

Agreement

Between the

Board of Education

of the

Lenape Regional High
School District

and the

Lenape District
Education
Association

2017-2021

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ARTICLE I
RECOGNITION AND BARGAINING UNIT

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment as herein defined for all employees employed or to be employed by the Board.
- B. The term "Employees" as used in this Agreement will convey benefits on the unit as a whole. Employees will consist of: the professional teaching staff, members of the child study team, guidance counselors, nurses, nurse assistants, media specialists, athletic trainers, secretaries, registrars, attendance clerks, office supervisors, para-professionals, and interpreters for the deaf.
1. Unless otherwise noted within this Agreement, employees will be sub-categorized as follows for benefit purposes:

Group A personnel will consist of the professional teaching staff, members of the child study team, guidance counselors, nurses, media specialists and athletic trainers.

Group B personnel will consist of secretaries: (Unless otherwise indicated, reference to secretaries shall mean: secretaries, attendance clerks, office supervisors, and registrars).

Group C personnel will consist of para-professionals, interpreters for the deaf and nurse assistant paraprofessionals.
 2. Short-term (per diem) substitutes in any category are not employees covered by the provisions of this Agreement.
 3. Substitutes, secretaries employed on a permanent basis in the central office or transportation department, and Adult/Community School personnel other than secretaries paid on the negotiated secretarial salary guides are not considered employees within the provisions of this Agreement.

ARTICLE II
NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Law of New Jersey, 1974 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment.
 - 1. Such negotiations shall begin on a date agreed upon by both parties, but in no event later than January 15, in the contract year in which this agreement expires.
 - 2. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and ratified by the Association.
- B. Neither party in any negotiations shall have control over the selection of the negotiating representatives of the other party.
 - 1. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make counter proposals in the course of negotiations.
- C. Representatives of the Board and the negotiating committee shall meet by mutual agreement.
- D. A party requesting a meeting shall submit to the other, either orally or in writing, a request stating the reason for the meeting.
- E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement, as established by the rules, regulations, and/or policies of the Board in force on the same date, shall continue to be applicable during the term of this Agreement.
 - 1. Unless otherwise provided in this Agreement nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any benefit existing prior to its effective date.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organizations other than the Association for the duration of this Agreement.
- G. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations.

1. During the term of this Agreement neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.
- H. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed and ratified by both parties.
- I. Copies of this Agreement shall be printed at the expense of the Board after agreement between the parties on the format, and shall be distributed to all employees employed by the Board and covered by this Agreement.
- J. This Agreement shall be construed as though it were Board Policy for the terms of this Agreement and the Board shall carry out the commitments contained herein and give them full force and effect as though they were Board Policy.
- K. If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- L. Any individual contract between the Board and an individual employee, heretofore or hereinafter executed, shall be subject to and consistent with the terms and conditions of this Agreement.
1. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- M. No Strike Clause
1. It is recognized that the need for continued and uninterrupted operation of the school district is of paramount importance to the citizens of the Lenape Regional High School District and that there should be no interference with such operation.
 2. The Association covenants and agrees that during the term of this Agreement, the Association will not cause, authorize, or support any strike, work stoppage, slowdown, walkout or other job action, invocation or sanction against the Board.

ARTICLE III
LDEA-ADMINISTRATION POLICY DEVELOPMENT COMMITTEE

- A. The Board hereby recognizes the LDEA-Administration Policy Development Committee under the conditions and terms stated herein.
1. Policies developed by this committee shall apply to certified staff only.
- B. DURATION
1. The parties agree that this committee shall be in effect during the length of this Agreement.
 2. Meetings will be held at a mutually agreed upon time, place and date and details for future meetings shall be determined at the end of each meeting.
 3. During the entire period related to in PURPOSES AND FUNCTIONS, no Board or Administrative Policies affecting terms and conditions of employment will be changed or deleted without mutual consent of the Board and/or Administration and the Association.
 4. During the period affected herein the LDEA members of this committee will not be required to serve on any other committee, except for the member's respective department's Middle States evaluation unless the member desires to serve on another committee.
- C. REPRESENTATION
1. The parties agree that this committee will consist of no more than five Association members from certified staff appointed by the Association, and no more than five administrators, appointed by the Superintendent.
 2. Each party will select its own spokesperson.
 - a) Meetings should be for work purposes, loosely structured, with free and easy participation on the part of all members.
- D. PURPOSES AND FUNCTIONS
1. The parties agree that the committee's function will be to develop recommendations to be referred to the Board for possible adoption.
 2. The Board and the Association's proposals presented at the initial negotiations meeting which subsequently cannot be agreed upon in

