

**AGREEMENT BETWEEN**

**THE**

**EAST ORANGE PARAPROFESSIONALS' ASSOCIATION**

**AND THE**

**EAST ORANGE BOARD OF EDUCATION**

**JULY 1, 2002**

**TO**

**JUNE 30, 2004**

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## **PREAMBLE**

This agreement entered into the 12<sup>th</sup> day of February 2004 by and between the Board of Education of East Orange, City of East Orange and the Paraprofessionals of East Orange, hereinafter called the "Paraprofessionals".

## **ARTICLE I – RECOGNITION**

- A. The Board has an obligation, pursuant to Chapter 123, Public Laws of 1974, to negotiate with the Association as a representative of employees hereinafter designated with respect to the terms and conditions of employment.
- B. Unless otherwise indicated, the term "Paraprofessional" when used hereafter in this Agreement shall refer to all Aides represented by the Paraprofessionals of East Orange in the negotiating unit as above defined and references to male aides shall include female aides.
- C. The Association represents all aides not represented by other bargaining units.

## **ARTICLE II - SALARY GUIDES**

### **A. Salary Guides**

See Appendix A for Non-Degree Guides

See Appendix B for Degree Guides

No salary increment or salary adjustment will be paid when this agreement expires; however, the increment and negotiated salary adjustment shall be retroactive to the effective date of the successor agreement.

Movement to a new guide shall entitle the Paraprofessional to annual payments in addition to any other compensation received, in accordance with the following schedule:

From Guide 2 to 3 =	\$300.00
From Guide 3 to 4 =	\$300.00
From Guide 4 to 5 =	\$550.00
From Guide 5 to 6 =	\$550.00
From Guide 6 to 7 =	\$600.00
From Guide 7 to 8 =	\$750.00
From Guide 8 to 9 =	\$1200.00

The Board is willing to consider the granting of staff development module credits for previous college/university and/or East Orange School District in-service activities, subject to

approval by the Board. A maximum of one-half (1/2) of the credits needed for guide movement may be from college/university and/or East Orange School District in-service activities completed prior to September 1, 1986. It shall be the responsibility of the employee to provide proof of completion of the college/university course or in-service activity. The Board retains the right to determine what constitutes successful completion of in-service activities. A grade of "C" or higher shall be required in order for college/university credits to be accepted in this program. The Board reserves the right to determine the reasonableness of the relationship between college/university courses taken and/or in-service activities completed and the job assignment of the Paraprofessional for purposes of awarding credit under this program.

In order to be eligible for guide movement, all Paraprofessional Aides must successfully complete a core of in-service activities, such core in-service activities to be determined by the Board. (This core of in-service activities is an appropriate topic to be discussed by the committee mentioned above.)

**GUIDE #1:** The non-degree guide is for aides without a high school diploma. They shall remain on this guide until they earn a diploma or its equivalent.

Paraprofessional Aides wishing to obtain a high school diploma or its equivalent may attend the East Orange Adult Education Center for such purpose without charge.

The East Orange Board of Education agrees to establish a staff development program for Paraprofessional employees. A committee with Paraprofessional representation will be formed for the purpose of developing recommendations for the establishment and operation of the staff development program. This committee shall have the responsibility for formulating recommendations concerning logistics of the program; i.e., activities, dates, times, hours and locations of the activities and other such details.

Participation in the program shall be open to all Paraprofessional employees on a voluntary basis. The Board reserves the right to determine which activities must be completed by Paraprofessional employees.

Paraprofessional employees will be eligible for additional compensation as a result of their successful completion of East Orange School District staff development program module credits and/or college credits. College credits must be obtained from an accredited college or university and must be reasonably related to the present job assignment. One staff development program module credit is the equivalent of ten (10) hours of instruction.

- Guide #1 - No High School Diploma
- Guide #2 - Base Credit
- Guide #3 - 5 – 9 Credits
- Guide #4 - 10 – 15 Credits
- Guide #5 - 16 – 25 Credits
- Guide #6 - 26 – 40 Credits
- Guide #7 - 41 – 55 Credits
- Guide #8 - 56 – 80 Credits
- Guide #9 - 81 – 140 Credits

Excused absences for jury duty and death in the family from staff development courses may be made up at a later date. Pay for these courses shall be retroactive to September 1 or February 1 if the employee notifies the Personnel Office that she/he has completed the course no later than October 15 or March 15.

