

Table of Contents

<u>Article</u>	<u>Title</u>	<u>Page</u>
I	Recognition	1
II	Negotiations Procedures	2
III	Representation Fee	2
IV	Grievance Procedure	4
V	Teachers' Rights	8
VI	Association Rights and Privileges	9
VII	School Calendar	9
VIII	Teaching Hours and Teaching Load	10
IX	Non-Teaching Duties	11
X	Teacher Employment	11
XI	Salaries - Teachers	12
XII	Salaries - Secretaries, Instructional and Non-Instructional Aides	12
XIII	Teacher Assignment	15
XIV	Voluntary Transfer and Reassignment	16
XV	Involuntary Transfer and Reassignment	17
XVI	Summer School - Home Teaching - Federal Programs	17
XVII	Procedures for Complaints Against Staff	17
XVIII	Sick Leave	18
XIX	Temporary Leaves of Absence	18
XX	Extended Leaves of Absence	19
XXI	Professional Development and Education Improvement	20
XXII	Miscellaneous Provisions	21
XXIII	Insurance Protection	22
XXIV	Severance Pay - Accumulated Sick Pay	23
XXV	Promotions	23
XXVI	Teacher Evaluation	24
XXVII	Teacher/Administration Liaison	26
XXVIII	Teachers' Facilities	26
XXIX	Duration of Agreement	27

Salary Guides

TEACHERS - Schedules A-1, A-2, and A-3

SECRETARIES - Schedules B-1, B-2, and B-3

INSTRUCTIONAL AIDES:

Certificated: Schedules C-1, C-2, and C-3

Non-certificated: Schedules D-1, D-2, and D-3

NON-INSTRUCTIONAL AIDES - Schedules E-1, E-2, and E-3

ACTIVITIES - Schedule F

Appendix A - Teachers' Years of Experience Conversion Chart

Appendix B - Secretary Years of Experience Conversion Chart

AGREEMENT

This Agreement entered into this ____ day of _____, 1995, by and between the City of Somers Point Board of Education in the County of Atlantic, hereinafter called the "Board" and the Somers Point Education Association hereinafter called the "Association". The term of this contract will be July 1, 1994 to June 30, 1997.

ARTICLE I

RECOGNITION

In accordance with Chapter 123, P.L. of New Jersey, the Board recognizes the Association as the sole and exclusive representative for collective negotiations for all staff members who hold one of the following positions:

TEACHER
LIBRARIAN
MEDIA SPECIALIST
SPEECH LANGUAGE SPECIALIST
NURSE
LEARNING DISABILITIES SPEC.

SOCIAL WORKER
GUIDANCE COUNSELOR
PSYCHOLOGIST
SECRETARY
INSTRUCTIONAL AIDE
NON-INSTRUCTIONAL AIDE

but excluding all those holding the position of:

SUPERINTENDENT
SEC'Y TO SUPT./SCHOOL DIST.
EXECUTIVE SEC'Y
BOARD SECRETARY
PAYROLL BOOKKEEPER
BOOKKEEPER/ASST. TO THE
BOARD SECRETARY
TREASURER OF SCHOOL MONIES
SUPERVISOR OF INSTRUCTION

PRINCIPAL/VICE PRINCIPAL
COMMUNITY EDC/RECREATION DIR.
SUBSTITUTE TEACHER
ATTENDANCE OFFICER
SUMMER SCHOOL TEACHER
CHIEF OF MAINTENANCE
CUSTODIAL PERSONNEL
DIRECTOR, SPECIAL SERVICES
ACTIVITIES COORDINATOR

Unless otherwise indicated, the term 'employee' when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiation unit as above defined, and references to male teachers shall include female employees.

NOTE: An asterisk (*) indicates articles that pertain to professional employees under TPAF only.

ARTICLE II

NEGOTIATION PROCEDURES

- A. The parties agree to enter into collective negotiations over a successor agreement; such negotiations shall be according to the Rules and Regulations of P.E.R.C. in the school year in which this agreement expires. Any agreement so negotiated shall apply to all employees in the unit, be reduced to writing and be adopted and signed by the Board and ratified and signed by the Association.
- B. Neither party in any negotiation shall have any control over the selection of the negotiating representatives of the other party.

ARTICLE III

REPRESENTATION FEE

A. Purpose of Fee

If an employee who is included in the bargaining unit does not become a member of the Association during any membership year which is covered in whole or 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 employees per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and

assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the Law.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee would be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to set up to 85% of that amount as the maximum amount set by statute.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this agreement, the Association will submit to the Board a list of those employees who have not become members of the association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted by the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deduction will begin with the first paycheck paid:

(a) 10 days after receipt of the aforesaid list by the Board,

OR

(b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position, and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

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 deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

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 Employees

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, job titles and dates of employment for all such employees.

ARTICLE IV

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A "grievance" is a claim by an employee or the Association based upon the interpretation, application or violation of this agreement policies, and administrative decisions and practices affecting the terms and conditions of employment of a teacher or groups of teachers.

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

2. Aggrieved Person

An "aggrieved person" is the person(s) to whom it is alleged an injury has occurred excepting:

- (a) An employee not covered by the terms of this contract;
- (b) A non-tenure employee whose complaint arises by reason of his not being re-employed;
- (c) An employee whose complaint is occasioned by appointment to or lack of appointment to or retention in or lack of retention in any position for which tenure is either not possible or not required;
- (d) An employee whose complaint is:
 - 1. Any matter for which a method of review is prescribed by law;
 - 2. Any application of a rule or regulation of the State Board of Education;
 - 3. Any situation upon which the Commissioner of Education has ruled or has the power to rule;
 - 4. Any matter in which this board does not have the power to act.