negotiations, shall be given to this committee for their recommendation to the Board.

3. If the committee cannot reach a satisfactory conclusion to the proposal(s) under discussion, the proposal(s) shall be returned to the negotiating table immediately if negotiations are in progress. If negotiations have ceased, the proposal(s) can be brought up by either party during subsequent negotiations.
4. When policies are finalized in committee, they will immediately be submitted to the Board, who in turn must:
 - a) Submit a reply to all members of this committee within ten (10) days after the item(s) was presented at a meeting of the Board.
 - b) Submit reason(s) justifying their actions for every policy rejected.
5. Items adopted by the Board will be identified with the date of approval, effective date, and notation that it was developed by the LDEA-Administration Policy Development Committee.
6. Any policy item(s) recommended by the committee and subsequently accepted by the Board may not be unilaterally changed.
 - a) If changes are requested and redeveloped by either party, the items(s) must be restudied by the committee and further recommended for acceptance by the Board.
 - b) A rejected policy(s) may be resubmitted for further consideration immediately to the Board.

E. EXCLUSIONS

1. This Agreement excludes presumption that the Association and the Board consider salary and fringe benefits exclusively as "terms and conditions of employment" in formal negotiations with the Board.
2. In no way does this Agreement exclude the Association and the Board from presenting non-monied proposals as "terms and conditions of employment" at future Board-Association negotiations, nor exclude the Board or Association from accepting said proposals.

F. Matters concerning class size shall be remanded to discussion under this Article.

ARTICLE IV
GRIEVANCE PROCEDURES

A. DEFINITIONS

1. A "grievance" is a claim based upon an event or condition which affects the terms and conditions of employment and/or the interpretation, meaning, or application of any of the provisions of this Agreement.
2. A "grievance" may be raised by the aggrieved employee, a group of employees or the association on their behalf.
3. A "party in interest" is the employee, group of employees or the Association making the claim and any employee who might be required to take action or against whom action might be taken in order to resolve the claim.
 - a) No person, other than the employees represented by the Association, shall be included in this definition.
4. The term "grievance" and the procedure related thereto, shall not be deemed applicable in the following instances:
 - a) The failure to or refusal of the Board to renew a contract of a non-tenured teacher.
 - b) In matters where the Board is without authority to act.
 - c) All things that are by law beyond the scope of the Board's authority or are limited to the Board alone.

- B. The purpose of this procedure is to secure, at the lowest level possible, equitable solutions to the problems which may from time to time arise between the parties concerning this Agreement. Both parties agree that these proceedings shall be kept as informal and as confidential as may be appropriate in any level of the procedure.

Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. PROCEDURE

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated should be considered as a maximum and every effort should be made to expedite the process.
 - a) The time limit specified may, however, be extended by mutual agreement.
2. Any employee who has a complaint shall first discuss it with his assistant principal or principal within five (5) school days following the date of the condition or event giving rise to the complaint.
 - a) If no satisfactory solution is reached, then the employee may continue his appeal to the Superintendent of Schools.
3. If after ten (10) school days following the date of the condition or event giving rise to the complaint, the aggrieved employee is not satisfied, or if no decision has been rendered in that period, the complaint shall be called a grievance and within five (5) school days thereafter shall be stated in writing by the aggrieved employee on a form supplied by the Superintendent to the Association and filed as hereinafter provided.
 - a) The written grievance shall set forth all the facts necessary to understand and decide the issue involved.
4. Within a five (5) school day period provided in the preceding paragraph (IV.C.3.) the aggrieved employee may file his grievance with the Superintendent or the employee may refer the grievance to the Grievance Committee of the Association for consideration and on the same date file a copy with the Superintendent , noting thereon the referral to the Grievance Committee.
5. If the grievance is referred to the Grievance Committee then within ten (10) school days it shall:
 - a) Determine whether the grievance has or may have merit, in which event it shall submit the Committee's recommendations in writing for further consideration by the Superintendent, or;
 - b) Determine that the grievance is without merit, in which event the Committee will so advise the employee in writing and a copy of its' findings shall be sent to the Superintendent.