- B. Effective for the 1982-83 school year, those individuals employed in the District ten (10) or more years as of June 30, 1982 shall receive a longevity payment of \$500.00.
- C. All salaries will begin as of the date of employment as indicated on the Board Agenda.
- D. Any paraprofessional employed for five (5) or more consecutive months in any school year shall be given credit for one (1) year's experience.
- E. All paraprofessionals shall be paid for all holidays and vacations according to the school calendar.
- F. The rate of pay for Paraprofessionals working summer school will be \$10.00 per hour.

### **ARTICLE III – TEMPORARY ABSENCES**

- A. Absence for personal illness shall be allowed and shall include full pay for ten (10) school days in each year.
- B. If less than said ten (10) school days allowed sick leave taken in any school year, then the number of days not utilized shall be accumulative without limit, beginning from the date of the Paraprofessional's current continuous employment by the Board, to be available for additional sick leave in subsequent school years.
- C. Personal Leave, Family Illness, and Death in the Immediate Family.

A maximum of seven (7) school days per year shall be allowed with pay for the discharge of important personal matters, sickness in the family, or death in the immediate family.

1. Effective for the 1982-83 school year, personal leave with pay shall not be allowed during the first two (2) weeks of the school year, last two (2) weeks of the school year, nor on the day before or after a school holiday or vacation period.
2. Family illness leave and death in the immediate family leave is excluded from the above limitations.

**D. Attendance Procedures**

The following procedures shall apply when absences exceed an average of one (1) day per month or when tardiness exceed three (3) instances per month. The initial step shall be initiated when the tardiness for absences occur as noted above. Step 2 and beyond shall be instituted if no improvement is shown in the tardiness or attendance record or if tardiness or absenteeism continues.

**STEP 1:** A conference shall be held and memorandum regarding same shall be placed in the personnel file.

**STEP 2:** A conference shall be held which shall result in one or more of the following:

- a. A verbal reprimand and/or
- b. A written reprimand and/or
- c. A memorandum regarding the conference being placed in the personnel file.

**STEP 3:** In the case of continual tardiness, each fifteen (15) minutes or portion thereof shall result in docking of pay for the time missed with an additional penalty equal to one (1) hours pay for each fifteen (15) minutes segment of tardiness. In the case of absences, the nature and extent of the disciplinary action shall be at the discretion of the Board.

**STEP 4:** Step 1 and/or 2 and/or 3 shall be repeated.

**E. Attendance Incentive Plan**

The Board will implement an Attendance Incentive Program which will provide for a payment of \$400.00 for those employees who have perfect attendance (no sick and/or personal days used) and a payment of \$300.00 for those employees who use no more than one day (sick and/or personal). Excluded from this program are absences for jury duty, death in the family, military reserve training and Board approved professional leaves.

## ARTICLE IV – EXTENDED LEAVES OF ABSENCES

### A. Pregnancy Leave

1. The Board shall grant maternity/disability and child rearing leaves subject to the provisions of the Federal and State Family Leave Acts.
2. It is expected that such leaves will commence no later than the start of the eight (8<sup>th</sup>) month of pregnancy unless the aide presents a statement from her physician stating that she is physically capable of continuing her employment beyond that time, in which event she shall be permitted to continue to such time as may be certified by her physician to be safe.
3. Should the Board question the statement of the aide's physician, it may require the aide to submit to an examination by a physician designated by the Board.
  - a. The employee's attending physician shall discuss the situation with the Board's designee.
  - b. If there is a difference of opinion between the aide's attending physician and the physician designated by the Board as to the ability of the aide to continue to work, the Essex County Medical Society shall designate an impartial third physician to make an examination and his/her determination shall be conclusive and binding on the parties.
  - c. The aide and the Board shall share any expense of the examination by a third (3<sup>rd</sup>) physician, not covered by the employee's health insurance, equally.
4. Aides returning from pregnancy leaves of absence shall be entitled to all benefits to which aides returning from other types of sick or disability leave would be entitled.

### B. Child Rearing Leave

The Board will grant child-rearing leaves without pay to any aide upon request if the aide complies with the following requirements and conditions.

