

Agreement

Between

Jefferson Township
Board of Education

and

Jefferson Township
Education Association

School Years

2003 - 2004

2004 - 2005

2005 - 2006

TABLE OF CONTENTS

PREAMBLE		1
ARTICLE 1	RECOGNITION	1
ARTICLE 2	NEGOTIATIONS PROCEDURES	1
ARTICLE 3	GRIEVANCE PROCEDURE	2
ARTICLE 4	EMPLOYEE RIGHTS	6
ARTICLE 5	ASSOCIATION RIGHTS AND PRIVILEGES	6
ARTICLE 6	SCHOOL CALENDAR	8
ARTICLE 7	ORIENTATION PROCEDURES	9
ARTICLE 8	TEACHING HOURS AND TEACHING LOAD	9
ARTICLE 9	CLASS SIZE	12
ARTICLE 10	SPECIALISTS	12
ARTICLE 11	INSTRUCTIONAL AIDES	12
ARTICLE 12	EMPLOYMENT	12
ARTICLE 13	ASSIGNMENT	13
ARTICLE 14	VOLUNTARY TRANSFERS	13
ARTICLE 15	INVOLUNTARY TRANSFERS AND REASSIGNMENT	13
ARTICLE 16	SALARIES	14
ARTICLE 17	TEACHERS	15
ARTICLE 18	LONGEVITY	16
ARTICLE 19	CUSTODIANS AND MAINTENANCE	19
ARTICLE 20	BUS DRIVERS AND MECHANICS	21
ARTICLE 21	CAFETERIA STAFF	23
ARTICLE 22	PROMOTIONS	23
ARTICLE 23	EVALUATIONS	24
ARTICLE 24	NON-CERTIFIED EVALUATIONS	25
ARTICLE 25	TEACHER FACILITIES	25
ARTICLE 26	EMPLOYEE-ADMINISTRATION LIAISON	25
ARTICLE 27	SICK LEAVE	26

ARTICLE 28	PERSONAL DAYS	26
ARTICLE 29	LEAVES OF ABSENCE	29
ARTICLE 30	SABBATICAL LEAVE	31
ARTICLE 31	PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT	33
ARTICLE 32	HOSPITALIZATION	35
ARTICLE 33	DEDUCTION FROM SALARY	35
ARTICLE 34	MISCELLANEOUS PROVISIONS	36
ARTICLE 35	MENTORING	37
ARTICLE 36	CONTINUITY OF OPERATION	37
ARTICLE 37	EMPLOYEE VACATIONS AND HOLIDAYS	38
ARTICLE 38	DURATION	40
SCHEDULE A	TEACHER SALARY GUIDE	i
SCHEDULE B	EXTRA DUTY POSITIONS	iv
SCHEDULE C	ATHLETIC DEPARTMENT	viii
SCHEDULE D	SECRETARIAL GUIDE	xii
SCHEDULE E	CUSTODIAL MAINTENANCE	xiii
SCHEDULE F	BUS DRIVERS	xiv
SCHEDULE G	MECHANICS	xiv
SCHEDULE H	CAFETERIA	xiv
SCHEDULE I	TECHNICAL SUPPORT ASSISTANTS	xv
SCHEDULE J	INSTRUCTIONAL AIDES	xv

PREAMBLE

This Agreement entered into the 15th day of December 2003, by and between the Board of Education of Jefferson Township, New Jersey, hereinafter referred to as the "Board", and the Jefferson Township Education Association, hereinafter referred to as the "Association".

**ARTICLE 1
RECOGNITION**

A. Pursuant to the provisions of Chapter 123 of the laws of 1974, the Jefferson Township Board of Education hereby recognizes the Jefferson Township Education Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all certificated personnel under contract or on leave, now employed or as hereafter may be employed by the Board, including:

Teachers - Specialists - Nurses - Guidance Counselors
Part-Time Certificated Teaching Personnel

and also including the following non-certificated personnel under contract or appointment, now employed or as hereafter may be employed by the Board:

Secretaries - Custodians/Maintenance
Bus Drivers/Mechanics - Cafeteria Personnel
Instructional Aides - Technical Support Assistants

B. Unless otherwise indicated, the term "employees" when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined and reference to male employees shall include female employees. When the term "teachers" is used it shall apply to all certificated employees. Words used in the singular shall include words in the plural where the text so requires.

**ARTICLE 2
NEGOTIATIONS PROCEDURE**

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the provisions of Chapter 123 Public Laws of 1974, such negotiations shall begin not later than November 1, 2005.

B. The Association shall receive from the Board of Education within thirty (30) days following receipt of the proposed contract, its reply to same.

C. Upon request by the Association president, the Board agrees to make known to the president when and where information is available that the Board is required by law to release. Not later than October 1, 2005, the Board shall provide the Association with a complete teacher salary study showing teacher number, Jefferson Township experience, total experience credit, training level, contract salary, and the Board shall, as soon as same is available, supply the guide salary.

D. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

E. In accordance with Chapter 123, Public Laws of 1974, 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.

F. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. 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.

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

ARTICLE 3 GRIEVANCE PROCEDURE

A. DEFINITION

1. A "grievance" shall mean a complaint by any employee or group of employees that there has been to him or them, or to the Association an inequitable, improper or unjust application interpretation or violation of Board policy, this Agreement, or an administrative decision;

2. A grievance to be considered under this procedure must be initiated by the grievant (the employee or the Association as to its rights)

within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

B. PROCEDURE

1. (a) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

(b) It is understood that any employee grievant 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 effect thereof shall have been duly determined.

2. Any employee grievant who has a grievance shall discuss it first with his principal, or immediate superior or department head, if applicable, in an attempt to resolve the matter informally at that level. If a principal is not an immediate supervisor he will be informed of the nature of the grievance.

3. Within five (5) school days after the informal discussion with his principal, or immediate superior or department head, if applicable, if the employee grievant is still dissatisfied with the decision that has been rendered informally, may formally present his grievance to his principal, or immediate superior or department head. Such grievance must be made in writing specifying:

- (a) the nature of the grievance;
- (b) the nature and extent of the injury, loss, or inconvenience;
- (c) the results of previous discussions;
- (d) his dissatisfaction with decisions previously rendered.

The principal, or immediate superior or department head, if applicable, shall render his decision formally within five (5) school days after receipt of the written grievance.

4. The employee grievant, within five (5) school days after receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The Superintendent 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 shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.

5. If the grievance is not resolved to the grievant's satisfaction, he no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. 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 of Education. The Board or a committee thereof, shall review the grievance and shall, at any option of the Board, except as noted below, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and the Association within twenty (20) calendar days of the date of the hearing. The referred to hearing, if granted, shall be held within a reasonably expeditious time after receipt of the appeal notice. Upon request of the grievant a hearing shall be held by the Board on the following matters and the Board shall not be required to give reasons for its decisions. Decisions by the Board in these matters shall be final and such decisions shall not be subject to appeal to arbitration.

- (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 nontenure teacher which arises by reason of his not being re-employed (Rotundo rights);
- (c) A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position, for which tenure either is not possible or not required.

6. If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he wishes review by a third party, he shall so notify the Association within ten (10) school days of receipt of the Board's decision. 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.

7. (a) The following procedure will be used to secure the services of an arbitrator:

- (1) A joint request by the Association and the Board will be made to P.E.R.C. to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
 - (2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request that PERC submit a second roster of names.
 - (3) If the parties are unable to determine a mutually satisfactory arbitrator from the second list provided by P.E.R.C., and P.E.R.C. fails to designate an arbitrator, either party may ask P.E.R.C. to do so.
- (b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties, or any policy of the Board of Education. The recommendations of the arbitrator shall be binding.
- (c) Rights of Teachers to Representation:
- (1) Any aggrieved person may be represented at any or all stages of the grievance procedure by himself, or, at his option, by the Association by a representative selected or approved by the Association.
 - (2) When a teacher 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 any later level, be notified by the Superintendent that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
 - (3) The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievance.

C. COST

1. Each party will bear the total cost incurred by themselves.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. If any time is lost by any employee who is required to be at

arbitration proceedings, which have been mutually scheduled and agreed to there shall be no loss of pay.

D. If, in the judgment of the Association, a grievance directly affects a group or class of employees the Association may submit such grievance in writing to the Superintendent directly in accordance with the procedure set forth above and the processing of such grievance shall commence at said level. The Association may process such grievance through all levels of the grievance procedure.

ARTICLE 4 EMPLOYEE RIGHTS

A. No employee shall be disciplined in any manner or form without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public unless formal charges are made, and shall be subject to the grievance procedure herein set forth.

B. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any charge or inquiry into a matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a designated representative of the Association present to advise him and represent him during such meeting or interview.

C. The parties recognize that employees deemed non-renewed in accordance with N.J.S.A. 18A:27-4.1 enjoy all statutory rights appurtenant thereto, including the right to a statement of reasons on request and/or an informal appearance before the Board of Education in order to convince the Board and Superintendent that a new contract should be offered. Any such appearance shall be governed by N.J.A.C. 6:3-4.2.

D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

E. All noncertificated personnel shall be provided with a copy of their job description as soon as possible.

F. Bus drivers shall receive a copy of the seniority list at the beginning of each school year.

ARTICLE 5 ASSOCIATION RIGHTS AND PRIVILEGES

A. The Association and its representatives shall have the right to use

school buildings at all reasonable hours for Association meetings; provided approval has been granted by the Superintendent after filing of a building application form, which approval shall not be unreasonably withheld. Furthermore, the Association shall have the right to use school equipment, including word processors, duplicating equipment, calculating machines, and audio-visual equipment at times which will not interfere with the operation of school or central office business. The Association shall furnish all materials and supplies incidental to such use and for any repairs necessitated as a result of said use.

B. The Association shall have, in each school building, the exclusive use of a bulletin board. This board shall be in either the faculty lounge or teacher's dining room. The location of the Association bulletin board shall be where presently located and if a board is present in both rooms, the Association shall have the option of deciding which board it shall use. As new buildings are erected, the Association shall advise the Superintendent as to where it wishes its board. The costs of such boards shall be borne by the Board. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

C. The Association shall have the right to reasonable use of the school mail boxes and the interschool mail facilities.

D. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees, and to no other organization.

E. The President of the Association, during his term of office, shall be relieved from any extra duties; study hall, corridor duty, lunch or playground duty, pre-school or post-school duties such as bus or parking duty or detention. The Association shall certify to the Superintendent of Schools the name of the President of the Association by July 1, 2003 (2004,2005). If it becomes necessary to change the President of the Association because of illness, death, or change of employment, the person designated to fill the vacated office shall be granted the above as soon as feasible.

F. Whenever any representatives of the Association participate in meetings mutually convened during working hours, they shall suffer no loss of pay.

