and tolls of the employee's normal commute to work.
- I. Toileting Stipend
- A toileting stipend will be paid to paraprofessionals who provide daily assistance on a one-to-one basis with toileting. Said stipend shall not apply to per diem substitutes. This stipend will be prorated based upon the number of class periods a paraprofessional works with a student who needs toileting assistance. This also applies to summer school services.
- For Pre-K classes and the Pre-K Multiple Handicapped classes, a toileting stipend of \$1,500 per student will be paid to paraprofessionals who provide daily assistance to no more than 3 (three) students. This language does not pertain to Pre-K and Pre-K Multiple Handicapped students whose IEP requires a personal one-on-one paraprofessional as referenced in Article X. J. This stipend will be reviewed on a quarterly basis. If the student no longer needs toileting assistance, the paraprofessional will be paid for the entire month.
- J. Special Needs Stipend
- Personal paraprofessionals who work with special needs students will be compensated for providing daily assistance on a one-to-one basis. Said stipend shall not apply to per diem substitutes. This stipend will be prorated based upon the number of class periods a paraprofessional works with a student who needs this assistance. This also applies to summer school services.
- K. Full-time substitutes who work in the same position for more than 20 days shall be paid based on the first step of the salary guide appropriate to his/her position.

L. Summer Payment Plan

All 10 month employees may elect to participate in a Summer Payment Plan in accordance with N.J.S.A. 18A:29-3 as follows:

1. Any employee desiring to participate must complete the application form adopted as the official application form by the Board.
2. All such applications must be properly completed and submitted to the Board Secretary/School Business Administrator on or before June 30 of each year. No applications may be submitted after said date except for newly hired employees.
3. Any employee's participation in said plan may be terminated at any time upon the execution of the termination agreement attached to the official agreement form.
4. Ten percent (10%) of monthly salary deducted from employee's pay shall be credited to an account entitled "Board of Education Summer Payment Plan in Trust for Employee," in a financial institution insured by the Federal Government and selected by the Board.
5. Employees electing to participate in the summer payment plan will receive their four summer checks in the regular mail to the current address on file with the District.
6. Upon termination of the employee, accumulated deductions for the academic year shall be paid to the employee.
7. Upon death of the employee, accumulated deductions for the academic year shall be paid to the employee's estate.

**ARTICLE XI – ASSIGNMENT**

A. Employees shall be provided with a written notice of their class and/or subject assignment, building and room assignment by July 15, preceding the opening of the new school year.

1. In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are proposed after June 30, the employees affected shall be notified as soon as possible. At the request of the employees, the reassignment will be reviewed between the employee and the building principal. If a teacher is required to change rooms or work sites, during the summer, the teacher will be given two (2) days paid at the per diem rate of pay to pack and unpack the classroom. The District shall supply boxes.
2. The Board or Administration reserves the right to make all classroom assignments or reassignments.

- B. Child study team members shall be given priority for all summer CST work. Any employee called in to attend an IEP meeting who is not acting in the capacity of the CST during the summer, shall receive sixty dollars (\$60) per hour with a minimum of one hour paid.

**ARTICLE XII – VOLUNTARY TRANSFER, REASSIGNMENT and PROMOTIONS**

- A. The Superintendent shall have posted in all school buildings a list of the known vacancies that will occur for the following school year not later than May 15. The Superintendent shall deliver to the Association, and post in all worksites, a written list of the known vacancies which shall occur during the following work year. Employees who desire a change in grade and/or subject assignment or desire to transfer to another building may submit a written statement of such desires to the Superintendent with a copy to the present building principal not later than June 1<sup>st</sup>.
- B. In the consideration of the request for voluntary reassignment and/or transfer, the request will be honored to the extent that the request does not conflict with the instructional requirements and best interests of the school system as determined by the Superintendent in consultation with the building administrators. No request will be denied arbitrarily or capriciously. In the event the request is denied, a written explanation with reasons for not approving the transfer shall be given to the employee within 10 days. If more than one employee applies for a position, the Superintendent will make a final determination based on whatever the assignment requirement and the best interest of the students and the district.
- C. Priority will be given to part-time employees who apply for full-time positions.
- D. All vacancies, including those caused by the creation of new positions, shall be posted in each school building no later than five (5) days prior to the time when they are advertised outside of the District. During July and August, the notice of the vacancy will be emailed with a hard copy mailed to the Association President(s) and building representatives in each school. Vacancies shall be posted for five workdays.
- E. Written notice of reassignments, with the explanation as to why, shall be given to employees prior to the closing of school whenever possible, but not later than July 15<sup>th</sup>, except in the case of an emergency. If such emergency arises, the employee shall be notified of the reassignment by registered mail.

A list of open positions in the district shall be made available to all employees being involuntarily transferred or reassigned. Said employees may request the positions, in order of preference, to which they desire to be transferred.

- F. If there is a question about the assignment, upon the request of the employee, the Superintendent or his designee will meet with the said employee.
- G. Notice of vacancies and new positions shall be posted in each school. Said notice shall include the title of the position, job description, location, starting date and salary when available. The Board is to provide the Association with job descriptions for newly created positions whenever said positions are posted.
- H. Vacancies shall be posted for five (5) working days. Any employee who is interested in the posted position must make a written application to the Superintendent within five (5) working days of the posting.
- I. Employees who have acquired experience, skill and ability, to do the work required by the job, shall be given consideration before an applicant outside the school system.

### **ARTICLE XIII- EVALUATION**

- A. All observation and evaluations of the classroom performance of an employee shall be conducted openly and with full knowledge of the employee. All teachers shall be evaluated in accordance with the provisions of either N.J.A.C. 6:3-4.1 or N.J.A.C. 6:3-4.3. There shall be no electronic surveillance observations of employees by the administration.
- B. Teachers shall be observed/evaluated in accordance with the following procedure:
  - 1. A pre-observation conference between the teacher and evaluator shall be held within five (5) school days of the classroom observation. All succeeding observations may be unannounced.
  - 2. The final written observation/evaluation report shall be given to the teacher within five (5) school days after the post-observation conference. The teacher shall sign the report for the sole purpose of indicating receipt of a copy of the report.
  - 3. Each observation cycle shall be completed before another cycle begins.
  - 4. The teacher shall have the right to submit a written rebuttal within ten (10) school days of receipt of the written report.
  - 5. The end of year teacher assessment in terms of contract renewal shall be made known to the teacher not later than May 15.
  - 6. Annually, each employee shall receive a written evaluation one (1) day prior to a meeting with his/her supervisor to review the content of the evaluation.

