

**AGREEMENT BETWEEN THE  
ALEXANDRIA TOWNSHIP EDUCATION ASSOCIATION  
AND THE  
ALEXANDRIA TOWNSHIP BOARD OF EDUCATION  
JULY 1, 2011 TO JUNE 30, 2014**

# TABLE OF CONTENTS

## GENERAL INFORMATION

PREAMBLE	
ARTICLE I - RECOGNITION .....	1
UNIT .....	1
DEFINITION OF EMPLOYEE .....	2
DEFINITION OF TEACHER.....	2
ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT .....	3
DEADLINE DATE.....	3
MODIFICATION .....	3
NEW POSITIONS .....	3
ARTICLE III - GRIEVANCE PROCEDURE .....	4
DEFINITIONS.....	4
GRIEVANCE .....	4
AGGRIEVED PERSON .....	4
PARTY IN INTEREST .....	4
PURPOSE .....	4
PROCEDURE .....	5
TIME LIMITS.....	5
YEAR END GRIEVANCES.....	5
LEVEL ONE - PRINCIPAL OR IMMEDIATE SUPERVISOR.....	5
LEVEL TWO - SUPERINTENDENT .....	5
LEVEL THREE - BOARD OF EDUCATION .....	6
LEVEL FOUR - ARBITRATION .....	6
RIGHTS OF EMPLOYEE REPRESENTATION.....	7
EMPLOYEE AND ASSOCIATION .....	7
REPRISALS .....	7
MISCELLANEOUS.....	7
WRITTEN DECISIONS .....	7
SEPARATE GRIEVANCE FILE.....	7
FORMS .....	7
MEETINGS AND HEARINGS .....	8
ARTICLE IV - EMPLOYEE RIGHTS.....	9
STATUTORY SAVINGS CLAUSE .....	9
JUST CAUSE PROVISION.....	9
PROGRESSIVE DISCIPLINE.....	9
REQUIRED MEETINGS OR HEARINGS.....	10
ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES .....	11
USE OF SCHOOL BUILDINGS .....	11
ATTENDANCE AT ASSOCIATION MEETINGS .....	11
CONFERENCE OF AFFILIATES.....	11
ARTICLE VI - WORK YEAR AND WORK SCHEDULE .....	12
INCLEMENT WEATHER AND OTHER EMERGENCIES.....	12
PROFESSIONAL STAFF .....	12
SECRETARIAL STAFF .....	12

PARAPROFESSIONAL STAFF .....	12
CUSTODIAL STAFF .....	12
ARTICLE VII - COMPENSATION SCHEDULE B .....	13
ACTIVITY SALARY SCHEDULE.....	13
ARTICLE VIII - COMPENSATION (See Individual Sections) .....	14
ARTICLE IX - PAYROLL DUES AND SUMMER DEDUCTIONS .....	15
ASSOCIATION PAYROLL DUES DEDUCTIONS.....	15
CREDIT UNION DEDUCTIONS.....	15
PAYROLL SUMMER DEDUCTIONS.....	15
INSURANCE DEDUCTIONS .....	15
ARTICLE X - EMPLOYEE WORK STATIONS .....	16
TRAVEL .....	16
INVOLUNTARY REASSIGNMENTS.....	16
PROFESSIONAL SUMMER EMPLOYMENT.....	16
ARTICLE XI - EMPLOYEE OBSERVATION (Refer To Individual Sections)..	17
ARTICLE XII - SICK LEAVE .....	18
ACCUMULATIVE .....	18
TEN (10) MONTH EMPLOYEES.....	18
TWELVE (12) MONTH EMPLOYEES.....	18
ATTENDANCE INCENTIVE .....	18
NOTIFICATION OF ACCUMULATION .....	19
ARTICLE XIII - TEMPORARY LEAVES OF ABSENCE .....	20
TYPES OF LEAVE .....	20
PERSONAL.....	20
PROFESSIONAL.....	20
CONFERENCE OF AFFILIATES.....	20
LEGAL .....	20
EMPLOYMENT .....	20
PERSONAL.....	21
BEREAVEMENT LEAVE .....	21
ILLNESS IN THE IMMEDIATE FAMILY.....	21
DAYS WITHOUT PAY .....	21
IN-ADDITION TO SICK LEAVE .....	22
PERSONAL LEAVE "BANK" .....	22
ARTICLE XIV - EXTENDED LEAVES OF ABSENCES .....	23
MEDICAL DISABILITY .....	23
CHILD REARING LEAVE.....	23
ILLNESS IN FAMILY .....	24
GENERAL UNPAID LEAVE PROVISIONS .....	24
ARTICLE XV - PROFESSIONAL DEVELOPMENT AND	
EDUCATIONAL IMPROVEMENT.....	26
REIMBURSED EXPENSES.....	26
COURSE REIMBURSEMENT FOR COACHES AND EXTRA	
CURRICULAR ACTIVITY SUPERVISORS.....	26
ARTICLE XVI - INSURANCE PROTECTION .....	27
COVERAGE.....	27
DEPENDENT COVERAGE.....	27
PERSONNEL EMPLOYED AFTER SEPTEMBER.....	27

INSURANCE WAIVER .....	27
FLEX SPENDING ACCOUNT.....	28
ARTICLE XVII - MISCELLANEOUS PROVISIONS .....	29
RETIREMENT CLAUSE .....	29
SAVINGS CLAUSE .....	31
PRINTING AGREEMENT AND DURATION OF AGREEMENT .....	72
ARTICLE XVIII - PRINTING AGREEMENT .....	72
ARTICLE XIX - DURATION OF AGREEMENT.....	72

## **CUSTODIAL STAFF SECTION**

Article VI	Work Year and Work Schedule.....	32
	Twelve (12) Month Personnel .....	32
	Work Schedule .....	32
	Inclement Weather and Other Emergencies .....	32
	Overtime.....	32
	Vacation Schedule .....	33
	Holiday Schedule .....	33
	Salary Schedule .....	34

## **PARAPROFESSIONAL STAFF SECTION**

Article VI	Ten (10) Month Personnel .....	35
Article VII	Teaching Hours and Teaching Load .....	36
	Lunch Period .....	36
	Working Hours .....	36
	Salary Schedule .....	36
Article XI	Employee Evaluation.....	37
	Representation at Evaluation Conferences .....	37
Article XVI	Professional Development and Educational Improvement.....	39
	Tuition Aid .....	39
	Course Scheduling .....	39
	Tuition Reimbursement .....	40
	Reimbursed Expenses .....	40

## **PROFESSIONAL STAFF SECTION**

Article VI	Work Year and Work Schedule.....	41
	Ten (10) Month Personnel .....	41
	New Teacher Orientation.....	41
	Child Study Team and Related Services .....	41

	Teacher Technology Facilitator .....	41
	Inclement Weather and Other Emergencies .....	42
Article VII	Teaching Hours and Teaching Load .....	43
	Lunch Period .....	43
	Working Hours .....	43
	Teaching Load.....	43
	Preparation time.....	43
	Voluntary Schedule Adjustment .....	44
	Back to School Night.....	44
	Parent/Teacher Conferences.....	44
	Early Dismissal Days .....	45
Article VIII	Compensation .....	46
	Salary Schedule.....	52
	Professional Rate.....	53
Article IX	Payroll Dues and Summer Deductions .....	53
	Association Payroll Dues Deductions.....	53
	Summer Payroll Deductions.....	53
	Credit Union Deductions.....	53
	Insurance Deductions .....	53
Article X	Employee Work Stations.....	53
	Procedure for Voluntary Change in Teacher Work Stations .....	54
	Professional Summer Employment .....	54
	Mentoring .....	54
Article XI	Employee Evaluations .....	55
	Frequency.....	55
	Open Evaluation .....	55
	Copies of Evaluation .....	55
	Conferences .....	56
	Representation At Evaluation Conferences .....	56
Article XII	Teacher Facilities .....	57
Article XIII	Sick Leave.....	58
	Accumulative.....	58
Article XIV	Temporary Leaves of Absence .....	59
	Professional .....	59
	Conference of Affiliates .....	59
Article XV	Extended Leaves of Absences .....	60
	Child Rearing Leave .....	60
	Other.....	60
Article XVI	Professional Development and Educational Improvement.....	61
	Tuition Aid .....	61
	Course Scheduling.....	62
	Tuition Reimbursement .....	62
	Reimbursed Expenses .....	63
	In-Service Workshops, Conferences, Programs .....	63

Professional Development Meetings .....	63
Summer Professional Development Meetings.....	63
Master Teacher Institute .....	64

**SECRETARIAL STAFF SECTION**

Article VI	Work Year and Work Schedule.....	68
	Ten (10) Month Personnel .....	68
	Twelve (12) Month Personnel .....	68
	Inclement Weather and Other Emergencies .....	68
	Vacation Schedule .....	69
	Holiday Schedule .....	69
	Salary Schedule .....	69
Article XI	Employee Evaluations .....	71
	Procedures for Evaluation Non-Tenure Personnel .....	71
	Representation at Evaluation Conferences .....	71

## **GENERAL INFORMATION SECTION**

### **PREAMBLE**

This Agreement entered into this 30th day of the September, 2011, by and between the Board of Education of Alexandria Township, New Jersey, hereinafter called the "Board", and the Alexandria Township Education Association, hereinafter called the "Association".

### **WITNESSETH:**

**WHEREAS**, the Board has an obligation, pursuant to Chapter 303, Public Laws of 1968 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

**WHEREAS**, the parties have reached certain understandings, which they desire to confirm in the Agreement, be it

**RESOLVED**, in consideration of the following mutual covenants, it is hereby agreed as follows:

## ARTICLE I

### RECOGNITION

#### **A. UNIT**

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all personnel under contract or on leave, employed by the Board, with the exception of administrators, supervisors, and confidential employees (including the Superintendent's secretary and School Business Administrator/Board Secretary's secretary and assistant.)