**ARTICLE 6
SCHOOL CALENDAR**

A. The Association shall appoint a committee to study and make recommendations to the Superintendent concerning the school calendar. Submission of such recommendations shall be not later than November 15, 2003, (2004,2005) (Liaison Committee).

B. The in-school work year for certificated personnel shall be as follows:

1. Base 186 days
 - (a) Additional two (2) orientation for new teachers;
 - (b) Additional one (1) day orientation for in-district teachers;
 - (c) Additional two (2) professional days;
 - (d) The 186 days are inclusive of all snow days necessitating school closing;
 - (e) In the event conditions require additional snow days, they shall be included within the constructed calendar and prior to such inclusion the Superintendent shall confer with the Association.
 - (f) The school days immediately preceding the Thanksgiving and winter holidays shall be half days for certificated staff during each school year.

C. The following represents the total number of paid days, per year, for each category listed:

CATEGORY

INST. AIDES 182

CAFETERIA 194 (inclusive of 11 paid holidays)

BUS DRIVERS 194 (inclusive of 11 paid holidays)

The chart does not represent the six (6) additional snow days scheduled in the school calendar. Should less than six (6) snow days be used the employees listed above shall be paid on a per diem basis for snow days that remain unused.

The chart also includes the day before students arrive, one (1) professional day for Instructional Aides and two (2) professional days for Cafeteria and Bus Drivers. It is understood that Cafeteria and Bus Drivers will be in attendance on the three days, two for Instructional Aides, referenced in this paragraph.

ARTICLE 7
ORIENTATION PROCEDURES

A. The Association shall appoint a committee to study and make recommendations to the Superintendent covering the orientation procedure. Such recommendations shall be submitted no later than June 1st of each year (Liaison Committee).

ARTICLE 8
TEACHING HOURS AND TEACHING LOAD

A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing their signature and time in the proper column of the faculty "sign-in" roster.

B. During time periods when teachers are not responsible for meeting with or teaching students, with the exception of team meeting time, it is not necessary for teachers to seek permission, but are to inform the building administrator or designee, that they are leaving their building assignment during that time. They will also indicate their leave and return on the daily sign-in roster.

C. Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending general faculty and/or other professional or academic meetings. There shall not be more than two meetings per month, and they shall be no longer than one hour in length. Meetings shall begin directly at the conclusion of the school day and may be used for professional development that is provided by the administration. Staff may be invited, but not required, to brief their colleagues on recent workshop experiences provided they are given ample notice and are also given release time, if needed, during the school day to properly prepare.

D. Teachers shall have the opportunity to suggest items for the agenda of meetings specified in paragraph C above, to the appropriate administrator.

E. Association representatives shall have an opportunity to speak during any faculty meeting for a period not normally longer than five (5) minutes.

F. Middle School teachers shall not be assigned more than six (6)

teaching periods per day; however, middle school teachers may be assigned one (1) extra teaching period per day in lieu of a non-teaching duty period. Secondary teachers, not assigned to middle school, shall be assigned a maximum teaching load of 25 classes per week; however, secondary teachers may be assigned one (1) extra teaching period per day in lieu of a non-teaching duty period.

G. The term “teaching load” is defined as any period that normally requires prior preparation for the presentation of material to students.

H. Preparation time will be allowed the following teachers as indicated:

- (1) Every elementary classroom teacher assigned to grades one (1) through five (5) shall be scheduled to have 175 minutes per week of preparation time, exclusive of their normal daily lunch break;
- (2) Kindergarten teachers shall be allowed 150 minutes per week of preparation time, exclusive of their normal daily lunch break.
- (3) Every teacher grades six (6) through twelve (12) shall be scheduled to have at least one (1) 40 minute preparation period per day.

I. Parent - Teacher conference days shall be a minimum of three (3) half days with five (5) half days for kindergarten teachers.

J. Alternative School (after school program)

1. The purpose is to provide replacement academic classes to the students of the Jefferson Township Schools that have been removed from the regular school setting by the Jefferson Township Board of Education.
2. The Alternative School for teachers will begin at the conclusion of the Middle/High School regular school day and will end when the late bus picks up the students.
3. The teachers shall provide instruction to students in the academic areas and will be responsible for the grading of each student. The Alternative School program for the Middle School shall allow all teachers that hold an elementary education certification (multiple subjects) and all teachers that hold a secondary education certification (specific subject) the opportunity to teach the subjects that the program offers.

Teachers shall not be required to attend meetings or other functions related to the Alternative School.

4. While the teacher and involved students in the Alternative School are present in a particular school building an administrator responsible for the Alternative School shall be present in the particular building and readily accessible. The administration shall be responsible for the disciplining of students and for all matters pertaining to it.
5. Should an Alternative School teacher be absent from work, other certificated staff shall not be forced to stay for, but may volunteer for with per diem pay, coverage of the class.
6. Once a class/classes for a teacher is scheduled, the teacher shall be given at least one weeks notice before payment for such class/classes will cease. Should no students show up for a scheduled class/classes the teacher shall still be paid for the class/classes.
7. Teachers shall also be paid for 40 minutes of preparation time for each day of Alternative School that they teach. Preparation may be done at school or at home.
8. Teachers shall be paid on a per diem basis based upon their current annual salary as an employee of the district. For payment purposes, the teachers' current annual salary shall be broken down into a per diem salary and then into an hourly salary based upon the following criteria: 189 school days and a 6.75 hour workday.

Calculation example of an employee with an annual salary of \$35, 000:

$$\begin{aligned} \$35,000 \div 189 \text{ days} &= \$185.19 \text{ per day} \\ \$185.19 \div 6.75 \text{ hr.} &= 27.44 \text{ per hour} \end{aligned}$$

9. This agreement shall be retroactive from September 1, 2001.
10. The number of school days and the length of a school day used above to calculate the teachers' per diem salary shall not be precedent setting.

ARTICLE 9
CLASS SIZE

A. It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class size at an acceptable number as dictated by the financial condition of the district, the building facilities available, the availability of qualified teachers and the best interest of the district as deemed administratively feasible.

ARTICLE 10
Deleted Article

ARTICLE 11
INSTRUCTIONAL AIDES

A. The position of Instructional Aides in the school system shall continue for the duration of this agreement.

B. Instructional Aides working under twenty (20) hours will receive the following: ten (10) sick days and jury duty.

C. Instructional Aides working twenty (20) hours or more will receive the following: benefits, ten (10) sick days, four (4) family illness, three (3) personal days, one which is non-recreational.

ARTICLE 12
EMPLOYMENT

A. Up to full credit on the Employees' Salary Schedule may be given for previous outside teaching experience in a duly accredited school upon initial employment. Earned credit of no less than two (2) years for military experience or alternative civilian service required by the Selective Service System will be given. Credit may be granted for two (2) years of Peace Corps, and Fulbright Scholarship experience.

B. Employees shall be notified of their contract status no later than May 15 of each year; such contract shall be returned to the Superintendent within ten (10) days signed or unsigned.

ARTICLE 13
ASSIGNMENT

A. All employees, except bus drivers, shall be given written notice of their tentative assignments for class, subject, building, and room no later than the last day of teacher attendance in June provided he has returned his signed contract. Such assignments are subject to individual changes in the event of material change of circumstances or emergency. Such employees affected by such change shall be notified promptly and in writing. Bus drivers shall receive assignments two (2) weeks before the opening of school and five (5) days notice for special runs, except in an emergency.

B. It shall be the policy of the Board to reimburse their employees for travel required in conjunction with their employment at the rate of \$.25 per mile. Mileage from the employee's residence to his first place of work for the day and from his last place of work for the day to his residence shall not be reimbursable.

C. Certificated employees shall not be assigned outside their areas or scope of their teaching certificate.

ARTICLE 14
VOLUNTARY TRANSFERS

A. No later than June 1st of each school year the Superintendent shall send to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.

B. Employees who desire a change in grade or subject assignment, or who desire to transfer to another building may file a written statement of such desire with the Superintendent no later than five (5) school days after June 1st of each year. Such statement shall include the grade or subject to which the employee desires to be assigned and the school or schools to which he desires to be transferred in order of preference. Such request must be renewed in writing each year if it is not granted on initial application.

ARTICLE 15
INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Involuntary transfers shall be accomplished as follows:
1. Definition - Transfers shall be construed as grade level, subject areas, and/or building assignments.

2. In the event of an involuntary transfer or reassignment, the employee shall have the right to a conference with his building principal, or nonprofessional supervisor, and the Superintendent. This conference shall be to discuss the best reassignment possible and the employee shall have the right to request a statement in writing of the reasons for such involuntary transfer.
3. As much advance notice shall be given as possible before any transfer.

ARTICLE 16
SALARIES

A. The salaries of all employees covered by this Agreement are set forth in Schedule A, B, C, D, E, F, G, H, I, J, covering 2003-2006 which is attached hereto and made a part hereof; said salary guides shall be enforced in accordance with existing rules and regulations for application thereof.

B. The money package for 2003-04, 2004-05, 2005-06 will be as follows:

Certificated Staff:	4.4% year one, 4.3% year two, 4.0% year three
Support Staff:	4.4% year one, 4.3% year two, 4.0% year three
Athletic Schedule:	4.4% year one, 4.3% year two, 4.0% year three
Extra-Duty Pay:	4.4% year one, 4.3% year two, 4.0% year three

Special Agreement for the 2003-2006 Contract Only.

The guides shall be re-evaluated and adjusted by mutual agreement of the Board and the Association at the end of Year One.

There shall be a \$7,500 pool of money in Year Two and an additional \$7,500 pool of money in Year Three in addition to the percentage increases listed above for Extra-Duty Pay.

Summer Compensation:

Certificated Staff	2003-2004	\$35.00 per hour (not to exceed per diem)
	2004-2005	\$35.00 per hour (not to exceed per diem)
	2005-2006	per diem salary (1/200 th)

Paraprofessionals 2003-2006 full hourly rate, as per salary guide

(No staff member will be assigned any summer position unilaterally)

C. The Board will set Salary Steps for hiring. This will be the first step of guides for Secretaries, Custodians/Maintenance and Bus Drivers.

D. Employees shall be paid on the 15th and 30th of each month. In the

event the 15th or 30th falls on a vacation, holiday or weekend, the employee will be paid on the working day prior to the vacation, holiday or weekend.

Seventh and Eighth Grade Class Trips:

There are two overnight trip programs, which are directly linked to the Middle School curriculum. These trips, Stokes and Washington DC, are preceded by course work, specifically tailored to these trips. It is expected that the classroom teachers will volunteer for these trips, but if an adequate number of teachers do not volunteer the Board reserves the right to cancel the trip. The Superintendent and or his/her designee shall determine the number of teachers necessary for either trip and the teachers who shall attend, if more than enough teachers volunteer. Payment shall be one hundred dollars (\$100.00) per night. No employee, with the exception of the itinerate nurse, shall be assigned to these trips.