7. Notice of continuation or termination of employment in the district will be served to non-tenured teachers on or before May 15 (NJSA.18A: 27-10).
- C. Observation/evaluation reports shall not be submitted to the central office, placed in the employee's file, or otherwise acted upon without prior conference with the employee.
- D. An employee shall have the right, upon request, to review the contents of his personnel file. An employee shall be entitled to have a representative of the Association accompany him during such review. The review of the personnel file will be done by appointment.
- E. No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the employee has had the opportunity to review the material, except pending the completion of the investigation of the material. The employee shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent and/or his designee and be attached to the material placed in the personnel file.
- F. Any complaints regarding an employee made to any member of the administration by any parent, student, or other person which are used in any manner in evaluation of an employee shall be promptly investigated and called to the attention of the employee. The employee shall be given an opportunity to respond to such complaint and shall have the right to be represented by the Association at any meeting or conference regarding such complaint.
- G. Administrators shall not reprimand or criticize employees before peers, parents, or students.
- H. Paraprofessional evaluations performed for the purpose of recommendation for retention or improvement shall be conducted only by administrators and/or immediate supervisors at least once per year. The evaluation report shall be given to the paraprofessional within five (5) school days after the post-observation conference. Evaluation reports shall be submitted to the Superintendent and placed in the personnel file after the paraprofessional has reviewed the report. The paraprofessional shall be required to sign only the completed evaluation form. Signature does not indicate agreement or disagreement. The signature shall only indicate receipt of a copy of the report.
- I. It shall be permissible for an administrator to observe a teacher and a paraprofessional simultaneously.

#### **ARTICLE XIV – SICK LEAVE**

- A. All full-time employees under contract covered by this Agreement shall be entitled to sick leave with pay for twelve (12) days each year. These days shall be cumulative from year to year without limitation. If a full-time employee has sick days accumulated from previous years uses more than twelve (12) sick days in a given year, those days will be deducted from current year's twelve (12) sick days before deductions are made from the accumulation of previous years. Full-time employees working less than a full school year will be granted one point two (1.2) sick days per month of employment. All days shall be credited on the first day of employment.

All part-time employees under contract covered by this Agreement shall be entitled to sick leave with pay for twelve (12) half (1/2) days each year. All other employees who do not fit into these categories, sick days will be pro-rated.

All eleven (11) month employees shall be entitled to thirteen (13) sick leave days each school year as of the first workday of each school year. The 13<sup>th</sup> day will not be cumulative.

- B. Employees under contract who have exhausted accumulated sick leave may be granted additional sick leave days at full or partial pay as determined by the Board of Education on a case-by-case basis.
- C. Except for the above-stated allowances, deductions in teacher's pay will be made for absence beyond entitlement at the rate of 1/200<sup>th</sup> of annual salary for each day of absence.
- D. After three consecutive days of absence, the Superintendent may, at his/her discretion, require the employee to present a doctor's certificate prior to returning to work.
- E. Every reasonable effort will be made to provide a statement of unused sick days for the employee before September 30<sup>th</sup>.
- F. Two (2) family leave days shall be granted to each full-time employee. Unused family leave days shall be paid at the following rate of pay at the end of the school year: if two (2) days are not used, the employee shall be paid for one (1) day; if one (1) day is unused, the employee shall be paid for one-half (1/2) day.
- G. Whenever the Board rehires a former employee, the Board shall credit all accumulated service credit.
- H. In the event an employee of the unit is excluded from working because of an action taken by the school district's medical or health authorities due to exposure to contagious or infectious disease, or a quarantine is imposed on the employee's household, said employee shall not be subject to loss of pay and such absences shall not be counted as sick leave.

- I. Priority will be given to part-time paraprofessionals who choose to be used as substitutes when any paraprofessionals are absent. Hours accrued substituting may not apply towards health benefits.

#### **ARTICLE XV – TEMPORARY LEAVE OF ABSENCE**

- A. All employees under contract shall be entitled to temporary leave with full pay in accordance with the following provisions.
  1. Five (5) days leave per occurrence in the case of death of father, mother, sister, brother, husband, wife, domestic partner, partner in a civil union, son, daughter, and dependent for whom the employee is the legal guardian except in the event that services are attended out of state, in which case, up to two (2) additional days leave may be requested of the Superintendent. Denial of such request shall be non-arbitrable. Special circumstances will be considered by the Superintendent.
  2. Three (3) days leave per occurrence in the case of death of father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, grandmother, grandfather, except in the event that services are attended out of state, in which case, up to two (2) additional days leave may be requested of the Superintendent. Denial of such request shall be non-arbitrable. Special circumstances will be considered by the Superintendent.
  3. One (1) day leave per occurrence in the case of death of uncle, aunt, sister-in-law, brother-in-law, nephew, niece, parallel family member, or a related family member of the household for the purpose of attending funeral services. In the event that services are attended out of state, up to two (2) additional days leave may be requested of the Superintendent. Denial of such request shall be non-arbitrable. Special circumstances will be considered by the Superintendent.
  4. Two (2) days leave in each school year for personal reasons. Prior approval is needed from the Superintendent if a request is made for a personal day before or after a holiday.
  5. Unused personal leave days shall be accumulated as sick leave at the end of each school year.
  6. Temporary leave entitlement may not be accumulated from year to year.
  7. Except for the above-stated allowances, deductions in pay will be made for absence beyond entitlement at the rate of 1/200<sup>th</sup> of annual salary for each day of absence.
  8. Part-time Paraprofessionals are entitled to one (1) day leave in each school year for personal reasons.



