

JUNE 2016

**AGREEMENT
BETWEEN**

**HAMILTON TOWNSHIP
BOARD OF EDUCATION**

AND

**HAMILTON TOWNSHIP
EDUCATION ASSOCIATION**

Effective Date:

July 1, 2015 to June 30, 2018

Memorandum Date:

June 30, 2016

Ratification Date:

September 6, 2016

HAMILTON TOWNSHIP EDUCATION ASSOCIATION

HTEA Officers as of 7/1/16

Dr. David Perry, President

John Malloy, 1st Vice President

Daniel Ashton , 2nd Vice President

Eric Liberman , Treasurer

Michele Lamont-Falcone, Recording Secretary

Carolyn Perry, Corresponding Secretary

HTEA Negotiating Team

Robert Howland, Chairperson

Daniel Ashton, Co-Chairperson

Cathy Pietras, Secretary

Cheryl Arzt

Anthony Belfiore

Linda Golden

Kathleen Karch

Tim Kline

Eric Liberman

John Malloy

Al Offredo

Marianne Pace-Sanchez

HAMILTON TOWNSHIP BOARD OF EDUCATION

Board Members

Anthony Celantano, President

Dina Thornton, Vice President

Michelle Episcopo

Susan Ferrara

Richard Kanka

Pamela A. Kelly

Jennifer Kraemer

Susan Lombardo

Christopher Scales

HTBOE Negotiating Team

Patrick Carrigg, Board Attorney

Dr. Thomas Ficarra, Interim Superintendent

Richard Kanka, Board Member, Negotiations Chairperson

Susan Ferrara, Board Member

Christopher Scales, Board Member

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ARTICLE 1-RECOGNITION

1:1 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 regularly employed personnel whether under contract, on leave, on a per diem basis, employed or to be employed by the Board, including:

- Teachers
- Learning Disability Teacher Consultants (LDTC)
- School Psychologists
- Social Workers
- School Nurses
- Speech Therapists
- Guidance Counselors
- Librarian/Media Specialists
- Curriculum Consultants
- Health Service Consultant
- Secondary Educational Assistants
- Classroom Educational Assistants
- Clinical Educational Assistants
- Clerical Educational Assistants
- Personal Care Assistants
- Guidance Educational Assistants
- Lunch/Playground Educational Assistants
- Custodian
- Custodian - Head 1
- Custodian - Head 2
- Assistant Custodian (5.5 hr. & 3.5 hr.)
- Cafeteria Operators
- Assistant Cooks
- Cook/Relief Operators
- Cafeteria Assistants
- Cafeteria Helpers
- Hourly Cafeteria Personnel
- Bus Drivers
- Bus Educational Assistant
- Relief Driver/Helper
- Campus Monitors
- Athletic Trainer
- Purchasing Office Assistant
- Substance Awareness Coordinator
- Operations Grounds Department

Excluding:
All other personnel

1:2 Unless otherwise indicated, the term "employee", when used in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as defined.

1:3 Unless otherwise indicated, the term "certified employee", when used in this Agreement shall refer to all those employees who are required to hold appropriate certificates issued by the State of New Jersey.

1:4 Unless otherwise indicated, the term "non-certified employee", when used in this Agreement shall refer to all those employees who are not required to hold appropriate certificates issued by the State of New Jersey.

1:5 The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1:1 of this Agreement with any organization other than the Association.

1:6 References to the employees shall be deemed to include both male and female, except when the context clearly limits the intent to one sex, and words used in the singular shall include words in the plural as the text so requires.

ARTICLE 2- NEGOTIATIONS PROCEDURE

2:1 The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of New Jersey, 1974, in good faith efforts to reach an agreement on matters concerning terms and conditions of employment. The parties shall enter into negotiations in accordance with the rules and regulations of the Public Employment Relations Commission in the calendar year preceding the calendar year in which this Agreement expires.

2:2 The Board shall make available to the Association, upon request, all information of the Hamilton Township School District that is in the public domain, provided such request shall be at no expense to the Board of Education. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in negotiations.

2:3 Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

2:4 This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing executed by both parties.

2:5 The parties will make an effort during negotiations to mutually agree upon the order of items to be discussed and to adhere to scheduled meeting times.

2:6 Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the terms of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any employee benefit existing prior to its effective date.

2:7 During the term of this Agreement neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

2.8 Scattergram shall be established for the final year of the contract as of October 15 of the last year of the contract.

ARTICLE 3 - GRIEVANCE PROCEDURE

3:1 DEFINITIONS:

3:1.1 Grievance-A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or a group of employees.

3:1.2 Aggrieved person-An "aggrieved person" is the person or persons or the Association making the grievance.

3:1.3 Party of interest-A "party of interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

3:1.4 A grievance to be considered under this procedure must be initiated by the employee or group of employees within twenty-five (25) working days from the time the action is taken or when the act is known or should have been known. The Association may process grievances through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

3:2 PURPOSE:

3:2.1 The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

3:3 PROCEDURE:

3:3.1 Failure at any step of this procedure to appeal a grievance to the next step within specified time limits shall be deemed an acceptance of the decision rendered at that step.

3:3.2 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.

3:3.3 Any employee who decides either alone or with the assistance of the Association that he/she has a grievance shall discuss it with his/her immediate supervisor in an attempt to resolve the matter informally at that level. The immediate supervisor shall have seven (7) workdays from the date of the discussion within to render a verbal decision. If the matter is not resolved to the satisfaction of the employee, the employee shall have seven (7) days from the date of the verbal decision within which to set forth his/her grievance in writing to his/her principal or other immediate supervisor specifying:

- A. The nature of the grievance and date occurred.
- B. The specific provision(s) of the Agreement alleged to have been violated.
- C. The results of the previous discussions
- D. His/her dissatisfaction with the decisions previously rendered.
- E. Relief sought.

The principal or immediate supervisor shall communicate his/her discussion to the aggrieved and his/her representative, in writing, within seven (7) workdays of receipt of the written grievance.

3:3.4 The employee no later than seven (7) work days after receipt of the principal's or immediate supervisor's decision, may appeal the principal's or immediate supervisor's decision to the Superintendent of Schools. The appeal to the superintendent must be made in writing, reciting the matter submitted to the principal as specified and the employee's dissatisfaction with the decisions previously rendered.

The Superintendent shall attempt to resolve the matter as quickly as possible. He or his designee shall hold a hearing concerning the grievance within twenty-five (25) workdays of receipt of the appeal. He or his designee shall render a written decision within fifteen (15) workdays of the conclusion of the hearing.

3:3.45 a. If employee and the Association are not satisfied with the Superintendent's response, they may seek Board review of the grievance by filing a request to the Board in writing within 15 workdays of the Association's receipt of the Superintendent's response.

b. At the time of its filing at the Board level, the employee and the Association shall forward to the Board its initial grievance, the response at the immediate supervisor's level, its appeal to the Superintendent and the Superintendent's response, as well as any other paperwork which the employee and the Association believe are relevant to the Board review of the grievance.

c. The Board, or a committee of Board members, may hold a hearing on the grievance.

d. The Board shall issue its decision on the grievance within 30 workdays of the date when the employee and the Association filed the grievance at the Board level.

3:3.5 If the Association is dissatisfied with the decision of the Board, and only if the grievance pertains to a violation of the Agreement between the Board and the Association and review by an arbitrator is desired, then within fifteen (15) work days after receipt of the Board's decision the Association shall file with the Public Employment Relations Committee a request for the submission of a panel of arbitrators to hear the particular issue. The parties shall be bound by the rules of the appointing agency. The Association shall notify the Superintendent by certified mail or receipted delivery no later than fifteen (15) days after the receipt of his decision of its intention to proceed to arbitration. Failure to notify the Superintendent within the timelines precludes an arbitrator from hearing and/or resolving the grievance.

Additionally, a grievance may not be submitted to arbitration, which pertains to:

- A. A grievance of a non-tenured certified employee which arises by reason of his/her not being re-employed, or appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.
- B. No grievance shall be taken to arbitration that infringes upon the right of the Board of Education to appoint, promote, assign, and involuntary transfer.
- C. Any matter for which a method of review is provided for by law or any regulation of the State Board of Education, or the Commissioner of Education, or any matter which according to law is beyond the scope of the Board's authority or limited by law to Board authority alone.

3:3.6 An employee, in order to process his/her grievance to arbitration, must have his/her request for such action accompanied by the written recommendation for such action by the Association which shall represent or approve the representative of said grievant at the arbitration level.

3:4 The arbitrator so selected shall confer with the representatives of the Board and the Association, shall hold hearings promptly, and shall issue his/her decision not later than thirty (30) workdays from the date of the close of hearings.

- 3:4.1 The arbitrator shall limit him/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to nor subtract anything from the agreement between parties.
- 3:4.2 The recommendation of the arbitrator shall be binding. His/her decision shall be in writing but he/she shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is a violation of the terms of this Agreement.
- 3:4.3 The costs for the services of the arbitrator, including per diem expenses, if any and actual and necessary travel, and subsistence expenses, shall be borne equally by the Board and the Association.
- 3:4.4 If a court stenographer is requested by either party, the cost will be borne by the party requesting the stenographer. However, should the party not requesting the stenographer later request transcripts pertaining to the proceeding, they will then bear the proportionate share of the original cost. Parties requesting transcripts of the proceeding shall bear the cost of said transcripts.

3:5 **GENERAL REGULATIONS:**

- 3:5.1 All time limits stated within this procedure must be strictly adhered to unless an extension is mutually agreed upon in writing by both parties.
- 3:5.2 Employees who participate in any matter processed through the grievance procedure or who refuse to participate in such process are assured that neither party to this Agreement shall engage in any reprisals because of their participation or refusal to participate.
- 3:5.3 The Aggrieved party and his/her representative shall have the right to be present at all hearings conducted at any step of the grievance procedure.
- All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties of interest, their designated or selected representatives, and necessary witnesses heretofore referred to in this Article.
- 3:5.4 The right of a staff member to attempt to resolve a grievance directly through normal administrative procedure is not to be abridged in any way.
- 3:5.5 There will be no suspension of a grievance procedure when schools are not in session except by mutual consent of the parties.
- 3:5.6 The aggrieved shall have the right to present his/her own appeal or designate representatives of the Association to appeal with him/her or for him/her at any step in his/her appeal through the level of Superintendent. If the aggrieved does not designate a representative, the Association shall be notified that a grievance is in process and shall have the right to be represented at all hearings pertaining to the grievance.
- 3:5.7 In the event that a grievance results from an action of a school official higher than the rank of principal, the grievant may set forth his/her grievance in writing to the official specifying:

- A. The nature of the grievance and date occurred.
- B. The specific provision(s) of the agreement alleged to have been violated.
- C. The results of the previous discussions.
- D. His/her dissatisfaction with the decisions previously rendered.
- E. Relief sought.

The official to whom the grievance is submitted shall render his/her decision to the employee in writing within seven

(7) days of receipt of the written grievance, unless said official is the Superintendent of Schools, in which event the time limits are set forth in 3:3.4. Grievances filed at the advanced level based on an action of the Board of Education shall be initiated and handled at the level of the Superintendent, if applicable.

3:6 All documents, communications, and records during the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any participants.

ARTICLE 4- THE RIGHTS OF THE PARTIES

4:1 Subject to the terms of this Agreement the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right: (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the method, means, and personnel by which such operations are to be conducted; and (f) to take whatever action may be necessary to carry out the mission of the school district in situations of emergency. No employee shall be 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 except as otherwise provided by law or regulation.

4:1.1 Non-certified employees that are not renewed at the end of a school year may request the reason(s) for their non-renewal in writing. Upon receiving the reason(s) for their non-renewal in writing, the employee may request a hearing with Administration to discuss the reason(s) for their non-renewal. The employee is entitled to Association Representation at this hearing. Administration may include, but is not limited to, the HR Director, Director of Elementary Education, Director of Secondary Education, Director of Special Services or the Director of Custodial Services. Administration's decision at the conclusion of the hearing is final.

4:2 There shall be no discrimination, interference, restraint or coercion by the Board of Education or any of its representatives against members of the Association because of their membership or lack of membership in the Association. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Representatives of the Association and its parent organization shall be permitted to transact reasonable official Association business on school property, provided that this shall not interfere with or interrupt normal school operations.

4:3 The Association shall have the right to use of the school mailboxes and the inter-school mail facilities. The BOE agrees to pick-up and deliver mail to the HTEA office. The responsibility for the contents of communications rests wholly with the author. The Association agrees to hold the Board harmless in the event of claims arising out of the distribution of Association material. In the posting of the Association materials and the use of mailboxes, all such material will be published on official Association stationery and dated. Any materials not printed on official HTEA stationery, which the Association wishes to post or distribute, shall contain an attached sheet signed by an Association Officer on the advance complimentary copy to the Principal and the Board identifying that document as an HTEA distribution. Such material shall be presumed to be authorized by the President and Executive Committee of the Association. All political flyers, advertisements, or campaign endorsement literature, being distributed by way of school mailboxes, shall be either folded or placed in an envelope so that no printed matter is exposed to public view.

4:3.1 The Association will provide the Board Secretary and School Building Administrators a courtesy copy of all HTEA flyers placed in school mailboxes as long as administration gives the HTEA President a courtesy copy of all flyers or notices given to groups of two or more HTEA members.

- 4:4 The Association shall have the right to use school facilities and equipment after school hours with prior approval of the building principal. The Association shall supply all materials and supplies and pay for the reasonable cost of any repairs necessitated as a result thereof.
- 4:5 No grades shall be changed without the prior consultation of the teacher involved, provided the teacher is available. If the teacher is not available, every reasonable effort shall be made to contact said teacher.
- 4:6 The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees and to no other employee organizations.
- 4:7 Whenever any employee is required to appear before the Board or 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, or for the purpose of issuing a reprimand, then he/she shall be given prior written notice, except in exigent circumstances in which case notice shall be verbal but confirmed subsequently in writing, of the reasons for such meeting or interview and shall be entitled to have representation of the Association present to advise him/her and represent him/her during such meeting or interview. Prior to the conference, the employee shall communicate to the administrator/supervisor his/her intention to have representation. The above requirement shall not apply when the purpose of the meeting is for a professional conference which will not adversely affect the employment status or salary of the employee.
- 4:8 Any questions or criticism by a supervisor or administrator of an employee shall be performed with all due professional courtesy.
- 4:9 **INFORMATION:** The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available information concerning the educational program and the financial resources of the district that are a matter of public record. The Board shall make such information available within a reasonable amount of time following such request.
- 4:10 **BULLETIN BOARDS:** The Association shall have, in each school building, the partial use of a bulletin board in each staff lounge. The Association shall also be assigned adequate space on the bulletin board in the school building office for Association notices provided copies are presented in advance for posting to the appropriate building administrator and the Board Secretary. Any materials not printed on HTEA stationery shall be presumed to be authorized by the President and Executive Committee of the Association and dated.
- 4:11 Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee covered by this Agreement shall have the right freely to organize, join, and/or support the Association for the purpose of engaging in collective negotiations. As a duly selected body, exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her institution of any grievance, complaint, or proceeding under this Agreement.
- 4:12 **RELEASED TIME FOR MEETINGS:** Whenever by mutual consent of the parties, any representative of the Association or any employee participates during working hours in negotiations, grievance proceedings, conferences, meetings, administrative, judicial, or other proceedings scheduled by a third party, he/she shall suffer no loss in pay or time.
- 4:12.1 The Association shall supply the Superintendent with a list of Association Representatives that work on the second shift. In the event of a Representative Council meeting is held during their work shift, these representatives shall be allowed to attend up to six meetings per year for a period not to exceed two hours at no loss in pay. Representatives shall return to work and complete their assignments.

- 4:13 Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.
- 4:14 The Association President shall be entitled to apply for and receive an unpaid leave of absence from the Board to attend to Association business. The Association President shall be compensated through the Board upon reimbursement by the Association for the cost of salary, health insurance, dental and prescription.
- 4:15 Employees shall be notified of their contract and salary status for the ensuing year no later than June 30.
- 4:16 The Association President shall receive a copy of the Board's Monthly Personnel Packet at the beginning of the Board's monthly regular session board meeting.

ARTICLE 5 - PROTECTION OF EMPLOYEES

- 5:1 The Board of Education and the Hamilton Township Education Association recognize their responsibilities as defined in the N. J. S. A.: 18A: 16-6; 18A: 16-6.1; 18A: 6-1; 18A: 25-2; and 18A: 30-2.1.
- 5:2 Proper safety equipment shall be provided by the Board. It is understood that employees shall use such equipment when and where appropriate. Equipment shall be kept at the work site when not in use.
- 5:3 Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.
- 5:4 Employees who believe that they are working under unsafe or hazardous conditions or performing tasks which endanger their health or safety may institute a grievance. However, said grievance shall terminate at the level of the Superintendent and shall not be subject to the arbitration provisions set forth in Article 3. Further appeal of concerns relative to this paragraph shall be through the Commissioner of Education or other applicable regulatory agencies.
- 5:5 At no time shall the Board or any Agent thereof, assign or direct any non-certified employee covered by this agreement, to any other duties outside of the duties appropriate to their position and consistent with their general job description.
- 5:6 The Board will meet its legal obligation to nurses pursuant to N. J. S. A. 18A:16-6 by providing professional liability insurance to protect against claims arising out of the performance of their duties.
- 5:7.1 Emergency cell phones will be available at every elementary school. These phones will be available only for use during emergency situations. Employees that use these phones for personal use will be subject to disciplinary action.
- 5:7.2 Communication devices (walkie-talkies) will be made available for custodial employees working in the secondary division. Employees that misuse the communication devices will be subject to disciplinary action.
- 5:8 All Board of Education vehicles are assigned to a Field Maintenance/Warehouse Employee who is responsible to report any unsafe condition immediately. All such employees shall possess a valid driver's license. Should such employees not have a driver's license for any reason including, but not limited to, suspension or revocation, for six continuous months or for six months in the aggregate during any twelve month period, the employee may, in the sole discretion of the Board, be subject to immediate suspension without pay until his/her license is reinstated. All assigned drivers shall ensure that the current registration and insurance data is kept in the vehicle at all times. If they are found missing, it must be reported immediately. Employees will drive in a safe manner and take appropriate steps to ensure the safety of Board staff, students and the public. Disciplinary action may be taken against any employee who is convicted of a reckless driving violation which occurred while operating

a Board of Education vehicle. All drivers are personally responsible for payment of any tickets for parking or moving violations. All vehicle accidents known to the employee whether major or minor shall be reported within twenty-four hours to the Manager of Plant, Engineering and Operations or his designee.

5:9 A radio is assigned to each Field Maintenance/Warehouse employee and shall be used for District purposes only to enhance the safety and efficiency of the department. The use of the radios is governed by FCC guidelines and regulations and shall be used in a professional manner. Abuse of the radio will result in disciplinary action against this employee and this employee will be responsible for payment of the costs for any repairs or replacement unless the abuse is not the fault of the employee.

