

# Successor Agreement

July 1, 2011 to June 30, 2014

Florence Township Board of Education  
and  
Florence Township Education Association

Florence Township School Board  
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## PREAMBLE

This Agreement entered into this first day of July 2011, between the Board of Education of Florence Township, County of Burlington, State of New Jersey (hereinafter the "Board") and the Florence Township Education Association (hereinafter the "Association"); and

Whereas, the members of the Association desire to advise on the formulation of policies and programs designed to improve educational standards, and to negotiate with the Association as the representative of unit members hereinafter designated with respect to the terms and conditions of employment; and

Whereas, the parties have reached certain understandings which they desire to confirm in this Agreement;

Be It Resolved, in consideration of the following mutual covenants, it is hereby agreed as follows:

### **ARTICLE I     Recognition**

The Board hereby recognizes the Association as the representative for collective negotiations concerning the terms and conditions of employment for all certificated and non-certified personnel under contract employed by the Board, including the following:

- Affirmative Action Officer - Extra Curricular Activity
- Assistant Affirmative Action Officer - Extra Curricular Activity
- Assistant Coach - Interscholastic Sports
- Assistant to the District Homeless Liaison
- Assistant to the Principal
- Athletic Trainer
- BOE Office Clerks – Accounts Payable and Payroll
- Braille Transcriber - Extra Curricular Activity
- Bus/Van Driver
- Campus Monitor
- Class Advisor (9<sup>th</sup> Grade) - Extra Curricular Activity
- Class Advisor (10<sup>th</sup> Grade) - Extra Curricular Activity
- Class Advisor (11<sup>th</sup> Grade) - Extra Curricular Activity
- Class Advisor (12<sup>th</sup> Grade) - Extra Curricular Activity
- Classroom Teacher
- Educational Coaches
- Educational Secretary
- Elementary Cafeteria Monitor
- Elementary School Audio Visual Aids Advisor - Extra Curricular Activity
- Elementary School Safety Patrol - Extra Curricular Activity
- Elementary School Team Leader - Extra Curricular Activity
- Freshman Coach - Interscholastic Sports
- Grounds Worker - Operations/Maintenance
- Head Coach - Interscholastic Sports
- High School Athletic Association Advisor - Extra Curricular Activity
- High School Audio Visual Aids Advisor - Extra Curricular Activity
- High School Choreography Advisor for Musical - Extra Curricular Activity
- High School Concert Band Director - Extra Curricular Activity
- High School Makeup/Costume Advisor for Drama - Extra Curricular Activity
- High School Makeup/Costume Advisor for Musical - Extra Curricular Activity
- High School Creative Writing Club Advisor - Extra Curricular Activity
- High School Drama Coach for Musical - Extra Curricular Activity
- High School Environmental Club Advisor - Extra Curricular Activity
- High School Fall Play Director - Extra Curricular Activity
- High School Future Business Leaders/National Business Honor Society Advisor - Extra Curricular Activity
- High School Future Teachers Advisor - Extra Curricular Activity
- High School Instrumental Music Coach for Musical - Extra Curricular Activity

High School Instrumental Music Director - Extra Curricular Activity  
 High School Jazz Band Director - Extra Curricular Activity  
 High School Marching/Pep Band Assistant Director - Extra Curricular Activity  
 High School Marching/Pep Band Director - Extra Curricular Activity  
 High School Marching/Pep Band Front Line Advisor - Extra Curricular Activity  
 High School Mathematics Club Advisor - Extra Curricular Activity  
 High School Music Association Advisor - Extra Curricular Activity  
 High School National Honor Society Advisor - Extra Curricular Activity  
 High School Newspaper Advisor - Extra Curricular Activity  
 High School Peer Coaching Advisor - Extra Curricular Activity  
 High School Program Advisor for Drama - Extra Curricular Activity  
 High School Program Advisor for Musical - Extra Curricular Activity  
 High School Renaissance Club Advisor - Extra Curricular Activity  
 High School Science Club Advisor - Extra Curricular Activity  
 High School Sound/Lighting Advisor for Drama - Extra Curricular Activity  
 High School Sound/Lighting Advisor for Musical - Extra Curricular Activity  
 High School Spanish Club Advisor - Extra Curricular Activity  
 High School Stage Craft Advisor for Drama - Extra Curricular Activity  
 High School Stage Craft Advisor for Musical - Extra Curricular Activity  
 High School Stage Design Advisor for Drama - Extra Curricular Activity  
 High School Stage Design Advisor for Musical - Extra Curricular Activity  
 High School Strength and Conditioning Advisor - Fall - Extra Curricular Activity  
 High School Strength and Conditioning Advisor - Winter - Extra Curricular Activity  
 High School Strength and Conditioning Advisor - Spring - Extra Curricular Activity  
 High School Strength and Conditioning Advisor - Summer - Extra Curricular Activity  
 High School Student Council Advisor - Extra Curricular Activity  
 High School TV & Film Club Advisor - Extra Curricular Activity  
 High School Vocal Music Coach for Musical - Extra Curricular Activity  
 High School Yearbook Advisor - Extra Curricular Activity  
 High/Middle School Department Liaison - Extra Curricular Activity  
     Homeless Liaison Assistant  
 Inclusion Coordinator  
 Instructional Assistant  
 Instructional Assistant - Medical  
 Intramural Coach  
 In-School Suspension Monitor  
 Learning Disability Teacher-Consultant  
 Literary Magazine Advisor - Extra Curricular Activity  
 Maintenance Worker - Operations/Maintenance  
 Medicaid Speech Advisor  
 Middle School Concert Band Director - Extra Curricular Activity  
 Middle School Coach - Interscholastic Sports  
 Middle School Grant Funded Play Director - Extra Curricular Activity  
 Middle School Newspaper Advisor - Extra Curricular Activity  
 Middle School Grant Funded Play Director - Extra Curricular Activity  
 Middle School Show Choir Director - Extra Curricular Activity  
 Middle School Yearbook Advisor - Extra Curricular Activity  
 Operations and Maintenance Chief  
 School Custodian - Operations/Maintenance  
 School Guidance Counselor  
 School Librarian/Media Specialist  
 School Nurse  
 School Psychologist  
 Secondary Cafeteria Monitor  
 School Social Worker  
 Substance Abuse Coordinator  
 Ticket Sellers (Varsity) - Extra Curricular Activity  
 Ticket Sellers (Junior Varsity) - Extra Curricular Activity  
 Ticket Sellers (Middle School) - Extra Curricular Activity

Timekeeper (Varsity) - Extra Curricular Activity  
Timekeeper (Junior Varsity) - Extra Curricular Activity  
Timekeeper (Middle School) - Extra Curricular Activity  
Transportation Aide  
Utility Worker - Operations/Maintenance  
Webmaster  
\*will follow language for certified staff unless otherwise indicated  
\*\* will follow language of secretaries unless otherwise indicated

but excluding the following:

Administrative Aide  
Adult School/Evening Instructor  
Assistant Security Supervisor  
Assistant Principal  
Business Administrator/Secretary to the Board  
Director of Special Services  
Director of Student Services  
Director of Child Study Team  
Security Supervisor  
District Computer Coordinator  
Principal  
Substitute Teachers  
Superintendent of Schools  
Educational Facilities Manager  
Director/Supervisor of Curriculum  
Supervisor of Transportation

**ARTICLE II Negotiation Procedure**

Section A The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Law 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of unit members employment. Any agreement so negotiated shall apply to all unit members, be reduced in writing, and be signed by the Board and the Association.

Section B During negotiations, one (1) spokesman at a time for the Board and one (1) for the Association shall present relevant data, exchange points of view and make proposals and counter proposals. The Board shall make available, upon written request, to the Association for inspection all pertinent records, data, and information that is a matter of public record of the District. All copies of requested records, data, and information shall be at no cost to the Association.

Section C 1. Representatives of the Board and the Association negotiating committees shall meet as needed for the purpose of reviewing the administration of this Agreement, and to resolve the problems that may arise. The meetings are not intended to bypass the grievance procedure.

a. Each party shall submit to the other, at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss.

b. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the unit members involved are free from assigned instructional responsibilities unless otherwise agreed.

2. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and shall be signed by the Board and the Association.

Section D Except as this Agreement shall hereinafter otherwise provide all terms and conditions of employment applicable on the effective date of this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained hereto shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any unit member benefit existing prior to its effective date.

Section E The Board agrees not to negotiate concerning unit members, as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.

Section F This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

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

Section H Copies of this Agreement shall be duplicated with the expense shared equally by the Board and the Association. This shall be completed within thirty (30) days after the Agreement is signed and presented to all unit members now employed, hereafter employed, or considered for employment by the Board.

**Article III Grievance Procedure**

Section A Definitions

1. "Grievance" is a claim affecting a unit member, a group of unit members, or the Association based upon the application, interpretation, or violation of this Agreement, policies or administrative decisions. However, the non-renewal of the employment contract of a non-tenured unit member shall be not subject to this grievance procedure, including the arbitration provisions hereafter. Should the obligation to include the above procedure be reversed by court decision, said provision is null and void.
1. An "aggrieved person" is the person or persons or the Association instituting the claim.
2. A "party of interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the claim.

Section B Purpose

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

Section C Procedure

1. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be altered by mutual agreement.

2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest the time limits set forth herein shall be reduced, by mutual agreement, so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practical.

3. Level # 1 - Principal/Supervisor

Within ten (20) calendar days a unit member may file a grievance, in writing with the Association Within ten (10) calendar days after receiving the grievance, and if it has merit, the Association shall file a formal grievance with the principal or the supervisor.

4. Level # 2 - Superintendent

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level # 1, or if no decision has been rendered within ten (10) calendar days after the grievance was delivered to the principal or supervisor, the Association may submit the grievance in writing to the Superintendent. This filing will take place within twenty (20) calendar days .

The Superintendent shall request a report on the grievance from the principal or supervisor and shall confer with the employee and principal or supervisor separately.

The Superintendent shall attempt to resolve the matter as quickly as possible but within a period of time not to exceed ten (10) calendar days. The Superintendent shall communicate the decision in writing along with the supporting reasons to the employee, the principal or supervisor and the Association.

5. Level # 3 - Personnel Committee of the Board

If not satisfactorily resolved at Level # 3, the grievance may be submitted to the Personnel Committee of the Board-by the Association within twenty (20) calendar days after receipt of the Superintendent's response or after

the response was due. The Personnel Committee of the Board will meet with the employee and principal/supervisor within twenty-five (25) calendar days and make a determination within five (5) calendar days notifying in writing the employee, superintendent, principal, supervisor and Association of its decision.

6. Level # 4 - Arbitration

In the event a grievance has not been resolved at Level #3, either the Association or the Board may seek binding arbitration without the other's consent.

When binding arbitration is intended to be used in the remediation of a grievance, the following conditions must exist:

- a. The topics for arbitration will be limited only to the "express terms of the written Agreement".
- b. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can neither add to nor subtract anything from the Agreement between the parties.
- c. Grievances that are related to Board policies and/or administrative decision and practices shall not be topics for arbitration.
- d. A written request for arbitration must be submitted to the Public Employment Relations Commission (hereinafter "PERC") and simultaneously served on the other party within thirty (30) calendar days after receipt of the Personnel Committee of the Board's response at Level #3 or after the Personnel Committee of the Board's response was due.
- e. The arbitrator's decision shall be in writing and submitted to the Board and the Association.
- f. All costs of the arbitrator, including per diem and travel, shall be borne equally by the parties. Any other expenses incurred shall be paid by the party incurring same.
- g. The list of arbitrators shall be procured from PERC.

Section D Rights of Unit Members to Representation

1. It is understood that any aggrieved person may be represented at all stages of the grievance procedure by a unit member, or at the unit member's option by a representative selected or approved by the Association, also at Level #1, if mutually agreeable. When a unit member is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure. However, the aggrieved person must be present at all times.
2. No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any other participants in the grievance procedure by reason of such participation.



Section E Miscellaneous

1. If, in the judgment of the Association, a grievance affecting a group or class of unit members has merit, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level #2. The Association may process a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. Forms for filing grievance, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, previously, referred to in this Article.
4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file, and shall not be kept in the personnel file of the unit member(s).
5. Any unit member who may have a grievance pending shall not have the right to refuse an administrative directive or a Board policy on grounds that the unit member has instituted a grievance. The unit member must continue under the direction of the Superintendent and administrators regardless of the pending grievance until such grievance is properly resolved.

**ARTICLE IV Unit Member Rights**

- Section A
1. Nothing contained herein shall be construed to deny or restrict to any unit member such rights as the unit member may have under all applicable laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.
  2. Any individual contract between the Board and individual unit members shall be consistent with the terms and conditions of this Agreement. If any individual contract contains language inconsistent with this Agreement, the Agreement shall be controlling.

Section B The Board shall have the right to discipline, discharge, reprimand, reduce in rank or change compensation. Board action should be taken only for just cause. However, this provision shall not apply to Board action to non-renewal of the contract of a non-tenured unit member. Any criticism of a unit member by a supervisor or Board member shall be made in confidence and not in public.

Section C Whenever any unit member is required to appear before the Superintendent or his/her designee, Board or any committee concerning any matter which could adversely affect the continuation of the unit member's employment or the salary and any increments pertaining thereto, the unit member shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to

have a representative of the Association present to advise and/or represent the unit member.

Section D Certified teaching unit members of record shall maintain the right and responsibility to determine grades within the grading policy of the District based upon the certified teaching unit member of record's professional judgment of available criteria pertinent to any subject area activity for which the certified teaching unit member of record is responsible. Each certified teaching unit member of record shall submit criteria for grade determination in writing to the building principal no later than September 30 of each school year. A grade is considered submitted when it is submitted by the certified teaching unit member of record and posted to the student records system. Grades are understood to be all submissions to the student records system including progress report grades. No grades shall be changed without a prior written "Notice of an Intent to Change a Grade" by the building principal/supervisor provided to the certified teaching unit member of record. The "Notice of an Intent to Change a Grade" form shall be developed and distributed by the Superintendent. The written "Notice of Intent to Change a Grade" must contain a statement of reasons and justification for the change. The certified teaching unit member of record shall sign for the receipt of the "Notice of Intent to Change a Grade". The certified teaching unit member of record shall provide a written reply within three (3) working days of receipt of the "Notice of Intent to Change a Grade" from the building principal/supervisor. The building principal shall arrange a consultation with the subject teacher certified teaching unit member of record within two (2) working days of the receipt of the written reply from the certified teaching unit member of record. The final determination for any grade change shall be made by the Superintendent who will take into consideration written recommendations, including the "Notice of an Intent to Change a Grade" form, made by the certified teaching unit member and the principal/supervisor. A meeting between the certified teaching unit member and the building principal/supervisor shall be held at the discretion of the Superintendent. The Superintendent's authorization for the change of a submitted grade shall be made in writing to the principal/supervisor with a copy to the certified teaching unit member.

Section E All unit members will assist in situations of an emergency nature to ensure proper conduct within the schools and maintain the health and safety of the student body.

Section F Unit members may wear lapel pins or other similar type of identification as members of the Association.

Section G

1. All certified unit members are required to attend the following evening conferences in each school year:
  - a. One (1) back to school night
  - b. Two (2) afternoon/evening session parent conferences or one afternoon/evening session and one 9<sup>th</sup> Grade Orientation for HS
  - c. Specialists who are shared between buildings are encouraged to attend the second back to school night. Specialists will be compensated at the back to school night rate of pay in accordance with Schedule I.