## **ARTICLE XVI – EXTENDED LEAVE. OF ABSENCE**

- A. Extended Leave of Absence
1. Leave of absence without pay of up to two (2) academic years shall be granted to any teacher under contract at the completion of the contract year who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher and is a full-time participant in either of such program or accepts a Fulbright Scholarship. Leave of absence without pay shall be granted to any teacher under contract who is inducted into the Armed Forces of the United States. Leave of absence in the case of induction shall be for a period of said induction. Upon return from leave granted for any of the above-stated reasons, a teacher shall be placed on the salary schedule at the level he would have achieved if he had not been absent; provided, however, that the time spent on said leave shall not count toward the fulfillment of the time requirements for acquiring tenure and provided the teacher returns at time of termination of leave unless otherwise approved by the Superintendent. Teachers not returning at the time of termination of leave, unless otherwise approved by the Superintendent, forfeit all the rights and claims to employment and benefits in the South Amboy School System.
  2. Leave of absence without pay up to one year for purposes other than those stated in the Agreement may be granted by the Board at its discretion upon application in writing to the Superintendent.
- B. Child Birth - Child Rearing Leaves
1. Any employee seeking to use sick leave for reasons associated with pregnancy shall file a written request for such leave, with medical certification, with the Superintendent at least thirty (30) days in advance of the date on which said leave is to commence, which request shall likewise specify therein the date on which said employee proposes to terminate the sick leave. The Board may require as a condition of the employee's return to service production of a certificate from a physician certifying that the employee is medically able to resume her duties.
  2. The Board shall grant child-rearing leave of absence without pay immediately following the conclusion of sick leave associated with childbirth or the homecoming of the child to any employee who requests child-rearing leave in accordance with applicable statutes, regulations and state agency decision for a portion of or the balance of the school year in which the leave is requested. Employees may be granted a leave of absence without pay for one (1) full school year (September through August) following the school year in which the initial child-rearing leave

occurs. In no event shall any such leave be extended beyond the end of the contract year in which leave is requested to commence for non-tenured employees unless the Board otherwise elects.

3. In the event that an employee's pregnancy terminates prior to the expiration of the leave which has been granted, or prior to the inception of the leave which may have been requested, said employee may apply for early reinstatement by filing a written request therefore with the Superintendent, accompanied by a physician's certification that she is medically able to resume or continue to perform her duties. The Board shall grant such a request if it has not contractually obligated itself to employ a replacement for the employee in question during the period for which leave has been originally requested or granted, and if such request can be fulfilled without substantially interfering with the effective administration of the education program. The Board shall not contractually obligate itself for such a replacement if the leave requested is for a period of sixty (60) days or less.
4. Employees adopting an infant child shall receive similar leave, which shall commence upon receiving de facto custody of said infant, or earlier if required for adoption. The Board reserves the right to set the term of leave within reasonable limits in the best interests of the school.

No employee shall be required to leave work because of pregnancy at any specific time prior to the expected birth, nor be prevented from returning to work prior to the end of the maternity disability leave.

Employees returning from maternity disability leave shall be entitled to all benefits to which employees returning from other types of leaves would be entitled.

Within the first year after the birth or placement for adoption, up to twelve (12) weeks of such leave may be taken in accordance with C. 261, PL 1989, New Jersey Family Leave Act and/or the Federal Family Leave Act.

Rights upon return from a leave:

Benefits - All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, credits toward sabbatical eligibility, and seniority rights shall be restored upon the employee's return and he/she shall be assigned to the same position which he/she held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

### **ARTICLE XVII – SABBATICAL LEAVE**

Sabbatical leaves shall be granted at the discretion of the Board, effective July 1, 1996 and thereafter.

- A. If there are sufficient qualified applicants, sabbatical leave may be granted to two percent (2%) of teachers at any one time.
- B. Request for sabbatical leave must be received by the Superintendent no later than February 1<sup>st</sup>, prior to the academic year in which the leave is to be taken. The Board will reply to the applicants' request for sabbatical leave before April 1<sup>st</sup> of that same year.
- C. Sabbatical leave may be granted only to teachers who will matriculate for a graduate degree at an accredited institution.
- D. The teacher requesting sabbatical leave must have completed seven (7) full academic years of service in the South Amboy Public School District, and for subsequent sabbaticals must have completed at least seven (7) full academic years of service in the South Amboy Public School District from the time of return from the previous sabbatical.
- E. A teacher on sabbatical leave for one (1) year will be paid fifty (50%) percent of contractual salary. A teacher who wishes to take a half (1/2) year leave will be paid fifty (50%) of the contractual salary.
- F. A teacher must agree, as a condition for sabbatical leave, to remain in the employ of the South Amboy School District for a period of two (2) years after completion of said sabbatical leave. If a teacher fails to remain in the employ of the Board for two years, the teacher will pay the Board the sum of \$25,000 within 12 months of the termination of the teacher's employment. The Superintendent may, in his discretion, waive the two-year requirement in part or in whole if the teacher is unable to return to work due to the teacher's serious illness or other emergent circumstances beyond the teacher's control. A teacher who is denied sabbatical leave shall have no recourse to the grievance procedure. However, the teacher shall have the right to appear before the Board and request the Board's reconsideration.
- G. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence and shall be credited with all other benefits to which he/she would have been entitled during the period of his/her leave and continuing thereafter upon his/her return.

### **ARTICLE XVIII – SUBSTITUTES**

The Board agrees to install a telephone recording service for employees calling in for emergency or sick leave.

## **ARTICLE XIX – PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- A. Professional Development will be provided in-house. Employees under contract may be entitled to two (2) days leave for purposes of visiting other schools, attending meetings or conferences of an educational nature, or for attending special meetings in connection with an educational program previously approved by the Superintendent of Schools. The Superintendent's decision in this regard shall not be subject to the grievance procedure. Such leaves will be at full pay and are non-accumulative.

- B. **The following provisions for tuition reimbursement will be frozen for the 2011-2014 contract with no reimbursement to members who choose to enroll in college courses.**

All full-time certified staff members shall be eligible to receive reimbursement of tuition costs for courses taken in a college or university pursuant to the following provisions:

1. Courses must be approved in advance by the Superintendent or designee.
  2. Teachers shall be eligible for the reimbursement contingent upon satisfactory completion of course and achievement of a passing grade at the rate of \$400 per credit up to nine (9) credits per year.
  3. A total yearly cap of \$30,000 shall apply to reimbursement paid to certified staff. In the event that the cap is exceeded, an equitable method of distribution shall be established and mutually agreed upon by the administration and the Association.
  4. Paraprofessionals shall be eligible for reimbursement at the rate of \$250 per credit up to nine (9) credits per year.
  5. A total yearly cap of \$3,500 per year shall apply to reimbursement for paraprofessionals.
  6. All reimbursement paperwork shall be submitted to the Board office by June 15. One reimbursement check will be issued.
- C. The Board agrees to pay the full cost of registration, tuition and other reasonable expenses incurred by all full-time employees in connection with any courses, workshops, seminar conferences, or in-service training sessions which the employee is specifically requested to take by virtue of direction of the Board or of the Superintendent of Schools. If more than one site is available for the out of district course, workshops, seminar conferences, or in-service training sessions the Board will make the decision as to what site the employee will attend.