ARTICLE 6- SENIORITY: NON-CERTIFIED STAFF

6:1 School district seniority is defined as service to the Hamilton Township School District in the collective bargaining unit covered by this Agreement.

6:2 During the period of employment within this unit, employees shall continue to accrue seniority credit in all lesser unit classifications in which they have been employed.

6:3 An employee shall lose all accumulated School District seniority in the event of involuntary termination, resignation, or voluntary quit and shall not accrue seniority during absence from active work due to disciplinary suspension, leave of absence (in accordance with Commissioner of Education rulings) or layoff.

6:4 In the event of a reduction in force for reasons of economy, individuals shall be laid off/eliminated in inverse order of seniority within the department involved. An employee affected by a reduction in force shall have seniority rights over the most junior employee within his/her current category of employment (as listed in the salary guide). If a rified individual has greater district-wide seniority than an individual remaining in a lesser category the rified individual shall have the option to bump down into the lower category position, assuming he/she holds the requisite qualifications.

- A. The reference to "department involved" refers specifically to eight departments:
 1. Custodial Personnel
 2. Cafeteria Personnel
 3. Personal Care Educational Assistants
 4. Classroom Educational Assistants
 5. Clerical Educational Assistants
 6. Secondary Educational Assistants
 7. Lunchroom/Playground Educational Assistants
 8. Transportation Personnel
- B. Within the assistants ranks no weight shall be given to the number of hours worked per day nor will weight be given to specific job assignment (i.e. classroom assistant, special education assistant)
- C. Within the cafeteria department no weight will be given to the number of hours worked per day nor to the specific job assignment (i.e. hourly employees, operator, etc.)

D. Within the custodial department no weight will be given to the number of hours worked per day.

6:5 Seniority shall have no bearing in cases involving termination or non-renewal based upon job performance or other factors unrelated to economic reductions in force.

6:6 When a vacancy occurs, notice of recall shall be given to the most senior employee on lay off, assuming he/she is qualified for the vacant position. Notice of recall work shall be addressed to the employee's last address appearing on the records of the School District, by certified mail, return receipt requested. Within 10 days from receipt of such notice of recall, the employee shall notify the Director of Human Resources, in writing, whether or not he/she desires to return to the work involved in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his/her seniority and all rights to recall. If he/she indicates that he/she desires to return to the work involved in the recall notice, then he/she shall report to work within 10 working days from such date he/she receives the recall notice or within such period of time as is set forth in a written extension of time signed by the Director of Human Resources. In the event he/she shall fail to report to work, he/she shall forfeit all of his/her seniority and all rights to recall.

6:7 Those employees laid off shall be given the opportunity to elect to be placed in the substitute pool. Substitute work shall be offered to laid-off employees within the substitute pool before it is offered to substitutes who are not on lay-off. Substitute work shall be offered on a rotational basis using a seniority list from top to bottom.

ARTICLE 7- EMPLOYMENT PROCEDURES

Section A Non-Certified Staff

7:1A Probationary Period-All new permanent employees shall initially work a ninety day probationary period. During this period the Board is free to judge the performance of an employee and, if necessary, terminate the employee without notice and without recourse to the grievance procedure. Once an employee satisfactorily completes his/her probationary period, his/her seniority shall be recorded from his/her date of hire. Prior length of service in a comparable position within or from outside the Hamilton School District may be credited where applicable for the purpose of initial salary placement only.

7:2A Promotions- An employee shall be probationary for the first 60 days on a new job and shall retain his/her seniority in his/her previous position during this probationary period.

7:3A Salary Scale- An employee hired prior to January 1 for twelve-month personnel and February 1 for 10 month personnel of any school year shall be given full credit for one full year for increment purposes only. There shall be no part-year increments granted.

7:4A Resignation- An employee who is resigning from his/her position shall give two weeks notice. Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given.

7:5A The notice shall include the title of the position, the work site, the qualifications, and the rate of compensation. A copy of the job description shall be available upon request.

Section B - Employment and Promotion Procedures-Certified Staff

7:1B Opportunity will be given to any certified employee meeting qualifications as prescribed to apply for and receive fair consideration for administrative and supervisory positions which may become open. Such positions shall include those in the administrative and supervisory field for which there is a designated salary schedule and such other positions carrying an administrative or supervisory responsibility for which there is a salary differential above that of a certified employee.

7:2B Notice of any administrative or supervisory opening as previously defined will be publicized within the school system, not less than two (2) weeks before the deadline for application. Applications in writing will be

accepted from within and outside the school system. The notice will include such information as the position to be open, certification requirement, the date that the certification must be in effect, required qualifications, desirable qualifications, salary, and salary range, and the deadline date for application. Applications will be acknowledged.

7:3B Final decision on administrative and supervisory positions shall be the prerogative of the Board of Education. There shall be no abridgment of the right to fill vacancies on a temporary basis when warranted by particular circumstances. While every effort will be made to comply with the procedure as outlined, flexibility may be needed in unusual circumstances for the proper operation of the school system.

7:4B If an opening occurs during the summer recess a letter of notification of vacancies shall be sent to the Association President and the Association shall be responsible for notifying staff during the summer months.

7:5B All candidates from within the district who meet the basic requirements for the position shall be granted an interview by the Superintendent or his designee. Such interview need not be granted, however, if the candidate has been granted an interview for any other administrative or supervisory vacancy or opening within the preceding twelve (12) months.

ARTICLE 8- TRANSFERS AND REASSIGNMENTS

8:1 Employees who desire to transfer to another position or building may file a written transfer request statement with the building principal/supervisor and the Human Resources office. Such statement shall be made on the District form.

8:1.1 Employees who desire to transfer to another position within their building may file a written request statement with the building principal. Such statement shall include the position(s) to which he/she desires to be transferred in order of preference.

8:2 All requests for transfer and reassignment shall be placed in the official files in the personnel office and kept for a period of one year and when an opening occurs the employee shall be considered for the position in accordance with this article.

8:3 A notice of all non-certificated vacancies shall be posted in each work site ten (10) days before the final date when applications must be submitted, unless circumstances require that faster action be taken. A copy of the job posting shall be given to the President of the Association at the time of posting.

8:4 The notice shall include the title of the position, the work site, the qualifications, and the rate of compensation. A copy of the job description shall be available upon request.

8:5 The schedule of employees who are assigned to more than one (1) work site shall be arranged so that no such employee shall be required to engage in an unreasonable amount of inter-school travel. Such employees shall be notified of any changes in their schedules as soon as possible.

8:6 All employees shall be given written notice of their work assignments for the forthcoming year on or before June 30, when administratively feasible.

ARTICLE 9- EVALUATION

9:1 All monitoring of the work performance of an employee shall be conducted openly and with full knowledge of the employee.

9:1.1 Certified employees shall be evaluated consistent with NJ Administrative Code.

9:1.2 Non-certified employees shall be evaluated at least once during each work year. The evaluation shall be completed prior to June 1, to be followed in each instance by a written evaluation report and by a conference between the employee and the evaluator for the purpose of identifying strengths, deficiencies and extending assistance for their correction. Employees shall be given a copy of the evaluation report twenty-four (24)

hours prior to the conference.

9:2 An employee shall be given a copy of any observation or evaluation at least twenty-four(24) hours before any conference to discuss it. No such report shall be submitted to central office, placed in the employee's file, or otherwise acted upon without prior conference with the employee. The employee's signature on an evaluation report shall indicate that he/she has read it.

9:3 All non-tenured certified employees shall be observed at least three times per school year prior to April 30. At least one such observation shall take place in each semester. Such observation shall be followed by written evaluation reports and by conferences between the employee and the observer for the purpose of improving performance. The above rule shall not apply to those non-tenured certificated employees who are not continuously employed between September and April 30.

9:3.1 The employee shall have the right to reply to the evaluation in writing within ten (10) working days and should have the same attached to the evaluation file copy.

9:4 No material derogatory to the employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signatures in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material within ten (10) working days and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

9:5 Any written derogatory material contained in an employee's personnel file which an employee has not had an opportunity to review, rebut, and sign shall not be used in any proceeding against the employee.

9:6 Should an employee refuse to sign material referred to in this Article, the supervisor shall invite the President of the Hamilton Township Education Association or the senior building representative to witness the fact that the opportunity was presented to the employee to sign the material; and said President or the senior building representative shall sign to indicate his/her knowledge of the circumstances.

9:7 An employee, within three (3) work days of said request, shall have the right to review the contents of his/her personnel file with the exception of pre-employment information. No review shall continue beyond 4:30 P.M.

9:8 Except in matters before the Board, or where all parties mutually agree to a recording, no employee shall be called into any meeting concerning any personnel matter where the conversation is recorded.

ARTICLE 10- NON-TEACHING DUTIES

10:1 Teachers shall not be required to correct standardized tests administered to a large group given district-wide, such as IQ, Achievement, and other similar tests, where machine scoring can be used.

ARTICLE 11- WORK YEAR

11:1 The Superintendent will consult with representatives of the Association before recommending the school calendar for the next school year. Final determination of the school calendar will rest with the Board.

11:2 The in-school work year for teachers employed on a ten-month basis, other than new personnel, who may be required to attend additional orientation days, shall not exceed 185 days.

- 11:3 The work year for LDTC/School Psychologists shall begin on the Monday preceding Labor Day and extend through June 30.
- 11:4 It is understood that LDTC/School Psychologists shall not be required to work whenever schools are closed for inclement weather. Employees shall make an attempt to arrive at their work site as close to their regular starting time as possible when there is a delayed opening. It is understood that employees who arrive later than the normal starting time but prior to the delayed opening time shall not be penalized in any way and will not be required to make up lost time.
- 11:5 The work year for educational and personal care assistants shall be on a ten-month basis. Assistants shall work a maximum of 185 days between September 1 and June 30.
- 11:5.1 The work year for elementary Lunchtime Playground Educational Assistants shall be 181 days per year. The work year for middle school Lunchtime Playground Assistants shall be 173 days per year. The Board will pay middle school Lunchtime Playground Assistants their personal daily rate for any days above 173 days up to a maximum of 181 days.
- 11:6 Assistants required to work more than 185 days shall be paid for the extra days at the appropriate salary prorated from their annual salary.
- 11:7 Custodial personnel shall be employed on a 12 month basis.
- 11:8 Cafeteria Operators shall work a maximum of 205 days. The work year for Cafeteria Operators may begin prior to September 1 to equal a maximum of 205 days per year including holidays.
- 11:9 Cafeteria Helpers, Assistant Cooks, and Cook/Relief workers shall work only when student lunches are scheduled to be served.
- 11:10 Bus drivers and Relief Bus Drivers/Helpers shall work a minimum of 182 days between September 1 and June 30.
- 11:11 On days of inclement weather when students are not transported to schools, bus drivers will not be expected to report to work when excused by Superintendent's school closing announcement. However, all bus drivers will be expected to work if the day is later rescheduled for make-up.
- 11:12 The work year for Athletic Trainers hired after July 1, 2005 will begin on August 15th and end on June 15th of each school year.
- 11:13 Social Workers will work 5 additional work days per year in exchange for 5 vacation days that can be used during the school years.

ARTICLE 12- WORK SCHEDULE

Section 12A - Certified Staff

- 12A:1 Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in and sign-out" roster.
- 12A:1.1 A teacher is expected to devote to his/her work the time necessary to accomplish the task at hand. The Association agrees that a teacher's day is not necessarily coterminous with that of a pupil's. However, it shall be no less than that which is established for the pupils. The school day for all teachers shall not exceed seven (7) hours and twenty (20) minutes. Teachers may also be required to attend department and other staff meetings. Effective with the beginning of the third marking period which immediately follows ratification of the 2003-2006 Agreement, the parties agree that, except as modified by the lunch and preparation time limits set in this Agreement, the remaining time may be used for teacher-pupil contact, including instruction time. No teacher shall be required to attend more than 21 after or before school day meetings per year (see Article 12:A1.1a) and no more than three (3) meetings per month, except in case of emergency. The staff shall normally have not less than forty-eight (48) hours notice of all regularly scheduled meetings. These meetings are exclusive of those evening

assignments referred to in Article 12A:4 of this Agreement. In addition, teachers will be available after school for parental conferences or to meet with students upon request.

12A:1.1a Effective July 1, 2016, Middle and High schools are excluded from before school meetings. The total number of before and after school meetings shall not exceed twenty-one (21). Elementary schools may have no more than five (5) before school meetings. No morning meeting may start before 8AM. The building principal shall schedule the morning meetings and notice of morning meetings for the year shall be given prior to the start of the school year. NEW

12A:1.2 The regular work day for the School Social Workers will be seven (7) hours and thirty (30) minutes which includes a one (1) hour lunch break. The daily work hours are to be 8:30A.M. to 4:00P.M. with any exceptions to this work schedule to be set by or with approval of the Supervisor of Student Services and Programs.

12A:1.3 The regular work day for the LTDC/School Psychologists will be eight (8) hours which includes one (1) hour lunch break. The daily work hours are to be set by the administration and any exceptions to this scheduled work day will require the prior approval of the Supervisor of Student Services and Programs or his/her designee.

12A:2 Teachers shall have a duty-free lunch period. If this period is less than thirty (30) minutes, then it must be at least equal to the student's lunch period.

12A:2.1 All nurses and guidance counselors will be entitled to a duty free lunch period. These employees must attend to any student needs that arise during these duty free periods and elementary nurses' lunch period shall not conflict with the student lunch/play period.

12A:2.2 Each middle and high school teacher (excluding nurses) shall have one (1) preparation period per day, unless mutually acceptable alternative arrangements are made between the teacher and building principal. Effective July 1, 2004, each middle and high school teacher (excluding nurses) shall have one (1) preparation period per day of 40 minutes, unless acceptable alternative arrangements are made between the teacher and the building principal.

Note: Any nurse who teaches health education at least one-half of his/her regular workday shall be entitled to a preparation period per day.

12A:2.2.5 Effective July 1, 2009, all school nurses will be guaranteed a daily preparation period of 15 minutes.

12A:2.3 Elementary teachers shall be entitled to a guaranteed forty (40) minute preparation period per day. This preparation time may be the scheduled preparation time or the result of a specialist being with the teacher's class. If the teacher does not receive his/her forty (40) minute preparation period on a given day the teacher shall be compensated at the hourly rate. During A.M. (Morning) inclement weather (which requires children to be inside) teachers may volunteer to watch children at a flat rate of \$20 per half-hour. The Board of Education will utilize Educational Assistants for morning duty or inclement weather duty whenever possible. Teachers may only volunteer for the inclement weather duty after all other staff are asked. Principals may assign staff if no one volunteers for the assignment at the flat rate. All certified HTEA staff may be utilized to contact a principal if important issues arise and the principal is not in the building.

12A:2.4 Any elementary nurse who teaches health education at least one-half of his/her regular work day shall be entitled to the daily thirty (30) minute preparation period contained in Section 12A:2.3.

12A:3 Teachers may leave the building during normal working hours only with the knowledge and approval of the principal or his/her designated representative. Teachers can leave if they have a duty-free lunch period and if they sign out and in.

12A:4 A maximum of five (5) evening duty assignments per teaching staff member and LDTTC/Psychologist may be required in any school year.

12A:5 The practice of using a teacher or nurse as a substitute shall be kept to a minimum based on essential needs. Coverage shall be arranged by the supervisor in charge and shall be distributed as equitably as possible among available staff. All teachers and nurses who are required to teach, treat, or supervise their own student assignment, as well as, students normally assigned to another staff member, who is currently absent without a substitute, shall be given the coverage assignment, in writing, along with a signed (authorized) "Additional Compensation Hourly Rate Form" by the administrator giving the assignment. Compensation for this coverage shall be \$14 per hour above his/her regular salary.

12A:6 Teachers will not be obligated to perform nursing functions except on an emergency basis.

12A:7 Up to four (4) elementary conference days with parents shall be revised to provide that after the one-session days, the teachers shall be dismissed and return in the evening for night conferences with parents for a total of two hours each night. Scheduling of the evening conferences shall be performed in the same manner as the afternoon conferences are scheduled.

12A:8 Teachers may be assigned to a flexible schedule mutually agreed to between teacher and administration, which may begin up to sixty (60) minutes before or up to sixty (60) minutes after the start of the regular workday. Any teacher with a flexible schedule pursuant to this article shall have a workday which is the same length as that for teachers on a regular work schedule.

12A:9 In the middle and high schools, there shall be a maximum number of six (6) teaching periods. The phrase "teaching periods" does not include either the lifeguard(s) or teachers who have students return to homeroom or an activity period at the end of the day. If a teacher is assigned to a supplemental class or to an in-class support role which results in a 7th teacher-pupil contact period, said teacher shall be paid an annual stipend of \$5300.

12A:10 Special Education teachers will be provided with two (2) release days within each contractual year for the purpose of preparing IEPs. Dates of the release days will be determined mutually among teaching, Child Study, and building administration staff.

12A:11 On one-session days teachers and paraprofessionals will be guaranteed a duty free lunch period and 15 minutes travel time to get to workshops held at a different location from their assigned workplace. Teachers will be expected to complete all staff development workshops. Workshops will be a maximum of 2 hours in duration.

12A:12 The regular work week for the Athletic Trainers hired after July 1, 2005, will be forty (40) hours. The Athletic Director and Building Principal will consult with the trainer and determine their actual daily and weekly schedule. Their schedule will be based upon the district's athletic schedule and the needs of the student athletes. Athletic Trainers will be given a one-hour lunch/dinner period which includes travel time.

12A:13 During the one session days for students on the first week of each school year, teachers shall be guaranteed one afternoon to prepare their classrooms for the opening of school. These afternoons shall be workshop free, meeting free, and duty free time.

Section 12B - Non-Certified Staff

12B:1 The work week shall consist of five consecutive days, Monday to Friday, of between two and eight working hours as specified below.

12B:2 All employees shall be entitled to one and a half times the hourly rate for all work in excess of forty hours per week. Hourly rate is determined by dividing regularly scheduled weekly hours into regular weekly base rate.

12B:2.1 Overtime and bus driver's additional time shall be rotated within each work site in order to achieve equal opportunity. A list shall be posted at each work site and when overtime or bus driver's additional time is available it shall be offered to the next qualified person, provided that person is not already engaged in other employment for the Board at that time. If said employee refuses the assignment he/she shall be rotated to the bottom of the list. The extra run/overtime list in effect during the school year shall continue for extra or summer runs for the start of each new school year.

12B:2.2 An employee working overtime on a Saturday, Sunday, and/or holiday shall be considered as one assignment for rotation purposes even if there is a break in the work time. However, no compensation shall be paid for the break in service.

12B:3 Holidays, sick time and authorized leaves with pay will be counted as days worked.

12B:4 Any employee called to work for any period of time that is not contiguous with his/her regular work day (before or after) shall be given not less than three hours pay at one and a half his/her regular rate, except as otherwise set forth in Article 12B:10.4. Overtime hours immediately before or after the normal start or end of the employee's workday shall be paid based on the number of hours worked at one and a half times the employee's regular rate.