ARTICLE 17
TEACHERS

A. Teachers may individually elect to have ten percent (10%) or more, if they so desire, of their monthly salary deducted from their pay. These funds shall be paid to the teacher as follows:

1. Summer Pay Plan

- (a) Employee completes a Tri-County Federal Credit Union form indicating amount of deduction and returns to Tri-Co;
- (b) Tri-Co sends this signed form to the Board of Education for monthly deductions;
- (c) Tri-Co furnishes employee with quarterly statements showing status of each employee's account.
- (d) Tri-Co furnishes the Board of Education with a master list of deductions for savings.

B. Application of degree columns

1. The credits referred to in the guides of Salary Schedule A shall be applied as follows:

- (a) All credits that a teacher may have credited shall be declared at hiring. After initial salary placement, only course credits previously agreed upon or earned after employment in Jefferson Township may be used for

advanced guide placement. After initial salary guide placement, a grievance on salary placement may proceed only to the Board level, said grievance on credits earned prior to employment in Jefferson may not be taken to arbitration. Credits are to be agreed at hiring; only those may be used later.

- (b) All of such credits shall have been taken within a period of ten (10) years prior to the date of application for placement on particular guide and in any event all such credits must have been obtained since receipt of a baccalaureate degree.

C. The Board in its discretion may grant additional credit on the salary guide.

**ARTICLE 18
LONGEVITY**

A. Longevity for non-certificated employees shall be awarded as follows:

Non-Certificated Staff 2003 - 2006

Years *	Per Year	Five Year Max
16-20	\$525 per year	\$2,625
21-25	\$625 per year	\$3,125
26-30	\$725 per year	\$3,625
31 on	\$775 per year	-----

*Continuous years of service in Jefferson Township.
Effective July 1, 1997 Instructional Aides will be eligible for longevity listed above.

B. All support staff already receiving longevity at ten (10) years of service will be grandfathered at the present rate until they reach sixteen (16) years, when they will be put on the longevity scale listed above.

C. Longevity for certificated employees shall be awarded as follows:
Certificated Staff 1997- 2000

Years*	Per Year	Five Year Max.
16-20	\$450	\$2,250
21-25	\$500	\$2,500
26-30	\$600	\$3,000
31 on	\$700	-----

*Continuous years of service in Jefferson Township

D. All certificated staff who are receiving longevity as of June 30, 1997 will continue at their current amount as listed in "C" above with no increase. No additional staff will be added to the longevity guide listed in "C" above after June 30, 1997.

E. Certificated staff, in their second year at the top of the guide, will receive 1.5% of the longevity guide listed below, in addition to the longevity payments they were receiving as of June 30, 1997.

Example
Year 1997-1998 Longevity

Step	BA	BA+15	MA	MA+15	6th Year
16+ Increment Adjustment	57,200	59,230	64,850	66,950	72,820
Longevity 1.5%	858	888	973	1,004	1,092
1997-1998	58,058	60,118	65,823	67,954	73,912

Year 1998-1999 Longevity

Step	BA	BA+15	MA	MA+15	6th Year
16+ Increment Adjustment	57,500	59,530	65,150	67,250	73,120
Longevity 1.5%	862	893	977	1,009	1,097
1997-1998	58,058	60,118	65,823	67,954	73,912
1998-1999	59,220	61,311	67,100	69,263	75,309

Year 1999-2000 Longevity

Step	BA	BA+15	MA	MA+15	6th Year
16+ Increment Adjustment	57,800	59,830	65,450	67,550	73,420
Longevity 1.5%	867	897	982	1,013	1,101
1997-1998	58,058	60,118	65,823	67,954	73,912
1998-1999	59,220	61,311	67,100	69,263	75,309
1999-2000	60,388	62,509	68,382	70,576	76,710

F.

1. All certificated staff that were receiving longevity under the system described in "E" as of June 30, 2000, will continue to receive their current amount of accumulated longevity with no increase under this system. This accumulated longevity, combined with any longevity that an employee had been receiving from sections "C" and "G", will become a "grandfathered" longevity

stipend paid to the employee each year. No additional staff will be added to the longevity guide listed in "E" after June 30, 2000.

2. All certificated staff that were on Step 12 on the salary guide, or higher, as of June 30, 2000 are eligible for the longevity system listed below.

Certificated staff in their second year at the top of the salary guide, will begin receiving accumulating longevity in the amount of \$1000.00. Each year thereafter an additional \$1000.00 will be added to the previous year's accumulated longevity stipend. Longevity under this system shall accumulate for ten (10) years.

3. All certificated staff that were on Step 11 on the salary guide, or lower, as of June 30, 2000 are not eligible for the longevity system listed above. Instead they will receive a \$1000.00 non-accumulating longevity stipend each year beginning in the second year at the top of the salary guide.

G. Teachers, as of contract year 94/95, with twenty-six (26) or more years of continuous service in the district will receive a longevity stipend of \$1,200.00 in addition to the longevity listed above. This stipend is the entitlement of twenty-two (22) employees for the duration of their employment in Jefferson and will not be extended beyond those employees agreed upon previously.

H. Pursuant to the longevity guides in "A" and "C" above, employees who reach retirement eligibility status prior to the 26-30 year period, may at their option, indicate to the Board their intention to retire, and such employees will then receive the longevity payment as provided in the 26-30 year bracket on the guide.

I. The following is the retirement allowance for sick days:

- (1) Notice required for special retirement allowance is as follows:
 - a. If notice of retirement is given on or before September 30th of the retirement year, the allowance will be paid in the following manner:
 - 50% of the allowance on the following July 1st.
 - 50% of the allowance on the subsequent July 1st.
 - b. If notice of retirement is given after September 30th of the retirement year, the allowance payment will be paid in the following manner:

50% of the allowance on July 1st of the following budget year.
50% of the allowance on the subsequent July 1st.

(2) The retirement allowance shall be computed at the rate of one (1) day's pay for every four (4) days of accumulated unused sick leave to the employee's credit at the end of the employee's full contracted year previous to the year of retirement.

(3) The daily compensation to the employees who retire under the aforesaid recommendations shall be at the daily rate of pay which they earned in the full contracted year previous to the year of retirement.

I. The Association may designate three (3) tax-shelter agencies to the Board of Education and the Board of Education shall permit employees wishing to participate in such plans to do so by way of a payroll deduction.

ARTICLE 19 CUSTODIANS AND MAINTENANCE

A. Vacations shall be selected according to a seniority list which shall be drawn up by the Superintendent of Schools.

B. In the event an employee is called to work on an emergency basis, two (2) hours call-in pay will be guaranteed. Call-in pay will be paid on a straight time basis.

C. The Board shall supply the following uniform on a yearly basis after being jointly approved by the Board and the Association.

1. Eleven (11) pairs of pants (rental)
2. Eleven (11) shirts (rental)
3. Two (2) denim shirts (rental)
4. Two (2) medium weight jackets (rental)
5. Three (3) pairs of shorts (non rental)

In addition, one heavy parka (non rental) shall be supplied by the Board and replaced on an as needed basis.

If it becomes necessary to substitute or replace the uniform during the term of the contract, it shall be by mutual agreement of the Board and the Association.

All maintenance and custodial staff shall be permitted to submit a voucher with proof of purchase for reimbursement up to \$75.00 for shoes, or \$100.00 for steel toe safety shoes, as a shoe allowance.

D. Day custodians will arrive regular time on snow days and night custodians will be assigned by the administration to work either during the day or regular hours.

E. Promotions to positions shall consider ability and experience. Seniority shall be considered but it shall not be controlling.

F. Overtime work shall be offered to custodians and maintenance on a rotating seniority basis but shall be only offered to those employees who are permanently assigned to the building in which overtime work is required. Those employees shall receive time-and-one-half (1 1/2) for those hours worked beyond the eight (8) hour day. Employees who are full time, i.e. forty (40) hours a week, shall be paid the rate of double time for any work done on Sundays or holidays. Employees who are employed for less than forty (40) hours a week are to be paid time-and-one-half (1 1/2) for any work done on Sundays or holidays. The administration retains the right to assign overtime work as well as other assignments. Employees shall not be required to work any consecutive double shifts. However, the employee may volunteer to do so.

In the schools where there is a single custodian, the Administration agrees to contact not less than three (3) other custodians at other schools seeking to find a volunteer for purposes of required overtime work. In the event that after attempting three such volunteers, no one is willing to work the overtime at the particular school, the custodian on duty may be required to perform that work.

G. Custodians and maintenance personnel shall receive an additional \$150.00 for working during the summer recess. This \$150.00 shall be added to each step of the 2003-2004 salary guides, in addition to the agreed upon contractual settlement, and shall become a permanent part of the employees base pay. Once the \$150.00 has become part of the salary guide, this clause in the contract will no longer be necessary to identify the pay for summer recess and should be removed as of June 30, 2006.

H. If layoffs become necessary, provisional and probationary employees within group classification should be laid off before any permanent employee loses any time. If after all provisional and probationary employees in a particular group have been laid off and other reductions in the work force become necessary, the Board should lay off in accordance with the principles of seniority within the group classification.

I. All openings for promotional positions and for positions paying higher salary differentials be publicized in each of the school buildings.

J. Holders of a boiler license (Black Seal) shall receive \$400.00 additional compensation per year.

K. The 2nd and 3rd shifts (night shifts) shall consist of eight (8) hours as agreed to previously.

ARTICLE 20
BUS DRIVERS AND MECHANICS

A. The bus drivers shall be paid for any lay-over time under one-half (1/2) hour.

B. All current drivers will be guaranteed a minimum of four (4) hours daily. New hires after 7/1/97 will be guaranteed a minimum of three (3) hours daily.

C.

1. The Board shall pay a maximum of \$100 for physical examinations that are presently required by law.

2. The Board will pay up to \$73.00 for fingerprinting renewals.

D. The district will determine which routes are available for selection on a seniority basis.

1. Choice of bus runs shall be by seniority upon openings available for September 1st. The same procedure shall be followed during the last week of December for those openings becoming available between September 1st and Christmas recess for those drivers indicating an interest in the open routes. A seniority list shall be drawn up by the Superintendent of Schools. The Superintendent of Schools shall announce the date for run selection prior to the end of the school year; the bus drivers shall receive such notice not later than the end of each school year of the definite date when the runs for the next school year shall be picked.

2. Kindergarten runs shall be picked on a seniority basis.

3. Auxiliary runs shall be guaranteed four hours and be included in D.1.

E. One-quarter (1/4) hour warm-up time shall be allowed before the first run daily and one-quarter (1/4) hour clean-up time shall be allowed

after the last run daily.

F. Extra curricular runs will be assigned by the transportation coordinator on a rotating seniority basis. Drivers who refuse a trip will be skipped over until their turn comes up again. The only exception to this will be the kindergarten and preschool drivers who will be given first choice to their kindergarten or preschool trips provided that the trips do not interfere with any regular assigned routes.