D. In-service Credit\* and In-service Reimbursement

**The Board will grandfather in-service credit for current participants who have earned the requisite number of credits for payment up to and including June 30, 2011. No new participants may enter the program or be paid for additional credits earned after July 1, 2011.**

1. Nature of the "In-service Credit Program\*" and the "In-service Reimbursement Program"
  - a. The "In-service Credit Program\*" and the "In-service Reimbursement Program" exist to promote the professional development of staff beyond college or university experience.
  - b. Each program will provide incentives through "in-service credit to increase salary" or through direct reimbursement, respectively.
  - c. Participation in the "In-service Credit Program\*" offers the employee the opportunity to obtain ten (10) hours of participation for each in-service credit. The accumulation of 50 in-service hours (5 in-service credits) will provide the participant with an increase of \$130 in their annual salary for the following school year. Employees who have accumulated over 50 in-service credit hours prior to July 1, 2003 will receive \$100 in their annual salary for the following school year.
  - d. Participation in the "In-service Reimbursement Program\*" offers the participant the opportunity to be reimbursed at a fee of \$25 \*\* per hour.
  - e. Eligibility for either program includes:
    - All employees
    - District sponsored after-hour seminars which are not reimbursed and beyond contractual limits
    - District sponsored projects or committees which are not reimbursed and beyond contractual limits
    - Approved out of district, after-hour seminars and workshops which are not reimbursed
    - Reimbursed graduate courses do not apply.
2. Criteria for approval of either program  
Professional development is defined as those experiences which promote the mission of our schools -child centered education and district goals toward this end (developed through the strategic plan); and promote increased understanding and/or new ideas related to the employee's subject area discipline.

3. In-service Credit and In-service Reimbursement Professional Development Programs
  - a. The Association agrees that employees who are denied the opportunity to requests within the programs shall have no recourse to binding arbitration of their disputes.
  - b. Approval for in-service credit and in-service reimbursement will be at the discretion of the Superintendent in line with the criteria established above. All requests shall be submitted reasonably in advance of needed approval date and shall be responded to in a reasonable amount of time.
  - c. In-service credit and in-service fee reimbursement for professional development programs which require a fee or charge will be granted only if they are initiated by the Schools (e.g.. as part of a P.G.P.).
  - d. In-service credit or in-service fee reimbursement for professional development programs which require a fee or charge will be granted if they are initiated by the individual faculty member.
  - e. The Board shall provide an annual accounting each July of credits accumulated. implementing the in-service credit and salary "In-service Credit Program" - as defined in the document "In-service Credit Program".
- E. The Board of Education agrees to pay twenty-five dollars (\$25) per graduate course in an approved program at an accredited institution, which will be applicable toward the expense of the required course textbooks. A receipt for the textbook must be left with the Superintendent before reimbursement may be approved by the Board.
- F. One in-service day each year will be co-sponsored by the South Amboy Education Association in conjunction with the LPDC (Local Professional Development Committee).
- G. Part time employees who are asked to attend a full-day in-service workshop shall be paid at his/her hourly rate of pay for the additional hours worked beyond the regular workday.
- H. Mentors
  1. Mentors shall have 4 professional half days to work with the provisional/alternate route teacher with prior approval from the building principal/administrator for both teachers. All meetings shall occur on school property.

2. All vacancies for mentoring positions shall be posted as early as the district is aware of its needs. The postings shall include the qualifications for the position.
3. No employee shall be assigned to serve as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.
4. No teacher should serve as a mentor unless tenured. If no tenured teacher is available, a teacher beginning his/her third year of teaching may mentor a provisional/alternate route teacher.
5. No teacher should serve as a mentor to more than one (1) provisional/alternate route teacher at a time.
6. The Board shall provide training for all teachers who serve as mentors before the start of their assignments. Whenever possible, such training shall be scheduled during the regular workday. If training is scheduled for hours outside the regular workday, the teacher shall be compensated at the tutoring rate. With district approval, the district shall pay all costs connected with said training, including travel to any out-of-district training site, meals, lodging, and miscellaneous fees.
7. Novice teachers shall pay the mentors \$550/\$1000 (provision/alternate route) per academic school year. If the State mentor stipend increases, the mentor fees listed above shall also increase.
8. The Building Administrator will not sign the State paperwork required for provisional teachers unless the mentor verifies that the mentoring fee has been paid.
9. Fees connected with the mentoring program shall be paid by the Board.

**ARTICLE XX – PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY**

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health or safety as determined by the building administrator, except that employees may use the grievance procedure to appeal such a decision.
- B. An employee may use a reasonable force as is necessary to protect himself from attack and to protect another person from injury.
- C. N.J.S.A.18A: 16-6, Indemnity of Officers and Employees Against Civil Actions. Whenever any civil action has been or shall be brought against any person holding any office position, or employment under the jurisdiction of the Board of

Education, including any student teacher, for any act or omission arising out of and in the course of the performance of the duties as such office, position, employment or student teaching, the Board shall defray all cost of defending such action, including reasonable counsel fees and expenses, together with the cost of appeal, if any, and shall save harmless and protect such person from any financial loss resolution therefrom, and said Board may arrange for and maintain appropriate insurance to cover all such damages, losses, and expenses.