An aggrieved person shall continue to perform in his position under the direction of the Superintendent and Administrators pending the outcome of any grievance hereunder.

3. Party in Interest

A "party in interest" is the person(s) making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Procedure

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

1. Level One - Principal or Immediate Superior

A teacher with a grievance shall first discuss it with his immediate supervisor with the objective of resolving the matter informally. If the grievance is not adjusted to the satisfaction of the teacher within five (5) school days following the discussion, the teacher shall refer the grievance to the principal within ten (10) school days of the initial filing of the grievance with the principal who shall render his decision within five (5) school days.

2. Level Two - Superintendent

The employee grievant, no later than five (5) school days after receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss or inconvenience; (c) the results of previous discussion; (d) his dissatisfaction with decisions previously rendered; and (e) the remedy sought. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate supervisor. The Superintendent shall personally hear the employee grievant if desired and agreed upon by both parties.

3. Level Three - Board of Education

If the grievance is not resolved to the grievant's satisfaction he may no later than five (5) school days after receipt of the Superintendent's decision request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance and shall hold a hearing with the employee grievant at the request of the grievant. The Board shall render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) calendar days from the time the Board receives the grievance. The referred to hearing shall be held within a reasonably expeditious time after receipt of the appeal notice.

4. Level Four - Arbitration

Failure to settle a matter of grievance shall be resolved in the following manner:

- (a) If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes review by a third party, the Association shall so notify the Board through the Superintendent within ten (10) school days of the receipt of the Board's decision, except in the case of grievance involving any of the following points:

- (1) Any matter for which a method of review is prescribed by law or, any rule or regulation of the State Board of Education or any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone;
 - (2) A complaint of a non-tenured teacher which arises by reason of his not being re-employed;
 - (3) An employee whose complaint is occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required;
 - (4) No grievance other than that arising from interpretation and application of contract provision and application of contract provisions shall be submitted to binding arbitration..
- (b) The Public Employment Relations Commission procedures shall be followed to secure the services of an arbitrator.
 - (c) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from, the agreement between the parties. The decision of the arbitrator shall be final and binding upon both parties. only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's award. This shall be accomplished within thirty (30) days of the completion of the arbitration proceedings.
 - (d) The fee and expenses, if any, of the arbitrator, shall be shared by each party paying one-half.

C. Rights of Teachers to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by the Association or by a representative selected by him.
2. When a teacher is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Board of Education, be notified by the Superintendent that the grievance is in existence and shall be notified of the result.
3. No reprisals of any kind shall be taken by the Board or any member of the administration against any party in interest, any representative, a member of the Association, or any other participant in the grievance procedure by reason of such participation.

D. Miscellaneous

1. Separate grievance file

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

2. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared jointly by the Superintendent and the Association.

3. Meetings and Hearings

No meetings or hearings under this procedure shall be conducted in public.

ARTICLE V

TEACHERS' RIGHTS

A. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he may have under New Jersey School Laws or other applicable laws and regulations.

B. Evaluation of Students

The teacher shall determine grades and other evaluations of students within the grading policies of the Board based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without prior discussion with the teacher.

C. Association Identification

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

D. Just Cause Provision

No tenured teacher shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional service without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time any public information of the Board.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, or other pertinent matters mutually agreed upon, as approved by the Superintendent, he shall suffer no loss in pay.
- C. The Association and its representatives shall have the privilege to use school buildings at all reasonable hours in accordance with Board policy.
- D. The Association shall have the privilege to use the inter-school mail facilities and school mailboxes as it deems necessary and without approval of building principals or other members of the administration.
- E. The rights and privileges of the Association and its representatives as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the teacher, and to no other teacher organizations.
- F. The Association shall have the right to use school facilities and equipment, including typewriters, duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use, Providing the request shall be made in advance and prior approval granted by the Superintendent and work to be Xeroxed will be done by executive clerical personnel. The Association shall pay for the cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.

ARTICLE VII

SCHOOL CALENDAR

- A. The Superintendent shall consult with the President of the Somers Point Education Association concerning the school calendar prior to Board adoption.

- B. The number of pupil contact days remain as in the past in accordance with the past practices of the Board of Education and consistent with State regulation. New teachers may be required to attend one (1) additional day for orientation.

ARTICLE VIII

TEACHING HOURS AND TEACHING LOAD*

- A. *The certified staff is expected to devote to their assignment the time necessary to meet their responsibilities. However, no teacher shall be required to report for duty earlier than twenty (20) minutes before the start of the pupils school day and shall be permitted to leave twenty (20) minutes after the close of the pupils school day except when faculty meetings are scheduled, in-service training is scheduled when pupils are on half session, parent conferences are scheduled, or other professional responsibilities of an emergency nature arise. Administrative permission to leave school earlier than twenty (20) minutes after the end of the pupils day may be granted on request of the teacher.

Teachers will be permitted to leave at the close of the pupils school day preceding holidays.

In the event of an emergency the Superintendent shall seek the agreement of the Somers Point Education Association before requesting the teachers to remain after school.