1. In cases where both the husband and wife may be aides in the school system, only one (1) of said persons shall be entitled to such leave.
2. In the case of female aides, the application for child rearing leave will become effective immediately upon termination of the pregnancy leave.
3. Child rearing leave will be for a period of up to one (1) year immediately following the birth or adoption of the child, but such leave may, at the option of the Board, upon the

request of the aide, be extended for an additional year. Requests for extensions of such leaves must be made at least two (2) months prior to the expiration of the first year thereof.

4. Where the adoption of the child is anticipated during the first two (2) months of the school year or new semester and a child rearing leave is being requested, the child rearing leave must commence at the start of the school year or new school semester.
5. A child rearing leave approved by the Board must extend through the end of the school year in which it is taken.
6. Application for child rearing leave shall be filed at least two (2) months before the anticipated birth or adoption of the child.
7. An aide returning from a child rearing leave may be assigned to any position decided upon by the Superintendent.
8. A child rearing leave granted to an aide who has less than four (4) years of service will not be extended beyond the end of the contract year in which the leave is obtained.

**C. The following is for information only and shall not be subject to the grievance procedure.**

#### **Family Leave Act (State/Federal)**

Employees who have worked at least 1000 hours in the twelve (12) months prior to the leave are entitled to twelve (12) weeks of unpaid leave in any twelve (12) month period for childbirth, adoption, foster care placement, or the serious illness of a child, parent, spouse, or self.

Employees who take such leave are entitled to the employer paid group health benefits they had prior to the leave period.

Employees who request such leave must submit medical certification of the reason for the leave.

The leave may be taken in blocks of time as required by the condition causing the leave; i.e., consecutively, intermittently, or on a reduced work schedule.

Employees who return from such leave are entitled to be placed in the same or an equivalent position.

Employees are required to give thirty (30) days advance notice of the leave, when such leave is foreseeable.



**D. Other Leaves**

Other leaves of absence without pay may be granted by the Board for good reasons.

**E. Miscellaneous**

Any aide on an extended leave of absence shall, in the event that he/she exercises his/her right to return at the end of such leave, be entitled to return to a position in the District substantially equivalent to the one he/she held prior to going on leave. The Board shall grant previously accumulated unused sick leave to all returning aides.

**ARTICLE V – INSURANCE**

- A. The Board shall contribute one hundred percent (100%) of the full premium for each Paraprofessional for the family plan for Blue Cross/Blue Shield, Rider “J” and Major Medical or coverage that is substantially equivalent.
- B. The Board shall carry liability insurance to protect all Paraprofessionals from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence of other act resulting in accidental bodily injury to any person within or throughout the school building provided such employee at the time of the accident or injury was acting in the discharge of his/her duties, within the scope of his/her duties within the scope of his/her employment, and/or under the direction of the Board of Education.

**C. Prescription Plan**

The Board shall provide a prescription plan for the employee and family (dependents to age 23) with a \$5.00 or \$10.00 co-pay provision with contraceptives. The carrier shall be Blue Cross/Blue Shield or its equivalent.

The \$5.00 and \$10.00 co-pay is determined by the drug that is dispensed at the time, \$5.00 for generic and \$10.00 for brand name items.

**D. Dental Insurance**

Employees will have the option to purchase dental coverage, at their expense for the employee and their dependents at the Board’s group rate.

## **ARTICLE VI – EMPLOYMENT OR TERMINATION**

- A.** The Board agrees to notify Paraprofessionals of reemployment as soon as possible. It is agreed that such notification will depend upon official receipt of grant approval where applicable.
- B.** The Board agrees to give early notification of employment or termination. It is agreed that such notification is dependent upon official notification of grant termination, where applicable.
- C.** Reappointment will be based on District-wide seniority.

## **ARTICLE VII – GRIEVANCE PROCEDURE**

### **A. Definition**

A grievance shall mean a complaint by an employee in the bargaining unit (1) that there has been to him/her a violation, misinterpretation or inequitable application of any of the provisions of this Agreement, or (2) that she/he has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting employees, except that the term grievance shall not apply to any matter as to which (1) a method of review is prescribed by law or by any rule or regulation of the Commissioner of Education for the State of New Jersey which has the force and effect of law, or (2) by any policy of the Board of Education, or (3) the Board of Education is without authority to act. As used in this definition, the term employee shall mean also a group of employees having the same grievance.

