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# **A G R E E M E N T**

**between**

**LOWER CAMDEN COUNTY REGIONAL  
HIGH SCHOOL DISTRICT NUMBER ONE  
BOARD OF EDUCATION**

**and**

**LOWER CAMDEN COUNTY REGIONAL  
EDUCATION ASSOCIATION**

**7/1/95 to 6/30/98**

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**PREAMBLE**

This Agreement entered into this first day of July 1995 by and between the Board of Education of the Lower Camden County Regional High School District Number One, New Jersey, hereinafter called the "Board" and the Lower Camden County Regional High School District Number One Education, Association, hereinafter called the "Association."

**WITNESSETH**

- WHEREAS,** the Board and Association have an obligation, pursuant to N.J.S.A. 34:13A-1 et seq. to negotiate 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,
- THEREFORE,** in consideration of the following mutual covenants, it is hereby agreed as follows:

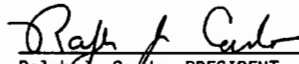
DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 1995, and shall continue in effect until June 30, 1998.

This Agreement shall not be extended by oral or written agreement and it is expressly understood that it shall expire on the date indicated.

In witness thereof, the parties hereto have caused this Agreement to be signed by their duly authorized officers all as of the day and year first above written.


Board of Education  
Lower Camden County Regional  
High School District Number One

  
Ralph C. Condo, PRESIDENT

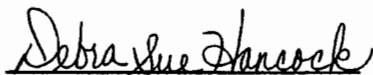
ATTEST:

  
Dr. Rita Hanna  
BOARD SECRETARY/BUSINESS ADMINISTRATOR

Education Association  
Lower Camden County Regional  
High School District Number One

  
Francis R. Davis, PRESIDENT

ATTEST:

  
Debra Sue Hancock, TREASURER

## RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel employed by the Board, including those on leave, but excluding all full-time administrative and supervisory personnel, and substitutes and other temporary employees.
- B. Unless otherwise indicated, the term "employee." when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.
- C. All references to the male gender shall include the female gender and all references to the female gender shall include the male gender unless otherwise specifically noted in the specific section.
- D. The term "teacher" when used herein shall refer to only certificated personnel holding positions for which a certificate is required.
- E. The term "service personnel" refers to the following non-certificated staff: custodians, maintenance, including skilled trades persons and helpers, grounds, all watch persons, and mail driver.
- F. Employees who are excluded from this Agreement shall not be utilized in any contractual position except in extreme emergencies. This provision shall not apply to any non-unit Board employee presently being utilized in a contractual position.
- G. Section A of the contract applies to all employees covered under the Recognition Clause.  
Section B of this contract applies to professional certificated staff only.  
Section C of this contract applies to Noncertificated staff only.

SECTION A

Provisions in this section of the contract pertain to all staff covered under the recognition clause.



## ARTICLE I

### NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34:13A-1 et seq. in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment.
1. Such negotiations shall begin not later than January 15 of the calendar year in which this Agreement expires, when each party will submit its written proposal for the next Agreement. This exchange will constitute the beginning of negotiations. Formal discussions shall begin not later than January 30.
  2. Any Agreement so negotiated shall apply to all employees, be reduced to writing, and be ratified by the Association, adopted by the Board, and be signed by the Board and the Association.
- B. Neither party in any negotiation shall have control over the selection of the negotiation representatives of the other party. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the employees involved are free from assigned instructional responsibilities, unless otherwise agreed.
- C. During the negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board agrees, subject to reasonable request, to provide the Association with information which is in the public domain.
- D. The Board agrees not to negotiate concerning said employees in the negotiating unit, as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. Proposed new rules or modifications of existing rules governing terms and conditions of employment shall be negotiated with the majority representative before they are established.
- F. Should a mutually perceived problem arise requiring a negotiated change or alteration in the contractual provisions, then a mutually acceptable amendment to the Agreement shall be negotiated by the parties; it shall be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and ratified by the Association. 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.

## ARTICLE II

### GRIEVANCE PROCEDURE

#### A. DEFINITIONS

1. "Grievance" - a "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions negatively affecting an employee or a group of employees.
2. "Aggrieved Person" - an "aggrieved person" is the person making the claim.

#### B. PURPOSE

1. The purpose of this procedure is to resolve problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

#### C. PROCEDURE

1. A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

- a. Failure at any step of this procedure to communicate the decision on the grievance within the specified time limits shall permit the aggrieved person to proceed to the next step.

Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed waiver of further appeal of the decision.

- b. It is understood that any aggrieved person shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any affect thereof shall have been duly determined.

- c. Time limits - 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.

(1) In the event one of the parties becomes incapacitated, the time limits may be extended by mutual agreement.

- d. All meetings and hearings under this procedure should be handled with discretion.
2. Any aggrieved person who has a grievance shall discuss it first with his/her principal (or immediate supervisor/principal if applicable) in an attempt to resolve the matter informally at that level. If the matter cannot be resolved informally, the aggrieved person may file a formal written grievance with the principal or immediate supervisor on the grievance form attached in the Appendix of this Agreement. The principal or immediate supervisor shall give his/her decision in writing within five (5) school days of receipt of the written grievance.
3. The aggrieved person, no later than five (5) school days after receipt of the decision of his/her principal or immediate supervisor, may appeal the decision to the superintendent of schools. The appeal to the superintendent must be made in writing specifying:
  - a. the nature of the grievance;
  - b. the section of the Agreement or specific board policy allegedly violated, or specific administrative decision being grieved;
  - c. the results of the previous discussions; and
  - d. the remedy sought.
4. The superintendent, or his designee, shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days from the receipt of the appeal. The superintendent, or his designee, shall communicate his/her decision in writing to the aggrieved person, to the Association, and the principal.
5. If the grievance is not resolved to the aggrieved person's satisfaction, he/she no later than five (5) school days after receipt of the superintendent's or designee's decision, may request a review by the Board. The request shall be submitted in writing through the superintendent of schools, who shall attach all related papers and forward the request to the Board.
6. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the aggrieved person and render a decision in writing and forward copies thereof to the grievant and to the Association within fifteen (15) calendar days of the date of the hearing. The referred-to hearing, if granted, shall be held within thirty (30) calendar days after

receipt of the appeal notice.

7. If the decision of the Board does not resolve the grievance to the satisfaction of the aggrieved person and he/she wishes review by a third party, and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent, within twenty (20) school days of receipt of the Board's decision. However, the Board's decision shall be final and binding on the grievances concerning:
  - a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or
  - b. A complaint of a non-tenure teacher which arises by reason on his/her not being re-employed, provided the Article: Evaluation and Fair Dismissal Procedure has been followed; or
  - c. A complaint by any certificated personnel occasioned by appointment to, retention in, or lack of retention in, any bonus position for which tenure either is not possible or not required; or
  - d. Any matter which, according to law, is either beyond the scope of Board authority or limited to unilateral action by the Board alone.
8. Securing services of an arbitrator:
  - a. The following procedure shall be used to secure the services of an arbitrator:
    - (1) The parties will continue to use the arbitration panel implemented during the 1986-89 Agreement. If an arbitrator is unacceptable to either party, that arbitrator's name shall be dropped and another arbitrator will be added by mutual agreement. Should either party choose to discontinue the panel, then section C.7.a(2) of this article shall apply.
    - (2) Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
    - (3) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they may request the American Arbitration Association to submit a second roster of names.

- (4) If the parties are unable to determine within ten (10) school days of the initial request for arbitration a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
- b. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to, nor subtract anything from, the Agreement between the parties or any policy of the Board. The recommendations of the arbitrator shall be binding.
- c. Rights of employees to representation:
- (1) Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or, at his/her option, by the Association or by a representative selected or approved by the Association.
- (2) When an aggrieved person is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent, or at any later level, be notified by the superintendent that the grievance is in existence, and shall be notified of the result.
9. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
10. The parties agree to utilize the grievance forms which are attached in the appendix of this agreement.

### ARTICLE III

#### COMPLAINT PROCEDURE

##### A. Statement of Purpose:

1. To provide procedures for the investigation of a complaint involving pupil and employee, or parent and employee.
2. The Board of Education, or its designee, shall inform the complaining party there is a procedure that has been established for the resolving of complaints and shall encourage the utilization of said procedure.

B. Procedural Steps:

1. Employee and pupil or employee and parent may confer at this step to attempt to resolve any and all complaints. Any unresolved complaints will then be processed through.
  2. Any complaint unresolved under Step 1 will be reviewed by the building principal or assistant principal in an attempt to resolve the matter to the satisfaction of all parties concerned. If the matter still remains unresolved, it will then be processed through Step 3.
  3. Any complaint not resolved by Step 2 shall be forwarded to the superintendent and a copy forwarded also to the employee or employees.
  4. Upon receipt of the written complaint, the superintendent will confer with all parties. The employee has the right to be present at all meetings of the superintendent or at any meetings between the superintendent and the complainant.
  5. If the superintendent is unable to resolve this complaint to the satisfaction of all parties concerned, he shall forward the results of his investigation along with his recommendation, in writing, to the Board of Education and a copy to all parties concerned.
  6. After receipt of the superintendent's findings and recommendations, and before action thereon, the Board shall afford the parties the opportunity to meet with the Board of Education and show cause why the superintendent's recommendations should not be followed. All parties shall have the right of representation by representative of the parties' choosing.
  7. Copies of the action taken by the Board of Education shall be forwarded to all parties.
- C. In the event that a complainant refuses to utilize the above complaint procedure, the Board shall hear the complaint but render no decision regarding its merit until the complained against party or their representative is afforded an opportunity to present its position to the Board.

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association shall, upon request, have the right to have materials duplicated at cost, at reasonable times when the office staff is not engaged in their regular duties.

- B. The Association shall have the right to use the interschool mail facilities and school mail boxes as it deems necessary. Copies of materials distributed shall be given to the Building Principal unless sealed due to confidentiality.
- C. Officers, members of the executive committee, and building representatives of the Association, representatives of the County Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
  - 1. Reasonable times shall be defined as: such times as Association personnel are not assigned to regular or emergency school duties.
  - 2. The Association President shall be entitled to two (2) academic periods per day to conduct Association business. The Board will make every effort to make these periods continuous with the President's prep and lunch periods.
  - 3. One (1) Vice President in each building will not be assigned a homeroom; however, the Principal will retain the right to assign duties as required in an emergency. The activities of the Association Vice Presidents shall in no way interrupt or interfere with the operation of the school.
- D. The Association and its representatives shall have the right to use school buildings as long as the proper forms have been initiated and approved in accordance with Board policy. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Approval shall be required within the framework of building availability.
- E. The Association shall have in each school building the exclusive use of a bulletin board in each work area and teachers' dining room, providing the facilities are not used for classrooms. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices.
  - 1. The location of Association bulletin boards in each school shall be designated by the Association and Administration.
  - 2. Copies of all Materials to be posted on such bulletin boards shall be given to the building principal. Areas normally accessible to the public or students shall require prior approval by the appropriate administrator.
- F. A copy of the Board policy book shall be provided to the Association, and a copy maintained in each school building. Changes in policy will

be provided to the Association within thirty (30) calendar days of the Board's approval, but maintenance and updating of the Association copy shall be the responsibility of the Association.

- G. The Association shall be entitled to ten (10) Association days with full pay for supportive personnel per year to attend the NJEA Convention. Two days shall be allotted each school and two days at the Association's discretion. The Association shall notify the Board of the names of those attending the Convention ten (10) days prior to the Convention.
- H. The Board of Education shall consult with the Association before any reduction in force is implemented.

#### ARTICLE V

#### EMPLOYEE RIGHTS

No employee shall be disciplined, reprimanded, reduced in rank or compensation, or given adverse evaluation of his services without just cause. This clause will not apply to non-renewal of non-tenure teachers, nor to non-renewal of coaching or extracurricular positions.

#### ARTICLE VI

#### PERSONNEL FILES

- A. There shall be one official personnel file. An employee may examine his/her personnel file subject to the following conditions. The employee must notify the Superintendent of his/her desire to inspect the file. The Superintendent, or his designee, and the employee will establish an appointed time and place for the review. The Superintendent, or his designee, shall be present during the review.
- B. An employee may have a representative of the Association present at any time the personnel file is being reviewed by the employee.
- C. An employee may request and shall receive at the employee's expense a reproduction of any item in the personnel file, exclusive of the confidential contents.
- D. Any material that is to be placed in the employee's file shall be signed for acknowledgment purposes by the employee before it is placed into the file. Official Board records such as attendance sheets or leave of absence forms do not require an employee signature.

#### Article VII

#### Reduction In Force



- A. The superintendent shall inform the president of the Association of a possible reduction in force in a timely manner prior to the individual personnel recommendations being presented for action by the Board.
  - 1. Employees having the least length of service within the job classification affected shall be the first reduced in rank or laid off.
  - 2. Employees having greater length of service may displace those having lesser length of service in job classifications at the same or lower salary grades.
  - 3. Length of service in job classifications at the same or higher salary grades shall be credited as applied to reduction in force.
- B. Before positions within job classifications are filled by new applicants or by applicants holding other job classifications, employees previously holding them who were displaced through reduction in force shall be restored to positions within that job classification in seniority order.
- C. Laid-off employees requesting it in writing shall be considered for filling openings in job classifications they have not previously held before these are posted as vacancies for applicants not currently employed by the employer. If the employees are equally qualified, as determined by the Superintendent, seniority shall be the determining factor.
- D. Laid-off employees who have taken other full-time employment must confirm notification of recall within seven days. Those who do not report for duty at the appointed time within twenty-one days following notification of recall shall be stricken from the lay-off list.
- E. Laid-off employees shall furnish to the employer their current address and telephone number to which all communication shall be directed while they are on layoff.
- F. During a reduction in force, the employee may apply for employment as a substitute within a job classification and shall be given preference before other substitute applicants are employed.
- G. The Association shall be provided a list of the names and job classifications of laid-off employees.

#### ARTICLE VIII

#### ADMINISTRATION LIAISON AND INSTRUCTIONAL COUNCIL

- A. The Association shall select a Liaison and Instructional Council

Committee for each school building which shall meet with the Principal at the call of either party after school, during the school year, to review and discuss local problems and practices. Meetings and agenda shall be mutually agreed upon and shall not be more than one per month.

- B. The Association's representatives, which shall be not more than three (3) per building, shall meet with the Superintendent at the call of either party during the school year to review and discuss current school problems and practices and the administration of this Agreement.
  - 1. These meetings will take place after school, and there will be no extra compensation for attending these meetings regardless of their length.
  - 2. Meetings and agenda shall be mutually agreed upon and shall not be more than one per month.

#### ARTICLE IX

#### ASSOCIATION-BOARD OF EDUCATION LIAISON COUNCIL

- A. The Association and Board of Education shall engage in a Board of Education Liaison Council which shall meet with representatives of both parties at the call of either party after school, during the school year, to review and discuss district problems and practices. Meetings and agenda shall be mutually agreed upon and shall not be more than one per month.
- B. The Association's representatives, which shall be no more than five (5), shall meet with the Board President, or Board selected representatives at the call of either party during the school year to review and discuss current school problems and practices and the administration of this Agreement. These meetings will take place after school, and there will be no extra compensation for attending these meetings regardless of their length.

#### ARTICLE X

#### FACILITIES

- A. The Association recognizes that all employees must assume responsibility for care and supervision of all equipment and facilities in any part of their buildings and facilities in their classes and activities in which they are involved.
- B. Every employee, when practical, shall have the following facilities in each school:
  - 1. Employees shall be assigned keys through the administration.

2. Employees shall be responsible to turn assigned keys into the administration's representative or to assigned key closet at the conclusion of each school day. Once the keys are turned over to the administration, all liability for said keys shall be that of the Board of Education and not the employees. Employees who do not turn in said keys shall accept responsibility for such.
3. An appropriately furnished room which shall be reserved for the exclusive use of employees and other adults as a lounge. The adults shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge.
4. Well-lighted and clean rest rooms, separate for each sex and separate from the students' rest rooms.
5. A separate private dining area for the exclusive use of the employees.
6. Free and adequate off-street paved parking facilities, properly maintained and identified exclusively for employee use.
7. Employees shall have the use of a photo copy machine for subject related material in each building provided such use does not interfere with the normal operation of the school in the opinion of the building administrator.