2. A teaching unit member will be excused from an evening parent conference or back to school night for reason of personal illness, provided as much advance notice as possible is given. The BOE reserves the right to request a certificate of disability letter
3. A certified unit member may be excused from an evening parent conference or back to school night for reason of emergency. Approval of the Superintendent, principal or other designee must be sought as far in advance as possible. The principal or other designee, after consultation with the Superintendent, may require acceptable proof of the emergency.
4. In compensation for the requirement of attending one (1) back to school night and two (2) evening parent conferences/9<sup>th</sup> Grade orientation, , the parties will confer and agree, during calendar preparation in the preceding year, on three (3) additional single session days (with release of certified unit members at the time of student dismissal) for the following year. Furthermore, the Superintendent agrees to schedule not more than one (1) faculty or professional meeting in the months containing any night activity where staff is required to come back.
5. Dates for back to school night and the evening parent conferences will be scheduled during calendar preparation time in the preceding year.

Section H The parties agree that there shall be no discrimination on the basis of race, creed, color, religion, national origin, sex or marital status in:

1. Hiring, training, assignment, promotion, transfer or discipline;~~or~~
2. The application or administration of this Agreement

The parties further agree that a grievance arising under paragraph 1(a) may not be submitted to binding arbitration.

Section I The Board shall arrange for and maintain liability insurance to cover all damages incurred by a certified unit member over and above the state mandated limits of \$10,000/\$20,000 for any act or omission arising out of the authorized use of his own automobile in the performance of the school duties. It is the certified unit member's responsibility to maintain the above stated minimum insurance.

Section J Operations/maintenance unit members may leave on days of inclement weather when the snow removal has been completed subject to the approval of the supervisor.

Section K Operations/maintenance unit members are entitled to two (2) fifteen (15) minute breaks during the course of their normal work day only when emergency situations do not exist and as long as it does not interfere with job responsibilities. These breaks will be taken on-site.

Section L Operations/maintenance unit members are entitled to a thirty (30) minute lunch which may be subject to unavoidable interruptions. Lunches will be scheduled by the supervisor.

**Article V      Association Rights and Privileges**

Section A      The Board agrees to make available, in the Business Office, minutes of the regular and special meetings, a copy of the yearly audit, salary information for unit members and a copy of all policies of the Board. All the above listed materials must remain in the Business Office.

Section B      Whenever any representative of the Association is mutually scheduled by the parties to participate during working hours in negotiation or grievance proceedings, the representative shall suffer no loss in pay.

Section C      The Association and its representatives shall have the privilege to use school buildings for meetings. The Association shall file, on the appropriate form, with the Business Office a request for facilities use so that no scheduling conflicts occur.

Section D      The Association shall have the privilege to use the following school owned equipment: typewriters, copier machines, computers, calculating machines and other types of equipment at the discretion of the Superintendent. The Association shall pay for the reasonable cost of all materials incident to such use.

Section E      The Association shall have, in each building, the exclusive use of a bulletin board in each faculty lounge. Copies of all materials to be posted on the bulletin board shall be given to the building principal but no approval shall be required.

Section F      With the prior permission of the Superintendent, the President of the Association, either the Vice-President or chief negotiator, or the BCEA representative may be granted leave to attend the county or State meetings for Association business not in excess of two (2) days. Each aforementioned delegate will be granted a personal-business day and one (1) "grace" day. (i.e. one day not charged to personal-business days). Leaves of this nature must be so stated on the Notification of Absence Form. Additional days may be added at the discretion of the Superintendent and they will be charged to personal-business days of the individual.

Section G      The President of the Association shall receive one (1) duty-free, release time day, or the equivalent if not a classroom staff member, each month to conduct Association business. These days cannot be combined with a holiday, sick or personal day. The President of the Association shall ensure that the building principal or immediate supervisor has knowledge of the release period/time.

**Article VI      Certified and Non-Certified School Calendars**

Section A      The establishment of a certified and non-certified school calendars shall be at the discretion of the Board and will be subject to such changes as may be necessitated by emergencies.

Section B      The proposed certified and non-certified school calendars will be presented to the Association, at least twenty (20) calendar days prior to the public meeting where the calendar(s) is/are scheduled for adoption, for discussion and recommendation prior to adoption by the Board.

Section C      Proposals for consideration of changes in the certified and non-certified school calendars will be forwarded by the Association to the Superintendent. The

Superintendent shall discuss the Association's proposals for change with the Board prior to the adoption of the certified and non-certified school calendars.

Section D A maximum of one hundred eighty (180) teaching days will constitute an academic year with the provision for one (1) extra day for orientation and three (3) extra days for in-service. These three (3) in-service days shall not be scheduled on the orientation day or school closing day.

Section E The compensation for an extended school year unit member employment contract shall be calculated by combining the ten (10) month base salary plus a per diem amount for each additional day worked during the extended school year. The per diem amount shall be calculated by dividing the ten (10) month base salary by a factor of two hundred (200) days.

An extended school year unit member shall be paid on the twenty four (24) pay period cycle in equal payments.

Section F The compensation for teaching or having a 7<sup>th</sup> period duty will be – base salary divided by the per period factor (1440) times 40 calendar weeks. The Association will be notified of each instance that this occurs.

Section G Drivers that transport students for multiple districts will follow the school calendar of the district that they primarily transport students for. If a driver transports students for other districts when their primary district is closed they will be paid trip rate.

**Article VII Teaching Hours and Teaching Load, Hours of Work**

Section A 1. All unit members shall indicate their presence for duty each day by indicating their time of arrival and departure in the office.

2. Hours of Work

The work assignment for members of the unit are as follows:

Athletic Trainer	40 hours within 7 days
Bus/Van Driver	4 hours/day or per route requirement
Campus Monitor	7 hour/day
Certified Staff	7 hours/day
Custodian	8 hours/day
Elementary Cafeteria Monitor	2.5 hours/day
Grounds Personnel	8 hours/day
Instructional Assistant	7 hours/day
Maintenance Personnel	8 hours/day
Secondary Cafeteria Monitor	3 hours/day
Secretaries	7.5 hours/day (see Section N)
Sign Language Interpreter	7 hours/day
Transportation Aide	4 hours/day or per route requirement
Utility Personnel	8 hours/day
BOE Clerks	8 hours/day

3. No certified and/or non-certified unit member assigned to instruction will be required to report to work earlier than twenty (20) minutes prior to the

opening of the student school day. Unit members shall be permitted to leave at the expiration of the workday as defined in paragraph A2.

4. The Administration may request a certified unit member remain after the student day as defined above for the purpose of meeting with a student or parent. The conference will begin at the close of the student school day.

#### Section B

1. The daily teaching load shall be no more than six (6) teaching periods. In grades six through twelve teaching periods shall not exceed forty-five (45) minutes unless jointly agreed upon by the Association and Board. Assignments to a supervised study period, cafeteria or library shall be considered teaching periods. Each teacher shall be responsible for a daily home room period of ten (10) minutes maximum.
2. The planning period is a professional time provided for unit members to engage in activities related to their responsibilities, such as planning, conferring with pupils, administrators or other staff members. No one is to leave the building during the unassigned time without administrative approval.
3. Team Leaders and Department Liaisons will serve in the capacity of a liaison between the grade level teams/faculty and administration and will be compensated in accordance with Schedules B4 and B5.
4. Every certified teaching unit member shall submit lesson plans on the dates or days established by the building principal. Lesson plan format will be devised by the Superintendent after consultation with the Association. No revisions will be made without prior consultation and sharing ideas in writing with the Association.
5. The Administration will make a reasonable effort to develop a program of studies that will not require certified teaching unit members in grades six through twelve to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations.
6. The Administration will make a reasonable effort to develop a schedule in grades six through twelve that will be arranged in such a way that certified teaching unit members shall not be required to teach continuously for more than three (3) periods nor two (2) where double periods are used. If the certified teaching unit member's schedule does not conform to the aforementioned schedule, the certified teaching unit member may request an adjustment which will be made if reasonably possible. Elementary certified teaching unit members (kindergarten through fifth grade) may meet with or give written input concerning schedules to principals by July 15.

#### Section C

1. Unit members shall have a daily duty-free lunch period that is at least equal to the period of time allowed the students.
2. Unit members may leave the building without requesting permission during their scheduled duty-free lunch period. It will be the unit member's responsibility to indicate departure and return.

- Section D
1. Unit members may be required to remain after the end of the regular school day, without additional compensation, for the purpose of attending faculty or other professional meetings, a maximum of two (2) days each month, scheduled on the same day each month for each building. Such meeting shall begin as soon as possible after the student dismissal time and shall run no more than forty-five (45) minutes. In the event of a pending evaluation by the New Jersey State Department of Education or the equivalent the above limitations will have to be waived.
  2. An Association representative may speak to the unit members at any meeting for fifteen (15) minutes on the prior request of the Association. This shall be in addition to and at the end of the forty-five (45) minute faculty meeting.
  3. The notice of faculty meetings and the agenda shall be given to the unit members involved three (3) days prior to the meeting except in emergencies when notice shall be given as soon as practical. Unit members shall have the right to suggest items for the agenda and there will be provision in each meeting for the introduction of new business.
  4. Prior permission for absence from the meeting must be obtained from the principal, and arrangements shall be made by the unit member to review the pertinent portions of the meeting.

Section E Unit members shall have a minimum of one (1) preparation period per day during which time they shall not be assigned to any other duties.

Section F The Association shall be notified in each instance where an emergency necessitates an exception to paragraph E.

Section G The right to increase or decrease the work schedule shall remain a unilateral prerogative of the Board. Work hours will not be changed without prior consultation with the Association.

Section H All non-certified unit members shall serve an initial ninety (90) days probationary period which shall be counted toward tenure status after three (3) consecutive years of service together with the Board's tenure appointment at the beginning of the next succeeding year.

Section I Work Week/Overtime Compensation

1. An operations/maintenance unit member work week consists of an eight (8) hour working day from Monday through Friday totaling a work week of forty (40) hours. Operations/maintenance unit members hired after July 1, 1993, the work week will consist of an eight (8) hour working day and their scheduled work week may include Saturday or Sunday, but not both, totaling a work week of forty (40) hours. Days off must be two (2) consecutive days. If a scheduled holiday falls on a day an operations/maintenance unit member is not scheduled to work, the operations/maintenance unit member will be granted the next scheduled work day off.
2. Hours worked in excess of forty (40) hours/week will be paid at the rate of one and one half (1½) times their regular hourly rate of pay.

When a bus/van driver transports a field trip that falls on a Sunday, the bus driver/van shall be compensated at one and one half (1½) times the normal rate for the hours worked.

3. A work week for overtime purposes would include holidays, sick leave days, personal/business days that cover bereavement, jury duty and personal business days approved by the Superintendent.
4. Employees, hired before July 1, 1992, working on Saturday will be paid at the rate of one and one half (1½) times their regular hourly rate of pay and all employees working on Sunday will be paid at the rate of two (2) times their regular hourly rate of pay with the exception of bus/van drivers who will be paid their trip rate.
5. All support staff non-certified unit members working on a holiday will receive two (2) times their regular pay.
6. Regular rate – rate paid for any contractual run
7. Trip rate - single run not part of the regular scheduled contracted runs (ex. Extracurricular events, athletic events, field trips, etc...)
8. All in-service programs will be compensated at a minimum of two hours per workshop at the trip rate.

Section J An employee called back to work at a time not contiguous to the regular work schedule shall receive a minimum of two (2) hours compensation. The Board shall have the right to require the employee to work the full two (2) hours.

Section K The Board has the right to schedule overtime work. In a school, scheduled overtime work shall be divided as equally as practical in a continuous cycle beginning with the appropriately licensed employee with the highest seniority. Should there be no volunteers, qualified employees will be scheduled to work mandatory overtime in a continuous in-school cycle by least seniority.

Section L All instructional assistants will be required to work only when students are present in school.  
The Superintendent may require up to two (2) additional staff training days for which classroom instructional assistants shall be compensated at an individual per diem rate.

When an instructional assistant chaperones after normal school hours, compensation will be in accordance Schedule H.

Section M When the Administration so indicate, elementary and secondary cafeteria monitors will not be required to take classes outdoors due to temperature conditions.

Hours of Work/Secretarial Unit Members



- Section N
1. The work days shall consist of seven and one-half (7 ½ )hours including thirty-five (35) minutes uninterrupted lunch hour.
  2. Educational Secretarial Unit Member Overtime
 

Overtime is defined to mean any time spent at one's regular or assigned duties either before or after the regular work hours or on days other than those in the regular work week. Overtime work will not be compulsory and must be authorized in writing by the immediate supervisor and approved by the Superintendent prior to its inception. In the event of an emergency situation, an employee may be required to work a reasonable amount of overtime. In this instance the necessity for the Superintendent's approval will be precluded. Overtime compensation will be paid at the rate of one and a half times the hourly rate not to exceed 4 hours per event.
  3. Educational Secretarial Unit Member Summer Work Hours
    - A. The days following the day that the certified teaching unit members have completed their responsibilities and have signed out in June until the Monday of the week before the certified teaching unit members return to school in September shall constitute summer work hours.
    - B. Summer work hours will total five and one-half hours (5 ½ ) per day from 8:00a.m. - 1:30p.m. eliminating the lunch hour. Educational secretarial unit members shall arrange a schedule so that the District's telephones are covered to 2:30p.m. daily during summer hours. BOE clerks summer hours will be from 8:00 am – 3:00 pm
  4. Educational Secretarial Unit Member Rest Period
 

Educational secretarial unit members shall be entitled to one (1) uninterrupted rest period of thirty (30) minutes during the morning.
  5. Educational Secretarial Unit Member Office Coverage
 

Lunch and break schedules will be staggered so that offices are covered at all times.

Section O. Holidays

Any unit member working on a holiday shall receive two (2) times their regular rate of pay.

A holiday is defined as the following days:

- |                        |                              |
|------------------------|------------------------------|
| New Year's Eve Day     | Labor Day *                  |
| New Year's Day *       | Columbus Day                 |
| Martin Luther King Day | Thanksgiving Day             |
| President's Day        | Day After Thanksgiving Day * |
| Good Friday            | Christmas Eve Day            |
| Easter Monday          | Christmas Day *              |

Memorial Day \*  
Independence Day

Day After Christmas Day

\* Holiday for Athletic Trainer; also includes Saturday after Thanksgiving and one floating holiday

Transportations –

Weekend and Holidays

- Saturday runs - trip rate
- Sunday runs – 1.5 x trip rate
- Holidays as defined above - 2 x trip rate

In the event Easter Monday is used as a make-up snow day, the non-certified unit member shall receive a compensatory day.

Section P Practice Schedule – Practice hours for athletics will be held within an eight hour, consecutive work day for the trainer. The trainer will work a required minimum of forty hours within a seven day work week.

Section Q In any situation where there are an insufficient number of drivers to cover a trip, substitute drivers will be utilized. If all substitute drivers are utilized, then the Director and/or Assistant Director will cover said routes. An email to the Business Administrator will be sent stating that the Director or Assistant is covering a run.