- B. *Each teacher shall have a duty free lunch period equal in length to the time of the pupil's lunch period. Teachers will not be required to supervise in the lunchroom or on the playground during their duty free lunch period through the course of the year.
- C. *Teachers shall be required to attend faculty or other professional meetings, providing at least one day's notice has been given. Where notice has not been previously given, and the meeting is of an "emergency" nature, the teacher will not be hold responsible for attending if he has so notified the building principal or Superintendent of a previous commitment.
- D. *The Board may require each professional unit member to attend three workshops at 1001 cost to the Board with the approval of the Superintendent and/or Supervisor of Instruction.
- E. *A written plan for equalized duty will be implemented. Effective 1995-96, said plan will be collaboratively developed between the teachers and the administration.
- F. *Teachers are expected to participate in field trips from time to time which extend beyond the regular school day without additional compensation.

- G. *The Board will consider written requests from teachers when they request relief from trips involving overnight stays with students.
- H. *If enough teachers do not volunteer to chaperone overnight field trips, as determined by the Administration, the Board shall cancel the field trip.

ARTICLE IX

NON-TEACHING DUTIES

- A. List of Non-Teaching Duties
Personnel other than teachers shall perform the following duties:
 - 1. Keeping registers and/or custodial functions
 - 2. Standard Achievement tests and Intelligence tests will be machine scored once per year.
- B. Every effort will be made to provide a daily preparation period for every classroom teacher in addition to his lunch period. The kindergarten teacher will receive at least three preparation periods per week.

ARTICLE X

TEACHER EMPLOYMENT

- A. Teachers returning to full-time-employment from an authorized leave of absence from the schools of this district shall upon returning to the system receive one year credit on the salary schedule for each year of military experience to a maximum of four years. Alternative Civilian service Such as Peace Corps, VISTA at National Training Corps may be considered for credit on the recommendation of the Superintendent and the approval of the Board.
- B. Tenured teachers shall be notified in writing of their contract and salary status for the ensuing year according to law, if negotiations are completed. Non-tenured teachers shall be notified in writing according to law of their status.
- C. Previously accumulated unused sick leave days will be restored to all teachers returning from an approved leave of absence.

ARTICLE XI

SALARIES - TEACHERS

- A. The salary guides of all teachers covered by this agreement are set forth in Schedules A-1; A-2; and A-3, attached hereto and made a part hereof. However, the salary increments specified in these guides are not automatically granted, but are conditioned upon the recommendation of the Superintendent as delineated, NJSA 18A 29:14.
- B. The salary of a "teacher" shall be paid every other Friday.
- C. Each employee may individually elect to have ten percent (10%) of his monthly salary deducted from his pay. These funds shall be sent to the credit union on a monthly basis, in the employee's name.

ARTICLE XII

SALARIES - SECRETARIES, INSTRUCTIONAL AND NON-INSTRUCTIONAL AIDES

- A. Salaries
Salary guides for 10 and 12 month secretaries are attached hereto and made a part hereof as Schedules B-1; B-2; and B-3.
Salary Guides for Certificated Instructional Aides are attached hereto and made a part hereof as Schedules C-1; C-2; and C-3.
Salary Guides for Non-Certificated Instructional Aides are attached hereto and made a part hereof as Schedules D-1; D-2; and D-3.
Salary Guides for Non-Instructional Aides are attached hereto and made a part hereof as Schedules E-1; E-2; and E-3.
- B. Extra Pay
For working during school emergency, time and a half will be given to the secretary for the hours worked in school when school has been closed for an emergency (snowstorm, equipment breakdown, etc.). Secretaries will be sated for 3 hours for each required evening conference session. Approval for working evening conferences shall be made by the Principal.
- C. Extra pay for completion of NJEA State Professional Development Program
Secretaries completing 9 credits of the NJEA's State Professional Development Program will receive an additional \$300 per year. Upon completion of an additional 9 credits, the secretary will receive \$300. The \$300 is in addition to the base contractual salary and not

computed annually with the base salary. There will be a 100% reimbursement to secretaries who successfully complete the course for the cost of the course.

D. After completing 9 credits of the NJEA's State Professional Development Program secretaries may take up to two additional courses per year if such courses enhance secretarial skills. The determination of whether a course meets this standard will be made by the Superintendent of Schools before the start of the course. There will be a 100% reimbursement to the secretary for the cost of the course.

E. Daily Work Hours

1. Twelve Month Secretaries

The in-school work day for twelve month secretaries shall not exceed seven and one-half (7 1/2) hours inclusive of a sixty minute duty-free lunch period. Summer work hours (9:00 a.m. to 3:00 p.m.) inclusive of a sixty minute duty-free lunch period shall commence no later than seven (7) work days after the last day for students in June and shall end August 31st.

2. Ten Month Secretaries

The in-school work day for ten month secretaries shall not exceed seven and one-half (7 1/2) hours inclusive of a sixty minute duty-free lunch period. The work year for 10 month secretaries shall be from September 1 to June 30.

F. Salaries for Instructional and Non-Instructional Aides

Non-certified Instructional Aides who have fewer than 60 credits shall be paid per Schedule D. Benefits will be paid. Certified Instructional Aides who have 60 credits or more (County Substitute Teacher Certification required) shall be paid per Schedule C. Benefits will be paid. Instructional Aides working less than half-time (20 hrs.) are not eligible for benefits. Non-Instructional Aides shall be paid per Schedule E. Benefits will be paid. Non-Instructional Aides working less than half-time (20 hrs.) are not eligible for benefits (See Salary Schedule).

G. Daily Work Hours - Instructional & Non-Instructional Aides

The in-school work day for all instructional & non-instructional aides shall not exceed six and one-half hours inclusive of a thirty minutes lunch period. The work year for all instructional aides shall not exceed 180 days unless there is a change in the law.