#### ARTICLE XI

#### SICK LEAVE

- A. Employees shall be allowed sick leave with full pay for minimum of ten (10) school days in any school year. If any such person required in any school year less than this specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years.
- B. Twelve (12) month employees shall be allowed twelve (12) days' sick leave per year.
  1. The need for presentation of a medical certificate after sick leave shall be at the discretion of the Superintendent.
    - a. Supportive employees who must leave work because of illness may:
      - (1) Use 1/2 day sick day
      - (2) Make up their time at the discretion of the

administrator

- b. Medical appointments that may be made during the workday may:
  - (1) Use 1/2 day sick day
  - (2) Make up their time at the discretion of the administrator

C. Sick Bank

A Sick Leave Bank has been established for the purpose of providing compensable leave coverage to bargaining unit members who are absent for an extended period due to catastrophic illness or injury. This Bank shall operate in accordance with the following rules and regulations.

1. Employees will contribute one personal day to the Bank. Employees hired after January 1, 1990 will contribute a personal day during their initial year of employment.
2. The Sick Leave Bank shall be available only to those employees who have: (1) exhausted all of their earned and accumulated leave time (example: vacation, sick, personal leave) and (2) who have been absent a minimum of thirty (30) consecutive workdays.
3. An employee who is eligible to utilize the Sick Bank must submit a written request to do so to the Superintendent or his designee. The request shall outline the nature of the problem and the reason(s) for the requested use of the Bank and shall include medical verification of illness, injury or disability. Verification of continued disability may be required at reasonable intervals. The Board reserves the right to have the bargaining unit member examined by medical personnel of its choice.
4. An employee's use of the Sick Bank shall be subject to approval of the Board or its designee. An employee shall be entitled to no more than 150 Sick Bank days in a year (July - June) and no more than 150 within a five year period.
5. Sick Leave Bank days cannot be extended automatically from one work year to another. Beginning the next year, an employee who is unable to return to work must use his/her accumulated sick leave days before drawing upon the Sick Leave Bank.
6. The Sick Bank may be used up to the number of days available. Should the number of days fall below 100, employees will be asked to contribute an additional personal day. Only employees who contribute an additional personal day will continue to be eligible

for this benefit.

D. Payment for unused sick leave.

1. When an employee leaves the district for any reason after ten years of service, they shall be reimbursed for one hundred percent (100%) of their sick days, at the present rate. The rates will be:
  - a. After 10 Years: \$52.00 per diem (1995-96); \$54.25 per diem (1996-97); \$56.75 per diem (1997-98).
  - b. After 15 Years: \$60.50 per diem (1995-96); \$63.25 per diem (1996-97); \$66.25 per diem (1997-98).
  - c. After 20 Years: \$67.75 per diem (1995-96); \$70.00 per diem (1996-97); \$73.00 per diem (1997-98).
2. The support staff will be reimbursed 75% of their sick days in the 1995-96 school year, 75% of their sick days in the 1996-97 school year, and 80% of their sick days in the 1997-98 school year. The rates will be:
  - a. For School Service Personnel: \$60.25 per diem (1995-96); \$63.00 per diem (1996-97); \$65.50 per diem (1997-98).
  - b. For Other Non-Certificated Unit Members: \$47.25 per diem (1995-96); \$49.25 per diem (1996-97); \$51.50 per diem (1997-98).
3. The employee, in order to be eligible for this benefit, must notify the Board of Education prior to the adoption of the budget for the fiscal year in which they plan to leave (December 1). The only exception to this rule would be an unforeseen illness that necessitated retirement.
4. If an employee dies while in the employ of the Board of Education his/her heir shall be entitled to the reimbursement under the respective termination article.

## ARTICLE XII

### LEAVE OF ABSENCE

A. Personal Leave

1. Every employee shall be granted personal leave of no more than three (3) days per year without deduction, for urgent personal reasons, provided that such leave be requested at least twenty-four (24) hours in advance of the time for which leave is requested.

except in cases of extreme emergency.

- a. The granting of personal leave to employees hired for less than a full contractual year shall be in proportion to their period of employment.
2. Such personal leave may not be used to extend major holidays such as Christmas recess, Easter recess, NJEA Conference, Thanksgiving, or Monday holidays, except for religious reasons.
3. Prior approval will be required for more than two (2) consecutive days except in cases of extreme emergency. The request must be in writing to the principal, building administrator or immediate supervisor.
4. This personal leave, if unused at the conclusion of the fiscal year, shall be added to the accumulated sick leave on the first day of the next fiscal year.

#### B. Death in Family

1. Every employee shall be granted personal leave, without deduction, of up to five (5) days in case of a death within the immediate family (father, mother, brother, sister, husband, wife, child, mother-in-law, father-in-law, legal guardian, step-parent, previously designated foster parents), and one (1) day in case of other close relatives (uncle, aunt, grandmother, grandfather, grandchild, cousin, brother-in-law, sister-in-law).
2. This personal leave is in no way accumulative.

#### C. Extended Leaves of Absence

1. The Board agrees that up to four (4) employees designated by the Association shall, upon request, be granted a leave of absence, without pay, for up to two (2) years for the purpose of engaging in activities of the Association.
2. If a request was made for leave for four (4) persons in the same school or in the same department, the superintendent shall exercise discretion regarding their release.
2. A leave of absence, without pay, for up to two (2) years shall be granted to any employee who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher and is a full-time participant in either of such programs or accepts a Fulbright Scholarship.
3. An employee under contract with the Board who shall be called into

the service of his/her country as a result of due processes of the Selective Service System shall be placed upon military leave of absence, in accordance with the Statutes of the State of New Jersey (Section 18A:6-33) and the ruling of the Attorney General for such time as the teacher shall remain in military service. The employee shall, upon written application, be entitled to re-employment in the original or similar position together with the necessary salary adjustment to which he/she is entitled by virtue of his/her combination of military service and teaching experience provided that:

- a. The employee makes such application for re-employment within ninety (90) days after release from the military service.
- b. The separation from military service shall be any type other than dishonorable.
- c. That in the computation of salary benefits, the employee shall be entitled to increments based upon either his/her military service or the crediting of such service as teaching done, but in no circumstances to be granted double increments for the same period of time.
- d. Further, that at the time of applying for reinstatement, the employee provides acceptable proof of his/her military service and of his/her type of separation as required by the Statutes of the State of New Jersey (Section 18A:6-33) and the interpretations thereof by the Attorney General, during the period of such military service the Board shall pay for the employee his/her pension annuity contribution which shall be adjusted annually in accordance with the automatic increments of the particular salary schedule then in full force and effect.
- e. Nothing contained above shall in any way be construed as to prevent the Board from considering the needs of the district at the time the employee applies for reinstatement or to require the Board to re-employ an employee returning from military leave when the circumstances have dictated a reduction in force and all remaining employees have seniority due to tenure. In such instances, the particular employee shall be placed on a waiting list in accordance with his/her rank.
- f. Time spent by an employee in military service may count toward salary and toward meeting requirements for permanent certification, but shall not count as time credited toward tenure.

4. A leave of absence, without pay, for up to two (2) years may be granted for the purpose of caring for a sick member of the employee's immediate family, or a member of the household for whom the employee is legally receiving an income tax deduction.
5. All benefits to which an employee was entitled at the time his/her leave of absence commenced shall be restored to him/her upon his/her return, and he/she shall be assigned to the same position which he/she held at the time said leave commenced if available, or if not, to a substantially equivalent position.
6. All applications for extensions or renewals of leaves of absence, less than the maximum provided in the leave policy shall be applied for and granted in writing. Additional leave may be granted at the discretion of the Board.
7. Disability leaves of absence, including but not limited to maternity leave, shall be granted in accordance with the applicable laws and State regulations.
8. The Board of Education will grant a short leave of absence, without pay, to those members of the staff who request permission to accompany educational trips that are not sponsored by this Board of Education.
9. A leave of absence, without pay, for up to one (1) year shall be granted for child rearing to employees. A teacher granted such a leave shall return to his/her teaching position at the commencement of either the fall or spring school term. A teacher whose normal school work year commencement date would be prior to the commencement of the fall term shall return by his/her normal work date, or by commencement of the spring term.
10. Employees on extended unpaid leaves scheduled to terminate on June 30 must notify the superintendent or designee by April 1 of intent to return. Employees on extended leaves of absence of 90 days or more which are scheduled to terminate other than June 30 must notify the Superintendent or designee of the intent to return no later than 30 days prior to the scheduled termination date.

#### ARTICLE XIII

##### PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

- A. The Board and the Association support the principle of continuing training of employees and the improvement of instruction. To work toward the ends stated above, the Board agrees to:
  1. Pay the full cost of tuition and other reasonable expenses incurred



in connection with any courses, workshops, seminars, conferences, in-service training sessions, clinics, etc. or other such sessions which an employee is required and/or requested to take by the administration, or when applied for by the employee and approved by the superintendent.

2. Cooperate with the Association in arranging in service courses, workshops, conferences, visits to industries or neighborhood school systems, and programs designed to improve the quality of education. Such activities shall be coordinated through the Association-Administration Liaison Instructional Council.
3. Pay the sum of \$790.00 (1995-96), \$825.50 (1996-97) and \$862.50 (1997-98) to employees engaged in study during the school year or summer at any accredited college.
  - a. The cost of tuition, registration and fees shall be paid at the exact cost but not exceeding the above listed limit. Any cost beyond the established limit will not be reimbursed.
  - b. Reimbursement will be granted only during the year in which the approved course was taken and completed.
  - c. Reimbursement shall be based upon the furnishing of satisfactory proof of payment to the college and the submission of an official transcript, or certified statement, with a grade acceptable to the college for graduate credit.

#### B. Professional Staff

1. Notification must be given the superintendent prior to engaging in any graduate studies for which reimbursement will be requested. A standardized form will be used for the purpose of this notification.
2. Course taken shall be related to the teaching field of the teacher of his/her position. Any course required as part of a Master's Degree or Doctor's Degree shall be approved if the degree field is related to the teaching field. A teacher may request attendance at more than one (1) workshop, seminar, etc., which request shall be subject to the approval of the Superintendent.
3. Payments:
  - (a) Shall not be made for courses taken to satisfy emergency or provisional certification requirements.
  - (b) Shall not be made for courses taken to pursue an advanced or

Baccalaureate Degree not related to the teaching profession  
(CPA, Law, etc.).

- (c) Shall not be made for courses taken under NDEA, NSF, or any other public or private funding.

C. Non-certificated Staff

Non-certificated staff must have prior approval for any courses taken in order for reimbursement to be provided.

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

NOTIFICATION OF COURSE BEING TAKEN

TO: Superintendent of Schools

FROM: \_\_\_\_\_(Name of employee)

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

\*\*\*\*\*

I plan to take the following graduate course/courses for which I will request reimbursement:

NAME OF UNIVERSITY OR COLLEGE: \_\_\_\_\_

COURSE NO. \_\_\_\_\_ TITLE: \_\_\_\_\_

COURSE NO. \_\_\_\_\_ TITLE: \_\_\_\_\_

COURSE NO. \_\_\_\_\_ TITLE: \_\_\_\_\_

\_\_\_\_\_

Are you receiving any other financial assistance? \_\_\_\_\_

If so, indicate the amount(s) and what organization: \_\_\_\_\_

\_\_\_\_\_

SEMESTER TO BE TAKEN:

\_\_\_\_ SUMMER

\_\_\_\_ FALL

\_\_\_\_ SPRING

The course or courses will be taken and completed in the fiscal year:

JULY 1, 19\_\_ ending JUNE 30, 19\_\_

ESTIMATED COSTS: Tuition: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Tuition: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

Tuition: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

\*\*\*\*\*

SIGNATURE OF EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

NOTE: Upon receiving this form, the Superintendent will affix his signature and return a copy to the employee as an acknowledgment.

SIGNATURE OF SUPT.: \_\_\_\_\_ DATE: \_\_\_\_\_

## ARTICLE XIV

### HEALTH PROTECTION

- A. An annual medical examination is required of all employees.
1. The Board will arrange for an on-site examination (two times during the school day) by the school medical inspector in September of each year at no cost to the employee.
    - a. Failure to be examined on site at times set will require employees to obtain a physical examination at their own expense.
    - b. All employees must have a physical examination completed on or before October 1, or in the case of new employees within 30 calendar days of the recommendation of employment.
- B. The Board shall provide annual chest X-rays, flu shots, and annual medical examinations to all employees in accordance with the Statutes.
1. Required Chest X-rays: those employees who are required to have a chest X-ray and who are covered by Board paid Health Insurance will be required to present their card upon receiving the chest X-ray.

The Board will assume all costs of the X-ray beyond the payment of the Health Insurance Plan.
  2. If a result of a positive Mantoux test and employee requires a chest X-ray, he shall submit the costs to the Board's supplied medical carrier. If the employee exceeds the X-ray allotment of the Board's medical carrier for the allotment period in the Mantoux test required chest X-ray was administered, the Board shall reimburse the employee in an amount not to exceed the costs of the X-ray required by the Mantoux test.

## ARTICLE XV

### HEALTH INSURANCE PROTECTION

A. New Jersey Health Benefits Program

The Board shall continue to provide the New Jersey Health Benefits Program for all employees and their dependents.

B. Prescription Drug Program

The Board shall provide the New Jersey State Health Benefits

Prescription Card.

1. Applicants agree to select minimum coverage suitable in their particular circumstances; i.e., single employees shall not apply for family plan, etc.
2. Only one spouse of a husband-wife team employed within the district will be eligible for the program.

C. Dental Program

1. The Board shall continue to provide the same level of coverage as was provided to the teachers in the 1992-1995 contract.
2. The Board shall continue to provide an orthodontia rider to cover dependent children.

D. Disability Insurance

Association personnel shall be given the option to enroll in the private disability plan utilized by the Board of Education Secretaries, which enrollment shall be at the expense of the individual employee.

E. Joint Study Committee

A joint labor-management committee will be formed to examine alternatives for health insurance coverage. Such committee will issue non-binding recommendations.

**ARTICLE XVI**

**PROTECTION OF EMPLOYEES AND THEIR PROPERTY**

- A. Employees shall immediately report cases of assault or stolen property suffered by them in connection with their employment to the principal or other immediate supervisor. This should be done on appropriate forms. Such notification shall be immediately forwarded to the superintendent by the building principal, who shall comply with any reasonable request from the employee for any information in the possession of the superintendent relating to the incident or persons involved and shall act in an appropriate way as liaison for the employee, the police and the courts.
- B. The Board shall reimburse employees for the reasonable cost (not to exceed \$300.00) of any clothing or personal property torn or damaged as a result of restraining students in the discharge of his/her duties within the scope of employment.
- C. No unit member shall be required to transport students.

#### D. Assistance in Assault

1. Any case of assault on an employee on or off school property when the employee is engaged in school business shall be promptly reported in writing to the principal, superintendent, and school nurse.
2. The Board shall provide legal counsel and assistance in accordance with N.J.S.A. 18A:16-6.1.
3. Time required for appearance in any criminal aspect of a legal proceeding connected with an assault on an employee sustained in the course of employment shall be granted as leave and shall not be deducted from sick or other leave days. If an employee is charged with assault and found guilty, the employee shall not be granted paid leave for any legal proceedings necessitating absence from his/her duties. If an employee declines to testify against a student in conjunction with a similar exercise of this Constitutional privilege by the student(s) resulting in the dismissal of cross-assault complaints, or if an employee is directed to file an assault complaint (regardless of what the outcome might be), the employee shall be granted paid leave for legal proceedings connected with the assault.
4. If an employee is absent from duty as a result of a personal injury incurred as a result of an assault upon him/her while in the performance of assigned duties, the Board shall pay to the employee full salary for the period of such absence for up to one calendar year without having such absence charged to annual or accumulated sick leave. Any salary paid to the employee shall be reduced or refunded by the amount of any workman's compensation, (disability) or other income received during the period of absence, or subsequently paid whether as a result of a civil action or otherwise. If there is a question about the ability of the employee to perform assigned duties, the Board may require the employee to select a physician from a panel of qualified physicians. All consulting and examination fees resulting from the Board required examinations will be paid by the Board.
5. Out-of-pocket expenses shall be reimbursed to employees for medical, surgical, or hospital services, for personal injury incurred as the result of an assault sustained in the course of employment. Circumstances as listed in Section "3" above, which would preclude receipt of paid leave for court appearance, shall also preclude reimbursement for lost salary and for any alleged medical, surgical, or hospital expenses, with the exception that if a teacher files a complaint for assault and the defendant is found to be not guilty that such a determination would not preclude reimbursement should the superintendent determine that an assault upon an employee did

take place.