12B:5 All employees required to work on listed holidays or Sundays shall be paid at the applicable double time rate.

12B:6 When overtime is needed in a school, employees in that building shall be given first preference.

12B:7-12B:8 CUSTODIANS:

12B:7 Regular Work Hours

The shifts depicted below may be adjusted without loss of hours and/or pay up to 30 minutes with the mutual agreement of the employee and supervisor.

Elementary Schools-

1st shift Custodians: 7:00 A.M.-3:00 P.M.

27.5 hr Asst. Custodians: 8:30 A.M.-2:00 P.M.

17.5 hr Asst. Custodians: 10:30 A.M. – 2:00 P.M.

2nd shift Custodians: 3:00 P.M.-11:00 P.M.

Middle Schools

1st shift Custodians: 6:30 A.M.-2:30 P.M. or 7:00 A.M.-3:00 P.M.

2nd shift Custodians: 3:00 P.M.-11:00 P.M.

High Schools

1st shift Custodians: 6:30 A.M.-2:30 P.M. or 7:00 A.M.-3:00 P.M.

2nd shift Custodians: 3:00 P.M.-11:00 P.M.

3rd shift Custodians: 5:00 P.M.-1:00 A.M. *

*** HTSD employees on the 11 P.M. to 7 A.M. shift as of 2-1-09 will remain on said shift. No other employees**

will be eligible for the 11-7 shift. Custodians employed on the 3rd shift will be reassigned to work on a 2nd shift, as the primary assignment, and only be scheduled to work the 3rd shift on an as needed basis, on a temporary basis, as determined by the principal or Director of Facilities. The temporary reassignment to the 3rd shift shall not qualify for overtime.

12B:7.1 Assistant Custodian 1: Five and a half hours per day as shift assignment in accordance with 12B:7 and 12B:8.

12B:7.2 Assistant Custodians previously working 3 hours per day shall work 3 ½ hours per day effective July 1, 2006. They will be paid .4375 of the full time custodian's salary.

12B:7.3 All custodians receive ½ hour lunch with pay to be eaten on the premises. The custodians will be on-call during the 30-minute lunch period for boiler operation and emergencies.

12B:7.4 When ever schools are closed for students and teachers custodians shall work the hours as follows with approval of the Business Administrator/Board Secretary. 1st and 2nd shift Custodians: 7:30 A.M.-3:30 P.M. including a lunch break from 12 noon-12:30 P.M..

12B7.5 In the event a custodian is asked to work past his/her regular shift (a double shift or part thereof) he/she shall be allowed to leave the building for thirty (30) minutes to obtain a meal with pay.

12B:7.6 During the winter sports season, the second shift at the High Schools may be adjusted to 2:30 P.M. to 10:30 P.M. provided the building administrators and custodian(s) agree to the change.

12B:7.7 The Board may hire up to one custodian in each high school (effective 7/1/09) that will work one day each week on Saturday and four days in the time period Monday through Friday (8 hours per day). The start time on Saturday will be between 7 A.M. and 11 A.M.

12B:8 Summer Hours

12B:8.1 Summer working hours will take effect the day after the last teacher day and end on the day before the first teacher day.

12B:8.2 Elementary Schools

1st shift Custodians: 7:00 A.M.-3:00 P.M.

Asst. Custodians: 7:30 A.M.- 11:00 A.M. or 7:30 A.M.-1:00 P.M.

2nd shift Custodians: 7:30 A.M.-3:30 P.M.

Middle Schools

1st shift Custodians: 7:00 A.M.-3:00 P.M.

2nd shift Custodians: 7:30 A.M.-3:30 P.M. or 3:00 P.M.-11:00 P.M.

High Schools

1st shift Custodians: 7:00 A.M.-3:00 P.M.

2nd shift Custodians: 7:00 A.M.-3:00 P.M. or 3:00 P.M.-11:00 P.M.

3rd shift Custodians: 3:00 P.M.-11:00 P.M.

12B:8.3 In the event a custodian is asked to work past his/her regular shift (a double shift or part thereof) he/she shall be allowed to leave the building for thirty (30) minutes to obtain a meal with pay.

12B8.4 All custodians receive ½ hour lunch with pay to be eaten on the premises. The custodians will be on-call during the 30-minute lunch period for boiler operation and emergencies. Employees working on the 1st shift shall be assigned either a 6:30 A.M. or 7:00 A.M. starting time. The employer will not unnecessarily alter the starting time for individual employees.

12B:8.5 When school is closed for students and teachers (Monday through Friday) due to snowfall or other related weather emergency, and custodians are required to report to work for snow removal or other related weather response, those custodians will receive comp time. Custodians will receive thirty (30) minutes comp time for every hour they work that day as well as their appropriate hourly rate. A request to use comp time must be submitted seventy two (72) hours in advance to the building principal or his/her designee and is subject to approval by the building principal or his/her designee. Comp time is time released from work with pay and accumulated comp time must be completely used by August 31st of each year. If the use of comp time is denied by the building principal at any time prior to August 31, the employee may carry up to eight (8) hours of comp time beyond August 31 and must use same prior to October 31.

12B:9 ASSISTANTS:

12B:9 The maximum length of the work day for all Educational Assistants (previously 6.5 hour and 7 hr. educational assistants) and Personal Care Assistants shall be seven hours exclusive of lunch. Any educational assistant scheduled to work less than their scheduled work day (see 12B:9.3) shall be paid the appropriate share of the Educational Assistant's full annual salary.

12B:9.1 The work day for Lunch/Playground Educational Assistants shall be:

Elementary School- 2 hours per day

Secondary School- 2 1/4 hours per day

12B:9.2 Paraprofessionals should refer to Article 12A:11 for one-session day lunch and travel procedures.

12B:9.3 The work day starting and ending times for Educational Assistants shall be the same as the Teachers of the building to which the Educational Assistant is assigned. The lunchtime for Educational Assistants shall be the same length of time as the lunchtime for Teachers of the building to which the Educational Assistant is assigned. Educational Assistants shall not receive a preparation period.

12B:9.4 The above starting and ending times may be adjusted without loss of hours and/or pay up to 30 minutes with the mutual agreement of the employee and the supervisor.

12B:9.4.5 Educational Assistants shall be paid their contractual hourly rate for any work outside of their normal workday.

12B:9.5 Any Educational Assistant employed prior to July 1, 2006 as a 6 ½ hour Educational Assistant who is unable to work as a 7 hour Educational Assistant, will be grandfathered and allowed to work as a 6 ½ hour Educational Assistant. Their salary will be prorated.

12B:10 BUS DRIVERS:

12B:10.1 The normal work day for Bus Drivers and Relief Drivers/Helpers shall be seven (7) hours exclusive of lunch.

12B:10.2 The driver shall take an unpaid one half hour lunch break between the morning and afternoon regular runs (9:30-2:30). The driver is to be given at least one days notice of the trip so that he/she can make

arrangements to bring along a bag lunch in the event there are no lunchroom accommodations at the facility to be visited.

12B:10.3 On days of inclement weather when students will be transported on a later schedule due to a delay in the opening of schools, bus drivers will be expected to report to bus yard one (1) hour before their bus run begins to make certain bus is prepared to pick up children.

12B:10.4 There will be a two (2) hour minimum call-in time. The driver will be assigned some related work in order to receive the minimum two (2) hour pay.

12B:11 CAFETERIA:

12B:11.1 Cafeteria personnel work hours:

Operators- Six, or Seven hours as assigned

Hourly personnel-Three to Seven hours as assigned.

Asst. Cook and Cook/Relief Operator-Six or Seven hours as assigned

12B:11.2 When it is determined that a cafeteria employee of the District is needed for overtime purposes in a school, said overtime shall be rotated within the school within the job title. This provision shall not require the Board to assign overtime to an employee when the needed overtime does not occur immediately after the employee's assigned shift has ended, except in the case when the needed overtime does not immediately follow the shift of any of the District employees in the job title in that school. In the latter situation, rotation of overtime within the school with the job title shall occur.

12B:12 OPERATIONS GROUNDS DEPARTMENT:

12b:12.1 The work week shall consist of five consecutive days from Monday through Friday. The Workday shall be eight (8) hours a day from 7:30 A.M. to 4:00 P.M., with one-half hour unpaid lunch. All Operations Grounds Department employees shall sign in at 7:30 A.M. and report to their respective areas for assignment and be ready for deployment by no later than 7:45 A.M. There shall be one fifteen minute break from employment during the first four hours of employment and one during the second four hours of employment. Breaks may not be taken consecutively nor contiguously with lunch during any day. The total break and lunch time includes traveling to purchase food and drinks and shall not exceed fifteen minutes for breaks and thirty minutes for lunch. Lunches and breaks shall be taken at the work site where the scheduled daily work is being performed and employees shall be permitted to use the building facilities at the work site upon notice to the building principal or his/her designee. Staff are not to return to the Facilities Office for lunch or breaks unless deployed at Klockner or Greenwood, Elementary Schools or Nottingham High School or except for exceptional reasons such as using equipment on site, picking up materials, drawings, etc. Employees may not eat or drink in any shop area in the Facilities Office. The conference/lunch room is designated as the only room for lunches.

- A. Summer Hours – Summer working hours will take effect after the last teacher day (normally occurring in June) and end on the day before the first teachers day of the next school year and shall consist of one shift from 7:00A.M. to 3:30 P.M..
- B. There shall be a second shift from 11:30 A.M. to 8:00 P.M. with one-half hour for lunch unpaid. Employees shall be assigned to the second shift only if they volunteer for such assignment. Each person working the second shift shall receive as additional compensation a shift differential of 7.5% of their respective daily rate. No foreman shall be assigned or designated to any second shift.

12B:12.2 Overtime shall first be distributed equally from a rotating list of employees unless a certain employee has been satisfactorily performing in the capacity.

12B:12.3 The next employee in seniority will be asked to work.

12B:12.4 The roster of seniority will be posted at all times.

12B:12.5 An employee refusing overtime shall be placed on the bottom of the roster listing.

12B:12.6 (NEW) Meal Breaks for Operations Grounds Department Employees Working Overtime: Where overtime exceeds three hours, the morning break shall occur between 7:30 am and 9:30 am at the discretion of the supervisor. The meal break shall not exceed one hour. The dinner break shall occur between 5:30 p.m. and 7:30 p.m. at the discretion of the supervisor. The dinner break shall not exceed one hour. On a weekend call-in, after five hours, the employee will be entitled to a voucher and a meal break before continuing work. The meal break shall not exceed one hour NEW.

12B:12.7 When school is closed for students and teachers (Monday through Friday) due to snowfall or other related weather emergency, and custodians are required to report to work for snow removal or other related weather response, those custodians will receive comp time. Operations Grounds Department employees will receive thirty (30) minutes comp time for every hour they work that day as well as their appropriate hourly rate. A request to use comp time must be submitted seventy two (72) hours in advance to the building principal or his/her designee and is subject to approval by the building principal or his/her designee. Comp time is time released from work with pay and accumulated comp time must be completely used by August 31st of each year. If the use of comp time is denied by the building principal at any time prior to August 31, the employee may carry up to eight (8) hours of comp time beyond August 31 and must use same prior to October 31. NEW

ARTICLE 13- TEMPORARY LEAVES OF ABSENCE

13:1 **PERSONAL LEAVE:** All employees will receive three (3) personal days prorated per year upon date of hire.

A. All shorter term appointed employees shall only be entitled to one (1) personal leave day for each four (4) month period of their appointment, commencing after the third year of consecutive employment.

B. Personal leave may not be used on a school day that precedes or follows a school holiday without the express permission of the Superintendent or his designee.

D. Any personal days not utilized during any school year shall accumulate to the employee's unused sick leave.

13:4 Bereavement Leave: 13:4

13:4 **DEATH IN THE IMMEDIATE FAMILY:** [All Employees] All employees will be required to use bereavement days immediately and consecutively upon notification except in cases of delayed funeral/burial services. One of these bereavement days may be held in abeyance and must be used in the same school year. This day cannot be used the day before or after a school holiday.

13:4.1 Including immediate in-laws. (Immediate family shall be interpreted to mean father, mother, husband, wife, significant other, brother, sister, child, step parents, step children, grandparents, grandchildren, and those related by blood or marriage permanently residing within the household of the employee.) Payroll provisions, five (5) consecutive weekdays, per occurrence at full pay. If requested the employee shall provide the Human

Resources and/or Payroll Department(s) with proof of death (either an obituary notice or death certificate) within thirty (30) days of date of death.

13:5 FAMILY ILLNESS: [All Employees]

13:5.1 Each employee shall be entitled to one (1) day a year, at full pay, to attend to a member of the immediate household who is ill. Days not utilized will accumulate as "family illness days". An employee may accumulate up to a maximum of five (5) days. An employee may, in any one year, use any number of family illness days accumulated. Thereafter, the employee may replenish their days as outlined in the first sentence above.

13:6 ABSENCES NOT COVERED BY REGULATIONS:

13:6.1 Absences without pay may be granted with the prior approval of the Superintendent. Requests for such absences should be made in writing at least one (1) week in advance.

13:6.2 Any emergency or other urgent reason beyond the provisions of the above temporary leaves of absence would necessitate the approval of the Superintendent and Board of Education before additional days could be granted.

ARTICLE 14- SICK LEAVE

14:1 All ten (10) month employees shall be entitled to ten (10) sick leave days in each contract year as of the first official day of work in that year whether or not they report for duty on that day. Similarly, all twelve (12) month employees shall be entitled to twelve (12) sick leave days per year on the same basis. However, all employees appointed for a shorter term shall only be entitled to one sick day for each month of their appointment. Unused sick leave shall be accumulated from year to year with no maximum limit.

14:2 Additional paid sick leave, less full substitute pay, shall be granted at the Board's discretion.

14:3 Upon return from an absence in excess of three consecutive school days due to illness, the Board may require the employee to furnish a doctor's certificate. If an employee takes a sick leave day directly preceding or following a school holiday, or a holiday as provided by Article 16, or the New Jersey Teachers' Convention, the employee shall furnish a doctor's certificate certifying the employee's illness on those day(s) if requested by the Board or its designee.

14:4 After an employee has exhausted his/her accumulated full pay sick days, full pay personal days, and any additional granted partial pay days for illness or personal reason, he/she may elect to use his/her accrued vacation days for all subsequent absences prior to being placed in a no pay status.

14:5 Sick Leave Retirement Benefit

14:5.1 Effective July 1, 2015 any certified employee retiring with 15 or more years of service in the Hamilton Township School District, upon retirement in accordance with the TPAF or PERS regulations, shall receive the amounts as listed below for unused accumulated sick days that were earned in Hamilton Township.

\$100 per day with a \$13,000 maximum for one (1) out of every two (2) days.

14:5:2 Effective July 1, 2015 any non-certified employee retiring with 15 or more years of service in Hamilton Township School District upon retirement in accordance with the TPAF or PERS regulations shall receive the amounts listed below for unused accumulated sick days that were earned in Hamilton Township.

\$50 per day with a \$6000 maximum for one (1) out of every three (3) days unused accumulated sick days that were earned in Hamilton Township

Requests for payment from all retiring employees must be made on the proper form by November 1 of their last year of employment. Requests received after November 1 may postpone entitlement until the following school year.

14:5:3 Effective July 1, 2015 any Operations Grounds Department Employees retiring on or after July 1, 2007, with 15 or more years of service in the Hamilton Township School District, upon retirement in accordance with the PERS regulations shall receive sixty dollars (\$60.00) per day with a \$6000 maximum for one (1) out of every three (3) unused accumulated sick days that were earned in Hamilton Township with the following caps:

14:6 Effective July 1, 2015 any employee employed by the district prior to May 21, 2010 who served 15 or more years in the district, shall have the full benefit calculated under section 14.5 at the time of death paid to his/her designated beneficiary. Any employee who is deceased with 20 or more years of service shall have a full benefit calculated under section 14:5 at the time of death paid to his/her designated beneficiary. Payments required under this section shall be made within 30 days of death.

ARTICLE 15- MATERNITY / CHILD REARING LEAVE

15:1 Any pregnant employee may apply to the Board for a maternity leave of absence

with or without pay and shall be granted that maternity leave at any time before the expected date of birth (normally twenty [20] days) and continue to a specified date after the birth (normally twenty [20] days). The employee shall be allowed to use her accumulated sick days during this disability period.

15:1.1 At the employee's request, the date of return shall be extended for an additional period of time for a disability related to the childbirth. A statement from the attending physician specifying said further disability will then be submitted to the Chief Medical Officer for approval.

15:2 Any employee may apply to the Board for a Child Rearing leave of absence without pay and shall be granted that Child Rearing leave normally beginning immediately after the maternity disability leave terminates and continuing to the last calendar day of a marking period. This date shall be determined by the school to which the employee is returning.

15:2.1 The initial leave including disability time shall be up to four (4) marking periods as originally requested. Any extension thereof shall be up to four (4) marking periods as subsequently requested. Initial leaves and their extension shall be requested at least sixty (60) days prior to commencement of said leave.

15:2.2 The Board of Education need not grant a maternity leave of absence of a non-tenured teacher beyond the end of the contract-school year in which the maternity leave is obtained.

15:3 Child Rearing leave for adopted children shall be on the same terms as provided for naturally born children.

15:4 For a period of up to but not exceeding ninety (90) days from the last day on the payroll, the professional staff member will retain health insurance benefits that the Board is legally permitted to provide the staff

member, as if in full-time employment.

ARTICLE 16- HOLIDAYS

16:1 Every LDTC/School Psychologist will be granted all regularly scheduled employee holidays pursuant to a schedule established by the Board of Education, not less than seventeen (17) days per year.

16:2 The paid Holiday Schedule for 12 month employees shall be per list presented by the Board of Education (not less than eighteen [18] days per year).

16:2.1 19.5 hour per week Custodians will receive 5 holidays, with pay, per work year.

16:3 The paid Holiday Schedule for Cafeteria hourly workers and Bus Driver/Assistant shall be per list presented by the Board of Education (not less than sixteen [16] days per year).

16:4 The paid Holiday Schedule for Cafeteria Operators and Educational Assistants shall be in accordance with the school calendar.

16:5 The Board shall have the right to reschedule the holidays as set forth in 16:2, 3 and 4 in its sole discretion in the event of severe inclement weather or other emergency. Such change shall occur if the Board has changed the school calendar for students and teachers.

16:6 Athletic Trainers hired after July 1, 2005 will be granted 17 holidays pursuant to a schedule established by the Board of Education. In the event a trainer is needed for an athletic event, on a scheduled holiday, he/she may select an alternate day with approval from the Building Principal. No request will be unreasonably denied.

ARTICLE 17- VACATIONS

17:1 Every LDTC/School Psychologist hired before July 1, 2003 will be granted seven (7) vacation days to be taken any time during the contract year with the appropriate approval of the Supervisor of Student Services and Programs and the Superintendent of Schools or designee.