### **B. Purpose**

- 1. It is understood and agreed that the Association has the right to utilize all provisions of this article and that grievances may be processed either by the employee who has been aggrieved or by the Association.
- 2. It is the policy of the Board and the Association that all grievances be resolved informally or at the earliest possible stage of the grievance procedure. The results of all informal resolution shall be reduced to writing with copies to all parties involved. The Board and the Association recognize that the procedure is available without any fear of discrimination because of its use.

3. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise affecting the working conditions of the teachers. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the grievance procedure.
4. Nothing herein contained shall be construed as limiting the right of any Aide having a grievance to discuss the matter informally with the appropriate member of the administration, and having the grievance adjusted if it is not inconsistent with the terms of this Agreement.

**C. Procedure**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, because of extenuating circumstances, be extended by mutual agreement.

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 the aggrieved person, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

**D. Submission of Grievance**

1. Before submission of a written grievance, the aggrieved party must attempt to resolve it informally.
2. Each grievance shall be submitted in writing on a form approved by the Board and the Association and shall identify the aggrieved party, the provision(s) of this agreement, the policy or the practice involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, and if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.

3. A grievance shall be deemed waived unless it is submitted within thirty (30) calendar days after the aggrieved party knew or should have known of the events or conditions on which it is based.
4. A Aide or group of Aides may submit grievances which affect them personally and shall submit such grievance to the building principal or immediate superior.
5. The Association may submit a grievance. If the grievance is limited to one (1) school, the grievance shall be submitted to the building principal or immediate superior.

**E. Levels**

**1. Level One**

An Aide with a grievance shall first discuss it with his/ her principal or immediate superior, either privately or with the Association's Building Representative and/or an officer of the Association present, with the objective of resolving the matter informally.

**2. Level Two**

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One or if no decision has been rendered within five (5) school days after presentation of the grievance, and she/he wishes to pursue his grievance, she/he shall submit it in writing to his/her building principal or immediate superior with copies to the Superintendent and the Association.
- b. The building principal or immediate superior shall respond in writing within five (5) school days. If the aggrieved person is not satisfied with the response of the building principal or his/her immediate superior or if no decision has been rendered within the five (5) school days, the aggrieved person may submit a copy of the grievance to the Superintendent of Schools with copies to the Association within five (5) school days after the decision of his/her building principal or immediate superior or within ten (10) school days after presentation of the grievance in writing, whichever is sooner.

**3. Level Three**

- a. Upon the request of the aggrieved person, the Superintendent or his/her designated representative shall confer with the aggrieved person with respect to the grievance and shall deliver to the aggrieved person a written decision no later than ten (10) school days after it is received by him/her.

- b. Counter remedies may be proposed at this level by either party. Once a counter remedy has been accepted by both parties, such remedy shall be applicable only to the instant grievance, shall not constitute a precedent, and shall be final and binding on both parties in this instant grievance.

#### **4. Level Four**

- a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, the aggrieved person may, within five (5) school days file the grievance in writing with the Association and the Board.
- b. Within fifteen (15) school days after receiving the written grievance, the Board shall meet with the aggrieved person, a representative of the Association and the Superintendent in an effort to resolve it.

#### **F. Rights of Aides to Representation**

1. Any aggrieved person may be represented at all stages of the grievance procedure by a person of his/ her own choosing, except that she/he may not be represented by a representative or an officer of any organization other than the Association. When an Aide 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 except at Level One.
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 building representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.

#### **G. Miscellaneous**

1. All documents, communications, and records dealing with the processing of a grievance shall be permanently filed separately from personnel files.
2. Any aggrieved employee shall continue to follow Board policy and administrative direction during the processing of a grievance, regardless of the pendency of any grievance, until such grievance is properly determined.
3. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties as heretofore referred to in this Grievance Procedure.

4. A grievance, once it has been acted upon under the provisions of Level IV, shall not be resubmitted.

### **Article VIII – Working Hours**

A. All Aides will work a five and one-half (5 ½ ) hour day.

**B. 1994—95 Amendment**

**Increased Work Day for Kindergarten Teacher Aides**

The Board agrees to increase the annual salary of all kindergarten aides whose workday is extended (from 5 ½ hours to 6 ½ hours per day) by 18.2%. Such salary increase shall be effective only for that period of time in each school year when the kindergarten aide actually works the additional time.

