

AGREEMENT

Between the

**CINNAMINSON TOWNSHIP BOARD OF
EDUCATION**

and the

CINNAMINSON EDUCATION ASSOCIATION, INC.

For the School Years

July 1, 2017 to June 30, 2020

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ARTICLE 1

AGREEMENT

- A. This Agreement made and entered into between the Cinnaminson Township Board of Education (hereinafter referred to as the "Board") and the Cinnaminson Education Association, Inc. (hereinafter referred to as the "Association") defines areas of negotiated agreement between the Board and the Association.
- B. It is stipulated by both the Board and the Association that this Agreement is entered into in good faith, and that both parties will work cooperatively to carry out the Agreement, herein set forth, within the framework of the laws of the State of New Jersey.
- C. This Agreement incorporates the entire understanding of the parties on all negotiable matters and shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 2

RECOGNITION

- A. The Association recognizes the Board as the representative of the government of the State of New Jersey charged with the responsibility under the laws of the State for operating the public schools in the Township of Cinnaminson and recognizes the Superintendent and his administrative staff as representatives of the Board in carrying out policies and operating instructions.
- B. Pursuant to the New Jersey Employer-Employee Relations Act, the Board hereby recognizes the Association during the lifetime of this Agreement as the exclusive representative for purposes of collective negotiations concerning the terms and conditions of employment for the following groups: Contracted teaching staff members (excluding full-time administrators, supervisors and department chairpersons), psychologists, learning consultants, social workers, speech therapists, guidance counselors, nurses, librarian aides, secretaries, clerks, teacher aides, media technicians, computer operators, bookkeepers, Behavior Analysts, Assistant to the Behavior Analyst, Applied Behavior Analyst Technicians and Job Coaches but excluding all employees statutorily excluded by the Act and the Athletic Director.
- C. Unless otherwise indicated, the term "covered employees," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiations unit as defined above, and references to male covered employees shall include female covered employees.

ARTICLE 3

NEGOTIATIONS PROCEDURE

- A. Negotiations for a successor agreement to this Agreement shall commence not later than December 1st prior to the contract expiration. The parties shall exchange proposals not later than December 1st prior to the contract expiration.
- B. Either Board or Association may have as representative persons not members of their respective organizations.
- C. Meeting procedures shall be agreed upon by the negotiating teams at their first meeting.

ARTICLE 4

BOARD RIGHTS

The Board reserves to itself, except as otherwise specified in this Agreement, sole jurisdiction and authority over matters of policy, and the implementation thereof, to carry out its state-mandated responsibility to manage and direct all of the operations and activities of the school district in accordance with applicable laws and regulations.

ARTICLE 5

EMPLOYEE RIGHTS

- A. It is agreed that, pursuant to the New Jersey Employer-Employee Relations Act, employees eligible for membership in the negotiating unit, as recognized in Article 2 of this Agreement, have the right freely to join and support an employee organization and its affiliates for the purpose of engaging in collective negotiations as set forth in N.J.S.A. 34:13A-1, et seq. It is agreed that neither the Board nor the Association shall discriminate against any covered employee because of his membership and participation or refusal to join or participate in any activities of the Association and its affiliates.
- B. Nothing contained herein shall deny any covered employee the rights he has under federal law or laws of the State of New Jersey.
- C. Whenever any covered employee is required to appear before the Superintendent, Board, or any committee thereof, for a meeting the purpose of which is to advise a covered employee of a matter adversely affecting his status and/or income in position, he shall be given prior written notice of the reasons for such a meeting or

interview and shall, at his option, be entitled to have up to two representatives of his own choice present to advise him and represent him during each meeting or interview. If the covered employee chooses to have representatives present, the meeting may be delayed for a reasonable period of time in order to have his representatives available.

- D. A covered employee shall not be subject to disciplinary action or formal reprimand, be reduced in rank or compensation, or be deprived of professional advantage without just cause.
- E. No pupil grade and/or pupil evaluation will be changed without consultation with the teacher involved. If a grade is assigned by anyone other than the teacher involved, that person shall note the change and initial the official transcript. If the teacher involved cannot be reached for consultation, the teacher shall be notified of any grade or evaluation change within a reasonable period of time thereafter.
- F. No covered employee shall be prevented from wearing Association-approved jewelry, or other similar identification of membership in the Association or its affiliates.
- G.
 - 1. A unit member shall, at his request, have the assistance and representation of the Association at any meeting or conference called by an administrator, which could adversely affect the unit member with respect to the continuation of his employment, salary, or other increments pertaining thereto.
 - 2. Any conference or meeting held with respect to professional evaluation of a unit member shall not be covered by the above provision.

ARTICLE 6

ASSOCIATION RIGHTS AND PRIVILEGES

- A. If any representative of the Association or any covered employee is mutually scheduled by the Board and Association to participate during working hours in negotiations, grievance proceedings, conferences, or meetings between the above-named parties, he shall suffer no loss in pay.
- B. Representatives of the Association will be permitted to hold meetings to transact official Association business on school property provided that this does not interfere with or interrupt school operations; does not conflict with Board approved activities or facility rentals; does not require buildings to be opened at a time they are normally closed; and does not require additional janitorial or

maintenance time. Clearance for such meetings must be obtained from the building principal.

- C. The Association will have in each school building the exclusive use of a bulletin board in the faculty lounge and staff dining room. The Association will also be allowed space on the bulletin board in each central office for Association notices. Copies of all materials to be posted on such bulletin boards will be given to the building principal for informational purposes, but no approval will be required. Subject matter and presentation of such materials may be subject to Article 7.
- D. The Association will pay for all materials and supplies incident to use of school-owned equipment. The Association will be responsible for the equipment while using same, and will reimburse the Board for any damage to, or loss of, the equipment while in such use.
- E. The Association will have the exclusive right to use the inter-school mail facilities and school mail boxes without the approval of the building principals or other members of the administration so long as it does not disrupt normal distribution of school materials. Exclusive refers to the majority status of the CEA.
- F. The Board will make available, upon written request of the Association, information that is in the public domain.

ARTICLE 7

GRIEVANCES

A. General

1. A "grievance" is a claim by a covered employee, or the Association, that there has been a violation of the Agreement or of Board policies or in the interpretation or application thereof with respect to said employee or Association, hereinafter called the "aggrieved."
2. The "aggrieved" is a person or persons making the complaint.
3. Consideration of grievance will not be deemed to make any matters subject to negotiation unless specifically included in this Agreement by mutual consent of the Board and Association.
4. In an Association grievance, the procedure to be followed is the same as that for a covered employee through Levels One, Two, Three and Four.

B. Purpose

The purpose of this procedure is to resolve, at the lowest possible level, complaints which may be brought to grievance. Both parties agree that these proceedings will be kept as informal and as confidential as possible at any level of the procedure.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is to be considered as a maximum and every effort will be made to expedite the process. The time limits may, however, be reduced or extended by mutual consent of all parties of interest as defined.
2. The aggrieved should discuss the matter with his immediate administrative supervisor to resolve it. If the matter is not resolved at this stage, both parties shall sign a written statement that a discussion was held.
3. Any complaint brought under this procedure must be presented within fifteen (15) school days of the action under complaint, or it may not be considered a grievance unless mutually consented to by both Board and Association.
4. Once submitted, the formal written grievance must stand as written through all steps. The aggrieved must specify the particular provision of this Agreement or Board policy that the aggrieved alleges to have been violated, his contention with respect thereto, and the specific remedy being sought.

Level One

If a covered employee is unable to have his complaint adjusted to his satisfaction informally, he may proceed to formal grievance. If the covered employee wishes to present a formal grievance, it must be presented in writing to his immediate administrator or the administrator's assigned designee within fifteen (15) school days of the action under complaint. (See C.2. above.) The administrator or his assigned designee must reply in writing to the aggrieved within five (5) school days.

Level Two

If the aggrieved is not satisfied with the disposition of his or her grievance at Level One, or if no decision has been rendered within five (5) school days, he may proceed to the next level. To proceed to the next level, he must submit within five (5) school days a copy of the original grievance and the reply, if any, to the Superintendent. The

Superintendent must report his decision to the aggrieved in writing within seven (7) school days.

Level Three

If the grievance is not resolved to the aggrieved's satisfaction, the aggrieved may request a review by the Board. This request must be submitted no later than five (5) school days after receipt of the Superintendent's written decision or within twelve (12) school days of the filing of the grievance with the Superintendent if no decision has been issued. The request shall be submitted in writing through the Superintendent who shall forward it to the Board. The Board shall review the grievance, and the Board or its committee shall hold a hearing with the aggrieved within 30 days of receipt of the grievance and shall render a decision in writing within 15 calendar days after the hearing.

Level Four

- a. Grievances reaching Level Four will be of two (2) types only:

Type One - Alleged violation, misinterpretation or misapplication of the terms of this Agreement.

Type Two - Alleged misinterpretation or misapplication of Board policy or administrative decision involving the interpretation of Board policy.

- b. Type One grievances shall be submitted to the American Arbitration Association (AAA). The recommendation for settlement made by the arbitrator will be binding upon both parties.
- c. Type Two grievance will follow the same procedure as Type One, except the recommendations resulting from arbitration will be non-binding, although both the Board and Association agree that they will give consideration to any recommendation for settlement.

General Stipulations

1. When the decision has been made to request the assistance of the AAA, such request may be made by either the solicitor of the Board or the Association. The party who makes such a request will advise the AAA of the names and addresses of both parties and serve a copy of said demand on the other side.
2. The fee and expenses of the AAA and the arbitrator which are incurred under Level Four will be shared equally by the Board and the Association or the non-member covered employee.

3. The rules of the AAA will be followed in all proceedings connected with the arbitration.
4. It is agreed that the decision of the arbitrator will not add to, subtract from, or modify the wording of any provision of the Agreement, and that the arbitration shall be confined to the interpretation of the contract based upon the facts disclosed by the evidence presented at a hearing with both parties present.
5. All meetings relative to grievances shall be private, with proper notice of date, time and place given to those persons participating.

ARTICLE 8

NO STRIKE - NO LOCK-OUT

It is mutually agreed by the Board and the Association that neither party will resort to a lock-out, strike, or sanctions for the duration of this Agreement.

ARTICLE 9

PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of a teacher is not an appropriate concern of the Board except as it affects his suitability or qualification as a teacher or prevents him from performing his assigned duties.
- B. Teachers are expected to exercise reasonable judgment regarding the propriety of materials and methods to be used in the classroom. Classroom presentations should be made with due regard to the age and maturity level of the students.
- C. Potential controversial materials and methods will be discussed with the immediate supervisor.

ARTICLE 10

PERSONNEL FILES

- A. There shall be only one official personnel file. No material derogatory to a covered employee's conduct, service, character, or personality will be placed in his personnel file unless the covered employee has had an opportunity to review and discuss the material with an appropriate administrator. The covered employee will acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed, with the understanding

that such signature does not indicate agreement with the contents thereof. The covered employee will have the right to submit a written answer to such material and his answer will be reviewed by the Superintendent and attached to the file copy. In the event that the covered employee is unavailable to review the material in accordance with this paragraph, a copy of the material will be sent to the last known address of that covered employee by registered mail.