G. Bus drivers shall be allowed eight (8) hours for employees hired prior to July 1, 1997 and four (4) hours for employees hired after July 1, 1997 each school year as compensation for warm-up and clean-up time due to the accumulation of snow. The schedule for the payment of this compensation shall be set by the Superintendent of Schools. This compensation shall be in lieu of compensation for the actual time required for bus drivers for the referred to clean-up and warm-up time as may, in fact, be required due to ice and snow.

H. Either party may at any time terminate the employment contract by giving the other party three weeks notice in writing. Failure on the part of the employee to give three weeks notice will void any entitlement otherwise accruing to the employee.

I. Extra runs assigned to a driver which are to be done on a regular basis, such as shuttles and Title I runs shall be added to the bus drivers base pay rather than assigned as extra pay.

J. Bus drivers shall be paid for any time spent on the road or other time when they are responsible for their bus due to a mechanical breakdown of such bus. The driver shall not be paid for any time when the bus is no longer in his responsibility specifically, he shall not be paid when the bus is turned over to the garage for appropriate repair.

K. In the event an individual driver is called to or back to work after or before their assigned time of arrival or departure from their designated starting or stopping points, two (2) hours will be guaranteed on a straight time basis. (conference days, class or athletic trips and similar occasions are excluded.). Drivers shall be paid for an additional one (1) hour compensation when the High School and/or Middle School is on an early dismissal schedule but the elementary school is not.

L. Late runs will be offered to drivers prior to contracting out based upon the district's ability to coordinate routes in such a manner as to be less costly to the district than contracting out. Notwithstanding the arbitration decision of November 23, 1991, and the confirmation of that

award into a judgment, the parties expressly agree that the arbitration ruling shall have no force and effect hereafter. It is expressly recognized that the Board may, without incurring additional salary costs, structure additional late runs for cancelled runs, especially in circumstances such as those leading to the grievance in 1990, that is, playoff schedules, or other unforeseen needs.

M. Mechanics will be provided with 5 long sleeve shirts and 5 pairs of pants. Mechanics will be responsible for cleaning of pants and shirts.

N. Mechanics shall receive time-and-one-half (1 1/2) for those hours worked beyond the eight hour day. Mechanics should be paid at the rate of double time for any work done on holidays.

O. Mechanics shall receive a \$75.00 annual reimbursement toward the purchase of required work footwear upon presentation of their receipt.

ARTICLE 21 CAFETERIA STAFF

A. Each member of the cafeteria staff shall be permitted to submit vouchers not to exceed \$150.00 per school year for the purchase of clothing uniforms or shoes. This shall be deemed the clothing uniform allowance for these employees.

B. Cafeteria Workers will start each year with the same number of hours as the previous year. In the event that hours need to be changed, any upgrade in hours will go into effect immediately, any decrease will be subject to a thirty (30) day grace period.

C. The cafeteria staff shall be evaluated by the building administration in consultation with the Food Service Director.

ARTICLE 22 PROMOTIONS

A. A notice of a vacancy in the following promotional positions shall be sent to and posted in each school and a copy shall be sent to the Association, fifteen (15) days before the final date when applications must be submitted.

Department Chairpersons, Coordinators, Vice Principals, Principals, Assistant Directors, Directors, Assistant Superintendent of Schools, and also the vacancies in any summer or evening schools.

B. Teachers who desire to apply for such vacancies shall submit their applications, in writing, to the Superintendent within the time limit specified in the notice.

**ARTICLE 23
EVALUATIONS**

- A. 1. A teacher shall have the right to see his evaluation reports, and shall have the right to a copy of all reports if he requests said copy.
2. The evaluation report form to be utilized in the evaluation of teachers shall include the date or dates of observation, the length of the period of observation, on each date, and the specific class period designated by time that the evaluator was present in the classroom.
3. All classroom and other formal evaluations of a teacher shall be recorded on the evaluation report.
- B. 1. If derogatory reports or materials are to be retained for other than investigation, the teacher shall be shown the reports or letters, and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the teacher's file. If the material is not to be retained, it shall be destroyed by the Superintendent.
2. In event any new material of a non-confidential nature is to be placed in the personnel folder (confidential material by way of description and not limitation refers to references, transcripts, and the like) the employee shall be given a copy or notified prior to its insertion and be given the opportunity to review such material. The employee's written comments if any, relative to the material, shall be made part of the employee's file.
- C. Existing files shall be checked for derogatory material, and if any exists, it may be returned to the teacher's file only in accordance with the provisions of Paragraph B, above.
- D. There shall be at least three (3) observations per year for non-tenure teachers and at least one evaluation per year for teachers on tenure.
- E. If a formal evaluation is written, it may result in a conference

between the teacher and his immediate supervisor and shall be signed by both parties.

F. Both parties agree to look at the evaluation document during this contract period for possible revision. This will be done with the Education Liaison Committee and the Superintendent of Schools.

**ARTICLE 24
NON-CERTIFIED EVALUATIONS**

A. All non-certified personnel shall receive a copy of their evaluations within fifteen (15) working days of said evaluation.

**ARTICLE 25
TEACHER FACILITIES**

A. A Webster's Collegiate Dictionary shall be made available upon request to teachers for each teaching station in the Jefferson Township schools.

**ARTICLE 26
EMPLOYEE-ADMINISTRATION LIAISON**

A. In the interest of informal problem solving, there shall be Superintendent and building liaison meetings.

B. Beginning in September of every school year, and every other month thereafter, the Superintendent shall meet with a representative council of the Association. The Association's council shall consist of an individual from each school building and a transportation employee who are appointed by the Association. These meetings shall be held in the Superintendent's Office. Agenda items, which may be generated by either party, shall be submitted 48 hours in advance of meeting. The Association will submit to the Superintendent items to be included on the agenda. The Superintendent may bring up additional items at the meeting.

C. Beginning in September of every school year and every month thereafter, there shall be a building liaison committee meeting. The purpose of the Building Liaison Committee is to review and discuss building problems and practices of concern to the staff and / or the administration. This committee is responsible for submitting appropriate agenda items to the building principal no fewer than three (3) days prior to the scheduled monthly meeting date. If no agenda items are received

three (3) days prior to the meeting, the meeting shall be canceled. If an issue cannot be successfully resolved, the matter will be presented at the next Superintendent's liaison meeting.

ARTICLE 27
SICK LEAVE

A. All ten-month (10) employees shall be entitled to ten (10) sick leave days each school year and all twelve-month (12) employees shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year subject to the other provisions of this Article. Sick days for ten and twelve-month employees shall be prorated at the rate of one per month to a maximum of their entitlement. If an individual begins work prior to the 15th of the month, they will receive a sick day for the month. If an individual begins work on the 16th day of the month or later, they will not receive a sick day for that month. (Includes part-time certificated teaching personnel.)

B. Application for payment of sick leave in excess of three (3) consecutive working days should be supported by certification from an attending physician. A signed statement from the employee stating the nature of the illness and the reason why a medical certificate is not furnished may be accepted at the discretion of the Board.

C. In case of frequent application for sick leave, the Board may, regardless of sick leave requested, require submission of a statement of a physician or submission to physical examination by the school physician.

ARTICLE 28
PERSONAL DAYS

A. Employees shall be entitled to the following noncumulative personal days with full pay each school year:

1. Up to two (2) days (1 day for part-time certificated teaching personnel) leave of absence for personal business which requires absence during school hours. A written application form shall be submitted to the building principal for personal leaves at least five (5) days before any day requested (except in the case of emergencies) and the applicant for such leave shall be required to state the reason for taking such leave. The principal shall forward the approval form to the Superintendent's office after approval of the principal.

Applications for leave of absence shall be guaranteed for the following only:

- a. Employee's House Closing
 - b. Court Appearance when subpoenaed
 - c. Teacher Graduation Day
 - d. Employee's child's college orientation and for graduation
 - e. Professional consultation for employee or member of household when such appointment must be scheduled during employees working hours, (such as: Psychiatric or medical exams, child guidance).
 - f. Grave illness of any member of employee's immediate family not living in employee's household when such employee's presence is requested by attending physician.
 - g. Employee's divorce hearing or involvement in civil suits when the employee is a necessary part of the action.
 - h. Employee's participation in examination when such examination cannot be scheduled beyond employee's working hours.
 - i. Upon written request, the same two days may be granted, at the discretion of the building principal, for needs such as funeral arrangements and observations or home emergency situations when no immediate action may result in financial loss.
 - j. Any religious holidays stipulated by state law where said observance prevents the employee from working on said days.
2. One (1) personal business day (1/2 day for part-time certificated teaching personnel) shall be granted, without reason, for non-recreational purposes provided written application to the building principal is made at least five (5) days before any day requested (except in the case of emergencies). Personal day without reason may not be used before or after any school holiday or before or after any school vacation.

3. For absence due to illness of any member of the employee's immediate family, full pay for not more than four (4) days, (2 days for part-time certificated teaching personnel) in each school year shall be paid the employee. The immediate family is defined as: husband, wife, children, father, mother, mother-in-law, father-in-law, brother and sister.

4. Employees who are summoned by the court to appear for the purpose of jury duty shall be granted leave for the period of absence. Jury duty in police, county or other courts established under the laws of the State and deriving their authority therefrom is considered jury duty in a State court. Before jury duty leave is granted, an employee must submit a true copy of the official summons one (1) week prior to the beginning of such duty. Employees serving jury duty shall receive their full salary. Employees will endorse over to the Board of Education any remuneration they receive from the court.

5. Up to five (5) school days at any one time in the event of death of any employee's spouse, child or parent. Up to three (3) calendar days at any one time in the event of death of any employee's son-in-law, daughter-in-law, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and grandchild.

All employees shall be granted one (1) calendar day in the event of the death of a relative outside the employee's immediate family as defined above. In the event of the death of an employee or student in the Jefferson Township School System, the Superintendent of Schools may grant to an appropriate number of employees sufficient time off to attend the funeral.

6. Allowances shall be made for time necessary for appearance in a legal proceeding in which employee's appearance is necessary in behalf of the Board.

7. Up to five (5) school days without pay for the purpose of marriage and honeymoon, or up to one (1) day without pay for the purpose of attending the marriage of a member of the immediate family.

8. Other leaves of absence with pay may be granted by the Board for good and sufficient reason.

ARTICLE 29 LEAVES OF ABSENCE

A. A leave of absence without pay for up to two (2) years shall be

granted to any tenured employee who joins the Peace Corps, VISTA, National Teacher Corps, Exchange Teacher, Overseas Teacher or accepts a Fulbright Scholarship and is a full-time participant in any such above program.

B. Military leave without pay shall be granted to any tenured or mandated employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.

C. A reservist called to active duty shall receive pay and benefits based upon the current statute regarding this situation.

D. To apply for a family or child rearing leave, the employee must furnish a written verification from a doctor.

1. Sick leave may be utilized during the actual period of disability during pregnancy in accordance with state laws, regulations, and case law.