17:1.1 Effective July 1, 2009, every LDTC/School Psychologist hired after July 1, 2003 will be granted two (2) vacation days to be taken any time during the contract year with the appropriate approval of the Supervisor of Student Services and Programs and the Superintendent of Schools or designee. Effective July 1, 2011, the number of vacation days, for every LDTC/School Psychologist hired after July 1, 2003, shall be increased to three (3).

17:2 Every LDTC/School Psychologist may carry over up to six (6) days of unused accrued vacation into the next school year.

17:2.5 Twelve-month employees and LDTC/Psychologists shall be paid for unused vacation time at the time of retirement.

17:3 All twelve month employees shall receive the following vacation benefits for full years of service completed as of June 30 of the previous school year. However, any employee who receives the full ten (10) days vacation allowance for his first year of employment will be given credit for that year of determining vacation eligibility.

<u>Completed Yrs. Service</u>	<u>Earned Vacation Time</u>
Less than 1 year	one working day per month, up to ten days.
1 year to 7 years	10 working days.
8 years to 15 years	15 working days

16 years to 20 years	20 working days.
21 years and over	25 working days.

17:3.1 All Field Maintenance/Warehouse Workers hired before July 1, 2013 will be grandfathered with the following vacation benefits for years of service completed:

<u>Completed Yrs. Service</u>	<u>Earned Vacation Time</u>
Less than 1 year	one working day per month, up to ten days.
1 year to 5 years	10 working days.
6 years to 10 years	15 working days
11 years to 15 years	20 working days.
16 years and over	25 working days.

Vacation Time is computed as of June 30th.

However, any employee who received the full ten (10) days vacation allowance for his/her first year of employment will be given credit for that year when computing vacation eligibility. Any employee hired on or prior to the 16th of a month will be credited with one (1) day of earned vacation for the month.

17:4 Twelve month employees may carry over up to nine (9) days of unused accrued vacation into the next school year.

17:5 All twelve month employees who are unable to report to work through the end of any work year due to a workers' compensation injury, will be able to carry over up to 11 unused vacation days into the next work year.

17:6 Vacation requests for Operations Grounds Department employees may be submitted 24 hours in advance for approval.

17:7 Vacation by a Operations Grounds Department employee shall be limited to a maximum of five continuous days between the period from the last day of classes in June to one week before the opening of school each year. No Operations Grounds Department employee shall be permitted to take vacation during the last week of school in June or the last week in August, except for emergency reasons, which shall be supported with documentation that is satisfactory to the Manager of Plant, Engineering and Operations or his designee. All Operations Grounds Department Employees' vacation requests shall be submitted for approval to the Manager of Plant, Engineering and Operations or his designee by using the proper vacation form, at least 2 weeks in advance of the day(s) requested for vacation. The Leadperson/Supervisor shall also initial the vacation form prior to final approval by the Manager of Plant, Engineering and Operations or his designee.

ARTICLE 18- SABBATICAL LEAVES

18:1 Sabbatical leave of absence to be spent in study for the full year at one-half (1/2) pay or one-half (1/2) year at full pay may be granted by the Superintendent with the approval of the Board.

18:2 Requests shall be from employees who have completed seven (7) years continuous service in the Hamilton Township Schools.

18:3 Any requests shall be made to the Superintendent and Board Secretary on the proper form and shall delineate the plan of study.

18:3.1 Any request for sabbatical leave shall be accompanied by a plan of study. Any employee granted a sabbatical leave who later finds that he/she will not be taking the agreed upon courses must notify the Superintendent immediately of the replacement courses which must be similarly approved.

18:4 Employees granted a sabbatical leave of absence shall receive experience credit on the salary guide.

18:5 Sabbatical leaves of absence are subject to the following provisions:

18:5.1 Any employee granted a sabbatical leave, whether for full year at one-half (1/2) pay or for one-half (1/2) year at full pay, must agree in writing to continue working for the school system for at least two (2) school years following sabbatical leave. Upon being granted a sabbatical leave, an employee will sign a promissory note in the principal amount of one-half (1/2) his/her regular salary. The promissory note shall be voided upon the fulfillment of the terms of this paragraph.

18:5.2 Requests for all sabbatical leaves must be made before February 1, of the previous school year.

18:5.3 Full year sabbatical leaves shall follow the contractual year of the individual employees granted sabbatical leaves. Half year sabbatical leaves shall be equivalent to one-half (1/2) of the employee's contractual year. Adjustments in the one-half (1/2) year leave period may be made upon application to the Superintendent and Board Secretary where the course program necessitates and where it will not unreasonably interfere with the school program.

18:5.4 The total number of employees granted sabbatical leave during one (1) school year may not exceed six (6). The number of employees granted sabbatical leaves shall be in proportion to the number of employees in each group represented by this contract.

18:5.5 A final report shall be made to include a summary of the experiences and conclusions relevant to possible improvements of the Hamilton Township School District.

18:5.6 The administration shall notify applicants by April 1 of either approval or disapproval for the full year and one-half (1/2) year sabbatical leaves.

18:5.7 The administration's decision to deny a sabbatical is not subject to the grievance procedure.

ARTICLE 19- INSURANCE PROTECTION

19.1 Effective 9/1/2016, or as soon thereafter as practical after ratification, the Board of Education agrees that it will provide health-care coverage to all employees with terms of coverage, including co-pays, deductibles, out of pocket maximums, and benefits as set forth in Attachment A, which is incorporated herein by reference. The employee may choose either individual, parent and child, husband and wife, or family plan. Domestic Partners *certified and approved* with the State of New Jersey prior to February 19, 2007 will be entitled to Health Benefit coverage. All other employees must be *certified* with the State of New Jersey as a Civil Union in order to be eligible for Health Benefit Coverage. at the coverage level of benefits The Board may offer two additional medical plans and two additional prescription plans beyond the health-care coverage that existed as of July 1, 1996.

19:1.1 Effective 9/1/2016, or as soon thereafter as practical after ratification, all new hires will receive single only PPO 15/25 Plan coverage, as set forth in Attachment A, or its equivalent medical insurance and single only prescription coverage for the first thirty-six (36) consecutive months of their employment for non-certified employees or until acquisition of tenure for all certified employees pursuant to N.J.S.A. 18A:25-5 or any successor statute thereto. Upon completion of thirty-six (36) consecutive months of employment by a non-certified employee or the acquisition of tenure by a certified employee, such employees will be eligible for all levels of health care

coverage. New hires will be permitted to purchase dependent coverage. New hires shall not include employees returning to work full-time from an approved leave of absence which leave of absence commenced when they were permanent employees of the Board; upon their return to employment such employees shall receive the same health care coverage that they had before they began their approved leave.

19.1.2 The vision plan benefits will remain equal to or better than what all employees have been receiving under the prior negotiated agreement

19.1.3 Co-pay Reimbursement Fund: At the time the PPO 15/25 Plan, as set forth in Attachment A, becomes effective, the Board will establish a fund for reimbursement of doctor co-pays and prescription drug co-pays. The fund will be \$200,000 in 2016-2017 and \$250,000 in 2017-2018. Reimbursement will be as follows:

- A. 80% of the co-pay will be reimbursed.
- B. Claims will be paid on first come/first serve basis.
- C. The employee will submit the claim within 90 days of incurring the expense.
- D. The Board will pay the claim no later than 90 days after it was submitted.
- E. The employee will submit the claim form with the doctor's office receipt or pharmacy receipt attached. The name of the prescription which appears on the pharmacy receipt will be redacted.
- F. The payment will be made in a separate check. No taxes or deductions will be taken, other than required by law.
- G. Every quarter, the Business Office will submit to the HTEA Association President a

list of the claims paid that month and the remaining balance in the fund. Quarters shall end on March 31, June 30, September 30, and December 31.

19:2 Effective September 1, 2001 any teacher in the District who previously served as a long-term substitute with health care benefits in the District will be eligible for all levels of health care coverage as set forth in Article 19:1.1 upon completion of three consecutive years under contract of employment both as a long-term substitute and regular teacher which accrues after their appointment as a regular teacher by the District. Prior months of employment as a long-term substitute in any school year less that a full ten (10) months from September 1 to June 30 shall not be counted as a full year under contract of employment in determining whether an employee has worked three consecutive years under contract of employment with the District.

19:3 The Board shall give written notification (Employee Benefits/Information Check-off List) at the time of hiring all employees new to the district that the responsibility for insurance coverage during the interim period rests with the employee.

19:4 All new employees and other employees requesting same shall be given a description of the health-care insurance coverage provided under this Article contingent upon the availability of such documents from the carrier.

19:5 The Board agrees to provide, at no cost to the employee, chest x-rays required of the employee to maintain employment, provided such said employee avails himself/herself of the program provided by the Board.

19:6 Effective 9/1/2016 or as soon thereafter as practical after ratification, the Board of Education shall

provide full coverage for a prescription plan with a \$20 co-pay provision for name brand drugs and \$5 co-pay for generic drugs, and there shall be a mail order, 90 day supply, co-pay at \$20 for brand name drugs and \$10 for generic drugs. The employee may choose either the individual, parent and child, or family plan except for new hires as set forth in Article 19:1.1

19:7 The Board of Education shall pay 100% of the dental premium per employee per month for twelve (12) months. The composite rate will cover employees and eligible dependents under the existing plan without any deductions from employees' salaries during the term of this Agreement. The Board shall provide Delta Dental as the carrier for dental insurance pursuant to Article 19:7 pursuant to the renewal letter dated Sept 12, 2000. The maximum annual benefit per employee and per eligible dependents shall be raised from \$1000 per year to \$1250 per year effective July 1, 2006.

19:8 Employees who retire with twenty-five (25) years or more of experience, exclusive of Support Staff and LDTC/SP, 10 years of which are in Hamilton, shall be entitled to the Board-paid prescription plan for the employees only. This benefit shall be prospective only.

19:8.1 Effective July 1, 2000 through August 1, 2009, previously eligible retirees and LDTC/Psychologists prospectively only with 25 years of service in TPAF, 10 years of which are in the Hamilton Township School District; and PERS retirees with 25 years of service in PERS, 10 years of which are in the Hamilton Township School District effective prospectively, will receive annually by July 30th a cash payment in the amount equal to the annual maximum in prescription drug co-payments per person (\$300 for 2000) as provided by the SEHBP in lieu of the Board-paid prescription plan for employees only.

19:8.2 Employees retiring between the dates of August 2, 2009 and July 1, 2012 with 25 years of service in TPAF or PERS, 10 years of which are in the Hamilton Township School District, will receive annually, by July 30th, a deferred income cash payment of \$500 for life. These employees will receive the Prescription Plan provided by the SEHBP for life.

19:8.3 In the event that the SEHBP New Prescription Program is eliminated, the Board will provide a Board-paid prescription plan for eligible employees only equal to the plan in effect as of July 1, 1997, as provided in the 1997-2000 Contract between the parties in Article 19:9.

19:9 The Board of Education shall pay the premium for 100% of Washington National Disability Insurance Plan A (\$330) for non-certified staff. The employee may select additional plans at no expense to the Board of Education with authorized payroll deductions to cover the increased premium.

19:9.1 Effective January 1, 2004, the "Prudential Class 2:330 benefit" shall replace the disability insurance benefit level contained in Article 19:9 for non-certified staff members of the unit. The details of plans' benefit levels are agreed to between the parties and are contained in the two page document attached to the December 17, 2003 sidebar. The Board agrees to maintain the levels of benefits defined by the "Prudential Class 2:330 benefit" unless and until changed by the parties in writing through negotiations. If the Board of Education makes a determination to change the carrier from Prudential, the Board shall give the Association notification in writing of such a change at least 30 days before the effective date of the change. Any change in carrier shall not diminish but shall maintain the level of benefits defined by the "Prudential Class 2:330 benefit".

19:10 The Board of Education shall pay the premium for 50% of Washington National Disability Insurance Plan B (\$540) for certified staff. The employee may select additional plans at no expense to the Board of Education with authorized payroll deductions to cover the increased premium.

19:10.1 Effective January 1, 2004, the "Prudential Class 1:540 benefit" shall replace the disability insurance benefit level contained in Article 19:10 for certified staff members of the unit. The details of plans' benefit levels are agreed to between the parties and are contained in the two page document attached to the December 17, 2003 sidebar. The Board agrees to maintain the levels of benefits defined by the "Prudential Class 1:540 benefit"

unless and until changed by the parties in writing through negotiations. If the Board of Education makes a determination to change the carrier from Prudential, the Board shall give the Association notification in writing of such a change at least 30 days before the effective date of the change. Any change in carrier shall not diminish but shall maintain the level of benefits defined by the "Prudential Class 1:540 benefit".

19:11 If any employee waives health insurance, said employee shall receive a cash payment of \$1,000.00. If any employee waives prescription insurance, said employee shall receive a cash payment of \$250.00. All cash payments shall be prorated if less than 12 months. Employees that choose the cash option must reapply each year. Proof of other coverage must be submitted with each request for the cash option. In addition, the Board shall put in place a Section 125 plan (details included in the Section 125 Addendum). All waivers are subject to the provisions of this Addendum.

19:11.1 The five Operations Grounds Department employees who, prior to ratification of the 2012-15 contract, received 35% of their health benefit cost in exchange for waiving their health benefits will be grandfathered at that rate of waiver payment. Any new or additional Operations Grounds Department employees requesting a health benefits waiver after the ratification of the 2012-15 contract will receive the waiver amounts described in Article 19:11.

ARTICLE 20-SALARIES

20:1 The salaries of all employees covered by this Agreement are set forth on salary guide pages which are attached hereto and made a part hereof.

20:1.5 Social Workers with a MSW Degree will be paid on the Teachers' MA+30 Guide. Current Social Workers who are already paid on the MA+30 or higher will not receive any additional compensation.

20:1.6 Cafeteria Operators shall receive a \$300 per year increase in salary above the salary listed in the Salary Guide section of this contract effective July 1, 2006.

20:1.7 Athletic Trainers will be paid on the Teachers' Salary Guide.

20:2. When a payday falls on or during a school holiday, employees shall receive their pay checks on the last previous working day with the checks being dated on the date of delivery of the check.

20:2.1 The one exception will be when the pay period and the school recess carries over into the next calendar year, whereupon the check will be issued on the last working day in the old year and be dated on the first regular payday in the new year.

Note: This check is not legal tender until the date carried on the check.

20:2.2 Paychecks shall be available to all 2nd and 3rd shift employees on Friday after 11:00 A.M. of each payday at each building location.

20:2.3 The salaries of all twelve month employees covered by this Agreement shall be paid in twenty-four (24) equal installments at the rate of two installments per month on the 15th and 30th or last day of February. The salaries of all ten-month employees covered by this Agreement shall be paid in twenty (20) equal installments on the 15th and 30th or last day of February from September to June. If either the 15th or 30th or last day of the month falls on a weekend, holiday, or other day when school is closed, then payment shall be made on the workday immediately prior to that day. The implementation of this Article is contingent upon the Board having also reached a similar agreement with all other employee groups.

- 20:2.4 All 10 month employees will have the option of having summer pay deducted from paychecks.
- 20:3 The salaries of all coaches covered by this Agreement are set forth on pages which are attached hereto and made a part hereof.
- 20:4 The salaries of all Extra-Duty Personnel are set forth on pages which are attached hereto and made a part hereof.
- 20:5 Compensation for duties beyond normal assignment shall be paid within thirty (30) days upon completion of services. Work which extends to a full year shall be paid in three installments.
- 20:6 The rates below are to be used only when four utility custodians on each shift are previously deployed and an additional person is needed. It is never to be used for the utility custodians when deployed in a position higher than utility custodian.
The following rates per day shall be paid after two (2) consecutive work days in higher grade.
Custodian - \$7.00 per day
Head II - \$8.00 per day
Head I - \$10.00 per day
- 20:6.1 When three 1st shift custodians are employed in a building, a position of Custodian Head 2 shall be established for the second person with the most qualifications and seniority.
- 20:6.2 The Board will establish and maintain a position of Custodian Head 2 at the Park Ave Administration Building.
- 20:6.3 Night Premium -The following night premium shall be paid to all employees working nights during the regular work week, holidays, and weekends (Saturday and/or Sunday).
2nd & 3rd shift-\$4.00
- 20:7 Custodians with a valid Black Seal license shall receive a pensionable stipend of \$600 per year effective the first day of the month following receipt of the license (prorated if received after July 1 of any given year).
- 20:8 Custodians with a valid Pool Operators License shall receive a stipend of \$500 per year effective the first day of the month following receipt of the license (prorated if received after July 1 of any given year). The full stipend shall only be paid to those unit members who work in schools with a pool. Those District employees who received the \$300 stipend prior to July 1, 2003 but were not in schools with a pool shall continue to receive the stipend of \$300.
- 20:9 Effective July 1, 1998, employees covered by this group may elect to have their annual salary deposited directly to a bank of the employees choice provided that the selected bank permits direct wire transfer of funds
- 20:10 An Assistant who is assigned to substitute for a teacher for a full day shall be compensated at a rate equal to the daily substitute rate if his/her regular rate of pay is less than the substitute's rate of pay. Assistants who are employed in such a capacity for partial days shall have their remuneration pro-rated accordingly (divided by class assignment.)

ARTICLE 21-DEDUCTIONS FROM SALARIES

- 21:1 The Board agrees to deduct from the salaries of its employees dues for the Unified Association Membership. Such deductions shall be made in compliance with Chapter 33 Public Laws of 1969 (N.J.S.A. 52:14-15, 9c) and under the rules established by the State Department of Education. Said monies shall be sent to NJEA and records of members receiving deductions (and/or corrections to the same) shall be sent to the NJEA and HTEA by the fifteenth (15th) of each month following the monthly pay period in which deductions were made.
- 21:2 The Unified Association shall certify to the Superintendent, in writing, the current rate of its membership dues, to be put on file in the Human Resources office.
- 21:3 The Association shall receive representation fees from non-members who are covered by the

Agreement in an amount certified by the Association in accordance with state law. The Association shall provide evidence to the Superintendent that it has established a demand and return system, and it shall be kept on file in the Payroll office.

21:4 Employees may individually elect to have an amount of their salary deducted from their pay to be deposited into one (1) or two (2) of the mutually agreed upon tax-sheltered annuity plans. Amounts deducted under this section shall be transmitted to the annuity companies within five (5) working days from the day the deduction is made.

21:4.1 It will be the employee's responsibility to ensure that the total deductions do not exceed the allowable IRS deductions. The Board will assume no liability if the total deductions of an employee exceed the IRS limit.

21:5 Effective July 1, 1995, employees covered by this Agreement may elect to have any amount deducted from their pay to be deposited in Mercer County NJ Teachers Federal Credit Union.