- B. Formal evaluations will be made periodically. Such evaluations will be reduced to writing, discussed with the covered employee, and signed by the covered employee with the right to append responsive comments to them.
- C. Any materials from a covered employee's personnel file to be used in disciplinary action, formal reprimand, loss of increment, or dismissal must have been placed in the file in accordance with the provisions of this Article. Such supportive data will consist of materials placed in the file recording initial and subsequent contacts between the covered employee and the Administration.

ARTICLE 11

TRANSFERS AND REASSIGNMENTS

- A. The Administration will give consideration to any request for transfer or reassignment received in writing from a covered employee in the District. The covered employee's request shall follow the same procedure as an application received from outside, starting with the principal of the building into which a transfer is requested. When, in the judgment of the administration, such transfer will be to the mutual benefit of the covered employee and the operation of the District, effort will be made to honor the request.
- B.
 - 1. Any vacancies shall be posted for 10 school days prior to the position being filled. During the summer months, lists will be mailed to those covered employees who have requested transfers. Lists under B. will be separated by job area.
 - 2. A vacancy shall be defined as an opening through resignation, death, retirement, a reduction in force, leave of absence and/or a voluntary transfer except in the case of an involuntary transfer which occurs simultaneously with a voluntary transfer.
- C.
 - 1. When a teacher has been involuntarily transferred between schools, grades or departments, he may apply to the Superintendent for approval to take a course or attend a conference related to the new area at Board expense. Such application shall be made on forms devised by the administration. If approved in advance by the Superintendent, the Board shall reimburse the

teacher the cost of tuition, fees and required books for course/conference attendance.

2. The teacher must present to the administration sufficient materials to support the reimbursement request. If a graded course is involved, no reimbursement shall be made unless the teacher passes the course.
- D. Any teacher whose permanent classroom is changed from one building to another shall be compensated to a maximum of six (6) hours for moving from one (1) building to another. Teachers will be compensated to a maximum of two (2) hours for moving from one (1) classroom to another within building. Compensation shall be in the form of the E. I.P. rate set in Article 13, D.5. Teacher-initiated transfers are not included in these provisions.

ARTICLE 12

FAIR DISMISSAL PROCEDURE

A. Non-Tenured Teachers

1. The teachers' evaluations shall be consistent with the teachers' effectiveness and accountability for the children of New Jersey Act (TEACH-NJ) N.J.S.A. 18A:6-117 et al. A non-tenured teacher must receive at least three (3) full length period evaluations, with written summary of alleged deficiencies, which might cause dismissal, and written recommendations for improvement, at least seven (7) weeks prior to May 15.
2. If a non-tenured teacher is not to be recommended for rehire, he will be so notified at least one (1) week prior to the May Board meeting by means of a conference with appropriate administrative personnel.
3.
 - a. Any non-tenured teacher dismissed during the school year for just cause concerning his teaching proficiency will receive sixty (60) days' notice or pay in lieu of notice. Such dismissal is not subject to grievance.
 - b. Dismissal during the school year on grounds not related to teaching proficiency may be appealed.
4. Any non-tenured teacher who is dismissed or not recommended for rehire, may, if he desires, request a statement of reasons for this action within fifteen (15) days of the action. If requested, such a statement will be furnished in writing within thirty (30) days of the request. A copy will be

placed in the teacher's file. A teacher will have the right to attach a formal reply to the aforementioned statement.

5. If a teacher hired after March 1 is not to be recommended for rehire for the next school year, he will be so notified within six (6) weeks after the start of employment, with official action being taken at the next regular Board meeting. There will be at least one evaluation prior to the recommendation not to rehire.
6. Failure to rehire a non-tenured teacher is not subject to grievance.

B. The following provisions shall be in effect for all non-teaching covered employees:

1. There shall be a minimum of one (1) written evaluation per year.
2. If an employee will not be recommended for rehire, they shall be notified one (1) week before the May meeting.
3. Employees who are dismissed or not renewed shall receive thirty (30) days' notice unless separation is for gross misconduct.
4. Any non-teaching covered employee who is dismissed or not rehired may, if he desires, request a statement of reasons for this action within ten (10) days of the action. If requested, such a statement will be furnished in writing within ten (10) school days of the request. A copy will be placed in the employee's file. An employee will have the right to attach a formal reply to the aforementioned statement.

ARTICLE 13

WORKING HOURS AND WORKING LOAD

A. Teaching Hours

1. The length of the teachers' basic academic day will not exceed seven (7) hours and thirty (30) minutes and will encompass the students' standard day. Full day in-service days shall not exceed seven hours in length.
2. Guidance counselors shall provide counseling hours one evening a week during the school year, the duty to be rotated equally among all members of the Department. Counselors who participate in this program will receive compensatory time for their evening work.

B. Teaching Load

1. High School

- a. Every high school teacher shall have five (5) duty-free lunch periods, at least five (5) preparation periods, no more than twenty-five (25) teaching periods and up to five (5) duty periods per week. In addition, each teacher may be assigned three (3) periods of instructional support for current students or three (3) duty periods or a combination of three (3) support/duty periods per week. Teachers who have not been assigned homeroom duty may be assigned to morning corridor duty. The assigned duty period under this provision, as directed by the Superintendent or his designee, may be used for professional duties including tutoring and curriculum work, but shall not be used for a sixth period of teaching per day.
- b. Science, related arts, and physical education teachers may be required to teach up to twenty-five (25) periods per week, combined teaching and duty still to remain at thirty (30) maximum periods.
- c. Every reasonable effort shall be made to provide high school teachers with one preparation period per day and to make science teachers' sixth duty period a lab prep duty.

2. Middle School

- a. In a six-day cycle encompassing a nine period day, every certificated staff member shall have one (1) duty-free lunch period per day and no less than six (6) preparation periods and six (6) duty periods. Teachers shall teach no more than five (5) periods per day. Combined teaching and duty periods will not exceed thirty-six (36) within the six-day cycle, nine (9) period day schedule except as permitted by the following. In addition to the aforementioned duties, each teacher may also be assigned up to three (3) additional duties within each six-day cycle. Assigned duties may be used for tutoring and curriculum work or other duties as directed by administration but shall not be used for a sixth period of teaching per day.
- b. For each teacher, two (2) of the six duty periods will be scheduled for team meetings at coinciding times. All other teachers will be scheduled for one team meeting in place of an assigned duty.

- c. Every reasonable effort shall be made to provide middle school teachers with at least one preparation period per day.
- d. In place of an advisory assignment, staff may be assigned to hall supervision.

3. Intermediate School

- a. Every intermediate school teacher will have a 45-55 minute duty-free lunch period per day and one preparation period per day. On days when students have a late arrival or an early dismissal, lunch periods shall be equal to the length of the periods as adjusted for that day, but under no circumstances shall they be less than thirty-three (33) minutes.
- b. Teachers' combined duty and instructional periods may not exceed six periods per day.
- c. Teachers not assigned to homerooms may be assigned alternate administrative duties.
- d. In addition to the five (5) afternoon parent-teacher conference schedule, there shall be three (3) evening conferences per year. On days when parent-teacher evening conferences are scheduled, the students' day will be reduced to four (4) hours and the teachers' day to four and one-quarter (4 ¼) hours. Evening conferences shall be two hours in duration and shall not end after 9:00 p.m. All teachers will be expected to attend without additional compensation. Teachers providing evening appointments will have release time in the afternoon and will return for no more than two hours; not to extend beyond 9:00 p.m. Should no parent require an evening conference, teachers will work in the afternoon and not return in the evening. This applies to classroom and "special" teachers alike.

4. Elementary Schools

- a. Every elementary school teacher will have five (5) 45-55 minute duty-free lunch periods per week and five (5) planned unassigned periods when a specialist is scheduled. Every reasonable effort shall be made so that of the five (5) planned unassigned periods per week, no more than one (1) planned unassigned period shall be scheduled in a day. On days when students have a late arrival or

early dismissal, lunch periods shall be equal to the length of the periods as adjusted for that day, but under no circumstances shall they be less than thirty-three (33) minutes.

b. In addition to the five (5) afternoon parent-teacher conference schedule, there shall be three (3) evening conferences per year. On days when Parent-Teacher Evening Conferences are scheduled, the students' day will be reduced to four (4) hours and the teachers' day to four and one-quarter (4 ¼) hours. Evening conferences shall be two hours in duration and shall not end after 9:00 p.m. All teachers will be expected to attend without additional compensation. Teachers providing evening appointments will have release time in the afternoon and will return for no more than two hours; not to extend beyond 9:00 p.m. Should no parent require an evening conference, teachers will work in the afternoon and not return in the evening. This applies to classroom and "special" teachers alike.

c. One of the scheduled single sessions will be for a full day of Kindergarten conferences.

5. An exception to any part of B.1, 2, or 3 above can be made by mutual agreement among the building principal, the Association, and the teacher involved.

6. Preparation and planning periods shall be available for parent-teacher conferences, supervisor-teacher conferences and teacher-teacher conferences.

7. During the year, every K-2 teacher will have one (1) day with two and one-half (2-1/2) hours of released time for conference preparation. These days shall be scheduled in the week prior to parent-teacher conferences. In the event that only 1½ hours of the 2½ hours of conference preparation are available, then the additional 1 hour will be recorded as EIP time.

C. Sign-In and Sign-Out

1. Teachers will indicate their presence for duty by initialing the appropriate column of the faculty sign-in roster fifteen (15) minutes before the start of the students' day.

2. Teachers will be free to leave fifteen (15) minutes after the close of the students' day except as noted in D. The provisions of the first sentence

shall not apply on in-service days. They will initial the sign-out roster, unless otherwise arranged with the building principal.

D. Faculty Meetings

1. Faculty meetings may be scheduled after the academic day to begin not later than ten (10) minutes after the close of the students' day and to run for a maximum of forty-five (45) minutes. The number of faculty meetings will not exceed nineteen (19) per school year. Notice of a faculty meeting will be given no later than one week prior to the meeting. Attendance is required unless excused by the building principal.
2. Emergency faculty meetings may be called by the administration, and attendance of teachers is required unless excused by the building principal. Such meetings will, when possible, be held within the time limits of D.1. above.
3. Notice of all meetings will include the proposed agenda.
4. The Association President or his designee will be allotted five (5) minutes at the end of each meeting for announcements, etc.

E. Miscellaneous

1. Teachers, having notified the administration, may leave the building during their scheduled duty-free lunch periods.
2. Secondary teachers will not be required to teach more than two (2) subject areas except in cases of emergency.
3. The Board and the administration recognize the desirability of limiting the number of times in any day a regular classroom teacher is required to change subject area teaching stations and will attempt to hold such changes to a minimum.
4. The Board and the Association recognize that teaching and learning take place in contact other than the formal classroom situation during the academic day and that all staff members have a responsibility of control and direction of students at all times on school property.
5. Every reasonable effort shall be made to provide adequate travel time for any teacher assigned to more than one building.