6. If the grievance is not satisfactorily resolved by the Superintendent within fifteen (15) school days after presentation to him in writing, he shall at the request of the employee or the Association, submit the same to the Personnel Committee of the Board for a decision within twenty (20) school days. If the Superintendent does not respond within the fifteen school day period, this shall be deemed to constitute a denial or rejection at which time the grievant or Association shall follow the above referenced actions/timelines.
- D. An employee may individually or along with the representation of his own choosing upon so advising the Superintendent and the Executive Council of the Association in advance, appear in the submission of his grievance before the Personnel Committee of the Board, in which event he shall receive a decision within twenty (20) days. The failure of the Board to respond within the twenty day period shall be considered a denial or rejection of the grievance and shall allow the grievant to proceed to and through the arbitration procedures of the Agreement.
- E. GRIEVANCE TO ARBITRATION
1. If the aggrieved person is not satisfied with the decision of the Board or no decision has been reached within ten (10) school days thereafter, the Executive Council of the Association may submit the grievance for binding arbitration within twenty (20) school days after its receipt of the said request from the aggrieved person.
 2. An employee seeking arbitration on a grievance must submit written acknowledgment from the Association.
 - a) This must indicate that the Association allows the individual to seek redress through arbitration and that the Association will share the cost of the arbitrator in the manner described in this Agreement.
 3. The employee or Association upon electing to submit a grievance to arbitration shall automatically waive all recourse to other remedies or forums which otherwise could be available.
 4. Only grievances as defined in this Article (IV.A.1.) are subject to binding arbitration. Any terms and conditions of employment not provided for in this Agreement shall not be subject to binding arbitration but may proceed to advisory arbitration.

F. An aggrieved person shall, during and notwithstanding the pending of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any affect thereof shall have been duly determined.

G. SELECTION OF ARBITRATOR

1. Either party may request the Public Employment Relations Committee to submit a roster of persons qualified to function as an arbitrator.
2. If the parties are unable to determine a mutual satisfactory arbitrator from the submitted list, they may request that PERC submit a second roster of names.
3. If the parties are unable to determine a mutually satisfactory arbitrator within ten (10) school days of the receipt of the second submitted list, PERC at the request of either party will designate an arbitrator.

H. DUTIES OF ARBITRATOR

1. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else.
 - a) He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board.
 - (1) The finding of the Arbitrator shall be binding.
 - (2) Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report of findings.
 - (3) This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearing.

I. COSTS

1. Each party will bear the total cost incurred by itself.
2. The fees and expenses of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, the cost of the hearing room, court stenographer, and transcripts of proceedings shall be borne equally by the Board and the Association.
3. If time is lost by any grievant due to arbitration proceedings necessitating the retention of a substitute, the Board will pay only the cost of the

substitute, and the time lost by the grievant must be without pay unless the grievant prevails in such proceedings.

- J. 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.
- K. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated selected representatives heretofore referred to in this Article.
- L. If in the judgment of the Association's Executive Council, a grievance affects a group of unit members or the Association, the Association may submit the grievance directly to the Superintendent.
- M. If a claim remains unresolved after the Board has reached a decision on a grievance and it is not deemed satisfactory resolved by the Association, it may be submitted for binding arbitration, as defined in Article IV.
 - 1. Each party will bear the total cost incurred by itself, and only the fees and expenses of the arbitrator will be shared by the two parties and such costs will be shared equally.
- N. No reprisals shall be taken by any person or party to this Agreement for participation in the grievance procedure.