The terms and conditions of this contract shall be in effect on the initial date of employment.

The Board/Administration will notify the President of the Association, in writing, of any new positions created or title changes.

The following articles and sections of this agreement shall not apply to part-time employees scheduled to work less than twenty (20) hours per full student week, except as specified below:

Article VI, Section F	Vacation
Article VI, Section G	Holidays
Article VII	Teaching Hours and Teaching Load (except when the part-time teacher works a full student day)
Article XIII	Sick Leave (except statutory requirements shall apply)
Article XIV	Temporary Leaves of Absence (except as listed below)
Article XV	Extended Leaves of Absence
Article XVI	Professional Development and Educational Improvement



Article XVII Insurance Protection  
Article XVIII, Section A Retirement Clause

Part-time employees shall receive bereavement leave, attendance bonus, approved professional days, and black seal license compensation on a pro-rata basis.

1

**B. DEFINITION OF EMPLOYEE**

Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.

**C. DEFINITION OF TEACHER**

Unless otherwise indicated, the term "teacher", when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

**ARTICLE II****NEGOTIATION OF SUCCESSOR AGREEMENT****A. DEADLINE DATE**

The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 123, Public Laws 1975, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.

**B. MODIFICATION**

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.

**C. NEW POSITIONS**

The Association shall have fifteen (15) school days following notification by the Board of the creation of new positions to request negotiations regarding the terms and conditions of employment for those new positions. The Board has the right to fill a new position at any time after creating the position; final terms and conditions of employment that are negotiated by the parties shall be applied retroactively to the new position.

**ARTICLE III**

**GRIEVANCE PROCEDURE**

**A. DEFINITIONS**

1. Grievance

a. Tract I

A grievance is a problem affecting terms and conditions of employment and changes in Board Policy and Administrative decisions which affect the interpretation, application and violations of the contract.

b. Tract II

An informal problem shall be defined as any problem that shall be determined non-grievable by standards set by PERC, or agreed to be discussed by both parties on an informal basis. Tract II grievances shall terminate at the Superintendent level.

2. Aggrieved Person

An "aggrieved person" is the person or persons or the Association presenting the grievance.

3. Party In Interest

A "party of interest" is the person or persons presenting the grievance and any person, including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the problem.

**B. PURPOSE**

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

4

**C. PROCEDURE**

1. Time Limits

The number of days indicated at each level is a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

2. Year-End Grievances

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

3. Level One - Principal Or Immediate Supervisor

A grievance must be filed within thirty (30) calendar days of knowledge of the incident, or, as with a newly created position, as soon as the President of the Association has knowledge of the position. An employee of the Association with a problem shall first discuss it with his principal or immediate supervisor, either directly or through the Association's designated representative as prescribed by law, with the objective of resolving the matter

informally. Written notice will be given to the immediate supervisor of the intent to proceed to Level Two.

4. Level Two - Superintendent

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he/she may file the grievance in writing with the Superintendent within ten (10) school days after the decision at Level One or fifteen (15) days after the grievance was presented, whichever is sooner. The President of the Association and the Grievance Chairperson shall have the right to verbally present a grievance to the Superintendent. The aggrieved person(s) may be present at the discretion of the Association.

5

5. Level Three - Board of Education

a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he/she may file the grievance in writing with the Board or its' designated representative where appropriate, within ten (10) school days after a decision by the Superintendent or twenty (20) school days after the grievance was delivered to the Superintendent, whichever is sooner. An employee shall have the right to verbally present the grievance to the Board or its designee.

b. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within twenty-five (25) school days after the grievance has been delivered to the Board, he/she may, within five (5) school days after a decision by the Board or thirty (30) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit its' grievance to arbitration.

c. All Track II grievances shall terminate at the Superintendent level.

6. Level Four - Arbitration

- a. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. The parties shall then be bound by the rules and procedures of PERC.
- b. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties.
- c. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Association or the Board and the aggrieved person. Any other expense incurred shall be paid by the party incurring same.

6

**D. RIGHTS OF EMPLOYEE REPRESENTATION**

1. Employee and Association

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by representative (s) selected or approved by the Association. When the employee is not represented by the Association, the Association shall not have the right to be present and to state its views at all written stages of the grievance procedure.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

**E. MISCELLANEOUS**

1. Written Decisions

Decisions rendered at Level One are to be oral. All decisions rendered at Level Two and Three of the grievance procedure shall be in writing setting forth the decision and reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

2. Separate Grievance File

All documents, communications and records dealing with the processing of grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

3. Forms

Forms for filing grievances shall be available in the office of each building so as to facilitate operation of the grievance procedure. The form used to file a grievance in writing at Level Two shall be mutually agreed upon by the Association and the Board or its designee.

7

4. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

**ARTICLE IV**

**EMPLOYEE RIGHTS**

**A. STATUTORY SAVINGS CLAUSE**

Nothing contained herein shall be constructed to deny or restrict to any employee such rights as he/she may have under New Jersey Laws or other applicable laws and regulations.

**B. JUST CAUSE PROVISION**

No employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. This clause shall not apply to the non-renewal of non-tenured employees, which remains a prerogative of the Board.

**C. PROGRESSIVE DISCIPLINE**



1. Employees shall not be disciplined in writing, reduced in rank, or have an increment withheld for disciplinary reasons without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be shared with others until formal actions need to be taken by the Board and shall be subject to the Grievance Procedure herein set forth.
2. At any meeting or interview where the primary purpose is to charge in writing or discipline in writing an employee and where more than one (1) Board member or administrative representative or interested party is to be present, the employee shall be given twenty-four (24) hours notice, advised of the reason for the meeting and entitled to be accompanied by a chosen representative. The exception to this would be any issue requiring immediate suspension.
3. No employee shall be formally disciplined without a written formal explanation. At the time such formal explanation is given, the employee shall be provided with the opportunity to explain or defend his or her actions.

9

4. Any criticism of an employee's job performance by a supervisor, an administrator, or a Board of Education member shall be made in confidence and not in the presence of students, parents, other employees, or at a public meeting. The exception to this shall be when an employee has been offered the opportunity for a private meeting and has declined this offer.
5. Disciplinary action will not be taken against any Alexandria Township School employee unless the identity of the complainant and the specific issue are identified. The exception being a situation in which confidentiality is required by law.

**D. REQUIRED MEETINGS OR HEARING**

Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee member,

representative or agent thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meetings or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview. This would not include any normal routine evaluation as prescribed by law.

**ARTICLE V**

**ASSOCIATION RIGHTS AND PRIVILEGES**

**A. USE OF SCHOOL BUILDINGS**

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building shall be notified in advance of the time and place of all such meetings. Approval shall be given by the principal unless scheduling conflicts arise.

**B. ATTENDANCE AT ASSOCIATION MEETINGS**

One secretary, on a rotating basis, shall be released to attend Association meetings during work hours. One custodian, on a

rotating basis, shall be released for one hour to attend Association meetings during work hours.

**C. CONFERENCE OF AFFILIATES**

One (1) day for one (1) representative of the Association to attend conferences and conventions of state and national affiliated organizations will be granted each year.

**ARTICLE VI**

**WORK YEAR AND WORK SCHEDULE**

**A. INCLEMENT WEATHER AND OTHER EMERGENCIES**

1. Professional Staff

Attendance shall not be required whenever student attendance is not required due to inclement weather or other emergencies.

2. Secretarial Staff

Attendance shall not be required whenever student attendance

is not required due to inclement weather or other emergencies.

3. Paraprofessional Staff

Attendance shall not be required whenever student attendance is not required due to inclement weather or other emergencies.

4. Custodial Staff

The length of the work day shall be at the discretion of the Superintendent.

**ARTICLE VII**

**COMPENSATION SCHEDULE B**

**A. ACTIVITY SALARY SCHEDULE**

ACTIVITY	AMOUNT 2011-12	AMOUNT 2012-13	AMOUNT 2013-14
Student council Advisor	2,617	2,617	2,617
Yearbook Advisor	2,617	2,617	2,617

Drama Club Advisor	1,818	1,818	1,818
Assistant Drama Club Advisor (2/3 of Head Advisor)	1,165	1,165	1,165
Newspaper Advisor	1,819	1,819	1,819
Science Club Advisor	1,271	1,271	1,271
Girls' Basketball Coach	3,138	3,138	3,138
Boys' Basketball Coach	3,138	3,138	3,138
Girls' Soccer Coach	2,617	2,617	2,617
Boys' Soccer Coach	2,617	2,617	2,617
Softball Coach	2,617	2,617	2,617
Baseball Coach	2,617	2,617	2,617
Volleyball Coach	2,617	2,617	2,617
Sports Director	3,747	3,747	3,747
Ski Club Advisor	625	625	625
Cheerleading Advisor	1,818	1,818	1,818
Detention Mentor	1,552	1,552	1,552
Chaperone for School Dances and Concerts (per event)	81	81	81
Chaperone for School Games (per game)	56	56	56
Jazz Band Director	1,270	1,270	1,270
Boys and Girls Cross Country	2,541	2,541	2,541
Peer Club Advisor for up to one Main Advisor and three grade level advisors	2,546	2,546	2,546
Chaperone for Overnight Trips (per night)	132	132	132
Assistant coaches shall be paid at two-thirds (2/3) of the rate established for the head coach.			
Any changes in time involvement in an activity program or any additional activities over and above the previous year will automatically open that item to further negotiations of salary.			
The Sports Director shall attend all home games and shall be ineligible to coach any athletic teams.			
Known Schedule B positions shall be posted at least five (5) days prior to the end of each school year.			