H. Seniority and Job Security

1. Definition

School District seniority is defined as a service by appointed employees in the School District in the collective bargaining unit covered by this Agreement. An appointed secretary or aide shall lose all accumulated school district seniority only

if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently re-hired by the school district.

2. Secretary and Aides Security

No secretary or aide shall be dismissed or be subject to a reduction in salary except for inefficiency, incapacity, conduct unbecoming an employee or other just cause, following written notice of such reasons and a hearing before the superintendent of Schools. If the employee is not satisfied with the disposition of his/her case, he/she may request a hearing before the full Board of Education. If it is found that such cause does, in fact, exist, then it is sufficient for such reduction in salary or dismissal. Should the employee not be satisfied by the determination of the Board, at his/her request the matter shall be subject to the grievance procedure and arbitration in the same manner and to the same extent as is provided for arbitration of grievances by this Agreement.

In the event of any Reduction in Force (RIF), district-wide seniority shall apply. The Board shall retain the right to reduce the number of positions when done in good faith and for just cause.

Any such reduction as above defined shall only be accomplished in accordance with the following procedures:

The employees(s) affected by such a reduction shall have seniority rights over the most junior employee within his category of employment and those employee(s) thus affected shall retain the same rights in replacing the most junior employee(s). All reduction in force shall be based on inverse of seniority, i.e. last hired, first terminated.

It is mutually agreed that the person exercising seniority rights over a junior employee in seniority rights must have the same skills as the junior employee.

I. HOLIDAYS

All Secretaries shall be entitled to the same holidays and vacation periods, with pay as the teaching staff, including two (2) days to attend the NJEA Convention. Twelve-month secretaries shall be entitled to the additional following holidays with pay:

Independence Day

Labor Day

J. VACATIONS FOR TWELVE MONTH SECRETARIES

Vacations will consist of 10 working days from year 1 to 10 years of service. Vacations after ten years of service will consist of 15 working days to infinity. Vacations will be scheduled with prior approval of the building principal and/or the Superintendent.

K. TRAVEL EXPENSES

See Article XIII; Section B; Paragraph 2.

L. INSURANCE

See Article XXIII

M. SEVERANCE PAY - ACCUMULATED SICK PAY

See Article XXIV

ARTICLE XIII

TEACHER ASSIGNMENT*

A. Notification

1. Date for presently employed teachers

All teachers shall be given written notice of their class and/or subject assignments, building assignments and room assignments for the forthcoming year not later than June 1. A list of said schedules and assignments shall be simultaneously sent to the Association. Any revision shall be subject to the conditions set forth in part XIII, A-2.

2. Revisions

In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are made after August 1, the Association and any teacher affected shall be notified promptly in writing and upon the request of the teacher and the Associations the changes be promptly reviewed between the Superintendent or his representatives and the teacher affected and, at his option, a representative of the Association.

B. Traveling Teachers

1. Schedules

Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

2. Traveling Reimbursement

Twenty-seven and one-half (27 1/2) cents per mile shall be given to teachers who are assigned to more than one school for travel between schools. This expense shall not exceed \$15.00 per month. If the costs exceeds \$15.00 per month, payment may be made to the teacher with the Superintendent's approval. The distance to and from the teacher's home shall not be included in weekly mileage reports. The teacher sent by the school authorities on school business shall be reimbursed twenty-seven and one-half (27 1/2) cents per mile. To receive reimbursement a form must be completed and submitted to the Board office.

ARTICLE XIV

VOLUNTARY TRANSFER AND REASSIGNMENTS

A. Notification of Vacancies

1. Date

No later than April 15th of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year. As vacancies occur after above date, they shall be posted in all school buildings.

2. Filing Requests

Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred in order of preference.

Such requests for transfers and reassignments for the following year shall be submitted not later than April 1.

B. Criteria for Assignment

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be considered to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system as defined by the Superintendent.

ARTICLE XV

INVOLUNTARY TRANSFER AND REASSIGNMENT

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable. Except in case of emergency teachers will be notified not later than June 1.

ARTICLE XVI

SUMMER SCHOOL/HOME TEACHING/FEDERAL PROGRAMS

All openings for positions in the summer schools home teaching federal projects and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be publicized by the Superintendent. Summer school openings shall be publicized not later than the preceding May 1 and teachers shall be notified of the action taken not later than June 1. Home teaching openings shall be posted as they occur.

ARTICLE XVII

PROCEDURES FOR COMPLAINTS AGAINST STAFF

A. Procedural Requirements

Any complaint regarding a teacher made to any member of the administration by any parent, student or other person which does or may influence evaluation of a teacher, shall be processed according to the procedure outlined below.

B. Meeting with Principal or Immediate Superior

The Principal or immediate superior shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. Right to Representation

The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

ARTICLE XVIII

SICK LEAVE

- A. All 10 month employees shall be entitled to ten (10) sick leave days each school year and 12 month employees shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave shall be cumulative from year to year with no maximum limit.
- B. Each teacher shall be notified in writing of the total amount of unused sick leave credited to him September 30th of each year.