- C. The President of the Association shall be granted release time to conduct Association business upon notifying the principal. Such time is not to exceed five (5) hours per month.
- D. The President of the Association shall be entitled to release time in addition to that specified in Paragraph B above, subject to the prior approval of the Superintendent of Schools or his/her designee.
- E. Paraprofessional Aides whose work day (in their regular, full-time assignment) is extended beyond 5 ½ hours, shall be paid at their regular rate for all work in excess of 27 ½ hours per week, up to forty (40) hours per week.  
Paraprofessional aides who work more than forty (40) hours per week, as part of their regular full-time assignment, shall be paid at the rate of 1 ½ times their regular hourly rate.

### **ARTICLE IX – WORK YEAR**

- A. The work year for Aides shall be the first day for teachers to the last day for teachers.

### **ARTICLE X - PROFESSIONAL DEVELOPMENT/TUITION REIMBURSEMENT**

**(Sample Reimbursement Form Attached – See Appendix C & D)**

The parties agree that a Paraprofessional will be eligible for reimbursement for all courses taken (up to the Rutgers University rate), with the understanding that such tuition reimbursement will be made in accordance with existing language. The pool of funds available for such reimbursement shall not exceed \$5000 in each year of the agreement. If the requests for reimbursement exceed the available pool, then the per-credit rate shall be pro-rated to provide all applicants with an equitable share of the available funds.

Undergraduate courses in education may be taken at institutions approved by the State of New Jersey. Payment for said courses shall be subject to approval and solely at the discretion of the superintendent.

All requests for course approvals must be submitted to the Superintendent in writing, within four (4) weeks of the commencement of the course. Proof of completion with a minimum grade of "B" or better or "Pass" [if "pass/fail" course] must be submitted prior to reimbursement. Official transcripts must be submitted to the Superintendent.

If funds are not used in any year during the life of the contract, all remaining funds will roll over to the succeeding year. At the end of the three years, if tuition reimbursement provisions is not renegotiated, the remaining funds shall be divided equally among all the members of the unit.

#### **ARTICLE XI – DEDUCTION FROM SALARY**

- A.** The Board agrees to deduct from the salaries of its Paraprofessionals, the Essex County Education Association, the New Jersey Education Association and the National Education Association, or one or any combination of such Associations as said Paraprofessionals individually and voluntarily authorize the Board to deduct.
- B.** Each of the Associations named 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.

#### **ARTICLE XII – MISCELLANEOUS PROVISIONS**

##### **A. Compliance Between Individual Contract and Master Agreement**

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

##### **B. Separability**

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall 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.

**C. Printing of Agreement**

The Board will cause one hundred and twenty-five (125) copies of this Agreement to be printed.

D. Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed for all such travel at the IRS rate

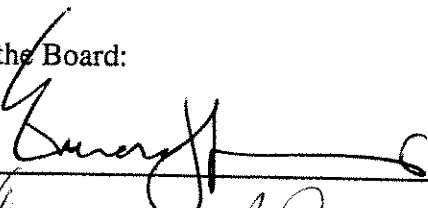
**Article XIII - DURATION OF AGREEMENT**

A. This contract shall encompass the understandings between the parties as an Agreement to take effect July 1, 2002 and continue in effect until June 30, 2004.

B. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

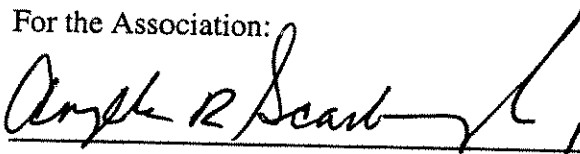
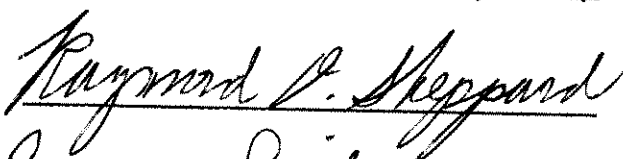
C. In witness whereof the parties hereto have caused this Agreement to be signed by the irrespctive presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

For the Board:

  
\_\_\_\_\_  
Evelyn A. Nelson  
\_\_\_\_\_

Date:

For the Association:

  
\_\_\_\_\_  
Angelo R. Scarb  
pres.  
  