2. Family leave for the care of a newborn or newly-adopted child shall be granted, without pay, to eligible employees in accordance with the federal Family and Medical Leave Act and the state Family Leave Act and applicable regulations.

3. Leave for the care of a newborn or newly-adopted child shall be granted, without pay, to all employees, in addition to any leaves described above, for the remainder of the academic year in which the leave is granted. Renewals of unpaid child care leave for not more than the succeeding full academic year, for tenured teachers, may be approved at the Board's discretion. Time on unpaid leave pursuant to this clause shall not be credited for tenure accrual and salary advancement.

4. Any employee who may become pregnant during a leave of absence granted for prior pregnancy may apply to the Superintendent of Schools for one (1) additional year leave for maternity.

5. The Superintendent of Schools, for proper cause and upon application of the employee, may recommend the termination of the leave for approval of the Board prior to its proper date of termination.

6. Should any employee, absent on maternity leave develop any illness or malady as a result of such pregnancy, and be unable to resume her work at the end of her said leave because of such illness or malady, she may be granted a further leave of absence, not to exceed one (1) year, without pay, upon the recommendation of a physician approved by the Board and subject to the approval of the Superintendent of Schools and the Board.

7. Requests for unpaid leave pursuant to paragraph three by non-tenured teachers may be granted at the sole discretion of the Board. Time on such unpaid leave shall not be credited for tenure accrual and salary guide advancement.

8. A teacher must apply for unpaid family or child care leave no less than ninety (90) calendar days prior to the anticipated delivery day wherever possible, or in the case of adoption, as soon as the teacher is informed of the date custody of the child will be obtained.

E. All leaves will recognize the need to provide for continuity of instruction, minimize the disruption of the teaching/learning process, establish dates with certainty and secure appropriate personnel.

F. A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick member of the employee's family, i.e. spouse, child or parent. Additional leave may be granted at the discretion of the Board.

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

H. All employees who wish to apply for a leave of absence, with or without pay, should read and complete form F4152.3. During a term of disability, an employee may utilize all or part of accumulated sick leave.

I. All extensions or renewals of leaves shall be applied for, and if granted, be in writing.

J. In order to advance to the next step on the salary guide, an employee must have been on salary a majority of the school year prior to such advancement. (Majority defined as 51% of the school calendar).

K. All benefits to which an employee was entitled at the time his leave of absence commenced including credits toward sabbatical eligibility shall be restored to him upon his return. Reassignment upon return to

school system shall be based on available positions and the needs of the school system.

L. Upon return from leave granted pursuant to A, B and C of this Article, an employee shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure.

ARTICLE 30 SABBATICAL LEAVE

A. PURPOSES:

The underlying philosophy of the sabbatical leave is to increase the quality of teaching and to gain enriching and broadening experience by professional study, research, or travel. Major consideration must be given to the benefits which will accrue to the pupils and the community, through the individual's personal growth. Sabbatical leave, may only be granted for formal study or formal research.

B. ELIGIBILITY:

An applicant must be a certificated employee who has rendered service in the school system for no less than seven (7) active school years preceding the sabbatical leave. The applicant's statement of purpose and plan for sabbatical leave should reflect maturity and readiness commensurate with his experience in teaching.

C. QUOTA:

Not more than one percent (1%) of the certificated personnel shall be granted leave in any one academic year.

D. LENGTH OF LEAVE:

A sabbatical leave may be granted for a period of one (1) semester or one (1) full academic year.

E. APPLICATION PROCEDURE:

Application for sabbatical leaves of absence must be filed with the Superintendent of Schools not later than January 1st for a leave beginning the first semester of the next school year. An applicant for Sabbatical Leave of Absence shall file with the application form a detailed program for the period requested for Sabbatical Leave. All recommendations for approval will be made by the Superintendent of Schools to the Board.

F. COMPENSATION:

Teachers on sabbatical leave will receive forty percent (40%) of their salary while on sabbatical leave.

G. RIGHTS AND PRIVILEGES:

A Certificated employee who is granted a sabbatical leave shall retain all rights of tenure and automatic increases in salary rating the same as though teaching during the period of leave. Interruption of the sabbatical leave program by serious accident or illness shall not affect the sabbatical leave contract, providing satisfactory evidence is presented to the Superintendent within twenty (20) days of such accident or illness. At the expiration of the leave, the employee shall be reinstated to his former assignment, unless the position is not available. If former position is not available, a consultation shall be arranged after which the Superintendent shall recommend to the Board an assignment in the best interest to the employee and/or schools.

H. OBLIGATIONS:

An employee granted a sabbatical leave must return to the system and serve for a period of not less than two (2) years following the completion of the leave. If unwilling to meet the obligations of return to the system for a two (2) year period, the employee shall immediately forfeit all rights of tenure and automatic increases in salary rating.

An employee returning from sabbatical leave must remain employed with the district for a minimum of ten (10) months or forfeit the salary received while on sabbatical leave. Prior to commencing a sabbatical leave, the employee must sign a legal agreement to the aforementioned salary forfeiture.

I. RETURN TO SERVICE:

An employee on sabbatical leave must notify the Superintendent of Schools in writing of his intention to resume duties in the system at least

sixty (60) days prior to the expiration of said leave. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.

**ARTICLE 31
PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT**

A. As an incentive for furthering education, the board will financially help those teachers who are willing to provide the time and energy to become better teachers. The following plan will apply:

1. Course encumbrance and reimbursement will be a maximum of \$1,500 per person per year. There will be an annual pool of \$45,000 in 2003-2004, \$50,000 in 2004-2005, and \$50,000 in 2005-2006 for JTEA course reimbursement.

a. Staff members cannot apply for course approval prior to the dates indicated below for each semester.

Summer Sessions: March 1

Fall Session: June 1

Spring Session: October 1

(any courses approved prior to the ratification of this contract shall not be subject to the dates listed above)

b. Approval for course encumbrance and reimbursement shall be on a first come - first served basis, based upon the date that the Request for Course Approval Sheets were received by the Superintendent. Any monies for approved courses that were not actually utilized by staff members will be given to the next person(s) in line on the first come – first served list.

c. Staff members may replace an approved course in the event of a course cancellation or a district contractual obligation that prohibits them from taking the course. The replacement course must be taken in the session of application or in the subsequent session.

2. To be eligible for course reimbursement, a staff member must have the written approval of the Superintendent prior to enrolling in a course.

3. In order to receive reimbursement for any courses taken

pursuant to the Superintendent's approval, the employee must receive a grade of "B" or better.

4. The above provisions shall also apply to the secretarial staff, instructional aides, BSIP, custodial and maintenance personnel, bus drivers and food service personnel, as it relates to their present assignment.

B. Summer courses taken by teachers shall be reimbursable only if the teacher returns to Jefferson Township the following school year.

C. A request for reimbursement must be submitted, along with the original grade report, within 120 days from the date of completion of course to receive reimbursement.

D. All credits shall be taken in traditional college graduate courses approved by the Superintendent. The following may not be approved: correspondence, weekend, TV/Video, Teacher-to-Teacher (consortium), non-traditional collegiate level graduate courses. The Superintendent may approve Internet courses following an assessment of the official course description and/or syllabus published by the sponsoring institution of higher learning.

E. Placement on the guide will be made once each year in November provided necessary grades are received by November 1, of the placement year. Placement will be retroactive to September of the placement year.

F. Graduate courses taken prior to the receipt of a true Masters can be used for advancement to BA+15 and for advancement on the salary guide after receipt of the Masters degree.

G. All hirees after July 1, 1997 are ineligible for MEQ. They can only achieve a true masters degree.

H. Only those individuals with a true masters can move from the MEQ/MA level for salary guide advancement, e.g., MA+15.

I. Employees hired prior to July 1, 1997 must obtain an MEQ by June 30, 2000 or they will be ineligible for the same.

J. The teachers' salary guides shall include a MA+45 salary column beginning July 1, 2004. All courses that have been completed on or after July 1, 1998 shall be considered eligible courses. The existing "6th Year" salary guide column shall be retitled "MA+30".

**ARTICLE 32
HOSPITALIZATION**

- A. The Board shall provide full family hospitalization on the existing health plan for all employees. (New Jersey State Health Benefits Plan).
- B. The Board shall provide family dental coverage beginning September 1, 1986.
- C. The Board of Education and the Jefferson Township Education Association negotiating teams both realize that health benefits will be a major item in the next negotiations.

**ARTICLE 33
DEDUCTION FROM SALARY**

- A. The Board agrees to deduct from the salaries of its teacher dues for the Association, the Morris County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Association as said teachers individually and voluntarily authorized the Board to deduct. The Board agrees to deduct Association dues in accordance with Chapter 310, Public Laws of 1907, N.J.S.A. 52:14-15.9e, and under rules established by the State Department of Education. Said monies together with record of any corrections shall be transmitted to the treasurer of the Association at reasonably frequent periods following the monthly pay period in which the deductions are made.
- B. REPRESENTATIVE FEE:
 - 1. The Board agrees to deduct, from the salaries of its employees, a representative fee as per Chapter 123, P.L. of 1974 amended and to transmit same to the treasurer of the Association.
 - 2. The Association agrees to abide by all of the provision of Chapter 123, P.L. of 1974 as amended.
 - 3. The Association shall indemnify and hold the Board harmless against any and all claims demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of action taken or not taken by the employer in conformance with this provision.

ARTICLE 34
MISCELLANEOUS PROVISIONS

A. Copies of this Agreement shall be printed at the joint expense of the Board of Education and the Jefferson Township Education Association within thirty (30) days after the Agreement is signed and presented to each employee now employed, hereafter employed, or considered for employment by the Board.

B. 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 certified letter at the following addresses:

1. If by the Association, to Board 28 Bowling Green Parkway, Lake Hopatcong, N.J. 07849.
2. If by the Board, to Association at the home address of the president of the Association.

C. Any provision of this Agreement or any application of this Agreement to any employee or group of employees 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.

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

ARTICLE 35
MENTORING

A mentor shall be a fully certified, full time, tenured teacher employed by the Jefferson Township Board of Education.

Mentor teachers shall be-
selected from a pool of volunteers
experienced (or as close as possible) in the field of the provisional
teacher

paid a stipend of \$550. *(to be adjusted in accordance with State fees)

Provisions for Mentors

All available mentoring positions will be posted

Mentors will not be asked to formally or informally evaluate the performance of the provisional teachers

Mentor teachers will not be evaluated on their performance as mentors

Training for mentors will be developed through joint consultation, Jefferson Township Board of Education/Jefferson Township Education Association, based on needs assessment

Release Time Mentors

Elementary Schools: Mentors are to receive no duties.

Middle School/High School: Release periods, ten (10) per team, five (5) for the mentor and five (5) for the novice teacher, will be scheduled annually for cross observation.