ARTICLE XIX

TEMPORARY LEAVES OF ABSENCES

- A. Personal Leave Days
Teachers and ten month employees shall be granted three (3) leave of absence days per year. Twelve month employees shall be granted four (4) leave of absence days per year. Unused leave of absence days shall be cumulative as sick days. The applicant must receive the Superintendent's approval in advance except for emergencies. No personal leave days may be taken on the day immediately preceding or following a holiday or vacation without prior consent of the Superintendent.
- B. Compassionate Leave
Up to five (5) additional days per year shall be granted at any one time in the event of death or serious illness of a teacher's spouse, child or parent. Three (3) additional days per year shall be granted in the event of death or serious illness of a teacher's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and any other member of the immediate household. Teachers shall be granted one (1) day per year in the event of the death of a close friend.

ARTICLE XX

EXTENDED LEAVES OF ABSENCE*

All candidates for an unpaid leave of absence should be aware of the following conditions:

1. During any leave of absence, all costs for fringe benefits will be borne by the candidate if such benefits are desired.
2. Upon return from a leave of absences a teacher shall be placed on the next stop of the salary scale. Example: a teacher with ten (10) years of service would return on the eleventh (11) step of the scale. A step in not given for the year he is on leave.
3. By March 30th of the year of the unpaid leave of absence, the candidate will notify the Superintendent in writing of his intention to return to a teaching position of his certification. Failure to notify the Superintendent may result in disciplinary action by the Board, or lack of employment by the Board.
4. The Board of Education will not be financially responsible for courses taken during an unpaid leave of absence.

A. ***A leave of absence without pay of up to two (2) consecutive years may be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.**

B. ***Good Cause**

Other leaves of absence without pay may be granted by the Board for good reasons. Nothing in this agreement shall obligate the Board of Education to grant Good Cause Leaves of Absence to non-tenured employees beyond the end of their contract period.

C. **Maternity Leave of Absence**

A female employee who becomes pregnant may remain in her position as long as her physical condition does not incapacitate her in the efficient and thorough performance of her duties. When the disability attendant upon childbirth, miscarriage or abortion occurs, or when competent medical authority attests that her physical condition is such that she cannot continue in her position, she shall be awarded sick leave to the extent of her entitlement until such time as she is physically able to return to work. A pregnant employee may request leave of absence without pay, and it shall be granted by the Board of Education. Such leave shall not exceed one year in duration unless the Board agrees to the extension of time requested, and its expiration shall coincide with the beginning of a school year. An employee whose leave of absence begins before she has become eligible for sick leave (see above) may not receive sick leave benefits.

Nothing in this Agreement shall obligate the Board of Education to grant maternity Leaves of Absence to non-tenured employees beyond the end of their contract periods.

D. *Illness In Family

A leave of absence without pay of up to one year shall be granted for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Board. A medical doctor's certificate will be required. Nothing in this agreement shall obligate the Board of Education to grant Leave of Absence for illness in the Family to non-tenured employees beyond the end of the contract period.

E. *Educational/Health Leaves Of Absence

An. unpaid Leave of Absence up to one year shall be granted by the Board of Education to a maximum of two teachers for educational purposes, health reasons or travel. A leave that is granted for health reasons will be certified by a physician. The Board reserves the right to challenge the physician's findings. Requests for an unpaid leave of absence will be granted by seniority in years of teaching and in priority according to educational purposes, health reasons and travel.

1. Requests

Requests for an unpaid leave of absence must be received by the Superintendent in writing in such form as shall be mutually agreed upon by the Association and the Superintendent no later than January 1; and, action must be taken on all requests no later than February 1 of the school year preceding the school year for which the unpaid leave is requested. Said requests shall be responded to in writing.

2. Minimum Time to Qualify

The teacher has completed at least ten (10) school years of service in the Somers Point School District.

ARTICLE XXI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT*

A. The Board of Education will reimburse 100% of tuition up to six (6) credits per year (up to the Rowan State College graduate tuition rate as of 7/1 of each year) per teacher for teachers pursuing graduate studies under the following conditions:

1. No school Administrative courses shall be eligible for reimbursement.

2. Such courses carries graduate credit and is related to duties performed by the teacher. The determination of whether a course meets this standard shall be made by the Superintendent before the start of study.
3. All approved graduate course descriptions must begin with an "ED".
4. The Board of Education will provide a pool of tuition reimbursement money of \$12,000 per year for all teachers. For 1995-96 the pool shall be capped at \$15,000 and for 1996-97 at \$16,000. When the pool is close to depletion, seniority will prevail.
5. The teacher receives a grade of not less than "B" for the course.
6. Any teacher who has been accepted in a graduate program or expects to apply for acceptance in a graduate program, must notify the Board Secretary of his intention to take courses the following year by October 30th of the preceding year. Failure to notify the Board Secretary of his intention may result in failure to obtain the funds as outlined above for that current year. Payment will be made within the next school year.

B. The staff member shall apply in writing for reimbursement on a form provided by the Superintendent's office, and shall support such application by suitable evidence of successful completion of the courses and the amounts of tuition paid. A teacher will not be reimbursed for more than six credits per year unless recommended by the Superintendent and approved by the Board of Education.

ARTICLE XXII

MISCELLANEOUS PROVISIONS

- A. If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual teachers 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.
- C. Copies of the Agreement shall be printed and collated within thirty (30) days after the Agreement is signed, and shall be presented to all employees represented by the Association. The cost of printing the Agreement shall be shared equally by the Association and the Board.

D. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so in writing to be sent to the following addresses:

1. If by the Association to: Board of Education, Jordan Road School
2. If by the Board to: Somers Point Education Association, Jordan Road School

ARTICLE XXIII

INSURANCE PROTECTION

- A. The Board shall pay the full cost of the hospital plan providing hospital, medical surgical costs, Rider J coverage's and major medical benefits under the New Jersey State Health Benefits- Plan Program.
- B. It is agreed that in the case of new employees, such insurance protection shall be provided as soon as possible consistent with the insurance carrier's enrollment procedures.
- C. The Board agrees to pay the cost of full coverage of the Pharmaceutical Program. Said plan shall have a \$1.00 generic; \$5.00 brand name; and \$0.00 mail order co-pay.
- D. The Board shall pay for full family coverage of a dental plan under Dental Benefit Management, Inc., or a similar plan mutually agreed to by both parties.
- E. The Superintendent shall permit representatives of the NJEA Washington National Income Protection Plan to meet with teachers for the purpose of enrolling new members and permitting present members to adjust their coverage's at faculty meetings on a district or building level at the request of the Association.

Requests for such meeting shall be made no more than once a year. It is agreed that the Washington National representative shall be permitted a minimum of twenty (20) minutes for the meeting.

ARTICLE XXIV

SEVERANCE PAY - ACCUMULATED SICK PAY

- A. Upon retirement from the Somers Point School District, the Board of Education agrees to pay the retiring employee a sum equal to 40% of any unused, accumulated sick leave. Said amount will be based upon the employee's final daily rate of pay based on 1/200 of their annual contract for a ten month employee and 1/240 of their annual contract for a twelve month employee; said payment shall not exceed a total of \$18,000.
- B. A retired employee shall be defined as one who is fifty (50) years of age or older and who has served twenty (20) years or more in the Somers Point School District. Up to four (4) years credit for military service, Peace Corps/Vista service may be applied to establish twenty years in the district. Credit will not be given, however, for sick days during said four (4) years. Written notice must be given twelve (12) months of expected retirement date. In the event of the employee's death, after age fifty (50) and twenty (20) years continuous service in the Somers Point School District and after submission of a letter of retirement, beneficiaries of the deceased employee will receive the financial sick-leave benefits. In cases where twelve (12) months notice cannot be given and the employee requests a waiver, the Board of Education will evaluate the request.
- C. In order to be eligible for severance pay, an employee must have a minimum of twenty-five (25) accumulated sick leave days.

ARTICLE XXV

PROMOTIONS

- A. Positions Included
Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility including but not limited to positions as principal. All vacancies in promotional positions, including specialists and/or special project teachers, pupil personnel workers and positions in programs funded by the Federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:
1. Date of Posting
When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their

applications in writing to the Superintendent within the time limited specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office.

2. Application Procedure

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the positions for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable. The Superintendent shall post a list of promotional positions to be filled during the summer period at the administration office in each school and a copy of said notice shall be given to the Association.

B. Criteria for Notice

In both situations set forth in Section A, the qualification for the position, its duties, and the rate of compensation shall be clearly set forth. No vacancy in a promotional position shall be filled other than in accordance with the above procedure.

C. Method of Selection

All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered.

ARTICLE XXVI

TEACHER EVALUATION

A. Intent

It is agreed that prior to the start of the school year the Superintendent, Supervisor of Instruction, President and Vice President of the Somers Point Education Association shall meet to discuss evaluation procedures to be used during the school year.

B. General Criteria

1. Open Evaluation

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

2. Copies of Evaluation

A teacher shall be given a copy of any written evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the Central Office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. All evaluations shall be signed by the teacher to acknowledge receipt. No teacher shall be required to sign a blank or incomplete form.

C. Evaluation Procedure

1. Communication

Prior to any evaluation report, the immediate superior of a teacher shall have had appropriate communication, including, but not limited to, all steps in paragraph 2 below.

2. Reports

- (a) Such reports shall be issued in the immediate name of the superior based on written observation.
- (b) Such reports shall be addressed to the teachers.

D. Personnel Records

1. File

A teacher shall have the right, upon request, to review the contents of his personnel file and to receive one (1) copy at Board expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him during such review. At least once every ten (10) years, a teacher shall have the right to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

2. Derogatory Material

No material derogatory to a teacher's conduct, service, character or personality shall be placed in his file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material, and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

3. No Separate File

Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.

ARTICLE XXVII

TEACHER/ADMINISTRATION LIAISON

A. Meetings with Superintendent

The Association's representatives shall meet most regularly with the Superintendent during the school year to review and discuss current school problems.

ARTICLE XXVIII

TEACHERS FACILITIES

A. The Board of Education will provide a call-in service for teachers' use concerning securing substitute teachers. Teachers will not be required to call their own substitutes.

**ARTICLE XXIX
DURATION OF AGREEMENT**

- A. This agreement shall be effective as of the date first written above, and salary and extra-curricular activity stipends shall be retroactive. This agreement's term shall end 6/30/97.
- B. This Agreement shall not be amended nor modified in whole nor in part by the parties hereto except by written agreement ratified and adopted in the same manner as the original Agreement.
- C. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents attend to by their respective secretaries all on the day and year first written.