- D. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior. A written report will be submitted within a reasonable time after the incident. Such notification shall be immediately forwarded to the Superintendent, who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or persons, as permitted by law and shall act in appropriate ways as liaison between the employee, the police, and the courts.
- E. N.J.S.A. 18A: 16-6.1 Indemnity of Officers and Employees in Certain Criminal Actions. Should any criminal action be instituted against any such person for any such act or omission and should such proceeding be dismissed or result in a final disposition in favor of such person, the Board of Education shall reimburse him for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.
- F. The source and nature of any complaints made by pupils, parents, teachers, or patrons of the public schools shall be immediately brought to the attention of the employee or employees involved if the administration or Board plans to take any disciplinary action as a result of the complaint. Employees may use the grievance procedure to appeal any disciplinary action taken as a result of a complaint.
- G. A certified school nurse shall be scheduled to be in each building for the entire day.
- H. The Board may, in its sole discretion, reimburse employees for loss, damage, or destruction to the employee's automobile, clothing, or personal property if said loss, damage, or destruction occurred during the employee's performance of his or her duties while on school premises or at a school sponsored activity. The Board's decision in this regard shall not be subject to the grievance procedure.

#### **ARTICLE XXI – COACHES**

- A. The Board agrees that the term coach, when used in this Agreement, shall refer to the positions as listed in the Athletic Salary Guide.



- B. Rights of Coaches:
1. The Board agrees to make available to coaches all necessary information to comply with the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJS1AA) a copy of the rules and regulations of the New Jersey State Interscholastic Athletic Association, school record cards, names and addresses, and school medical records of all team members.
  2. Coaches shall have the right to use school facilities at all reasonable hours for meetings, practice, exhibition and scheduled game sessions, with the approval of the Superintendent.
  3. Coaching seasons will be pursuant to the NJSIAA Constitution and By-laws.
  4. Non-Coaching Duties - Coaches shall not be required to perform the following duties in season: photocopying.
- C. Coaches' Employment:
1. Each appointed coach shall be notified of their contract and salary status for the ensuing year no later than June 15 for fall and winter sports, and for December 15 spring sports.
  2. The individual contracts to be issued for each coaching position shall be set forth in the Athletic Salary Guide of the Agreement. Each contract shall include the dates of the coaching season, salary, and the dates on which each coach shall receive compensation.
  3. The Board agrees to officially adopt each contract and notify each appointed coach of such official action by presenting a copy of the contract to each, duly signed and executed no later than July 1 for fall and winter sports, and December 15 for spring sports of the school year previous to the school year in which the individual contract is operative. Coaches shall sign and return the contract within fifteen (15) days of receipt. Failure to return the contract within this period shall be considered resignation.
- D. Dates of Payment of Coaches' Salaries
- Coaches in season shall be paid in one payment during the season as follows:
1. Fall sports - November 15<sup>th</sup>
  2. Winter sports -March 15<sup>th</sup>
  3. Spring sports - June 15<sup>th</sup>
- E. Coaches' Salaries:
1. The salaries of all coaches shall be set forth in the Athletic Salary Guide.
  2. Coaches shall be paid on the dates as set forth in Section D
  3. Coaching salary shall be paid by separate check.

- F. Coaches' Assignments:  
No coach shall be precluded from accepting or applying for more than one (1) coaching assignment.
- G. Position Openings for Coaches:
1. No later than May 31<sup>st</sup> of each school year, the Board shall deliver to the Association, and post in each school building, a list of known coaching vacancies which shall occur during the following year.
  2. Such posting shall include the title of the coaching position being vacated, the contract salary offered, and the qualifications necessary. Such posting shall be in accordance with all provisions of the Agreement.
- H. Coaching Facilities - Coaches shall be provided with:
1. Adequate team equipment and supplies;
  2. A complete copy of the rules and regulations of NJSIAA
- I. No coach shall be required to attend a practice, exhibition, or officially scheduled game session if he/she was excused from school that same day because of sick leave or a temporary leave of absence as cited in this Agreement.
- J. Coaching Development and Improvement
1. With the prior written approval of the Superintendent and/or the Board, coaches who attend clinics or general coaching sessions of an extended nature outside of their athletic training season, shall be reimbursed for reasonable expenses incurred as a result of their attendance. The coach shall be reimbursed for travel expenses only in accordance with N.J.S.A. 18A:11-12.
  2. With the prior written approval of the Superintendent and/or the Board, each coach may attend two (2) clinics, meets, or conferences of his/her choice. Reasonable expenses incurred as a result of attendance shall be reimbursed by the Board. The coach will be reimbursed for travel expenses only in accordance with N.J.S.A. 18A:11-12.
- K. Coaches' Protection
1. Pursuant to N.J.S.A. 18A:16-6 and N.J.S.A. 18A:16-6.1, the Board agrees that it shall defend and indemnify its coaches from demands, claims, suits, actions and legal proceedings brought against them, provided that the act or omission alleged arose within the scope of the coach's employment.
  2. No coach shall be required to drive students to and/or from activities which take place away from the school building.

## ARTICLE XXII – EXTRACURRICULAR ACTIVITES

- A. Definition - Extracurricular activities include those activities not specified as part of the teaching and duty assignments scheduled in the regular workday, work week, or work year as defined in this Agreement. Said extra- curricular activities, and the compensation for same, are set forth in Extracurricular/ School Activities Position Salary Guide attached hereto and made a part hereof.
- B. Newly Created Positions - The salary and other terms and conditions of employment for any extracurricular activities not currently set forth in Extracurricular/ School Activities Position Salary Guide shall be subject to negotiations between the Board and the Association.
- C. Procedures for filling extracurricular Positions - All vacancies in extracurricular positions shall be adequately publicized by the Superintendent or athletic director in accordance with the following procedure:
  - 1. Date of posting - When school is in session, a notice shall be posted on the Association bulletin board in each school as far in advance as practicable, but not less than five (5) school days before the final date when applications must be submitted. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge the receipt of all such applications. Applications shall be kept on file in the Superintendent's office for continual consideration for future vacancies until the office is notified, in writing, by an applicant that the application is withdrawn.
  - 2. Application Procedure - All vacancies in extracurricular positions, including those caused by the creation of new positions, shall be posted in each school building no later than the time when they are advertised outside of the District. During July and August, the notice of the vacancy will be emailed with a hard copy mailed to the Association president and building representatives in each school. Vacancies shall be posted for five workdays.
  - 3. Criteria for Notice - The qualifications for the position, its duties, and the rate of compensation shall be clearly set forth in the posting notification. The qualifications set forth for a particular position shall not be changed when such future vacancies occur unless the Association has been notified in advance of such changes and the reasons therefore. A disagreement over the necessity for such changes shall be subject to the grievance procedures set forth in this Agreement. No vacancy in an extracurricular position shall be filled other than in accordance with the above procedure.