**ARTICLE VIII**

**COMPENSATION**

**REFER TO INDIVIDUAL SECTIONS**

**ARTICLE IX**

**PAYROLL DUES AND SUMMER DEDUCTIONS**

**A. ASSOCIATION PAYROLL DUES DEDUCTIONS**

The Board agrees to deduct from the salaries of its employees dues for

the Alexandria Township Education Association, the Hunterdon County Education Association, the New Jersey Education Association, or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. All other voluntary deductions shall be approved by the Board. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A.) rules established by the State Department of Education, Chapter 477 PL 1979.

**B. CREDIT UNION DEDUCTIONS**

The Board agrees to withhold, from the salaries of its employees who so indicate in writing, monies to be deposited in a credit union or the appropriate tax-sheltered annuities. The Board will offer two (2) credit unions to choose from, and will not change such credit unions without prior consultation with the Association. All contributions shall be forwarded within five (5) business days of each payroll.

**C. PAYROLL SUMMER DEDUCTIONS**

The Board agrees to withhold from the salaries of its employees, who so indicate in writing, monies for a summer payment according to Title 18A:29-3 of the statutes of New Jersey.

**D. INSURANCE DEDUCTIONS**

Whenever any employee contribution is required toward the cost of any insurance, the Business Administrator shall calculate the annualized amount of the contribution and shall make deductions from employee paychecks in equal amounts during the course of the school year, regardless of the length of a particular employee's regular work year. The deduction shall be verified by the Association prior to the start of said deduction taking place.

**ARTICLE X**

**EMPLOYEE WORK STATIONS**

**A. TRAVEL**

1. Employees who may be required to use their own vehicles in the performance of their duties and/or employees who are assigned to more than one (1) school per day shall be reimbursed at the prevailing federal IRS deduction rate for all driving done between buildings following their arrival at the first location at the beginning of their workday.
2. School van may be used for school related travel when available. Use of the van will be coordinated by the Superintendent or his designee.

**B. INVOLUNTARY REASSIGNMENTS**

A meeting will be held between the employee involved and the supervisor, at which time the employee shall be notified of the reason for the involuntary reassignment.

**C. PROFESSIONAL SUMMER EMPLOYMENT**

The Superintendent shall mail to the Association, and post in both buildings a list of know positions, which will be available for professional projects during the summer. Nothing shall be construed, however, to require the appointment of a staff member, or to preclude the Board from hiring from outside the District for such projects.



**REFER TO INDIVIDUAL SECTIONS**

## **SICK LEAVE**

Refer to Article I, A. Unit for a definition of District employees covered by this Article.

### **A. ACCUMULATIVE**

1. Ten (10) Month Employees

All employees shall be entitled to ten (10) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. Twelve (12) Month Employees

All employees shall be entitled to twelve (12) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

### **B. ATTENDANCE**

1. The Board agrees to compensate Professional Staff for good attendance in accordance with the following:

Number of Days Absent in any Year	Compensation
0	250
1	200
2	150
3	100
4 or more	-0-

2. The Board agrees to compensate Support Staff employees for good attendance in accordance with the following:

Number of Days Absent in any Year	Compensation
0	150
1	125
2	100
3	75
4 or more	-0-

3. If the total number of days an employee is absent in any year (excluding bereavement leave for a spouse, parent or child) is not a whole day, compensation shall be based on the next whole number of days: e.g., 1.5 days total absence = 2.0 days for determining compensation due.
4. Compensation shall be prorated for a part-time employee.
5. Days absent on bereavement leave following the death of an employee's parent, child, spouse, or member of the immediate household shall not be considered in determining compensation.
6. Compensation shall be made on or about December 1 of each year in reference to attendance in the preceding school year.
7. Compensation shall not be available to any employee who is absent on unpaid leave for a portion of the year or who is employed for less than the full year.

**B. NOTIFICATION OF ACCUMULATION**

Employees shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

## ARTICLE XIII

### TEMPORARY LEAVES OF ABSENCE

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

#### **A. TYPES OF LEAVE**

Employees shall be entitled to the following temporary non-cumulative leaves of absence with full pay each school year:

1. Personal

Two (2) days leave of absence for personal, business, household or family matters which require absence during school hours. Application to the employee's principal or other immediate superior for personal leave shall be made at least twenty-four (24) hours before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this section.

2. Professional

A teacher who requests a day for professional reasons shall notify the Administrator in writing at least two (2) days in advance when possible. A professional day shall be defined as a day voluntarily used for improving job performance, that has been approved by the Superintendent.

3. Conference of Affiliates

Up to one (1) day for one (1) representative of the Association to attend conferences and conventions of state and national affiliated organization.

4. Legal

a. Employment

Time necessary for appearance in any legal proceeding connected with the employee's employment, or with the school system, shall be granted if the employee is required by law to attend, excluding any situation wherein the

employee and Board are adversaries or as prescribed by law.

20

b. Personal

Up to two (2) personal legal days may be taken for any legal matter which requires a court appearance. This excludes traffic court.

5. Bereavement Leave

In the event of the death of an employee's relative, such employee may be granted time off up to the number of workdays indicated below for bereavement and funeral related purposes. Except in the event of very extenuating circumstances, bereavement leave shall only be granted during the period immediately following the relative's death.

a. Five (5) Work Days:

- Parent
- Child
- Spouse or member of the immediate household

b. Three (3) Work Days:

- Parent-In-Law
- Sibling
- Sibling-In-Law
- Grandparent
- Any other member of the employee's household

c. One (1) Work Day:

- Spouse's Grandparent
- Other blood relative
- Close Friend

6. Illness In The Immediate Family

An employee may be granted up to three (3) workdays in any year as may be required due to the serious illness of an employee's parent, child, spouse, or any other member of the employee's household.

7. Days Without Pay

Days without pay may be granted by the Superintendent, on an individual basis, to an employee in exceptional need or who is

faced with life altering circumstances. Unpaid leaves shall not be granted to extend vacations or holidays.

21

**B. IN-ADDITION TO SICK LEAVE**

Leave taken pursuant to Section A. above, or to any sick leave to which the employee is entitled shall be in addition.

**C. PERSONAL LEAVE "BANK"**

1. A personal leave "bank" is hereby created whereby unused personal days (under paragraph A.1. of this Article) may be donated by individual employees.
2. The personal leave "bank" may be utilized by members of the bargaining unit who have utilized all of their allotted accumulated sick leave and partially compensated leave, on an emergency basis or in case of exceptional need.
3. Permission to use such days shall be considered by the Board after receipt of a recommendation by a committee of an equal number of representatives of the Board and the Association.
4. It is understood that the Board shall not add days to the "Bank" and that the "bank" shall be started with unused personal days leftover from the 1985-86 school year.
5. An accounting of the personal leave "bank" for the prior school year shall be forwarded to the ATEA by the Business Office by November 1 of each contract year.

**ARTICLE XIV****EXTENDED LEAVES OF ABSENCES**

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

**A. MEDICAL DISABILITY LEAVE**

1. An employee may be granted an unpaid leave of absence for up to one year for medical disability substantiated by a certificate from a physician. Said leave shall commence upon the exhaustion of paid sick leave, or at such other date as may be requested by the employee and approved by the Board.
2. Requests for disability leave shall be submitted by the employee at least ninety (90) calendar days in advance. However, in the event that ninety (90) days advance notification is not possible, the employee shall request the leave as soon as the need is known.
3. All requests for leave shall include the period of time requested and the specific date on which the leave will terminate and the employee expects to return to active employment.
4. In considering a request for a leave to commence at a time other than upon the exhaustion of sick leave, and in considering the termination date for any requested leave, the Board may adjust the actual commencement date or termination date after consideration of the employee's medical need, students' needs, and administrative factors.
5. To the extent possible, with due consideration of the employee's medical needs, leaves should not commence nor end during the school year, except at the end of the second marking period.

**B. CHILD REARING LEAVE**

1. In accordance with Federal and State Law, any employee shall be entitled to an unpaid child rearing leave of absence.

2. Only one employee may request and be approved for a child rearing leave for the same child.

**C. ILLNESS IN FAMILY**

1. An employee shall be entitled to an unpaid leave of absence for up to two (2) full school years for the purpose of caring for an ill member of the employee's immediate family. Requests shall be made to the Board at least ninety (90) calendar days in advance. However, in the event that ninety (90) days advance notification is not possible, the employee shall request the leave as soon as the need is known.
2. All requests shall include the period of time requested and the date on which the leave will terminate and the employee expects to return to active employment.
3. Return to active employment may only be at the start of a student school year or at the midpoint of the year (the end of the second trimester beginning of the third trimester).

**D. GENERAL UNPAID LEAVE PROVISIONS**

1. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period.
2. While on leave, the employee shall not be considered to be in active service and shall not be entitled to any compensation and/or benefits granted to active employees. Accumulated and unused sick leave shall, however, be restored to the employee upon return to active employment.
3. Time absent on unpaid leave shall not be considered in determining eligibility for tenure, eligibility for salary increment, nor any other purpose.
4. An employee who has had a leave of absence shall not be entitled to request a subsequent leave of absence until he/she has returned to active employment for a period of time at least equal to the period of time absent on such prior leave.



5. An early return from an unpaid leave shall be permitted in the event of extenuating circumstances. Requests to return early starting with the beginning of the school year must be submitted by April 15. Requests to return early starting with the beginning of the third (3rd) trimester must be submitted by September 30th. Extenuating circumstances shall include situations such as:
- If on "Child Rearing Leave" - termination of pregnancy or death of child.
  - If on "Illness In Family Leave" - significant change in the ill family member's condition.

24

6. In the event that an employee's request requires a modification due to extenuating circumstances, the Board may modify or waive any of the requirements stated within this Article. Any such modification or waiver shall be at the sole discretion of the Board.