ARTICLE V
RIGHTS NOT IMPAIRED

- A. The Board on its own behalf, reserves and retains unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws, regulations, and the Constitution of the United States of America.

- B. Except as expressly provided otherwise in this Agreement, the determination and administration of school policy, the operation and management of its schools, and the direction of employees are vested exclusively in the Board, except as otherwise provided in Chapter 123, Public Law New Jersey, 1974.

ARTICLE VI
SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in schedules annexed hereto and made a part hereof:
1. The salary for all professional teaching staff, members of the CST, guidance counselors, nurses and media specialists shall be based on **Schedule 1.**
 2. The salary for secretaries, office supervisors and registrars and attendance clerks (at 10/12 prorated salary) shall be based on **Schedule 2.**
 3. The salary for the athletic trainers shall be based on **Schedule 3.**
 4. The salary for para-professionals, interpreters and nurse paraprofessionals shall be based on **Schedule 4.**
 5. The Athletic Coaches guide is listed as **Schedule 5.**
 6. The Extra Curricular Guide is listed as **Schedule 6.**
 7. Step increases for employees hired mid year shall be governed consistent with Article X.G.
 8. The stipend for Department Coordinators shall be \$14,000 inclusive of 12 summer work days. Salaries shall be pensionable. Should a Department Coordinator not continue in that position in a future year, all overall lessening of total salary shall not be deemed in violation of NJSA 18A.
 9. The stipend for Child Study Team Chairperson shall be equal to the amount of a sixth class assignment as per Article XV.C.1.
- B. LONGEVITY PAYMENTS
1. Longevity increments will be activated at the beginning of the sixth, eleventh, sixteenth, twenty-first, twenty-sixth, thirty-first, and thirty-sixth years of consecutive, contractual years of employment in the Lenape Regional School District.
 2. Ten month employees whose date of hire is on or before February 15 shall be eligible for a full year's longevity credit for the school year.
 3. Ten month employees whose date of hire is on or after February 16 shall not be eligible for longevity credit for that school year.

4. Twelve month employees whose date of hire is on or before January 15, shall be eligible for a full year's longevity credit for that school year.
5. Twelve month employees whose date of hire is on or after January 16 shall not be eligible for a full year's longevity credit for that school year.
6. Longevity payments will be as follows:

Group A

After 5 years	\$ 600
After 10 years	1200
After 15 years	1800
After 20 years	2400
After 25 years	3000
After 30 years	3600
After 35 years	4400

Group B & C

After 5 years	\$ 400
After 10 years	800
After 15 years	1200
After 20 years	1600
After 25 years	2000
After 30 years	2400
After 35 years	2800

C. ADVANCEMENT ON TRAINING LEVELS

Group A

1. a) Advancement of training levels, prior to the receipt of a Master's Degree will be based upon verification of graduate work **or** District granted CEUs accomplished after earning a Bachelor's Degree.
2. Advancement to MA will be based upon verification of the conferring of an earned Master's Degree.
3. Advancement to training level MA+15, MA+30, MA+45, or MA+60 shall be based upon verification of graduate work or District granted CEUs accomplished after the earning of a Master's degree.
4. Advancement to Column I (Earned Doctorate) will be based upon verification of the conferring of an earned Doctoral Degree.

5. Advancement allowance for National Board for Professional Teaching Standards Certification shall be equal to 9 graduate credits. Advancement allowance for National Board for Professional Teaching Standards Re-Certification shall be equal to 3 graduate credits.
6. Group B & C employees will earn an additional \$700 for each 10 credits or district CEUs earned after employment with the district begins.

D. SALARY ADJUSTMENTS

Group A

1. Salary adjustments will be limited to once a year, September 5th.
 - a) Tentative verification (letter from college, grade slips, etc.) of graduate credits earned must be submitted by the above dates.
2. An official transcript must be forthcoming by May 1st of the current school year or the salary adjustment will be deducted from the remainder of the employee's annual salary.
3. It is the responsibility of the employee to give official evidence of graduate credits earned within the limits of the above dates.