Funds will be collected from the provisional teacher through payroll deduction and paid in one sum to the mentor teacher. The Board will reimburse the novice teacher if s/he is rehired for the subsequent school year.

Adjustments for late hires will be made, if possible, after schedules have been completed.

ARTICLE 36 CONTINUITY OF OPERATION

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year, and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees, during the period of this Agreement, that it will not, nor will any person acting in its behalf cause, authorize, or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence of an employee of the Jefferson Township Board of Education from his position, or stoppage of work or abstinence in whole or in part,

from the full, faithful and proper performance of the employee's duties of employment) for any purpose whatsoever.

1. The above is interpreted that: The Association may be held liable in damages for "wild cat" strikes, unless the Association in writing immediately disavows the strike and notifies the strikers to return to work.
 2. In the case of a strike the Board may apply for an injunction against the Association.
 3. The Association agrees not to take part in "sanctions" against the Board.
 4. The Association agrees that any strike is a breach of contract and that such act removes all impediment from and permits the Board to dismiss or otherwise discipline the employees taking part in that breach of contract.
- B. The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice.

ARTICLE 37
EMPLOYEE VACATIONS AND HOLIDAYS

A Non-certificated employees will be given the following paid holidays:

New Year's Eve Day
New Year's Day
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Eve Day
Christmas Day

B. Twelve month employees are entitled to three (3) floating holidays, two of which are to be assigned by the Superintendent of Schools and the third to be chosen by the employee on any day that school is not in session.

C. Cafeteria employees shall be entitled to eleven (11) paid holidays.

D. Bus drivers shall be entitled to eleven (11) paid holidays.

E. The twelve-month non-certificated full-time employees shall be entitled to the following:

After five (5) years of continuous service employees shall be entitled to three (3) weeks vacation.

After seven (7) years of continuous service, employees shall be entitled to three (3) weeks vacation plus (1) additional day of vacation.

After nine (9) years of continuous service, employees shall be entitled to three (3) weeks vacation plus two (2) additional days of vacation.

After eleven (11) years of continuous service, employees shall be entitled to three (3) weeks vacation plus three (3) additional days of vacation.

After thirteen (13) years of continuous service employees shall be entitled to three (3) weeks vacation plus four (4) additional days of vacation.

After fifteen (15) years of continuous service employees shall be entitled to four (4) weeks vacation.

F. Effective July 1, 1997 the following applies to new hires:

1. Prorate vacation for first year at the rate of one day per month to a maximum of two weeks. (Employees who begin their employment before the 15th of the month will receive a vacation day for that month. Employees who begin their employment on the 16th or later will not receive a vacation day for that month). For the first seven years of continuous service employees shall be entitled to two (2) weeks vacation.

2. After seven years of continuous service, employees shall be entitled to three (3) weeks vacation.

3. After fifteen years of continuous service, employees shall be entitled to four (4) weeks vacation.

All other provisions for vacation time shall continue at their current rates.

**ARTICLE 38
DURATION**

A.

1. Except as designated by specific datelines within this Agreement, this instrument shall be effective July 1, 2003, except as otherwise provided, and shall continue and remain in full force and effect to and including June 30, 2006, when it shall expire. This Agreement shall not be extended.

SPECIAL AGREEMENT:

Certificated part-time teaching personnel.

2. The Board of Education reserves the right to cancel the Basic Skills Improvement Plan for the remainder of the year if State and Federal funding should run out.

3. Items specific to certificated part-time teaching personnel referred to in Articles VI.C., XVIII.A., XXVII.A., and XXVIII.A., 1., 2., 3.,

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

**JEFFERSON TOWNSHIP
EDUCATION ASSOCIATION**

**JEFFERSON TOWNSHIP
BOARD OF EDUCATION**


Virginia Latham
President


John Andre
President


Louis Migliacci Jr.
Chief Negotiator


Dora Mylchreest
Board Secretary

SCHEDULE A
TEACHER SALARY GUIDE

SCHOOL YEAR 2003-2004

Year	Step	BA	BA+15	MA	MA+15	6th Year
1-2	1-2	37,488	38,488	39,488	40,488	41,488
3	3	38,098	39,098	40,098	41,098	42,098
4	4	38,778	39,778	40,778	41,778	42,778
5	5	39,578	40,578	41,578	42,578	43,578
6	6	40,478	41,478	42,478	43,478	44,478
7	7	41,378	42,378	43,378	44,378	45,378
8	8	42,278	43,278	44,278	45,278	46,278
9	9	43,178	44,178	45,178	46,178	47,178
10	10	44,078	45,078	46,078	47,078	48,078
11	11	45,178	46,178	47,378	48,378	50,000
12	12	46,378	47,578	49,578	50,878	54,000
13	13	47,868	49,068	53,768	55,268	59,200
14	14	51,318	53,318	58,018	60,018	63,800
15	15	54,878	56,878	61,978	64,378	69,400
16	16	60,878	62,908	68,508	70,608	75,270
17	17	62,000	64,030	69,650	71,750	77,770

At the beginning of the second year at the top of the guide, certificated staff will receive compensation as indicated by the longevity section of the contract. SEE ARTICLE XVIII, F.

As of July 1, 2000 BSIP teachers have been moved from the BSIP guide to the teachers' salary and longevity guides. Placement of existing BSIP teachers on the guide is detailed in a separate agreement between the Association and the Board.

SCHEDULE A
TEACHER SALARY GUIDE
SCHOOL YEAR 2004-2005

Year	Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1	1	39,000	40,000	41,000	42,000	43,000	44,000
2-3	2-3	39,877	40,877	41,877	42,877	43,877	44,877
4	4	40,672	41,672	42,672	43,672	44,672	45,672
5	5	41,504	42,504	43,504	44,504	45,504	46,504
6	6	42,400	43,400	44,400	45,400	46,400	47,400
7	7	43,348	44,348	45,348	46,348	47,348	48,348
8	8	44,297	45,297	46,297	47,297	48,297	49,297
9	9	45,246	46,246	47,246	48,246	49,246	50,246
10	10	46,195	47,195	48,195	49,195	50,195	51,195
11	11	47,143	48,143	49,343	50,343	51,343	52,393
12	12	48,760	49,927	51,976	53,134	56,570	58,523
13	13	50,490	51,823	54,506	55,888	60,204	62,633
14	14	52,422	53,816	58,187	59,742	64,552	67,585
15	15	55,468	57,360	61,961	63,852	68,628	71,918
16	16	58,618	60,580	65,651	67,828	73,301	76,972
17	17	63,112	65,143	70,756	72,856	78,179	81,946
18	18	63,500	65,530	71,150	73,250	79,270	83,213

At the beginning of the second year at the top of the guide, certificated staff will receive compensation as indicated by the longevity section of the contract. SEE ARTICLE XVIII, F.

As of July 1, 2000 BSIP teachers have been moved from the BSIP guide to the teachers' salary and longevity guides. Placement of existing BSIP teachers on the guide is detailed in a separate agreement between the Association and the Board.

SCHEDULE A
TEACHER SALARY GUIDE
SCHOOL YEAR 2005-2006

Year	Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1-2	1-2	40,980	41,980	42,980	43,980	44,980	45,980
3-4	3-4	41,980	42,980	43,980	44,980	45,980	46,980
5	5	42,980	43,980	44,980	45,980	46,980	47,980
6	6	43,980	44,980	45,980	46,980	47,980	48,980
7	7	44,980	45,980	46,980	47,980	48,980	49,980
8	8	45,980	46,980	47,980	48,980	49,980	50,980
9	9	46,980	47,980	48,980	49,980	52,437	53,801
10	10	47,980	48,980	49,980	50,980	55,016	56,775
11	11	48,980	49,980	51,180	52,280	57,721	59,906
12	12	49,980	51,180	53,806	55,020	60,559	63,204
13	13	52,181	53,533	56,568	57,903	63,536	66,375
14	14	54,517	55,996	59,470	60,937	66,660	69,696
15	15	56,958	58,571	62,522	64,130	69,938	73,183
16	16	59,508	61,265	65,731	67,491	73,377	76,844
17	17	62,172	64,083	69,104	71,028	76,985	80,688
18	18	65,000	67,030	72,650	74,750	80,770	84,713

At the beginning of the second year at the top of the guide, certificated staff will receive compensation as indicated by the longevity section of the contract. SEE ARTICLE XVIII, F.

As of July 1, 2000 BSIP teachers have been moved from the BSIP guide to the teachers' salary and longevity guides. Placement of existing BSIP teachers on the guide is detailed in a separate agreement between the Association and the Board.

**SCHEDULE B
EXTRA DUTY POSITIONS**

High School	2003-04	2004-05	2005-06
Senior Class Advisor	2,024.22	2,111.27	2,195.72
Junior Class Advisor	1,351.51	1,409.62	1,466.01
Sophomore Class Advisor	926.96	966.82	1,005.49
Freshman Class Advisor	926.96	966.82	1,005.49
Drama (Per Production) Fall and Spring	1,519.38	1,584.71	1,648.10
Spring Musical Director	1,922.04	2,004.69	2,084.87
Set/Stage Technician	349.13	364.14	378.71
Art	349.13	364.14	378.71
Instrumental	576.61	601.41	625.46
Vocal	1,442.74	1,504.78	1,564.97
Costumes	349.13	364.14	378.71
Publications/Tickets	192.21	200.47	208.49
Choreographer	349.13	364.14	378.71
Lighting	349.13	364.14	378.71
Props	349.13	364.14	378.71
National Honor Society	1,182.42	1,233.26	1,282.59
Forensics	2,024.22	2,111.27	2,195.72
HS Newspaper (after school activity)	2,024.22	2,111.27	2,195.72
Yearbook (after school activity)	2,701.80	2,817.97	2,930.69
Yearbook Financial Advisor	1,686.21	1,758.71	1,829.06
Student Council	2,367.26	2,469.05	2,567.82
Science League (4) each	912.36	951.60	989.66
Academic Decathlon Advisor	2,074.09	2,163.28	2,249.81
Tutors (8) each	198.29	206.82	215.09
Academic Bowl Advisor	1,479.24	1,542.84	1,604.56
Math League (1)	912.36	951.60	989.66
Marching Band Director	3,718.78	3,878.69	4,033.83
Asst. Marching Band Director	2,701.80	2,817.97	2,930.69
Drill/Guard Instructor	2,701.80	2,817.97	2,930.69
Percussion Instructor	767.59	800.60	832.62
Summer Band Camp Director	1,048.61	1,093.70	1,137.45
Asst. Summer Band Camp Director	873.43	910.99	947.43
Drill/Guard Instructor	767.59	800.60	832.62
Percussion Instructor	698.26	728.29	757.42
Behind the Wheel Advisor	524.30	546.84	568.72
Instructors (per Hour)	20.95	21.85	22.73
Varsity Letterman's Club	1,519.38	1,584.71	1,648.10
Computer Room Supervisor (per Hour)	20.79	21.68	22.55
Computer Club	293.17	305.77	318.00
Foreign Language	293.17	305.77	318.00