**ARTICLE XV**

**PROFESSIONAL DEVELOPMENT AND  
EDUCATIONAL IMPROVEMENT**

**A. REIMBURSED EXPENSES**

1. The cost of transportation and other reasonable expenses incurred in connection with any workshops, seminars, conferences, and in-service training sessions approved by the Superintendent will be paid in full by the Board.
2. All mileage shall be reimbursed at the current IRS deduction rate. All mileage must be submitted for approval at the time that the request to attend all workshops, seminars, conferences and in-service training sessions is submitted to the Superintendent.

**B. COURSE REIMBURSEMENT FOR COACHES AND  
EXTRA CURRICULAR ACTIVITY SUPERVISORS**

See Article XV, A.2 for mileage reimbursement requirements.

Coaches and Extra Curricular Activity Supervisors shall be reimbursed for course/workshops with prior approval of the Board.

**ARTICLE XVI**

**INSURANCE PROTECTION**

Refer to Article I.A. Unit for definition of District employees covered by this Article.

**A. COVERAGE**

1. The Board shall purchase dental insurance for eligible employees and health insurance for individuals or families. The health insurance will include:
  - Hospitalization
  - Outpatient Care
  - Major Medical
2. The coverage will commence September 1 and end August 31 providing coverage for twelve (12) months for every eligible employee employed in September for that year.

**B. DEPENDENT COVERAGE**

1. For any dependent insurance coverage chosen by an eligible employee, the Board shall pay eighty-five percent (85%) of the cost, and the employee shall pay fifteen percent (15%). Direct Access copay shall be \$10.

**C. PERSONNEL EMPLOYED AFTER SEPTEMBER**

1. Personnel employed after September on a regular basis shall be covered as soon as possible and in compliance with the law. Board

payments of insurance premiums will cease with termination.

**D. INSURANCE WAIVER**

1. Upon providing proof of existing insurance coverage, the Board will compensate any employee who elects to waive Board provided insurance benefits at the following rate each contract year:
  - Single coverage - \$1,300
  - 2 Adults - \$2,950
  - Family - \$3,450
  - Parent and Child - \$1,950
2. Said compensation will automatically be forwarded to the employee in June of each contract year.

27
3. If an employee should terminate employment with the Alexandria Township School District, compensation will be prorated in accordance with the length of active employment.

**E. FLEX SPENDING ACCOUNT**

1. All employees shall be offered the option of participating in a Flex Spending Account to be administered by a third party.

**ARTICLE XVII**

**MISCELLANEOUS PROVISIONS**

**A. RETIREMENT CLAUSE 2011-12 SCHOOL YEAR**

Refer to Article I.A. Unit for a definition of District Employees covered by this Article.

1. Subject to the following, an employee shall be paid upon retirement for accumulated unused sick leave at the rate of:
  - \$40 for each accumulated unused day up to 100 days.
  - \$45 for each accumulated unused day between 101 and 200 days.
  - \$50 for each accumulated unused day above 200 days.
  
2. To qualify for accumulated sick leave reimbursement an employee must:
  - Terminate employment with the District and be eligible to actually retire and immediately receive pension payments pursuant to the rules and regulations of the retirement system.
  - Submit an irrevocable written notice of resignation/retirement to the Board by March 1, 2012, immediately preceding the effective date of resignation/retirement.
  - Terminate employment with an effective date during the students' summer recess period.

3. Payment shall be made within forty-five (45) days after the effective date of resignation/retirement.

\*Employees who are not eligible to retire and to start receiving a monthly pension payment immediately following their terminating employment with the District shall not be eligible for payment for accumulated unused sick leave.

**B. RETIREMENT CLAUSE 2012-13 SCHOOL YEAR**

Refer to Article I.A. Unit for a definition of District Employees covered by this Article.

1. Subject to the following, an employee shall be paid upon retirement for accumulated unused sick leave at the rate of:
  - \$30 for each accumulated unused day up to 100 days.
  - 29
  - \$40 for each accumulated unused day between 101 and 200 days.
  - \$50 for each accumulated unused day above 200 days.
2. To qualify for accumulated sick leave reimbursement an employee must:
  - Terminate employment with the District and be eligible to actually retire and immediately receive pension payments pursuant to the rules and regulations of the retirement system.
  - Submit an irrevocable written notice of resignation/retirement to the Board by January 1, 2013, immediately preceding the effective date of resignation/retirement.
  - Terminate employment with an effective date during the students' summer recess period.
3. Payment shall be made within forty-five (45) days after the effective date of resignation/retirement.

\*Employees who are not eligible to retire and to start receiving a monthly pension payment immediately following their terminating employment with the District shall not be eligible for payment for accumulated unused sick leave.

**C. RETIREMENT CLAUSE 2013-14 SCHOOL YEAR**

Refer to Article I.A. Unit for a definition of District Employees covered by this Article.

1. Subject to the following, an employee shall be paid upon retirement for accumulated unused sick leave at the rate of:
  - \$20 for each accumulated unused day up to 100 days.
  - \$30 for each accumulated unused day between 101 and 200 days.
  - \$50 for each accumulated unused day above 200 days.
  
2. To qualify for accumulated sick leave reimbursement an employee must:
  - Terminate employment with the District and be eligible to actually retire and immediately receive pension payments pursuant to the rules and regulations of the retirement system.
  - Submit an irrevocable written notice of resignation/retirement to the Board by January 1, 2014, immediately preceding the effective date of resignation/retirement.
  - Terminate employment with an effective date during the students' summer recess period.
  
3. Payment shall be made within forty-five (45) days after the effective date of resignation/retirement.

30

\*Employees who are not eligible to retire and to start receiving a monthly pension payment immediately following their terminating employment with the District shall not be eligible for payment for accumulated unused sick leave.

**C. SAVINGS CLAUSE**

1. Except as this Agreement shall otherwise provide all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by the Agreement as established by the administrative procedures and practices in force on said date, shall continue to be so applicable during the terms of this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any employee benefit existing prior to its effective date.

## **CUSTODIAL STAFF SECTION**

### **ARTICLE VI**

#### **WORK YEAR AND WORK SCHEDULE**

##### **A. TWELVE (12) MONTH PERSONNEL**

1. The work year for twelve (12) month employees shall begin on July 1 of each calendar year and end on June 30 of the following year.
2. All salary increases for twelve (12) month employees will be effective July 1 of each year.

##### **B. WORK SCHEDULE**

1. Eight (8) hours of work shall constitute a work shift. All employees shall be scheduled to work on a regular shift and shall be advised of a regular starting and quitting time. Changes to an employee's working hours shall be by mutual agreement whenever possible.
2. During the school year, the workday shall commence at 7:30 AM



and end at 3:30 PM, unless otherwise indicated by the immediate supervisor.

3. During the school year, the night custodian shall commence work at 3:00 PM and end at 11:00 PM, unless otherwise indicated by the immediate supervisor.
4. Summer hours shall commence at 7:00 AM and end at 3:00 PM, unless otherwise indicated by the immediate supervisor.

**C. INCLEMENT WEATHER AND OTHER EMERGENCIES**

1. The length of the workday shall be at the discretion of the Superintendent.

**D. OVERTIME**

1. Overtime shall be paid in compensatory time at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay for all time worked in excess of forty (40) hours in any work week. For the purpose of determining forty (40) hours, the following shall count as a regular workday:

32

- Holidays
  - Paid vacation days
  - Other approved paid leaves (exclusive of sick days and personal days)
2. Any custodial employee called to return to work outside his/her regularly scheduled shift shall be guaranteed a minimum of two (2) hours of overtime pay, at one and one-half (1 ½) his/her regular hourly rate, provided that such return to work is not immediately prior to or after his/her regularly scheduled shift.

**E. VACATION SCHEDULE**

1. Vacation eligibility shall be determined as of the anniversary date of employment.
2. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.
3. Custodial staff shall be eligible for vacations on the basis of the following years experience in the Alexandria Township School

District:

- 1 year - 1 week
  - 2-7 years - 2 weeks
  - 8-14 years - 3 weeks
  - 15+ years - 4 weeks
4. Vacations must be taken before the next anniversary date and may not be taken back-to-back with the previous year's vacation.
  5. Custodians shall submit their summer vacation requests for approval prior to June 1 of each fiscal year. They shall submit all other requests for three (3) days or more not less than fourteen (14) calendar days prior to the requested dates, and not less than twenty-four (24) hours prior to any request of less than three (3) days.

**F. HOLIDAY SCHEDULE**

Refer to Article I.A. Unit for definition of District employee covered by this Article.

33

1. Scheduled Holidays - Custodial Staff
  - a. Labor Day
  - b. Thanksgiving Day and Thanksgiving Friday
  - c. Christmas Day
  - d. New Year's Day
  - e. President's Day
  - f. Good Friday
  - g. Easter Monday
  - h. Memorial Day
  - i. Independence Day
  - j. Three (3) Floating Days\*

\*A floating day is another holiday said employee would normally work. Employee is to use the floating day when school is not in session. Example of days school is not in session would be during Christmas Break, Easter Break, June (after last day for students), July and August. floating days are not cumulative and must be taken before the next contract year. Permission for floating days must be approved.

2. The custodial staff will be given additional Friday or Monday

holidays when Christmas and New Year's fall on a Saturday or Sunday. The half-day on Christmas Eve Day and New Year's Eve Day shall be granted at the discretion of the Superintendent. The Superintendent will give one week's notice regarding these two (2) half days.

3. Any holiday for the custodial staff which falls on a Saturday or Sunday shall be celebrated on the Friday before or the Monday after, respectively.