E. SUMMER PAY

1. The salaries of ten month, Group A employees hired after the official closing of school shall be 1/200th per diem of the current contractual salary up to June 30th. Those ten month employees working during July and August will receive 1/200th per diem of the contractual salary guide effective July 1.
2. Salaries for summer school and credit completion will be paid as per extra curricular guide.

F. The fee for assigned home instruction shall be per hour: \$60.00

1. Supplementary instruction will be paid at 1/2 the above rates.
2. If the instructor confirms the appointment by communicating with a parent/guardian on the day of scheduled home instruction and the student fails to cancel before the instructor arrives at the meeting place, the instructor will be paid half of the instructional rate.

G. Consistent with past practice, the Board agrees to assign employees who volunteer to do so, projects on curriculum development and course of study revision when such projects need to be done outside the normal school day.

1. Adequate notice shall be provided so that the interested teachers can apply for these projects.
2. Payment for these projects shall be as follows:
 - a) Writing a new curriculum or course of study per person per project \$2,000
 - b) Writing a new curriculum or course of study for a semesterized course will be paid at 1/2 the amount of full year courses as listed in 2.a).
 - c) Revising an existing curriculum or course of study per person project \$1,000
 - d) Revising an existing curriculum or course of study for a semesterized course will be paid at 1/2 the amount of full year courses as listed in 2.c).
 - e) Modifying existing curriculum as necessary to comply with federal and/or state guidelines and/or mandates will be paid at per diem rate, as per E.1. of this Article.

3. Payment for writing curriculum will be paid in two installments, half on 11/30 and the remainder on 5/30.
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- H. When a payday falls on or during a school holiday, vacation, or weekend, unit members shall be paid on the last previous working day.
 - I. Each employee will receive his final pay on the final day, upon signing out, after approval of the Superintendent or his designee. Those with exceptional deductions shall be paid within three (3) working days with approval by the Superintendent or his designee.
 - J.
 1. Payment for Extracurricular Activities will be paid on 11/30 and 5/30 by a separate paycheck from the normal bimonthly one.
 2. Payment for Athletics will be paid on 11/30, 3/15 and 5/30 by a separate paycheck from the normal bimonthly one.
 - K. All checks will be distributed via direct deposit and there will be no hard checks issued as all employees will receive electronic paycheck stubs.

ARTICLE VII
PERSONAL LEAVE

- A. Every employee will be granted personal leave in the amount described below without salary deductions.
- B. Personal leave must be requested and approved by the Superintendent at least five (5) school days in advance of the time for which such leave is requested. Emergency events not predictable five (5) days in advance will be considered immediately.
- C. Personal Leaves are defined as and may be taken as follows:
 - 1. Three (3) days will be granted for unchallenged reasons. These days may be converted and placed into the employee's accumulated sick leave bank if not used during a contract year.
 - a) These days may not be taken on a school day immediately proceeding or following school calendar holidays and including NJEA convention days with the exception that in the event of the graduation of the employee, spouse, or child, one day may be used on the day before or after a school calendar holiday. Requests for other exceptions should be put in writing to the Superintendent and will be granted at the Superintendent's discretion.
 - b) No more than 15% of the employees in each building will be granted an unchallenged personal day at a given time.
 - 2. Bereavement Days - to be taken consecutively at the time immediately following a relative's death, or within a 30 day period following the death for the purpose of attending funeral / memorial services as follows:
 - a) Death in Immediate Family - 5 days per occurrence for death of spouse, children, employee and spouse's parents, and employee and spouse's sibling. Death of employee's significant other, as well as employee's significant others relative, as defined above shall also be covered by this Article. Such relationship shall be established by producing to the Board either a lease or deed listing both names as the parties' primary residence. Employees requesting bereavement leave for step-children/step-parents must write a letter to the Superintendent defining the relationship, and such requests will be granted at the Superintendent's discretion.