6. An employee who is charged with assault by a student, and who is found not guilty thereof, shall be entitled to an expungement of the arrest record, which expungement shall be obtained by and through the Board of Education.

## ARTICLE XVII

### REPRESENTATION FEE

#### A. Purpose of Fee

1. If an employee does not become a member of the Association during any membership year (i.e., from July 1, to the following June 30) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association, which fee shall be prospective only, for that membership year.
  - a. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

#### B. Amount of Fee

1. Notification: Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year.
  - a. The representation fee to be paid by non-members will not exceed 85% of that amount.

#### C. Deduction and Transmission of Fee

1. Notification: - By January 15, each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year.
2. The Board will deduct from the salaries of such employees, in accordance with paragraph #3 below, the full amount of the representation fee, and transmit the amount so deducted to the Association.
3. Payroll Deduction Schedule: The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list

during the remainder of the membership year in question.

- a. The deductions will take place in accordance with the existing dues deduction system.
4. Demand and Return: In accordance with N.J.S.A. 34:13A-5.5 et sequitur, the Association shall establish a demand and return providing a process for non-union members to appeal the amount of the representation fee assessed against him/her.
    - a. The Association shall provide to the Board evidence of the existence of such a demand and return system before any deductions are made.
  5. Mechanics: Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
  6. Changes: - The Association will notify the Board, in writing, of any changes in the list provided for in paragraph #1 (page ) and/or the amount of the representation fee, and such changes will be effected within sixty (60) days.
  7. New Employees: - All new employees are contained in the minutes of the Board of Education. Such minutes are available to the Association for their review and certification for dues deduction or representation fee.

#### D. Indemnification and Save Harmless Provision

1. Liability: The Association agrees to 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 by the Board in conformance with this provision.
  - a. The Board gives the Association timely notice in writing of any claim, demand, suit, or other form of liability in regard to which it will seek to implement this paragraph; and
  - b. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit, or other form of liability, and will provide the Association with full access to Board records as maintained in the course of complying with the provision.



2. Exception: It is expressly understood that paragraph D.1. above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any willful misconduct by the Board.
- E. It is agreed that the provisions of this Article will not apply to individuals employed on a seasonal basis to coach or serve as an advisor for extracurricular activities.

#### ARTICLE XVIII

#### MISCELLANEOUS

- A. This Agreement shall be construed as Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. 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. Any individual contract between the Board and an individual employee, heretofore, or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement; this Agreement, during its duration, shall be controlling.
- D. The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital or handicapped status.
- E. Copies of this Agreement shall be printed and the expense shared between the Board and the Association on an agreed format and quantity, within sixty (60) days after the Agreement is signed. Copies shall be made available to the Association.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter at the following address:
1. If by Association, to Board at: 200 Coopers Folly Road  
Atco, New Jersey 08004
  2. If by Board, to Association at: Building of the Current President  
of the Association

SECTION B

This section contains provisions  
pertaining to professional  
certificated staff only.

## ARTICLE XIX

### TEACHER WORK YEAR

- A. The Superintendent shall prepare a school calendar for recommendation to the Board after consulting with the Association to receive its suggestions and recommendations.
- B. The number of teacher days (exclusive of first-year teachers) will be 185. The calendar will contain a maximum of two (2) post-student days. Check-out will commence 1:00 p.m. on the last teacher day.
- C. All teachers shall be required to attend a "Back-to-School Night" when scheduled. In addition, teachers will be required to attend two (2) additional parent-teacher evening conferences for up to three (3) hours in duration. Should a teacher's obligations for the parent-teacher evening conferences be completed in less than three (3) hours, he/she will be permitted to leave.

## ARTICLE XX

### WORKDAY AND WORKLOAD

- A. Teachers shall indicate their presence for duty by initialing the teachers' attendance register in the main office.
- B. The starting and ending times of each day shall be determined by the superintendent of schools after consultation with the administrative staff and the Teacher-Administration Liaison and Instructional Council.
- C. Teaching Load
  - 1. The normal daily teaching load in the junior and senior high schools in academic areas shall be five (5) teaching periods in not more than two (2) subject areas with no more than three (3) preparations, and the principal shall have the right to assign teachers to other duties.
  - 2. Notwithstanding C.1 above, teachers in the English Lab and Math Lab Programs may be assigned up to six (6) academic periods per day, but no more than 25 academic periods per week.
  - 3. Sixth Teaching Period: in those instances where academic teachers agree to teach a sixth class, those teachers will be compensated at a rate of one-fifth (1/5) of their daily rate for each period taught. The daily rate is defined as 1/200 of the annual salary of the employee. The annual salary is defined as the salary that is paid to a ten-month employee. Should a twelve month employee agree to teach a sixth class, that individual's salary must be first

converted to the ten month salary scale.

- a. This additional compensation is for extra work and does not constitute an entitlement to the teacher which must be guaranteed each succeeding year.
  - b. The teaching of six periods by academic teachers will occur only as a last resort as administration balances the demands of scheduling, education programs, and teacher certification for the year in question.
  - c. An academic teacher who volunteers for a sixth teaching assignment is not relieved of any other non-teaching duties which might be assigned by the principal.
4. In all areas other than academic, the maximum shall be six (6) teaching periods. In subject matter areas where a single teacher handles the entire academic program, the number of preparations shall be determined by the program and the number of teaching periods shall not exceed six (6).
  5. Vocational teachers will be assigned in accordance with minimum requirements of the State Department of Education and in accordance with federal regulations.
  6. Each classroom teacher's and nurse's schedule shall include one (1) period free of scheduled duties.
  7. It is desirable for each classroom teacher to have an uninterrupted preparation period each day.
    - a. In those cases where regular substitutes are not available, regular classroom teachers shall be used as substitutes during their non-teaching time, on a rotating basis.
    - b. Substitute coverage, administratively assigned, shall not exceed five (5) per school year with the following exceptions:
      - (1) Teachers failing to call and report absence.
      - (2) Teachers arriving late.
      - (3) Teachers leaving before the conclusion of the school day for illness or other emergency.
    - c. Regular classroom teachers assigned as substitutes where preparation will be required and a long-term situation exists, or assigned beyond five (5) periods as noted in 7b, will be paid at the rate of \$6.00 (1995-96), \$6.30 (1996-97), \$6.60 (1997-98)

per hour.

8. Each teacher and nurse shall have a minimum forty (40) minute, continuous, duty-free lunch period.
  - a. Nurse schedules shall provide a duty-free lunch and preparation period which shall, if possible run continuously. All remaining time will be devoted to nursing.
  - b. No employee shall be required to cover for a nurse except when a nurse is not available.
  - c. For employees at the Regional Day School, lunch periods shall coincide with the student lunch periods with no less than thirty minutes for employees' lunch period.
- D. Hours and duties for "specialized personnel" (Librarians, Social Workers, Psychologists, Guidance Counselors, Learning Disability Specialists) shall be the same as enumerated in the contract for teachers with the following exceptions:
  1. They will have no assigned preparation period.
  2. Except in extreme emergencies they will not be assigned the following:
    - a. study halls
    - b. homerooms
    - c. bus duty
    - d. corridor duty
    - e. cafeteria supervision
  3. They will have one (1) fifteen (15) minute coffee break in the morning.
  4. They will have a fifty (50) minute duty-free lunch period.
  5. They will devote all of their working hours to the responsibilities of their position.
- E. Teachers shall be required to report for duty twenty (20) minutes before the opening of the pupils' school day and shall be permitted to leave following the departure of the school buses at the close of the pupils' normal school day, with the exceptions stated in paragraphs F and G below.
  1. On Fridays or on days preceding holidays or vacations, the teachers' day shall end following the departure of school buses.

2. Abbreviated days designated as parent conferences, in-service, or workshops, are considered full teacher days and dismissal shall be at the normal closing time.
- F. Teachers shall be required to remain two (2) days per week for forty (40) minutes following the departure of the school buses, for staff meetings, student tutoring, or related instructional activities. Tuesdays and Thursdays are the usual and ordinary days on which teachers will stay the additional 40 minutes.
1. At the discretion of the principal, with the approval of the superintendent, the time may be varied not to exceed eighty (80) minutes per week.
  2. Occasional changes in the schedule which are necessitated by the teacher due to personal or professional reasons are appropriate. The loss due to this occasional change must be made up. Except in cases of emergency and/or unforeseen circumstances that would prevent a teacher from notifying the main office in advance, teachers shall notify the main office by 9:00 a.m. on the first school day of the week.
  3. Long term changes in this schedule due to graduate work, a home situation, etc. are to be agreed upon in advance between the school administration and the individual requesting the change. The Superintendent will adjudicate any differences.
  4. In the event a parent of a student or a student requests tutoring, the teacher will have the responsibility for scheduling such tutoring. If requested, the teacher will inform the administration as to the scheduling of such tutoring. This scheduling will be done on a form developed by the Board which would be returned to the administrator five (5) days after the request to be tutored is made.
- G. Staff shall be required to attend one faculty meeting per month not to exceed one (1) hour. This faculty meeting will take place on a Tuesday or Thursday. If, however, the faculty and the principal mutually agree, the faculty meeting could be scheduled on a Monday or a Wednesday. This faculty meeting shall be in lieu of one of the 40 minute after-school obligations provided for in paragraph F above.
- H. No teacher shall be assigned to, or expected to discharge any duties outside the in-school day unless such duties are a part of a financially compensated extra-curricular activity.
- I. Teachers may volunteer to cover assignments.
- J. Department Heads shall not be assigned more than five (5) student instructional-supervision periods each day and shall be excused from

regular study hall duties and homeroom assignments.

1. A student instruction-supervision period means any period during which a teacher is responsible for directing the learning of, or supervising the behavior of students.
2. Department Heads shall not be used to cover other classes or duties.

#### ARTICLE XXI

##### TWELVE-MONTH INSTRUCTIONAL STAFF HOURS, HOLIDAYS, AND VACATIONS

Twelve-month instructional staff shall be governed by the following rules regarding hours, holidays, and vacations.

- A. Twelve (12) month instructional employees will be required to work a 7-1/2 hour day, as established by the administration, with a thirty (30) minute lunch on those days when school is not in session or when the ten (10) month instructional employees are not required to be present.
- B. Twelve (12) month instructional employees will be granted holidays in accordance with the Board established holiday schedule for all other twelve (12) month employees.
  1. If any twelve (12) month instructional employee is required to work on a Board-established holiday, compensatory time will be given during one of the extended school closings.
  2. When compensatory time is involved, it should be granted before participation.
- C. Vacations will be fifteen (15) days in addition to the holiday schedule.
  1. Such vacation days shall be taken during extended school closings, such as Christmas recess, spring recess, or summer months, as desired, subject to approval of the administration.
  2. Vacations shall accumulate at one and one-quarter (1-1/4) days per month and will be credited to the employee on July 1, following the initial employment, and each July 1, thereafter.

#### ARTICLE XXII

##### ASSIGNMENT

- A. All employees shall be given written notice of their tentative class and/or subject assignment, tentative building assignment, and room assignments for the forthcoming year not later than the last day of

school.

- B. In the event that changes in such schedules, class, and/or subject assignment, building assignment or room assignment are proposed, the employee affected shall be notified promptly in writing by a letter sent to the summer address previously designated by the employee.
- C. Every teacher is to participate fully in State Evaluations, Middle States Evaluations, and Curriculum Development.

#### ARTICLE XXIII

##### NON-TEACHING DUTIES

The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his/her energies should, to the extent possible, be utilized to this end. Therefore, they agree so far as possible, to strive to minimize the non-academic duties of the teacher and instructional aides.

#### ARTICLE XXIV

##### TEACHER FACILITIES

Teacher facilities will include the following:

- A. Suitable closet space for each teacher to store coats, overshoes, and personal articles.
- B. Copies, exclusively for each teacher's use, of all texts used in each of the courses he/she is to teach.
- C. Adequate chalkboard space in every classroom.
- D. A dictionary in every classroom.
- E. Adequate books, paper, pencils, pens, chalk, erasers, and other such material required in daily teaching responsibilities.
- F. A teacher work area to aid in the preparation of instructional materials. This will be complied with unless unusual circumstances make it impossible such as fire, double session requirements, etc.
- G. Space in each classroom in which employees may store instructional materials and supplies.
- H. A serviceable desk, chair, and filing cabinet for the exclusive use of each teacher.



## ARTICLE XXV

### TRANSFERS

- A. No later than April 15 of each school year, the superintendent shall deliver to the Association a list of the known vacancies which shall occur during the following school year, and post in each school building.
- B. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the superintendent not later than May 1. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference. A new request must be submitted in writing each school year if the request is not granted on the initial application.

## ARTICLE XXVI

### PROMOTIONS

- A. All vacant positions which are promotional in nature or pay a stipend or extra compensation shall be filled pursuant to the following procedure:
  - 1. Promotional positions shall be posted ordinarily for 14 calendar days, but for no less than seven (7) calendar days, in the district's administrative offices and in clearly identified central locations in each building.
  - 2. Said posting shall clearly set forth the qualifications for the position.
  - 3. Qualified persons who desire to apply for such vacancies shall file their applications in writing with the office of the superintendent within the time limit specified in the notice.
  - 4. A copy of each posting shall be sent at the time of initial posting to the association president.
  - 5. Promotional positions are defined as positions that are administrative or supervisory in nature, or positions paying a salary differential.
  - 6. Staff members who wish to be considered for an administrative or supervisory position which may develop during the summer must submit each year during the month of June a letter to the superintendent notifying him of this desire. Should an opening occur for which a staff member is qualified, a registered letter will be sent to the

address he/she designates as his/her summer address. On October 1st, the superintendent may destroy all letters.

## ARTICLE XXVII

### EVALUATION AND FAIR DISMISSAL PROCEDURE

#### A. Teachers

1. Any non-tenure teacher subject to recommendation by the Administration or non-renewal of contract shall be notified in writing of any action or other matter which appears to exist and may possibly result in the teacher's future dismissal or non-renewal of contract.
2. Teacher evaluation and fair dismissal procedure shall be in accordance with the Statutes and the Administrative Code.
  - a. Written notice will be presented to the employee by April 30, upon realization that the matter in question may jeopardize the teacher's employment status.
  - b. Teacher evaluation/observation reports should specifically state when a job is in jeopardy.
3. Tenure teachers shall receive their final evaluation no later than June 1.

#### B. Coaches' Evaluation

1. Any coach subject to recommendation by the Administration or non-renewal of contract shall be notified in writing of any action or other matter which appears to exist and may possibly result in the coach's future dismissal or non-renewal of contract.
2. Coaches' evaluation/observation reports should specifically state when a job is in jeopardy.
3. Coaches shall receive their evaluation no later than June 15 or within twenty (20) workdays after the end of the season, whichever comes first.

#### C. Department Chairperson

1. Any Department Chairperson subject to recommendation by the Administration for non-renewal of his/her position shall be notified in writing of any action or other matter which appears to exist and may possibly result in the Department Chairperson employee's non-renewal of position.

2. Department Chairperson evaluation and fair dismissal procedure shall be in accordance with the Statutes as they apply to teaching positions.
  - a. Written notice will be presented to the employee by May 30, upon realization that the matter in question may jeopardize the Department Chairperson's employment status.
  - b. Department Chairperson evaluation/observation reports should specifically state when a job is in jeopardy.
3. Department Chairpersons shall receive their final evaluation no later than June 1.
4. An evaluation instrument will be jointly developed by the parties.
5. Evaluations of Department Chairpersons may take place in November, February, and May of the school year. Department Chairpersons shall have the right to rebut an evaluation in the same manner as might a teacher rebut an evaluation of his/her teaching performance.
6. A Department Chairperson who is not renewed in his/her position shall be entitled to reasons for non-retention.
7. A Department Chairperson aggrieved by non-retention shall take his/her grievance to the Superintendent, Personnel Committee of the Board of Education before taking same to the Board of Education.