SCHEDULE B continued
EXTRA DUTY POSITIONS

High School	2003-04	2004-05	2005-06
Science and Humanities	293.17	305.77	318.00
PDP Steering Committee (2) each	293.17	305.77	318.00
Madrigal	1,109.43	1,157.13	1,203.42
Madrigal Vocal Director	735.97	767.62	798.32
Vocal Ensemble	1,100.91	1,148.25	1,194.18
Select Choir	1,109.43	1,157.13	1,203.42
Jazz Band	369.81	385.71	401.14
Showcase/Coffee House (4) each	209.24	218.23	226.96
FBLA	1,479.24	1,542.84	1,604.56
DECA	1,479.24	1,542.84	1,604.56
Mock Trial	1,479.24	1,542.84	1,604.56
Art Club	293.17	305.77	318.00
SEER	293.17	305.77	318.00
Foreign Lang. Honor Society	293.17	305.77	318.00
Public Relations (8) All Schools Each	738.40	770.15	800.96
Each One Reach One	293.17	305.77	318.00
Live Poets Society	912.36	951.60	989.66
ESL(per Hour)	28.47	29.69	30.88
Bedside Instruction(per Hour)	28.47	29.69	30.88
Science Day (3) each	468.35	488.48	508.02

SCHEDULE B continued**EXTRA DUTY POSITIONS**

Middle School	2003-04	2004-05	2005-06
8th Grade Advisor	926.96	966.82	1,005.49
Drama (Per Production)	1,519.38	1,584.71	1,648.10
Drama Director	1,922.04	2,004.69	2,084.87
Vocal/Instrumental Director	1,576.56	1,644.35	1,710.12
Scenery /Stage	349.13	364.14	378.71
Art	349.13	364.14	378.71
Costumes	349.13	364.14	378.71
Props	349.13	364.14	378.71
Choreographer	349.13	364.14	378.71
Lighting	349.13	364.14	378.71
Publications/Tickets	192.21	200.47	208.49
Yearbook (after school activity)	1,593.59	1,662.11	1,728.59
Literary Magazine	517.00	539.23	560.80
Student Council	1,162.96	1,212.97	1,261.48
Drama Club	293.17	305.77	318.00
Typing Club	293.17	305.77	318.00
Jazz Band	293.17	305.77	318.00
Touring Choir	293.17	305.77	318.00
Environmental Club (2) each	369.81	385.71	401.14
Young Astronauts	2,189.66	2,283.82	2,375.17
Academic Team Coordinator	1,973.13	2,057.97	2,140.29
Elective Team Coordinator	2,631.25	2,744.39	2,854.17
Junior Great Books	1,824.54	1,902.99	1,979.11
Advanced Video	2,189.45	2,283.59	2,374.94
Lighting	293.17	305.77	318.00
Showcase/Coffee House	209.24	218.23	226.96
Frisbee MS	1,280.31	1,335.37	1,388.78
Volleyball MS	2,189.66	2,283.82	2,375.17
Softball MS	1,393.53	1,453.45	1,511.59
Odyssey of the Mind (2) each	1,094.83	1,141.91	1,187.58
Applied Behavior Analysis K-12 (per hour)	41.76	43.56	45.30

A. Creation of New Extra Duty Positions:

An Extra Duty Pay position (EDP) may be established at any time during the contractual period.

EDP positions shall not be created without the approval of the Board.

The rate of pay for the standard type of student club, advisor, and activity shall be \$25.00 per hour for all student contact and non-student contact hours.

Application for EDP positions may be made to the building principal no later than November 1st for the spring semester, and April 1st for the subsequent fall.

The Board and the Association shall meet to negotiate and document the job description and number of hours for any such position.

EDP activities anticipated for approval will be posted in advance with terms and conditions of employment.

At the conclusion of the newly created EDP and in consultation with the Association, the effectiveness of the EDP will be assessed for a recommendation to reauthorize the position for the following school year. Should the assessment lead to a change in the job description or number of hours, such changes shall be negotiated with the Association.

Stipend payment will be made at the conclusion of the given EDP schedule of activities.

The Board and the Association recognize that an EDP position may fall outside the bounds of the standard type of student club, advisor, and activity due to special circumstances or requirements, and therefore command a higher salary through the negotiations process. A current example of this is the position of Applied Behavioral Analyst, which has an hourly rate of \$40.00 per hour.

**SCHEDULE C
ATHLETIC DEPARTMENT
2003-2004**

High School	1st	2nd	3rd
Head Football	6,292.87	6,864.08	7,436.48
Asst. Football	3,435.62	4,008.02	4,584.00
Head Cross Cty (Boys/Girls)	3,230.51	3,571.56	4,008.02
Asst. Cross Cty (Boys/Girls)	2,357.59	2,677.18	3,002.74
Head Basketball (Boys/Girls)	5,151.64	5,720.46	6,291.68
Asst. Basketball (Boys/Girls)	3,152.99	3,720.63	4,296.61
Head Wrestling	4,863.05	5,439.03	6,012.63
Asst. Wrestling	2,866.79	3,352.14	4,008.02
Head Soccer (Boys/Girls)	4,296.61	4,863.05	5,439.03
Asst. Soccer (Boys/Girls)	2,866.79	3,294.90	3,723.01
Head Field Hockey	4,296.61	4,863.05	5,439.03
Asst. Field Hockey	2,866.79	3,294.90	3,723.01
Head Baseball	4,296.61	4,863.05	5,439.03
Asst. Baseball	2,866.79	3,294.90	3,723.01
Head Softball	4,296.61	4,863.05	5,439.03
Asst. Softball	2,866.79	3,294.90	3,723.01
Head Track (Boys/Girls)	4,296.61	4,863.05	5,439.03
Asst. Track (Boys/Girls)	2,866.79	3,294.90	3,723.01
Head Cheerleading	2,624.71	2,953.84	3,069.52
Asst. Cheerleading (Fall)	974.28	1,093.53	1,140.04
Asst Cheerleading (Winter)	1,459.63	1,644.47	1,704.10
Head Golf	2,866.79	3,294.90	3,723.01
Head Indoor Track	4,296.61	4,863.05	5,439.03
Asst. Indoor Track	2,866.79	3,294.90	3,723.01
Athletic Trainer (Fall/Spring)	4,863.05	5,439.03	6,012.63
Athletic Trainer (Winter)	4,863.05	5,439.03	6,012.63
Head Lacrosse (Boys*/Girls)	4,296.61	4,863.05	5,439.03
Asst. Lacrosse (Boys*/Girls)	2,866.79	3,294.90	3,723.01
Ski Team*	2,866.79	3,294.90	3,723.01
Swim Team	4,296.61	4,863.05	5,439.03
Weight Rm Fall	1,457.36		
Weight Rm Winter	1,457.36		
Weight Rm Spring	1,854.83		
Weight Rm Summer	1,264.66		
Middle School			
Track	1,279.56	1,394.04	1,625.39
Soccer (Boys/Girls)	1,279.56	1,394.04	1,625.39
Cross Country (Boys/Girls)	1,279.56	1,394.04	1,625.39

* These sports by parent groups. Support continues as long as funding is provided by parent groups.

Multiple year agreement with coaches receiving \$50 above the 3rd year guide for each year additional coaching experience in that assignment with no more than 2 years of that experience being credited per year. Additional experience credited starting after 4th year.

Example:

1 st year – 1 st yr. of guide	4 th year – 3 rd yr. of guide
2 nd year – 2 nd yr. of guide	5 th year – 3 rd yr. of guide + \$50
3 rd year – 3 rd yr. of guide	6 th year – 3 rd yr. of guide + \$100

**SCHEDULE C continued
ATHLETIC DEPARTMENT**

2004-2005

High School	1st	2nd	3rd
Head Football	6,563.46	7,159.24	7,756.25
Asst. Football	3,583.35	4,180.37	4,781.12
Head Cross Cty (Boys/Girls)	3,369.42	3,725.14	4,180.37
Asst. Cross Cty (Boys/Girls)	2,458.97	2,792.30	3,131.85
Head Basketball (Boys/Girls)	5,373.16	5,966.44	6,562.22
Asst. Basketball (Boys/Girls)	3,288.57	3,880.61	4,481.36
Head Wrestling	5,072.16	5,672.91	6,271.17
Asst. Wrestling	2,990.06	3,496.28	4,180.37
Head Soccer (Boys/Girls)	4,481.36	5,072.16	5,672.91
Asst. Soccer (Boys/Girls)	2,990.06	3,436.58	3,883.10
Head Field Hockey	4,481.36	5,072.16	5,672.91
Asst. Field Hockey	2,990.06	3,436.58	3,883.10
Head Baseball	4,481.36	5,072.16	5,672.91
Asst. Baseball	2,990.06	3,436.58	3,883.10
Head Softball	4,481.36	5,072.16	5,672.91
Asst. Softball	2,990.06	3,436.58	3,883.10
Head Track (Boys/Girls)	4,481.36	5,072.16	5,672.91
Asst. Track (Boys/Girls)	2,990.06	3,436.58	3,883.10
Head Cheerleading	2,737.57	3,080.86	3,201.51
Asst. Cheerleading (Fall)	1,016.17	1,140.55	1,189.06
Asst. Cheerleading (Winter)	1,522.39	1,715.18	1,777.37
Head Golf	2,990.06	3,436.58	3,883.10
Head Indoor Track	4,481.36	5,072.16	5,672.91
Asst. Indoor Track	2,990.06	3,436.58	3,883.10
Athletic Trainer (Fall/Spring)	5,072.16	5,672.91	6,271.17
Athletic Trainer (Winter)	5,072.16	5,672.91	6,271.17
Head Lacrosse (Boys*/Girls)	4,481.36	5,072.16	5,672.91
Asst. Lacrosse (Boys*/Girls)	2,990.06	3,436.58	3,883.10
Ski Team*	2,990.06	3,436.58	3,883.10
Swim Team	4,481.36	5,072.16	5,672.91
Weight Rm Fall	1,520.03		
Weight Rm Winter	1,520.03		
Weight Rm Spring	1,934.59		
Weight Rm Summer	1,319.04		
Middle School			
Track	1,334.58	1,453.99	1,695.28
Soccer (Boys/Girls)	1,334.58	1,453.99	1,695.28
Cross Country (Boys/Girls)	1,334.58	1,453.99	1,695.28

* These sports by parent groups. Support continues as long as funding is provided by parent groups.

Multiple year agreement with coaches receiving \$50 above the 3rd year guide for each year additional coaching experience in that assignment with no more than 2 years of that experience being credited per year. Additional experience credited starting after 4th year.