- b) Three days for other immediate family members living in employee's household.
- c) Other Family Deaths
 - 1) One day per occurrence (two days if overnight travel is involved) for death of employee's/ spouse's/significant other's great grandparents, uncle, aunt, niece, nephew, or first cousin
 - 2) Two days per occurrence without the travel requirement for grandparents and grandchildren
- 3. Jury Duty - Amount of time necessary to comply.
 - a) The Board will pay the difference between jury duty pay and the average daily earnings of the employee.
 - b) The employee must present a completed form which is obtained from the court at the time of services proof of jury duty.
- 4. Court Order - Amount of time necessary to comply. Not applicable if the employee is found guilty as a party to the Court proceedings.
- D. Days taken under C.2 thru C.4 will not count as unchallenged days as listed in C.1 above.
- E. Additional personal leave with pay may be granted by the Superintendent at his discretion.
- F. Other requests for emergency and/or personal leave without pay shall be discussed with the principal and shall be forwarded to the Superintendent with appropriate recommendations for discretionary action by the Superintendent as approved by the Board.

ARTICLE VIII
SICK LEAVE

- A. Pursuant to 18A:30-1, Sick leave is hereby defined to mean the absence for his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

Sick leave days shall be granted as follows:

1. Ten month employees shall be entitled to 10 days.
 2. Twelve month employees shall be entitled to 12 days.
 3. Unused sick leave days are to accumulate as long as the employee is employed in the district.
- B. Employees taking five (5) consecutive sick days may present a physician's certificate attesting to capability to perform job duties and signifying freedom from any communicable disease.
1. The school medical examiner will make an examination within two (2) school days of the return school at no cost to the employee if the employee does not present a physician's certificate.
 2. Any employee absent for other than legitimate use of sick leave and personal leave as contained in this Agreement, or without direct approval of the school administration shall not be paid for non-fulfillment of contract in proportion to the amount of time of said absence.
- C. On missed days beyond accrued sick leave.
1. Employees contracted for ten months will have deducted 1/200th of their contracted salary for each day of absence in excess of their accrued sick leave.
 2. Employees contracted for twelve months will have deducted 1/240th of their contracted salary for each day of such absence in excess of their accrued sick leave.
- D. Each employee shall be apprised of the amount of unused sick leave including the ten days for the current year by the first pay period in October.

E. Payment for unused sick leave will be made to an employee who receives a pension immediately upon retiring from service in accordance with the Teachers Pension and Annuity Fund and PERS, and pursuant to law.

1. Payment of Sick Days in all categories will be as follows. Payments less than \$1000 shall be paid by payroll check. Amounts in the amount of \$1000 or higher shall be placed into a 403(b) Post Retirement account. Unless otherwise agreed to by the parties, payments shall be made on July 15th following the date of retirement.

<u>Group A</u>	
<u># of Days</u>	<u>2017-2021</u>
1-60 days	\$ 53.00
61-90 days	\$ 55.00
91+ days	\$ 75.00

Example: 100 days: $100 \times \$ 75.00 = \$ 7500.00$

<u>Groups B & C</u>	
<u># of Days</u>	<u>2017-2021</u>
1-60 days	\$ 47.00
61-90 days	\$ 49.00
91+ days	\$ 69.00

Example: 100 days: $100 \times \$ 69.00 = \$ 6900.00$

F. For employees who begin employment during the school year, or for those existing employees who do not begin the contract year, but return from a leave of absence prior to completion of the school year, the Board will grant one day of sick leave for each month remaining in the school year.

G. Payment of accumulated sick leave as indicated in (E) above will be made to any employee's estate if that employee dies while in service.

ARTICLE IX
SABBATICAL LEAVE

- A. The purpose of a sabbatical leave is to assist a member of the professional staff to become more valuable as an educator for the Lenape Regional High School District.

For purpose of this article, professional staff includes teachers, media specialists, guidance counselors, nurses, and child study team members.

- B. A member of the professional staff may be granted a sabbatical leave after seven (7) years of consecutive employment in the Lenape Regional High School District.

- C. Sabbatical leave may be granted for such purposes as:

1. Professional study at an accredited college or university
2. Approved research or study
3. Professionally related travel with study under the auspices of an accredited college or university

- D. Sabbatical leave may be granted at the sole discretion of the Board.