**G. CUSTODIAL SALARY SCHEDULE**

Each custodian who has served for six (6) or more months in the prior school year and who has been rated "satisfactory" shall receive a salary increase by the same percentage as calculated on the Professional Salary Guide:

**MINIMUM AND MAXIMUM SALARY RATES FOR CUSTODIANS**

Year	Percent	Full Time Custodian	Full Time Custodian Black Seal	Full Time Custodian/Maintenance Black Seal In Charge
	Minimum	17,765	19,855	21,945
		Maximum	Maximum	Maximum
2011-12	2.50%	54,718	62,364	65,901
2012-13	2.75%	56,223	64,079	67,713
2013-14	2.75%	57,769	65,841	69,575

**PARAPROFESSIONAL STAFF SECTION**

**ACTICLE VI**

**A. TEN (10) MONTH PERSONNEL**

1. The Paraprofessional school year shall consist of the first staff day and one hundred eighty-one (181) student days.

If a Paraprofessional is directed to attend an evening conference by his/her supervisor, compensation shall be at his/her per diem rate.

2. A Paraprofessional may consider his/her work year ended after the students have been dismissed for Summer Vacation and end of the year check list requirement has been met.
3. Paraprofessional attendance shall not be required whenever

student attendance is not required due to inclement weather.

35

## **ARTICLE VII**

### **TEACHING HOURS AND TEACHING LOAD**

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

#### **A. LUNCH PERIOD**

1. All paraprofessionals shall have a daily duty-free lunch period of at least thirty (30) minutes.

#### **B. WORKING HOURS**

1. A paraprofessional's school day shall be defined as having an arrival time of 8:10 AM and a departure of 3:40 PM.

2. Permission for earlier departure may be granted at the discretion of the Administration.
3. The Board shall retain the option to adjust starting and ending times by up to fifteen (15) minutes sooner or later in the event that the Delaware Valley Regional transportation routes make such adjustments necessary.
4. In the event a change is made, three (3) months advance notice will be provided to the staff; however, the normal paraprofessional's workday shall not exceed seven and one-half ( 7 ½) hours; there will be no change in the normal student contact time as a result of such change, and the Board agrees that it or its designee will not initiate such changes at the Regional. If such a change takes place, full-time paraprofessionals shall have the same start and end to their regular workday as teachers.

FULL-TIME PARAPROFESSIONALS

YEAR	PERCENT	MINIMUM	MAXIMUM
2011-12	2.50%	16,416	30,473
2012-13	2.75%	16,867	31,311
2013-14	2.75%	17,331	32,172

In addition to the above percentages, paraprofessionals shall receive an additional three hundred dollars (\$300) per person in 2011-12.

**ARTICLE XI**

**EMPLOYEE EVALUATION**

**A. PROCEDURES FOR EVALUATION NON-TEACHING PERSONNEL**

All employees shall be evaluated in accordance with State statute and Board policy.

1. Frequency

Each non-teaching employee shall be evaluated by his/her immediate supervisor at least one (1) time in each contract year.

Said evaluation shall be followed by a written evaluation report and a conference between the employee and his/her immediate supervisor for the purpose of identifying areas of strength, areas in need of correction, and planning for the remediation of identified deficiencies. Additional observations may be made upon the request of the employee or at the discretion of the employee's direct supervisor.

2. Open Evaluation

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

3. Copies of Evaluations

An employee shall be given a copy of any observation/evaluation report prepared by his/her supervisor/evaluator at least one (1) day prior to the evaluation conference. If mutually agreed upon by employee and evaluator, this one-day requirement may be waived.

4. Conferences

Evaluation conferences shall occur within fifteen (15) workdays of the observation/evaluation. The conference shall be held during the workday and at a time not conflicting with lunch or daily break times. Said meeting shall be scheduled without loss of benefit to the employee.

**B. REPRESENTATION AT EVALUATION CONFERENCES**

An employee reserves the right to representation in an evaluation conference if said employee feels such a conference could jeopardize his/her employment status and if said employee requests such representation.

**ARTICLE XVI**

**PROFESSIONAL DEVELOPMENT AND  
EDUCATIONAL IMPROVEMENT**

**A. TUITION AID - PARAPROFESSIONAL**

1. Any paraprofessional employed by the Alexandria Township Board of Education shall be reimbursed upon acceptable completion of graduate level courses. Said reimbursement shall

include tuition, books, and any other required material necessary for course completion.

2. The course or courses shall be approved in writing in advance of matriculation by the Superintendent and must pertain to the paraprofessional's current assignment.
3. Upon completion of the course or courses the paraprofessional will submit receipts for the amount or amounts paid. In addition, a transcript shall be provided as evidence of successful completion of course or courses.
4. A minimum grade of 3.0 on a 4.0 scale or equivalent, or a pass in a pass/fail course shall be attained to qualify for reimbursement.
5. In the event that a course is canceled or dropped, the Business Office shall be notified as soon as possible.
6. In the event that an approved course is filled when the applicant registers, another course in prescribed curriculum may be substituted without prior approval. The Superintendent must be notified in writing one (1) week of the forced change.
7. All documentation is the responsibility of the staff member.

**C. COURSE SCHEDULING**

1. Approved courses taken by a paraprofessional shall not be discriminated against because of date or time given. However, the paraprofessional shall choose a time not conflicting with the regular working day. Following students dismissal, a paraprofessional may be granted an early departure at the discretion of the Superintendent.

**D. TUITION REIMBURSEMENT**

1. Everyone meeting the definition shall be entitled to the following:  
  
Minimum per school year for course reimbursement until the maximum (\$850) authorized for tuition reimbursement is reached.
2. All tuition reimbursement participants shall be eligible for additional



course reimbursement over these minimums (\$850) if, by June 30 of the contract year, the allocated maximum has not been depleted. This maximum shall be \$20,000.

3. The remaining money due to a particular paraprofessional shall be reimbursed automatically.
4. If more than one (1) person is eligible for additional tuition reimbursement, the remaining money shall be divided equally. A check will automatically be forwarded to them by the Business Office.
5. The amount received shall not exceed the amount paid by the employee.
6. The amount of reimbursement shall be prorated for part-time employees.
7. Reimbursement shall be made in the fiscal year of the year the course grade is submitted as proof of acceptable course completion, (refer to A.4 Article XVI); the course is considered completed when the grade is submitted. All documentation is the responsibility of the employee. An accounting of the distribution of tuition funds for the prior school year shall be forwarded to the ATEA by October 1 of each contract year.

**E. REIMBURSED EXPENSES**

1. The cost of transportation and other reasonable expenses incurred in connection with any workshops, seminars, conferences, and in-service training sessions approved by the Superintendent will be paid in full by the Board.
2. All mileage shall be reimbursed at the current IRS deduction rate.
3. All mileage must be submitted for approval at the time that the request to attend all workshops, seminars, conferences and in-service training sessions is submitted to the Superintendent to qualify for reimbursement.

**PROFESSIONAL STAFF SECTION**

**ARTICLE VI**

**WORK YEAR AND WORK SCHEDULE**

**A. TEN (10) MONTH PERSONNEL**

1. The first day of the in-school work year shall commence no earlier than September 1, and the last day shall be no later than June 30 of each school year. The school year shall consist of one hundred eight-one (181) student days and four (4) non-student days. The Board may convert a student day to a non-student day.
2. A teacher may consider his/her work year ended after students have been dismissed for summer vacations and end of the year checklist requirements have been met.

**B. NEW TEACHER ORIENTATION**

1. Teachers new to the Alexandria Township School System shall be required to attend three (3) days of orientation during the summer. There will be no additional compensation for these days.
2. Teachers entering the Alexandria Township School System in years two and three shall attend two (2) days of Staff Development during the summer. There will be no additional compensation for these days.

**C. CHILD STUDY TEAM AND RELATED SERVICES**

1. At the discretion of the Superintendent, to remain in compliance under the law, each Child Study Team member may be required to work up to ten (10) additional days between July 1 and September 1. Compensation shall be at their per diem rate.
2. In the event that speech and related services are required for summer therapy in an Extended Year Program, staff members will be compensated at the following rate:

<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
\$85/hr.	\$85/hr.	\$85/hr.

**D. TEACHER TECHNOLOGY FACILITATOR**

1. The Teacher Technology Facilitator will be paid at his/her per diem rate if assigned by the Superintendent to work during the month of July or August.

2. If the Teacher Technology Facilitator is required by the Superintendent to attend evening meetings, he/she shall be paid the Professional Rate.

**E. INCLEMENT WEATHER AND OTHER EMERGENCIES**

1. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

## **TEACHING HOURS AND TEACHING LOAD**

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

### **A. LUNCH PERIOD**

1. All teachers shall have a daily duty-free lunch period of at least thirty (30) minutes.
2. All teachers shall have a duty-free lunch period of at least sixty (60) minutes in lieu of a prep period during in-service days.

### **B. WORKING HOURS**

1. A regular teachers' school day shall be defined as having an arrival time of 8:10 AM and departure time of 3:40 PM. Permission for earlier departure may be granted at the discretion of the Administration.
2. The Board shall retain the option to adjust starting and ending times by up to fifteen (15) minutes sooner or later in the event that the Delaware Valley Regional transportation routes make such adjustments necessary. In the event a change is made, three (3) month advance notice will be provided to the staff; however, the normal teachers' workday shall not exceed seven and one-half (7 ½) hours. There will be no change in the normal student contact time as a result of such a change, and the Board agrees that it or its designees will not initiate such changes at the Regional.

### **C. TEACHING LOAD**

1. Every effort will be made to balance teaching loads in individual buildings.

### **D. PREPARATION TIME**

1. Every full-time teacher shall have at least five (5) preparation periods a week (adjusted during holiday weeks), which shall be scheduled on a daily basis and shall not be less than thirty (30) continuous minutes during which he/she will not be assigned to any other duties.
2. Every part-time teacher shall have a daily preparation period in proportion to his/her workday.

**E. VOLUNTARY SCHEDULE ADJUSTMENT**

1. Administration may request a staff member to work a mutually agreed upon schedule by voluntarily adjusting their work hours by forty-five (45) minutes either at the beginning or at the end of the school day. The total amount of time will not exceed the total time expected of any other staff member.