Section R All drivers and aides must begin and end their runs at the transportation center. This begins their contractual time. Their contractual time will end when both the aide and driver have made final inspection of the bus. Drivers will be required to arrive at the transportation center 15 minutes prior to each run for inspections and gas. This will constitute part of their daily route, as will end of the run inspections.

Section S Summer runs – If a driver or aide is unable to make their summer run, it is the Director of Transportation's responsibility to find coverage.

Section T If a posted run (during the school year or over the summer) has been cancelled, drivers shall be compensated for a cancelled run if notification of the cancellation has not been provided to the driver prior to the driver's scheduled clock-in time. The driver shall receive straight time for the route duration (two (2) hours) and may be asked to perform other duties the route time period. This shall apply when the driver is on a voucher compensation basis and not under an annual contract.

#### **Article VIII Class Size**

Class size remains a subject of concern to the Board in the interest of maintaining quality education. Class size is not subject to the grievance procedure.

**Article IX     Staffing**

The Administration will continue a review of all assignments and equalization of the teaching load where possible.

**Article X     Certified Unit Member Employment**

Section A     1.     Certified unit members who are new to the District shall be employed at their degree position on the appropriate step of the salary guide. The salary guide shall contain a chart which reflects initial placement in a manner consistent with that utilized for presently employed certified unit members. Upon initial employment, credit may be given for prior teaching experience in a duly accredited school.

2.     Additional credit not to exceed four (4) years shall be given for military experience.

3.     Certified unit members employed on a part-time basis shall be entitled to step movement on the salary schedule upon the completion of the equivalent of a year of full time service.

Section B     Certified unit members shall be notified of their contract and salary status for the ensuing year no later than April 30. If no agreement has been reached, salary status will be provided upon ratification of the Agreement.

Section C     The Board shall give to each non-tenured certified unit member continuously employed since the preceding September 30 either:

1.     A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary and benefits as may be required by law or agreed between the Board and the Association.

or

2.     A written notice no later than April 30 such employment shall not be offered.

Section D     Yearly contracts must match BOE approved runs. All contracts should be adjusted by September 15<sup>th</sup> unless an emergency occurs. If an emergency occurs, the contracts will be adjusted within 15 days.

Section E     All bus runs must be posted by August 15<sup>th</sup> and signed for by drivers and aides by August 20<sup>th</sup>. A copy of the run shall be given to all drivers and aides at the time of signing. All changes must be given a 48 hour notice.

**Article XI     Salaries**

Section A     The salaries of all certified unit members covered by this Agreement will be set forth in Schedule A1 - A3 and the salaries of all non-certified unit members covered by this Agreement will be set forth in Schedule C1 - C23.

Section B Pay Periods

1. Unit members shall be paid on the fifteenth (15<sup>th</sup>) and thirtieth (30<sup>th</sup>) of each month. If either of these days fall on a Saturday, Sunday or Monday holiday, payment will be made on the preceding Friday.
2. All paychecks shall be done through direct deposit.

Section C Activities listed in Schedule B2 will be compensated by a separate check for each activity upon completion of each activity, provided that all obligations have been fulfilled and proper notification has been given to the Business Office by the appropriate administrator. Yearlong activities listed in Schedule B1 shall be compensated by two (2) separate checks; one issued in December and one in June as part of the regular pay cycle or the option to have the money equally distributed with every pay period.

Section D Activities listed in Schedule E1 - E22 will be compensated by two (2) separate checks halfway through the season and upon completion of the season, provided that all obligations have been fulfilled and proper notification has been given to the Business Office by the appropriate administrator.

Section E A ten (10) month unit member must have at least five (5) months of service to be considered for advancement to the following year's salary schedule. Those with less than five (5) months will remain at the same step for the following year.

A twelve (12) month unit member must have at least six (6) months of service to be considered for advancement to the following year's salary schedule. Those with less than six (6) months will remain at the same step for the following year.

Section F When moving from one (1) job category to another, the unit member will be placed on the next step above the unit member's old compensation level on the new salary guide.

Section G Annual salary increases shall be in addition to longevity pay.

Section H All movements on the salary schedule for earned credits shall be approved by the Board. The salary adjustment for the movements shall be approved at the regular monthly meetings in September, January, March and July provided that the unit member has submitted the official transcript by the 15<sup>th</sup> day of the month of the above stated monthly meetings. The salary increase shall be effective the first pay period following the Board meeting where said movement is approved.

Section I The athletic trainer will be paid 110% on the appropriate step of the certified staff scale.

**Article XII Additional Compensation / Costs Incurred**

Section A Unit members shall not be use personal vehicles to drive students to activities which take place away from the school building.

Section B The unit members who are assigned to accompany classes on trips, such as bus drivers, will receive petty cash to pay for tolls. Non-certified unit members will be reimbursed for all reasonable expenses (as mutually agreed upon) incurred on the trip. Non-certified unit members who must pay an admission while

accompanying classes on a trip will be given the same reimbursement as that of the certified unit member who is also accompanying the class on the trip.

Section C Unit member participation in extra-curricular activities shall be compensated according to negotiated pay schedules.

Section D Unit members who participate in field trips which extend beyond the unit member's in-school workday, overnight or on weekends shall be voluntary. All overnight trips will be compensated at \$105 a day

Section E Any unit member, who is required to appear in court as a result of the performance of their duties as a unit member of the District, will be compensated at their regular hourly rate for each hour so spent.

Section F The Board agrees to pay for the cost of the Commercial Drivers License (hereinafter a "CDL") retest for each bus/van driver.

Section G Uniforms and Clothing Allowance

1. The Board agrees to provide all operations/maintenance unit members , including custodial staff, with 4 blue short sleeve shirts, 3 yellow short sleeve shirts, 3 blue long sleeve shirts, 3 yellow short sleeve shirts, two (2) yellow hooded sweatshirt and two (2) blue sweatshirts and one (1) winter coat or one (1) insulated overalls. Winter coats or insulated coveralls lost or damaged not during working hours shall be replaced at the expense of the operations/maintenance. These unit members will also receive \$100 each July 1<sup>st</sup> for the purchase of jeans. Tee shirts shall be worn during summer recess. The operations/maintenance unit members shall be required to report to work in the work uniforms and said work uniforms shall be maintained by the Board to ensure that the work uniform is clean and in proper repair. The Educational Facilities Manager (hereinafter the "Facilities Manager") shall ensure that each operations/maintenance unit member reports to work with the work uniform in the above specified condition. The Board will repair or replace work uniforms damaged during hours of work. Work uniforms damaged at times other than work hours shall be repaired or replaced by, and at the expense of, the unit member.

The Board shall issue a full set of work uniforms to new hires after one (1) full month of service. If a new hire leaves the operations/maintenance unit member's position before one (1) full year of service, the Board shall deduct seventy-five (75%) of the cost of the work uniform set from the final pay of operations/ maintenance unit member.

2. The Board agrees to pay a clothing allowance to all bus/van drivers and transportation aides in accordance with Schedule H. A shoe allowance to all operations/maintenance unit members in accordance with Schedule H.
3. A work shoe shall have a safety tip and be approved by the Facilities Manager. An operations/maintenance unit member shall be required to report to work in the work shoes and said work shoes shall be maintained by the operations/maintenance unit member to ensure that each pair of work shoes are clean and in proper repair. The Facilities Manager shall

ensure that each operations/maintenance unit member reports to work with the work shoe in the above specified condition.

Section H The BOE will reimburse up to two (2) employees that they designate, the cost of the course and test for a pesticide license upon successful completion of the course and passage of the test. Those two unit members will then receive a \$700 stipend yearly.

Section I The BOE will pay for the Athletic Training Association annual dues.

**Article XIII Certified/Non-Certified Unit Member Assignments**

Section A 1. Instructional assistants will be notified of their employment (job placement), starting date and starting time) for the next school year by the end of the current school year.

2. All certified unit members will be given written notices of their class or subject assignments, building assignments, and room assignments for the forthcoming year not later than July 31.

3. In the event of any changes in such schedules, class or subject assignments after the opening day, the Association and the certified unit member affected shall be notified promptly, and upon the request of the certified unit member, the changes will be reviewed with the principal and the certified unit member affected or, at his/her option, a representative of the Association.

Section B 1. Schedules of certified unit members who are assigned to more than one (1) school shall be arranged so that no such certified unit member shall be required to engage in an unreasonable amount of inter-school travel. Such certified unit members will be notified of any changes in their schedules as soon as practical.

2. Certified unit members who may be required to use their automobiles in the performance of their duties and certified unit members who are assigned to more than one school per day shall be compensated, based on a standard mileage chart issued by the Board and verified by the Association, at the allowable Internal Revenue Service rate per mile for the use of the unit member's automobile. The payment voucher shall be submitted within sixty (60) days of the trip or the payment shall not be made.

3. The Board shall pay up to one thousand dollars (\$1,000) for the deductible amount that applies to the comprehensive or collision coverage of an vehicle being used by a unit member which is involved in a loss provided that (1) the use of the vehicle is approved by the Board for either transportation of students or travel between assignments, including attendance at workshops and training; (2) the vehicle has valid and collectible comprehensive or collision insurance for the loss; (3) the automobile is not leased, rented or owned wholly or in part by the Board; (4) the driver of the vehicle must be the unit member and the unit member must have a valid driver's license; (5) an police report is submitted with the request for deductible payment; and. This provision is subject to the coverage by the Board's approved insurance carrier. The Board shall not request removal of this coverage by the approved insurance carrier

**Article XIV Voluntary Transfers and Reassignments**

- Section A
1. The Superintendent shall post\_in each building and by email a list of known vacancies as they occur during the school year with a closing date of not less than 10 days unless agreed to by the FTEA President.
  2. Unit members who desire a change in grade or subject assignment or who desire to transfer to another building may file a written request to that effect with the Superintendent not later than May 1. The request will be in effect for one (1) year from the date it is submitted.
  3. In the event a vacancy occurs that will be filled during the summer, the Superintendent shall inform all employees by email. The employee shall have fourteen (14) calendar days from the postmark date to apply for each opening unless the Superintendent designates a greater period of time for applications.
  4. All voluntary transfers and reassignments shall be approved by the Board upon the recommendation of the Superintendent.

**Article XV Involuntary Transfers and Reassignments**

Section A Notice of an involuntary transfer or reassignment shall be given to the certified unit member as soon as practical and, except in the case of an emergency, not later than June 1.

For all other unit members notice of an involuntary transfer or reassignment shall be given as soon as practical, and except in cases of extreme emergency, with not less than sixty (60) days notice.

Section B Notice of an involuntary transfer or reassignment shall be made only after a meeting between the unit member involved and the principal, at which time, the unit member shall be notified of the reason therefore. In the event that a unit member objects to the transfer or reassignment at this meeting, upon the request of the unit member, the Superintendent shall meet the unit member. The unit member may, at the option of the unit member, have an Association representative present at such meeting.

**Article XVI Promotions**

Section A Vacancies

1. When an existing promotional position becomes vacant or when a new promotional position is created, notice of said vacancy shall be posted in every District building with the closing date, of not less than ten (10) calendar days, included in the posting,. Said notice of vacancy shall clearly set forth the qualifications for the position. A copy of each positing shall be sent to the President of the Association.
2. Positions on the administrator-supervisor levels of responsibility including, but not limited to positions such as superintendent, principal, assistant principal, assistant to principal and supervisor shall be considered promotions.

3. All vacancies in promotional positions shall be adequately publicized by the Superintendent after the vacancy has been reviewed with the Board and a job description of the position formulated. A copy of each positing shall be sent to the President of the Association. Qualifications for the position shall be included with the posted notices.

Section B Process

1. Unit members who desire to apply for such vacancies shall file a letter of interest with the Superintendent within the time limits specified in the notice.
2. Unit members who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice. The notice shall be posted at least fourteen (14) calendar days in advance of the closing date for receipt of applications.
3. In the event a promotional opportunity occurs that will be filled during the summer, the Superintendent shall inform all unit members who have indicated an interest on their summer address form of the vacancy by direct mail to their summer address. The unit member shall have fourteen (14) calendar days from the postmark date to apply for each opening unless the Superintendent designates a greater period of time for applications.
4. When a position is not filled, notice to that affect will be posted and the position re-advertised.

**Article XVII Selection Procedure for Advisors, and Coaches**

Section A The following guidelines will be applied in the selection of advisors, and coaches of interscholastic and intra-school curricular activities from among existing District personnel. The positions included herein are listed on Schedules C.

1. By April 15 the supervisor of interscholastic sports will poll existing interscholastic coaches and building principals will poll all remaining advisors listed in Schedules E1 - E22 & B1 - B5 to determine their desire to be considered for reappointment in the subsequent school year. Those coaches and advisors not recommended by the Superintendent for reappointment will receive written notification by April 30. In the case of spring sports the notification of non-renewal will be made by May 30.
2. Known vacancies shall be posted by the Superintendent in all schools by May 1 with the exception of spring sports which shall be posted June 1. Vacancies shall be posted for a period of not less than ten (10) calendar days. The Superintendent will give by June 15 to each coach/advisor/sponsor recommended for reappointment a written notice of appointment which the Board shall ratify at a public meeting.
3. If circumstances cause a vacancy to occur prior to the polling date and the vacancy requires a replacement prior to the subsequent year, the Superintendent shall post the position in each building. The position shall remain posted for not less than ten (10) calendar days and a qualified candidate sought.



4. In the event a vacancy occurs that will be filled during the summer, the Superintendent shall inform all unit members who have indicated an interest on their summer address form of the vacancy by direct mail to the summer address. The unit member shall have fourteen (14) calendar days from the postmark date to apply for each opening unless the Superintendent designates a greater period of time for applications.
5. Qualifications that are desirable would include experience as a former player or coach or experience as an advisor/sponsor. This may be waived for a unit member who has performed successfully as a coach in another sport or has demonstrated personal traits that would make the unit member an apt pupil of the sport, or for candidates who possess the ability to impart the skills for the sport and be able to establish a respectful rapport and enthusiastic response from the student-athletes.  
  
Applicants who are within the building where the activity takes place and have some experience in coaching/advising/sponsoring such an activity will be given due consideration. Enthusiasm, skill potential and the ability to relate to students will also be considered.
6. When no response is forthcoming from within the District, the Board will seek a qualified candidate outside the District.
7. The final selection and recommendation to the Board rests with the Superintendent in consultation with the principal and the supervisor of interscholastic sports.

**Article XVIII Additional Teaching Programs**

- Section A
1. All openings for positions in the additional teaching programs shall be posted, for not less than ten (10) calendar days, by the Superintendent prior to the start of the activity. Home instruction teaching openings shall be posted, for not less than ten (10) calendar days, by the building principal as they occur.
  2. Certified teaching unit members will be compensated in accordance with Schedule I.
  3. Certified teaching unit members will be compensated for all curriculum development work in accordance with Schedule I.
  4. Certified unit members shall be compensated for all after school and Saturday morning detention in accordance with Schedule I. Compensation shall be made on one half (½) hour increments with the start of the hour up to thirty (30) minutes being compensated at fifty percent (50 %) of the hourly rate and from thirty (30) minutes to the full one (1) hour will be compensated at the full hourly rate.

Section B A certified unit member may be required on a rotating lowest seniority basis to chaperone after normal school hours student dances, student performances or interscholastic athletic events. Certified unit members who volunteer to be chaperones will be removed from the assignment list until a complete cycle is reached. A certified unit member who assists in the above chaperoning will be

compensated, by separate check, in accordance with Schedule H & I unless the certified unit member is the advisor of the particular event.