ARTICLE 22- (TUITION) REIMBURSEMENTS AND OTHER BOARD PAID PROVISIONS

ALL STAFF

22:1 Effective July 1, 1993, the Board of Education shall provide tuition reimbursement. During this contract the total amount shall be \$265,000 in 2015-2016, \$265,000 in 2016-2017 and \$265,000 in 2017-2018. All employees will be reimbursed for the actual tuition expenses for a maximum of two (2) courses per year up to the graduate level rate for a three-credit course at College of New Jersey or for two professional improvement programs up to the equivalent rate. Reimbursement shall be paid to any employee who provides written documentation of the successful completion of a course with a grade of "B" or better, or the receipt of a Certificate of Completion where acceptable. Any course for non-certified employees must be directly related to their field of work. Teachers must remain employed for three years after the payment of tuition reimbursement. If any teacher voluntarily leaves the district, he/she owes the district a pro-rated amount for course(s) as follows: Year 1- 100%; Year 2 – 75%; Year 3 – 50%.

22:1.1 Effective July 1, 2000, the Board shall pay the costs for background checks and fingerprinting of new employees represented by the Association (In 2003, \$78.00 is charged by the State of New Jersey) and hired after July 1, 2000, who require background checks and fingerprinting upon the completion of twelve (12) months of successful service in the employ of the Board of Education. Requests for reimbursement must be submitted by the employee to the Human Resources office within ninety (90) calendar days after the employee's first 12 months of successful service; failure to do so will result in no reimbursement to the employee. New employees who are hired from the District substitute list do not qualify for reimbursement since new background checks and fingerprinting are not required for appointment to a permanent position for these employees. **This reimbursement for background checks benefit only applies to employees hired before July 1, 2006.**

22:1.2 Any employee who may be required to use their own vehicle, excluding custodians and LDTC/School Psychologists, in the performance of their duties and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate per mile lawfully permitted by the Internal Revenue Service as reimbursement for vehicle expense, unless other alternative mutually agreeable arrangements are made with the administration: such arrangements shall be subject to full knowledge and consent of the majority representative.

22:1.3 All LDTC/School Psychologists will be reimbursed at the current IRS rate per mile for all approved transportation, which will be submitted on a voucher for payment which must be submitted once per month. Payment shall be made by the Board within sixty (60) days after receipt of the voucher.

22:1.4 The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed on the person of the employee as a result of an assault suffered by the employee while the employee was acting in the discharge of his/her duties.

22:2 CAFETERIA WORKERS

22:2 The Board shall provide work clothing for cafeteria employees as follows:

22:2.1 Upon completion of the probationary period following initial employment with the district, five complete uniforms.

22:2.2 Every year thereafter, the Board agrees to provide a uniform and/or uniform allowance totaling \$100.00 for each cafeteria employee. Color and style are to be approved by the Board or its designee. Employees shall be reimbursed upon submission of proper receipts for purchases. Reimbursement shall be made within 90 days.

22:2.3 The Board shall provide oven mittens and pot holders for use in each kitchen.

22:2.4 Effective July 1, 2006, the Board shall provide one pair of slip resistant shoes to all cafeteria workers on an annual basis.(Except for those employees mentioned in Article 22:2.4) There will be at least three different models for employees to choose from.

22.3 CUSTODIANS AND CAMPUS MONITORS

22:3 The Board shall provide work clothing for custodial employees and campus monitors as follows:

22:3.1 Upon completion of the probationary period following initial employment within the district, the Board shall provide three complete cotton uniforms to custodians and campus monitors, including an apron for those custodians handling pool chemicals.

22:3.2 Five (5) complete cotton uniforms will be provided by the board to custodians and campus monitors thereafter on an annual basis, including an apron for those custodians handling pool chemicals. (Custodian Head I and Head II shall have the option of wearing a white shirt in place of the uniform provided by the Board. There shall be no cost to the Board.) The employee shall be required to wear an identifying school patch/insignia provided by the Board. The Board of Education agrees to collect size information on employees no later than September 30 of each year for submission through the bidding process and supply the uniforms by January 15 of each year. The Board shall not be held responsible for any failure of the vendor.

22:3.3 Effective July 1, 2006, the Board shall provide one pair of slip resistant shoes to all custodians on an annual basis. There will be at least three different models for employees to choose from.

22:3.4 The Board agrees to have available, to the work site, foul weather gear for all employees who are required to work outdoors. The equipment shall include hats, raincoats, boots, gloves and jackets. Utility Custodians shall be issued their own foul weather gear and shall return the gear upon termination of employment.

22:3.5 Utility custodians and custodians assigned to more than one school shall be reimbursed a car allowance at a rate of \$300 per year.

22:4 BUS DRIVERS

22:4.1 All Drivers and Relief Drivers will receive a \$175.00 annual clothing allowance to be used towards the purchase of boots, rainwear, or a heavy duty jacket, and pants provided proof of purchase is given to the appropriate supervisor as designated by the Superintendent.

22:4.2 The Board of Education agrees to provide, at no cost to the employee (Bus Drivers), chest x-rays required for the employee to maintain his/her employment, provided such said employee avails himself/herself of the program provided by the Board.

22:4.3 The Board of Education shall reimburse the employee for the cost of the New Jersey State Bus Operators' license and for bi-annual renewal fee when they are re-appointed to a subsequent year. A requisition must be submitted to receive this reimbursement.

22:4.4 All physical examinations for renewal of the bi-annual operator's license shall be performed by the district Chief Medical Inspector at no cost to the employee.

22:4.5 Drivers approved to attend Bus Conferences and/or Safety Meetings will be paid at their regular straight time rate for time in attendance at sessions and necessary travel time. The Driver who uses his/her automobile will be reimbursed at the IRS rate for mileage to and from the location.

22:5 OPERATIONS GROUNDS DEPARTMENT EMPLOYEES – Clothing Allowance

22:5.1 The Board of Education will pay three hundred fifty dollars (\$350) per year for each Operations Grounds Department employee towards the purchase of safety work shoes and/or foul weather gear, provided proof of purchase is given to his/her immediate supervisor. Safety shoes shall conform to the ANSI Z Standard for protective toe caps of either steel or non-metallic materials; proof must be submitted for reimbursement within 60 days of purchase or the employee shall receive no reimbursement. Operations Grounds Department Employees shall wear the proper foot protection during working hours. Reimbursement shall be made in one payment within 60 days when proof of purchase is provided.

22:5.2 The Board of Education will supply five (5) uniforms upon completion of the probationary period and five (5) additional uniforms on a combination thereof ten (10) pieces each year thereafter.

22:5.3 All Operations Grounds Department Employees shall be required to wear uniforms with identifying District Patch/Insignia and name identification badge provided by the Board.

ARTICLE 23- SUMMER, ACCREDITED EVENING SCHOOL AND HOURLY INSTRUCTORS' COMPENSATION*

23:1 All work in summer positions represented by the HTEA shall be voluntary and timesheets shall be completed by the employee and signed by the Supervisor/Administrator.

23:2 Nurses who work in the summer shall be paid the hourly rate (THR) for the time actually worked in the summer.

23:2.1 Guidance counselors shall be employed as needed in the summer. The counselor has the choice of compensation for this service. The counselor's choices of compensation are (THR) the hourly rate or hour-for-hour compensatory time. If the counselor chooses hour-for-hour compensatory time they can earn a maximum of up to 5 compensatory days per summer to be taken during the next school year. The school days during the school year that are chosen to exchange for compensatory days must be approved by the principal.

23:2.2 Social Workers shall be employed as needed in the summer. The social worker has the choice of compensation for this service. The social worker's choices of compensation are (THR) the hourly rate or hour-for-hour compensatory time. If the social worker chooses hour-for-hour compensatory time they can earn a maximum of up to 5 compensatory days per summer to be taken during the next school year. The school days during the school year that are chosen to exchange for compensatory days must be approved by the principal.

23:2.3 It is understood that these appointments would also require that these counselors be expected to work all additional hours during the academic year as per present practice.

23:2.4 These appointments will be on a voluntary basis. Payment will be made on the next regular payday after the building principal verifies that the appointed work assignment has been completed.

23:3 Curriculum and/or in-service workshops held during the summer shall be held in five sessions of three hours each. Pay for such work shall be paid at the hourly rate (THR). In addition to compensation for presentation time, staff members presenting workshops during the summer when school is not in session will be compensated at the applicable hourly rate for preparation time as indicated in Article 24:5.

23:4 The rate of pay for all other certified staff represented by HTEA filling all other summer positions shall be the hourly rate (THR).

23:5 Teachers in the accredited evening school shall be paid on the following guide.

Years of Experience	Dollars/Hours for Time Actually Worked
0	\$23
1	\$24
2	THR (the hourly rate)

23:6 Hourly Home Instructors shall be paid the hourly rate (THR) for the time actually worked in instructing students unable to attend school.

23:7 LDTTC /School Psychologists shall be paid 7.6% of their respective salary, as a stipend amount, (no fringe benefits) for twenty (20) working days (120 hours) of service as approved by the Board of Education. This amount will be prorated for shorter summer appointments.

23:8 Regularly employed staff shall be given first consideration for summer employment. Should the in-house staff refuse the summer positions the Board reserves the right to employ other properly certified personnel.

*This shall be the only Article applicable to Summer, Accredited Evening School and Hourly Home Instructor staff members.

23:9 The hourly rate (THR) for certified personnel will be \$33 per hour (THR) effective July 1, 2016.

23:9.1 Effective July 1, 2016, the hourly rate (THR) for certified personnel providing instructional services to students such as Tutoring, Summer School, Special Services Summer Work, Adult School, Home-School/Bedside, and Alternate School shall be \$40 per hour.

23:10 The (Bus Driver) employee who works during the summer months shall be paid an hourly rate equivalent to his/her current contract according to the salary guide effective July 1st of the same year. Summer bus

driving, when required, will be organized by the Supervisor on the basis of seniority. The seniority list shall be maintained from year to year. The extra run/overtime list in effect during the school year shall continue for extra or summer runs for the start of each new school year with the understanding that this process may not result in a guaranteed six hours of work or a guarantee of equal time. Once routes are selected, changes will not be made in originally assigned routes.

23:11 Summer employment for child study team members will be offered on the basis of seniority and rotation (The district must go through the full list before a member can be offered the opportunity for summer employment again.)

ARTICLE 24-WORKSHOP PROCEDURES AND COMPENSATION*

* (This shall be the only Article applicable to workshop presenter staff members.)

24:1 Employment as a presenter for all approved district workshops will be open to anyone including staff members at an agreed upon stipend amount. Payments will be made on a properly submitted voucher with all mandatory legal deductions taken out by the Business Office.

24:2 The presenter can utilize district supplies and equipment with the prior permission of the responsible administrator/supervisor. These materials can be purchased with funds made available in a regular budget account provided prior approval has been given by the responsible administrator/supervisor.

24:3 All in-service workshops that are eligible to staff members must be for the instruction of parents, community, other staff, or Board members but in no event will extra compensation be paid for instructing students of this school district.

24:4 The stipend rate for workshop presentations beyond the school day will be the hourly rate (THR).

24:5 Staff members conducting in-service workshops will only be compensated for 5 hours of outside preparation time at the hourly rate (THR). There will be no compensation for the time utilized during the regular working day.

24:6 LDTC, School Psychologists, and Social Workers may be granted two (2) or more professional improvement days per year for the purpose of attending such seminars, workshops, or professional meetings that, in the judgment of the administration, contribute to the general professional improvement of the employee. Employees shall be reimbursed for the cost of travel and registration provided that available funds have been designated for district professional growth; if no such funds are available, then the employees shall pay such costs.

24:7 The Board shall attempt to offer to teachers, or whoever is covered by the code, in-service workshops/training seminars which are eligible for continuing education as defined by the provisions and requirements of the Continuing Education Code, N.J.A.C. 6:11-13.1 et seq/ as amended and modified hereafter.

24:8 The Board will offer once per year during work hours the opportunity for re-certification for CPR, First Aid, and Lifesaving. Employees unable to attend the scheduled re-certification workshop will have to obtain re-certification at their own time and expense.

Article 25-ADDITIONAL COMPENSATION FOR SPECIFIED POSITIONS

25:1 All Extra-Duty Pay Personnel, Coaches, Department Chairpersons, Curriculum Consultants, and Work Experience Coordinators shall be appointed on a year-to-year basis with no tenure in the position nor rights to reappointment.

25:2 Department Chairpersons shall be paid five point seventy-nine percent (5.79%) of their regular teaching salary and shall be required to work two (2) additional days beyond the regular school calendar. In addition to their usual lunch and preparation periods, they shall also be assigned two periods per day for department chairperson work. However, a department chairperson may be asked on an emergency basis to cover a class during one of the two department chairperson periods. The department chairperson shall be scheduled for teaching assignments in all remaining periods during the day.

25:3 Curriculum Consultants shall be paid nine point twenty-six percent (9.26%) of their regular teaching salary and shall be required to work four (4) additional days beyond the regular school calendar. They shall forego any daily preparation period in their teaching schedule.

25:4 All Special Education Teachers and Speech Therapists currently receiving a \$300 salary stipend will continue to receive this allowance.

25:4.1 All Speech Therapists who hold a Certificate of Clinical Competence will receive an annual stipend of \$400.

25:5 Work Experience Coordinators shall receive five point seventy-nine percent (5.79%) of their annual contract salary for two weeks of work during the summer plus additional hours during the academic year as per present practice. Any work in excess of the two weeks shall be paid at the current summer school rate.

25:6 Effective July 1, 2009, teachers and educational assistants who participate in DECA, the Environmental Education Programs at Stokes State Forrest, FBLA, GALRE, Marine Biology, the Peer Leadership Program, and the Willow Program, shall receive \$75.00 per overnight stay in addition to their normal salary.

25:7 Compensation for duties beyond normal teaching assignment shall be paid within thirty (30) days upon completion of services. Work which extends to a full year shall be paid in three installments.

25:8 Effective September 1, 2009, Secondary Educational Assistants who are required to possess a Substitute Certificate shall receive an annual stipend of \$1,100 in addition to their guide salary. Said payment is for the possession of the Substitute Certificate and possible assignments in covering classes during the school year.

25:9 All Head 1 and Head 2 custodians employed as of July 1, 2009, excluding Utility Custodians, salaries will be \$500 above the salary listed on the Custodian Salary Guide for Head1 and Head2.

25:10 Any Operations Grounds Department employee designated as a lead person on an annual basis will earn a \$2 per hour salary increase to assume those responsibilities.

25:11 Operations Grounds Department employees possessing a fork lift operator's license will receive an annual \$500 stipend effective July 1, 2012.

25:12 Beginning July 1, 2013, any Operations Grounds Department employee moving into the following titles will receive the stipend indicated below:

Inventory Control Process Technician	\$1500
Inventory Control Technician	\$1200
Heavy Equipment Operator/Warehouseman	\$1000

25:13 Effective July 1, 2007, up to six (6) Operations Grounds Department employees may acquire a pesticide license at Board expense and earn \$1000 per year for July 1 through June 30 of each year or prorated for any part thereof. Payment shall be made over 24 pay periods.

25:14 If the Board has a vehicle which requires a CDL license and a Operations Grounds Department Employee volunteers to obtain a CDL license, the Board will pay the cost for that employee for one application only to obtain a CDL license. The Board will also pay the renewal fee for the employee's CDL license as long as the Board needs a CDL driver.

ARTICLE 26- LONGEVITY

TEACHING STAFF

26:1 Effective July 1, 2001, all teachers who have completed the listed number of teaching years in Hamilton Township, by June 30 of the preceding year, shall receive the additional cumulative amounts per year as listed below:

15 years	\$450.00*	*Teachers hired before 9/1/2012 will receive an additional \$175 longevity for 15 years.
20 years	\$1000.00	
25 years	\$1050.00	
30 years	\$1100.00	
35 years	\$650.00	
40 years	\$700.00	

26:2 Teaching staff members covered by the 1980-83 Agreement between the Hamilton Township Board of Education and who were employed as of June 30, 1982, and reemployed for the 82-83 school year will continue to receive longevity calculated on experience and military service granted at the date of hire, in addition to Hamilton Township experience.

26:3 Newly hired teaching staff members for the 1982-83 school year and thereafter will be granted credit for longevity only as specified in Article 26:1 for teaching years in Hamilton Township.

LDTTC/SP

26:4 Effective July 1, 2001, all LDTTC/SP who have completed the listed number of working years by June 30 of the preceding year in Hamilton Township shall receive the additional cumulative amounts per year as listed below:

15 years	\$413.00
20 years	\$913.00

25 years	\$913.00
30 years	\$913.00
35 years	\$413.00
40 years	\$413.00

SUPPORT STAFF

26:5 Effective July 1, 2001, all Support Staff employees who have completed the listed number of working years by June 30 of the preceding year in Hamilton Township shall receive the additional cumulative amounts per year as listed below:

10-13 years	\$350.00
14-15 years -	\$250.00
16 years	\$250.00
17 years	\$250.00
18 years	\$550.00
19 years	\$550.00
20-24 years	\$750.00
25-29 years	\$750.00
30-34 years -	\$750.00
35-39 years	\$250.00
40 years	\$250.00

OPERATIONS GROUNDS DEPARTMENT

26:6 Operations Grounds Department employees are not eligible for longevity pursuant to the terms of this and the prior contract as set forth in the Decision of Arbitrator Timothy Hundley, Esq., dated September 8 ,2016, which is incorporated herein by reference.

ALL EMPLOYEES (Except Operations Grounds Department per Article 26:6)

26:6 From 19:8.4 Effective July 1, 2011, employees with 25 years of experience shall receive an additional cumulative longevity B payment of \$250.

26.6.1 From 19:8.5 Effective July 1, 2011, employees with 30 years of experience shall receive an additional cumulative longevity B payment of \$250.

ARTICLES 27 BUS DRIVERS (Responsibilities)

27:1 Drivers will not normally be permitted to take the bus to their home between scheduled bus runs. They will take the bus to the garage or park it on a school parking lot unless special arrangements are made with the supervisor of transportation.

27:2 If the driver is being paid for his/her services, then he/she is expected to be driving or doing some work related to the operation or maintenance of the bus (sweep, clean, service)

27:3 When a driver is assigned to a trip which requires that the driver remain at the site with the students, the bus driver will be expected to complete routine housekeeping duties on the vehicle or if requested by the teacher, he/she should assist in the control of the students at the site providing the vehicle can be safely parked and left unattended.

ARTICLES 28 LIAISON COMMITTEES

Article 28:1 Building Liaison Committee

The Board of Education and the Association recognize the need for communication at all levels and encourages the implementation of this Article through scheduled meetings of administration and employees.

28:1.1 A Liaison Committee shall be selected by the Association members in each school building or resource group which shall meet with the principal/supervisor at mutually agreed times, but not less than four (4) times a year to review and discuss local school problems and practices

28:1.2 HTEA building liaison committees shall consist of not more than one (1) member for every ten (10) employees in the school buildings or resource group, but shall in no event have less than two (2) members.