4. Selection Procedure - All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background, attainments, and other relevant factors of all applicants. Each teacher applicant not selected shall, upon request, receive a written explanation from the Superintendent/Designee. Announcements of appointments shall be made by posting a list in the office of the central administration and at each worksite. The list shall be given to the Association and shall indicate which positions have been filled and by whom.
- D. If the procedure set forth in Section B above fails to produce a qualified applicant from within the district, the Board shall make every effort to employ a qualified out-of-district person who is the holder of appropriate certification.
  - E. If after having made every effort, the Board is unable to employ a qualified person in accordance with the procedures set forth above, the Board may assign a qualified teaching staff member from within the district. In-district teachers shall not be involuntarily assigned to extracurricular positions to more than one extra-curricular position per school year. Any such involuntary assignment shall be made on the basis of reverse seniority among the pool of qualified personnel.

#### **ARTICLE XXIII – INSURANCE**

Co-pay for Primary care physician \$20

Co-pay for Specialist \$30

Dependent children will be covered up to the age of 26 if they attend school full-time. If not in school, Coverage ends at 19 (end of the year they attain the age). If once out of school and the child returns to school full-time, coverage will resume under the parent's plan after documentation has been submitted to the Board.

There will be no reduction of benefits for chiropractic, mental health, routine physical or annual gynecological exam.

- A. The Board shall not provide health benefits to employees employed less than twenty (20) hours per week. Part-time employees may enroll in the applicable program at the group rate at the employee's cost.
- B. Subject to the exception following as to the dependents of new hires, as of July 1, 2002 the Board will pay the cost of the existing dental program and the cost of the prescription drug program, provided, however, that the co-payment/deductible for the prescription drug program will be increased, to \$25.00 for brand name items, \$15.00 for generic name items, \$30 generic, \$50 brand name for mail order for a 90 day supply.

- C. The Board agrees to provide to its employees, partner in a civil union and their families at least equal to medical, dental, and prescription insurance at the level of benefits provided during 2002-2003.
- D. Board paid medical and dental benefits as described in this Article XXIII will be "employee only" for the first (3) years of employment for employees who are hired after December 31, 1993. Such employees may, however, enroll their dependents in the applicable programs at the group rate, at the employee's cost. Part-time employee may purchase insurance coverage at the group rate.

Those who wish to waive health insurance coverage will receive a reimbursement in two payments, December and June, for a total of \$4500.

Employees who are married to or become married to or enter into a civil union with another district employee shall not be eligible for duplicate medical and prescription coverage and shall receive \$1,000 per year in lieu of duplicate coverage. If a qualifying event occurs (death, divorce, loss of job, etc.) the employee will immediately be allowed to re-enroll in the district health benefits program. During the year prior to retirement, the spouse may enroll in single coverage, if necessary, to meet eligibility standards for the state's retirement health benefits plan. The Board shall maintain dental coverage, as per agreement, for each employee of a married couple or in civil union working in the district.

- E. The Board shall continue to administer a Chapter 125 Pre-tax Plan pursuant to all applicable regulations.

#### **ARTICLE XXIV – SEVERANCE PAY**

- A. Any full-time employee who has been employed by the Board for fifteen (15) or more years, who submits to the Superintendent a written statement of intention to retire at least one (1) year prior to the intended retirement date, and who is eligible for benefits from the Teachers Pension and Annuity Fund or Public Employees Retirement System shall be eligible for severance pay as set forth below. In case of illness, accident, or emergency, the one (1) year notice shall be waived.
- B. The severance pay shall be paid as follows;
  - 1. Employees with fifteen (15) to twenty-five (25) years of service in the district shall receive \$80.00 per day with a cap of \$15,000 per employee. Severance pay shall be paid out in two equal amounts in a two-year period.
  - 2. Employees with twenty-six (26) or more years of service in the district shall receive \$90.00 per day with a cap of \$15,000 per employee.

Severance pay shall be paid out in two equal amounts in a two-year period.

3. Compensation for unused sick days shall be deposited into an employee's 403b up to the Federal limit.

#### **ARTICLE XXV - DEDUCTION FROM SALARY**

- A. The Board agrees to deduct from the salaries of its employees' dues for the South Amboy Education Association, the Middlesex County Education Association, the New Jersey Education Association, and the National Education Association as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, N.J. Public Laws of 1969 (NJSA 52:14- 15.9e) and under rules established by the State Department of Education. Said moneys, together with current records of any corrections, shall be transmitted to such person as may from time to time be designated by the Association by the 15<sup>th</sup> of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate Association or Associations.
- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. The Board agrees to deduct from employees' salaries money for services and other programs as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies within five (5) days of deduction, to such agencies. Any employee may have such deductions discontinued at any time upon thirty (30) days written notice to the Board and the appropriate agency.
- D. All employees shall be permitted to utilize Automatic Payroll Deductions for participation in a credit union. This participation shall be for either savings, loan repayment or the purchase of Savings Bonds. Deductions shall be made monthly. Monies deducted, together with records of any corrections shall be transmitted to the Treasurer of the Credit Union by the 30<sup>th</sup> of each month in which deductions are made. Any employee may have deductions started or discontinued at any time upon a thirty (30) day written notice to the Board Secretary/Business Administrator.
- E. The Association and its members shall have the right to utilize Automatic Payroll Deductions for participation in a Tax Sheltered Annuity program.
- F. All employees shall be permitted to utilize the Automatic Payroll Deduction program for electronic transfer of funds. Monies shall be transferred to the

employee's banking institution no later than the close of business the same day. If the bank selected by the employee cannot or will not accept the distributions, the Board will not be in violation of this provision.

- G. All employees may individually elect to have any percent of their monthly salary deducted from their pay. These funds shall be paid to the staff member on the final workday in June or deposited monthly into an account of their bank or credit union. The Board shall provide an authorization form to be completed by each participating employee. Once the percentage or dollar amount has been elected, and the repository for these funds has been chosen, there can be no changes made for the duration of the current school year.