Section C Certified and/or non-certified unit members who chaperone a field trip which extends beyond the length of the regular school day will be reimbursed for reasonable expenses. If the field trip is planned for and actually takes more than twelve (12) hours, the certified unit member shall also be in accordance with Schedule I. Payment will be made (by separate check) upon the submission of the appropriate payment voucher. A coach or advisor of the particular event/trip shall receive reasonable expenses but not receive the per diem stipend.

## **Article XIX Unit Member Evaluation**

### **Section A Performance Evaluations**

1. The performance evaluation of all unit members covered by this Agreement shall be completed by the supervisor specified within the job description. All performance evaluations shall be conducted openly and with full knowledge of the unit member.
2. Before any written performance evaluation report is finalized, submitted to the Superintendent for placement in the personnel file, such report shall be discussed with the unit member within ten (10) days of the evaluation. The unit member will be given a copy of the written evaluation report at least one (1) day before any conference is held to discuss it. The unit member shall have the right to submit a written response to any material within the evaluation report within fifteen (15) days of the conference. This response will be reviewed by the evaluator and will be attached to copies of the report in all file locations. All evaluations must be done three weeks apart.
3. Every evaluation report shall be signed by both the evaluator and the unit member evaluated. The unit member's signature; however, shall not be interpreted as an ascent to the contents signed. In no event shall anyone be asked to sign an incomplete evaluation.
4. Copies of the signed evaluation reports will be issued to the unit member, the supervisor, and the Superintendent. A copy of the evaluation report will be filed in the unit member's personnel file.
5. All twelve (12) month non-certified members evaluations may occur any time after July 1, however one (1) evaluation must have been provided no later than February 1.
6. All monitoring and observation of teaching staff performance shall be conducted openly and with full knowledge of the unit member. Each observation shall consist of at least a full period in grades six through twelve or a complete lesson in the elementary schools.
7. Evaluation reports shall be authored by professionals whose respective certificates authorize supervision.
8. Evaluative reports will be issued in the name of the supervisor who performed the observation and addressed to the certified unit member.

Copies will be forwarded to the Superintendent and kept by the supervisor. Such reports will conform to the requirements of N.J.A.C. 6:3, which currently requires inclusion of the following:

- a. Areas of performance strength of the certified staff member
  - b. Areas in need of improvement based upon the job description
  - c. An individual professional improvement plan (hereinafter the "IPIP") developed by the supervisor and certified unit member
9. The supervisory evaluations of certified unit members may occur any time after school commences in September; however, one (1) evaluation of non-tenured unit members must have been provided no later than December 1. The annual evaluation of tenured unit members must be completed by April 30.
  10. The annual summary conference may be held at any time after April 1 and prior to the conclusion of the school year.

**Section B Personnel File**

1. Each unit member shall have a personnel file established and maintained by the Superintendent.
2. Each unit member shall have the opportunity to review the contents of the unit member's personnel file. The request for review must be in writing. A unit member shall be entitled to have an authorized representative of the Association accompany the unit member during such review.
3. No material derogatory to a unit member's conduct, service, character or personality shall be placed in the unit member's personnel file unless the unit member has had an opportunity to review the material. The unit member shall place a signature and date on the material prior to placement in the unit member's personnel file. The signature shall be understood by the parties to be an acknowledgment of the placement of the material and does not constitute acceptance of the material content. The unit members shall also have the right to submit a written answer which shall be reviewed by the Superintendent and attached to the file copy.
4. All materials contained in the personnel file are confidential; however, a unit member shall be permitted to reproduce or circulate any material in the unit member's file.

**Article XX Unit Member Facilities**

**Section A** Each school shall have the following facilities:

1. Space will be provided in each classroom where certified unit members may store instructional materials and supplies.
2. An appropriately furnished room reserved for the use of certified unit members as a faculty lounge will be provided. Certified unit members will be expected to exercise reasonable care in maintaining the cleanliness and appearance of the room and it shall be cleaned by the custodial staff.

3. A work area, which may be in the faculty lounge, will be provided for use by the certified unit members in the preparation of instructional materials. The work areas will have air conditioning.
4. A serviceable desk, chair and filing cabinet for the use of each certified unit member shall be provided.
5. An adequately lighted and clean certified unit member's rest room will be provided which is separate from the student rest rooms.
6. Two (2) working personal computers and one (1) with printer shall be provided for the use of the unit members.
7. A telephone will be made available to provide privacy specifically for calls to parents and for school related business.

**Article XXI Unit Member - Administration Liaison**

Section A The Association shall select a Liaison Committee for each building which may meet with the building principal once a month during the school year to review and discuss local school problems and practices and to play an active role in the revision or development of building policies. Areas for consideration shall include but not be limited to such matters as curriculum, textbooks, distribution of materials and supplies, discipline and parent visitation. Said committee shall consist of not more than three (3) unit members from each building.

Section B The Association's representative may request meetings with the Superintendent during the school year to review and discuss current school problems and practices and the administration of this Agreement. The Superintendent welcomes input on all aspects of District operations.

**Article XXII Sick Leave**

Section A Annual Allotment

1. All ten (10) month unit members shall receive ten (10) sick leave days with pay per year. Unused sick leave is accumulative.  
  
An eleven (11) month certified unit member shall be granted one (1) additional sick leave day in the eleven (11) month contract year.
2. All twelve (12) month unit members shall receive twelve (12) sick leave days with pay per year. Unused sick leave is accumulative.
3. For new unit members sick leave shall be prorated at one (1) day per month of employment.
4. All certified unit members employed under a full-time contract shall be entitled to ten (10) days each school year as of the first official date of the school year whether or not they report for duty on that day.

5. Those full-time certified unit members with twelve (12) or more years of service in the District shall be entitled to an additional two (2) days of sick leave which is accumulative.

6. Unused sick leave days shall be accumulated from year to year with no maximum limit. The repetitive absence can be cause for requesting a physician's note.

7. Sick Leave for Secretaries

All full-time secretaries shall be entitled to paid sick leave in each work year as follows:

- Twelve (12) sick leave days per year for one (1) to fifteen (15) years of service
- Thirteen (13) sick leave days per year for sixteen (16) to twenty (20) years of service
- Fourteen (14) sick leave days per year for twenty-one ( 21) or more years of service

8. Holidays for Secretaries

All secretaries shall be entitled to paid holidays coinciding with the days during the school year upon which the schools of the District are closed for the purpose of observing the holidays pursuant to the "school calendar" adopted by the Board. In addition, employees shall be entitled to one (1) paid holiday during the summer break for Independence Day (July 4).

## Section B Accumulated Leave Compensation

Upon retirement of a non-certified unit member, under the Public Employment Retirement System (hereinafter "PERS"), the Board will compensate for accumulated sick leave under one (1) of the following options:

1. Non-Certified Unit Member

a. Under the first option would be compensated for accumulated sick leave/personal days in accordance with Schedule J.

b. Under the second option, any non-certified unit member who retires effective the first year of retirement shall receive one hundred and ten percent (110 % ) per diem of the non certified unit member's yearly salary [base/240 for twelve (12) month non-certified unit members and base/200 for ten (10) month non-certified unit members] up to one hundred (100) sick days and twenty-five dollars (\$25) per day for sick days above hundred (100) days to be paid over a five (5) year period commencing July 1 of the year of retirement. Payments shall be made on a monthly basis.

c. Any non-certified unit member who retires effective the second year of retirement eligibility shall receive eighty-five percent (85 % ) per diem of the non-certified unit member's yearly salary

[base/240 for twelve (12) month non-certified unit members and base/200 for ten (10) month non-certified unit members] up to one hundred (100) sick days and twenty five dollars (\$25) per day for sick days above one hundred (100) days to be paid over a five (5) year period commencing July 1 of the year of retirement. Payments shall be made on a monthly basis.

- d. Any non-certified unit member who retires effective their third year of retirement eligibility shall receive fifty percent (50 % ) per diem of the non-certified unit member's yearly salary [base/240 for twelve (12) month non-certified unit members and base/200 for ten (10) month non-certified unit members] up to one hundred (100) sick days and twenty-five dollars (\$25) per day for sick days above one hundred (100) days to be paid over a five (5) year period commencing July 1 of the year of retirement. Payments shall be made on a monthly basis.
- e. Secretaries retiring at the end of a school year should notify the Superintendent on or before February 1. Secretaries retiring during the school year are asked to give ninety (90) days written notice. Such written notice may be waived by the Superintendent under extraordinary circumstances.
- f. Payments under the accumulated sick leave provision shall be made in accordance with the following notification/payment table with the understanding that any non-certified unit member who has reached or surpassed their first year of retirement eligibility prior to the signing of this Agreement shall be entitled to participate in the accumulated leave payment program in accordance with Schedule Q.
- g. A non-certified unit member who has at least twenty-five (25) years of credited service in the PERS but has not reached the age of fifty-five (55) may take advantage of this provision. The non-certified unit member shall be penalized by a reduction in the total accumulated leave compensation amount equal to the reduction factor issued by the PERS for early retirement.
- h. Any non-certified unit member who has attained at least twenty-five (25) years of credited service in the PERS but has not reached the age of fifty-five (55) may take advantage of this provision provided they are willing to accept the penalty imposed by the PERS.

2. Certified Unit Member

- a. Upon retirement from the District as verified by the Teachers' Pension and Annuity (hereinafter the "TPAF") fund, a certified unit member shall be eligible for payment of unused sick leave accumulated while employed in the District.
- b. Certified unit members retiring at the end of a school year should notify the Superintendent on or before February 1. Certified unit members retiring during the school year are asked to give ninety

(90) days written notice. Such written notice may be waived by the Superintendent under extraordinary circumstances.

- c. Any certified unit member who retires during the first year of eligibility shall receive (110 %) per diem of certified unit member's yearly salary (Base/200) up to one hundred (100) sick days and forty-five dollars (\$45) per day for sick days above one hundred (100) days to be paid over a five (5) year period commencing July 1 of the year of retirement. Payments shall be made on a monthly basis. (If a certified unit member retires effective December, 2001 or June, 2001 payments would begin July 1, 2001.)
- d. Any certified unit member who retires during the second year of eligibility shall receive eighty-five (85 %) per diem of certified unit member's yearly salary (Base /200) up to one hundred (100) sick days and forty-five dollars (\$45) per day for sick days above one hundred (100) days to be paid over a five (5) year period commencing July 1 of the year of retirement. Payments shall be made on a monthly basis.
- e. Any certified unit member who delays their retirement until their third year of eligibility shall receive fifty percent (50 %) per diem of certified unit member's yearly salary (Base/200) up to one hundred (100) sick days and fifty-five dollars (\$45) per day for sick days above one hundred (100) to be paid over a five (5) year period commencing July 1 of the year of retirement. Payments shall be made on a monthly basis.
- f. Any current certified unit member who has reached or surpassed their first year of eligibility prior to the signing of this Agreement shall be entitled to sick leave pay as outlined in the first paragraph of this section.
- g. Retirement is defined as the term as used by the TPAF and does not mean the mere termination of employment with the District. One would have to have twenty-five (25) years of credited service in the TPAF and be at least fifty-five (55) years of age or attained at least sixty (60) years of age with at least ten (10) years of credited service in the TPAF.
- i. A certified unit member who has at least twenty-five (25) years of credited service in the TPAF but has not reached the age of fifty-five (55) may take advantage of this provision. The certified unit member shall be penalized by a reduction in the total accumulated leave compensation amount equal to the reduction factor issued by the TPAF for early retirement.
- j. Certified unit members who do not qualify for compensation under Article XXII, sections B.2c, B.2d or B.2e shall be compensated for accumulated sick leave in accordance with Schedule K.
- k. Payment for unused sick days shall be made upon retirement or, at the certified unit member's request, on January 30 of the calendar year following retirement. For those retirees who do not

give notice as specified in paragraph above, payment shall be made thirty (30) days subsequent to the actual date of retirement.

- I. All certified and non-certified staff hired after July 1, 2011 will be capped at \$15,000 for sick time buy-out payments.
- m. Any certified unit member who comes under tenure as a result of serving the equivalent of more than three (3) academic years within a period of four (4) consecutive academic years shall have all accumulated sick leave balances, existing at the last break in service prior to the contract year in which tenure is granted, reinstated in full. This provision is limited only to this Article and shall not apply to other service criteria of this Agreement.

1. Death Benefits

In the event of the death of a unit member, payment due for accumulated sick leave shall be made to the estate of the deceased unit member.

Section C Unit members shall be eligible to receive pooled sick leave from unit members and other employees of the District. The FTEA President shall request, in writing, of the Superintendent that a general notice of interest from a unit member to receive specific amount of pooled sick leave contributions be circulated generally to all District employees. District employees may then submit authorization to the Business Office to contribute a specific number of days to the subject unit member. The subject unit member shall be credited with pooled sick days up to the amount set by the FTEA President. The Superintendent shall notify the subject unit member of the number of days contributed. The pooled days shall remain in a separate sick leave bank of the subject unit member and cannot be returned to the contributing employee. Any and all unused pooled sick leave is not subject to payment of accumulated leave compensation. .

**Article XXIII Vacations**

This Article of the Agreement refers to the non-certified unit members who are employed on a twelve (12) month basis.

Section A Unit members with less than one (1) full year of service shall receive one (1) day for each month of service not to exceed ten (10) working days. A full year of service shall mean continuous employment from July 1 through June 30 for at least six (6) full months.

Section B Unit members with one (1) full year of service through ten (10) full years of service shall receive thirteen (13) working days of vacation.

Section C Unit members with eleven (11) through fifteen (15) years of service shall receive twenty (20) working days of vacation.

Section D Unit members with sixteen (16) years of service and up shall receive twenty-three (23) working days of vacation.

Section E All vacation schedules are subject to approval of the Superintendent.



- Section F Secretaries with less than one (1) full year of service shall receive one (1) day per each month not to exceed five (5) working days.
- Section G Secretaries with one (1) full year of service through five (5) years of service shall receive ten (10) working days of vacation.
- Section H Secretaries with six (6) through ten (10) years of service shall receive fifteen (15) working days of vacation.
- Section I Secretaries with eleven (11) through fifteen (15) years of service shall receive twenty (20) working days of vacation.
- Section J Secretaries with sixteen (16) years of service and up shall receive one (1) additional vacation day for each anniversary year of service, not to exceed ten (10) days.
- Section K Secretaries who have earned four (4) weeks vacation may request permission to take one during the school year.
- Section L In the case of two secretaries in the same office requesting the same vacation time, seniority in that office shall prevail.
- Section M No vacation may be taken the first full week prior to the Labor Day Holiday.
- Section N The Athletic Trainer is an 11 month employee who has the option to work five weeks during July & August to get a floating week to be used during the school year.

**Article XXIV Personal Business Leaves/Bereavement Leaves**

- Section A 1. Certified unit members shall be entitled to the following non-accumulative leaves of absences with full pay each school year:

Four (4) days shall be granted to full-time unit members by the Superintendent for personal business. Unit members who are employed at less than full-time status shall be entitled to a pro-rated portion of personal business days offered to full-time unit members. Application for such leaves shall be submitted at least two (2) days before taking such leave, except in case of emergency; however, the Superintendent may accept less than two (2) days notice.