28:1.3 The chairperson of the HTEA building liaison committee shall submit an agenda of items to be discussed to the building principal/supervisor one (1) week prior to a scheduled meeting.

28:1.4 The HTEA building liaison committee shall send their final report to the HTEA District Liaison Committee Chairperson.

Article 28:2 District Liaison Committee

28:2.1 The Superintendent and/or representative at the central staff level agree to meet with representatives of the Association to amicably review and discuss current school problems and practices in an effort to reach mutual resolution.

28:2.2 Meetings shall be held five (5) times per year, after school, if needed, the dates and time of which shall be mutually agreed upon.

28:2.3 The Association shall select its own representatives. If the Association representatives exceed fifteen (15), the Superintendent must agree to the additional number of representatives.

28:2.4 Agendas from the Association and the Superintendent shall be exchanged one (1) week prior to each scheduled meeting,

28:2.5 The district liaison agenda should only contain items of a district-wide nature and/or items that

could not be resolved at the building liaison level. Items discussed at the building level that were deemed to be acceptable to the building staff may be presented as an information item only with no further discussion.

28:2.6 The District Liaison Committee shall develop minutes of their meetings detailing each topic, resolutions of each issue, if any, and any background information seen by the committee as useful. The agreed-upon minutes shall be distributed to all committee members and to all Board members within 14 days after agreement on them.

ARTICLE 29- EMPLOYEE FACILITIES

29:1 The Board of Education shall continue its efforts to keep the schools reasonably and properly equipped and maintained. The Board shall give serious consideration to the Association's requests for improvements in both working areas and furnishing equipment and supplies.

29:2 Faculty rooms shall be provided in each building and shall be for the exclusive use of employees as a staff lounge except in a case of emergency.

29:3 The Board shall provide all non-certificated employees with the proper safety equipment. It is understood that employees shall use such equipment when and where appropriate. Equipment shall be kept at the work site when not in use.

29:4 All librarians/media specialists shall have the following:

- A. At least one (1) typewriter for the exclusive use of each school library.
- B. A telephone extension in every secondary school library.
- C. Two (2) adding machines available at the Curriculum Office for the use of the librarians/media specialists.

ARTICLE 30- MISCELLANEOUS PROVISIONS

30:1 The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this agreement on the basis of those categories as specified in the NJ Law of Discrimination.

30:2 If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

30:3 Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement, during this duration, shall be controlling.

30:4 The Hamilton Township School Board, on its own behalf and on behalf of the taxpayers of the district hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States and other applicable laws and regulations.

30:5 Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and any other national, state, county, district, or local laws or regulations.

30:6 Nothing in this agreement which changes pre-existing Board Policy, rules, or regulations shall operate retroactively unless expressly so stated. The parties agree that employees shall continue to serve under the direction of the Superintendent Of Schools and in accordance with the Board and Administrative Policies, Rules and Regulations provided that the provisions of this agreement shall supersede and prevail over any conflicting provision.

30:7 PRINTING AGREEMENT: Copies of this agreement shall be printed and the expense shared by the Board and the Association after agreement with the Association on format within thirty (30) days after the agreement is signed.

30:8 Whenever any notice is required to be given by either of the parties of this agreement to the other, pursuant to the provision(s) of this agreement, either party shall do so by registered letter at the following addresses:

If by the Association, to Board at 90 Park Avenue, Hamilton, NJ 08690

If by the Board, to the Association at the address on file with the Board Secretary

30:9 This agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or signed this agreement.

30:10 The Board shall pay the cost of obtaining and/or maintaining a county substitute certificate for all non-certified employees where the job description specifies the need for same.

30:11 All employees shall wear a name badge/ID to be provided by the Board when on school premises. The Board shall provide no more than five (5) name badges/IDs per employee as needed during the term of this Agreement. The Board shall schedule the time for employees to obtain their name badge/IDs. 30:12 The President of the Association shall be notified, in writing, of all new hires, transfers, resignations, retirements, and/or terminations within ten (10) days of action by the Board.

30:13 Effective July 1, 1992, Cafeteria Operators shall not be required to carry money to the bank.

30:14 Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year, and avoidance of disputes which threaten to interfere with such operations. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause of work interruptions during the period of this agreement

30:15 The Board and the Association agree that there shall be no reprisals, no discriminatory action, or penalty of any kind directed toward any individual as a result of the actions taken to arrive at this agreement. This shall apply to all school district employees.

30:16 The Board shall modify our current 125 plan to include the ability to pay members' health benefit contributions out of Pre-Tax money and also create a Flexible Spending Account with the ability to pay Medical and Child Care expenses out of Pre-Tax money.

ARTICLE 31- DURATION OF CONTRACT

31:1 This agreement shall be in effect as of July 1, 2015 and shall continue in effect until June 30, 2018. The parties shall enter into negotiation in accordance with the rules and regulations of the Public Employment Relations Commission in the calendar year preceding the calendar year in which this agreement expires.

31:2 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 written.

ARTICLE 32 – NO REPRISAL CLAUSE

32:1 The District and the Association agree that they, their employees, representatives and/or members will not engage in, or improperly retaliate or interfere with any rights of any District representative, member or employee or Association member or any employee who has not reported for work during the time of the work stoppage, or any employee who reported for work on those days. This shall include verbal and physical reprisals, non-renewal of employment contracts. The mediator shall retain jurisdiction in the event of any dispute over this provision as arbitrator.

HAMILTON TOWNSHIP EDUCATION ASSOCIATION

By: _____ HTEA President

Attest: _____ HTEA Secretary

HAMILTON TOWNSHIP BOARD OF EDUCATION

By: _____ BOE President

Attest: _____ BOE Secretary

SECTION 125 ADDENDUM

1. In-Writing Requirement

A. Section 125 Plan must have a separate written plan document (an internal document that the employer maintains). This plan shall be available to employees.

The following information must be included:

- a.) Specific description of the benefits available. (as per Article 19:11)
- b.) The procedures governing participants' elections under the law. This election shall allow employees to choose between non-taxable health care coverage and taxable cash at the beginning of each plan year (July 1). This option will be limited only to payments made by the Board on behalf of its employees for health and prescription benefits.
- c.) Procedures whereby employees will continue current coverage unless they specifically request the cash option in writing with submission of proof of other coverage, prior to the beginning of each plan year. (July 1 for a full year- July 1 - June 30).
- d.) Procedures by which coverage, without consideration of pre-existing conditions, will be restored within 30 days of the restoration request. Coverage will be restored only upon proof of loss of coverage. It is the employee's responsibility to notify the Board in writing if benefits are lost for any reason.
- e.) Procedures for the payment of the \$1,000.00 and the \$250.00 cash options.
Reimbursements will be provided at the end of the fiscal year in June and will be prorated if benefits were reinstated at any time during the fiscal year.

2. Disclosure to Employees

- a.) The elements of the Section 125 written plan document must be disclosed to employees. Disclosure may be in a booklet, or other suitable form, distributed to employees referred to as a summary plan description (SPD). In addition, elements may be subject to the reporting and disclosure requirements of ERISA.
- b.) Under ERISA (and as a matter of common sense) information provided to participants should be "written in a manner calculated to be understood by the average plan participant..."
- c.) Description of benefits and procedures as outlined above to be followed requesting revocation of the cash option choice in the event of loss of coverage.

3. Administrative Information

This information should include data such as:

- a.) Name of the plan
- b.) Name and address of employer and a representative
- c.) Employer Identification Number
- d.) Type of plan
- e.) State and end of the plan year
- f.) Type of administration

4. Eligibility and Benefits Information

The following are the minimum requirements for eligibility and benefits information.

- a.) a description of benefits available under the plan,
- b.) requirements for participation and benefits

5. Loss of Benefits Information

- a.) Employees must choose the cash option prior to each plan year. (July 1) for a full year (July 1 - June 30)
- b.) Proof of other coverage must be submitted with each request for the cash option. Proof of loss of coverage must be provided before benefits can be restored prior to an open enrollment period.

6. Reporting Requirements

Reporting requirements for Section 125 plans are satisfied by completing the applicable IRS form.

ARTICLE 32 – COACHES AND EXTRA DUTY SALARY GUIDES 2015- 2018

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

Coaches Salary YEAR 1 2015-16

HIGH SCHOOL SPORTS

	Sport	0-1 Years Experience	2+ Years Experience
A	Football - Head Coach	9,158	9,491
A	Basketball (B) - Head Coach	9,061	9,394
A	Basketball (G) - Head Coach	9,061	9,394
B	Baseball (B) - Head Coach	6,873	7,205
B	Cross Country - Head Coach	6,269	6,614
B	Field Hockey - Head Coach	6,769	7,101
B	Ice Hockey Coach	6,325	6,657
B	Lacrosse (B) - Head Coach	6,769	7,101
B	Lacrosse (G) - Head Coach	6,769	7,101
B	Soccer (B) - Head Coach	6,781	7,113
B	Soccer (G) - Head Coach	6,781	7,113
B	Swimming (B) - Head Coach	6,909	7,249
B	Swimming (G) - Head Coach	6,909	7,249
B	Softball - Head Coach	6,873	7,205
B	Track (B) - Head Coach	6,873	7,205
B	Track (G) - Head Coach	6,873	7,205
B	Winter Track - Head Coach	6,441	6,773
B	Wrestling - Head Coach	6,770	8,011
C	Football - Assistant	6,174	6,505
C	Basketball (B) - Assistant	5,555	5,886
C	Basketball (G) - Assistant	5,555	5,886
C	Golf - Coach	5,253	5,597
C	Tennis (B) - Coach	5,667	5,998
C	Tennis (G) - Coach	5,667	5,998
D	Baseball (B) - Assistant	5,073	5,419
D	Soccer (B) - Assistant	5,073	5,419
D	Soccer (G) - Assistant	5,073	5,419
D	Swimming (B) - Assistant	5,073	5,419
D	Swimming (G) - Assistant	5,073	5,419
D	Field Hockey - Assistant	5,073	5,419
D	Softball - Assistant	5,073	5,419
D	Lacrosse - Assistant (B)	5,073	5,419
D	Lacrosse - Assistant (G)	5,073	5,419
D	Track (B) - Assistant	5,073	5,419
D	Track (G) - Assistant	5,073	5,419
D	Winter Track - Assistant	5,073	5,419
D	Wrestling - Assistant	5,073	5,419
D	Cheerleading - Head Coach	5,073	5,419

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

MIDDLE SCHOOL SPORTS

	Sport	0-1 Years Experience	2+ Years Experience
E	MS Soccer 8 (B)	1,715	1,822
E	MS Soccer 8 (G)	1,715	1,822
E	MS Basketball 8 (B)	1,715	1,822
E	MS Basketball 8 (G)	1,715	1,822
E	MS Baseball 8	1,715	1,822
E	MS Softball 8	1,715	1,822
F	MS Soccer 6/7 (B)	1,715	1,822
F	MS Soccer 6/7 (G)	1,715	1,822
F	MS Basketball 6/7 (B)	1,715	1,822
F	MS Basketball 6/7 (G)	1,715	1,822
F	MS Baseball 6/7	1,715	1,822
F	MS Softball 6/7	1,715	1,822

Coaches Salary YEAR 2 2016-17

HIGH SCHOOL SPORTS

	Sport	0-1 Years Experience	2+ Years Experience
A	Football - Head Coach	9,249	9,586
A	Basketball (B) - Head Coach	9,151	9,488
A	Basketball (G) - Head Coach	9,151	9,488
B	Baseball (B) - Head Coach	6,942	7,277
B	Cross Country - Head Coach	6,332	6,681
B	Field Hockey - Head Coach	6,837	7,172
B	Ice Hockey Coach	6,388	6,723
B	Lacrosse (B) – Head Coach	6,837	7,172
B	Lacrosse (G) – Head Coach	6,837	7,172
B	Soccer (B) - Head Coach	6,849	7,185
B	Soccer (G) - Head Coach	6,849	7,185
B	Swimming (B) - Head Coach	6,979	7,321
B	Swimming (G) - Head Coach	6,979	7,321
B	Softball - Head Coach	6,942	7,277
B	Track (B) - Head Coach	6,942	7,277
B	Track (G) - Head Coach	6,942	7,277
B	Winter Track - Head Coach	6,505	6,841
B	Wrestling - Head Coach	6,838	8,091
C	Football - Assistant	6,236	6,570
C	Basketball (B) - Assistant	5,611	5,945
C	Basketball (G) - Assistant	5,611	5,945
C	Golf - Coach	5,306	5,653
C	Tennis (B) - Coach	5,724	6,058
C	Tennis (G) - Coach	5,724	6,058
D	Baseball (B) - Assistant	5,124	5,473
D	Soccer (B) - Assistant	5,124	5,473
D	Soccer (G) - Assistant	5,124	5,473
D	Swimming (B) - Assistant	5,124	5,473
D	Swimming (G) - Assistant	5,124	5,473
D	Field Hockey - Assistant	5,124	5,473
D	Softball - Assistant	5,124	5,473
D	Lacrosse – Assistant (B)	5,124	5,473
D	Lacrosse – Assistant (G)	5,124	5,473
D	Track (B) - Assistant	5,124	5,473
D	Track (G) - Assistant	5,124	5,473
D	Winter Track - Assistant	5,124	5,473
D	Wrestling - Assistant	5,124	5,473
D	Cheerleading - Head Coach	5,124	5,473

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

MIDDLE SCHOOL SPORTS

	Sport	0-1 Years Experience	2+ Years Experience
E	MS Soccer 8 (B)	1,732	1,840
E	MS Soccer 8 (G)	1,732	1,840
E	MS Basketball 8 (B)	1,732	1,840
E	MS Basketball 8 (G)	1,732	1,840
E	MS Baseball 8	1,732	1,840
E	MS Softball 8	1,732	1,840
F	MS Soccer 6/7 (B)	1,732	1,840
F	MS Soccer 6/7 (G)	1,732	1,840
F	MS Basketball 6/7 (B)	1,732	1,840
F	MS Basketball 6/7 (G)	1,732	1,840
F	MS Baseball 6/7	1,732	1,840
F	MS Softball 6/7	1,732	1,840

Coaches Salary YEAR 3 2017-18

HIGH SCHOOL SPORTS

	Sport	0-1 Years Experience	2+ Years Experience
A	Football - Head Coach	9,342	9,682
A	Basketball (B) - Head Coach	9,243	9,583
A	Basketball (G) - Head Coach	9,243	9,583
B	Baseball (B) - Head Coach	7,011	7,350
B	Cross Country - Head Coach	6,395	6,747
B	Field Hockey - Head Coach	6,905	7,244
B	Ice Hockey Coach	6,452	6,791
B	Lacrosse (B) - Head Coach	6,905	7,244
B	Lacrosse (G) - Head Coach	6,905	7,244
B	Soccer (B) - Head Coach	6,917	7,256
B	Soccer (G) - Head Coach	6,917	7,256
B	Swimming (B) - Head Coach	7,048	7,394
B	Swimming (G) - Head Coach	7,048	7,394
B	Softball - Head Coach	7,011	7,350
B	Track (B) - Head Coach	7,011	7,350
B	Track (G) - Head Coach	7,011	7,350
B	Winter Track - Head Coach	6,570	6,909
B	Wrestling - Head Coach	6,906	8,172
C	Football - Assistant	6,298	6,636
C	Basketball (B) - Assistant	5,667	6,005
C	Basketball (G) - Assistant	5,667	6,005
C	Golf - Coach	5,359	5,710
C	Tennis (B) - Coach	5,781	6,119
C	Tennis (G) - Coach	5,781	6,119
D	Baseball (B) - Assistant	5,175	5,528
D	Soccer (B) - Assistant	5,175	5,528
D	Soccer (G) - Assistant	5,175	5,528
D	Swimming (B) - Assistant	5,175	5,528
D	Swimming (G) - Assistant	5,175	5,528
D	Field Hockey - Assistant	5,175	5,528
D	Softball - Assistant	5,175	5,528
D	Lacrosse (B) - Assistant	5,175	5,528
D	Lacrosse (G) - Assistant	5,175	5,528
D	Track (B) - Assistant	5,175	5,528
D	Track (G) - Assistant	5,175	5,528
D	Winter Track - Assistant	5,175	5,528
D	Wrestling - Assistant	5,175	5,528
D	Cheerleading - Head Coach	5,175	5,528

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

MIDDLE SCHOOL SPORTS

	Sport	0-1 Years Experience	2+ Years Experience
E	MS Soccer 8 (B)	1,749	1,859
E	MS Soccer 8 (G)	1,749	1,859
E	MS Basketball 8 (B)	1,749	1,859
E	MS Basketball 8 (G)	1,749	1,859
E	MS Baseball 8	1,749	1,859
E	MS Softball 8	1,749	1,859
		0	0
F	MS Soccer 6/7 (B)	1,749	1,859
F	MS Soccer 6/7 (G)	1,749	1,859
F	MS Basketball 6/7 (B)	1,749	1,859
F	MS Basketball 6/7 (G)	1,749	1,859
F	MS Baseball 6/7	1,749	1,859
F	MS Softball 6/7	1,749	1,859

Extra Duty Pay YEAR 1 2015-2016 HIGH SCHOOL

	Activity	0-1 Years Experience	2+ Years Experience
A	Instrumental Music	6,554	6,892
A	Academic Stipend Health Services	6,554	6,892
A	Academic Stipend Crisis Management	6,554	6,892
A	Academic Stipend Guidance	6,554	6,892
B	Environmental Education Coordinator	5,720	6,059
B	Vocal Music	5,720	6,059
C	Color Guard	4,976	5,315
C	Drill Team	4,976	5,315
C	Environmental Ed. Assistant Coordinator	4,976	5,315
C	Instrumental Music Assistant	4,976	5,315
C	Senior Class Advisor	4,976	5,315
C	Yearbook	4,976	5,315
D	Dramatics	4,176	4,516
E	American Field Services	3,467	3,807
E	Cheerleader - Assistant (per season)	3,467	3,807
E	District Orchestra	3,467	3,807
E	Literary Magazine	3,467	3,807
E	Mathematics Club	3,467	3,807
E	Newspaper	3,467	3,807
E	Producer and Publicity	3,467	3,807
E	Public Speaking and Debating	3,467	3,807
E	Stagecraft	3,467	3,807
E	Assistant Director	3,467	3,807
E	Student Government	3,467	3,807
F	Art (Stage Design)	3,004	3,344
F	Choreographer	3,004	3,344
F	Conductor	3,004	3,344
F	Costumes and Property	3,004	3,344
F	DECA	3,004	3,344
F	Dance/Step Team	3,004	3,344
F	ESL	3,004	3,344
F	FBLA	3,004	3,344
F	Interact Club	3,004	3,344
F	Jazz Band Director	3,004	3,344
F	Junior Class Advisor	3,004	3,344
F	Key Club	3,004	3,344
F	National Honor Society	3,004	3,344
F	Peer Leadership	3,004	3,344
F	Public Speaking and Debating- Assistant	3,004	3,344

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

F	Robotics Team Advisor	4,176	4,516
G	High School AV Tech (Non-Play)	636	742
G	High School Sound/Light	1,062	1,168

*High Schools to select five in any school year (Volleyball, Bowling, Underclass Student Activities, Intramurals, Gymnastics, or Summer Weight Training)

3,004 3,344

MIDDLE SCHOOL EDP

	Activity	0-1 Years Experience	2+ Years Experience
E	Dramatics	3,467	3,807
E	Instrumental Music	3,467	3,807
E	Environmental Ed. Building Coordinator	3,467	3,807
E	Vocal Music	3,467	3,807
F	District Orchestra	3,004	3,344
F	Intramural (per season)	3,004	3,344
F	Newspaper	3,004	3,344
F	Student Council	3,004	3,344
F	Yearbook	3,004	3,344
G	Middle School Producer/Publicity	1,592	1,698
G	Middle School Stage Manager/Sound	1,592	1,698
G	Middle School Art/Stage Design	1,592	1,698
G	Middle School Vocal Music Play	642	750
G	Middle School Costumes/Properties	642	750
G	Middle School AV Tech (Non-Play)	212	318

ELEMENTARY EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	(4) Elementary Strings Directors	535	642
G	(4) Elementary Band Directors	535	642
G	Elementary Yearbook Advisor	642	750
G	Safety Patrol Advisor	642	750

CAFETERIA EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	Cafeteria Liaison	1,607	1,715

HEP EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	HEP Student Government	424	530
G	HEP Peer Mediation	424	530
G	HEP Yearbook Advisor	424	530

DRIVER SAFETY PROGRAM COMPENSATION

The Board and HTEA agree to establish the following compensation for positions under the Comprehensive Driver Safety Program:

- a) Coordinator - \$4,000
- b) Facilitator - \$5,023 (0-1 years of experience), \$5,365 (2+ years of experience).