\_\_\_\_\_  
Raymond P. Steppard  
Basa Poide

Date:



**APPENDIX A**

**NON-DEGREE**

<b>Current Step</b>	<b>2001-02 Guide</b>	<b>Current Step</b>	<b>2002-03 Guide</b>	<b>Current Step</b>	<b>2003-04 Guide</b>
				1	\$12,501
		1	\$12,200	2	\$12,676
1	\$11,950	2	\$12,375	3	\$12,851
2	\$12,125	3	\$12,578	4	\$13,086
3	\$12,325	4	\$12,808	5	\$13,477
4	\$12,550	5	\$13,191	6	\$13,947
5	\$12,925	6	\$13,651	7	\$14,521
6	\$13,375	7	\$14,228	8	\$15,226
7	\$13,925	8	\$14,903	9	\$15,900
8	\$14,600	9	\$15,597	10	\$16,595
9	\$15,275	10	\$16,283	11	\$17,209
10	\$15,951	11	\$16,835	11	\$17,209
11	\$16,491	11	\$16,835	11	\$17,209

**Salary Guide Movement Shall Be As Follows:**

**From 2001-02 to 2002-03 = Horizontal**

**From 2002-03 to 2003-04 = Horizontal**

**APPENDIX B**

**DEGREE**

<b>Current Step</b>	<b>2001-02 Guide</b>	<b>Current Step</b>	<b>2002-03 Guide</b>	<b>Current Step</b>	<b>2003-04 Guide</b>
				1	\$13,499
		1	\$13,173	2	\$13,699
1	\$12,875	2	\$13,363	3	\$13,899
2	\$13,075	3	\$13,593	4	\$14,160
3	\$13,300	4	\$13,843	5	\$14,577
4	\$13,550	5	\$14,250	6	\$15,072
5	\$13,950	6	\$14,740	7	\$15,673
6	\$14,425	7	\$15,328	8	\$16,310
7	\$15,000	8	\$15,950	9	\$16,940
8	\$15,700	9	\$16,600	10	\$17,550
9	\$16,400	10	\$17,350	11	\$18,463
10	\$17,101	11	\$18,090	11	\$18,463
11	\$17,666	11	\$18,090	11	\$18,463
OFF	\$16,959	OFF	\$17,375	OFF	\$17,702

**Salary Guide Movement Shall Be As Follows:**

**From 2001-02 to 2002-03 = Horizontal**

**From 2002-03 to 2003-04 = Horizon**

East Orange School District  
715 Park Avenue  
East Orange, New Jersey 07017

SAMPLE

SAMPLE

Tuition Reimbursement Request Form

TO: \_\_\_\_\_, Superintendent of Schools

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

Please be advised that I have successfully completed the following \_\_\_\_\_ courses and am requesting tuition reimbursement, as provided for in the 2002-2004 agreement.

COURSE

# OF CREDITS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have enclosed an official transcript.

\_\_\_\_\_  
Signature

Superintendent's Authorization for Payment Date: \_\_\_\_\_

**DISTRIBUTION:**

COPY #1. Superintendent

COPY #2. Personnel

COPY #3. Employee

East Orange School District  
715 Park Avenue  
East Orange, New Jersey 07017

Tuition Reimbursement Prior Notification Form

SAMPLE

SAMPLE

TO: \_\_\_\_\_, Superintendent of Schools

FROM: \_\_\_\_\_

Date: \_\_\_\_\_

Please be advised that I am enrolled in the following \_\_\_\_\_ course(s) for the \_\_\_\_\_ Semester at \_\_\_\_\_ and will be requesting reimbursement upon successful completion.  
(Name of Institution)

<u>COURSE</u>	<u># OF CREDITS</u>
_____	_____
_____	_____
_____	_____

The above course(s) will be completed by \_\_\_\_\_. At that time I will submit my grade report to you along with request for payment.

Signature \_\_\_\_\_

Superintendent's Approval Date: \_\_\_\_\_

PLEASE NOTE

- 1) Complete and submit this notice to the Superintendent within four weeks of the course starting date.
- 2) When the course(s) is/are completed, send a Tuition Reimbursement Request Form to the Superintendent with an official transcript
- 3) Courses must be completed
- 4) Consideration will be given for up to 6 credits per school year (July 1 - June 30).

**DISTRIBUTION:**

- COPY #1. Superintendent
- COPY #2. Personnel
- COPY #3. Employee