#### ARTICLE XXVIII

##### SPECIAL SCHOOLS AND BEDSIDE INSTRUCTION

- A. All openings for positions in the evening school, summer school, bedside instruction and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately publicized by the superintendent in accordance with procedures for publicizing promotional vacancies.
- B. In filling such positions, if all other qualifications are substantially equal (as determined by the superintendent), preference shall be given first to teachers who have taught the subject and/or grade level in question during the regular school year.
- C. Salary schedules for positions included in this Article shall be negotiated under procedures outlined in Article II of the Agreement along with regular salary schedules wherever possible, or at such other times as may be appropriate in order to conform to the time requirements for the implementation of said program.

## ARTICLE XXIX

### SCHOOL COMMUNICATIONS

- A. There shall be no announcements (except for emergencies) during regular class time. Announcements shall be made during the last part of the final period.
- B. Duplicated or printed material distributed at a meeting will not be read to the professional staff.

## ARTICLE XXX

### MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its employees, although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom and in his/her presence.
- B. The employee recognizes that all disciplinary action and methods invoked by him/her shall be reasonable and just and in accordance with established Board policy and administrative directive.

## ARTICLE XXXI

### PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of an employee is only an appropriate concern of the Board when it prevents the employee from performing properly his/her assigned functions during the workday.
- B. Employees shall be entitled to full rights of citizenship and no religious or political activities of any employees, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such employee, providing such activities do not violate any local, state, or federal laws.
- C. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Lower Camden County Regional High School District Number One and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions. Accordingly, they agree as follows:
  1. Teachers shall be guaranteed full freedom in classroom presentations and discussions and may introduce politically, religiously, or otherwise controversial material, provided only that said material is appropriate for the age and maturation of the students involved

and is relevant to the course.

2. The principal and supervisors shall at all times have the right to discuss and suggest to the teachers their concern about any item currently being taught.
- D. The teacher has recourse to the Grievance Procedure if he/she feels he/she is discriminated against.

#### ARTICLE XXXII

#### SABBATICAL LEAVE

- A. Sabbatical leave shall be granted to qualified applicants for:
1. A planned program of study
  2. Study and travel
- providing the experience will result in discernible benefit to the school district to those employees who have completed ten (10) years of educational service within the district.
- B. Sabbatical leave shall be granted on the basis of seniority of service to no more than one (1) member of the staff within the district within a given school year.
- C. Application for Sabbatical leave must be made no later than December 1. Preliminary applications may be submitted September 1 of any school year, but the deadline for final application is December 1.
- D. Sabbatical leave will be granted for a period of one (1) year running from September through June.
1. All applicants shall be notified by March 15 as to which individuals will obtain a Sabbatical leave. Applicants judged eligible will be placed on a priority list from which a replacement will be selected within one month in the event an initial receiver is unable to take such leave.
  2. All applicants denied Sabbatical leave will be informed in writing as to the reasons for this denial.
- E. Reimbursement:
1. For purpose of full-time study, reimbursement will be granted at fifty percent (50%) of the last year's salary.
  2. For less than full-time study, reimbursement will be at fifty percent (50%) of the last year's salary.

3. Payment of the above reimbursement will be made in accordance with regular payroll dates.
- F. All of the course work for the approved program must be completed during the Sabbatical year period.
- G. The thesis does not have to be completed during the Sabbatical leave year.
- H. If the original program is not approved, it can be adjusted for approval later.
- I. No one is eligible for more than one (1) Sabbatical leave.

### ARTICLE XXXIII

#### SALARIES AND EXTRA COMPENSATION

- A. The salaries of all teachers covered by this Agreement are set forth in the Instructional Salary Scale. There is no differential pay of any kind.
- B. Each Lower Camden County Regional High School District Number One teacher shall continue to be placed on the proper step of the salary scale; however, the Board reserves the right to withhold any and all increments within the procedure as outlined in Title 18A:29-14.
  1. Adjustments will be made to teachers obtaining an advanced degree or sufficient credits to warrant adjustment on the salary scale if evidence is presented prior to September 1 or January 20.
  2. Evidence shall be in the form of an official transcript or a certified letter from the college which will be followed later by a transcript.
- C. Teachers employed on a twelve (12) month basis:
  1. Shall be paid at the ratio of 1.2 of their proper place on the instructional salary scale.
  2. Shall be paid in twenty-four (24) semi-monthly installments.
- D. Employees employed on a ten (10) month basis:
  1. Shall be paid in twenty (20) equal semi-monthly installments.
  2. May individually elect to have 10% of their monthly salary deducted from their pay and placed in the "Summer Payment Plan." These funds shall be placed in individual interest-bearing savings accounts.

- E. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day, if possible. Ten-month employees shall receive their final checks as far in advance of the June 30 payday as possible.
- F. All salary deductions will be made by the Secretary in accordance with the Statutes.
- G. The Board will provide for payroll deductions for one tax-sheltered annuity program.
- H. Positions in bedside instruction will be reimbursed at the rate of \$26.50 (1995-96), \$27.70 (1996-97), \$28.95 (1997-98) per hour.
- I. Positions in behind-the-wheel driver's education will be reimbursed at the rate of \$21.75 (1995-96), \$22.75 (1996-97), \$24.00 (1997-98) per hour.
- J. The extra compensation in Instruction and Coaching covered by this Agreement are set forth in the attached schedules.
- K. Any monies to be paid for any extra compensation shall be paid in a single check format which separates out these amounts and allows for separate withholding of taxes.
- L. Gas reimbursement and car allowances shall be in accordance with Board policy for the district.
- M. The Board shall provide payroll deductions for the South Jersey Federal Credit Union.
- N. The Board agrees to make available electronic direct deposit of employees' paychecks, provided the employees individually authorize it to do so.
- O. Coaches for fall sports shall be paid on 12/15; coaches for winter sports shall be paid on 3/30; coaches for spring sports shall be paid on 6/15. Employees engaged in year-long activities shall be paid in three installments as follows: 40% on 12/15, 30% on 3/30, and 30% on 6/15.
- P. To be eligible for a salary increment, 10-month employees must work at least 93 days in the school year, and 12-month employees must work at least 113 days in the fiscal year.

# SALARY GUIDES

## Professional Staff 1995-1996

YRS EXP	95-96 STEP	VOC	BA	B+15	B+30	MA	M+15	M+30	M+60/ DOC
1	1	33440	33790	34240	34690	35590	36490	37390	38290
2	2	33690	34040	34490	34940	35840	36740	37640	38540
3	3	33940	34290	34740	35190	36090	36990	37890	38790
4	4	34190	34540	34990	35440	36340	37240	38140	39040
5	5	34440	34790	35240	35690	36590	37490	38390	39290
6	6	34940	35290	35740	36190	37090	37990	38890	39790
7	7	35440	35790	36240	36690	37590	38490	39390	40290
8	8	35860	36210	36660	37110	38010	38910	39810	40710
9	9	36860	37210	37660	38110	39010	39910	40810	41710
10	10	36860	37210	37660	38110	39010	39910	40810	41710
11-12	11	38529	38879	39329	39779	40679	41579	42479	43379
13-14	12	41780	42130	42580	43030	43930	44830	45730	46630
15-16	13	45680	46030	46480	46930	47830	48730	49630	50530
17+	14	52485	52835	53285	53735	54635	55535	56435	57335

Off guide will receive 1994-95 salary plus \$1,365.

Teachers on the guide in 1994-95 will remain on the guide for the duration of this contract.



# SALARY GUIDES

## Professional Staff 1996-1997

YRS EXP	96-97 STEP	VOC	BA	B+15	B+30	MA	M+15	M+30	M+60/ DOC
1	1	34190	34540	35015	35490	36440	37390	38340	39290
2	2	34440	34790	35265	35740	36690	37640	38590	39540
3	3	34690	35040	35515	35990	36940	37890	38840	39790
4	4	34940	35290	35765	36240	37190	38140	39090	40040
5	5	35190	35540	36015	36490	37440	38390	39340	40290
6	6	35440	35790	36265	36740	37690	38640	39590	40540
7	7	35940	36290	36765	37240	38190	39140	40090	41040
8	8	36440	36790	37265	37740	38690	39640	40590	41540
9	9	36860	37210	37685	38160	39110	40060	41010	41960
10	10	38529	38879	39354	39829	40779	41729	42679	43629
11	11	38529	38879	39354	39829	40779	41729	42679	43629
12-13	12	41780	42130	42605	43080	44030	44980	45930	46880
14-15	13	45680	46030	46505	46980	47930	48880	49830	50780
16+	14	53925	54275	54750	55225	56175	57125	58075	59025

Off guide Vocational and BA will receive 1995-96 salary plus \$1,440. Off guide BA+15 will receive 1995-96 salary plus \$1465. Off guide BA+30 will receive 1995-96 salary plus \$1490. Off guide MA will receive 1995-96 salary plus \$1540. Off guide MA+15 will receive 1995-96 salary plus \$1590. Off guide MA+30 will receive 1995-96 salary plus \$1640. Off guide MA+60 and DOC will receive 1995-96 salary plus \$1690. Teachers on the guide in 1995-96 remain on the guide for the duration of the contract.

# SALARY GUIDES

## Professional Staff 1997-1998

YRS EXP	97-98 STEP	VOC	BA	B+15	B+30	MA	M+15	M+30	M+60/ DOC
1	1	34940	35290	35790	36290	37290	38290	39290	40290
2	2	35190	35540	36040	36540	37540	38540	39540	40540
3	3	35540	35790	36290	36790	37790	38790	39790	40790
4	4	35690	36040	36540	37040	38040	39040	40040	41040
5	5	35940	36290	36790	37290	38290	39290	40290	41290
6	6	36190	36540	37040	37540	38540	39540	40540	41540
7	7	36440	36790	37290	37790	38790	39790	40790	41790
8	8	36940	37290	37790	38290	39290	40290	41290	42290
9	9	37440	37790	38290	38790	39790	40790	41790	42790
10	10	38529	38879	39379	39879	40879	41879	42879	43879
11	11	41780	42130	42630	43130	44130	45130	46130	47130
12	12	41780	42130	42580	43030	43930	44830	45730	46630
13-14	13	46430	46780	47280	47780	48780	49780	50780	51780
15+	14	55630	55980	56480	56980	57980	58980	59980	60980

Off guide Vocational and BA will receive 1996-97 salary plus \$1705. Off guide BA+15 will receive 1996-97 salary plus \$1730. Off guide BA+30 will receive 1996-97 salary plus \$1755. Off guide MA will receive 1996-97 salary plus \$1805. Off guide MA+15 will receive 1996-97 salary plus \$1855. Off guide MA+30 will receive 1996-97 salary plus \$1905. Off guide MA+60 and DOC will receive 1996-97 salary plus \$1955. Teachers on the guide in 1996-97 remain on the guide for the duration of the contract.

# EXTRA COMPENSATION

## INSTRUCTIONAL GUIDE - EXTRA-CURRICULAR ACTIVITIES

POSITION	COMPENSATION		
	95-96	96-97	97-98
AREA CHAIRPERSON	3,082	3,226	3,377
AUDIO VISUAL AIDS	1,692	1,771	1,854
CLASS ADVISORS			
SENIOR	1,692	1,771	1,854
JUNIOR	1,692	1,771	1,854
SOPHOMORE	1,367	1,431	1,498
FRESHMAN	1,108	1,160	1,215
8TH GRADE	1,108	1,160	1,215
7TH GRADE	1,108	1,160	1,215
DRAMA DIRECTOR	3,600	3,762	3,931
ASSISTANT DRAMA DIRECTOR	2,400	2,508	2,620
MUSIC DIRECTOR	1,200	1,254	1,310
CHOREOGRAPHER	800	836	873
SET BUILDER	1,200	1,254	1,310
MAJORETTES & DRILL SQUAD	2,926	3,036	3,206
NATIONAL HONOR SOCIETY	1,076	1,126	1,179
SCHOOL NEWSPAPER			
SENIOR HIGH	1,692	1,771	1,854
JUNIOR HIGH	1,250	1,308	1,419
SCHOOL YEARBOOK			
EDITORIAL	1,692	1,771	1,854
BUSINESS	1,250	1,308	1,419
JUNIOR HIGH	1,250	1,308	1,419
STUDENT GOVERNMENT			
SENIOR HIGH	2,926	3,063	3,206
JUNIOR HIGH	1,900	2,015	2,137
STAGE MANAGER	3,000	3,135	3,276
DIRECTOR OF GUIDANCE	3,072	3,216	3,367
PUBLIC RELATIONS	2,316	2,406	2,500
SUBCALLER	10,869	11,379	11,913
COORDINATOR OF INTRO TO VOCATIONS	2,330	2,439	2,553
ASS'T BAND DIRECTOR	2,440	2,554	2,674
PEP SQUAD (BASKETBALL)	679	710	743
CHOIR ADVISOR	2,926	3,036	3,206
STRINGS/ORCHESTRA ADVISOR	2,926	3,036	3,206
CONCERT BAND DIRECTOR	2,926	3,036	3,206
MARCHING BAND DIRECTOR	5,215	5,425	5,650
JAZZ BAND DIRECTOR	1,797	1,880	1,968
SUMMER MUSIC INSTRUCTOR	3,040	3,175	3,325
BAND FRONT COORDINATOR	2,940	3,075	3,215
PERCUSSION & DRILL INSTRUCTOR	4,650	4,825	5,005
MARCHING BAND TRAINER	2,760	2,875	3,000
CLUB ADVISOR	875	905	950
<b>ATHLETICS</b>		<b>PER GAME</b>	
<b>A. FOOTBALL</b>			
HEAD TICKET SELLER	24.03	25.11	26.23
ASSISTANT TICKET SELLER	20.37	21.28	22.23
TICKET COLLECTORS	17.76	18.55	19.38
PHOTOGRAPHER	25.28	26.20	27.37
<b>B. WRESTLING/BASKETBALL</b>			
HEAD TICKET SELLER	19.07	19.92	20.81
TICKET COLLECTOR	17.76	18.55	19.38
TIME CLOCK OPERATOR	22.72	23.74	24.80

# 1995-1996 EXTRA COMPENSATION

## COACHING GUIDE

		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
FOOTBALL	HEAD COACH	3657	3792	3908	4048	4159
WRESTLING						
BASKETBALL	ASSISTANTS	2894	3025	3150	3396	3777
SOFTBALL, BASEBALL	HEAD COACH	3281	3401	3526	3647	4012
HOCKEY						
TRACK, SOCCER	ASSISTANTS	2894	3020	3145	3260	3641
CROSS COUNTRY	HEAD COACH	2022	2142	2267	2393	2508
TENNIS						
GOLF	ASSISTANTS	1504	1640	1760	1886	2137

Coaches on the guide in 1994-95 will remain on the guide moving up one step. Step 5 is the maximum step. Coaches on step 5 in 1994-95 will remain on step 5. Coaches off the guide in 94-95 will receive a \$188 increase from their 94-95 salary.

No coaches on the guide will leave the guide during the length of this contract.

INTRAMURALS		875
7TH & 8TH GRADE COACH		1365
CHEERLEADERS	GRADE 10, 11, 12	FALL 1715 WINTER 2120
	GRADE 9	2550
ASSISTANT TO ATHLETIC DIRECTOR		3396
EQUIPMENT MANAGER		2770

# 1996-1997 EXTRA COMPENSATION

## COACHING GUIDE

		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
FOOTBALL	HEAD COACH	3821	3970	4091	4238	4354
WRESTLING						
BASKETBALL	ASSISTANTS	3030	3167	3298	3555	3954
SOFTBALL, BASEBALL	HEAD COACH	3435	3560	3691	3818	4200
HOCKEY						
TRACK, SOCCER	ASSISTANTS	3030	3161	3292	3413	3812
CROSS COUNTRY	HEAD COACH	2117	2242	2373	2505	2625
TENNIS						
GOLF	ASSISTANTS	1574	1717	1842	1974	2237

Coaches on the guide in 1995-96 will remain on the guide moving up one step. Step 5 is the maximum step. Coaches on step 5 in 1995-96 will remain on step 5. Coaches off the guide in 95-96 will receive a \$231 increase from their 95-96 salary.

No coaches on the guide will leave the guide during the length of this contract.