1. The Board will consider program value and seniority of service.
 - a) Study and/or courses to be taken must be directly related to the employee's current professional assignment.
 - b) or, meet a need deemed essential by the Board of Education
2. No more than three (3) staff members will be granted a sabbatical leave during a given school year.

- E. Application for Sabbatical Leave:

1. Must be made no later than January 1, preceding the school year of the intended leave.
2. Must contain a detailed written statement attached to the application giving the purpose of the leave, plan of activity to be pursued and anticipated value of the experience to the individual in improving his professional competency and ability to serve the District.

- F. The sabbatical leave time period is one contractual year; September through June.

G. Reimbursement will be as follows:

1. Awards granted will be at 50% of the salary the staff member would have received if he remained on duty.
2. Payment or reimbursement will be made in accordance with regular payroll dates.
3. Reimbursement amount set in G-1 cannot be increased due to changes in degree status or credits while employee is on sabbatical leave.

H. An employee on sabbatical leave must carry a minimum academic graduate load of twelve (12) semester hours (or equivalent) for each semester on leave.

I. Sabbatical leave time shall be recognized for the purpose of salary increment and pension eligibility.

J. General conditions governing a sabbatical leave:

1. Five contractual years must have passed since the first sabbatical for an employee to become eligible for another
 - a) Applicants for the first time will be given preference over second time applicants.
2. The employee shall agree in writing to return to his position (or a comparable one selected by the administration) in the school district for a period of at least two (2) years following the completion of his leave.
 - a) In the event, the employee does not return, he shall reimburse the board for the amount of money received while on sabbatical leave.
3. Upon returning to school, the employee shall submit a written report to the Board containing all pertinent data and information on his activities during the sabbatical leave in verification of the stated purposes made in the original application.
 - a) If the Board finds the report does not verify the approved program (IX E.2), the Board, at its discretion may seek reimbursement of up to one-half (1/2) the amount the district paid to the employee while on sabbatical leave.

ARTICLE X
MATERNITY/CHILD REARING/ADOPTION LEAVE OF ABSENCE

A. DEFINITION

1. Maternity Leave - The actual period of disability due to a pregnancy or a related illness.
2. Child Care Leave - A leave of absence without pay available to men and women for care of a child.
3. Adoption Leave - A leave of absence without pay available to men and women for the care of a newly adopted child.

B. Maternity leave shall commence on a date requested by the employee and certified by the physician as being within the period of disability. (Normally deemed to be thirty calendar days before and thirty calendar days after the anticipated date of delivery)

- a) Maternity leave will be with pay to the extent of any accumulated sick leave earned.

C. Child care leave will be granted by the Board commencing on a date immediately subsequent to the maternity component. Such leave may continue for a period not to exceed eighteen (18) calendar months. Adoption leave will be granted by the Board commencing on the date of the child is taken into custody with intention to adopt. Such leave may continue for a period not to exceed eighteen (18) months. Child care or adoption leaves shall be without pay or other compensation. For teachers the expiration of such leaves shall be the beginning of a school year or semester. All other employees may return from such leave at any time, with at least thirty days advance notice.

D. Employees desiring to take a leave of absence under the provisions of the Family Leave Act must request such leave in writing and provide appropriate supporting medical documentation. FMLA and NJFLA shall be utilized concurrently for the same event but consecutively with different events, sick, vacation, and personal time.

E. A parent requesting a child care leave shall be eligible for such leave beginning on the child's date of delivery.

F. The length of a child care leave for a non-tenured employee shall be no longer than the duration of the contractual year in which the leave is granted.

- G. Upon return from leave, the employee shall be reinstated to the same or similar position.
- H. Advancement on the salary guide to the next full step will occur if the employee physically worked during the contracted year, without using more than half of the annual allotment of sick and personal days:
 - 10 month employees – 90 school days
 - 12 month employees – 115 school days
- I. The Board may grant an extension for a reasonable length of time.