**F. BACK TO SCHOOL NIGHT**

1. All professional staff members shall participate in one (1) "Back To School" night each year from 6:30 PM – 9:00 PM.
2. At the request of the administration, any staff member whose assignment involves interaction with multiple grade levels or multiple buildings shall be required to attend more than one (1) "Back To School Night".
3. Any staff member required to attend more than one (1) "Back To School Night" shall be compensated for each additional night(s) at his/her per diem hourly rate.

**G. PARENT/TEACHER CONFERENCES**

1. Parent/Teacher conferences shall be scheduled on a Tuesday, Wednesday, and Thursday on or about the week of the 60<sup>th</sup> and 120<sup>th</sup> day of the school year.
2. Each set of conferences shall consist of two afternoons and one evening with the evening conference being scheduled for either Tuesday or Wednesday night.
3. All three(3) conference days shall be early dismissal days for students.
4. The evening conference day shall be an early dismissal day for Teachers and paraprofessionals with Teachers returning in time for evening conferences.
5. Afternoon conferences shall begin after the teaching staff has had a thirty (30) minute duty free lunch.
6. The first evening conference shall be scheduled at 6:00 PM with the last evening conference being scheduled no later than 8:40 PM.
7. The Administration and the President(s) of the Association will meet to discuss the implementation of the evening conference schedules.

**H. EARLY DISMISSAL DAYS**

1. The Wednesday before Thanksgiving shall be an early dismissal day.
2. The last student day of the year shall be an early dismissal day.
3. Conference days shall be early dismissal days for students. Evening conference days shall be early dismissal days for teachers and students.



**ARTICLE VIII**

**COMPENSATION**

**YEAR 1 – 2011-12**

This salary schedule applies to any teacher hired prior to July 1, 2008.

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30 MA</b>	<b>BA+45 MA+15</b>	<b>BA+60 MA+30</b>	<b>PHD</b>
1	50,418	52,018	53,618	55,218	56,818	58,418
2	50,918	52,518	54,118	55,718	57,318	58,918
3	51,418	53,018	54,618	56,218	57,818	59,418
4	53,293	54,893	56,493	58,093	59,693	61,293
5	55,178	56,778	58,378	59,978	61,578	63,178
6	57,063	58,663	60,263	61,863	63,463	65,063
7	58,948	60,548	62,148	63,748	65,348	66,948
8	60,833	62,433	64,033	65,633	67,233	68,833
9	62,718	65,318	65,918	67,518	69,118	70,718
10	64,603	66,203	67,803	69,403	71,003	72,603
11	66,488	68,088	69,688	71,288	72,888	74,488
12	68,373	69,973	71,573	73,173	74,773	76,373
13	70,258	71,858	73,458	75,058	76,658	78,258
14	72,143	73,743	75,343	76,943	78,543	80,143
15	74,028	75,628	77,228	78,828	80,428	82,028
16	75,913	77,513	79,113	80,713	82,313	83,913





## YEAR 1 – 2011-12

This salary schedule applies to any teacher hired after July 1, 2008.						
<b>STEP</b>	BA	BA+15	MA	MA+15	MA+30	PHD
1	50,418	52,018	53,618	55,218	56,818	58,418
2	50,918	52,518	54,118	55,718	57,318	58,918
3	51,418	53,018	54,618	56,218	57,818	59,418
4	53,293	54,893	56,493	58,093	59,693	61,293
5	55,178	56,778	58,378	59,978	61,578	63,178
6	57,063	58,663	60,263	61,863	63,463	65,063
7	58,948	60,548	62,148	63,748	65,348	66,948
8	60,833	62,433	64,033	65,633	67,233	68,833
9	62,718	65,318	65,918	67,518	69,118	70,718
10	64,603	66,203	67,803	69,403	71,003	72,603
11	66,488	68,088	69,688	71,288	72,888	74,488
12	68,373	69,973	71,573	73,173	74,773	76,373
13	70,258	71,858	73,458	75,058	76,658	78,258
14	72,143	73,743	75,343	76,943	78,543	80,143
15	74,028	75,628	77,228	78,828	80,428	82,028
16	75,913	77,513	79,113	80,713	82,313	83,913

**YEAR 2 – 2012-13**

This salary schedule applies to any teacher hired prior to July 1, 2008.						
<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30 MA</b>	<b>BA+45 MA+15</b>	<b>BA+60 MA+30</b>	<b>PHD</b>
1	51,194	52,794	54,394	55,994	57,594	59,194
2	51,694	53,294	54,894	56,494	58,094	59,694
3	52,194	53,794	55,394	56,994	58,594	60,194
4	54,069	55,669	57,269	58,869	60,469	62,069
5	55,954	57,554	59,154	60,754	62,354	63,954
6	57,839	59,439	61,039	62,639	64,239	65,839
7	59,724	61,324	62,924	64,524	66,124	67,724
8	61,609	63,209	64,809	66,409	68,009	69,609
9	63,494	65,094	66,694	68,294	69,894	71,494
10	65,379	66,979	68,579	70,179	71,779	73,379
11	67,264	68,864	70,464	72,064	73,664	75,264
12	69,149	70,749	72,349	73,949	75,549	77,149
13	71,034	72,634	74,234	75,834	77,434	79,034
14	72,919	74,519	76,119	77,719	79,319	80,919
15	74,804	76,404	78,004	79,604	81,204	82,804
16	76,689	78,289	79,889	81,489	83,089	84,689

**YEAR 2 – 2012-13**

This salary schedule applies to any teacher hired after July 1, 2008.

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>PHD</b>
1	51,194	52,794	54,394	55,994	57,594	59,194
2	51,694	53,294	54,894	56,494	58,094	59,694
3	52,194	53,794	55,394	56,994	58,594	60,194
4	54,069	55,669	57,269	58,869	60,469	62,069
5	55,954	57,554	59,154	60,754	62,354	63,954
6	57,839	59,439	61,039	62,639	64,239	65,839
7	59,724	61,324	62,924	64,524	66,124	67,724
8	61,609	63,209	64,809	66,409	68,009	69,609
9	63,494	65,094	66,094	68,294	69,894	71,494
10	65,379	66,979	68,579	70,179	71,779	73,379
11	67,264	68,864	70,464	72,064	73,664	75,264
12	69,149	70,749	72,349	73,949	75,549	77,149
13	71,034	72,634	74,234	75,834	77,434	79,034
14	72,919	74,519	76,119	77,719	79,319	80,919
15	74,804	76,404	78,004	79,604	81,204	82,804

16	76,689	78,289	79,889	81,489	83,089	84,689
----	--------	--------	--------	--------	--------	--------

49

**YEAR 3 – 2013-14**

This salary schedule applies to any teacher hired prior to July 1, 2008.						
<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30 MA</b>	<b>BA+45 MA+15</b>	<b>BA+60 MA+30</b>	<b>PHD</b>
1	51,947	53,547	55,147	56,747	58,347	59,947
2	52,447	54,047	55,647	57,247	58,847	60,447
3	52,947	54,547	56,147	57,747	59,347	60,947
4	54,822	56,422	58,022	59,622	61,222	62,822
5	56,707	58,307	59,907	61,507	63,107	64,707
6	58,592	60,192	61,792	63,392	64,992	66,592
7	60,477	62,077	63,677	65,277	66,877	68,477
8	62,362	63,962	65,562	67,162	68,762	70,362
9	64,247	65,847	67,447	69,047	70,647	72,247
10	66,132	67,732	69,332	70,932	72,532	74,132
11	68,017	69,617	71,217	72,817	74,417	76,017
12	69,902	71,502	73,102	74,702	76,302	77,902
13	71,787	73,387	74,987	76,587	78,187	79,787
14	73,672	75,272	76,872	78,472	80,072	81,672

15	75,557	77,157	78,757	80,357	81,957	83,557
16	77,442	79,042	80,642	82,242	83,842	85,442

50

**YEAR 3 – 2013-14**

This salary schedule applies to any teacher hired after July 1, 2008.						
<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>PHD</b>
1	51,947	53,547	55,147	56,747	58,347	59,947
2	52,447	54,047	55,647	57,247	58,847	60,447
3	52,947	54,547	56,147	57,747	59,347	60,947
4	54,822	56,422	58,022	59,622	61,222	62,822
5	56,707	58,307	59,907	61,507	63,107	64,707
6	58,592	60,192	61,792	63,392	64,992	66,592
7	60,477	62,077	63,677	65,277	66,877	68,477
8	62,362	63,962	65,562	67,162	68,762	70,362
9	64,247	65,847	67,447	69,047	70,647	72,247
10	66,132	67,732	69,332	70,932	72,532	74,132
11	68,017	69,617	71,217	72,817	74,417	76,017
12	69,902	71,502	73,102	74,702	76,302	77,902
13	71,787	73,387	74,987	76,587	78,187	79,787

14	73,672	75,272	76,872	78,472	80,072	81,672
15	75,557	77,157	78,757	80,357	81,957	83,557
16	77,442	79,042	80,642	82,242	83,842	85,442

**I. PROFESSIONAL RATE**

1. Teachers employed in a professional capacity during the summer shall be compensated at the hourly rate of \$33 during the 2011-14 school years.
2. Teachers employed in a professional capacity for homebound instruction shall be compensated at the Professional Rate.
3. The Board shall pay workshop presenters 1.66 times the Professional Rate as compensation for preparation and delivery of a Board approved workshop outside of the regular workday or work year.

**ARTICLE IX****PAYROLL DUES AND SUMMER DEDUCTIONS****A. ASSOCIATION PAYROLL DUES DEDUCTIONS**

1. The Board agrees to deduct from the salaries of its employees dues for the Alexandria Township Education Association, the Hunterdon County Education Association, the New Jersey Education Association, or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. All other voluntary deductions shall be approved by the Board. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A.) rules established by the State Department of Education, Chapter 477 PL 1979.