F. Secretarial Work Hours

Effective upon ratification of this Agreement, the following provisions are in effect:

1. The length of the workday will not exceed eight (8) hours and will include one (1) hour for lunch.
2. Summer hours--the length of the workday will not exceed seven (7) hours including one (1) hour for lunch. The secretarial staff shall work the same seven (7) hour day. Summer hours for secretaries shall be in effect from the Monday following the last student day through the Friday preceding the opening of school.
3. On the workday before Thanksgiving and Christmas, secretaries shall be released one-half (½) hour after the last bus leaves from their respectively assigned buildings.
4. When school is canceled in advance because of inclement weather, secretarial employees are not expected to come to work.
5. On days when any school is closed as a result of inclement weather, secretaries, clerks and aides shall be released fifteen (15) minutes after the last bus leaves from their respectively assigned buildings. Secretaries, clerks, and aides shall not be required to stay any longer than a building administrator.

G. Part-Time Teachers

1. Part-time teachers shall receive a pro-rated amount of prep, duty, and lunch time based on the length of their day. For example, a teacher employed for 60% of the day shall see these items adjusted to 60% of that of a full-time teacher.
2. Part-time teachers shall not be required to attend daytime parent-teacher conferences unless those events are scheduled during their normal working hours.
3. Part-time teachers shall not be required to attend any evening events.
4. Part-time teachers shall be required to attend faculty meetings. If any portion of these meetings occur outside the individual's regularly-scheduled work day, the individual shall be compensated for that time at their regular hourly rate.

ARTICLE 14

SABBATICAL LEAVE

- A. Sabbatical leave may be allowed under the following terms and conditions to members of the staff:
1. No more than two (2) staff members may be granted such leave in any one year.
 2. Such staff members must have served in Cinnaminson for seven (7) consecutive years at the time leave is granted. For fulfilling the sabbatical leave service requirements, military leave will count as time served in the District for purpose of establishing both continuity and length of service. Other officially granted leaves will count as time served in the District for purposes of establishing continuity only.
 3. Sabbatical leave will be granted for the purpose of fulfilling institutional residency requirements (full-time study) or work done full-time at an accredited institution, for an advanced degree in the staff member's major teaching field, in education, in any Board-approved course of study, or in any Board-approved educational experience.
 4. A teacher who is granted a sabbatical leave agrees to return to the District for a period of at least two (2) full years after his sabbatical leave. In order to be considered for a sabbatical leave, the applying teacher shall sign a promissory note indicating his obligation to repay the District for the leave in the event that he does fail to continue working for the District for the two (2) full years.
 5. Application in writing must be received by the Superintendent no later than March 1 of the school year preceding the sabbatical year.
- B. The Board will provide teachers on sabbatical leave:
1. A grant equal to one-half (1/2) of the base salary including length of service increments which would be earned by the teacher during the year he would be on sabbatical leave.

2. Payment of the percentage of dental, hospitalization, medical and major medical and prescription coverage which the Board provides for all staff members.

C. Administration of Program

1. The Superintendent will draw up the notices and forms necessary to implement the program and will discuss them with the President of the Association.
2. The Superintendent will provide written information helpful to the Association's review of the sabbatical candidate. He shall make recommendations concerning each candidate.
3. The Superintendent shall review all applications for sabbatical leave and make any recommendations to the Board.

D. Selection

The final determination as to the granting of sabbatical leave shall be with the Board.

ARTICLE 15

CONTRACTS AND SCHOOL YEAR

- A. In accordance with established Board policy, the following procedure will apply to teachers' contracts:
1. Salary notices for tenured teachers will be issued during the two (2)-week period following the Board meeting at which they are approved. Teachers must advise the Superintendent within ten (10) school days of their intention to return.
 2. Contracts to non-tenured teachers will be issued in accordance with the date set in N.J.S.A. 18A:27-10, or May 15, whichever date is earlier. Contracts must be signed and returned by the teachers within ten (10) school days as evidence of their intention to accept the contract.
 3. All extra-pay contracts will be issued during the two (2) week period following Board appointment. Contracts must be signed and returned by the teachers within ten (10) school days as evidence of their intention to accept the contract.

4. The Board shall inform the Association in writing of the estimated number of rified unit positions, if any, by March 15 each year.
- B.
1. For the school years covered by this agreement, a teacher's work year under the basic salary schedule will not exceed one hundred eighty-seven (187) days. Three of these one hundred eighty-seven (187) days are to be used, per State requirements, for professional development, which will be provided by the district.
 2. A tentative school calendar will be prepared by the Administration and presented to a committee of Association building representatives for its review and recommendations prior to its adoption by the Board. Each building principal will review the proposed calendar with his staff insofar as possible.
- C.
1. Salary notices for non-teaching covered employees will be issued within two (2) weeks following the May meeting. Employees must advise the Superintendent within ten (10) school days of their intention to return.
 2. Contracts to non-tenured, non-teaching covered employees will be issued by May 31. Contracts must be signed and returned within ten (10) school days as evidence of their intention to accept the contract.

ARTICLE 16

PAYMENT OF SALARY CHECKS

- A. Salary checks will be distributed on the fifteenth and last day of the month. If these dates fall on a weekend, the checks will be distributed the Friday before those dates. Exceptions will be made in December and June. In those months, one check will be distributed on the fifteenth and one on the employee's last scheduled work day of the month.
- B. Salaries for ten-month employees may be paid in one of the following ways:
1. Regular Plan - Twenty (20) payments over ten (10) months (except as noted in "A").
 2. Deduction Plan - Ten (10) percent withheld monthly and paid in a lump sum in June.
 3. Twelve (12) Month Plan - Ten (10) percent withheld monthly and paid in four (4) equal installments during July and August.

C. Summer Payment Plan Funds

1. Deductions for the Summer Payment Plan, as in B.2. and 3. above, will be deposited in an interest-bearing account. Such interest earned will be turned over to the Association for use in its scholarship fund.
2. Once persons sign to have deductions made for Summer Payment Plan, this amount must be deducted until the end of the school year, unless a personal emergency demands that a refund be made. When deductions are terminated, they cannot be resumed for the remainder of that school year.

ARTICLE 17

DUES DEDUCTIONS

In accordance with New Jersey Statutes Title 52:14-15.9e. and as implemented by State Department of Education regulations, the Secretary of the Board is directed, upon submission to him of written authorization by the employee, to deduct organization dues from salary checks. Payment of such dues will be made to the Association according to provisions of the statute.

ARTICLE 18

SICK LEAVE AND PERSONAL DAYS

A. Sick Leave

1. Sick leave is hereby defined to mean the absence from his post of duty of any person because of personal disability due to illness or injury, or because he has been excluded from school by the District's medical authorities on account of a contagious disease or of being quarantined for such a disease in his immediate household.
2. Covered employees shall be given a written notice of accumulated sick leave days no later than October 15 of each school year.
3. Sick leave will be granted for each school year to all covered employees including aides employed by the District on the basis of ten (10) sick leave days for those employed on a ten-month basis and twelve (12) sick leave days for those employed on a twelve-month basis.

4. Unused sick leave will be accumulative from year to year with no maximum limit. Unused sick days accrued in an employee's last year of employment shall be added to the total days accumulated.
5. No transfer of sick leave days accumulated in other districts will be allowed.
6. 18A:30-6 - Prolonged Absence Beyond Sick Leave Period. When absence, under the circumstances described in Section A.1. of this Article, exceeds the annual sick leave and the accumulated sick leave the Board may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board in each individual case. A day's salary is defined as one two-hundredth (1/200) of the annual salary.

B. Accumulated Sick Leave Payment

Any covered employee who retires into TPAF or PERS or is rified shall be eligible for payment for unused sick leave under the following circumstances:

1. No employee will be eligible who has less than fifty (50) days of accumulated sick leave as of the date of retirement.
2. For any employee who has met the terms of 1. the Board will pay for every day through the 200th day of accumulated sick leave.
3. (a) Payment shall be made to teachers for these days at the following rate:

	<u>2017-2020</u>
	\$71.14
Max.	\$14,228.00

-
-
- (b) Payment shall be made to secretaries and aides for these days at the following rate:

	<u>2017-2020</u>
	\$43.48
Max.	\$8,696.00

- (c) Payment for secretaries and aides who work 3.5 hours or less per day shall receive an appropriate pro-rated amount per the above schedule.
- 4. If an employee dies while still employed by the Board and that employee has been credited with twenty-five (25) years of service in either TPAF or PERS, the sick leave payment under B.1., 2. and 3. above shall be made to the employee's estate.
- 5. Payment of this benefit shall be made in either three equal payments or five equal payments, at the discretion of the employee. If the employee retires December 31 of the contract years and selects the three payment option, the first thirty-three and one third percent (33 1/3%) of the total amount due shall be paid on or about July 15 of the year following retirement; thirty-three and one third percent (33 1/3%) of the total amount shall be paid on or before July 15 of the year following the first payment; and, thirty-three and one third percent (33 1/3%) of the total amount shall be paid on or before July 15 of the year following the second payment. If the employee selects the five payment option, twenty percent (20%) of the total amount due shall be paid on or about July 15 of the year following retirement; and, twenty percent (20%) of the total amount due shall be paid on or before July 15 of each successive year following the first payment until the employee is paid one hundred percent (100%) of the amount. If the employee retires June 30 of the contract years and selects the three payment option, thirty-three and one third percent (33 1/3%) of the total amount due shall be paid no later than ninety (90) days from the effective date of retirement, at such time subject to discretion of the board of Education; thirty-three and one third percent (33 1/3%) of the total amount due shall be paid on or before July 15 of the year following the first payment; and, thirty-three and one third percent (33 1/3%) of the total amount shall be paid on or before July 15 of the year following the second payment. If the employee retires June 30th and selects the five payment option, twenty percent (20%) of the total amount shall be paid no later than ninety (90) days from the effective date of retirement, at such time subject to discretion of the Board of Education; and, twenty percent (20%) of the total amount due shall be paid on or before July 15 of each successive year following the first payment until the employee is paid one hundred percent (100%) of the amount.

C. Personal Leave Days

- 1. Covered employees shall be granted up to three (3) days per year with pay for personal leave. Aides who work twenty (20) hours or more per

week shall be granted up to three (3) days per year with pay for personal leave and aides who work less than twenty (20) hours per week may be granted up to two (2) days per year with pay for personal leave. These days are not cumulative. Permission must be granted for personal leave or extenuating circumstances by the Superintendent or his designee for personal leave on the working day preceding or the working day following a school holiday or vacation period. Request must be made in writing with a statement of reasons.