#### **ARTICLE XXVI – REPRESENTATION FEE**

- A. If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of the fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
- B. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.
- C. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become current members of the Association for the then-current membership. The Board will deduct from the salaries of such employees, in accordance with section D below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
- D. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
  - (1) 10 days after receipt of the aforesaid list by the Board, or
  - (2) 30 days after the employee begins his or her employment in a bargaining unit position.
- E. Except as otherwise provided in this article, the mechanics for the deductions of representation fees and the transmission of such fees to the Association will, as

nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

- F. The Association will notify the Board in writing of any changes in the list provided for in paragraph A above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
- G. The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this article, provided the Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability arising out of the implementation of this article. This indemnification shall include all legal costs.

#### **ARTICLE XXVII – MISCELLANEOUS PROVISIONS**

- A. The Agreement constitutes the understanding between the Board and the employees on the articles contained in this Agreement. Both the Board and Association agree to carry out the commitments contained herein.
- B. Any article or any part hereof contained in this Agreement that is contrary to any law, Commissioner's ruling, or any condition beyond the control of the Board will be considered null and void, but all other provision or applications shall continue in full force and effect.
- C. Any individual contracts between the Board and an individual employee heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement.
- D. Both the Board and the Association agree to pay an equal amount of the cost of the production of this Agreement. After the signing of the Agreement, the parties concerned will make arrangement for its reproduction. A copy for each employee employed plus fifty (50) extra copies for new employees.
- E. Whenever any notice is required to be given by either of the parties concerning this Agreement, the party concerned shall do so by registered letter, overnight carrier or personal messenger service requiring signature of party accepting letter/parcel at the following addresses: (1) if by the Association to Board at John Street, South Amboy, NJ; (2) if by the Board to Association at John Street, South Amboy, NJ.

#### **ARTICLE XXVIII – DURATION**

This agreement shall be in effect from July 1, 2011 and shall continue in effect until June 30, 2014. In witness whereof the parties hereunto have executed this Agreement of South Amboy, New Jersey, on this 7<sup>th</sup> day of June, 2011



The Board agrees to be responsible for duplicating the signed agreement and distributing same to employees and to the Association within thirty (30) days of the date that the agreement is formally executed.

**For the Board of Education**

Carly Zammit

President

Carolyn B. Jones

Board Secretary

**For the Education Association**

Mary-Ann Lee

Co-President

Maureen Strykowski

Co-President

**TEACHER SALARY GUIDE**

**2011-2012**

Step	BA	BA+30	MA	MA+30	PhD
1	49,583	51,473	52,203	53,343	53,763
2	49,883	51,773	52,503	53,643	54,063
3	50,183	52,073	52,803	53,943	54,363
4	50,483	52,373	53,103	54,243	54,663
5	51,093	52,983	53,713	54,853	55,273
6	51,713	53,603	54,333	55,473	55,893
7	52,333	54,223	54,953	56,093	56,513
8	52,953	54,843	55,573	56,713	57,133
9	55,473	57,363	58,093	59,233	59,653
10	58,223	60,113	60,843	61,983	62,403
11	61,173	63,063	63,793	64,933	65,353
12	64,553	66,443	67,173	68,313	68,733
13	67,953	69,843	70,573	71,713	72,133
14	71,453	73,343	74,073	75,213	75,633

**Everyone remains on the same step.**

**2012-2013**

Step	BA	BA+30	MA	MA+30	PhD
1	50,782	52,672	53,402	54,542	54,962
2	51,082	52,972	53,702	54,842	55,262
3	51,382	53,272	54,002	55,142	55,562
4	51,682	53,572	54,302	55,442	55,862
5	52,292	54,182	54,912	56,052	56,472
6	52,912	54,802	55,532	56,672	57,092
7	53,532	55,422	56,152	57,292	57,712
8	54,152	56,042	56,772	57,912	58,332
9	56,672	58,562	59,292	60,432	60,852
10	59,422	61,312	62,042	63,182	63,602
11	62,372	64,262	64,992	66,132	66,552
12	65,752	67,642	68,372	69,512	69,932
13	69,152	71,042	71,772	72,912	73,332
14	72,652	74,542	75,272	76,412	76,832

**Everyone remains on the same step.**

**2013-2014**

Step	BA	BA+30	MA	MA+30	PhD
1	51,772	53,662	54,392	55,532	55,952
2	52,072	53,962	54,692	55,832	56,252
3	52,372	54,262	54,992	56,132	56,552
4	52,672	54,562	55,292	56,432	56,852
5	53,282	55,172	55,902	57,042	57,462
6	53,902	55,792	56,522	57,662	58,082
7	54,522	56,412	57,142	58,282	58,702
8	55,142	57,032	57,762	58,902	59,322
9	57,662	59,552	60,282	61,422	61,842
10	60,412	62,302	63,032	64,172	64,592
11	63,362	65,252	65,982	67,122	67,542
12	66,742	68,632	69,362	70,502	70,922
13	70,142	72,032	72,762	73,902	74,322
14	73,642	75,532	76,262	77,402	77,822

**Everyone remains on the same step.**

**PARAPROFESSIONAL SALARY GUIDE**

	<b>2011-2012</b>		<b>2012-2013</b>		<b>2013-2014</b>
<b>Step</b>		<b>Step</b>		<b>Step</b>	
<b>1</b>	22,540	<b>1</b>	23,020	<b>1</b>	23,416
<b>2</b>	22,740	<b>2</b>	23,220	<b>2</b>	23,616
<b>3</b>	22,940	<b>3</b>	23,420	<b>3</b>	23,816
<b>4</b>	23,140	<b>4</b>	23,620	<b>4</b>	24,016
<b>5</b>	23,340	<b>5</b>	23,820	<b>5</b>	24,216
<b>6</b>	23,540	<b>6</b>	24,020	<b>6</b>	24,416
<b>7</b>	23,740	<b>7</b>	24,220	<b>7</b>	24,616
<b>8</b>	23,940	<b>8</b>	24,420	<b>8</b>	24,816
<b>9</b>	24,140	<b>9</b>	24,620	<b>9</b>	25,016
<b>10</b>	24,340	<b>10</b>	24,820	<b>10</b>	25,216
<b>11</b>	25,104	<b>11</b>	25,584	<b>11</b>	25,980
<b>12</b>	25,893	<b>12</b>	26,373	<b>12</b>	26,769
<b>13</b>	26,437	<b>13</b>	26,917	<b>13</b>	27,313
<b>14</b>	26,992	<b>14</b>	27,472	<b>14</b>	27,868