FOR THE ASSOCIATION

Kathleen T. Ricciardi
president
Joe Klein
secretary

FOR THE BOARD

Erlynn D. Hartley
president
Lleanor Sheera
secretary

Schedule A-1

1994-95

Teacher Salary Guide

Step	B.A.	B.A.+30			
		B.A.+15	M.A.	M.A.+15	M.A.+30
		1000	1800	1100	1150
1	27932	28932	30732	31832	32982
2	28182	29182	30982	32082	33232
3	28432	29432	31232	32332	33482
4	28682	29682	31482	32582	33732
5	28935	29935	31735	32835	33985
6	29480	30480	32280	33380	34530
7	30056	31056	32856	33956	35106
8	30463	31463	33263	34363	35513
9	31619	32619	34419	35519	36669
10	33818	34818	36618	37718	38868
11	35596	36596	38396	39496	40646
12	38121	39121	40921	42021	43171
13	41221	42221	44021	45121	46271
14	44621	45621	47421	48521	49671
15	48221	49221	51021	52121	53271
16	52328	53328	55128	56228	57378

For 1994-95, all staff move up one (1) step from their 1993-94 guide step.

Note: See Years of Experience Conversion Chart (Appendix A)

Schedule A-2

1995-96

Teacher Salary Guide

Step	B.A.	B.A.+30			
		B.A.+15	M.A.	M.A.+15	M.A.+30
		1000	1800	1100	1150
1	29074	30074	31874	32974	34124
2	29335	30335	32135	33235	34385
3	29595	30595	32395	33495	34645
4	29855	30855	32655	33755	34905
5	30118	31118	32918	34018	35168
6	30686	31686	33486	34586	35736
7	31285	32285	34085	35185	36335
8	31709	32709	34509	35609	36759
9	32912	33912	35712	36812	37962
10	35201	36201	38001	39101	40251
11	37968	38968	40768	41868	43018
12	41068	42068	43868	44968	46118
13	44268	45268	47068	48168	49318
14	47568	48568	50368	51468	52618
15	50968	51968	53768	54868	56018
16	54468	55468	57268	58368	59518

For 1995-96 all staff remain on the same step as their 1994-95 guide step.

Note: See Years of Experience Conversion Chart (Appendix A)

Schedule A-3**1996-97****Teacher Salary Guide**

Step	B.A.	B.A.+30			
		B.A.+15	M.A.	M.A.+15	M.A.+30
		1000	1800	1100	1150
1	29535	30535	32335	33435	34585
2	29785	30785	32585	33685	34835
3	30035	31035	32835	33935	35085
4	30285	31285	33085	34185	35335
5	30552	31552	33352	34452	35602
6	31128	32128	33928	35028	36178
7	31736	32736	34536	35636	36786
8	32166	33166	34966	36066	37216
9	33386	34386	36186	37286	38436
10	35708	36708	38508	39608	40758
11	38515	39515	41315	42415	43565
12	41660	42660	44460	45560	46710
13	44906	45906	47706	48806	49956
14	48253	49253	51053	52153	53303
15	51702	52702	54502	55602	56752
16	55253	56253	58053	59153	60303

For 1996-97 all staff move up one (1) step from their 1995-96 guide step.

Note: See Years of Experience Conversion Chart (Appendix A)

Secretarial Salary Guide

Step	12 Mth	10 Mth
1	16400	13694
2	16650	13903
3	16900	14112
4	17137	14309
5	17337	14476
6	17587	14685
7	17950	14988
8	18348	15321
9	18786	15686
10	19270	16090
11	19794	16528
12	20295	16946
13	20854	17413
OG	25330	19682
OG	27968	

Longevity

Longevity is earned after the completion of the 5th year in the district. Additional longevity is earned after completion of the 10th, 15th and 20th years, up to and including the 25th year.

NOTE: see secretarial years of experience chart.

Secretarial Salary Guide

Step	12 Mth	10 Mth
1	16875	14091
2	17125	14299
3	17375	14508
4	17629	14720
5	17879	14929
6	18129	15138
7	18379	15346
8	18758	15663
9	19174	16010
10	19631	16392
11	20137	16814
12	20685	17272
13	21208	17709
OG	26470	20567
OG	29227	

Longevity

Longevity is earned after the completion of the 5th year in the district. Additional longevity is earned after completion of the 10th, 15th and 20th years, up to and including the 25th year.

NOTE: see secretarial years of experience chart.

Schedule B-3

1996-97

Secretarial Salary Guide

Step	12 Mth	10 Mth
1	17450	14571
2	17700	14780
3	17950	14988
4	18206	15202
5	18456	15411
6	18706	15620
7	18956	15828
8	19206	16037
9	19602	16368
10	20037	16731
11	20515	17130
12	21043	17571
13	21616	18049
OG	27661	21493
OG	30542	

Longevity

Longevity is earned after the completion of the 5th year in the district. Additional longevity is earned after completion of the 10th, 15th and 20th years, up to and including the 25th year.

NOTE: see secretarial years of experience chart.

Schedules C-1, C-2, and C-3

CERTIFICATED Aides Salary Guide

6 hour work day - 180 day work year
non-inclusive lunch break

Schedule C-1		1994-95
Step	Daily Rate	guide
1	57.61	10370
2	58.72	10570
3	59.83	10770
4	60.94	10970
5	66.43	11957
6	69.42	12496
7	72.39	13031
8	75.39	13570

Schedule C-2		1995-96
Step	Daily Rate	guide
1	59.24	10664
2	60.36	10864
3	61.47	11064
4	62.58	11264
5	63.69	11464
6	69.42	12495
7	72.54	13058
8	75.66	13618

Schedule C-3		1996-97
Step	Daily Rate	guide
1	61.00	10980
2	62.11	11180
3	63.22	11380
4	64.33	11580
5	65.44	11780
6	66.56	11980
7	72.54	13057
8	79.06	14230