- (a) Employees shall have the option to bank up to two (2) unused personal days into the following school year. If said banked days remain in full or part at the end of the second year, said remaining days shall be converted to accumulated sick time. Personal days shall be used in a first-in, first-out basis. No more than two days may be used consecutively. A doctor's note may be required any time a sick day is used in conjunction with more than one personal day.
 - (b) Any unused personal leave that is not banked shall be converted to accumulated sick leave annually. Such unused personal leave accrued in an employee's last year of employment shall be added to the total days accumulated.
2. Written request must be made twenty-four (24) hours in advance or forty-eight (48) hours in advance, whenever possible, to the day requested to the building administrator before such absence. In the event of last minute emergencies, the administrator may grant approval by telephone, but written request must follow. Such a request will state the date desired and that the request conforms to contractual stipulation.
 3. Time necessary for court appearances in any legal proceeding connected with the covered employee's employment or with the school system will not be deducted from personal days or sick leave.
 4. In addition, covered employees will be granted up to a maximum of two (2) days for mandatory court appearances.
 5.
 - a. Covered employees may request a leave not to exceed five (5) days in the case of death of a spouse/life partner, child, parent/custodial parent. These days must be taken within ten (10) calendar days of the death.
 - b. Covered employees may request a leave not to exceed three (3) days in the case of a death of a grandparent, brother, sister, mother-in-law, father-in-law, grandchild, brother-in-law, sister-in-law,

son-in-law, daughter-in-law and grandparent-in-law. These days must be taken within seven (7) calendar days of the death.

6. Covered employees may request a leave not to exceed three (3) days in any one school year in the case of serious illness of the covered employee's spouse/life partner, child(ren), sibling(s) and parents.

Serious illness will be defined in reasonable terms, with the following considerations as guidelines:

- a.
 - (1) The illness being attended to is of an acute nature in which the staff member's presence is required, particularly in the case of possibility of imminent death. For the purposes of this provision, the parties agree that these days may be used when a covered employee's spouse/life partner, child(ren), siblings or parent(s) undergoes surgery which requires general anesthesia or hospitalization of the patient for at least twenty-four (24) hours.
 - (2) Where it is imperative for a staff member to be present in order to provide medical nursing functions that could not be provided by another person.
- b. Leave for serious illness will not be provided under the following circumstances: Taking a spouse/life partner, child(ren), sibling(s) or parent(s) to a doctor or hospital when such appointments could reasonably be scheduled at some other time, such as Saturdays, holidays or vacation time. This is not an all-inclusive list.
- c. Personal leave days may be used for those matters not covered by the above.
- d. In order to verify serious illness as defined above, the employee shall supply a personally signed affidavit specifically stating the nature of the illness.

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

ARTICLE 19

MEDICAL PLAN

A. Coverage

1. Effective July 1, 2017 per the definition of a full-time employee as stated in the Affordable Care Act, the following criteria will be used to determine whether or not an employee is eligible for health benefits offered by the district.
 - (a) All full-time active employees working 35 hours or more per week for twelve months per year, unless their normal work schedule is ten months per year, shall be eligible for full medical, prescription, and dental coverage for themselves and their dependents. Members will contribute under PL. 2011 c.78 for these benefits, in addition to any other contributions specified below.
 - (b) All full-time active employees working more than 30 hours per week but less than 35 hours per week for twelve months per year, unless their normal work schedule is ten months per year, shall be eligible for a single benefit package outlined in article H. These employees are typically non-certificated staff who happen to fall on the S-3 guide. Members will contribute under PL. 2011 c.78 for these benefits, in addition to any other contributions specified below.
 - (c) At the end of the 2018-2019 school year, if health insurance rates for the 2019-2020 school year increase 6.0% or less, PL. 2011 c.78 contributions will be frozen at the 2018-2019 dollars for those employees who will be on the top step of their respective salary guides for the 2019-2020 year. In return, there will be no increase in E-1 rates for the 2019-2020 school year. However, should health insurance rates for the 2019-2020 school year increase 6.01% or more, PL. 2011 c.78 contributions will remain as defined under the law. In return, there will be an increase of 3.25% on the E-1 guides for the 2019-2020 school year.
2. If the Board at any time in the future should change insurance carriers, the status quo, or standard against which equivalency shall be measured, is against the AETNA program in effect prior to the 2013-2014 school year.

B. Dependent Coverage

1. Medical and Prescription: Under the Patient Protection and Affordable Care Act, a child is defined as an enrollee's child until age 26, regardless of the child's marital, student, or financial dependency status even if the young adult no longer lives with his or her parents. Cinnaminson School District has extended medical and prescription coverage to eligible children through the end of the calendar year in which they turn age 26.
2. Dental: For the dental plan, dependent children are covered until the end of the calendar year in which age 23 is attained.

C. Waivers for Employees Eligible for Benefits under A.1.a.

1. Where an employee is eligible for medical coverage under A.1.a. above and elects to take no such coverage, the employee shall receive a payment in lieu of coverage. This election shall be by form by which the employee who opts not to take such coverage agrees to accept the payment instead. In order to receive this payment, the employee must provide proof of other coverage.
2. Forms will be distributed to all staff by April 1. The employee must return the form by May 1.
3. Any employee who elects not to take such insurance may re-enroll at the open enrollment period. Employees may, in certain circumstances, be allowed to re-enter the plan at other times subject to carrier determination. These determinations are not arbitrable under Article 7, Level Four. If re-enrollment for the current year is prior to June 30 there shall be no payment under #5 below.
4. New employees can elect to waive such coverage. In that case, payment under 5. below shall be pro-rated.
5. If an employee otherwise entitled to coverage has waived such coverage and has not re-enrolled at the open enrollment period, he shall be paid in a one-time payment made on June 30 as follows:

Single	\$ 787
Parent/Child	\$1,145
Husband/Wife	\$1,941
Family	\$2,000

6. If an employee has waived coverage and dies during the year, a payment shall be made to his estate on a pro-rated amount based upon the time elapsed in the year and the time remaining in the year.
7. The provisions of C. specifically expire on June 30, 2020, unless mutually extended in writing before that date.

D. Medical and Prescription Plans for those eligible under A.1.a.

1. For employees hired after July 1, 2008, the Patriot V Plan or equivalent will be the base insurance plan. Employees will have the option to enroll in the Patriot X plan or equivalent and pay the difference through payroll deductions. Refer to <http://cinnaminson.betterbenefitsolutions.com/> for coverage details.
2. A medical plan shall be given to all employees eligible under A.1.a. with the following co-pays effective July 1, 2017:
 - a. Aetna Patriot V: \$10 primary care; \$15 specialist
 - b. Aetna Patriot X: \$15 primary care; \$20 specialist
 - c. Aetna Premier: \$10 primary care; \$15 specialist
 - d. PPO Core: \$25 primary care; \$40 specialist
 - e. PPO Buy-up: \$20 primary care; \$30 specialist
 - f. High Deductible Plan: 80% covered after deductible; with Rx 20% co-insurance
 - g. MVP is also an option. See H
3. A prescription drug plan shall be given to all employees eligible under A.1.a., which will be fifteen dollars (\$15.00) co-pay for brand drugs and ten dollars (\$10.00) co-pay for generic. The same co-pay shall apply to mail order prescriptions for a ninety (90) day supply. PPO Core and PPO Buy Up Medical plans require participants to use the PPO Core and PPO Buy Up prescription plan, which has a \$15 Generic Co-pay, \$35 Preferred Brand Co-pay, and \$50 Non-Preferred Brand Co-pay. The MVP Plan prescription plan has a \$10 Generic Co-pay, \$35 Preferred Brand Co-pay, \$50 Non-Preferred Brand Co-pay, 2x Mail Order. \$200 Deductible for Brand Name Drugs. Dispensing limitation – 30 day retail; 31-90 days mail order.

- E. Dental Plan for those eligible under A.1.a. The Board will provide dental coverage to all employees eligible under A.1.a. The maximum contribution required to be paid by the Board per employee for the dental plan shall be capped at \$850 per year. No carrier change shall result in a reduction of the level of benefits or method of administration within the specified dollar limits.

- F. Any employee who is transferred from a full-time to part-time position may be covered by insurance in A., B., D. and E. above. The Board shall pay a pro-rated share of the cost of such insurance equal to the percentage of the work week the employee actually works. The employee shall bear the remainder of the cost through a procedure set up by the Business Administrator's office. Employees in this category who are otherwise eligible for the payment under C. above shall receive a payment pro-rated to the payment set forth in C.5, and C.7. above keyed to the percentage of the premium which the Board pays. For example, if the Board pays 75% of the premiums, the employee is entitled to 75% of the payment if he complies with all other aspects of C.
- G. If an employee dies while still employed by the Board, all insurance benefits under A., B., D., and E. above in effect at the time of death will continue at Board expense for his dependents for six (6) months after his death.
- H. For those employees eligible for benefits provided by the District under A.1.b., the District shall offer a single "MVP Plan" as outlined below. This typically applied to non-certificated staff who happen to fall on the S-3 guide.
1. Single Medical Coverage: AETNA POS II Plan. \$3,500 individual deductible, \$7,000 family deductible (both In-Network). \$35 Primary Co-pay, \$70 Specialist Co-Pay. In network Coinsurance – 30%. Out of Network Coinsurance – 50%. The waiver amount for single medical coverage is \$550.
 2. Single Prescription Coverage: \$10 Generic Co-pay, \$35 Preferred Brand Co-pay, \$50 Non-Preferred Brand Co-pay, 2x Mail Order. \$200 Deductible for Brand Name Drugs. Dispensing limitation – 30 day retail; 31-90 days mail order.
 3. Single Dental Coverage will also be offered to employees at Year 4 Chapter 78 Tier. The maximum employer contribution towards dental insurance will be \$850.
 4. Employees eligible for these benefits under A.1.b. can choose to enroll in any plan offered by the school district, other than the base plan outlined in H, must pay the full difference in premiums between the base plan and the elected plan, in addition to their contributions under Chapter 78.
- I. Health Savings Committee: The Board and the Association agree to establish a Health Savings Committee. This committee will meet at least once annually to explore possible health care cost-saving measures which would benefit both the district and its employees. The meetings will be at a time and place mutually agreed to by the Superintendent (or designee) and the Association President (or

designee). There will be a special meeting of this committee in September 2019 if the ACA's "Cadillac Tax" remains in place for a January 2020 implementation. This Committee shall have the authority to recommend health care plan changes to their respective negotiations committees that would meet the PPACA Affordability threshold.

- J. The Board will provide and pay the administrative expense for a Section 125 Plan to allow deduction of employee health benefit premium contributions on a pre-tax basis.

ARTICLE 20

EXTRA DUTY PAY

A. Co-Curricular Salaries

1. Full credit will be given for any previous experience in Cinnaminson in the same assignment.
2. In no case will experience as an assistant coach count as previous service for establishing a position on a head coaching scale.
3. The Board may assign newly appointed co-curricular personnel above the first step.

B. Middle School Subject Coordinators

The Board recognizes its responsibility to negotiate relevant terms and conditions of employment of this title should it be reinstated.