2. No personal business days will be granted for a day immediately preceding or following a day when school is closed. In the case of emergency, the Superintendent may waive this provision.

3. Unused personal business days can be accumulated each year for payment upon retirement. The method of payment will be consistent with the payment of accumulated sick leave in Article XXII, Section A. No more than four (4) personal business days may be used per year.

Section B 1. Non-certified unit members shall be entitled to the following leaves of absence with full pay each year:

Four (4) personal business days per year. No more than four (4) personal business days may be used per year.

2. Unused personal business days can be accumulated and upon retirement under PERS, these days will be compensated at the same rate as sick days, outlined in Article XXII, Section B, provided that the unit member is regularly employed for a minimum of twenty (20) hours per week.

Section C

1. In the event of the death of a unit member's spouse, child or parent, all unit members shall be entitled to bereavement leave of up to four (4) days in 2011-2012, four (4) days in 2012-2013, and three (3) days in 2013-2014. Bereavement leave of one (1) day will be granted in the event of the death of a unit member's brother or sister, grandparent, grandchild, son/daughter-in-law, father/mother-in-law, brother/sister-in-law, aunt, uncle or any other member of the immediate household residing with the unit member. A copy of the death notice, newspaper obituary notice or funeral memorial card shall be attached to the absence form for bereavement leave if requested by the Superintendent.

2. In the event of the death of a unit member or student in the District, the Superintendent shall grant to an appropriate number of unit members sufficient time off to attend the funeral. The time and number shall be at the discretion of the Superintendent. When any unit member dies, a moment of silence will be held in all school buildings in honor of the unit member.

3. Other leaves of absence with or without pay may be granted by the Board for good reasons. The Board's decision to grant a leave of absence is not subject to the grievance procedure.

4. For non-certified unit members, up to two (2) non-certified unit members per year shall be granted two (2) professional improvement days to attend the New Jersey Education Association convention. A certificate of attendance must be obtained by said non-certified unit member.

**Article XXV Board Authorized Discretionary Leaves**

Section A Authorized Discretionary Leave may be granted by the Board. The Board is the sole party to determine the granting and the length of any board authorized discretionary leave. In all cases where an approved leave of absence under this Article is also a qualifying event under either the New Jersey Family Leave Act ("NJ FLA") or the federal Family Medical Leave Act ("FMLA"), and the unit member is eligible for such leave under the NJ FLA and/or the FMLA, the leave benefits provided under the NJ FLA and/or the FMLA shall run concurrent with

the leave benefits provided under this Article commencing on the eleventh (11<sup>th</sup>) day of the leave. The Board shall have the right to designate the leave as a NJ FLA and/or FMLA qualifying leave upon the eleventh (11<sup>th</sup>) day of the leave and shall inform the unit member of such designation. The unit member shall use all applicable and/or available paid time off during the approved leave under this Article and during any NJ FLA and/or FMLA leave, except for the remaining balance of the annual allocation of four (4) personal days.

During the duration of any approved leave under this Article, in the event that: a) leave benefits under the NJ FLA and FMLA are depleted; or b) all paid time off provided in this Agreement is depleted, whichever occurs last, all medical benefits to which the unit member was entitled to at the commencement of the approved leave of absence shall be preserved for an additional ninety (90) calendar days.

Section B A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick member of the unit member's family or immediate household. Additional leave may be granted at the discretion of the Board.

Section C Other leaves of absence without pay may be granted by the Board for a good reason.

Section D Time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure.

Section E All leaves shall be applied for within (60) sixty days in writing of the commencement of the leave to the Superintendent and approved by the Board.

Section D When disability leave associated with pregnancy can be anticipated, the unit member will make written application sixty (60) days prior to commencement of such leave.

Section E All requests for disability leave shall be submitted sixty (60) days before the commencement of the leave along with a physician's certificate. At the time of the application, the unit member shall specify in writing the date on which the unit member wishes to commence leave and the date on which the unit member wishes to return to work.

Section F Child Care Leave

1. Tenured unit members may request unpaid child care leave effective immediately upon termination of medical disability associated with pregnancy by written application to the Board sixty (60) days prior to the date of commencement of child care leave. The duration of the child care leave shall not exceed the balance of the school year in which the leave was taken and the full school year immediately following the year in which the leave commenced.
2. In the event a unit member requests and receive a leave related to child care to begin prior to a period of disability, accrued sick leave may not be

used for the period of actual disability; however, should the Board require that a leave related to child care commence prior to the disability period for reasons of continuity of instruction, accrued sick leave may be used during the period of actual disability.

**Article XXVI Certified Substitutes**

Section A The Board agrees, to the best of its ability, at all times, to maintain an adequate list of substitute teachers. In the event that substitute teachers are not available, and teachers are requested to fill the need, said teacher shall be compensated for a per pupil contact period of forty-five (45) minutes in accordance with Schedule I. to be paid at end of pay period Compensation shall be by separate check upon submission of the appropriate payroll voucher. A certified teaching unit member shall be paid fifty percent (50 % ) of the compensation rate for all class coverage less than one half ( $\frac{1}{2}$ ) of the period and one hundred percent (100 % ) of the compensation rate for all class coverage of one half ( $\frac{1}{2}$ ) or more of the period. The regular morning home room period ten (10) minutes is not considered a contact period under terms of this provision.

Section B In case of emergencies, teachers will substitute during their preparation period and be compensated subject to terms of this Agreement. To ensure equal distribution of such assignments, a posted master schedule will be developed by each principal indicating which teachers are available at various periods during the day, and assignments will be made on a rotating basis. When classes are divided between teachers to cover an absence by the regular teacher, reimbursement will also be shared on the basis of terms of this Agreement. Partial coverage of a class will also be paid on the basis of the terms of this Agreement. It will be the responsibility of the covering teacher(s) to complete a reimbursement form, available in the principal's office, not later than the day following the assignment.

**Article XXVII Sabbatical Leaves**

Section A A sabbatical leave shall be granted to a full-time unit member by the Board for study directly related to their area of specialization or study in other areas pertaining to education.

Section B All sabbatical leaves shall be granted, subject to the following conditions:

1. There will not be more than one sabbatical leave in any one (1) year.
2. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a maximum of one (1) teacher at a time.
3. The unit member has completed at least seven (7) years of full time service in the District.

4. Request for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed upon by the Association and the Superintendent, no later than February 1, and action must be taken on all such requests no later than the March meeting of the Board.
5. Criteria will be developed between the Association and the Superintendent to assist in the evaluation of applications. Selection of the successful applicant will be at the discretion of the Board.
6. Upon return from a sabbatical leave, the unit member shall be placed on the salary schedule at the level the unit member had achieved at the time when the sabbatical leave commenced.
7. All sabbatical leaves shall be without pay.

**Article XXVIII Professional Development and Educational Improvement**

- Section A    1.    The Board and the Association support the principle of continuing training of certified unit members and the improvement of instruction.

The Board and the Association also agrees that all non-certified unit members should be encouraged to broaden their skills and thus increase their productivity to the District. To this end, the Board agrees to reimburse for all college courses and/or educational workshops taken by non-certified unit members. All such college courses, as part of a matriculated degree in education (the non-certified unit members do not have to matriculate into a degree program) and/or educational workshops must be job related and must be approved in advance by the Superintendent. Reimbursement for courses shall follow the procedures outline in Section B of this Article.

2.    The Board will provide a minimum of seven (7) in-service hours each school year. In-service hours shall be credited toward the unit member's minimum continuing education requirement provided that activity is incorporated as part of the unit member's professional improvement plan.

- Section B    To work toward the end stated above, the Board agrees:

To reimburse full time certified unit staff members for approved courses taken up to a maximum of eight (8) credits per fiscal year reimbursement per credit up to a credit maximum accordance with Schedule N. The maximum reimbursement per credit will be at the rate for an in-state graduate course in education at the College of New Jersey. Any per credit cost less than the maximum will be reimbursed as the actual per credit tuition paid. Tuition is understood to be only course registration costs and it does not include administrative or supplemental fees. If the credit cost of the institution being attended is less than the College of New Jersey rate, additional credits may be taken up to a maximum of twelve (12) credits per year as long as the total tuition cost does not exceed (8) credits at the College of New Jersey rate. Part time certified unit members are entitled to a pro-rated portion of tuition reimbursement. The certified unit member must confer with their immediate supervisor

and submit to the Superintendent a purchase order for the courses to be considered for tuition reimbursement.

Purchase orders may be issued up to April 1<sup>st</sup> of the fiscal year so long as the total number of approved purchase orders does not exceed the credit maximum in accordance with Schedule N. The last unit member requesting approval shall receive reimbursement up to the amount remaining in the annual pool. A unit member may take up to twelve (12) credits as long as the total annual costs does not exceed eight (8) credits at the College of New Jersey rate.

The executed purchase order will serve as authorization to participate in the tuition reimbursement program. Attached to the purchase order shall be a course description and the tuition fee schedule for the institution to be attended.

For certified unit members only grades of "A", "B", or "pass" in a pass/fail system will qualify for reimbursement.

For certified unit members payment will be made upon satisfactory completion of the course(s). An official transcript will serve as proof of satisfactory completion. All courses taken for tuition reimbursement must be in the certified unit member's area of teaching responsibility and/or specialist field. All courses shall be graduate level courses. The courses must be listed under the course requirements for a matriculated degree in the certified unit member's area of teaching responsibility or specialist field. Certified unit members may take up to nine (9) credits prior to matriculation. Approval of any and all courses above nine (9) credits will require the certified unit member to demonstrate matriculation toward a master's degree in the certified unit member's area of teaching responsibility or specialist field.

The above requirement on the demonstration of matriculation does not apply to a certified unit member who has earned a masters degree. The certified unit member holding said degree is limited to thirty (30) credits beyond a master's degree.

The only undergraduate level courses to be approved for tuition reimbursement must be required to expand certification to meet a District teaching assignment or to expand an area of knowledge beneficial to the District.

For non-certified unit members, payment will be made upon satisfactory completion or attendance and proof of payment of tuition and/or registration fees.

2. To pay the full cost and other reasonable expenses incurred in connection with any workshop, seminar, conference, in-service training session or other such sessions which a unit member is required and/or requested by the Administration to participate.
3. If a member of the secretary staff is requested by the Board to attend any workshop, seminar, conference, in-service training session, the Board

agrees to pay for registration fees, lodging, transportation and any other reasonable expense.

4. To pay the reasonable expenses, including fees, meals, lodging and/or transportation, incurred by unit members who attend such sessions with the approval of the Superintendent in consultation with the unit member's immediate supervisor.
5. To cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction.

Section C In-service programs shall be conducted, when possible, during the in-school unit member workday. In-service programs should be developed through the cooperative efforts of the Association and the Administration, The Superintendent shall have final approval of all in-services programs.

Section D The superintendent shall appoint one (1) administrative member and the Association shall elect four (4) members to the Committee. The Committee shall elect a chairperson from among themselves. Said individuals shall serve two(2) year terms. Initial terms shall be staggered. Each elected member may serve a total of three terms. One member will run the District Mentoring program. Each building should have a least one representative The Superintendent shall be a member with voting rights. Committee members may be replaced periodically by notifying the Chairperson. Association members of the Committee shall be compensated by the Board at the additional teaching programs rate for all hours that the Committee formally meets up to a maximum of twenty (20) hours for committee members and twenty-seven (27) for the chair. Payment shall be made by payroll voucher during the June 15 payroll period. The Association shall compensate Association members on the Committee for any and all other time not spent in formal Committee meetings as the Association deems appropriate. No committee member or chair shall be pulled from classes for PD work without consent from the Superintendent and the FTEA.

Section E Upon completion of the National Board Certification Program and the receipt of certification, the BOE will reimburse up to two thousand and seventy five dollars (\$2075) for courses and registration fees. Each year on September 15<sup>th</sup>, if the teacher is still employed in the district, he/she will receive a one thousand dollar (\$1,000) bonus as long as he/she maintains a valid certificate. No more than three (3) teachers may be part of the program at any one time.

#### **Article XXIX Protection of Unit Members**

Section A The Board shall provide legal assistance for any assault upon the unit member while acting in the discharge of his duties.

Section B When absence arises out of or from such assault or injury, the unit member shall not forfeit any sick leave or personal leave.

Section C Unit members shall immediately report cases of assault suffered by them in connection with their employment to their principal/supervisor.

Section D Such notification shall be immediately forwarded to the Superintendent who shall act in appropriate ways as liaison between the unit member, the police and the courts.

Section E Unit member protection shall be as per statutory requirements.

**Article XXX Student Control and Discipline**

Section A When, in the judgment of a unit member, a student requires attention of the principal, assistant principal, counselor, psychologist, physician or other specialist, the unit member shall so inform the unit member's principal or immediate supervisor. The principal or supervisor shall arrange as soon as possible for a conference between the principal/supervisor, the unit member and an appropriate specialist to discuss the problem and to decide upon appropriate steps for its resolution.

Section B When, in the judgment of a unit member, a student's, behavior, seriously disrupts the instructional program to the detriment of others, the unit member will, after having dealt with the disruption, prepare and maintain anecdotal records to be used when contacting the parent or guardian to discuss the inappropriate behavior. A copy of such records shall be made available to the Administration. If immediate action is required, the unit member will call the office to request assistance of an administrator. Appropriate forms shall be developed by the Superintendent in consultation with the Association.

Section C Recommendations of the specialist shall be accepted and a copy of the report made available for review to the unit member in the principal's office.

**Article XXXI Insurance Protection**

Provisions under this article shall only apply to unit members who are issued a contract by the Board for the full school contract year of at least twenty (20) hours per week.

Section A The Board shall provide health care, prescription and dental insurance protection as below described. Consistent with Chapter 78, P. L. 2011, the Board and the unit member shall pay their respective premium contributions for the health care, prescription and dental coverage for each individual unit member who remains in the employ of the Board for the full school year. The Board shall make its premium contribution payment to provide insurance coverage for the full twelve (12) month period commencing July 1 and ending June 30.

Section B The Board shall provide for each unit member a description of the health care insurance coverage. Any health care coverage plan selected by the Board as long as such plan is at least equal to or better than the coverage provided by the above described plans, including the administration of said plans. The Board shall give reasonable advance notice to the Association prior to implementation.

Section C Retired unit members may elect to continue prescription and dental coverage at group rates - an annual surcharge of one hundred and ten percent (110%). Premiums will be paid to the Board by check three (3) months in advance. Any payments not received within fifteen (15) calendar days of the due date shall be



assessed an administrative penalty of fifty dollars (\$50). Failure to pay the penalty shall result in cancellation of coverage.

Section D The Board of Education agrees that the secretaries of this unit may remain as group members of the Blue Cross and Blue Shield Insurance Plan upon retirement, with the provision that the current carrier agrees to this. Further, it is understood that the premium will be paid to the Board of Education by the retiree.

Section E Consistent with Chapter 78, P.L. 2011 the Board will their portion of the dental plan for the duration of this contract, not including co-pay requirements for the unit member, up to a maximum of one thousand two hundred fifty dollars (\$1,250). Any dental coverage premium in excess of double coverage or the maximum amount will be assumed by the unit member through payroll deduction.