Seasons are Summer, Fall, Winter, and Spring.

Summer is double - \$5,023 (0-1 exp) x 2 = \$10,046 m.

Fall, Winter, Spring are single - \$5,023 (0-1 exp)

Extra Duty Pay YEAR 2 2016-2017

HIGH SCHOOL

	Activity	0-1 Years Experience	2+ Years Experience
A	Instrumental Music	6,619	6,961
A	Academic Stipend Health Services	6,619	6,961
A	Academic Stipend Crisis Management	6,619	6,961
A	Academic Stipend Guidance	6,619	6,961
B	Environmental Education Coordinator	5,777	6,120
B	Vocal Music	5,777	6,120
C	Color Guard	5,026	5,368
C	Drill Team	5,026	5,368
C	Environmental Ed. Assistant Coordinator	5,026	5,368
C	Instrumental Music Assistant	5,026	5,368
C	Senior Class Advisor	5,026	5,368
C	Yearbook	5,026	5,368
D	Dramatics	4,218	4,561

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

E	American Field Services	3,502	3,845
E	Cheerleader - Assistant (per season)	3,502	3,845
E	District Orchestra	3,502	3,845
E	Literary Magazine	3,502	3,845
E	Mathematics Club	3,502	3,845
E	Newspaper	3,502	3,845
E	Producer and Publicity	3,502	3,845
E	Public Speaking and Debating	3,502	3,845
E	Stagecraft	3,502	3,845
E	Assistant Director	3,502	3,845
E	Student Government	3,502	3,845
F	Art (Stage Design)	3,034	3,378
F	Choreographer	3,034	3,378
F	Conductor	3,034	3,378
F	Costumes and Property	3,034	3,378
F	DECA	3,034	3,378
F	Dance/Step Team	3,034	3,378
F	ESL	3,034	3,378
F	FBLA	3,034	3,378
F	Interact Club	3,034	3,378
F	Jazz Band Director	3,034	3,378
F	Junior Class Advisor	3,034	3,378
F	Key Club	3,034	3,378
F	National Honor Society	3,034	3,378
F	Peer Leadership	3,034	3,378
F	Public Speaking and Debating- Assistant	3,034	3,378
F	Robotics Team Advisor	4,218	4,561
G	High School AV Tech (Non-Play)	643	750
G	High School Sound/Light	1,072	1,179

*High Schools to select five in any school year (Volleyball, Bowling, Underclass Student Activities, Intramurals, Gymnastics, or Summer Weight Training)

3,034 3,378

MIDDLE SCHOOL EDP

	Activity	0-1 Years Experience	2+ Years Experience
E	Dramatics	3,502	3,845
E	Instrumental Music	3,502	3,845
E	Environmental Ed. Building Coordinator	3,502	3,845
E	Vocal Music	3,502	3,845

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

F	District Orchestra	3,034	3,378
F	Intramural (per season)	3,034	3,378
F	Newspaper	3,034	3,378
F	Student Council	3,034	3,378
F	Yearbook	3,034	3,378
G	Middle School Producer/Publicity	1,608	1,715
G	Middle School Stage Manager/Sound	1,608	1,715
G	Middle School Art/Stage Design	1,608	1,715
G	Middle School Vocal Music Play	649	758
G	Middle School Costumes/Properties	649	758
G	Middle School AV Tech (Non-Play)	214	321

ELEMENTARY EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	(4) Elementary Strings Directors	541	649
G	(4) Elementary Band Directors	541	649
G	Elementary Yearbook Advisor	649	758
G	Safety Patrol Advisor	649	758

CAFETERIA EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	Cafeteria Liaison	1,623	1,732

HEP EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	HEP Student Government	428	536
G	HEP Peer Mediation	428	536
G	HEP Yearbook Advisor	428	536

DRIVER SAFETY PROGRAM COMPENSATION

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 Fall, Winter, Spring are single - \$5,023 (0-1 exp)

Extra Duty Pay YEAR 3 2017-2018

HIGH SCHOOL

	Activity	0-1 Years Experience	2+ Years Experience
A	Instrumental Music	6,686	7,031
A	Academic Stipend Health Services	6,686	7,031
A	Academic Stipend Crisis Management	6,686	7,031
A	Academic Stipend Guidance	6,686	7,031
B	Environmental Education Coordinator	5,835	6,181
B	Vocal Music	5,835	6,181
C	Color Guard	5,076	5,421
C	Drill Team	5,076	5,421
C	Environmental Ed. Assistant Coordinator	5,076	5,421
C	Instrumental Music Assistant	5,076	5,421
C	Senior Class Advisor	5,076	5,421
C	Yearbook	5,076	5,421
D	Dramatics	4,260	4,606
E	American Field Services	3,537	3,883
E	Cheerleader - Assistant (per season)	3,537	3,883
E	District Orchestra	3,537	3,883
E	Literary Magazine	3,537	3,883
E	Mathematics Club	3,537	3,883
E	Newspaper	3,537	3,883
E	Producer and Publicity	3,537	3,883
E	Public Speaking and Debating	3,537	3,883
E	Stagecraft	3,537	3,883
E	Assistant Director	3,537	3,883
E	Student Government	3,537	3,883
F	Art (Stage Design)	3,064	3,411
F	Choreographer	3,064	3,411
F	Conductor	3,064	3,411
F	Costumes and Property	3,064	3,411
F	DECA	3,064	3,411
F	Dance/Step Team	3,064	3,411
F	ESL	3,064	3,411
F	FBLA	3,064	3,411
F	Interact Club	3,064	3,411
F	Jazz Band Director	3,064	3,411
F	Junior Class Advisor	3,064	3,411
F	Key Club	3,064	3,411

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

F	National Honor Society	3,064	3,411
F	Peer Leadership	3,064	3,411
F	Public Speaking and Debating- Assistant	3,064	3,411
F	Robotics Team Advisor	4,260	4,606
G	High School AV Tech (Non-Play)	649	757
G	High School Sound/Light	1,083	1,191

*High Schools to select five in any school year (Volleyball, Bowling, Underclass Student Activities, Intramurals, Gymnastics, or Summer Weight Training)

3,064 3,411

MIDDLE SCHOOL EDP

	Activity	0-1 Years Experience	2+ Years Experience
E	Dramatics	3,537	3,883
E	Instrumental Music	3,537	3,883
E	Environmental Ed. Building Coordinator	3,537	3,883
E	Vocal Music	3,537	3,883
F	District Orchestra	3,064	3,411
F	Intramural (per season)	3,064	3,411
F	Newspaper	3,064	3,411
F	Student Council	3,064	3,411
F	Yearbook	3,064	3,411
G	Middle School Producer/Publicity	1,624	1,732
G	Middle School Stage Manager/Sound	1,624	1,732
G	Middle School Art/Stage Design	1,624	1,732
G	Middle School Vocal Music Play	655	766
G	Middle School Costumes/Properties	655	766
G	Middle School AV Tech (Non-Play)	216	325

ELEMENTARY EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	(4) Elementary Strings Directors	546	655
G	(4) Elementary Band Directors	546	655
G	Elementary Yearbook Advisor	655	766
G	Safety Patrol Advisor	655	766

Agreement between Hamilton Township Board of Education and the Hamilton Township Education Association
Effective 7/1/15 to 6/30/2018

CAFETERIA EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	Cafeteria Liaison	1,639	1,749

HEP EDP

	Activity	0-1 Years Experience	2+ Years Experience
G	HEP Student Government	433	541
G	HEP Peer Mediation	433	541
G	HEP Yearbook Advisor	433	541

DRIVER SAFETY PROGRAM COMPENSATION

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Fall, Winter, Spring are single - \$5,023 (0-1 exp)

2015-2018 STAFF SALARY SCHEDULES

Teachers and SAC Counselors Salary Guides

6

BASE 2014-15

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PHD
1	46,379	47,079	47,779	49,279	50,279	50,979	51,679	52,379
2	46,879	47,579	48,279	49,779	50,779	51,479	52,179	52,879
3	47,379	48,079	48,779	50,279	51,279	51,979	52,679	53,379
4	47,879	48,579	49,279	50,779	51,779	52,479	53,179	53,879
5	48,479	49,179	49,879	51,379	52,379	53,079	53,779	54,479
6	50,654	51,354	52,054	53,554	54,554	55,254	55,954	56,654
7	52,954	53,654	54,354	55,854	56,854	57,554	58,254	58,954
8	55,494	56,194	56,894	58,394	59,394	60,094	60,794	61,494
9	58,194	58,894	59,594	61,094	62,094	62,794	63,494	64,194
10	61,394	62,094	62,794	64,294	65,294	66,094	66,794	67,494
11	64,794	65,494	66,194	67,694	68,694	69,494	70,294	70,994
12	68,394	69,094	69,794	71,494	72,494	73,294	74,094	74,794
13	72,194	72,894	73,594	75,494	76,494	77,294	78,094	78,794
14	76,195	76,778	77,360	79,838	81,341	82,070	82,798	83,527
15	76,836	77,419	78,001	80,479	81,982	82,711	83,439	84,168
16	77,477	78,060	78,642	81,120	82,623	83,352	84,080	84,809
17	78,118	78,701	79,283	81,761	83,264	83,993	84,721	85,450

YEAR 1 2015-16

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PHD
1-2	47,094	47,794	48,494	49,994	50,994	51,694	52,394	53,094
3	47,599	48,299	48,999	50,499	51,499	52,199	52,899	53,599
4	48,104	48,804	49,504	51,004	52,004	52,704	53,404	54,104
5	48,699	49,399	50,099	51,599	52,599	53,299	53,999	54,699
6	50,599	51,299	51,999	53,499	54,499	55,199	55,899	56,599
7	52,899	53,599	54,299	55,799	56,799	57,499	58,199	58,899
8	55,439	56,139	56,839	58,339	59,339	60,039	60,739	61,439
9	58,139	58,839	59,539	61,039	62,039	62,739	63,439	64,139
10	61,374	62,074	62,774	64,274	65,274	66,074	66,774	67,474
11	64,809	65,509	66,209	67,694	68,694	69,494	70,294	70,994
12	68,444	69,144	69,844	71,494	72,494	73,294	74,094	74,844
13	72,279	72,979	73,679	75,494	76,494	77,294	78,094	78,794
14	76,314	77,014	77,714	79,838	81,341	82,070	82,798	83,527
15	76,954	77,654	78,354	80,597	82,100	82,829	83,557	84,286
16	77,594	78,294	78,994	81,237	82,740	83,469	84,197	84,926
17	78,234	78,934	79,634	81,877	83,380	84,109	84,837	85,566
18	78,891	79,590	80,289	82,532	84,035	84,764	85,492	86,221

YEAR 2 2016-17

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PHD
1	47,660	48,360	49,060	50,560	51,560	52,260	52,960	53,660
2-3	48,160	48,860	49,560	51,060	52,060	52,760	53,460	54,160
4	48,660	49,360	50,060	51,560	52,560	53,260	53,960	54,660
5	49,260	49,960	50,660	52,160	53,160	53,860	54,560	55,260
6	51,115	51,815	52,515	54,015	55,015	55,715	56,415	57,115
7	53,415	54,115	54,815	56,315	57,315	58,015	58,715	59,415
8	55,955	56,655	57,355	58,855	59,855	60,555	61,255	61,955
9	58,655	59,355	60,055	61,555	62,555	63,255	63,955	64,655
10	61,850	62,550	63,250	64,770	65,970	66,670	67,370	68,070
11	65,245	65,945	66,645	68,145	69,330	70,030	70,730	71,430
12	68,840	69,540	70,240	71,890	73,140	73,840	74,540	75,240
13	72,635	73,335	74,035	75,850	77,250	77,950	78,650	79,350
14	76,630	77,330	78,030	80,154	81,657	82,386	83,114	83,843
15	77,380	78,080	78,780	81,023	82,526	83,255	83,983	84,712
16	78,130	78,830	79,530	81,773	83,276	84,005	84,733	85,462
17	78,880	79,580	80,280	82,523	84,026	84,755	85,483	86,212
18	79,666	80,364	81,065	83,308	84,810	85,540	86,268	86,997

YEAR 3 2017-18

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PHD
1-2	48,486	49,186	49,886	51,386	52,386	53,086	53,786	54,486
3-4	48,991	49,691	50,391	51,891	52,891	53,591	54,291	54,991
5	49,596	50,296	50,996	52,496	53,496	54,196	54,896	55,596
6	51,516	52,216	52,916	54,416	55,416	56,116	56,816	57,516
7	53,816	54,516	55,216	56,716	57,716	58,416	59,116	59,816
8	56,346	57,046	57,746	59,246	60,246	60,946	61,646	62,346
9	59,046	59,746	60,446	61,946	62,946	63,646	64,346	65,046
10	62,266	62,966	63,666	65,166	66,166	66,866	67,566	68,266
11	65,686	66,386	67,086	68,606	69,606	70,306	71,006	71,706
12	69,306	70,006	70,706	72,206	73,391	74,091	74,791	75,491
13	73,126	73,826	74,526	76,176	77,426	78,126	78,826	79,526
14	77,146	77,846	78,546	80,361	81,761	82,461	83,161	83,861
15	77,681	78,381	79,081	81,205	82,708	83,437	84,165	84,894
16	78,381	79,081	79,781	82,024	83,527	84,256	84,984	85,713
17	78,881	79,581	80,281	82,524	84,027	84,756	85,484	86,213
18	79,631	80,331	81,031	83,274	84,777	85,506	86,234	86,963
19	80,444	81,144	81,844	84,088	85,590	86,319	87,048	87,777

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BASE YEAR							YEAR 1	Freeze on Step				
2014-15	Hamilton Ed Assistants						2015-16	Hamilton Ed Assistants				
Salary Guide						Salary Guide						
Step	0 Credits	30 Credits	60 Credits	90 Credits	120 Credits		Step	0 Credits	30 Credits	60 Credits	90 Credits	120 Credits
							0	22,297	22,567	22,837	23,107	23,377
1	21,334	21,604	21,874	22,144	22,414		1	22,297	22,567	22,837	23,107	23,377
2	21,834	22,104	22,374	22,644	22,914		2	22,797	23,067	23,337	23,607	23,877
3	22,334	22,604	22,874	23,144	23,414		3	23,304	23,574	23,844	24,114	24,384
4	22,834	23,104	23,374	23,644	23,914		4	23,804	24,074	24,344	24,614	24,884
5	23,784	24,054	24,324	24,594	24,864		5	24,654	24,924	25,194	25,464	25,734
6	24,774	25,044	25,314	25,584	25,854		6	25,604	25,874	26,144	26,414	26,684
7	25,874	26,144	26,414	26,684	26,954		7	26,654	26,924	27,194	27,464	27,734
8	27,074	27,390	27,614	27,884	28,154		8	27,804	28,074	28,344	28,614	28,884
9	28,374	28,644	28,914	29,184	29,454		9	29,054	29,324	29,594	29,864	30,134
10	29,774	30,044	30,314	30,584	30,854		10	30,404	30,674	30,944	31,214	31,484
11	31,274	31,544	31,814	32,084	32,354		11	31,854	32,124	32,394	32,664	32,934
12	32,904	33,174	33,444	33,714	33,984		12	33,404	33,674	33,944	34,214	34,484
YEAR 2							YEAR 3					
2016-17	Hamilton Ed Assistants						2017-18	Hamilton Ed Assistants				
Salary Guide						Salary Guide						
Step	0 Credits	30 Credits	60 Credits	90 Credits	120 Credits		Step	0 Credits	30 Credits	60 Credits	90 Credits	120 Credits
1	22,605	22,875	23,145	23,415	23,685							
2	22,805	23,075	23,345	23,615	23,885		1-2	23,065	23,335	23,605	23,875	24,145
3	23,305	23,575	23,845	24,115	24,385		3	23,265	23,535	23,805	24,075	24,345
4	23,805	24,075	24,345	24,615	24,885		4	23,765	24,035	24,305	24,575	24,845
5	24,655	24,925	25,195	25,465	25,735		5	24,620	24,890	25,160	25,430	25,700
6	25,605	25,875	26,145	26,415	26,685		6	25,575	25,845	26,115	26,385	26,655
7	26,655	26,925	27,195	27,465	27,735		7	26,630	26,900	27,170	27,440	27,710
8	27,805	28,075	28,345	28,615	28,885		8	27,785	28,055	28,325	28,595	28,865
9	29,055	29,325	29,595	29,865	30,135		9	29,040	29,310	29,580	29,850	30,120
10	30,405	30,675	30,945	31,215	31,485		10	30,395	30,665	30,935	31,205	31,475
11	31,855	32,125	32,395	32,665	32,935		11	31,850	32,120	32,390	32,660	32,930
12	33,405	33,675	33,945	34,215	34,485		12	33,405	33,675	33,945	34,215	34,485
13	33,904	34,174	34,444	34,714	34,984		13	34,404	34,674	34,944	35,214	35,484