C. Grade Level Chairpersons

Elementary Grade Level Chairpersons (K-8) will be paid an annual stipend of \$898 in 2017-2018, \$927 in 2018-2019, and \$958* in 2019-2020 when there are no more than four (4) teachers on that level in a particular school year. When there are five (5) or more, exclusive of the Chairperson, an additional annual stipend will be paid at \$90 in 2017-2018, \$94 in 2018-2019, and \$96* in 2019-2020 per teacher.

- D. Lead teachers shall receive \$3,301 in 2017-2018, \$3,408 in 2018-2019, and \$3,519* in 2019-2020 per year.

E. Extra Responsibility Reward Plan

1. It is recognized that certain teachers assume extra responsibility either voluntarily or by request. The stipend shall be \$974 in 2017-2018, \$1042 in 2018-2019, and \$1128* in 2019-2020. Payments will be made in equal installments in December and in June. The stipend will be paid in the following situations:
 - a. Regularly assigned teacher-in-charge of the cafeteria during lunch periods.
 - b. Regularly assigned teacher-in-charge of study halls where there are more than one hundred twenty-five (125) assigned pupils.
 - c. One assistant to the Department Chairperson/ Supervisor whenever there are twelve (12) teachers in addition to the Department Chairperson/ Supervisor or two (2) assistants whenever there are twenty-five (25) teachers in addition to the Department Chairperson/Supervisor.
2. Effective July 1, 2017, the hourly rate for bedside tutoring shall be \$58.28 in 2017-2018, \$60.40 in 2018-2019, and \$62.36* in 2019-2020.

F. During times when teachers and/or pupils are not scheduled to report in accordance with the school calendar, and when the need arises, secretaries and clerks working in the central administrative offices may be required to report for work. The Board will pay those employees called in to work their per diem rate of their annual salary for each full day of work or a pro-rated per diem rate for a partial day of work.

G. Guidance Counselors who are assigned guidance work between the last teacher work day and the first teacher work day each year shall be paid at their per diem rate for each full day worked. Child Study Team members shall receive their hourly per diem rate for each hour worked during the summer months.

Guidance Counselors, Child Study Team members and others working five (5) or more summer days will have the option to have five (5) days pay included in their base salary.

H. D.E., C.B.E. Coordinators

Summer work for these positions shall be fifteen (15) days at the per diem rate in effect at the time the work is performed. Time beyond the fifteen (15) days shall be at the discretion of the Superintendent.

I. Curriculum Revision and Development

1. All positions for curriculum work shall be posted.
2. Contracts will be issued to each person working on curriculum.

J. Staff involved in "Standards Alignment" shall be paid at the EIP rate. If staff exceeds five (5) hours for any one course, they will be paid the Curriculum Writing Subsequent Rate.

ARTICLE 21

SALARY SCHEDULE

A. The salary schedules annexed hereto as S-1, S-2, and S-3 become effective July 1 of each year for the ensuing school year as designated on the schedules.

B. Advancement on Salary Guides

1. Before a teacher may advance to any salary schedule beyond that of the Bachelor's, he must have met all requirements for standard (permanent) certification in New Jersey.
2. All credits and all advanced degrees must be in areas where educational certification is available.
 - a. Credit for salary purposes will be granted on the BA scale up to and including BA+30 for additional graduate courses.
 - b. Upon conferment of an MA degree, credit for salary purposes will be granted on the MA scale for that degree and for any additional graduate courses taken either before or after conferment of the MA degree.
 - c. The Superintendent will acknowledge the receipt of teachers' written notification.
3. Verification in writing of the applicability of courses for such certification is the responsibility of the person claiming such credit. Notification of courses to be claimed for salary credit must be made to the Superintendent prior to December 15 in order to be granted for the following school year. To advance on the guide on September 1, such courses must be completed prior to August 31 prior to advancement. To advance on the guide on

February 1, such courses must be completed prior to January 31 prior to advancement. Paperwork for advancement on the salary guide shall be submitted to the Superintendent's Office no later than September 15th for September 1st advancement; and, no later than February 15th for February 1st advancement.

4. Whenever a teacher is pursuing a program that combines certification and the Master's degree, advancement to another salary schedule is possible once certification deficiencies have been removed.

C. Withholding of Increments

Title 18A:29-14 of the New Jersey Statutes Annotated will control the withholding of any increment.

- D. A teacher in the unit employed for ten (10) months shall receive an increment, if otherwise eligible, if he has been in a pay status for at least ninety-three (93) days of the preceding work year. Other unit employees, including twelve-month employees, shall receive an increment, if otherwise eligible, if they have been in a pay status for fifty (50%) percent of the scheduled work days plus one (1) day.

ARTICLE 22

EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that one (1) tenured teacher designated by the Association may upon request, be granted a leave of absence without pay for two (2) full school years for the purpose of engaging in the educational activities of the Association or its affiliates.
- B. A leave of absence without pay of up to two (2) full school years may be granted to any teacher: (1) to participate in an education activity in the Peace Corps, VISTA, National Teacher Corps, or (2) serve as an exchange teacher or overseas teacher or (3) to accept a Fulbright Scholarship. Credit for this experience shall be given on the salary guide. However, it will not be applied toward tenure.

C. Child-Rearing Leave

1. Application for child-rearing leave shall be made by the employee to the Superintendent at least sixty (60) days prior to the anticipated birth of the child.
2. a. Child-rearing leave shall be granted to tenured employees for the balance of the school year (concluding June 30) in which the child

is born and for one (1) additional school year. The tenured employee shall state whether he desires a leave solely for the balance of the school year in which the child is born or for an additional school year.

- b. Non-tenured employees may apply for leave under 2.a. utilizing the same process. However, denial of such leave beyond the balance of the school year in which the child is born shall not be the basis for a grievance.
3. If an employee, under 2.a. above, has elected to take only a leave for the balance of the school year in which the child is born, the employee may apply for the additional full school year of such leave. Application shall be made on the child-rearing leave form provided by the Board and shall be received by the Superintendent no later than April 1 prior to the termination of the leave granted under 2.
4. Any employee adopting a child shall be granted a child-rearing leave in conformity with the provisions of 2., which shall commence upon the date such employee obtains custody of the child. Notice shall be given to the Superintendent at least sixty (60) days prior to the anticipated date of custody, if possible, and if not, as soon as practicable. An extension of child-rearing leave may be made under the provisions of 3.
5. Nothing herein shall prevent the employee and the Board from agreeing that an employee may return sooner than the leave termination date granted if such earlier return is administratively convenient to the Board and is not medically contraindicated.
6. Upon return from a child-rearing leave, all benefits to which the employee was entitled at the time of the commencement of leave, including unused accumulated sick leave, shall be restored.
7. Nothing in this Article shall be construed to require the Board to offer a new contract for a new school year to any non-tenured employee who would not otherwise have been offered such a contract.
8. During the term of his employment, an employee may receive no more than two (2) of the leaves under 2. above. Consecutive leave under 2./3. shall not be granted to any employee. Each of these limitations may be waived at the sole discretion of the Board. The Board decision in this regard is not subject to Level Four of the grievance procedure.

9. If, during the term of any leave under 2. or 3., an employee is employed full-time by another employer or accepts part-time employment during any portion of the regular school day, he will be deemed to have terminated leave under said provisions and to have abandoned his position. Employees on leave under 2. or 3. above shall be eligible to substitute in this District.
- D. All leaves, including extensions or renewals of leaves, shall be applied for and granted in writing.
- E. All covered employees on such leaves shall be allowed to continue participation in all health programs for the duration of their leaves at their own expense.
- F. An employee on a leave of absence under the provisions of A. through C. above shall inform the school district of his intention not to return to the District by the April 1 proceeding the school year he is scheduled to return.

ARTICLE 23

MILEAGE

Employees who are required to use their own automobiles in the performance of their duties shall be reimbursed for all driving done on school business at the prevailing NJ OMB Circular rate per mile per NJAC 6A:23A-7.1.

ARTICLE 24

FULLY BARGAINED PROVISIONS

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

ARTICLE 25

SEPARABILITY AND SAVINGS

- A. If any provision of this Agreement or any application of this Agreement to an employee or group of employees is held to be invalid by operation of law or by a court of other competent jurisdiction, such provision shall be inoperative, but all

other provisions shall not be affected thereby and shall continue in full force and effect.

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

ARTICLE 26

REDUCTION IN FORCE AND SCHOOL CLOSINGS

A. Procedure

The Association shall be notified of any anticipated reduction in force at least fifteen (15) days prior to the Board's public announcement in order to allow for an Association consultation with the Board.

B. Selection of Teachers Affected

1. All teachers shall be notified of their employment status in accordance with the date set in N.J.S.A. 18A:27-10, or May 15, whichever date is earlier.
2. Any reduction in force of tenure teachers shall be in accordance with N.J.S.A. 18A:28-9, et seq.
3.
 - a. A seniority list shall be supplied to the Association on or before March 1 of each school year.
 - b. The Association shall be supplied at all times with an accurate recall list of all personnel who are in a RIF status.

C. Recall of Teachers Affected

Tenure teachers shall be recalled in accordance with N.J.S.A. 18A:28-9, et seq.

D. Tenured Secretarial Employees

1. In the event of a reduction-in-force of tenured secretarial employees, layoffs shall be made on the following basis:

a. Seniority lists shall be prepared for:

Group 1

(1) Bookkeeper

Group 2

- (1) Secretary II
- (2) 12 Month Secretary
- (3) 10 Month Secretary
- (4) 12 Month Clerk
- (5) 10 Month Clerk

Group 3

- (1) Media Technicians
- (2) Library Clerk

Each list within a Group shall be referred to as a "sub list" in the balance of this section. The Association shall receive a copy of each list by April 1 each year.

- b. Seniority in Group 1 positions may only be gained in a Group 1 position. Seniority in Group 2 positions may only be gained in Group 2 positions. Seniority in Group 3 positions may only be gained in Group 3 positions.
- c. Seniority is defined as the number of months worked in applicable positions in the District as a full-time employee. If an employee works one day in a calendar month, he shall be given credit for a full month.
- d. When an employee is promoted from Group to Group or within a Group (for example Group 2, Position 3 to Group 2, Position 1), the time spent in the new position adds on to the time spent in the position(s) held in the lower Group or the lower position(s) held within the Group.
- e. A voluntary resignation is a forfeit of all seniority gained to that date.