Section H A unit member, eligible for medical, prescription and dental coverage, may elect to not to enroll for such coverage and may participate in an in lieu payment program. The in lieu payment shall be equal to thirty percent (30%) for 2011-2012 and 2012-2013 and forty percent (40%) for 2013-2014 of the base premium. Base premium shall be determined at the coverage level in which the unit member was enrolled immediately prior to the election to participate in the in lieu payment program or to the lesser coverage if a change was made in the year prior to the participation year. Any unit member not enrolled in immediately prior to the election to participate in the in lieu payment program shall be permitted participate at the coverage level they would have been eligible to select if directly enrolling in the program.

Unit members who elect to participate in the in lieu payment program may re-enroll for medical, prescription and/or dental coverage during open enrollment periods. If a unit member wishes to re-enroll in a prescription or dental plan prior to an open enrollment period due to a demonstrated loss of alternate coverage, the unit member shall pay a re-enrollment charge equal to one hundred and ten percent (110 % ) of any pro-rated payment made under the in lieu payment program for the participation year.

In lieu payments shall be issued in the first pay period of September.

If a unit member participating in the in lieu payment program dies between July 1 and October 30 of the participation year, a pro-rated payment based on the time worked during the participation year shall be made to the estate of the unit member. If a unit member dies during the participation year after in lieu payment is made a payroll withholding shall be made for the pro-rated amount paid but not worked during the participation year.

The Board shall adopt, by resolution, A Section 125 plan as provided by the United States Internal Revenue Code of 1986, as amended, which shall conform to all relevant United States and New Jersey regulations.

Payment shall not exceed the following cap;

2011-2012

- No maximum payment

2012-2013

- Maximum payment for the 2012-2013 school year shall be \$7,608 which constitutes the School Employee Health Benefits percentage increase of 10.1%, as contained in the Annual Budget Statement, times the 2011-2012 amount of \$6,910.

2013-2014

- Maximum payment for the 2013-2014 school year shall be calculated by multiplying the 2012-2013 cap amount times the 2013-2014 School Employee Health Benefits (SEHBP) percentage increase contained in the Annual Budget Statement.
- Annual increases shall not exceed 15%.
- If the previous year SEHBP has a decrease in percentage the cap shall remain at the previous year level and shall not be reduced.
- All future payments in lieu of benefits shall be based on the SEHBP increase for the next budget year as contained in the Annual Budget Statement.

**Article XXXII Association Payroll Dues and Representation Fee**

Section A The Board agrees to deduct from the salaries of its unit members dues for the Florence Township Education Association (hereinafter the "FTEA"), the BCEA and the NJEA as said unit members individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Laws 1969 (N.J.S.A. 52:14-15.93) and under rules as established by the New Jersey Department of Education by the fifteenth (15<sup>th</sup>) of each month following the monthly pay period which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.

Section B Any association 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.

Section C Representative Fee

If a unit member does not become a member of the Association during any membership year beginning September 1 and concluding on June 30 and covered by this Agreement, the unit member will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the unit member's per capita cost of services rendered by the Association as majority representative. The fee will not be collected to pay for administration activities that are partisan, political or for ideological positions only incidentally related to terms and conditions of employment, and all benefits available only to members of the majority representative.

The representation fee to be paid by non-members will be certified annually in writing by the Association as a percentage, which shall not exceed eighty five percent (85%) of the regular membership dues for the membership year. The Association will certify to the Board in writing, prior to the start of each

membership year that the amount of representation fee to be assessed does not exceed eighty five percent (85% ) of dues, fees and assessments, and that the representation fee does not include any amount of dues, fees and assessments that are expended - (1) for partisan, political or ideological activities or causes that are only incidentally related to terms and conditions of employment or (2) applied toward the cost of benefits available only to the members of the majority representatives.

Once during each membership year (September 1-June 30) covered by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the current year. The Board will deduct from the salaries of such employees the representation fee in equal installments, as nearly as possible, from the paychecks paid to these employees during the remainder of the membership year. The deductions will begin with the first paycheck paid ten (10) days after receipt of the list by the Board.

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the Board in conformance with this provision.

**Article XXXIII Seniority and Job Description**

Section A District seniority is defined as service by appointed unit members in the District in the collective bargaining unit covered by this Agreement. An appointed unit member shall lose all accumulated District seniority if unit member resigns or is discharged for cause.

Section B Reduction In Force

In the event of a reduction in force (hereinafter a "RIF"), including reductions caused by the discontinuance of a facility or its relocation, the unit member shall be laid off in the inverse order of seniority of the unit members in the category involved in the layoff. In the event of any RIF, District-wide seniority in the category shall apply.

In the event of a RIF, all non-tenured unit members shall be recalled, in the inverse order of layoff, for a period of one (1) year. A unit member shall be offered any position for which the unit member holds the required qualifications by job category. Unit members shall remain on the recall list for one (1) year regardless of the decision not to accept an offered position during the one (1) year period.

Section C The Board will notify the Association in advance of the planned RIF and upon request shall discuss the matter with the Association prior to the implementation of such RIF.

Section D For all certified unit members, all code and regulations pertaining to seniority situations shall prevail.

Section E Upon employment, the unit members shall be given a general description of the duties that are expected to be performed.

Section F At no time shall any non-certified unit member be requested or required to cover a class assigned to a duly certified professional employee, except in the case of an emergency.

**Article XXXIV Miscellaneous Provisions**

Section A If any provisions of this Agreement or any application of this Agreement to any unit member or group of unit members is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**Article XXXV Duration of Agreement**

This Agreement shall be effective as of July 1, 2011 and continue in effect until June 30, 2014.

All contractual items will be opened for renegotiation during the 2013-2014 school year in preparation for a new contract that will be effective on July 1, 2014 or upon the date thereafter when an amicable conclusion has been reached.

In witness thereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon.

**SCHEDULE A1**

**CERTIFIED UNIT MEMBER SALARY GUIDE  
2011-2012**

<b>Step</b>	<b>BA</b>	<b>BA10</b>	<b>BA20</b>	<b>BA30</b>	<b>MA</b>	<b>MA10</b>	<b>MA20</b>	<b>MA30</b>
1	49661	50336	51011	51661	53461	54136	54811	55486
2	50861	51536	52211	52861	54661	55336	56011	56686
3	52061	52736	53411	54061	55861	56536	57211	57886
4	53261	53936	54611	55261	57061	57736	58411	59086
5	54461	55136	55811	56461	58261	58936	59611	60286
6	55684	56359	57034	57684	59484	60159	60834	61509
7	56984	57659	58334	58984	60784	61459	62134	62809
8	58484	59159	59834	60484	62284	62959	63634	64309
9	60184	60659	61534	62184	63984	64659	65334	66009
10	62084	62759	63434	64084	65884	66559	67234	67909
11	64084	64759	65434	66084	67884	68559	69234	69909
12	66184	66859	67534	68184	69984	70659	71334	72009
13	68384	69059	69734	70384	72184	72859	73534	74209
14	70684	71359	72034	72684	74484	75159	75834	76509
15	73084	73759	74434	75084	76884	77559	78234	78909

**SCHEDULE A2**

**CERTIFIED UNIT MEMBER SALARY GUIDE  
2012-2013**

<b>Step</b>	<b>BA</b>	<b>BA10</b>	<b>BA20</b>	<b>BA30</b>	<b>MA</b>	<b>MA10</b>	<b>MA20</b>	<b>MA30</b>
1	49905	50580	51255	51905	53705	54380	55055	55730
2	51105	51780	52455	53105	54905	55580	56255	56930
3	52305	52980	53655	54305	56105	56780	57455	58130
4	53505	54180	54855	55505	57305	57980	58655	59330
5	54705	55380	56055	56705	58505	59180	59855	60530
6	55928	56603	57278	57928	59728	60403	61078	61753
7	57228	57903	58578	59228	61028	61703	62378	63053
8	58728	59403	60078	60728	62528	63203	63878	64553
9	60428	61103	61778	62428	64228	64903	65578	66253
10	62328	63003	63678	64328	66128	66803	67478	68153
11	64328	65003	65678	66328	68128	68803	69478	70153
12	66428	67103	67778	68428	70228	70903	71578	72253
13	68628	69303	69978	70628	72428	73103	73778	74453
14	70928	71603	72278	72928	74728	75403	76078	76753
15	73328	74003	74678	75328	77128	77803	78478	79153

**SCHEDULE A3**

**CERTIFIED UNIT MEMBER SALARY GUIDE  
2013-2014**

<b>Step</b>	<b>BA</b>	<b>BA10</b>	<b>BA20</b>	<b>BA30</b>	<b>MA</b>	<b>MA10</b>	<b>MA20</b>	<b>MA30</b>
1	51000	51675	52350	53000	54800	55475	56150	56825
2	52387	53062	53737	54387	56187	56862	57537	58212
3	53774	54449	55124	55774	57574	58249	58924	59599
4	54974	55649	56324	56974	58774	59449	60124	60799
5	56197	56872	57547	58197	59997	60672	61347	62022
6	57497	58172	58847	59497	61297	61972	62647	63322
7	58997	59672	60347	60997	62797	63472	64147	64822
8	60697	61372	62047	62697	64497	65172	65847	66522
9	62597	63272	63947	64597	66397	67072	67747	68422
10	64410	65085	65760	66410	68210	68885	69560	70235
11	66275	66950	67625	68275	70075	70750	71425	72100
12	68195	68870	69545	70195	71995	72670	73345	74020
13	70170	70845	71520	72170	73970	74645	75320	75995
14	72202	72877	73552	74202	76002	76677	77352	78027
15	74312	74987	75662	76312	78112	78787	79462	80137

## SCHEDULE B1

### EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE HIGH SCHOOL

POSITION	2011-2012	2012-2013	2013-2014
9 <sup>th</sup> Grade Class Advisor	2012	2012	2012
10 <sup>th</sup> Grade Class Advisor	2558	2558	2558
11 <sup>th</sup> Grade Class Advisor	3002	3002	3002
12 <sup>th</sup> Grade Class Advisor	3463	3463	3463
Athletic Association Advisor	2155	2155	2155
Audio Visual Aids Advisor	2513	2513	2513
Concert Band Director	841	841	841
Creative Writing Club Advisor	2155	2155	2155
Environmental Club Advisor	2155	2155	2155
Forensic Advisor	2155	2155	2155
Future Business Leaders/Nat Bus Honor Society Advisor	2155	2155	2155
Future Teachers Advisor	2155	2155	2155
Instrumental Music Director	3275	3275	3275
Jazz Band Director	2811	2811	2811
Marching/Pep Band Assistant Director	2612	2612	2612
Marching/Pep Band Director	9945	9945	9945
Marching/Pep Band Front Line Advisor	2356	2356	2356
Mathematics Club Advisor	2155	2155	2155
Music Association Advisor	2155	2155	2155
National Honor Society Advisor	2155	2155	2155
Newspaper Advisor	2854	2854	2854
Peer Coaching Advisor	2155	2155	2155
Renaissance Club Advisor	2155	2155	2155



Science Club Advisor	2155	2155	2155
Show Choir Advisor	841	841	841
Spanish Club Advisor	2155	2155	2155
Student Council Advisor	3463	3463	3463
TV & Film Club Advisor	2155	2155	2155
Yearbook Advisor	4716	4716	4716

**SCHEDULE B2**

**EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE  
HIGH SCHOOL**

POSITION	2011-2012	2012-2013	2013-2014
Musical Choreography Advisor	677	677	677
Musical Makeup/Costume Advisor	741	741	741
Musical Drama Coach	2345	2345	2345
Musical Instrumental Music Advisor	2345	2345	2345
Musical Program Advisor	870	870	870
Musical Sound/Lighting Advisor	665	665	665
Musical Stage Craft Advisor	870	870	870
Musical Stage Design Advisor	870	870	870
Musical Vocal Music Advisor	2345	2345	2345

**SCHEDULE B3**

**EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE  
MIDDLE SCHOOL**

POSITION	2011-2012	2012-2013	2013-2014
Concert Band Director	1842	1842	1842
Newspaper Advisor	1769	1769	1769
Grant Funded Play Director	1119	1119	1119
Show Choir Advisor	1918	1918	1918
Student Council Advisor	1912	1912	1912
Yearbook Advisor	1912	1912	1912

**SCHEDULE B4**

**EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE  
ELEMENTARY SCHOOL**

POSITION	2011-2012	2012-2013	2013-2014
Audio Visual Aids Advisor	2140	2140	2140
Cadet Band Director	1842	1842	1842
Newspaper Advisor	1769	1769	1769
Safety Patrol Advisor	1912	1912	1912
Team Leader	3871	3871	3871
Yearbook Advisor	1912	1912	1912

**SCHEDULE B5**

**EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE  
ADDITIONAL POSITIONS**

POSITION	2011-2012	2012-2013	2013-2014
Affirmative Action Officer	1985	1985	1985
Assistant Affirmative Action Officer	1322	1322	1322
Braille Transcriber	2765	2765	2765
Braille Transcriber – Hourly	25.50	26.09	26.72
Department Liaison	5713	5713	5713
Homeless Liaison Assistant	3501	3501	3501
Inclusion Coordinator	3696	3696	3696
Literary Magazine Advisor	1769	1769	1769
Medicaid Speech Advisor	1653	1653	1653
Substitute Caller	6733	6733	6733
Strength & Conditioning Advisor - Fall	720	720	720
Strength & Conditioning Advisor - Winter	720	720	720
Strength & Conditioning Advisor - Spring	720	720	720
Strength & Conditioning Advisor - Summer	871	871	871
Webmaster	2724	2724	2724

**SCHEDULE B6**

**EXTRA-CURRICULAR ACTIVITIES STIPEND GUIDE  
ADDITIONAL HOURLY POSITIONS**

POSITION	2011-2012	2012-2013	2013-2014
Timekeeper - Middle School	25.56	25.56	25.56
Timekeeper - Junior Varsity	35.96	35.96	35.96
Timekeeper - Varsity	39.70	39.70	39.70
Ticket Seller (Event)	69.65	69.65	69.65

**SCHEDULE C1**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
BUS/VAN DRIVERS**

2011 - 2012		2012 - 2013		2013 - 2014	
Step	Rate	Step	Rate	Step	Rate
1	12877	1	12955	1	13089
2	13177	2	13257	2	13394
3	13503	3	13585	3	13726
4	13854	4	13938	4	14082
5	14230	5	14316	5	14464
6	14631	6	14720	6	14872
7	15057	7	15148	7	15305
8	15508	8	15602	8	15763
9	15984	9	16081	9	16247
10	16529	10	16630	10	16802

**SCHEDULE C2**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
CAMPUS MONITOR**

<b>2011 - 2012</b>		<b>2012 - 2013</b>		<b>2013 - 2014</b>	
Step	Rate	Step	Rate	Step	Rate
1	15686	1	16046	1	16431
2	16282	2	16657	2	17057
3	16900	3	17289	3	17704
4	17543	4	17946	4	18377
5	18210	5	18629	5	19076

**SCHEDULE C3**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
EDUCATIONAL SECRETARY**

<b>2011 - 2012</b>		<b>2012 - 2013</b>		<b>2013 - 2014</b>	
Step	Rate	Step	Rate	Step	Rate
1	32286	1	32481	1	32817
2-3	32849	2	33048	2	33390
4-5	33866	3-4	34072	3	34424
6	35044	5-6	35257	4-5	35621
7	36284	7	36504	6-7	36881
8	37568	8	37796	8	38187
9	38895	9	39131	9	39535
10	40272	10	40516	10	40935
11	41695	11	41948	11	42382
12	43170	12	43432	12	43881