**B. SUMMER PAYROLL DEDUCTIONS**

1. The Board agrees to withhold from the salaries of its teachers, who so indicate in writing, moneys for a summer payment according to Title 18A:29-3 of the Statutes of New Jersey.

**C. CREDIT UNION DEDUCTIONS**

1. The Board agrees to withhold, from the salaries of its employees who so indicate in writing, moneys to be deposited in a credit union or the appropriate tax-sheltered annuities. The Board will offer two (2) credit unions to choose from, and will not change such credit unions without prior consultation with the Association. All contributions shall be forwarded within five (5) business days of each payroll.

**D. INSURANCE DEDUCTIONS**

1. Whenever any employee contribution is required toward the cost of



any insurance, the Business Administrator shall calculate the annualized amount of the contribution and shall make deductions from employee paychecks in equal amounts during the course of the school year, regardless of the length of a particular employee's regular work year. The deduction shall be verified by the Association prior to the start of said deduction taking place.

53

## **ARTICLE X**

### **EMPLOYEE WORK STATIONS**

#### **A. PROCEDURE FOR VOLUNTARY CHANGE IN TEACHER WORK STATIONS**

1. The Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies as they occur.
2. Teachers who desire a change in grade and/or subject assignments for the following year may file a written statement of such desire with the principal not later than April 30. Such statements shall include grade and/or subject to which the teacher desires to be assigned in order of preference.
3. Every effort should be made to give primary consideration to a present teacher's request when a vacancy occurs.

#### **B. PROFESSIONAL SUMMER EMPLOYMENT**

1. The Superintendent shall mail to the Association, and post in both buildings, a list of known positions which will be available for professional projects during the summer. Nothing shall be construed, however, to require the appointment of a staff member, or to preclude the Board from hiring from outside the District for such projects.

#### **C. MENTORING**

1. The Board will provide to the mentor a copy of New Jersey Administrative Code and appropriate Board policy concerning mentoring for the mentor's information.

2. Payment for mentoring will be through the Board Business Office, with deductions being made from the mentoree's salary.
3. The Board retains the right to assign mentorships to the staff. The mentor shall not have the right to refuse a mentoring assignment.

54

## **ARTICLE XI**

### **EMPLOYEE EVALUATIONS**

#### **A. PROCEDURE FOR EVALUATING PROFESSIONAL PERSONNEL**

1. Frequency
  - a. Each teacher shall be observed through classroom visitation by a certified supervisor at least once (tenured) or three (3) times (non-tenured) in each school year, to be followed in each instance by a written evaluation report and by conference between the teacher and the evaluator for the purpose of identifying any deficiencies, extending assistance for their correction and improving instruction. Each observation shall consist of at least a full period.
  - b. More than one (1) classroom visitation/observation shall not occur on the same day, nor shall any observation occur prior to the previous evaluation conference. All visitation/observations shall occur in the same work year.
  - c. An additional observation may be made upon the request of the teacher.
  - d. No observation/evaluation shall occur on the day before or the day of Halloween. No observation/evaluation shall occur on the day before Christmas vacation and the day before Easter vacation or after the close of the final marking period.
2. Open Evaluation

- a. All monitoring or observation of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher. The use of eavesdropping, public address, cameras, audio systems and similar surveillance devices shall be strictly prohibited.

3. Copies of Evaluation

- a. A teacher shall be given a copy of any observation/evaluation at least one (1) day prior to the evaluation conference. If mutually agreed upon by the teacher and evaluator, this one (1) day requirement may be waived.

55

4. Conferences

- a. Evaluation conferences shall occur within fifteen (15) work days of the observation/evaluation. The conference shall be held during the school day. The teacher shall have a choice of using a planning period or meeting after student dismissal. Said meeting shall be scheduled without loss of benefit to the teacher.

5. Representation At Evaluation Conferences

- a. An employee reserves the right to representation in an evaluation conference if said employee feels such a conference could jeopardize his/her employment status and if said employee requests such representation.

**ARTICLE XII**

**TEACHER FACILITIES**

**A. LISTING OF FACILITIES**

Each school shall have the following facilities:

1. An adequately furnished room which shall be reserved for the use of teachers as a faculty lounge.
2. Properly lighted and clean restrooms for the use of the teachers, separate from the students' restrooms.

**ARTICLE XIII**

**SICK LEAVE**

Refer to Article I.A. Unit for definition of District employees covered by this Article.

**A. ACCUMULATIVE**

1. Ten (10) Month Employees

All employees shall be entitled to ten (10) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. Twelve (12) Month Employees

All employees shall be entitled to twelve (12) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

**ARTICLE XIV**

**TEMPORARY LEAVES OF ABSENCE**

**A. PROFESSIONAL**

1. A teacher who requests a day for professional reasons shall notify the Administrator in writing at least two (2) days in advance when possible. A professional day shall be defined as a day voluntarily used for improving job performance, that has been approved by the Superintendent.

**B. CONFERENCE OF AFFILIATES**

1. Up to one (1) representative of the Association to attend conferences and conventions of state and national affiliated organizations.

**ARTICLE XV**

**EXTENDED LEAVES OF ABSENCES**

**A. CHILD REARING LEAVE**

1. A teacher shall be entitled to an unpaid leave of absence for one (1) full school year and that portion of the prior school year which follows the adoption of a pre-school child or birth of an infant. Requests shall be made to the Board at least ninety (90) calendar days in advance and all requests shall include the period of time requested and the date on which the leave will terminate and the employee expects to return to active employment (the start of the first or second school year immediately following the start of the leave or the start of the school year immediately following the child's second birthday).
2. Only one employee may request and be approved for a child rearing leave for the same child.

**B. OTHER LEAVES**

1. Tenured teachers may request and be approved for unpaid leaves of absence for other purposes, such as for Association Business, International and Federal Programs, military services, and education. Such leaves must be requested at least ninety (90) days in advance. Such leaves may commence at the start of the student school year and be for the entire school year, or may commence at the midpoint of the student school year (at the end of the second/beginning of the third marking periods) and before the second half of the school year. such other leaves shall terminate at the start of the next student school year.

60

## **ARTICLE XVI**

### **PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

#### **A. TUITION AID - PROFESSIONAL STAFF**

1. Any teacher holding permanent certification in the employ of the Alexandria Township Board of Education shall be reimbursed upon acceptable completion of graduate level courses. Said reimbursement shall include tuition, books, and any other required material necessary for course completion.
2. The course or courses shall be approved in writing in advance of matriculation by the Superintendent.
3. Upon completion of the course or courses, the teacher will submit



receipts for the amount or amounts paid. In addition, a transcript shall be provided as evidence of successful completion of course or courses.

4. A minimum grade of 3.0 on a 4.0 scale or equivalent, or a pass in a pass/fail course shall be attained to qualify for reimbursement.
5. In the event that a course is canceled or dropped, the Business Office shall be notified as soon as possible.
6. In the event that an approved course is filled when the applicant registers, another course in the prescribed curriculum for that degree program may be substituted without prior approval. The Superintendent must be notified within one (1) week of the forced change.
7. Any teacher who intends to take courses in the next contract year which will entitle him/her to increased compensation shall advise the Superintendent in writing by November 30 of the preceding contract year.
8. All documentation is the responsibility of the staff member.

61

**B. COURSE SCHEDULING**

1. Approved courses taken by teachers shall not be discriminated against because of date or time given. However, the teacher shall choose a time not conflicting with the regular working day. Following student dismissal a teacher may be granted an early departure at the discretion of the Superintendent.

**C. TUITION REIMBURSEMENT**

1. Everyone meeting the definition shall be entitled to the following minimums per school year for course reimbursement until the maximum (\$850) authorized for tuition reimbursement is reached.
2. All tuition reimbursement participants shall be eligible for additional course reimbursement (\$850) over these minimums if , by June 30 of the contract year, the allocated maximum has not been depleted. This maximum shall be \$20,000.

3. The remaining money due to a particular teacher shall be reimbursed automatically.
4. If more than one (1) person is eligible for additional tuition reimbursement, the remaining money shall be divided equally and a check will automatically be forwarded to them by the Business Office.
5. The amount received shall not exceed the amount paid by the employee.
6. The amount of reimbursement shall be prorated for part-time employees.
7. Reimbursement shall be made in the fiscal year of the year the course grade is submitted as proof of acceptable course completion (reference Article XVI, Article A.4); the course is considered completed when the grade is submitted.
8. An accounting of the distribution of tuition for the prior school year shall be forwarded to the ATEA by October 1 of each year.

**D. REIMBURSED EXPENSES**

1. The cost of transportation and other reasonable expenses incurred in connection with any workshops, seminars, conferences and in-service training session approved by the Superintendent will be paid in full by the Board.

62

2. All mileage shall be reimbursed at the current IRS deduction rate. All mileage must be submitted for approval at the time that the request to attend said workshop, seminar, conference, or in-service training sessions is submitted to the Superintendent.

**E. IN-SERVICE WORKSHOPS, CONFERENCES, PROGRAMS**

1. In-service programs shall be conducted during the in-school teacher workday if teacher attendance is required.

**F. PROFESSIONAL DEVELOPMENT MEETINGS**

1. A Professional Development Meeting shall be held on the first and third Mondays of October through May. The sole purpose of these meetings shall be professional development. Said meetings may last for 60 minutes. All full time teachers, CST members who

work in District on those days, guidance counselors, and nurses are required to attend both meetings. Paraprofessionals are not required to attend these meetings.