INTRAMURALS		905
7TH & 8TH GRADE COACH		1445
CHEERLEADERS	GRADE 10, 11, 12	FALL 1795 WINTER 2205
	GRADE 9	2665
ASSISTANT TO ATHLETIC DIRECTOR		3555
EQUIPMENT MANAGER		22890

# 1997-1998 EXTRA COMPENSATION

## COACHING GUIDE

		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
FOOTBALL	HEAD COACH	4000	4156	4283	4437	4558
WRESTLING						
BASKETBALL	ASSISTANTS	3172	3315	3453	3722	4139
SOFTBALL, BASEBALL	HEAD COACH	3596	3727	3864	3997	4397
HOCKEY						
TRACK, SOCCER	ASSISTANTS	3172	3309	3446	3573	3991
CROSS COUNTRY	HEAD COACH	2216	2347	2484	2622	2748
TENNIS						
GOLF	ASSISTANTS	1647	1797	1928	2066	2342

Coaches on the guide in 1996-97 will remain on the guide moving up one step. Step 5 is the maximum step. Coaches on step 5 in 1996-97 will remain on step 5. Coaches off the guide in 93-94 will receive a \$250 increase from their 96-97 salary.

No coaches on the guide will leave the guide during the length of this contract.

INTRAMURALS		950
7TH & 8TH GRADE COACH		1528
CHEERLEADERS	GRADE 10, 11, 12	FALL 1880 WINTER 2300
	GRADE 9	2780
ASSISTANT TO ATHLETIC DIRECTOR		3722
EQUIPMENT MANAGER		3015

S E C T I O N   C

This section pertains to  
Noncertificated staff members.

## ARTICLE XXXIV

### WORKDAY AND WORKLOAD

#### A. Secretaries

1. Secretaries and clerks shall be entitled to one duty-free 20 minute coffee break per day.
2. No Secretary-clerk shall be required to report to work when schools are closed due to inclement weather.
3. The approved office hours will be eight and one-half (8-1/2) hours per day, depending upon the circumstances in each building from September 1 to June 30.
  - a. Office staffs have one hour for lunch when this schedule prevails.
  - b. Office staffs work a 37-1/2 hour week and are paid on a 40-hour basis.
4. Switchboards in all buildings will operate from 7:30 a.m. to 3:30 p.m. from July 1 to August 31.
5. Employees may elect to have ½ hour for lunch from July 1 to August 31 in order to shorten their workday by 30 minutes.

#### B. Instructional Aides

1. Work year shall be the same as students plus one immediately pre-student day.
2. Each Instructional Aide is to be on duty at the assigned station and ready for work when the first bus or students normally arrive, and must remain available for work until the buses, or students, normally leave.
3. Every Instructional Aide shall have the same length lunch as the teachers in their respective building.
4. All Instructional Aides shall have the same workload.
5. Non-certified aides shall not be required to cover classes.
6. Certified aides who possess a substitute's certificate (which shall be optional) shall be paid the substitute's pay for covering classes if that pay is a higher rate.



C. Hall Monitors

1. The work year shall be the same as the students, plus one immediately pre-student day.
2. Each Hall Monitor is to be on duty at the assigned station and ready for work when the first bus or students normally arrive, and must remain available for work until the buses, or students, normally leave.
3. Each Hall Monitor shall receive a one hour duty-free lunch per day and one 20-minute duty-free coffee break per day.

D. Attendance Officers

1. The work year shall be the same as the students, plus one immediately pre-student day. In addition, Attendance Officers will work five days in the month of June immediately following the last student day.
2. Each Attendance Officer is to be on duty at the assigned station and ready for work when the first bus or students normally arrive, and must remain available for work until the buses, or students, normally leave.
3. Each Attendance Officer shall receive a one hour duty-free lunch per day and one 20-minute coffee break per day.

E. Bus Drivers

1. The work year shall be the same as the students.
2. The work day is seven hours. Hours worked over seven hours per day are considered overtime and shall be paid as such (time and one half).

F. Bus Aides

1. The work year shall be the same as the students.
2. The work day is four hours. Hours worked over four hours per day are considered overtime and shall be paid as such (time and one half).

ARTICLE XXXV

TRANSFERS AND PROMOTIONS

- A. Should a vacancy occur, it will be posted ordinarily for fourteen (14) working days, but no less than seven (7) working days. Employees will indicate their interest by submitting a written response to the notice.

- B. All notices will include the deadline for application and will be posted in clearly identified central locations in each building. Said notice shall set forth the qualifications for the position.
- C. The Association will receive a copy of the notice at the same time of posting.
- D. Entry-level custodian/grounds positions are exempted from this posting requirement.

#### ARTICLE XXXVI

##### EVALUATION AND FAIR DISMISSAL PROCEDURE

- A. All employees shall be evaluated a minimum of one time each year. Each evaluation shall be in writing and a conference with the employee's evaluator shall occur within ten (10) working days of such evaluation.
- B. The evaluation report should identify the strengths and weaknesses. If any weaknesses should occur, remedies for correction should be included.
- C. No employee shall be required to sign a blank evaluation form. No evaluation shall be placed in an employee's file without the prior conference with the employee.
- D. The employee shall have the right to offer his/her views and such views shall be attached to the particular evaluation.
- E. Upon request, a contractual employee will be entitled to a statement of reasons for any dismissal. In addition, if said employee is not satisfied with the statement of reasons given, then the employee is entitled to appear before the Board of Education in Conference Session to present the employee's position.

#### ARTICLE XXXVII

##### WORK RULES

##### (SERVICE PERSONNEL ONLY)

- A. Absence
  - 1. When an employee finds it necessary to be absent due to illness, etc. (other than absence approved in advance) sufficient notice must be given to the immediate supervisor.
  - 2. Shifts are as follows:
    - a. 1st shift: 7:00 AM to 3:00 PM or 6:00 AM to 2:00 PM - Service personnel are expected to call-in their absences at least two (2) hours prior to their shift.

- b. 2nd shift: 3:00 AM to 11:00 PM - Service personnel are expected to call-in their absences two (2) hours prior to their shift.
      - c. 3rd shift: 11:00 PM to 7:00 AM - Service personnel are expected to call in their absences two (2) hours prior to their shift.
    - 3. Employees are expected to call in at the times listed above. Failure to call in at the required time listed may result in loss of pay. Failure to call in and report an absence, except in a proven emergency, will result in loss of pay.
  - B. Call Back Time: Any employee called back to duty for emergencies on other than regular shift will be guaranteed a minimum of two (2) hours pay in addition to their regular pay.
  - C. Overtime
    - 1. Overtime payments will be in accordance with the "Fair Labor Standards Act."
      - a. All hours worked in excess of forty (40) in one calendar week (Sunday through Saturday) shall be paid at the rate of one and one-half (1-1/2) times the established hourly rate of each employee.
      - b. Before using any substitutes, the Board will offer all overtime to Association members unless an emergency situation exists, as defined by the contract and board policy.
      - c. The parties agree to utilize the overtime procedures that were mutually developed on 5/27/88.
  - D. Lateness
    - 1. Unexcused latenesses will result in salary reduction.
    - 2. Excused lateness will be at the discretion of the Foreman.
    - 3. Habitual lateness will result in dismissal.
  - E. Classification of Employment Probation
    - 1. Employment Probation
      - a. The probationary period for a prospective new employee will be a maximum of forty (40) working days. The probationary period for maintenance employees will be a maximum of ninety (90) working days, but such a probationary employee shall receive regular pay

as of the 61st day of the probationary period.

- b. At the conclusion of the probationary period, the prospective employee shall either be terminated or offered a contract.
- c. During the probationary period the prospective employee is non-contractual.

## 2. Classification Probation

- a. Employees presently on the staff that have requested, and been granted a change in position or classification may have forty (40) working days as a probation period, or sixty (60) working days as a probation period if the change is to a maintenance position.
- b. If the employee is not successful in the new position as determined by the Board, (or if the employee finds he/she does not like the change in position) he/she will return to the original position within the forty (40) working day period, or sixty (60) working day period for a maintenance position.
- c. During this probation period, the vacant position will not be filled with a contractual employee.

## F. Lunch Break

- 1. The eight (8) hour work shifts will include a 30-minute, duty-free lunch period and a 15-minute coffee break.
  - a. Employees will ring out and in if they leave the building.

## ARTICLE XXXVIII

### HOLIDAYS

#### A. School Service Personnel

- 1. The holiday schedule for school service personnel will be developed, adopted and published yearly by the Board after they have established the school calendar.
  - a. Holidays falling on Saturdays will result in the employee being paid a day's pay or receive a compensatory day at the discretion of the Board which will appear in the holiday schedule policy when adopted. In the event the Board recognizes a Friday preceding the Saturday holiday as a school closing day, the Association will also receive said Friday as a holiday and it will be contained in the holiday schedule policy.

- b. Legal holidays falling on Sunday will be celebrated on the following Monday.
  - c. If the Board declares a recess at Christmas, we will have a system of  $\frac{1}{2}$  staff working and  $\frac{1}{2}$  staff off.
  - d. If additional time is desired during the school calendar's winter or spring recesses, application may be made for vacation days if the employee has accrued same (and if the granting of such vacation time does not interfere with the planned work schedule).
2. Holidays for school years shall be determined by the Board of Education and will be no less than fifteen (15) days.
  3. Part-time summer maintenance employees, employed from July 1, to August 31, may be paid for July 4.

**B. Secretaries/Clerks**

1. The holiday schedule for full-time contractual secretaries and clerks employees will be developed, adopted, and published yearly by the Board of Education after they have established the school calendar.
  - a. Legal holidays falling on Saturday will be celebrated on the Friday preceding the holiday unless school is in session.
  - b. Legal holidays falling on Sunday will be celebrated on the following Monday.
  - c. If the Board declares a recess at Christmas, we will have a system of  $\frac{1}{2}$  staff working and  $\frac{1}{2}$  staff off.
2. Part-time hourly employees may be paid for a holiday if they have worked on a regular basis for at least two full months preceding the holiday.

**C. Approved Holidays**

1. The following is the list of approved holidays:

Independence Day	New Year's Day
Labor Day	Martin Luther Kings's Birthday Celebration
Columbus Day Celebration	Lincoln's Birthday Celebration
Veterans' Day	Presidents' Day

Thanksgiving Day	Good Friday
Thanksgiving Recess	Easter Monday
Christmas Recess	Memorial Day Celebration
Christmas	

#### ARTICLE XXXIX

##### VACATIONS (NON-CERTIFIED STAFF ONLY)

- A. Vacations requests must be submitted to appropriate administrator for approval.
- B. All twelve (12) month employees shall receive vacation in accordance with the following schedule:
  - a. Employees with less than one full year of employment shall be credited with one day of vacation per month of employment.
  - b. Employees who have completed one full year but less than four years of service: 12 days.
  - c. Employees who have completed four or more years of service but less than 11 years: 15 days.
  - d. Employees who have completed eleven or more years of service but less than nineteen years: 20 days.
  - e. Employees who have completed nineteen or more years of service: 25 days.
- C. Vacation will be initially credited on the first July 1 following employment and every July 1 thereafter.
- D. For the purposes of calculating "years of service," the number of years of service will be from the hire date of the employee to July 1 of the year in question.
- E. Use of vacation time by Service Personnel must be requested in writing and is subject to prior approval of the appropriate administrator as follows:
  - 1. For vacation requests of four (4) or fewer work days, approval must be requested at least three (3) work days in advance.

2. For vacation requests of more than four (4) work days, approval must be requested ten (10) work days in advance.
- F. Vacation time will not be paid to those employees who leave the service of the Board of Education without proper notice. Proper notice is defined as being: two weeks minimum.

## ARTICLE XI

### SALARIES AND EXTRA COMPENSATION

- A. Employees employed on a ten (10) month basis:
1. Shall be paid in twenty (20) equal semi-monthly installments.
  2. May individually elect to have 10% of their monthly salary deducted from their pay and placed in the "Summer Payment Plan." These funds shall be placed in individual interest-bearing savings accounts.
- B. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day, if possible. Ten-month employees shall receive their final checks as far in advance of the June 30 payday as possible.
- C. All salary deductions will be made by the Secretary in accordance with the Statutes.
- D. Withholding of Increment/Supportive Personnel
1. Whenever a non-certified employees's overall performance falls below the level acceptable to the Administrative Staff, a recommendation can be made to withhold an increment.
  2. Before an increment can be withheld, one or more of the following conditions must be present. Examples of unsatisfactory performance:
    - a. chronic or habitual lateness to work or assigned duties or obligations
    - b. unsatisfactory performance of duties, documented
    - c. abuse of sick leave or personal leave
    - d. unbecoming conduct
    - e. failure to abide by and/or uphold established rules, regulations, and policies of the Board of Education and Administration.
  3. Procedures to be followed:
    - a. When any condition indicating unsatisfactory performance is noticed, a conference must be held by the Supervisor with the employee.

- b. The entire unsatisfactory performance area should be discussed with recommendations for correcting the same.
- E. Salary Guide Placement in Cases of Promotions or Demotions
- 1. When an employee receives a promotion and moves to a higher job category, he/she will be moved to the appropriate column and placed at the step with the least amount of increase; however, in no case will the salary increase be less than \$500.
  - 2. When an employee is demoted, he/she will be moved to the appropriate column and placed at the same step number. The employee will then continue to move through the salary guide, but his/her current salary will be red-lined until the salary guide amount exceeds the employee's red-lined salary. Thereafter, the employee will be paid in accordance with the salary guide.
- F. Gas reimbursement and car allowances shall be in accordance with Board policy for the district.
- G. The Board shall provide payroll deductions for the South Jersey Federal Credit Union.
- H. The Board agrees to make available electronic direct deposit of employees' paychecks, provided the employees individually authorize it to do so.
- I. To be eligible for a salary increment, 10-month employees must work at least 93 days in the school year, and 12-month employees must work at least 113 days in the fiscal year.

School Service Personnel

- J. All custodial staff shall have a State Certified Black Seal Fireman's & Boiler Operator's License. All custodial staff employed as of December 1, 1986 shall be "grandfathered" and not be subject to this requirement.
- 1. Custodial staff holding a Black Seal License shall receive additional remuneration in the amount of \$900.00 (1995-96), \$941.00 (1996-97), \$983.00 (1997-98).
  - 2. Custodial staff who hold the Black Seal License for less than one year or who are employed for less than one year shall have the stipend for this license pro-rated accordingly.
- K. A stipend of \$1800 (1995-96), \$1881 (1996-97), \$1965 (1997-98) will be paid for holding a current, usable license or certification in the areas of electrical, plumbing, pest control and automotive repair.



1. These licenses and/or certificates must be usable within the District, must be issued by the State of New Jersey, and must relate to the field of work performed.
  2. Payment for licenses and/or certificates must be presented to the Board annually in writing (reimbursement will not be made for licenses not applicable to the needs of the district). No retroactive payments will be made.
  3. The stipend will be paid on a quarterly basis and be pro-rated.
  4. Eligibility for payment will not automatically be renewed or carried over in cases of job classification changes, etc. or from year to year.
  5. A copy of each license or certificate shall be submitted each contract year and at any time during the year when license or certificate is either renewed or altered in any way. Failure to do so may result in forfeiture of payment or pro-ration of same.
  6. If license expires or copies of current licenses or certificates are not received on time, payment will be pro-rated and/or eligibility will cease.
- L. The Board shall provide work boots, which shall be worn while on duty, to all Service Personnel. Grounds and maintenance employees shall receive work boots in each year of the contract; other Service Personnel shall receive one (1) pair of work boots every two years.
- M. Extra compensation will be paid to those employees on the night shifts as follows:
1. Employees contractually employed on the 2nd shift: \$350.00 (1995-96), \$365.00 (1996-97), \$382.00 (1997-98) additional annually.
  2. Employees contractually employed on the 3rd Shift: \$545.00 (1995-96), \$570.00 (1996-97), \$596.00 (1997-98) additional annually.
    - a. This extra compensation will be paid in two (2) installments:
      - ½ to be paid December 15.
      - ½ to be paid June 15.
    - b. Shift changes will reflect the appropriate increase or decrease in extra compensation.
- N. If an employee is appointed as acting Building/Night Foreman by the Supervisor of Maintenance and Operations, he/she shall be compensated at

that employee's step on the Building Foreman Guide.