**SCHEDULE C4**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
ELEMENTARY CAFETERIA MONITOR**

<b>2011 - 2012</b>		<b>2012 - 2013</b>		<b>2013 - 2014</b>	
Step	Rate	Step	Rate	Step	Rate
1	5004	1	5034	1	5086
2	5087	2	5118	2	5171
3	5170	3	5201	3	5255
4	5253	4	5285	4	5340
5	5415	5	5448	5	5505
6	5545	6	5578	6	5636
7	5692	7	5727	7	5786
8	5850	8	5886	8	5946

**SCHEDULE C5**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
INSTRUCTIONAL ASSISTANT**

<b>2011 - 2012</b>		<b>2012 - 2013</b>		<b>2013 - 2014</b>	
Step	Rate	Step	Rate	Step	Rate
1	16343	1	16815	1	17337
2	16629	2	17101	2	17623
3	16916	3	17388	3	17910
4	17203	4	17675	4	18197
5-6	17838	5	18310	5	18832
7	18499	6-7	18971	6	19493
8	19191	8	19663	7-8	20185

**SCHEDULE C6  
NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
MAINTENANCE WORKER**

2011 - 2012		2012 - 2013		2013 - 2014	
Step	Rate	Step	Rate	Step	Rate
1	49316	1	49615	1	50128
2	50449	2	50756	2	51280
3	51610	3	51923	3	52460
4	52797	4	53117	4	53667
5	54382	5	54712	5	55277
6	56176	6	56517	6	57101
7	58030	7	58382	7	58986
8	59950	8	60314	8	60938

**SCHEDULE C7  
NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
SCHOOL CUSTODIAN**

2011 - 2012		2012 - 2013		2013 - 2014	
Step	Rate	Step	Rate	Step	Rate
1	30567	1	30741	1	31043
2	31484	2	31664	2	31976
3	32428	3	32614	3	32935
4	33401	4	33593	4	33925
5-6	35035	5	35237	5	35586
7-8	36750	6-7	36962	6	37329
9	38555	8-9	38778	7-8	39163
10	40440	10	40674	9-10	41080
11	42426	11	42672	11	43098
12	44505	12	44764	12	45211

**SCHEDULE C8**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
SECONDARY CAFETERIA MONITOR**

<b>2011 - 2012</b>		<b>2012 - 2013</b>		<b>2013 - 2014</b>	
Step	Rate	Step	Rate	Step	Rate
1	5961	1	5997	1	6059
2	6060	2	6097	2	6160
3	6159	3	6197	3	6261
4	6258	4	6296	4	6362
5	6454	5	6493	5	6560
6	6610	6	6650	6	6719
7	6789	7	6830	7	6900
8	6970	8	7012	8	7085

**SCHEDULE C9**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
TRANSPORTATION AIDE**

<b>2011 - 2012</b>		<b>2012 - 2013</b>		<b>2013 - 2014</b>	
Step	Rate	Step	Rate	Step	Rate
1	11172	1	11240	1	11356
2	11395	2	11464	2	11583
3	11622	3	11692	3	11813
4	11856	4	11928	4	12052
5	12092	5	12165	5	12291
6	12350	6	12425	6	12553



**SCHEDULE C10  
NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
UTILITY/GROUNDS WORKER**

2011 - 2012		2012 - 2013		2013 - 2014	
Step	Rate	Step	Rate	Step	Rate
1	42435	1	42692	1	43134
2	43070	2	43332	2	43780
3	43716	3	43961	3	44436
4	44370	4	44640	4	45101
5	45035	5	45308	5	45777
6	45709	6	45967	6	46462
7	46395	7	46667	7	47159
8	47030	8	47315	8	47804

**SCHEDULE C11  
NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
SIGN LANGUAGE INTERPRETER**

2011 - 20012		2012- 2013		2013 - 2014	
Step	Rate	Step	Rate	Step	Rate
1	57661	1	58987	1	60402
2	59444	2	60811	2	62270
3	61282	3	62691	3	64196
4	63177	4	64630	4	66181
5	65131	5	66629	5	68228
6	67146	6	68690	6	70338
7	69221	7	70813	7	72513
8	71298	8	72938	8	74688
9	73438	9	75127	9	76930
10	75640	10	77380	10	79237

**SCHEDULE C12**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
IN-SCHOOL SUSPENSION MONITOR**

2011 - 20012		2012- 2013		2013 - 2014	
Step	Rate	Step	Rate	Step	Rate
1	15686	1	16046	1	16431
2	16282	2	16657	2	17057
3	16900	3	17289	3	17704
4	17543	4	17946	4	18377
5	18210	5	18629	5	19076
6	18902	6	19336	6	19800
7	19620	7	20071	7	20553
8	20365	8	20834	8	21334

**SCHEDULE C13**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
PAYROLL CLERK**

2011 - 2012		2012 - 2013		2013 - 2014	
Step	Rate	Step	Rate	Step	Rate
1	45194	1	45550	1	46000
2	46457	2	46895	2	47426
3	47880	3	48341	3	48896
4	49224	4	49771	4	50412
5	50606	5	51243	5	51975
6	52032	6	52762	6	53586
7	53499	7	54326	7	55247
8	55012	8	55939	8	56960
9	56569	9	57600	9	58726
10	58172	10	59312	10	60546
11	59824	11	61076	11	62423
12	61525	12	62895	12	64358
13	63598	13	65003	13	66502

**SCHEDULE C14**

**NON-CERTIFIED UNIT MEMBER SALARY GUIDE  
ACCOUNTS PAYABLE CLERK**

<b>2011 - 2012</b>		<b>2012 - 2013</b>		<b>2013 - 2014</b>	
Step	Rate	Step	Rate	Step	Rate
1	41152	1	41529	1	42000
2	42487	2	42869	2	43344
3	43822	3	44230	3	44731
4	45194	4	45631	4	46162
5	46457	5	47001	5	47640
6	47880	6	48475	6	49164
7	49224	7	49934	7	50737
8	50606	8	51436	8	52361
9	53032	9	52987	9	54036
10	53499	10	54585	10	55766
11	55012	11	56234	11	57550
12	56569	12	57933	12	59392
13	58492	13	59897	13	61396

**SCHEDULE D1**

**NON-CERTIFIED UNIT MEMBER HOURLY RATE GUIDE  
TRANSPORTATION AIDE**

<b>2011 - 2012</b>		<b>2012 - 2013</b>		<b>2013 - 2014</b>	
Step	Rate	Step	Rate	Step	Rate
1	13.23	1	13.37	1	13.49
2	13.49	2	13.59	2	13.71
3	13.76	3	13.86	3	13.98
4	14.03	4	14.13	4	14.25
5	14.31	5	14.41	5	14.53
6	14.77	6	14.87	6	14.99

**SCHEDULE E1  
COACHING SALARY GUIDE  
FOOTBALL/BASKETBALL HEAD COACH**

STEP	2011-2012	2012-2013	2013-2014
1	5713	5713	5713
2	6183	6183	6183
3	6615	6615	6615
4	7125	7125	7125
5	7593	7593	7593
6	8065	8065	8065
7	8534	8534	8534
8	9004	9004	9004
9	9477	9477	9477
10	9945	9945	9945

**SCHEDULE E2  
COACHING SALARY GUIDE  
FOOTBALL/BASKETBALL ASSISTANT COACH**

STEP	2011-2012	2012-2013	2013-2014
1	4307	4307	4307
2	4660	4660	4660
3	5013	5013	5013
4	5367	5367	5367
5	5720	5720	5720
6	6073	6073	6073
7	6425	6425	6425
8	6776	6776	6776
9	7129	7129	7129
10	7651	7651	7651

**SCHEDULE E3  
COACHING SALARY GUIDE  
FOOTBALL/BASKETBALL FRESHMAN COACH**

STEP	2011-2012	2012-2013	2013-2014
1	3715	3715	3715
2	4019	4019	4019
3	4324	4324	4324
4	4631	4631	4631
5	4936	4936	4936
6	5240	5240	5240
7	5547	5547	5547
8	5853	5853	5853
9	6159	6159	6159
10	6464	6464	6464

**SCHEDULE E4  
COACHING SALARY GUIDE  
FOOTBALL/BASKETBALL MIDDLE SCHOOL COACH**

STEP	2011-2012	2012-2013	2013-2014
1	3428	3428	3428
2	3709	3709	3709
3	3992	3992	3992
4	4275	4275	4275
5	4557	4557	4557
6	4841	4841	4841
7	5121	5121	5121
8	5402	5402	5402
9	5686	5686	5686
10	5967	5967	5967

**SCHEDULE E5  
COACHING SALARY GUIDE  
BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY HEAD COACH**

STEP	2011-2012	2012-2013	2013-2014
1	4856	4856	4856
2	5256	5256	5256
3	5656	5656	5656
4	6055	6055	6055
5	6454	6454	6454
6	6855	6855	6855
7	7256	7256	7256
8	7653	7653	7653
9	8055	8055	8055
10	8455	8455	8455

**SCHEDULE E6  
COACHING SALARY GUIDE  
BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY ASSISTANT COACH**

STEP	2011-2012	2012-2013	2013-2014
1	3642	3642	3642
2	3943	3943	3943
3	4243	4243	4243
4	4542	4542	4542
5	4842	4842	4842
6	5142	5142	5142
7	5441	5441	5441
8	5741	5741	5741
9	6042	6042	6042
10	6341	6341	6341

**SCHEDULE E7  
COACHING SALARY GUIDE  
BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY FRESHMAN COACH**

STEP	2011-2012	2012-2013	2013-2014
1	3096	3096	3096
2	3352	3352	3352
3	3606	3606	3606
4	3860	3860	3860
5	4116	4116	4116
6	4371	4371	4371
7	4625	4625	4625
8	4881	4881	4881
9	5136	5136	5136
10	5389	5389	5389

**SCHEDULE E8  
COACHING SALARY GUIDE  
BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY MIDDLE SCHOOL COACH**

STEP	2011-2012	2012-2013	2013-2014
1	2914	2914	2914
2	3152	3152	3152
3	3395	3395	3395
4	3633	3633	3633
5	3873	3873	3873
6	4112	4112	4112
7	4352	4352	4352
8	4639	4639	4639
9	4833	4833	4833
10	5072	5072	5072

**SCHEDULE E9  
COACHING SALARY GUIDE  
SINGLE OR COMBINED PROGRAM TENNIS & TRACK HEAD COACH**

STEP	2011-2012	2012-2013	2013-2014
1	4856	4856	4856
2	5256	5256	5256
3	5656	5656	5656
4	6055	6055	6055
5	6454	6454	6454
6	6855	6855	6855
7	7256	7256	7256
8	7653	7653	7653
9	8055	8055	8055
10	8455	8455	8455

**SCHEDULE E10**

**COACHING SALARY GUIDE  
SINGLE OR COMBINED PROGRAM TENNIS & TRACK ASSISTANT COACH**

STEP	2011-2012	2012-2013	2013-2014
1	3642	3642	3642
2	3943	3943	3943
3	4243	4243	4243
4	4542	4542	4542
5	4842	4842	4842
6	5142	5142	5142
7	5441	5441	5441
8	5741	5741	5741
9	6042	6042	6042
10	6341	6341	6341



**SCHEDULE E11  
COACHING SALARY GUIDE  
SINGLE OR COMBINED PROGRAM TENNIS & TRACK FRESHMAN COACH**

STEP	2011-2012	2012-2013	2013-2014
1	3096	3096	3096
2	3352	3352	3352
3	3606	3606	3606
4	3860	3860	3860
5	4116	4116	4116
6	4371	4371	4371
7	4625	4625	4625
8	4881	4881	4881
9	5136	5136	5136
10	5389	5389	5389

**SCHEDULE E12  
COACHING SALARY GUIDE  
SINGLE OR COMBINED PROGRAM TENNIS & TRACK MIDDLE SCHOOL COACH**

STEP	2011-2012	2012-2013	2013-2014
1	2914	2914	2914
2	3152	3152	3152
3	3395	3395	3395
4	3633	3633	3633
5	3873	3873	3873
6	4112	4112	4112
7	4352	4352	4352
8	4639	4639	4639
9	4833	4833	4833
10	5072	5072	5072

**SCHEDULE E13**

**COACHING PER DIEM GUIDE  
SINGLE OR COMBINED PROGRAM TENNIS & TRACK HEAD COACH**

Per diem compensation, in addition to base stipend compensation, shall be made to all coaches of combined programs when either the girls or boys team participates in a full squad, dual competitions other than those competitions sponsored directly by the Burlington County Scholastic League, the New Jersey State Interscholastic Athletic Association or invitational relays or open competitions. Below are the per diem salary scales for the categories above listed. The per diem calculation factor is determined by taking the number of weekdays and Saturdays from the official opening of a season to the last date for the New Jersey State Interscholastic Athletic Association sponsored state championships. The per diem rate positions cannot be used if the full squad, dual competitions are greater than fifty (50%) of the seasons' regular schedule.

STEP	2011-2012	PER DIEM	2012-2013	PER DIEM	2013-2014	PER DIEM
1	4856	68.40	4856	68.40	4856	68.40
2	5256	74.02	5256	74.02	5256	74.02
3	5656	79.66	5656	79.66	5656	79.66
4	6055	85.29	6055	85.29	6055	85.29
5	6454	90.90	6454	90.90	6454	90.90
6	6855	96.55	6855	96.55	6855	96.55
7	7256	102.19	7256	102.19	7256	102.19
8	7653	107.79	7653	107.79	7653	107.79
9	8055	113.44	8055	113.44	8055	113.44
10	8455	119.09	8455	119.09	8455	119.09

**SCHEDULE E14**

**COACHING PER DIEM GUIDE  
SINGLE OR COMBINED PROGRAM TENNIS & TRACK ASSISTANT COACH**

Per diem compensation, in addition to base stipend compensation, shall be made to all coaches of combined programs when either the girls or boys team participates in a full squad, dual competitions other than those competitions sponsored directly by the Burlington County Scholastic League, the New Jersey State Interscholastic Athletic Association or invitational relays or open competitions. Below are the per diem salary scales for the categories above listed. The per diem calculation factor is determined by taking the number of weekdays and Saturdays from the official opening of a season to the last date for the New Jersey State Interscholastic Athletic Association sponsored state championships. The per diem rate positions cannot be used if the full squad, dual competitions are greater than fifty (50%) of the seasons' regular schedule.

STEP	2011-2012	PER DIEM	2012-2013	PER DIEM	2013-2014	PER DIEM
1	3642	51.29	3642	51.29	3642	51.29
2	3943	55.53	3943	55.53	3943	55.53
3	4243	59.76	4243	59.76	4243	59.76
4	4542	63.97	4542	63.97	4542	63.97
5	4842	68.20	4842	68.20	4842	68.20
6	5142	72.42	5142	72.42	5142	72.42
7	5441	76.64	5441	76.64	5441	76.64
8	5741	80.86	5741	80.86	5741	80.86
9	6042	85.09	6042	85.09	6042	85.09
10	6341	89.31	6341	89.31	6341	89.31

**SCHEDULE E15**

**COACHING PER DIEM GUIDE  
SINGLE OR COMBINED PROGRAM TENNIS & TRACK FRESHMAN COACH**

Per diem compensation, in addition to base stipend compensation, shall be made to all coaches of combined programs when either the girls or boys team participates in a full squad, dual competitions other than those competitions sponsored directly by the Burlington County Scholastic League, the New Jersey State Interscholastic Athletic Association or invitational relays or open competitions. Below are the per diem salary scales for the categories above listed. The per diem calculation factor is determined by taking the number of weekdays and Saturdays from the official opening of a season to the last date for the New Jersey State Interscholastic Athletic Association sponsored state championships. The per diem rate positions cannot be used if the full squad, dual competitions are greater than fifty (50%) of the seasons' regular schedule.