Schedules D-1, D-2, and D-3

NON-CERTIFICATED

Aides Salary Guide

6 hour work day - 180 day work year
non-inclusive lunch break

Schedule D-1		1994-95
Step	Daily Rate	guide
1	52.69	9484
2	53.80	9684
3	54.91	9884
4	56.02	10084
5	61.51	11071
6	64.50	11610
7	67.47	12145
8	70.41	12674

Schedule D-2		1995-96
Step	Daily Rate	guide
1	54.10	9738
2	55.21	9938
3	56.32	10138
4	57.43	10338
5	58.54	10538
6	64.27	11569
7	67.40	12132
8	73.58	13244

Schedule D-3		1996-97
Step	Daily Rate	guide
1	55.65	10017
2	56.76	10217
3	57.87	10417
4	58.98	10617
5	60.09	10817
6	61.21	11017
7	67.19	12094
8	76.89	13840

Schedules E-1, E-2, and E-3

Non-Instructional Aides Salary Guides

6 1/2 hour work day - 180 day work year
non-inclusive lunch break

Schedule E-1		1994-95		
Step	Hourly Rate	Daily Rate	guide	
1	6.44	41.86	7535	
2	6.64	43.20	7776	
3	7.18	46.66	8399	
4	7.82	50.86	9155	
5	8.21	53.39	9611	

Schedule E-2		1995-96		
Step	Hourly Rate	Daily Rate	guide	
1	6.30	40.95	7371	
2	6.65	43.23	7781	
3	6.94	45.10	8118	
4	7.50	48.77	8779	
5	7.84	50.96	9174	

Schedule E-3		1996-97		
Step	Hourly Rate	Daily Rate	guide	
1	6.30	40.95	7371	
2	6.55	42.58	7664	
3	6.90	44.85	8073	
4	7.25	47.13	8484	
5	7.54	49.01	8822	
OG	7.84	50.96	9174	

Schedule F

SOMERS POINT BOARD OF EDUCATION

**ACTIVITIES SALARY GUIDE
FOR THE SCHOOL YEARS
1994-95, 1995-96, AND 1996-97**

<u>STEP</u>	<u>MAJOR</u>		<u>STEP</u>	<u>MINOR</u>	
	1994-95	1995-97		1994-95	1995-97
1	\$ 749	\$ 771	1	\$ 374	\$ 385
2	\$ 771	\$ 794	2	\$ 385	\$ 397
3	\$ 896	\$ 923	3	\$ 447	\$ 460
4	\$ 1,021	\$ 1,052	4	\$ 510	\$ 525
5	\$ 1,145	\$ 1,179	5	\$ 573	\$ 590
6	\$ 1,270	\$ 1,308	6	\$ 634	\$ 653
7	\$ 1,395	\$ 1,437	7	\$ 696	\$ 717
8	\$ 1,519	\$ 1,565	8	\$ 759	\$ 782

ACTIVITIES DIRECTOR \$3,863

MAJOR ACTIVITIES:

Art, Basketball (Intramurals Boys 7 & 8 Gr., Boys JV, Girls 7 & 8, Girls JV), Band, Drama, 8th Grade Advisor, Boys and Girls Soccer, Field Hockey, Volleyball, Softball, Student Council, Student of the Month Club, Year Book, Natural High Club Coordinator, and Builder's Club.

MINOR ACTIVITIES:

Think Day, Homework Club, and Newspaper.

NOTE:

For 1994-95: NO guide increase. Individuals may advance on steps ONLY.

For 1995-96: Each guide step shall be increased by 3.00%, plus individuals may advance on guide steps.

For 1996-97: NO guide increase. Individuals may advance on steps ONLY.

Appendix A

Years of Experience Chart

Teachers

1993-94		1994-95		1995-96		1996-97	
Step	Yrs of Exp	Step	Yrs of Exp	Step	Yrs of Exp	Step	Yrs of Exp
						1	0
		1	0	1	0-1	2	1-2
1	0-1	2	1-2	2	2-3	3	3-4
2	2	3	3	3	4	4	5
3	3	4	4	4	5	5	6
4	4	5	5	5	6	6	7
5	5	6	6	6	7	7	8
6	6	7	7	7	8	8	9
7	7	8	8-10	8	9-11	9	10-12
8	8-10	9	11-13	9	12-14	10	13-15
9	11-13	10	14-16	10	15-17	11	16-18
10	14-16	11	17	11	18	12	19
11	17	12	18-19	12	19-20	13	20-21
12	18-19	13	20	13	21	14	22
13	20	14	21	14	22	15	23
14	21	15	22-23	15	23-24	16	24+
15	22-23	16	24+	16	25+		
16	24+						

Appendix B

Years of Experience Chart

Secretaries

1993-94		1994-95		1995-96		1996-97	
Step	Yrs of Exp	Step	Yrs of Exp	Step	Yrs of Exp	Step	Yrs of Exp
						1	0-1
				1	0-1	2	2
		1	0-1	2	2	3	3
1	0-1	2	2	3	3	4	4
2	2	3	3	4	4	5	5
3	3	4	4	5	5	6	6
4	4	5	5	6	6	7	7
5	5	6	6	7	7	8	8
6	6	7	7	8	8	9	9
7	7	8	8	9	9	10	10
8	8	9	9	10	10	11	11
9	9	10	10	11	11	12	12
10	10	11	11	12	12	13	13
11	11	12	12	13	13	OG	14+
12	12	13	13	OG	14+		
13	13	OG	14+				
14	14						
15	15						
16	16						
17	17						
18	18						
19	19						
20	20						
21	21						
22	22						
23	23						
24	24						
OG	n/a						