Secretaries/Clerks

O. Salary Guide Placement

1. The salary scale of the Board of Education covering office personnel is based upon the premise that employees must possess the basic skill requirements in each of the categories.
2. The Board of Education recognizes the fact an employee becomes more valuable not only by experience but by advanced study in areas other than the basic skill subjects, and by participation in professional organizations and workshops.
3. In order to stimulate interest and enthusiasm in self-improvement by advanced study, the Board of Education will recognize certain professional certificates issued by the National Association of Educational Secretaries and job-related college courses.
  - a. In order to be considered as one of the school's recognized courses for credit, college credit courses must be approved by the superintendent or business administrator/board secretary as jurisdiction applies.
  - b. Evidence of the successful completion of the approved courses must be submitted to the business administrator/board secretary prior to June 1, in order for the Board to make the proper salary adjustment July 1.
4. The following guide shall be effective:

	95-96	96-97	97-98
(a) 4 credits	\$ 60.00	\$ 63.00	\$ 66.00
(b) 8 credits	\$120.00	\$125.00	\$131.00
(c) 12 credits	\$180.00	\$188.00	\$196.00
(d) 16 credits	\$240.00	\$251.00	\$262.00
(e) Credits > 16	\$ 18.25	\$ 19.25	\$ 20.25 per credit

Instructional Aides

- P. Instructional Aides shall be given credit for college courses at the following rates:

	95-96	96-97	97-98
(a) 4 credits	\$ 60.00	\$ 63.00	\$ 66.00
(b) 8 credits	\$120.00	\$125.00	\$131.00
(c) 12 credits	\$180.00	\$188.00	\$196.00
(d) 16 credits	\$240.00	\$251.00	\$262.00
(e) Credits > 16	\$ 18.25	\$ 19.25	\$ 20.25 per credit

# SALARY GUIDES

## Clerical Staff

### Clerical Staff - S0-1

95-96 S0-1	96-97 S0-1	97-98 S0-1	
Step 1	22,249	Step 1 22,302	Step 1 22,800
Step 2	22,449	Step 2 22,503	Step 2 23,000
Step 3	22,763	Step 3 22,817	Step 3 23,200
Step 4	23,089	Step 4 23,145	Step 4 23,400
Step 5	23,436	Step 5 23,492	Step 5 23,600
Step 6	23,684	Step 6 23,741	Step 6 23,800
Step 7	23,933	Step 7 23,991	Step 7 24,051
Step 8	24,183	Step 8 24,241	Step 8 24,301
Step 9	25,116	Step 9 25,177	Step 9 25,240
Step 10	25,116	Step 10 25,593	Step 10 25,657
Step 11	25,532	Step 11 25,593	Step 11 26,977
Step 12	26,845	Step 12 26,910	Step 12 26,977
Step 13	27,406	Step 13 27,472	Step 13 27,541
Step 14	28,113	Step 14 28,180	Step 14 28,251
Step 15	36,252	Step 15 37,159	Step 15 37,902

All employees move down one step each contract year. There is no off guide. Employees on the guide in 1994-95 will remain on the guide for the duration of this contract.

### Definitions

S0-1 - SECRETARY TO THE PRINCIPAL/OFFICE MANAGER

S0-2/C.S.T. - SECRETARY TO THE ASSISTANT PRINCIPALS  
SECRETARY TO GUIDANCE  
NON CLASSIFIED C.S.T. PERSONNEL

S0-3 - CLERKS (MAIN OFFICE, LIBRARY & RECEPTIONIST)

**Clerical Staff - S0-2/CST**

95-96 S0-2/CST		96-97 S0-2/CST		97-98 S0-2/CST	
Step 1	21,632	Step 1	21,684	Step 1	21,739
Step 2	21,832	Step 2	21,884	Step 2	21,939
Step 3	22,146	Step 3	22,199	Step 3	22,582
Step 4	22,473	Step 4	22,527	Step 4	22,782
Step 5	22,819	Step 5	22,874	Step 5	22,982
Step 6	23,069	Step 6	23,124	Step 6	23,182
Step 7	23,317	Step 7	23,373	Step 7	23,431
Step 8	23,566	Step 8	23,622	Step 8	23,681
Step 9	24,500	Step 9	24,559	Step 9	24,620
Step 10	24,500	Step 10	24,975	Step 10	25,038
Step 11	24,915	Step 11	24,975	Step 11	26,357
Step 12	26,228	Step 12	26,291	Step 12	26,357
Step 13	26,790	Step 13	26,854	Step 13	26,921
Step 14	27,496	Step 14	27,562	Step 14	27,631
Step 15	35,636	Step 15	36,527	Step 15	37,257

**Clerical Staff - S0-3**

95-96 S0-3		96-97 S0-3		97-98 S0-3	
Step 1	19,165	Step 1	19,211	Step 1	19,260
Step 2	19,365	Step 2	19,412	Step 2	19,460
Step 3	19,679	Step 3	19,727	Step 3	20,598
Step 4	20,007	Step 4	20,055	Step 4	20,798
Step 5	20,353	Step 5	20,401	Step 5	20,998
Step 6	21,095	Step 6	21,146	Step 6	21,198
Step 7	21,344	Step 7	21,395	Step 7	21,449
Step 8	21,593	Step 8	21,645	Step 8	21,699
Step 9	22,527	Step 9	22,581	Step 9	22,638
Step 10	22,527	Step 10	22,997	Step 10	23,054
Step 11	22,942	Step 11	22,997	Step 11	24,375
Step 12	24,256	Step 12	24,314	Step 12	24,375
Step 13	24,817	Step 13	24,887	Step 13	24,939
Step 14	25,523	Step 14	25,584	Step 14	25,648
Step 15	33,662	Step 15	34,504	Step 15	35,194

Clerical Staff - District Office

95-96					
Step	DC	E1	E2	E3	FS5
1	34603	25761	22172	19559	18752
2	34803	25871	22372	19759	18952
3	37650	27480	23719	20563	20561
4	40497	29088	25065	21367	22170
5		30696	26513	22170	23779
6		32303	27961	22975	25338
7		33913	29408	23779	26996
8		35521	30856	24583	28604
9		37129	32464	25388	30213
10		38320	33430	26193	31821
11		40346	35039	26996	33430
12			36647	27800	34622
13				28604	36967

Clerical Staff - District Office

96-97					
Step	DC	E1	E2	E3	FS5
1	34686	25733	22226	19606	18797
2	34887	25933	22426	19806	18997
3	37740	27546	23776	20612	20610
4	41509	29158	25125	21418	22223
5		30770	26577	22223	23837
6		32381	28028	23031	25449
7		33995	29479	23837	27061
8		35606	30930	24642	28673
9		37218	32542	25449	30286
10		38412	33510	26256	31898
11		41355	35123	27061	33510
12			37563	27867	34705
13				29319	37892

Clerical Staff - District Office

97-98 Step	DC	E1	E2	E3	FS5
1	36340	28630	24588	20872	21679
2	38340	28830	24788	21072	21879
3	40340	29030	24988	21272	22079
4	42340	29230	25188	21472	22279
5		30847	26643	22279	23896
6		32462	28098	23088	25512
7		34080	29552	23896	27128
8		35695	31008	24703	28744
9		37311	32624	25512	30362
10		38508	33594	26321	31978
11		42182	35211	27128	33594
12			38315	27936	34792
13				29906	38649

- DC District Coordinator.
- EA-1 Secretary to the Superintendent.  
Secretary to Business Administrator/Board Secretary.
- EA-2 Secretaries to the Director of Curriculum, Director of Special Education and Director of Maintenance and Operations.  
Secretary to Basic Skills Coordinator.  
Assistant Secretary to Superintendent of Schools.
- EA-3 Assistant Secretaries to Director of Curriculum, Director of Special Education and Director of Maintenance and Operations.  
Secretary to Administrative Assistant  
Secretary to Transportation Coordinator
- FS-5 Bookkeepers, Central Receiver, Personnel Department, Payroll Department, Telephone Operator/ Receptionist/Registrar.

# SALARY GUIDES

## Instructional Aides

YRS EXP	95-96 AIDES	YRS EXP	96-97 AIDES	YRS EXP	97-98 AIDES
1	Step 1 9,896	1	Step 1 9,920	1	Step 1 10,190
2	Step 2 10,096	2	Step 2 10,120	2	Step 2 10,390
3	Step 3 10,410	3	Step 3 10,435	3	Step 3 10,590
4	Step 4 10,737	4	Step 4 10,763	4	Step 4 10,790
5-9	Step 5 11,085	5	Step 5 11,111	5	Step 5 11,139
10-11	Step 6 11,886	6-10	Step 6 11,914	6	Step 6 11,944
12	Step 7 12,685	11-12	Step 7 12,716	7-11	Step 7 12,748
13	Step 8 13,580	13	Step 8 13,612	12-13	Step 8 13,646
14	Step 9 14,387	14	Step 9 14,421	14	Step 9 14,457
15	Step 10 15,436	15	Step 10 15,473	15	Step 10 15,512
16	Step 11 16,091	16	Step 11 16,130	16	Step 11 16,170
17	Step 12 17,111	17	Step 12 17,152	17	Step 12 17,195
18	Step 13 18,015	18	Step 13 18,058	18	Step 13 18,103
19	Step 14 18,832	19	Step 14 18,878	19	Step 14 18,925
20+	Step 15 24,132	20+	Step 15 24,736	20+	Step 15 25,230

## Attendance Officers

95-96 OFFICER	96-97 OFFICER	97-98 OFFICER
Step 1 19,356	Step 1 19,840	Step 1 22,191
Step 2 19,670	Step 2 20,162	Step 2 22,691
Step 3 20,007	Step 3 20,507	Step 3 23,191
Step 4 20,367	Step 4 20,876	Step 4 23,691
Step 5 21,016	Step 5 21,542	Step 5 24,191
Step 6 23,616	Step 6 24,207	Step 6 24,691

Everyone moves down one step. There is no off guide.

## Bus Drivers

95-96	96-97	97-98
18,715	19,632	20,594

## Bus Aides

95-96	96-97	97-98
6,266	6,573	6,895



# SALARY GUIDES

## Service Personnel

### Class 1A

YRS EXP	95-96 STEP	YRS EXP	96-97 STEP	YRS EXP	97-98 STEP
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5-10	5	5	5	5	5
11-12	6	6-11	6	6	6
13	7	12-13	7	7-12	7
14	8	14	8	13-14	8
15	9	15	9	15	9
16	10	16	10	16	10
18	11	17	11	17	11
19+	12	18+	12	18+	12

### Class 1

YRS EXP	95-96 STEP	YRS EXP	96-97 STEP	YRS EXP	97-98 STEP
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5-8	5	5	5	5	5
9-10	6	6-9	6	6	6
11	7	10-11	7	7-10	7
12	8	12	8	11-12	8
13	9	13	9	13	9
14	10	14	10	14	10
15	11	15	11	15	11
16+	12	16+	12	16+	12

# SALARY GUIDES

## Service Personnel

### Class 2

YRS EXP	95-96 STEP	YRS EXP	96-97 STEP	YRS EXP	97-98 STEP			
1	1	21,494	1	1	21,545	1	1	21,854
2	2	21,694	2	2	21,746	2	2	22,054
3	3	22,008	3	3	22,061	3	3	22,254
4	4	22,344	4	4	22,398	4	4	22,454
5-10	5	22,702	5	5	22,757	5	5	22,813
11-12	6	23,987	6-11	6	24,044	6	6	24,104
13	7	25,271	12-13	7	25,332	7-12	7	25,395
14	8	26,556	14	8	26,620	13-14	8	26,686
15	9	27,842	15	9	27,909	15	9	27,978
16	10	29,126	16	10	29,196	16	10	29,269
17	11	30,411	17	11	30,484	17	11	30,560
18+	12	34,908	18+	12	35,781	18+	12	36,496

### Class 3

95-96 STEP	96-97 STEP	97-98 STEP	
1	20,851	1	21,209
2	21,051	2	21,409
3	21,365	3	21,609
4	21,702	4	21,809
5	22,059	5	22,167
6	23,344	6	23,458
7	24,629	7	24,749
8	25,914	8	26,041
9	27,199	9	27,332
10	28,484	10	28,623
11	29,768	11	29,914
12	34,266	12	35,825

Everyone moves down one step. There is no off guide.

#### Definitions of Classes

- Class 1A = District Maintenance/Electrical, District Maintenance/Carpentry, District Maintenance/Vehicle and Grounds Mechanic.
- Class 1 = Maintenance, District Electrician's Helper, District Carpenter's Helper.
- Class 2 = Grounds/Maintenance, Custodians, Custodian/Watch persons, District Groundskeeper.
- Class 3 = Mail Driver.

**APPENDIX A**  
**Grievance Forms**

EMPLOYEE GRIEVANCE  
Type or Print

Grievance Number \_\_\_\_\_

Name of Grievant \_\_\_\_\_

Home Phone # \_\_\_\_\_

Home Address of Grievant \_\_\_\_\_

Job Title and Assignment \_\_\_\_\_

School/Work Location \_\_\_\_\_

Phone # \_\_\_\_\_

Principal/Supervisor,  
Director or other administrator  
with whom grievance is filed \_\_\_\_\_

Detailed statement of grievance and identification of specified section(s) of the agreement or board policy allegedly violated, or administrative decision being grieved:

Remedy sought:

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Distribution:

Principal/Immediate Supervisor  
Superintendent/Designee  
Employee Organization  
Grievant

Grievance Number \_\_\_\_\_

**EMPLOYEE GRIEVANCE  
DECISION OF PRINCIPAL/SUPERVISOR**

To be completed by the Principal/Supervisor within the time line specified in the appropriate agreement after receipt of the written grievance.

Type or Print

Name of Grievant \_\_\_\_\_

Date Written Grievance Received \_\_\_\_\_

School/Work Location \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_

Decision with rationale:

\_\_\_\_\_  
Signature of Principal/Supervisor      Date

Grievant's response (to be made within the time line in the appropriate agreement):

\_\_\_\_\_ Accept the decision of the Principal/Supervisor.

\_\_\_\_\_ Submit the grievance to the Superintendent or designee.

\_\_\_\_\_  
Signature of Grievant      Date

Distribution:  
Principal/Supervisor  
Superintendent/Designee  
Employee Organization  
Grievant

\_\_\_\_\_  
Grievance Number

**EMPLOYEE GRIEVANCE  
DECISION OF SUPERINTENDENT OR HIS DESIGNEE**

To be completed by the Superintendent or his designee within the time line specified in the appropriate agreement after receipt of the written grievance.

Type or Print

Name of  
Grievant \_\_\_\_\_

Date Written Grievance Received \_\_\_\_\_

School/Work Location \_\_\_\_\_

Decision with rationale:

\_\_\_\_\_  
Signature of Superintendent or  
his designee

\_\_\_\_\_  
Date

Grievant's response (to be made within the time line in the appropriate agreement):

\_\_\_\_ Accept the decision of the Superintendent (or his designee).

\_\_\_\_ Submit the grievance to the Board of Education.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Distribution:

Principal/Supervisor  
Superintendent/Designee  
Employee Organization  
Grievant

**APPENDIX B**  
**Salary Guides**

# SALARY GUIDES

## Professional Staff 1995-1996

YRS EXP	95-96 STEP	VOC	BA	B+15	B+30	MA	M+15	M+30	M+60/ DOC
1	1	33440	33790	34240	34690	35590	36490	37390	38290
2	2	33690	34040	34490	34940	35840	36740	37640	38540
3	3	33940	34290	34740	35190	36090	36990	37890	38790
4	4	34190	34540	34990	35440	36340	37240	38140	39040
5	5	34440	34790	35240	35690	36590	37490	38390	39290
6	6	34940	35290	35740	36190	37090	37990	38890	39790
7	7	35440	35790	36240	36690	37590	38490	39390	40290
8	8	35860	36210	36660	37110	38010	38910	39810	40710
9	9	36860	37210	37660	38110	39010	39910	40810	41710
10	10	36860	37210	37660	38110	39010	39910	40810	41710
11-12	11	38529	38879	39329	39779	40679	41579	42479	43379
13-14	12	41780	42130	42580	43030	43930	44830	45730	46630
15-16	13	45680	46030	46480	46930	47830	48730	49630	50530
17+	14	52485	52835	53285	53735	54635	55535	56435	57335

Off guide will receive 1994-95 salary plus \$1,365.

Teachers on the guide in 1994-95 will remain on the guide for the duration of this contract.