STEP	2011-2012	PER DIEM	2012-2013	PER DIEM	2013-2014	PER DIEM
1	3096	43.61	3096	43.61	3096	43.61
2	3352	47.21	3352	47.21	3352	47.21
3	3606	50.79	3606	50.79	3606	50.79
4	3860	54.37	3860	54.37	3860	54.37
5	4116	57.96	4116	57.96	4116	57.96
6	4371	61.56	4371	61.56	4371	61.56
7	4625	65.14	4625	65.14	4625	65.14
8	4881	68.74	4881	68.74	4881	68.74
9	5136	72.34	5136	72.34	5136	72.34
10	5389	75.90	5389	75.90	5389	75.90

**SCHEDULE E16  
COACHING SALARY GUIDE  
CHEERLEADING HEAD COACH**

STEP	2011-2012	2012-2013	2013-2014
1	5081	5081	5081
2	5502	5502	5502
3	5916	5916	5916
4	6336	6336	6336
5	6751	6751	6751
6	7172	7172	7172
7	7593	7593	7593
8	8010	8010	8010
9	8431	8431	8431
10	8842	8842	8842

**SCHEDULE E17**

**COACHING SALARY GUIDE  
CHEERLEADING ASSISTANT COACH**

STEP	2011-2012	2012-2013	2013-2014
1	3813	3813	3813
2	4127	4127	4127
3	4438	4438	4438
4	4753	4753	4753
5	5065	5065	5065
6	5380	5380	5380
7	5696	5696	5696
8	6009	6009	6009
9	6325	6325	6325
10	6632	6632	6632

**SCHEDULE E18**

**COACHING SALARY GUIDE  
CHEERLEADING FRESHMAN COACH**

STEP	2011-2012	2012-2013	2013-2014
1	1369	1369	1369
2	1480	1480	1480
3	1594	1594	1594
4	1705	1705	1705
5	1819	1819	1819
6	1931	1931	1931
7	2044	2044	2044
8	2156	2156	2156
9	2270	2270	2270
10	2380	2380	2380

**SCHEDULE E19  
COACHING SALARY GUIDE  
CHEERLEADING MIDDLE SCHOOL COACH**

STEP	2011-2012	2012-2013	2013-2014
1	1270	1270	1270
2	1373	1373	1373
3	1478	1478	1478
4	1581	1581	1581
5	1685	1685	1685
6	1789	1789	1789
7	1893	1893	1893
8	1999	1999	1999
9	2104	2104	2104
10	2208	2208	2208

**SCHEDULE E20**

**COACHING SALARY GUIDE  
FOOTBALL/BASKETBALL INTRAMURAL COACH**

STEP	2011-2012	2012-2013	2013-2014
1	2858	2858	2858
2	3092	3092	3092
3	3327	3327	3327
4	3562	3562	3562
5	3797	3797	3797
6	4034	4034	4034
7	4269	4269	4269
8	4502	4502	4502
9	4738	4738	4738
10	4973	4973	4973

**SCHEDULE E21**

**COACHING SALARY GUIDE  
BASEBALL/SOFTBALL/SOCCER/FIELD HOCKEY/TENNIS/TRACK INTRAMURAL COACH**

STEP	2011-2012	2012-2013	2013-2014
1	2428	2428	2428
2	2627	2627	2627
3	2829	2829	2829
4	3028	3028	3028
5	3226	3226	3226
6	3428	3428	3428
7	3628	3628	3628
8	3825	3825	3825
9	4026	4026	4026
10	4227	4227	4227

**SCHEDULE E22**

**COACHING SALARY GUIDE  
CHEERLEADING INTRAMURAL COACH**

STEP	2011-2012	2012-2013	2013-2014
1	1055	1055	1055
2	1144	1144	1144
3	1231	1231	1231
4	1318	1318	1318
5	1406	1406	1406
6	1491	1491	1491
7	1578	1578	1578
8	1666	1666	1666
9	1753	1753	1753
10	1840	1840	1840

**SCHEDULE F**

**EXTRA CURRICULAR ACTIVITIES COMPENSATION SCHEDULE  
PRO-RATE COMPENSATION TABLE**

INTERSCHOLASTIC SEASON	APPOINTMENT DATE BEFORE	COMPENSATION PERCENTAGE	APPOINTMENT DATE ON OR BEFORE	COMPENSATION PERCENTAGE
Fall	October 15 <sup>th</sup>	100 %	October 15 <sup>th</sup>	50 %
Winter	January 15 <sup>th</sup>	100 %	January 15 <sup>th</sup>	50 %
Spring	May 1 <sup>st</sup>	100 %	May 1 <sup>st</sup>	50 %



**Schedules G1-G3**

Unit members with 5 years or less of service for the Board as of June 30, 2011, and all unit members hired after June 30, 2011, are no longer eligible for longevity. This includes any unit member who is re-employed. However, for any unit member who is RIFed and who returns within 1 (one) year of the effective date of the RIF may be entitled to longevity, as long as they had their minimal 5 (five) years or more of service as of June 30 ,2011..

**SCHEDULE G1  
LONGEVITY SCHEDULE  
CERTIFIED UNIT MEMBER**

ANNUAL ALLOTMENT	2011-2014	CUMULATIVE TOTAL
200	After Ten (10) Years Service	200
300	After Fifteen (15) Years Service	500
400	After Nineteen (19) Years Service	900
550	After Twenty-Two (22) Years Service	1450
400	After Twenty-Four (24) Years Service	1850
400	After Twenty-Seven (27) Years Service	2250

**SCHEDULE G2  
LONGEVITY SCHEDULE  
NON-CERTIFIED UNIT MEMBER**

ANNUAL ALLOTMENT	2011-2014	CUMULATIVE TOTAL
250	After Ten (10) Years Service	250
275	After Fifteen (15) Years Service	525
325	After Twenty (20) Years Service	850
375	After Twenty-Five (25) Years Service	1225

**SCHEDULE G3**

**LONGEVITY SCHEDULE  
SECRETARIAL UNIT MEMBER**

<b>ANNUAL ALLOTMENT</b>	<b>2011-2014</b>	<b>CUMULATIVE TOTAL</b>
275	After Five (5) Years Service	275
325	After Eight (8) Years Service	600
575	After Eleven (11) Years Service	1175
425	After Fourteen (14) Years Service	1600
400	After Seventeen (17) Years Service	2000
500	After Twenty (20) Years Service	2500

**SCHEDULE H**

**NON-CERTIFIED UNIT MEMBER STIPEND/RATE SCHEDULE  
ADDITIONAL COMPENSATION**

<b>POSITION</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
After Hour Chaperone	105	105	105
Black Seal	580	580	580
Bus Driver Trip Rate	16.76	16.76	16.76
Clothing Allowance	87	87	87
Head Custodian	1741	1741	1741
Shoe Allowance	87	87	87

**SCHEDULE I**

**CERTIFIED UNIT MEMBER SCHEDULE  
ADDITIONAL COMPENSATION**

POSITION	2011-2012	2012-2013	2013-2014
After School Chaperone (Event)	70	70	70
After School Detention	43	43	43
Back To School Night	81	81	81
Class Cover	22.06	22.06	22.06
Curriculum Development	43	43	43
Extended Day Chaperone (Event)	105	105	105
Home Instruction	43	43	43
Saturday Morning Detention	43	43	43
Site Safety Inspection	43	43	43

**SCHEDULE J**

**NON-CERTIFIED UNIT MEMBER STIPEND/RATE SCHEDULE  
ACCUMULATED SICK LEAVE COMPENSATION**

CATEGORY	2011-2012	2012-2013	2013-2014
Reimbursement Rate	48	48	48
Annual Maximum	11644	11644	11644

**SCHEDULE K**

**CERTIFIED UNIT MEMBER STIPEND/RATE SCHEDULE  
ACCUMULATED SICK LEAVE COMPENSATION**

CATEGORY	2011-2012	2012-2013	2013-2014
Reimbursement Rate	57	57	57
Annual Maximum	17763	17763	17763

**SCHEDULE L**

**CERTIFIED UNIT MEMBER SCHEDULE  
TUITION REIMBURSEMENT POOL MAXIMUM**

CATEGORY	2011-2012	2012-2013	2013-2014
Annual Maximum	116	116	116

**SCHEDULE M**

**CREDITED TEACHING EXPERIENCE  
[As It Relates To Step Number On The Guide]**

09-10		10-11		11-12		12-13		13-14	
Step	Years	Step	Years	Step	Years	Step	Years	Step	Years
1	0	1	0-1	2	1-2	3	2-3	4	3-4
2	1	2	2	3	3	4	4	5	5
3	2	3	3	4	4	5	5	6	6
4	3-4	4	4-5	5	5-6	6	6-7	7	7-8
5	5	5	6	6	7	7	8	8	9
6	6-8	6	7-9	7	8-10	8	9-11	9	10-12
7	9-10	7	10-11	8	11-12	9	12-13	10	13-14
8	11-12	8	12-13	9	13-14	10	14-15	11	15-16
9	13-14	9	14-15	10	15-16	11	16-17	12	17-18
10	15-16	10	16-17	11	17-18	12	18-19	13	19-20
11	17	11	18	12	19	13	20	14	21
12	18	12	19	13	20	14	21	15	22+
13	19	13	20	14	21	15	22+	15	22+
14	20	14	21	15	22+	15	22+	15	22+
15	21+	15	22+	15	22+	15	22+	15	22+

**ADVANCEMENT ON PLACEMENT GUIDE  
CERTIFIED STAFF**

2010-2011		2011-2012		2012-2013		2013-2014
Step		Step		Step		Step
						1
				1	➤	2
		1	➤	2	➤	3
1	➤	2	➤	3	➤	4
2	➤	3	➤	4	➤	5
3	➤	4	➤	5	➤	6
4	➤	5	➤	6	➤	7
5	➤	6	➤	7	➤	8
6	➤	7	➤	8	➤	9
7	➤	8	➤	9	➤	10
8	➤	9	➤	10	➤	11
9	➤	10	➤	11	➤	12
10	➤	11	➤	12	➤	13
11	➤	12	➤	13	➤	14
12	➤	13	➤	14	➤	15
13	➤	14	➤	15	➤	15
14	➤	15	➤	15	➤	15
15	➤	15	➤	15	➤	15

**SCHEDULE N**

**NON-CERTIFIED STAFF ADVANCEMENT CHART  
EDUCATIONAL SECRETARY  
[Read Directly Across A Horizontal Line To Track Advancement]**

<b>2010-2011</b>		<b>2011-2012</b>		<b>2012-2013</b>		<b>2013-2014</b>
<b>Step</b>		<b>Step</b>		<b>Step</b>		<b>Step</b>
					➤	<b>1</b>
	➤		➤	<b>1</b>	➤	<b>2</b>
	➤	<b>1</b>	➤	<b>2</b>	➤	<b>3</b>
<b>1-2</b>	➤	<b>2-3</b>	➤	<b>3-4</b>	➤	<b>4-5</b>
<b>3-4</b>	➤	<b>4-5</b>	➤	<b>5-6</b>	➤	<b>6-7</b>
<b>5</b>	➤	<b>6</b>	➤	<b>7</b>	➤	<b>8</b>
<b>6</b>	➤	<b>7</b>	➤	<b>8</b>	➤	<b>9</b>
<b>7</b>	➤	<b>8</b>	➤	<b>9</b>	➤	<b>10</b>
<b>8</b>	➤	<b>9</b>	➤	<b>10</b>	➤	<b>11</b>
<b>9</b>	➤	<b>10</b>	➤	<b>11</b>	➤	<b>12</b>
<b>10</b>	➤	<b>11</b>	➤	<b>12</b>	➤	<b>12</b>
<b>11</b>	➤	<b>12</b>	➤	<b>12</b>	➤	<b>12</b>
<b>12</b>	➤	<b>12</b>	➤	<b>12</b>	➤	<b>12</b>

Note: Non-certified staff advance one step per year in 2007-2008, 2008-2009 and 2009-2010. These charts are included for clarification, as these guides reflect prior or current step compression.

**SCHEDULE O**

**NON-CERTIFIED STAFF ADVANCEMENT CHART  
INSTRUCTIONAL ASSISTANT  
[Read Directly Across A Horizontal Line To Track Advancement]**

2010-2011		2011-2012		2012-2013		2013-2014
Step		Step		Step		Step
						1
			➤	1	➤	2
	➤	1	➤	2	➤	3
1	➤	2	➤	3	➤	4
2	➤	3	➤	4	➤	5
3	➤	4	➤	5	➤	6
4-5	➤	5-6	➤	6-7	➤	7-8
6	➤	7	➤	8	➤	8
7	➤	8	➤	8	➤	8
8	➤	8	➤	8	➤	8

Note: Non-certified staff advance one step per year in 2007-2008, 2008-2009 and 2009-2010. These charts are included for clarification, as these guides reflect prior or current step compression.

**SCHEDULE P**

**NON-CERTIFIED STAFF ADVANCEMENT CHART  
SCHOOL CUSTODIAN  
[Read Directly Across A Horizontal Line To Track Advancement]**

2006-2007		2007-2008		2008-2009		2009-2010	
Step		Step		Step		Step	
						1	
				1	➤	2	
		1	➤	2	➤	3	
1	➤	2	➤	3	➤	4	
2	➤	3	➤	4	➤	5	
3	➤	4	➤	5	➤	6	
4-5	➤	5-6	➤	6-7	➤	7-8	
6-7	➤	7-8	➤	8-9	➤	9-10	
8	➤	9	➤	10	➤	11	
9	➤	10	➤	11	➤	12	
10	➤	11	➤	12	➤	12	
11	➤	12	➤	12	➤	12	
12	➤	12	➤	12	➤	12	

Note: Non-certified staff advance one step per year in 2007-2008, 2008-2009 and 2009-2010. These charts are included for clarification, as these guides reflect prior or current step compression.

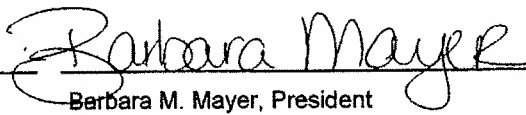


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FOR THE  
FLORENCE TOWNSHIP EDUCATION ASSOCIATION



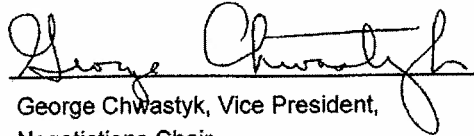
Emma Cartier, President



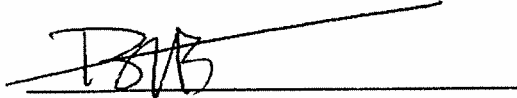
Barbara M. Mayer, President



John Groze, Chairperson  
Personnel/Negotiations Committee



George Chwastyk, Vice President,  
Negotiations Chair



Bruce M. Benedetti, Board Secretary

DATE: 6/25/12

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