- f. A tenured secretarial employee whose position is eliminated or filled by another employee whose position has been eliminated has the right to claim the position filled by the lowest seniority employee on the same sub-list if he possesses greater seniority than that employee.
- g. In the event that the affected employee is not senior to the lowest seniority employee on the same sub-list, he has the right to claim the position filled by the lowest seniority employee on the next lower sub-list within the Group if he possesses greater seniority than that employee.
- h. In the event that an employee is not senior to any other employee on any sub-list in the same group, the employee has the right to claim a position filled by an employee with less seniority in another group, provided, the employee has had no less than one full academic school year for a ten month position or one full calendar year for a twelve month position of satisfactory district experience in the specific sub-list position claimed and the employee possesses greater seniority than the bumped employee.
- i. Any employee who has a right to claim a position under f., g., and h. above and who refuses to do so shall lose all seniority rights under D.
- j. An employee who claims a position within his sub-list shall maintain his current salary. An employee who claims a position on another sub-list shall move laterally to the same step on the new salary column.
- k. The time limit on claims under f., g., and h. above shall be five (5) calendar days after receipt of written notice of the available position. The time of a claim is based upon the Superintendent's Office's receipt of the claim. Failure to timely file a claim constitutes a waiver of all seniority rights under D.
- l. Notwithstanding all of the above, any employees hired prior to July 1, 1998 shall be grandfathered in their position and seniority rights pursuant to prior contract language.
- m. An employee moved from a 12 Month Clerk to 12 Month Secretary as of July 1, 2017 will be credited 80% of their time accrued as a 12 Month Clerk toward 12 Month Secretary seniority.

2. In any event, tenured secretarial employees shall not be laid off prior to non-tenured secretarial employees.
3. The parties agree to establish a joint liaison committee to meet on a regular basis, composed of Association and Board/administration representatives to discuss issues of mutual concern related to potential school closings including, but not limited to, discussions of the method of employee transfer of secretarial/clerical/aide personnel. The committee shall make recommendations to the Board on issues discussed.

E. Seniority Status for Aides

1. As of July 1, 2005, an aide will be credited with seniority for time in his/her current position. Reduction-In-Force (RIF) of aides will be in reverse order of seniority. For these purposes, Non-Resource Room Special Education Aides and IEP-Required Personal Aides are one (1) distinct category. Further, Resource Room Aides and BSIP Aides are a second distinct category. Seniority shall accrue from the date of hire and will follow the employee from one category to another.

When a Clerical or Cafeteria Aide position is rified, in order for the affected employee to claim another Clerical or Cafeteria Aide position, all applicable criteria must be met.

2. Applied Behavior Analysis Technicians/Job Coaches will earn seniority after completing a total of three (3) years and one (1) day in that position. Once the ABA Technician/Job Coach completes this time, seniority will revert to their original starting date as an ABA Technician/Job Coach. In addition, a school district classroom aide who transfers into an ABA Technician/Job Coach position will begin to earn seniority as an ABA Technician/Job Coach while seniority continues to accrue from their classroom aide position.

ARTICLE 27

NON-DISCRIMINATION

The Board and the Association agree that all persons regardless of race, color, creed, religion, sex, sexual orientation, age or national origin shall have equal access to all categories of employment in the Cinnaminson School System.

ARTICLE 28

LEAD TEACHERS

- A. The Board maintains the right to appoint lead teachers.
- B. Compensation for lead teachers is in Article 20.D.

ARTICLE 29

CHILDREN'S TUITION RATE

Children of employees may attend District schools at forty percent (40%) of applicable tuition rates. School and class placement shall be made by the Administration. This Agreement shall not require the employment of additional staff to meet the requirements of kindergarten class size limits or special education class size limits.

ARTICLE 30

TUITION REIMBURSEMENT

- A. There shall be a tuition reimbursement plan for teachers under the following terms:
 - 1. All courses require written approval of the Superintendent in advance of course registration in order to be eligible. Apply using form provided by Central Office.
 - 2. All courses must be on the graduate level and must be directly related to the teacher's current work assignment.
 - 3. No reimbursement shall be made for courses beyond the MA+30.
 - 4. Reimbursement is limited to the actual tuition paid by the teacher in any July 1 through June 30 period up to a maximum District cost of one thousand four hundred dollars (\$1,400) per year for a full-time teacher, and a maximum total District cost of thirty eight thousand (\$38,000) per year.
 - 5. The teacher must produce evidence of satisfactory completion of the course(s) and proof of the actual tuition paid by September 15 following the school year in which course(s) were taken.
 - 6. Reimbursement will be paid by September 30.

7. In years where requests for reimbursement exceed the annual maximum, monies shall be equally divided among the applicants but shall not exceed the actual amount of tuition paid by the covered employee.
- B. The per person amount for tuition reimbursement for classroom assistants will be \$500 per year for coursework related to their assignment, with a maximum district cost of \$3,500 per year.

ARTICLE 31

MISCELLANEOUS

When the Board requires a non-certified employee to take a course, the Board shall reimburse the employee for tuition, fees, and materials associated with the course.

ARTICLE 32

REPRESENTATION FEE

A. Purpose of Fee

If a covered employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee/Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.

C. Deduction and Transmission of Fee

1. Notification

On or about the 15th of September of each year the Board will submit to the Association a list of all employees in the bargaining unit. On or about

January 1 of each year the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

2. Payroll Deduction Schedule

The Board will deduct from the salaries of the employees referred to in Section C-1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.

3. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.

5. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

6. New Employee

On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, social security numbers, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.

D. Save Harmless

The Association shall indemnify, defend and save harmless the Board against any and all claims, demands, suits or other forms of liability that shall arise out of fee deductions by the Board for the Association which the Board has remitted to the Association and reliance by the Board on any representations made by the Association with respect to this Article. The Association shall assume full responsibility for the defense of any such claim, demand, suit or other form of liability and the Board will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense. The Board will give to the Association notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph.

- E. It is the intent of the parties, in entering into this Agreement, to fully comply with the rules and regulations of the Public Employment Relations Commission and the Public Employment Relations Commission Appeal Board regulating agency fee deductions. To the extent any procedure established by these provisions is not in harmony with such rules and regulations, the parties agree to promptly negotiate a replacement clause to correct such deficiency. All other non-affected clauses shall remain in full force and effect to the extent permitted by law.

ARTICLE 33

DURATION OF AGREEMENT

This Agreement will be effective as of July 1, 2017, and supersedes all previous agreements and will continue in effect until June 30, 2020.

It is understood that it will expire on the date indicated unless the Board and the Association agree in writing to an extension.

Signed this 24th day of JANUARY 2017.

CINNAMINSON BOARD OF
EDUCATION:

Jean M. Cohen

President

[Signature]

Secretary

CINNAMINSON EDUCATION
ASSOCIATION, INC.:

Tamara Irons

President

[Signature]

Vice President

SCHEDULE E-1
CO-CURRICULAR SALARIES

ACTIVITY	2017-2018	2018-2019	2019-2020*
<p><i>*At the end of the 2018-2019 school year, if health insurance rates for the 2019-2020 school year increase 6.0% or less, there will be no increase in E-1 rates for the 2019-2020 school year and will be frozen at the 2018-2019 school year rate. Should health insurance rates for 2019-2020 increase 6.01% or more, the published E-1 rates for 2019-2020 will be in effect.</i></p> <p><i>**Members earning an E-1 stipend may elect to be paid a half stipend at the middle of the season/event and another half stipend at the end of the season/event. Members must notify the Business Office of their intent within 10 days of appointment.</i></p>			
HIGH SCHOOL:			
Assistant Athletic Director-HS	4408	4543	4682
Equipment Manager	8552	8816	9080
Athletic Trainer	8867	9093	9299
Boys Football-Head	10,221	10,474	10,701
Boys Football-Assistants-6	6911	7098	7274
Boys Basketball-Head	9506	9745	9961
Boys Basketball-Assistants-2	6558	6738	6909
Boys Track-Head	8965	9193	9401
Boys Track-Assistants	5946	6114	6276
Boys Baseball-Head	8824	9049	9255
Boys Baseball-Assistants-2	5917	6084	6245
Boys Wrestling-Head	9506	9745	9961
Boys Wrestling-Assistants-2	6558	6738	6909
Boys Soccer-Head	8824	9049	9255
Boys Soccer-Assistants-2	5917	6084	6245
Boys Cross Country-Head	6223	6396	6562
Boys Lacrosse-Head	8824	9049	9255
Boys Lacrosse-Assistant-1	5917	6084	6245
Golf (Boys&Girls)-Head	4640	4781	4923
Bowling (Boys&Girls)-Head	5716	5879	6038
Winter Track (Boys&Girls)-Head	6223	6396	6562
Winter Track (Boys&Girls)-Assistants-2	4670	4812	4955
Boys Tennis-Head	6022	6191	6354
Boys Tennis-Assistant-1	4617	4758	4900
Boys Volleyball-Head	8824	9049	9255
Boys Volleyball-Assistant-1	5917	6084	6245
Summer Weight Lifting	2397	2494	2601
Winter Weight Lifting	49.20/hr	50.80/hr	52.45/hr
Spring Weight Lifting	49.20/hr	50.80/hr	52.45/hr
Girls Field Hockey-Head	8824	9049	9255

ACTIVITY	2017-2018	2018-2019	2019-2020*
Girls Field Hockey-Assistants-2	5917	6084	6245
Girls Basketball-Head	9506	9745	9961
Girls Basketball-Assistants-2	6558	6738	6909
Girls Lacrosse-Head	8824	9049	9255
Girls Lacrosse-Assistants-2	5917	6084	6245
Girls Soccer-Head	8824	9049	9255
Girls Soccer-Assistants-2	5917	6084	6245
Girls Softball-Head	8824	9049	9255
Girls Softball-Assistants-2	5917	6084	6245
Girls Tennis-Head	6022	6191	6354
Girls Tennis-Assistant-1	4617	4758	4900
Girls Volleyball-Head	8824	9049	9255
Girls Volleyball-Assistant-1	5917	6084	6245
Girls Cheerleading-Fall-Head	4554	4694	4834
Girls Cheerleading-Fall-Assistant-1	3215	3327	3448
Girls Cheerleading-Winter-Head	4554	4694	4834
Girls Cheerleading-Winter-Assistant-1	3215	3327	3448
Swimming (Boys&Girls)-Head	7050	7240	7419
Swimming (Boys&Girls)-Assistant-1	4729	4873	5016
Girls Track-Head	8965	9193	9401
Girls Track-Assistants-2	5946	6114	6276
Girls Cross Country-Head	6223	6396	6562
AVA	757	821	903
Stage Manager	3817	3942	4071
TV-Videographer	1196	1270	1370
Class Advisors-Grade 12-2	3197	3285	3369
Class Advisors-Grade 11-2	2810	2890	2969
Class Advisors-Grade 10-2	2129	2196	2264
Class Advisors-Grade 9-2	2129	2196	2264
Newspaper	3750	3873	4002
Yearbook	6144	6316	6481
National Honor Society	2793	2897	3011
Battle of the Books	1063	1133	1220
DECA	3154	3266	3386
Vocal Music Director	4977	5125	5272
Play Director	5053	5203	5352
Assistant Play Director-4	3227	3340	3460
Marching Band Director	7377	7573	7757
Assistant Marching Band Director	3495	3613	3738
Color Guard	1726	1809	1907
Percussion Instructor	1726	1809	1907
Marching Band Program Designer	3264	3378	3499