# SALARY GUIDES

## Professional Staff 1996-1997

YRS EXP	96-97 STEP	VOC	BA	B+15	B+30	MA	M+15	M+30	M+60/ DOC
1	1	34190	34540	35015	35490	36440	37390	38340	39290
2	2	34440	34790	35265	35740	36690	37640	38590	39540
3	3	34690	35040	35515	35990	36940	37890	38840	39790
4	4	34940	35290	35765	36240	37190	38140	39090	40040
5	5	35190	35540	36015	36490	37440	38390	39340	40290
6	6	35440	35790	36265	36740	37690	38640	39590	40540
7	7	35940	36290	36765	37240	38190	39140	40090	41040
8	8	36440	36790	37265	37740	38690	39640	40590	41540
9	9	36860	37210	37685	38160	39110	40060	41010	41960
10	10	38529	38879	39354	39829	40779	41729	42679	43629
11	11	38529	38879	39354	39829	40779	41729	42679	43629
12-13	12	41780	42130	42605	43080	44030	44980	45930	46880
14-15	13	45680	46030	46505	46980	47930	48880	49830	50780
16+	14	53925	54275	54750	55225	56175	57125	58075	59025

Off guide Vocational and BA will receive 1995-96 salary plus \$1,440. Off guide BA+15 will receive 1995-96 salary plus \$1465. Off guide BA+30 will receive 1995-96 salary plus \$1490. Off guide MA will receive 1995-96 salary plus \$1540. Off guide MA+15 will receive 1995-96 salary plus \$1590. Off guide MA+30 will receive 1995-96 salary plus \$1640. Off guide MA+60 and DOC will receive 1995-96 salary plus \$1690. Teachers on the guide in 1995-96 remain on the guide for the duration of the contract.

# SALARY GUIDES

## Professional Staff 1997-1998

YRS EXP	97-98 STEP	VOC	BA	B+15	B+30	MA	M+15	M+30	M+60/ DOC
1	1	34940	35290	35790	36290	37290	38290	39290	40290
2	2	35190	35540	36040	36540	37540	38540	39540	40540
3	3	35540	35790	36290	36790	37790	38790	39790	40790
4	4	35690	36040	36540	37040	38040	39040	40040	41040
5	5	35940	36290	36790	37290	38290	39290	40290	41290
6	6	36190	36540	37040	37540	38540	39540	40540	41540
7	7	36440	36790	37290	37790	38790	39790	40790	41790
8	8	36940	37290	37790	38290	39290	40290	41290	42290
9	9	37440	37790	38290	38790	39790	40790	41790	42790
10	10	38529	38879	39379	39879	40879	41879	42879	43879
11	11	41780	42130	42630	43130	44130	45130	46130	47130
12	12	41780	42130	42580	43030	43930	44830	45730	46630
13-14	13	46430	46780	47280	47780	48780	49780	50780	51780
15+	14	55630	55980	56480	56980	57980	58980	59980	60980

Off guide Vocational and BA will receive 1996-97 salary plus \$1705. Off guide BA+15 will receive 1996-97 salary plus \$1730. Off guide BA+30 will receive 1996-97 salary plus \$1755. Off guide MA will receive 1996-97 salary plus \$1805. Off guide MA+15 will receive 1996-97 salary plus \$1855. Off guide MA+30 will receive 1996-97 salary plus \$1905. Off guide MA+60 and DOC will receive 1996-97 salary plus \$1955. Teachers on the guide in 1996-97 remain on the guide for the duration of the contract.

# EXTRA COMPENSATION

## INSTRUCTIONAL GUIDE - EXTRA-CURRICULAR ACTIVITIES

POSITION	COMPENSATION		
	95-96	96-97	97-98
AREA CHAIRPERSON	3,082	3,226	3,377
AUDIO VISUAL AIDS	1,692	1,771	1,854
CLASS ADVISORS	1,692	1,771	1,854
SENIOR	1,692	1,771	1,854
JUNIOR	1,367	1,431	1,498
SOPHOMORE	1,108	1,160	1,215
FRESHMAN	1,108	1,160	1,215
8TH GRADE	1,108	1,160	1,215
7TH GRADE	3,600	3,762	3,931
DRAMA DIRECTOR	2,400	2,508	2,620
ASSISTANT DRAMA DIRECTOR	1,200	1,254	1,310
MUSIC DIRECTOR	800	836	873
CHOREOGRAPHER	1,200	1,254	1,310
SET BUILDER	2,926	3,036	3,206
MAJORETTES & DRILL SQUAD	1,076	1,126	1,179
NATIONAL HONOR SOCIETY	1,692	1,771	1,854
SCHOOL NEWSPAPER	1,250	1,308	1,419
SENIOR HIGH	1,692	1,771	1,854
JUNIOR HIGH	1,250	1,308	1,419
SCHOOL YEARBOOK	1,692	1,771	1,854
EDITORIAL	1,250	1,308	1,419
BUSINESS	1,250	1,308	1,419
JUNIOR HIGH	2,926	3,063	3,206
STUDENT GOVERNMENT	1,900	2,015	2,137
SENIOR HIGH	3,000	3,135	3,276
JUNIOR HIGH	3,072	3,216	3,367
STAGE MANAGER	2,316	2,406	2,553
DIRECTOR OF GUIDANCE	10,869	11,379	11,913
PUBLIC RELATIONS	2,330	2,439	2,500
SUBCALLER	2,440	2,554	2,674
COORDINATOR OF INTRO TO VOCATIONS	679	710	743
ASS'T BAND DIRECTOR	2,926	3,036	3,206
PEP SQUAD (BASKETBALL)	2,926	3,036	3,206
CHOIR ADVISOR	2,926	3,036	3,206
STRINGS/ORCHESTRA ADVISOR	2,926	3,036	3,206
CONCERT BAND DIRECTOR	5,215	5,425	5,650
MARCHING BAND DIRECTOR	1,797	1,880	1,968
JAZZ BAND DIRECTOR	3,040	3,175	3,325
SUMMER MUSIC INSTRUCTOR	2,940	3,075	3,215
BAND FRONT COORDINATOR	4,650	4,825	5,005
PERCUSSION & DRILL INSTRUCTOR	2,760	2,875	3,000
MARCHING BAND TRAINER	875	905	950
CLUB ADVISOR			
<b>ATHLETICS</b>		<b>PER GAME</b>	
<b>A. FOOTBALL</b>			
HEAD TICKET SELLER	24.03	25.11	26.23
ASSISTANT TICKET SELLER	20.37	21.28	22.23
TICKET COLLECTORS	17.76	18.55	19.38
PHOTOGRAPHER	25.28	26.20	27.37
<b>B. WRESTLING/BASKETBALL</b>			
HEAD TICKET SELLER	19.07	19.92	20.81
TICKET COLLECTOR	17.76	18.55	19.38
TIME CLOCK OPERATOR	22.73	23.74	24.80

# 1995-1996 EXTRA COMPENSATION

## COACHING GUIDE

		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
FOOTBALL	HEAD COACH	3657	3792	3908	4048	4159
WRESTLING						
BASKETBALL	ASSISTANTS	2894	3025	3150	3396	3777
SOFTBALL, BASEBALL	HEAD COACH	3281	3401	3526	3647	4012
HOCKEY						
TRACK, SOCCER	ASSISTANTS	2894	3020	3145	3260	3641
CROSS COUNTRY	HEAD COACH	2022	2142	2267	2393	2508
TENNIS						
GOLF	ASSISTANTS	1504	1640	1760	1886	2137

Coaches on the guide in 1994-95 will remain on the guide moving up one step. Step 5 is the maximum step. Coaches on step 5 in 1994-95 will remain on step 5. Coaches off the guide in 94-95 will receive a \$188 increase from their 94-95 salary.

No coaches on the guide will leave the guide during the length of this contract.

INTRAMURALS		875
7TH & 8TH GRADE COACH		1365
CHEERLEADERS	GRADE 10, 11, 12	FALL 1715 WINTER 2120
	GRADE 9	2550
ASSISTANT TO ATHLETIC DIRECTOR		3396
EQUIPMENT MANAGER		2770

# 1996-1997 EXTRA COMPENSATION

## COACHING GUIDE

		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
FOOTBALL	HEAD COACH	3821	3970	4091	4238	4354
WRESTLING						
BASKETBALL	ASSISTANTS	3030	3167	3298	3555	3954
SOFTBALL, BASEBALL	HEAD COACH	3435	3560	3691	3818	4200
HOCKEY						
TRACK, SOCCER	ASSISTANTS	3030	3161	3292	3413	3812
CROSS COUNTRY	HEAD COACH	2117	2242	2373	2505	2625
TENNIS						
GOLF	ASSISTANTS	1574	1717	1842	1974	2237

Coaches on the guide in 1995-96 will remain on the guide moving up one step. Step 5 is the maximum step. Coaches on step 5 in 1995-96 will remain on step 5. Coaches off the guide in 95-96 will receive a \$231 increase from their 95-96 salary.

No coaches on the guide will leave the guide during the length of this contract.

INTRAMURALS		905
7TH & 8TH GRADE COACH		1445
CHEERLEADERS	GRADE 10, 11, 12	FALL 1795 WINTER 2205
	GRADE 9	2665
ASSISTANT TO ATHLETIC DIRECTOR		3555
EQUIPMENT MANAGER		2890

# 1997-1998 EXTRA COMPENSATION

## COACHING GUIDE

		<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
FOOTBALL	HEAD COACH	4000	4156	4283	4437	4558
WRESTLING						
BASKETBALL	ASSISTANTS	3172	3315	3453	3722	4139
SOFTBALL, BASEBALL	HEAD COACH	3596	3727	3864	3997	4397
HOCKEY						
TRACK, SOCCER	ASSISTANTS	3172	3309	3446	3573	3991
CROSS COUNTRY	HEAD COACH	2216	2347	2484	2622	2748
TENNIS						
GOLF	ASSISTANTS	1647	1797	1928	2066	2342

Coaches on the guide in 1996-97 will remain on the guide moving up one step. Step 5 is the maximum step. Coaches on step 5 in 1996-97 will remain on step 5. Coaches off the guide in 93-94 will receive a \$250 increase from their 96-97 salary.

No coaches on the guide will leave the guide during the length of this contract.

INTRAMURALS		950
7TH & 8TH GRADE COACH		1528
CHEERLEADERS	GRADE 10, 11, 12	FALL 1880 WINTER 2300
	GRADE 9	2780
ASSISTANT TO ATHLETIC DIRECTOR		3722
EQUIPMENT MANAGER		3015

# SALARY GUIDES

## Clerical Staff

### Clerical Staff - S0-1

95-96 S0-1	96-97 S0-1	97-98 S0-1			
Step 1	22,249	Step 1	22,302	Step 1	22,800
Step 2	22,449	Step 2	22,503	Step 2	23,000
Step 3	22,763	Step 3	22,817	Step 3	23,200
Step 4	23,089	Step 4	23,145	Step 4	23,400
Step 5	23,436	Step 5	23,492	Step 5	23,600
Step 6	23,684	Step 6	23,741	Step 6	23,800
Step 7	23,933	Step 7	23,991	Step 7	24,051
Step 8	24,183	Step 8	24,241	Step 8	24,301
Step 9	25,116	Step 9	25,177	Step 9	25,240
Step 10	25,116	Step 10	25,593	Step 10	25,657
Step 11	25,532	Step 11	25,593	Step 11	26,977
Step 12	26,845	Step 12	26,910	Step 12	26,977
Step 13	27,406	Step 13	27,472	Step 13	27,541
Step 14	28,113	Step 14	28,180	Step 14	28,251
Step 15	36,252	Step 15	37,159	Step 15	37,902

### Clerical Staff - S0-2/CST

95-96 S0-2/CST	96-97 S0-2/CST	97-98 S0-2/CST			
Step 1	21,632	Step 1	21,684	Step 1	21,739
Step 2	21,832	Step 2	21,884	Step 2	21,939
Step 3	22,146	Step 3	22,199	Step 3	22,582
Step 4	22,473	Step 4	22,527	Step 4	22,782
Step 5	22,819	Step 5	22,874	Step 5	22,982
Step 6	23,069	Step 6	23,124	Step 6	23,182
Step 7	23,317	Step 7	23,373	Step 7	23,431
Step 8	23,566	Step 8	23,622	Step 8	23,681
Step 9	24,500	Step 9	24,559	Step 9	24,620
Step 10	24,500	Step 10	24,975	Step 10	25,038
Step 11	24,915	Step 11	24,975	Step 11	26,357
Step 12	26,228	Step 12	26,291	Step 12	26,357
Step 13	26,790	Step 13	26,854	Step 13	26,921
Step 14	27,496	Step 14	27,562	Step 14	27,631
Step 15	35,636	Step 15	36,527	Step 15	37,257

Clerical Staff - S0-3

95-96 S0-3		96-97 S0-3		97-98 S0-3	
Step 1	19,165	Step 1	19,211	Step 1	19,260
Step 2	19,365	Step 2	19,412	Step 2	19,460
Step 3	19,679	Step 3	19,727	Step 3	20,598
Step 4	20,007	Step 4	20,055	Step 4	20,798
Step 5	20,353	Step 5	20,401	Step 5	20,998
Step 6	21,095	Step 6	21,146	Step 6	21,198
Step 7	21,344	Step 7	21,395	Step 7	21,449
Step 8	21,593	Step 8	21,645	Step 8	21,699
Step 9	22,527	Step 9	22,581	Step 9	22,638
Step 10	22,527	Step 10	22,997	Step 10	23,054
Step 11	22,942	Step 11	22,997	Step 11	24,375
Step 12	24,256	Step 12	24,314	Step 12	24,375
Step 13	24,817	Step 13	24,887	Step 13	24,939
Step 14	25,523	Step 14	25,584	Step 14	25,648
Step 15	33,662	Step 15	34,504	Step 15	35,194

All employees move down one step each contract year. There is no off guide. Employees on the guide in 1994-95 will remain on the guide for the duration of this contract.

Definitions

S0-1 - SECRETARY TO THE PRINCIPAL/OFFICE MANAGER

S0-2/C.S.T. - SECRETARY TO THE ASSISTANT PRINCIPALS  
SECRETARY TO GUIDANCE  
NON CLASSIFIED C.S.T. PERSONNEL

SD-3 - CLERKS (MAIN OFFICE, LIBRARY & RECEPTIONIST)



Clerical Staff - District Office

95-96					
Step	DC	F1	F2	F3	FS5
1	34603	25761	22172	19559	18752
2	34803	25871	22372	19759	18952
3	37650	27480	23719	20563	20561
4	40497	29088	25065	21367	22170
5		30696	26513	22170	23779
6		32303	27961	22975	25338
7		33913	29408	23779	26996
8		35521	30856	24583	28604
9		37129	32464	25388	30213
10		38320	33430	26193	31821
11		40346	35039	26996	33430
12			36647	27800	34622
13				28604	36967

Clerical Staff - District Office

96-97					
Step	DC	F1	F2	F3	FS5
1	34686	25733	22226	19606	18797
2	34887	25933	22426	19806	18997
3	37740	27546	23776	20612	20610
4	41509	29158	25125	21418	22223
5		30770	26577	22223	23837
6		32381	28028	23031	25449
7		33995	29479	23837	27061
8		35606	30930	24642	28673
9		37218	32542	25449	30286
10		38412	33510	26256	31898
11		41355	35123	27061	33510
12			37563	27867	34705
13				29319	37892

Clerical Staff - District Office

97-98					
Step	DC	E1	E2	E3	FS5
1	36340	28630	24588	20872	21679
2	38340	28830	24788	21072	21879
3	40340	29030	24988	21272	22079
4	42340	29230	25188	21472	22279
5		30847	26643	22279	23896
6		32462	28098	23088	25512
7		34080	29552	23896	27128
8		35695	31008	24703	28744
9		37311	32624	25512	30362
10		38508	33594	26321	31978
11		42182	35211	27128	33594
12			38315	27936	34792
13				29906	38649

- DC                    District Coordinator.
- EA-1                Secretary to the Superintendent.  
Secretary to Business Administrator/Board Secretary.
- EA-2                Secretaries to the Director of Curriculum, Director of Special  
Education and Director of Maintenance and Operations.  
Secretary to Basic Skills Coordinator.  
Assistant Secretary to Superintendent of Schools.
- EA-3                Assistant Secretaries to Director of Curriculum, Director of  
Special Education and Director of Maintenance and Operations.  
Secretary to Administrative Assistant  
Secretary to Transportation Coordinator
- FS-5                Bookkeepers, Central Receiver, Personnel Department, Payroll  
Department, Telephone Operator/ Receptionist/Registrar.