Example:

1st year – 1st yr. of guide
 2nd year – 2nd yr. of guide
 3rd year – 3rd yr. of guide

4th year – 3rd yr. of guide
 5th year – 3rd yr. of guide + \$50
 6th year – 3rd yr. of guide + \$100

SCHEDULE C continued

ATHLETIC DEPARTMENT

2005-2006

High School	1st	2nd	3rd
Head Football	6,826.00	7,445.61	8,066.50
Asst. Football	3,726.68	4,347.58	4,972.36
Head Cross Cty (Boys/Girls)	3,504.19	3,874.15	4,347.58
Asst. Cross Cty (Boys/Girls)	2,557.32	2,903.99	3,257.13
Head Basketball (Boys/Girls)	5,588.08	6,205.10	6,824.71
Asst. Basketball (Boys/Girls)	3,420.11	4,035.84	4,660.62
Head Wrestling	5,275.05	5,899.83	6,522.02
Asst. Wrestling	3,109.67	3,636.14	4,347.58
Head Soccer (Boys/Girls)	4,660.62	5,275.05	5,899.83
Asst. Soccer (Boys/Girls)	3,109.67	3,574.05	4,038.43
Head Field Hockey	4,660.62	5,275.05	5,899.83
Asst. Field Hockey	3,109.67	3,574.05	4,038.43
Head Baseball	4,660.62	5,275.05	5,899.83
Asst. Baseball	3,109.67	3,574.05	4,038.43
Head Softball	4,660.62	5,275.05	5,899.83
Asst. Softball	3,109.67	3,574.05	4,038.43
Head Track (Boys/Girls)	4,660.62	5,275.05	5,899.83
Asst. Track (Boys/Girls)	3,109.67	3,574.05	4,038.43
Head Cheerleading	2,847.08	3,204.09	3,329.57
Asst. Cheerleading (Fall)	1,056.82	1,186.17	1,236.62
Asst. Cheerleading (Winter)	1,583.29	1,783.79	1,848.47
Head Golf	3,109.67	3,574.05	4,038.43
Head Indoor Track	4,660.62	5,275.05	5,899.83
Asst. Indoor Track	3,109.67	3,574.05	4,038.43
Athletic Trainer (Fall/Spring)	5,275.05	5,899.83	6,522.02
Athletic Trainer (Winter)	5,275.05	5,899.83	6,522.02
Head Lacrosse (Boys*/Girls)	4,660.62	5,275.05	5,899.83
Asst. Lacrosse (Boys*/Girls)	3,109.67	3,574.05	4,038.43
Ski Team*	3,109.67	3,574.05	4,038.43
Swim Team	4,660.62	5,275.05	5,899.83
Weight Rm Fall	1,580.83		
Weight Rm Winter	1,580.83		
Weight Rm Spring	2,011.97		
Weight Rm Summer	1,371.80		
Middle School			
Track	1,387.97	1,512.15	1,763.09
Soccer (Boys/Girls)	1,387.97	1,512.15	1,763.09
Cross Country (Boys/Girls)	1,387.97	1,512.15	1,763.09

* These sports by parent groups. Support continues as long as funding is provided by parent groups.

Multiple year agreement with coaches receiving \$50 above the 3rd year guide for each year additional coaching experience in that assignment with no more than 2 years of that experience being credited per year. Additional experience credited starting after 4th year.

Example:

1st year – 1st yr. of guide

4th year – 3rd yr. of guide

2nd year – 2nd yr. of guide
3rd year – 3rd yr. of guide

5th year – 3rd yr. of guide + \$50
6th year – 3rd yr. of guide + \$100

SCHEDULE D
SECRETARIAL GUIDE
2003-2004

Step	I	II	III	IV
1	27,021	29,771	33,021	36,021
2	27,421	30,171	33,421	36,421
3	28,021	30,771	34,021	37,021
4	28,721	31,471	34,721	37,721
5	29,421	32,171	35,421	38,421
6	30,121	32,871	36,121	39,121
7	32,071	34,821	38,071	41,071
8	34,046	36,796	40,046	43,046
9	36,021	38,771	42,021	45,021
10	37,996	40,746	43,996	46,996
11	39,971	42,721	46,296	48,971
12	41,946	44,696	48,271	50,946

2004-2005

Step	I	II	III	IV
1	27,996	30,996	33,996	36,996
2	28,396	31,396	34,396	37,396
3	29,096	32,096	35,096	38,096
4	29,796	32,796	35,796	38,796
5	30,496	33,496	36,496	39,496
6	31,196	34,196	37,196	40,196
7	33,171	36,171	39,171	42,171
8	35,146	38,146	41,146	44,146
9	37,146	40,146	43,146	46,146
10	39,146	42,146	45,146	48,146
11	41,146	44,146	47,471	50,146
12	43,146	46,146	49,471	52,146

2005-2006

Step	I	II	III	IV
1	28,996	31,996	34,996	37,996
2	29,396	32,396	35,396	38,396
3	30,096	33,096	36,096	39,096
4	30,796	33,796	36,796	39,796
5	31,496	34,496	37,496	40,496
6	32,196	35,196	38,196	41,196
7	34,171	37,171	40,171	43,171
8	36,146	39,146	42,146	45,146
9	38,146	41,146	44,146	47,146
10	40,146	43,146	46,146	49,146
11	42,146	45,146	48,471	51,146
12	44,146	47,146	50,471	53,146

SCHEDULE D (continued)
SECRETARIAL GUIDE

1. Salaries may be fixed above this guide in consideration of experience, service, training, or degree of performance.
2. Failure to be granted any yearly increase precludes that year from being credited for salary purposes.
3. This guide is based on 12 months – 40 hours per week. The salaries of employees working less than 12 months will be prorated.
4. Six (6) full months or more in Jefferson Township will be considered as full year for salary purposes.
5. Only service in present category is creditable except in case of promotion, an employee will be given credit for years of service commensurate with the same step on the guide of the new group.
6. Any member of this unit who feels he/she should be in a different category in the salary guide shall submit to his/her immediate supervisor a written statement of reasons to support such a position change. The immediate supervisor shall submit his/her recommendations together with employees statement of reasons, to the Superintendent, who shall make a determination and communicate the decision to the employee.
7. Any secretary required by the district to work more than 40 hours per week shall receive compensatory time equal to the extra hours worked. If due to no fault of the employee the compensatory time off is not provided within 30 days, the employee will be paid at one and one-half times the regular hourly rate.

GROUP I shall include:

Clerk-Typists
Library Clerks

GROUP II shall include:

General Secretaries
Bookkeeper

GROUP III shall include:

Food Service Supervisor Secretary
Elementary School Secretaries
Middle School Secretaries
Guidance Director's Secretary
High School Secretary Guidance
High School Vice-Principal's Secretary
Athletic Director's Secretary
Special Services Director's Secretary
Child Study Team Secretary

GROUP IV shall include:

Secretary to Assistant Superintendent
High School Principal's Secretary
Purchasing & Accounts Payable Clerk
Payroll Clerk
Middle School Principal's Secretary
Elementary School Principal's Secretary
Secretary to Transportation Coordinator

SCHEDULE E

CUSTODIAL - MAINTENANCE

**SALARY GUIDES
2003-2004**

Step	Custodians	Maintenance	Maintenance Helper
1	13.62	16.58	15.10
2	13.97	16.93	15.45
3	14.32	17.28	15.80
4	14.67	17.63	16.15
5	15.02	17.98	16.50
6	15.37	18.96	17.17
7	17.23	20.17	18.70
8	19.09	21.71	20.40
9	20.95	22.95	21.95
10	22.81	24.81	23.81

2004-2005

Step	Custodians	Maintenance	Maintenance Helper
1	15.94	18.09	17.02
2	16.29	18.44	17.37
3	16.64	18.79	17.72
4	16.99	19.14	18.07
5	17.34	19.49	18.42
6	17.69	19.84	18.77
7	18.04	20.19	19.12
8	19.81	21.81	20.81
9	21.58	23.58	22.58
10	23.36	25.36	24.36

2005-2006

Step	Custodians	Maintenance	Maintenance Helper
1-2	17.36	19.36	18.36
3	17.86	19.86	18.86
4	18.36	20.36	19.36
5	18.86	20.86	19.86
6	19.36	21.36	20.36
7	19.86	21.86	20.86
8	20.36	22.36	21.36
9	22.12	24.12	23.12
10	23.88	25.88	24.88

Employees that work the 3rd shift (night shift) will receive a 10% increase in their hourly salary.

**SCHEDULE F
BUS DRIVERS - SALARY GUIDES**

Step	2003-04	2004-05	2005-06
1	14.66	15.20	15.57
2	14.76	15.30	15.67
3	14.86	15.40	15.77
4	16.31	16.57	16.94
5	17.76	18.01	18.11
6	19.21	19.46	19.61
7	20.71	20.91	21.11
8	22.21	22.41	22.61
9	23.71	23.91	24.11

SCHEDULE G

MECHANICS - SALARY GUIDES

Step	2003-2004		2004-2005		2005-2006	
	Level I	Level II	Level I	Level II	Level I	Level II
1	19.12	21.78	19.68	22.36	20.57	23.35
2	19.65	22.39	20.28	23.01	21.17	24.00
3	20.20	23.02	20.88	23.66	21.77	24.65
4	20.78	23.66	21.48	24.31	22.37	25.30
5	21.53	24.32	22.08	24.96	22.97	25.95

SCHEDULE H

CAFETERIA STAFF - SALARY GUIDES

Step	2003-2004		
	Cafe Worker	Van Driver	Cook/Baker
1	15.16	16.56	17.65
2	15.66	17.06	18.15
3	16.16	17.56	18.65

Step	2004-2005		
	Cafe Worker	Van Driver	Cook/Baker
1	15.87	17.35	18.37
2	16.37	17.85	18.87
3	16.87	18.35	19.37

Step	2005-2006		
	Cafe Worker	Van Driver	Cook/Baker
1	16.56	18.11	19.06
2	17.06	18.61	19.56
3	17.56	19.11	20.06

**SCHEDULE I
TECHNICAL SUPPORTS ASSISTANTS
SALARY GUIDES**

Step	2003-04	2004-05	2005-06
1	36,945	38,690	40,380
2	38,145	39,890	41,580
3	39,345	41,090	42,780
4	40,545	42,290	43,980

**SCHEDULE J
INSTRUCTIONAL AIDES
SALARY GUIDES**

2003-2004

	Kindergarten Transportation Media	Sp. Ed Classroom	Asst. to NI Teacher
Step			
1	12.79	13.09	14.69
2	13.09	13.39	14.99
3	15.25	15.55	17.15

2004-2005

	Kindergarten Transportation Media	Sp. Ed Classroom	Asst. to NI Teacher
Step			
1	15.09	15.40	16.99
2	15.39	15.70	17.29
3	15.69	16.00	17.59

2005-2006

	Kindergarten Transportation Media	Sp. Ed Classroom	Asst. to NI Teacher
Step			
1	15.72	16.04	17.62
2	16.02	16.34	17.92
3	16.32	16.64	18.22