BASE YEAR
2014-15 Hamilton Custodian

Salary Guide

Step	15 Hrs	17.5 Hrs	19.5 Hrs	Custodian	Head 2	Head 1
1	11240	13113	14612	31128	32428	34328
2	11544	13468	15007	31928	33228	35128
3	11840	13813	15393	32728	34028	35928
4	12145	14169	15788	33528	34828	36728
5	12441	14515	16173	34328	35628	37528
6	12737	14860	16559	35128	36428	38328
7	13042	15215	16954	35928	37228	39128
8	13369	15597	17380	36793	38093	39993
9	13705	15989	17816	37693	38993	40893
10	14040	16380	18252	38593	39893	41793
11	14414	16817	18739	39593	40893	42793
12	14937	17427	19418	40993	42293	44193
13	15616	18218	20300	42793	44093	45993
14	16325	19046	21223	44693	45993	47893
15	17074	19920	22196	46693	47993	49893
OG15a	17248	20274	22550	47047	48347	50247
OG15b	17782	20628	22904	47401	48701	50601
OG15c	18136	20982	23258	47755	49055	50955

YEAR 1
2015-16 Hamilton Custodian

Salary Guide

Step	15 Hrs	17.5 Hrs	19.5 Hrs	Custodian	Head 2	Head 1
1	11375	13245	14803	31165	32465	34365
2	11667	13585	15183	31965	33265	35165
3	11959	13925	15563	32765	34065	35965
4	12253	14267	15946	33570	34870	36770
5	12545	14607	16326	34370	35670	37570
6	12837	14947	16706	35170	36470	38370
7	13129	15287	17086	35970	37270	39170
8	13423	15629	17468	36775	38075	39975
9	13715	15969	17848	37575	38875	40775
10	14080	16394	18323	38575	39875	41775
11	14518	16904	18893	39775	41075	42975
12	15029	17499	19558	41175	42475	44375
13	15613	18179	20318	42775	44075	45975
14	16270	18944	21173	44575	45875	47775
15	17000	19794	22123	46575	47875	49775
16	17365	20219	22598	47575	48875	50775
OG15b	17493	20368	22764	47925	49225	51125
OG15c	17620	20517	22931	48275	49575	51475

YEAR 2
2016-17 Hamilton Custodian

Salary Guide

Step	15 Hrs	17.5 Hrs	19.5 Hrs	Custodian	Head 2	Head 1
1	11523	13417	14996	31570	32870	34770
2	11815	13757	15376	32370	33670	35570
3	12107	14097	15756	33170	34470	36370
4	12399	14437	16136	33970	35270	37170
5	12691	14777	16516	34770	36070	37970
6	12983	15117	16896	35570	36870	38770
7	13275	15457	17276	36370	37670	39570
8	13567	15797	17656	37170	38470	40370
9	13861	16139	18038	37975	39275	41175
10	14188	16520	18463	38870	40170	42070
11	14587	16985	18983	39965	41265	43165
12	15060	17536	19599	41260	42560	44460
13	15606	18171	20309	42755	44055	45955
14	16224	18891	21114	44450	45750	47650
15	16916	19697	22014	46345	47645	49545
16	17463	20334	22726	47845	49145	51045
17	17646	20547	22964	48345	49645	51545
OG15c	17828	20759	23201	48845	50145	52045

YEAR 3
2017-18 Hamilton Custodian

Salary Guide

Step	15 Hrs	17.5 Hrs	19.5 Hrs	Custodian	Head 2	Head 1
1	11687	13609	15210	32020	33320	35220
2	11979	13949	15590	32820	34120	36020
3	12271	14289	15970	33620	34920	36820
4	12563	14629	16350	34420	35720	37620
5	12855	14969	16730	35220	36520	38420
6	13147	15309	17110	36020	37320	39220
7	13441	15651	17492	36825	38125	40025
8	13735	15993	17874	37630	38930	40830
9	14027	16333	18254	38430	39730	41630
10	14321	16675	18637	39235	40535	42435
11	14664	17074	19083	40175	41475	43375
12	15080	17559	19625	41315	42615	44515
13	15569	18128	20261	42655	43955	45855
14	16131	18783	20993	44195	45495	47395
15	16766	19522	21819	45935	47235	49135
16	17474	20347	22741	47875	49175	51075
17	17748	20666	23097	48625	49925	51825
18	18022	20984	23453	49375	50675	52575

Maintenance						
	Date Hired	Current Salary	2015-2016	2016-2017	2017-2018	
	SEP-02-1986	58,262	59,510	60,949	62,343	
	MAR-17-1988	56,492	57,740	59,179	60,573	
	JAN-02-2002	45,386	46,634	48,073	49,467	
	JUL-24-1997	41,216	42,464	43,903	45,297	
	APR-18-2006	31,714	32,962	34,401	35,795	
	APR-19-1982	58,490	59,738	61,177	62,571	
	JUL-01-1982	64,425	65,673	67,112	68,506	
	JAN-04-1999	48,961	50,209	51,648	53,042	
	JAN-06-1997	41,216	42,464	43,903	45,297	
	NOV-12-2012	30,990	32,238	33,677	35,071	
	NOV-12-2012	30,990	32,238	33,677	35,071	
	AUG-04-1986	58,262	59,510	60,949	62,343	
	APR-01-1986	58,490	59,738	61,177	62,571	
	APR-04-1986	58,490	59,738	61,177	62,571	
	OCT-01-2001	35,540	36,788	38,227	39,621	
	SEP-21-1987	58,490	59,738	61,177	62,571	
	SEP-28-2000	38,851	40,099	41,538	42,932	

BASE YEAR							YEAR 1						
2014-15							2015-16						
Hamilton LDTC							Hamilton LDTC						
Salary Guide							Salary Guide						
Step	MA	MA+15	MA+30	MA+45	MA+60	PHD	Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	65,445	66,545	67,645	68,745	69,845	70,945	1	67,042	68,142	69,242	70,342	71,442	72,542
2	67,245	68,345	69,445	70,545	71,645	72,745	2	68,822	69,922	71,022	72,122	73,222	74,322
3	69,045	70,145	71,245	72,345	73,445	74,545	3	70,602	71,702	72,802	73,902	75,002	76,102
4	70,845	71,945	73,045	74,145	75,245	76,345	4	72,382	73,482	74,582	75,682	76,782	77,882
5	72,645	73,745	74,845	75,945	77,045	78,145	5	74,162	75,262	76,362	77,462	78,562	79,662
6	74,719	75,819	76,919	78,019	79,119	80,219	6	75,947	77,047	78,147	79,247	80,347	81,447
7	76,855	77,955	79,055	80,155	81,255	82,355	7	77,922	79,022	80,122	81,222	82,322	83,422
8	79,055	80,155	81,255	82,355	83,455	84,555	8	80,097	81,197	82,297	83,397	84,497	85,597
9	81,472	82,572	83,672	84,772	85,872	86,972	9	82,472	83,572	84,672	85,772	86,872	87,972
10	84,200	85,300	86,400	87,500	88,600	89,700	10	85,047	86,147	87,247	88,347	89,447	90,547
11	87,024	88,124	89,224	90,324	91,424	92,524	11	87,822	88,922	90,022	91,122	92,222	93,322
12	89,947	91,047	92,147	93,247	94,347	95,447	12	90,797	91,897	92,997	94,097	95,197	96,297
13	92,972	94,072	95,172	96,272	97,372	98,472	13	93,972	95,072	96,172	97,272	98,372	99,472
13a	93,613	94,713	95,813	96,913	98,013	99,113	14	94,613	95,713	96,813	97,913	99,013	100,113
13b	94,254	95,354	96,454	97,554	98,654	99,754	13b	95,254	96,354	97,454	98,554	99,654	100,754
13c	94,895	95,995	97,095	98,195	99,295	100,395	13c	95,895	96,995	98,095	99,195	100,295	101,395
YEAR 2							YEAR 3						
2016-17							2017-18						
Hamilton LDTC							Hamilton LDTC						
Salary Guide							Salary Guide						
Step	MA	MA+15	MA+30	MA+45	MA+60	PHD	Step	MA	MA+15	MA+30	MA+45	MA+60	PHD
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	69,010	70,110	71,210	72,310	73,410	74,510	1	70,380	71,480	72,580	73,680	74,780	75,880
2	70,600	71,700	72,800	73,900	75,000	76,100	2	72,285	73,385	74,485	75,585	76,685	77,785
3	72,290	73,390	74,490	75,590	76,690	77,790	3	74,190	75,290	76,390	77,490	78,590	79,690
4	74,080	75,180	76,280	77,380	78,480	79,580	4	76,095	77,195	78,295	79,395	80,495	81,595
5	75,970	77,070	78,170	79,270	80,370	81,470	5	78,000	79,100	80,200	81,300	82,400	83,500
6	77,955	79,055	80,155	81,255	82,355	83,455	6	79,915	81,015	82,115	83,215	84,315	85,415
7	80,040	81,140	82,240	83,340	84,440	85,540	7	81,930	83,030	84,130	85,230	86,330	87,430
8	82,225	83,325	84,425	85,525	86,625	87,725	8	84,045	85,145	86,245	87,345	88,445	89,545
9	84,510	85,610	86,710	87,810	88,910	90,010	9	86,260	87,360	88,460	89,560	90,660	91,760
10	86,895	87,995	89,095	90,195	91,295	92,395	10	88,575	89,675	90,775	91,875	92,975	94,075
11	89,380	90,480	91,580	92,680	93,780	94,880	11	90,990	92,090	93,190	94,290	95,390	96,490
12	91,965	93,065	94,165	95,265	96,365	97,465	12	93,505	94,605	95,705	96,805	97,905	99,005
13	94,650	95,750	96,850	97,950	99,050	100,150	13	96,120	97,220	98,320	99,420	100,520	101,620
14	97,335	98,435	99,535	100,635	101,735	102,835	14	98,835	99,935	101,035	102,135	103,235	104,335
13b	97,335	98,435	99,535	100,635	101,735	102,835	14	98,835	99,935	101,035	102,135	103,235	104,335
13c	97,335	98,435	99,535	100,635	101,735	102,835	14	98,835	99,935	101,035	102,135	103,235	104,335

On this example there are Step 14 appears 3 times and all step values are the same.

Therefore the last two lines in the actual guide will be deleted.

BASE YEAR			YEAR 1		
2014-15	Hamilton LR-PG Assistants		2015-16	Hamilton LR-PG Assistants	
Salary Guide			Salary Guide		
Step	Elem	MS	Step	Elem	MS
			0	0	0
1	5665	5945	1-2	5878	6158
2	5765	6045	3	5931	6211
3	5865	6145	4	6031	6311
4	5965	6245	5	6131	6411
5	6069	6349	6	6231	6511
6	6206	6486	7	6356	6636
7	6337	6617	8	6496	6776
8	6481	6761	9	6641	6921
9	6681	6961	10	6841	7121
10	6931	7211	11	7091	7371
11	7231	7511	12	7381	7661
12	7551	7831	13	7686	7966
12a	7701	7981	14	7841	8121
12b	7851	8131	15	7996	8276
12c	8001	8281	16	8151	8431
			2015-2016		
			Step 1 moves to 1-2,		
			12 moves to 13		
			12a moves to 14		
			12b moves to 15		
			12c moves to 16		
YEAR 2			YEAR 3		
2016-17	Hamilton LR-PG Assistants		2017-18	Hamilton LR-PG Assistants	
Salary Guide		280	Salary Guide		280
Step	Elem	MS	Step	Elem	MS
0	0	0	0	0	0
1	5981	6261	1-2	6200	6480
2-3	6031	6311	3-4	6240	6520
4	6081	6361	5	6286	6566
5	6191	6471	6	6391	6671
6	6296	6576	7	6501	6781
7	6426	6706	8	6631	6911
8	6561	6841	9	6766	7046
9	6706	6986	10	6911	7191
10	6906	7186	11	7111	7391
11	7146	7426	12	7336	7616
12	7406	7686	13	7581	7861
13	7701	7981	14	7846	8126
14	7901	8181	15	8051	8331
15	8101	8381	16	8251	8531
16	8301	8581	17	8451	8731

2016-2017:
 Step 1-2 moves to 2-3
 13 moves to 14
 14 moves to 15
 15 moves to 16
 16 remains on 16

2017-2018:
 Step 2-3 moves to 3-4
 14 moves to 15
 15 moves to 16
 16 moves to 17

BASE YEAR		Year 1		Year 2		Year 3	
2014-15	Hamilton Monitor	2015-16	Hamilton Monitor	2016-17	Hamilton Monitor	2017-18	Hamilton Monitor
Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	20,124	1	20,174	1	20,459	1	20,519
2	20,624	2	20,674	2	20,959	2	21,019
3	21,124	3	21,174	3	21,459	3	21,519
4	21,624	4	21,674	4	21,959	4	22,019
5	22,574	5	22,174	5	22,459	5	22,519
6	23,564	6	23,124	6	23,059	6	23,019
7	24,014	7	23,619	7	23,659	7	23,619
8	24,964	8	24,569	8	24,159	8	24,219
8a	25,864	9	25,569	9	25,199	9	24,969
9	27,164	9a	26,569	10	26,349	10	26,064
10	28,564	10	27,949	10a	27,499	11	27,159
11	30,064	11	28,949	11	28,649	11a	28,254
12	31,694	12	29,949	12	29,449	12	29,349

Transportation					
Step	Base Year	Year 1	Year 2	Year 3	
	2014-2015	2015-2016	2016-2017	2017-2018	
1	31,138	31,948	32,881	33,785	

ATTACHMENT A

Hamilton Twp BOE

- You do not need to enroll with a primary care physician
- You never need a referral

Benefit	In-Network	Out-of-Network
BENEFIT PERIOD*	Calendar Year	Calendar Year
DEDUCTIBLE		
Individual	\$0	\$100
Family	\$0	\$250
AFTER DEDUCTIBLE, PLAN PAYS	100%, except where otherwise noted	70%
OUT-OF-POCKET MAXIMUM²		
Individual	\$5,480	\$2,000
Family	\$10,960	\$5,000
LIFETIME MAXIMUM	Unlimited	Unlimited
DOCTOR'S OFFICE VISITS		
Primary Care Services	\$15 Copayment	70%, after deductible
Specialist Services	\$25 Copayment	70%, after deductible
PREVENTIVE CARE FOR ADULTS AND CHILDREN	100%, NO deductible	100%, NO deductible
MAMMOGRAPHY	100%, NO deductible	100%, NO deductible
PEDIATRIC IMMUNIZATIONS	100%, NO deductible	100%, NO deductible

- 1 Out-of-network providers may bill you for differences between the Plan allowance, and the provider's actual charge. This amount may be significant. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.
- 2 Includes deductible, coinsurance and copayments, when applicable.
- A calendar year benefit period begins on January 1 and ends on December 31.

Category	In-Network	Out-of-Network
ROUTINE GYNECOLOGICAL EXAM/PAP <i>1 per calendar year for women of any age¹</i>	100%, NO deductible	100%, NO deductible
NUTRITION COUNSELING FOR WEIGHT MANAGEMENT <i>5 visits per calendar year</i>	100%	70%, after deductible
MATERNITY		
First OB visit	\$25 Copayment	70%, after deductible
Hospital	100%	70%, after deductible
INPATIENT HOSPITAL SERVICES		
Facility	100%	70%, after deductible (There is a separate \$200 deductible per inpatient stay for out-of-network facilities)
Physician/Surgeon	100%	70%, after deductible
INPATIENT HOSPITAL DAYS	365	365
OUTPATIENT SURGERY		
Facility	100%	70%, after deductible
Physician/Surgeon	100%	70%, after deductible
EMERGENCY ROOM	\$75 Copayment (waived if admitted)	\$75 Copayment (waived if admitted)
URGENT CARE CENTER	\$25 Copayment	70% after deductible
AMBULANCE		
Emergency	90%	70%, after deductible
Non-Emergency	90%	70%, after deductible
OUTPATIENT LABORATORY	100%	70%, after deductible
OUTPATIENT RADIOLOGY	100%	70%, after deductible
THERAPY SERVICES		
Physical, Speech and Occupational	\$25 Copayment	70%, after deductible
Cognitive Rehabilitation Therapy	\$25 Copayment	70%, after deductible
Cardiac Rehabilitation <i>36 visits per calendar year¹</i>	\$25 Copayment	70%, after deductible
Pulmonary Rehabilitation <i>12 visits per calendar year¹</i>	\$25 Copayment	70%, after deductible
Respiratory Therapy	\$25 Copayment	70%, after deductible
Orthoptic/Pleoptic Therapy <i>8 sessions lifetime maximum¹</i>	\$25 Copayment	70%, after deductible
RESTORATIVE SERVICES, INCLUDING CHIROPRACTIC CARE	\$25 Copayment	70%, after deductible
INFUSION THERAPY	100%	70%, after deductible
CHEMO/RADIATION AND RENAL DIALYSIS THERAPY	100%	70%, after deductible

1 Out-of-network providers may bill you for differences between the Plan allowance, and the provider's actual charge. This amount may be significant. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.

3 Combined in/out-of-network

Plan	In-Network	Out-of-Network
OUTPATIENT PRIVATE DUTY NURSING	100%	70%, after deductible
SKILLED NURSING FACILITY <i>120 days per calendar year</i>	100%	70%, after deductible
HOSPICE AND HOME HEALTH CARE	100%	70%, after deductible
DURABLE MEDICAL EQUIPMENT	90%	70%, after deductible
WIGS <i>combined in and out of network subject to \$500 maximum per Benefit Period</i>	70%, NO deductible	70% NO deductible
OUTPATIENT DIABETIC EDUCATION	100%	70%, after deductible
ACUPUNCTURE	100%, NO deductible	100%, NO deductible
MENTAL ILLNESS CARE		
Outpatient	\$25 Copayment	70%, after deductible
Inpatient	100%	70%, after deductible
TREATMENT FOR SUBSTANCE ABUSE		
Outpatient	\$25 Copayment	70%, after deductible
Inpatient	100%	70%, after deductible

1. Out-of-network providers may bill you for differences between the Plan allowance, the provider's actual charge, and the provider's actual charge. This amount may be significant. It is important to note that all percentages for out-of-network services are percentages of the Plan allowance, not the provider's actual charge.
3. Combined in/out-of-network

The benefits may be changed to comply with applicable federal/state laws and regulations.

What Is Not Covered?

- Services not medically necessary
- Services or supplies which are experimental, or investigative except routine costs associated with clinical trials
- Maintenance of chronic conditions
- Dental care including implants
- Inpatient Private Duty Nursing
- Alternative Therapies/complementary medicine
- Routine foot care
- Charges in excess of benefit maximums or allowable charges as set forth in the group contract
- Services not billed and performed by a provider properly licensed and qualified to render the medically appropriate and/or necessary treatment, service or supply
- Immunizations required for travel or employment
- Benefits payable by the government, Medicare or through motor vehicle insurance
- Cosmetic services/supplies
- Military or occupational injuries or illness
- Vision care
- Hearing aids except as stated for dependent children, hearing examinations/tests for the prescription/fitting of hearing aids and cochlear electromagnetic hearing devices