# SALARY GUIDES

## Instructional Aides

YRS EXP	95-96 AIDES	YRS EXP	96-97 AIDES	YRS EXP	97-98 AIDES
1	Step 1 9,896	1	Step 1 9,920	1	Step 1 10,190
2	Step 2 10,096	2	Step 2 10,120	2	Step 2 10,390
3	Step 3 10,410	3	Step 3 10,435	3	Step 3 10,590
4	Step 4 10,737	4	Step 4 10,763	4	Step 4 10,790
5-9	Step 5 11,085	5	Step 5 11,111	5	Step 5 11,139
10-11	Step 6 11,886	6-10	Step 6 11,914	6	Step 6 11,944
12	Step 7 12,685	11-12	Step 7 12,716	7-11	Step 7 12,748
13	Step 8 13,580	13	Step 8 13,612	12-13	Step 8 13,646
14	Step 9 14,387	14	Step 9 14,421	14	Step 9 14,457
15	Step 10 15,436	15	Step 10 15,473	15	Step 10 15,512
16	Step 11 16,091	16	Step 11 16,130	16	Step 11 16,170
17	Step 12 17,111	17	Step 12 17,152	17	Step 12 17,195
18	Step 13 18,015	18	Step 13 18,058	18	Step 13 18,103
19	Step 14 18,832	19	Step 14 18,878	19	Step 14 18,925
20+	Step 15 24,132	20+	Step 15 24,736	20+	Step 15 25,230

## Attendance Officers

95-96 OFFICER	96-97 OFFICER	97-98 OFFICER
Step 1 19,356	Step 1 19,840	Step 1 22,191
Step 2 19,670	Step 2 20,162	Step 2 22,691
Step 3 20,007	Step 3 20,507	Step 3 23,191
Step 4 20,367	Step 4 20,876	Step 4 26,691
Step 5 21,016	Step 5 21,542	Step 5 24,191
Step 6 23,616	Step 6 24,207	Step 6 24,691

Everyone moves down one step. There is no off guide.

## Bus Drivers

95-96	96-97	97-98
18,715	19,632	20,594

## Bus Aides

95-96	96-97	97-98
6,266	6,573	6,895

# SALARY GUIDES

## Service Personnel

### Class 1A

YRS EXP	95-96 STEP		YRS EXP	96-97 STEP		YRS EXP	97-98 STEP	
1	1	35,435	1	1	35,520	1	1	35,864
2	2	35,635	2	2	35,720	2	2	36,064
3	3	35,949	3	3	36,035	3	3	36,264
4	4	36,286	4	4	36,373	4	4	36,464
5-10	5	36,643	5	5	36,731	5	5	36,823
11-12	6	37,928	6-11	6	38,019	6	6	38,114
13	7	39,213	12-13	7	39,307	7-12	7	39,406
14	8	40,498	14	8	40,595	13-14	8	40,697
15	9	41,783	15	9	41,883	15	9	41,988
16	10	43,067	16	10	43,171	16	10	43,279
18	11	44,352	17	11	44,458	17	11	44,570
19+	12	48,850	18+	12	50,071	18+	12	51,073

### Class 1

YRS EXP	95-96 STEP		YRS EXP	96-97 STEP		YRS EXP	97-98 STEP	
1	1	24,063	1	1	24,121	1	1	24,437
2	2	24,263	2	2	24,321	2	2	24,637
3	3	24,577	3	3	24,636	3	3	24,837
4	4	24,914	4	4	24,974	4	4	25,037
5-8	5	25,271	5	5	25,332	5	5	25,395
9-10	6	26,556	6-9	6	26,620	6	6	26,686
11	7	27,842	10-11	7	27,909	7-10	7	27,978
12	8	29,126	12	8	29,106	11-12	8	29,269
13	9	30,411	13	9	30,484	13	9	30,560
14	10	31,696	14	10	31,772	14	10	31,851
15	11	32,981	15	11	33,060	15	11	33,142
16+	12	37,478	16+	12	38,415	16+	12	39,184

# SALARY GUIDES

## Service Personnel

### Class 2

95-96			96-97			97-98		
YRS EXP	STEP		YRS EXP	STEP		YRS EXP	STEP	
1	1	21,494	1	1	21,545	1	1	21,854
2	2	21,694	2	2	21,746	2	2	22,054
3	3	22,008	3	3	22,061	3	3	22,254
4	4	22,344	4	4	22,398	4	4	22,454
5-10	5	22,702	5	5	22,757	5	5	22,813
11-12	6	23,987	6-11	6	24,044	6	6	24,104
13	7	25,271	12-13	7	25,332	7-12	7	25,395
14	8	26,556	14	8	26,620	13-14	8	26,686
15	9	27,842	15	9	27,909	15	9	27,978
16	10	29,126	16	10	29,196	16	10	29,269
17	11	30,411	17	11	30,484	17	11	30,560
18+	12	34,908	18+	12	35,781	18+	12	36,496

### Class 3

95-96		96-97		97-98	
STEP		STEP		STEP	
1	20,851	1	20,091	1	21,209
2	21,051	2	21,102	2	21,409
3	21,365	3	21,416	3	21,609
4	21,702	4	21,754	4	21,809
5	22,059	5	22,112	5	22,167
6	23,344	6	23,400	6	23,458
7	24,629	7	24,688	7	24,749
8	25,914	8	25,976	8	26,041
9	27,199	9	27,264	9	27,332
10	28,484	10	28,552	10	28,623
11	29,768	11	29,840	11	29,914
12	34,266	12	35,123	12	35,825

Everyone moves down one step. There is no off guide.

#### Definitions of Classes

Class 1A = District Maintenance/Electrical, District Maintenance/Carpentry, District Maintenance/Vehicle and Grounds Mechanic.

Class 1 = Maintenance, District Electrician's Helper, District Carpenter's Helper.

Class 2 = Grounds/Maintenance, Custodians, Custodian/Watchpersons, District Groundskeeper.

• Class 3 = Mail Driver. Definitions of Classes

**APPENDIX C**  
**Tables of Benefits**

## STATE HEALTH BENEFITS - TABLE OF BENEFITS

BENEFITS	TRADITIONAL	NJ PLUS (POINT OF SERVICE)
Coverage Categories	Single, Husband/Wife, Parent/Child, Family	Single, Husband/Wife, Parent/Child, Family
Definition of Full-Time Employee	Employee Works a Minimum of 20 Hours per Week	Employee Works a Minimum of 20 Hours per Week
Maximum Age for Dependent Coverage	End of Calendar Year in which Child Turns 23; Continued Coverage over 23 if Handicapped	End of Calendar Year in which Child Turns 23; Continued Coverage over 23 if Handicapped
Dependent Child must be a Full-Time Student	No	No
Definition of Dependent Child	Unmarried Children; Includes Stepchildren, Foster Children, Legal Wards	Unmarried Children; Includes Stepchildren, Foster Children, Legal Wards
Full Coordination of Benefits In-District/Out-of-District	With PPO/HMO In-District or other SHBP. With Non-SHBP Plans Out-Of District.	With Traditional/HMO In-District or other SHBP. With Non-SHBP Plans Out-Of-District.
Method of Premium payment (Monthly Premium, Minimum Premium, Reserves, Self-Insurance, Reinsurance, etc.)	Monthly Premium	Monthly Premium
Plan Permits Cobra- Covered Employee to Return to Group at Retirement	Yes	Yes

## STATE HEALTH BENEFITS - TABLE OF BENEFITS (contd.)

BENEFITS	TRADITIONAL
Benefits Covered from "First Dollar"	Hospital, Skilled Nursing Facility, "PAT", Some Surgical, Hospital for Accidental Injury, Some Diagnostic Lab and X-ray, Physical Therapy, Radiotherapy
Automatic "Spinoff" from Basic to Major Medical	Yes
Which Organ Transplants are Covered	Heart, Lung, Heart-Lung, Pancreas, Kidney, Cornea, Liver, Certain Bone Marrow
Skilled Nursing Facility	30 Days per Yr.. In Full - No prior Hospitalization Required
Home Health Care	60 Visits in 61 Days following Hospital Discharge
Restrictions on Hospital Usage to	All Hospitals in NJ Covered, Semiprivate accommodations up 100 days per calender year
First Dollar Coverage In-Hospital Treatment - Mental and Nervous Disorders	100% for 20 Days at Member Facility, Balance at 80% after Deductible up to Annual/Lifetime Maximums
Alcoholism, Tubercular, Polio and Contagious Diseases and after Effects	20 Days per contract year
First Dollar Coverage for Lab and Diagnostic Benefits	X-Ray Therapy - \$500, Lab - Pathology - \$25, Radium Therapy - \$150, Diagnostic X-Ray - \$125, Physical Therapy - \$50, Balance at 80% after Deductibles
Pre-Admission Testing	100% of hospital charges involved within 7 days of admission to that hospital.
Surgical Maximum	14/20 Series
Anesthesia	Scheduled Basis; dependent upon operation
Doctor's Visits In-Hospital	\$46-1st day; \$14 for next 119 days. Benefits good only if Doctor Visits You
Routine Physical	Not Covered
<b>MAJOR MEDICAL (TRADITIONAL)</b>	
Maximum Out-Of-pocket Expenses	\$100 Deductible per Employee, \$400 Coinsurance per person; Only 1 Dependent Pays Deductible
Stop-Loss/Threshold Limit	80% of UCR up to \$2000 after Deductibles. Then 100% of UCR



<b>BENEFITS</b>	<b>MAJOR MEDICAL (TRADITIONAL)</b>
Dollar Limit for Out-Of-Hospital Mental and Nervous Disorders - Annual/Lifetime	\$10,000 Annual, \$20,000 Lifetime
Restoration Clause for Mental and Nervous Disorders	Up to \$2,000 per Year for Additional \$20,000. Lifetime/Total \$40,000
Restoration Clause for All Other Major Medical	Up to \$2,000 per Year
Lifetime Limits of Major Medical	\$1,000,000 per Person Plus Restoration Benefits
Honors Deductibles and Coinsurance Paid Under Existing Plan	Yes
Chiropractic Care	Covered at 80% After Deductible, Provided it is Medically Necessary and Not for Maintenance
Maternity	Some First Dollar Coverage. Balance at 80% under Maj. Med. Up to \$2000. 100% after \$2000.
Physical Therapy Deductibles	\$50 at 100% Out-Of-Hospital, Balance at 80% after

## STATE HEALTH BENEFITS - TABLE OF BENEFITS (contd.)

BENEFITS	NJ PLUS (IN-NETWORK)	NJ PLUS (OUT OF NETWORK)
Benefits Covered from "First Dollar"	Most Expenses, Some After \$5.00 Copayment	Emergency, Accidental Injury After \$25.00
Skilled Nursing Facility	100 Days Per Year at 100% in Member Facility	60 Days per Year at 70% after Deductible
Home Health Care	100%	70% after Deductible
Numbers of Providers	53+NJ Hosp., 4000 + NJ Phys., 38+ NY Hosp., 2400 + NY Phys., 32+PA Hosp., 2000 + PA Phys., Plus PruCare Providers in other States	
Deductibles and Coinsurance  \$100/\$250	Copayments \$5 per Office Visit, \$25 per Emergency room, 10% Out-Patient Mental Health	Deductibles \$100 per Hosp. Stay per individual. \$250 per Hosp. Stay per FAM.. Most expenses Per Year.
Maximum Out-of-Pocket Expenses	\$400 per Indiv. \$1000 per Fam..	30% of all Exp. Except 50% for In-Patient Drug and Mental Disorders To \$2000 per individual or \$5000 Per Family.
Lifetime Limits for Mental Health and Drug Related Care	\$15,000 Annual, \$50,000 Lifetime	\$15,000 Annual, \$50,000 Lifetime
Lifetime Limits for all Other Expenses	Unlimited	\$1,000,000 per Person
Mental Health and Drug Abuse In-Hospital	100% up to 25 Days, Balance at 90% Up to Lifetime Limits	50 Days at 50% after Ded. Up to Annual Lifetime Limits
Mental Health and Drug Abuse Out-of-Hospital	90% up to Annual/Lifetime Limits	70% after Ded. Up to Annual/Lifetime Limits
Alcohol Abuse	In-Patient 100%, Out-Patient 90% up to Annual/Lifetime Limits	In-Patient 70% after Ded., Out-Patient 70% after Ded. Up to Annual/Lifetime Limits

## DENTAL INSURANCE - TABLE OF BENEFITS

		<u>DMO</u>	<u>TRADITIONAL</u>
<b>ANNUAL DEDUCTIBLE</b>		NONE	NONE
<b>ANNUAL BENEFIT MAXIMUM</b>		NONE	\$1000 Per Insured
<b>BENEFIT PERCENTAGES FOR COVERED DENTAL SERVICES</b>			
A. Visits and Exams	Visit for oral examination	100%	100%
	Prophylaxis, including scaling and polishing	100%	100%
	Fluoride	100%	100%
	Oral hygiene instruction	100%	not covered
	Sealants	100%	not covered
B. X-rays	Periapical X-rays	100%	80%
	Bite wing X-rays	100%	100%
	Full mouth series	100%	100%
C. Endodontics	Pulp capping	100%	80%
	Root canal therapy with x-rays and cultures	100%	80%
D. Restorations	Amalgam (silver) fillings	100%	80%
	Composite fillings	100%	80%
	Stainless steel crowns	100%	80%
	Acrylic temporary crown	100%	80%
E. Oral Surgery	Extractions	100%	80%
	Incision and Drainage	100%	80%
	Surgical removal of impacted teeth	100%	80%
F. Restorations and Prosthodontics	Inlays/Onlays	60%	50%
	Crowns (Freestanding)	60%	50%
	Crown and bridge repair	60%	80%
	Full and Partial dentures	60%	50%
	Denture repairs	60%	80%
	Crowns (Abutments to bridgework)	60%	50%
	Pontics (False Teeth)	60%	50%
H. Anesthesia	General Anesthesia	50%	80%
	Intravenous Sedation	50%	80%
I. Space Maintainers		60%	80%
J. Orthodontics	\$1000.00 Life time max. each minor dependent 19 years of age or less		
K. Dependent Children	Covered to 19; 23 if a full time student		

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## PRESCRIPTION DRUG PLAN - TABLE OF BENEFITS

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ADMINISTERED BY:	Paid Prescription
INSURED BY:	New Jersey State Health Benefits Plan
DEDUCTIBLE:	\$5.00/\$1.00 co-pay
ORAL CONTRACEPTIVES:	Not Included
GENERIC DRUGS:	Deductible reduced to a \$1.00 if prescription filled with Generic Drugs.
MAIL ORDER BENEFIT:	Supplies up to 90 days are available through a mail order arrangement with no deductible applied.
DEPENDENT CHILDREN:	End of calendar year dependent turns 23.
LIMITATION:	No payment will be made for expenses incurred for: <ul style="list-style-type: none"><li>* immunization agents, biological sera, blood or blood plasma;</li><li>* experimental drugs labeled "Caution-limited by Federal Law to investigational use";</li><li>* medication which is taken in whole or in part, at the place where it is dispensed or while a person is a patient in an institution which operates or allows to be operated, units premises a facility for dispensing pharmaceuticals.</li><li>* any refill dispensed more than a year from the date of a physician's order;</li><li>* more than a 34 day supply or more than 100 unit doses, whichever is greater when dispensed in any one prescription order. See mail order benefit above;</li><li>* any medication which may be obtained without charge through any public program, other than Medicaid.</li></ul>

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## VISION PLAN - TABLE OF BENEFITS

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ADMINISTERED BY:	N.J. Vision Service Plan.
DEDUCTIBLE:	\$0.00 co-pay.
BENEFITS:	Vision examination once every 12 months. Lenses once every 12 months. Frames once every 24 months. Contact lenses with allowance equal to lens and frame benefits.
EXCLUSIONS:	Orthoptics or vision training and any associated supplemental testing; Plano lenses; or two pair of glasses in lieu of bifocals.  Replacement of lenses and frames furnished under this plan which are lost or broken except at the normal intervals when services are otherwise available.  Medical or surgical treatment of the eyes.  Any eyes examination or any corrective eye wear required by an employer as a condition of employment.
DEPENDENTS:	Dependent children covered to 19; 23 if a full time student.