ACTIVITY	2017-2018	2018-2019	2019-2020*
Co-Treasurer-2	3781	3906	4035
Jazz Band	3631	3753	3879
String Ensemble	5567	5727	5884
Student Council-2	3939	3965	4095
Club Advisors-17	1717	1800	1897
Cinnamentors	1802	1886	1985
Cinnamentors Aide	501	560	638
Special Events Coordinator-2	3746	3869	3998
Community Service Coordinator	1094	1165	1252
Winner's Circle Coordinator	1094	1165	1252
After School Detention-Teacher	49.20	50.80	52.45
After School Detention-Aide	39.61	40.90	42.23
Wednesday School Detention-Teacher	135.96	140.38	144.94
Wednesday School Detention-Aide	109.49	113.05	116.72
MIDDLE SCHOOL:			
Equipment Manager	4294	4429	4565
Basketball (Boys&Girls)-Head-2	4427	4564	4703
Basketball (Boys&Girls)-Assistant-2	3211	3324	3445
Track (Boys&Girls)-Head	4427	4564	4703
Track (Boys&Girls)-Assistant-2	3211	3324	3445
Boys Baseball-Head	4427	4564	4703
Boys Baseball-Assistant-1	3211	3324	3445
Boys Wrestling-Head	4427	4564	4703
Boys Wrestling-Assistant-1	3211	3324	3445
Boys Soccer-Head	4427	4564	4703
Boys Soccer-Assistant-1	3211	3324	3445
Boys Cross Country-Head	4427	4564	4703
Boys Cross Country-Assistant-1	3211	3324	3445
Girls Field Hockey-Head	4427	4564	4703
Girls Field Hockey-Assistant-1	3211	3324	3445
Girls Lacrosse-Head	4427	4564	4703
Girls Lacrosse-Assistant-1	3211	3324	3445
Girls Soccer-Head	4427	4564	4703
Girls Soccer-Assistant-1	3211	3324	3445
Girls Softball-Head	4427	4564	4703
Girls Softball-Assistant-1	3211	3324	3445
Intramurals (Boys&Girls)-1 Head/2 seasons pending sign ups	2336	2431	2538
AVA (<i>presently inactive</i>)	3499	3618	3742
Stage Manager	2289	2383	2490
Yearbook	2964	3072	3188

ACTIVITY	2017-2018	2018-2019	2019-2020*
Music Director	3029	3138	3256
Play Director	4432	4569	4708
Assistant Play Director/Producer	2049	2139	2242
Assistant Play Director/Stage Crew	2049	2139	2242
Assistant Play Director/Vocal	2049	2139	2242
Jazz Band	2146	2238	2342
String Ensemble	2146	2238	2342
Cinnaminson Singers	2146	2238	2342
Student Council-2	2551	2651	2761
Club Advisors-16	1717	1800	1897
Special Events Coordinator	2684	2787	2899
Promotion Coordinator	826	891	975
PM After School Supervision	49.20	50.80	52.45
Wednesday School Detention Teacher	135.96	140.38	144.94
Wednesday School Detention Aide	109.46	113.05	116.72
After School Detention Teacher	49.20	50.80	52.45
After School Detention Aide	39.61	40.90	42.23
RUSH SCHOOL:			
Intramurals-1 Head/1 each season (3) pending signups	2336	2431	2538
Student Council-Head	1952	2039	2140
Club Advisors-8	1717	1800	1897
Yearbook	1443	1520	1614
Outdoor Program-Director	1902	1988	2088
Outdoor Program-Overnight Stipend	160	165	171
5 th Grade Recognition Coordinator	588	648	728
After School Detention Teacher	49.20	50.80	52.45
NEW ALBANY SCHOOL:			
Yearbook	1443	1520	1614
DISTRICT WIDE:			
Chaperones	65.48	67.61	69.81
Mentoring-Regular Route	722.36	745.83	770.07
Mentoring-Supervising Teacher	541.51	559.11	577.28
Curriculum Writing:			
Lead Curriculum Teacher & Mapping Facilitator	2290.75	2365.20	2442.07
Initial Writing	2100.55	2168.81	2239.3
Subsequent Writing	1312.71	1355.37	1399.42
Lead Nurse	908	933	963
Staff Trainer	58.2	60.10	62.05

EIP Rate	49.20	50.80	52.45
Crowd Control/Time Keeper	\$47.34	\$47.34	\$47.34
ACTIVITY	2017-2018	2018-2019	2019-2020*
Aides-EIP Rate S-3 (For example: Extra duty includes attending after school activities with 1-on-1 student)	27/hr	27/hr	27.88/hr
Aides-In Service Day rate	24.50/hr	24.50/hr	

SCHEDULE S-1										
TEACHER'S SALARY GUIDE										
2017-2018										
Years	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	Doc
1	1	55,845	57,114	57,926	58,738	59,550	60,362	61,174	61,986	62,798
2	2	56,345	57,614	58,426	59,238	60,050	60,862	61,674	62,486	63,298
3	3	56,845	58,114	58,926	59,738	60,550	61,362	62,174	62,986	63,798
4	4	57,345	58,614	59,426	60,238	61,050	61,862	62,674	63,486	64,298
5	5	57,845	59,114	59,926	60,738	61,550	62,362	63,174	63,986	64,798
6	6	58,345	59,614	60,426	61,238	62,050	62,862	63,674	64,486	65,298
7 - 8	7	59,152	60,421	61,233	62,045	62,857	63,669	64,481	65,293	66,105
9	8	59,959	61,228	62,040	62,852	63,664	64,476	65,288	66,100	66,912
10 - 11	9	60,766	62,035	62,847	63,659	64,471	65,283	66,095	66,907	67,719
12	10	62,299	63,568	64,380	65,192	66,004	66,816	67,628	68,440	69,252
13	11	64,120	65,389	66,201	67,013	67,825	68,637	69,449	70,261	71,073
14	12	65,941	67,210	68,022	68,834	69,646	70,458	71,270	72,082	72,894
15	13	68,755	70,024	70,836	71,648	72,460	73,272	74,084	74,896	75,708
16	14	71,569	72,838	73,650	74,462	75,274	76,086	76,898	77,710	78,522
17	15	74,882	76,151	76,963	77,775	78,587	79,399	80,211	81,023	81,835
18	16	78,195	79,464	80,276	81,088	81,900	82,712	83,524	84,336	85,148
19	17	81,695	82,964	83,776	84,588	85,400	86,212	87,024	87,836	88,648
20	18	85,245	86,514	87,326	88,138	88,950	89,762	90,574	91,386	92,198
21+	19(New)	86,291	87,560	88,372	89,184	89,996	90,808	91,620	92,432	93,244

Effective with the 1998-1999 year, all S-1 on-guide covered employees will henceforth remain on guide.

Please note that step compaction occurred beginning with the 2008-2009 salary guide and moved forward each year. No guide advancement occurred from the 2010-2011 to the 2011-2012 salary guide for teachers on the guide. The step compaction coupled with no step increase from 2010-2011 to 2011-2012 explains the difference of two (2) years between the years of experience and step number columns on the guide. One (1) step increase from prior year for teachers on-guide during the 2017-2018 school year.

Add \$1,440 to the salary of each teacher who is off-guide for the 2017-2018 school year.

SCHEDULE S-1										
TEACHER'S SALARY GUIDE										
2018-2019										
Years	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	Doc
1	1	56,408	57,677	58,489	59,301	60,113	60,925	61,737	62,549	63,361
2	2	56,908	58,177	58,989	59,801	60,613	61,425	62,237	63,049	63,861
3	3	57,408	58,677	59,489	60,301	61,113	61,925	62,737	63,549	64,361
4	4	57,908	59,177	59,989	60,801	61,613	62,425	63,237	64,049	64,861
5	5	58,408	59,677	60,489	61,301	62,113	62,925	63,737	64,549	65,361
6	6	58,908	60,177	60,989	61,801	62,613	63,425	64,237	65,049	65,861
7	7	59,715	60,984	61,796	62,608	63,420	64,232	65,044	65,856	66,668
8 - 9	8	60,522	61,791	62,603	63,415	64,227	65,039	65,851	66,663	67,475
10	9	61,329	62,598	63,410	64,222	65,034	65,846	66,658	67,470	68,282
11 - 12	10	62,862	64,131	64,943	65,755	66,567	67,379	68,191	69,003	69,815
13	11	64,683	65,952	66,764	67,576	68,388	69,200	70,012	70,824	71,636
14	12	66,504	67,773	68,585	69,397	70,209	71,021	71,833	72,645	73,457
15	13	69,318	70,587	71,399	72,211	73,023	73,835	74,647	75,459	76,271
16	14	72,132	73,401	74,213	75,025	75,837	76,649	77,461	78,273	79,085
17	15	75,445	76,714	77,526	78,338	79,150	79,962	80,774	81,586	82,398
18	16	78,758	80,027	80,839	81,651	82,463	83,275	84,087	84,899	85,711
19	17	82,083	83,352	84,164	84,976	85,788	86,600	87,412	88,224	89,036
20	18	85,433	86,702	87,514	88,326	89,138	89,950	90,762	91,574	92,386
21 +	19	87,479	88,748	89,560	90,372	91,184	91,996	92,808	93,620	94,432

Effective with the 1998-1999 year, all S-1 on-guide covered employees will henceforth remain on guide.

Please note that step compaction occurred beginning with the 2008-2009 salary guide and moved forward each year. No guide advancement occurred from the 2010-2011 to the 2011-2012 salary guide for teachers on the guide. The step compaction coupled with no step increase from 2010-2011 to 2011-2012 explains the difference of two (2) years between the years of experience and step number columns on the guide. One (1) step increase from prior year for teachers on-guide during the 2018-2019 school year.

Add \$1,188 to the salary of each teacher who is off-guide for the 2018-2019 school year.

SCHEDULE S-1										
TEACHER'S SALARY GUIDE										
2019-2020										
Years	Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	Doc
1	1	57,040	58,309	59,121	59,933	60,745	61,557	62,369	63,181	63,993
2	2	57,540	58,809	59,621	60,433	61,245	62,057	62,869	63,681	64,493
3	3	58,040	59,309	60,121	60,933	61,745	62,557	63,369	64,181	64,993
4	4	58,540	59,809	60,621	61,433	62,245	63,057	63,869	64,681	65,493
5	5	59,040	60,309	61,121	61,933	62,745	63,557	64,369	65,181	65,993
6	6	59,540	60,809	61,621	62,433	63,245	64,057	64,869	65,681	66,493
7	7	60,347	61,616	62,428	63,240	64,052	64,864	65,676	66,488	67,300
8	8	61,154	62,423	63,235	64,047	64,859	65,671	66,483	67,295	68,107
9 - 10	9	61,911	63,180	63,992	64,804	65,616	66,428	67,240	68,052	68,864
11	10	63,444	64,713	65,525	66,337	67,149	67,961	68,773	69,585	70,397
12 - 13	11	65,265	66,534	67,346	68,158	68,970	69,782	70,594	71,406	72,218
14	12	67,086	68,355	69,167	69,979	70,791	71,603	72,415	73,227	74,039
15	13	69,900	71,169	71,981	72,793	73,605	74,417	75,229	76,041	76,853
16	14	72,714	73,983	74,795	75,607	76,419	77,231	78,043	78,855	79,667
17	15	76,027	77,296	78,108	78,920	79,732	80,544	81,356	82,168	82,980
18	16	79,340	80,609	81,421	82,233	83,045	83,857	84,669	85,481	86,293
19	17	82,665	83,934	84,746	85,558	86,370	87,182	87,994	88,806	89,618
20	18	86,015	87,284	88,096	88,908	89,720	90,532	91,344	92,156	92,968
21 +	19	88,761	90,030	90,842	91,654	92,466	93,278	94,090	94,902	95,714

Effective with the 1998-1999 year, all S-1 on-guide covered employees will henceforth remain on guide.