**Everyone remains on the same step.**

Personal Paraprofessional      \$2,000

Toileting Stipend\*              \$3,000

\* Article X. J

**PART-TIME PARAPROFESSIONAL SALARY GUIDE**

<b>Step</b>	<b>2011-2012</b>	<b>Step</b>	<b>2012-2013</b>	<b>Step</b>	<b>2013-2014</b>
<b>1</b>	16.24	<b>1</b>	16.55	<b>1</b>	16.81
<b>2</b>	16.44	<b>2</b>	16.75	<b>2</b>	17.01
<b>3</b>	16.64	<b>3</b>	16.95	<b>3</b>	17.21
<b>4</b>	16.84	<b>4</b>	17.15	<b>4</b>	17.41
<b>5</b>	17.04	<b>5</b>	17.35	<b>5</b>	17.61
<b>6</b>	17.24	<b>6</b>	17.55	<b>6</b>	17.81
<b>7</b>	17.44	<b>7</b>	17.75	<b>7</b>	18.01
<b>8</b>	17.64	<b>8</b>	17.95	<b>8</b>	18.21
<b>9</b>	17.84	<b>9</b>	18.15	<b>9</b>	18.41
<b>10</b>	18.41	<b>10</b>	18.72	<b>10</b>	18.98
<b>11</b>	19.01	<b>11</b>	19.32	<b>11</b>	19.58
<b>12</b>	19.63	<b>12</b>	19.94	<b>12</b>	20.20
<b>13</b>	20.05	<b>13</b>	20.36	<b>13</b>	20.62
<b>14</b>	20.48	<b>14</b>	20.79	<b>14</b>	21.05

**Everyone remains on the same step.**

## Extra Curricular/School Activities Positions

<b>ELEMENTARY</b>	<b>2011-14</b>
Newspaper 4-6	1,708
Yearbook 4-6	2,500
Student Council K-6	953
String Club	1,340
Summer School Parent/Teacher Coordinator	
1 Math	4,529
1 English	4,529
Early Act/RAK (Random Act of Kindness)	515
<b>MIDDLE/HIGH SCHOOL</b>	
Grant Coordinator	6,810
Student Council (7-12)	2,798
Literary Magazine (9-12)	1,711
Newspaper (7-12)	2,565
Yearbook (7-12)	5,605
Quill and Scroll	1,523
Debate*	1,339
7 <sup>th</sup> Grade Class Advisor	629
8 <sup>th</sup> Grade Class Advisor	811
Technology Facilitator PreK-6	4,185
Technology Facilitator 7-12	4,186
Science League Advisor	1,212
Teacher Trainer for Technology"	
Fun Day Coordinator	567
Summer School Teacher	3,578
Summer School Paraprofessional	1,312
Chorus	3,976
Band	4,544
Cust. Ath. Funds	2,020
Cust. Gen. Org	2,020
Nat'l Junior Honor Society	1,540
Nat'l Honor Society	1,616
Art Honor Society	1,530

9 <sup>th</sup> Grade Class Advisor	629
10 <sup>th</sup> Grade Class Advisor	710
11 <sup>th</sup> Grade Class Advisor	1,065
12 <sup>th</sup> Grade Class Advisor	1,316
School Play	3,788
Music Director	1,212
Set Director	1,212
Choreographer	1,212
History Club	515
Chess Club	515
Early Act Club	515
Girls for a Positive Future	515
Drum and Bugle	515
Curriculum Writing	824
Curriculum Revision	618
In-Line Hockey	515
In-Line Hockey League	1,315
Summer School Parent/Teacher Coordinator	
1 Math	4,529
1 English	4,529
Future Filmmakers	515
Homework Club paid at the Tutoring Rate	
PSAT/SAT Proctor at the Tutoring Rate	

\*\* No monetary compensation for this position. However those assigned to this position shall teach no more than four (4) classes, shall not be assigned a duty, and shall be provided with both a prep period and a duty free lunch.

<b>ATHLETIC SALARY</b>	<b>2011-14</b>
Bowling (Varsity)	3,661
Boys Baseball (JV/Asst)	4,333
Boys Baseball (Varsity)	6,179
Boys Baseball Intermural (7th & 8th)	2,362
Boys Basketball (7th & 8th)	3,071
Boys Basketball (JV/Ass't)	4,563
Boys Basketball (Varsity)	6,549
Boys Soccer (JV/Asst)	3,521
Boys Soccer (Varsity)	5,875

Boys Soccer Intermural (7th & 8th)	2,362
Boys Tennis	3,779
Cheerleader (7th & 8th Sports)	2,215
Cheerleader (JV Sports)	2,835
Cheerleader (Varsity Sports)	3,307
Cross Country (Asst)	2,361
Cross Country (Varsity)	5,057
Girls Basketball (7th & 8th)	3,071
Girls Basketball (JV/Asst)	4,563
Girls Basketball (Varsity)	6,549
Girls Soccer (Varsity)	5,875
Girls Soccer Intermural (7th & 8th)	2,362
Girls Softball (JV/Asst.)	4,334
Girls Softball (7th & 8th)	2,362
Girls Softball (Varsity)	6,179
Girls Tennis	3,779
Intramural Basketball (5th & 6th)	1,303
Intramural Basketball (HS girls)	1,303
Intramural Basketball (HS boys)	1,303
Intramural Basketball (MS boys)	1,303
Intramural Basketball (MS girls)	1,303
Intramural Bowling	1,303
Intramural Golf	3,012
Intramural Hockey (HS)	1,303
Intramural Soccer (MS Coed 7th & 8th)	1,303
Intramural Softball (MS Coed)	1,303
Intramural Volleyball (HS Coed)	1,303
Intramural Volleyball (5th & 6th Coed)	1,303
Intramural Volleyball (7th & 8th Coed)	1,303
Intramural Weightlifting	2,598
Site Mgr (per session)	36.05
Timer keeper per game (7 <sup>th</sup> 8 <sup>th</sup> )	20
Timer keeper per game (JV)	26
Timer keeper per game (Varsity)	36