2. The scheduling of Professional Development Meetings on the first and third Mondays during the months of September and June shall be at the discretion of the Superintendent.
3. In the event that a Professional Development Meeting is canceled due to inclement weather or a holiday, it will be automatically rescheduled for the following Monday or another day that has been mutually agreed upon by the Administration and the Association.
4. Unpaid Professional Development Hours – All professional staff members will be required to perform 4 hours of District approved professional development during each year of the contract. In lieu of compensation, only one Staff/Professional Development meeting will be held by the administration on the first Monday that school is in session during the months of September, December, April and June.

**G. SUMMER PROFESSIONAL DEVELOPMENT MEETINGS**

1. Any teacher who attends professional development training during the summer shall be compensated at the rate of \$22.50 per hour to a maximum of four (4) hours per day. All attendance during summer professional development training shall be on a voluntary basis for tenured staff.

(See Article VI, New Teacher Orientation for non-tenured summer requirements.)

**H. THE ALEXANDRIA PUBLIC SCHOOLS-MASTER TEACHER INSTITUTE**

1. Program Objectives
  - a. To encourage tenured teachers to voluntarily direct their careers along a coherent path of staff development activities. These activities shall lead to refined skills in research-based strategies.
  - b. To encourage application of research-based strategies to instructional and classroom practice.
  - c. To provide the majority to staff development activities for tenured teachers during after school hours, thus:

1. decreased the difficulties associated with obtaining substitute teachers
2. increase the continuity of classroom instruction

2. Program Overview

Tenured staff members in good standing will voluntarily select to attend specific "courses" offered by the school district. These courses will be taught by members of the Alexandria Township Public Schools' administration and faculty. Courses will be offered after school and during the summer.

Teachers attending these courses will receive compensation if they attend all of the sessions and complete the requirements associated with that course. If a teacher completes all of the required courses and meets the additional criteria outlined in this document, then he/she will earn the designation of a Master Teacher. Master Teachers will be recognized with additional financial compensation as well as recognition at a formal ceremony.

**COURSES - \*Topics subject to change, but not to exceed the amount of time described below.**

3. Learning Differences

This course will consist of eight (8) two (2) hour after-school sessions. The emphasis in this course will be on understanding the nature and needs of students eligible for English as a Second Language, special education, and gifted and talented programs. In addition, participants will learn basic modification strategies to address the needs of each of these populations. Specific topics to be addressed include:

64

- Nature and needs of students eligible for special education
- Basic instructional modifications for students eligible for special education
- Nature and needs for gifted and talented students
- Basic instructional modifications for gifted and talented students
- Working effectively with paraprofessional support staff members

This course will require submission of a project demonstrating the application of skills learned during the course.

TEXTS - Teaching Gifted Kids in the Regular Classroom and Teaching Students with Learning Disabilities in the Regular Classroom

*Compensation for completing requirements* - 1 credit on salary guide or \$500

4. Teacher Action Research

This course will consist of four (4) two (2) hour after-school sessions. The emphasis in this course will be designing and conducting action research in the teaching setting. Participants will design, conduct, analyze and report upon an action research project designed to address a classroom, school, or District topic. Specific objectives for this course include:

- The definition and value of teacher action research
- Selecting a research topic
- Conducting a literature review
- Collecting and analyzing data
- Reporting/sharing results

This course will require submission of a project demonstrating the application of skills learned during the course.

TEXT - To be determined

*Compensation for completing requirements* - 1/2 credit on salary guide or \$250

65

5. Mentoring and Peer Coaching

This course will consist of four (4) two (2) hour after-school sessions. The emphasis in this course will be designing and conducting action research in the teaching setting. Participants will design, conduct, analyze and report upon an action research project designed to address a classroom, school, or District topic. Specific objectives for this course include:

- The definition and value of teacher action research
- Selecting a research topic

- Conducting a literature review
- Collecting and analyzing data
- Reporting/sharing results

This course will require submission of a project demonstrating the application of skills learned during the course.

TEXT: To be determined

*Compensation for completing requirements* - ½ credit on salary guide or \$250

#### 6. Advanced Technology Skills

This course will consist of eight (8) two (2) hour after-school sessions. The emphasis in this course will be on learning advanced applications of technology in the classroom. Participants will be required to complete one (1) technology infused instructional unit. Specific objectives for this course include:

- Microsoft Powerpoint
- Inspiration/Kidspiration
- Other applications to be determined based on participants' needs

TEXT: To be determined

*Compensation for completing requirements* - 1 credit on the salary guide or \$500

#### 7. Reading and Writing Across the Curriculum

This course will consist of eight (8) two (2) hour after-school sessions. The emphasis in this course will be on learning strategies for teaching reading and writing in all subject areas. Participants will be required to complete a culminating project that demonstrates evidence of the infusion of strategies taught in the course. Specific objectives for this course include:

TEXT: To be determined

*Compensation for completing requirements* - 1 credit on the salary guide or \$500

8. Master Teacher Designation

Qualifications/Requirements

- Completion of all courses
- Repeated demonstration of high levels of professionalism and collegiality.

*Compensation* - \$500 or 2 credits on the salary guide and recognition presented at a formal awards ceremony.

**SECRETARIAL STAFF SECTION**

**ARTICLE VI**

**WORK YEAR AND WORK SCHEDULE**

**A. TEN (10) MONTH PERSONNEL**

1. The first day of the in-school work year shall commence no earlier than September 1, and the last day shall be no later than June 30 of each school year. The school year shall consist of one hundred eighty-one (181) student days and four (4) non-student days.
2. Ten-month secretaries are to report to work on all days when teachers are in attendance. Ten-month secretaries employed in a secretarial capacity during the summer months shall be compensated at their per diem rate.

**B. TWELVE (12) MONTH PERSONNEL**

1. The work year for twelve (12) month employees shall begin on July 1 of each calendar year and end June 30 of the following year.
2. All salary increases for twelve (12) month employees will be effective on July 1 of each year.
3. During the teacher year the workday for secretaries shall commence at 8:00 AM and end at 4:00 PM unless otherwise indicated by the immediate supervisor.
4. Summer hours shall commence at 9:00 AM and end at 3:00 PM, unless otherwise indicated by the immediate supervisor.

**C. INCLEMENT WEATHER AND OTHER EMERGENCIES**

1. Attendance shall not be required whenever the student attendance is not required.
2. Any secretary required to remain with a student for more than fifteen (15) minutes beyond the end of their regularly scheduled workday, shall be compensated at one and one-half (1 ½) their regular hourly rate from the end of the regular workday to the time the student departs. The "regular rate of pay" shall equal one-fortieth (1/40) of the regular weekly pay.

**D. VACATION SCHEDULE**

Refer to Article I.A. Unit for a definition of District employees covered by this Article.



1. Vacation eligibility shall be determined as of the anniversary date of employment.
2. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.
3. Secretarial staff shall be eligible for vacations on the basis of the following years of experience in the Alexandria Township School District:
  - a. 1 year - 1 week
  - b. 2-7 years - 2 weeks
  - c. 8-14 years - 3 weeks
  - d. 15+ years - 4 weeks

Vacation must be taken before the next anniversary date and may not be taken back-to-back.

**E. HOLIDAY SCHEDULE**

1. Scheduled Holidays - Secretarial Staff
  - a. Labor Day
  - b. N.J.E.A. Convention - 1 day
  - c. Thanksgiving Day and the following Friday
  - d. New Year's Day and 2 workdays
  - e. Good Friday, Easter Monday and the following Friday
  - f. Christmas Day and 2 workdays
  - g. Independence Day
  - h. President's Holiday - Friday and Monday
  - i. Memorial Day
2. Any holiday for the custodial and the secretarial staff which falls on a Saturday or Sunday shall be celebrated on the Friday before or the Monday after respectively.

**SECRETARIES' SALARY SCHEDULE**

<b>YEAR</b>	<b>PERCENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
2011-12	2.50%	17,938	45,514
2012-13	2.75%	18,431	46,766
2013-14	2.75%	18,938	48,052

In addition to the above percentages, secretaries shall receive an additional three hundred (\$300) per person in 2011-12.

## **ARTICLE XI**

### **EMPLOYEE EVALUATIONS**

#### **A. PROCEDURES FOR EVALUATING NON-TENURE PERSONNEL**

All employees shall be evaluated in accordance with State statute and Board policy.

1. **Frequency**

Each non-teaching employee shall be evaluated by his/her immediate supervisor at least one (1) time in each contract year. Said evaluation shall be followed by a written evaluation report and a conference between the employee and his/her immediate supervisor for the purpose of identifying deficiencies. Additional observations may be made upon the request of the employee or at the discretion of the employee's direct supervisor.

2. **Open Evaluations**

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

3. **Copies of Evaluations**

An employee shall be given a copy of any observation/evaluation report prepared by his/her supervisor/evaluator at least one (1) day prior to the evaluation conference. If mutually agreed upon by the employee and evaluator, this one-day requirement may be waived.

4. **Conferences**

Evaluation conferences shall occur within fifteen (15) workdays of the observation/evaluation. The conference shall be held during the workday and at a time not conflicting with lunch or daily break times. Said meeting shall be scheduled without loss of benefit to the employee.

#### **B. REPRESENTATION AT EVALUATION CONFERENCES**

An employee reserves the right to representation in an evaluation conference if said employee feels such a conference could jeopardize his/her employment status and if said employee requests such representation.

**PRINTING AGREEMENT AND DURATION OF AGREEMENT**

**ARTICLE XVIII**

**PRINTING AGREEMENT**

Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all personnel now employed, hereafter employed, or considered for employment by the Board. One (1) copy shall be given to the Association President, to be filed with the UniService Office in Flemington, New Jersey.

**ARTICLE XIX**

**DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2011 and shall continue in effect until June 30, 2014, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective secretaries, on the day and year first above given.

ALEXANDRIA TOWNSHIP  
EDUCATION ASSOCIATION

ALEXANDRIA TOWNSHIP  
BOARD OF EDUCATION

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

Attest:

Attest:

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Secretary

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

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