Please note that step compaction occurred beginning with the 2008-2009 salary guide and moved forward each year. No guide advancement occurred from the 2010-2011 to the 2011-2012 salary guide for teachers on the guide. The step compaction coupled with no step increase from 2010-2011 to 2011-2012 explains the difference of two (2) years between the years of experience and step number columns on the guide. One (1) step increase from prior year for teachers on-guide during the 2019-2020 school year.

Add \$1,282 to the salary of each teacher who is off-guide for the 2019-2020 school year.

SCHEDULE S-2					
SECRETARIES' AND CLERKS' SALARY GUIDE					
2017-2018					
Step	Bookkeeper	12 Month Secretary	12 Month Clerk	Library/Media	
1	48,353	42,174	38,911	36,666	<i>Add \$1,350 to the prior year salary</i>
2	48,728	42,549	39,286	37,041	<i>of each secretary who is off-guide</i>
3	49,103	42,924	39,661	37,416	<i>for the 2017-2018 school year.</i>
4	49,478	43,299	40,036	37,791	
5	49,878	43,699	40,436	38,191	<i>One (1) step increase from prior year</i>
6	50,304	44,125	40,862	38,617	<i>for staff on-guide during the</i>
7	50,730	44,551	41,288	39,043	<i>2017-2018 school year</i>

SCHEDULE S-2					
SECRETARIES' AND CLERKS' SALARY GUIDE					
2018-2019					
Step	Bookkeeper	12 Month Secretary	12 Month Clerk	Library/Media	
1	49,662	43,483	40,220	37,975	<i>Add \$1,309 to the prior year salary</i>
2	50,037	43,858	40,595	38,350	<i>of each secretary who is off-guide</i>
3	50,412	44,233	40,970	38,725	<i>For the 2018-2019 school year.</i>
4	50,787	44,608	41,345	39,100	
5	51,187	45,008	41,745	39,500	<i>One (1) step increase from prior year</i>
6	51,613	45,434	42,171	39,926	<i>for staff on-guide during the</i>
7	52,039	45,860	42,597	40,352	<i>2018-2019 school year.</i>

SCHEDULE S-2					
SECRETARIES' AND CLERKS' SALARY GUIDE					
2019-2020					
Step	Bookkeeper	12 Month Secretary	12 Month Clerk	Library/Media	
1	51,024	44,845	41,582	39,337	<i>Add \$1,362 to the prior year salary</i>
2	51,399	45,220	41,957	39,712	<i>of each secretary who is off-guide</i>
3	51,774	45,595	42,332	40,087	<i>for the 2019-2020 school year.</i>
4	52,149	45,970	42,707	40,462	
5	52,549	46,370	43,107	40,862	<i>One (1) step increase from prior year</i>
6	52,975	46,796	43,533	41,288	<i>for staff on-guide during the</i>
7	53,401	47,222	43,959	41,714	<i>2019-2020 school year.</i>

VACATIONS: Vacation time for all twelve month positions above will be earned on the basis of:
2 weeks after 1 year, 3 weeks after 5 years, 4 weeks after 10 years.

SCHEDULE S-3			
ABA Job Coach			
Step	2017-2018	2018-2019	2019-2020
1	6,237	6,644	7,044
2	6,311	6,718	7,118
3	6,460	6,867	7,267
4	6,535	6,942	7,342
5	6,833	7,240	7,640
6	7,131	7,538	7,938
7	7,280	7,687	8,087
8	7,429	7,836	8,236
9	7,578	7,985	8,385
10	7,727	8,134	8,534
11	8,025	8,432	8,832
12	8,323	8,730	9,130
13	8,621	9,028	9,428

SCHEDULE S-3			
ABA 6.75			
Step	2017-2018	2018-2019	2019-2020
1	23,890	24,297	24,697
2	24,195	24,602	25,002
3	24,806	25,213	25,613
4	25,111	25,518	25,918
5	26,333	26,740	27,140
6	27,555	27,962	28,362
7	28,166	28,573	28,973
8	28,777	29,184	29,584
9	29,388	29,795	30,195
10	29,998	30,405	30,805
11	31,220	31,627	32,027
12	32,442	32,849	33,249
13	33,664	34,071	34,471

SCHEDULE S-3			
ABA 7			
Step	2017-2018	2018-2019	2019-2020
1	24,754	25,161	25,561
2	25,071	25,478	25,878
3	25,705	26,112	26,512
4	26,021	26,428	26,828
5	27,288	27,695	28,095
6	28,555	28,962	29,362
7	29,189	29,596	29,996
8	29,822	30,229	30,629
9	30,456	30,863	31,263
10	31,089	31,496	31,896
11	32,356	32,763	33,163
12	33,623	34,030	34,430
13	34,890	35,297	35,697

SCHEDULE S-3			
Clerical 5.75			
Step	2017-2018	2018-2019	2019-2020
1	19,463	19,870	20,270
2	19,577	19,984	20,384
3	19,702	20,109	20,509
4	19,806	20,213	20,613
5	19,921	20,328	20,728
6	20,066	20,473	20,873
7	20,202	20,609	21,009
8	20,327	20,734	21,134
9	20,472	20,879	21,279
10	21,326	21,733	22,133
11	22,086	22,493	22,893
12	24,302	24,709	25,109
13	26,519	26,926	27,326

SCHEDULE S-3			
Clerical 5			
Step	2017-2018	2018-2019	2019-2020
1	16,995	17,402	17,802
2	17,094	17,501	17,901
3	17,203	17,610	18,010
4	17,294	17,701	18,101
5	17,393	17,800	18,200
6	17,520	17,927	18,327
7	17,637	18,044	18,444
8	17,746	18,153	18,553
9	17,873	18,280	18,680
10	18,615	19,022	19,422
11	19,276	19,683	20,083
12	21,203	21,610	22,010
13	23,131	23,538	23,938

SCHEDULE S-3			
Classroom 6-4			
Step	2017-2018	2018-2019	2019-2020
1	17,045	17,452	17,852
2	17,135	17,542	17,942
3	17,233	17,640	18,040
4	17,340	17,747	18,147
5	17,448	17,855	18,255
6	17,555	17,962	18,362
7	17,680	18,087	18,487
8	17,787	18,194	18,594
9	17,895	18,302	18,702
10	18,637	19,044	19,444
11	19,289	19,696	20,096
12	21,193	21,600	22,000
13	23,089	23,496	23,896

SCHEDULE S-3			
Classroom 5.75			
Step	2017-2018	2018-2019	2019-2020
1	19,754	20,161	20,561
2	19,858	20,265	20,665
3	19,973	20,380	20,780
4	20,098	20,505	20,905
5	20,223	20,630	21,030
6	20,347	20,754	21,154
7	20,493	20,900	21,300
8	20,618	21,025	21,425
9	20,743	21,150	21,550
10	21,607	22,014	22,414
11	22,367	22,774	23,174
12	24,583	24,990	25,390
13	26,790	27,197	27,597

SCHEDULE S-3			
Classroom 6			
Step	2017-2018	2018-2019	2019-2020
1	20,590	20,997	21,397
2	20,698	21,105	21,505
3	20,818	21,225	21,625
4	20,948	21,355	21,755
5	21,078	21,485	21,885
6	21,209	21,616	22,016
7	21,361	21,768	22,168
8	21,491	21,898	22,298
9	21,621	22,028	22,428
10	22,523	22,930	23,330
11	23,315	23,722	24,122
12	25,629	26,036	26,436
13	27,931	28,338	28,738

SCHEDULE S-3			
Classroom 6.5			
Step	2017-2018	2018-2019	2019-2020
1	22,260	22,667	23,067
2	22,378	22,785	23,185
3	22,507	22,914	23,314
4	22,648	23,055	23,455
5	22,790	23,197	23,597
6	22,931	23,338	23,738
7	23,096	23,503	23,903
8	23,237	23,644	24,044
9	23,378	23,785	24,185
10	24,354	24,761	25,161
11	25,213	25,620	26,020
12	27,719	28,126	28,526
13	30,213	30,620	31,020

SCHEDULE S-3			
Classroom 6.75			
Step	2017-2018	2018-2019	2019-2020
1	23,096	23,503	23,903
2	23,218	23,625	24,025
3	23,352	23,759	24,159
4	23,499	23,906	24,306
5	23,645	24,052	24,452
6	23,792	24,199	24,599
7	23,963	24,370	24,770
8	24,110	24,517	24,917
9	24,256	24,663	25,063
10	25,270	25,677	26,077
11	26,162	26,569	26,969
12	28,764	29,171	29,571
13	31,355	31,762	32,162

SCHEDULE S-3			
Classroom 7			
Step	2017-2018	2018-2019	2019-2020
1	23,931	24,338	24,738
2	24,058	24,465	24,865
3	24,197	24,604	25,004
4	24,349	24,756	25,156
5	24,501	24,908	25,308
6	24,653	25,060	25,460
7	24,830	25,237	25,637
8	24,982	25,389	25,789
9	25,134	25,541	25,941
10	26,186	26,593	26,993
11	27,111	27,518	27,918
12	29,810	30,217	30,617
13	32,496	32,903	33,303

SCHEDULE S-3			
Cafeteria 2			
Step	2017-2018	2018-2019	2019-2020
1	6,661	7,116	7,563
2	6,697	7,152	7,599
3	6,733	7,188	7,635
4	6,780	7,235	7,682
5	6,820	7,275	7,722
6	6,863	7,318	7,765
7	6,920	7,375	7,823
8	6,960	7,415	7,862
9	7,003	7,458	7,905
10	7,298	7,753	8,201
11	7,565	8,020	8,467
12	8,332	8,787	9,234
13	9,095	9,550	9,997

SCHEDULE S-3			
Cafeteria 2.5			
Step	2017-2018	2018-2019	2019-2020
1	8,175	8,630	9,077
2	8,220	8,675	9,122
3	8,265	8,720	9,167
4	8,323	8,778	9,226
5	8,373	8,828	9,275
6	8,427	8,882	9,329
7	8,499	8,954	9,401
8	8,548	9,003	9,451
9	8,602	9,057	9,505
10	8,971	9,426	9,874
11	9,304	9,759	10,207
12	10,263	10,718	11,165
13	11,217	11,672	12,119