ARTICLE XI
INSURANCE COVERAGE

A. MEDICAL COVERAGE

The Board shall provide eligible bargaining unit members and dependents, effective July 1, 2017 their choice of one of the following medical insurance coverage:

Horizon Direct Access Design 7 Education 15, Horizon HMO, Horizon EPO

In the event that the BOE contracts with an alternate medical insurance carrier, the plan of reference for “equal to or better than” shall be Horizon Direct Access Design 7 Education 15 in effect June 30, 2017. Current co-insurance rates, copays, and deductibles will remain in effect for the life of the contract, or the BOE moves to the School Employees State Health Benefits Plan at which time the SEHBP co-insurance rates, copays and deductibles would be in effect.

Eligible members shall contribute toward their respective medical coverage premiums based on the following salaries and percentages:

Pensionable Salary	Percentage of cost of selected plan
\$ 0 - \$49,999	7.00 %
\$50,000 - \$64,999	14.00 %
\$65,000 - \$74,999	22.00 %
\$75,000 +	28.00 %

An employee, though eligible, who declines coverage, thus electing not to participate in the District’s medical plan, will not be subject to contributions pursuant to statute.

B. MARRIED EMPLOYEE COVERAGE: MEDICAL, PRESCRIPTION & DENTAL

Where spouses are both employees of the District, they must enroll as couple (or family) coverage. No duplication of coverage will be provided.

There will be no rebate offered for those employees who decline coverage.

C. PRESCRIPTION COVERAGE

The Board shall provide eligible bargaining unit members and dependents, effective April 1, 2013, the following prescription insurance coverage provided through Express Scripts.

In the event that the BOE contracts with an alternate prescription insurance carrier, the standard of reference for “equal to or better than” shall be the SEHBP Rx plan in effect July 1, 2008. Current copays and deductibles will remain in effect for the life of the contract, or the BOE moves to the School Employees State Health Benefits Rx Plan at which time the SEHBP Rx copays and deductibles would be in effect.

Eligible members shall contribute toward their respective prescription coverage premiums based on table listed in letter A of this Article.

An employee, though eligible, who declines coverage, thus electing not to participate in the District’s prescription plan, will not be subject to contributions pursuant to statute.

1. Prescription Plan employee co-payments will be as follows:

Brand Name	Generic	Mail Order Brand Name	Mail Order Generic
\$10	\$3	\$15	\$5

2. In the event that spouses are both unit members, there shall be no duplication of prescription coverage. All dependents who would have been eligible for coverage had both members maintained coverage shall continue to receive prescription drug benefits. Should there be any change in status due to death, divorce, resignation, retirement, etc. the previously non-covered member will immediately be enrolled in District Prescription plan.
3. Effective 2/1/01, retiree prescription coverage will be deleted for those retirees and spouses eligible for SHBP prescription coverage.
4. Unless otherwise prescribed by a licensed physician, generic drugs shall be dispensed.
5. Any prescribed drug which is or will become offered and available “over-the-counter” shall be deleted from the prescription plan covered by this agreement.

D. DENTAL COVERAGE

The Board will pay 100% of the cost for the following levels of dental coverage provided through Delta Dental.

In the event that the BOE contracts with an alternate Dental insurance carrier, the standard of reference for "equal to or better than" shall be Delta Dental plan in effect July 1, 2008.

Eligible members shall contribute toward their respective dental coverage premiums based on table listed in letter A of this Article.

1. For Employees, Spouse and Children: 100% coverage for Preventative and Diagnostic Services, 85% for Remaining Basic Services, 50% for Crowns and Prosthodontics Services.
2. A calendar year maximum benefit of \$1,500 per patient.

E. MEDICARE REIMBURSEMENT

The District will not be required to provide reimbursement for Medicare Part B premiums.

F. RETIREE DENTAL

Unit members with a hire date on or after July 1, 2003 who retire from the district with 30 years or more of service shall no longer be entitled to dental coverage. Such entitlement shall accrue to unit members and/or spouses.

- G. Nothing in this Article prohibits the Board from unilaterally contracting with alternate health care insurance companies provided that a program equal to or better than the plan in place on July 1, 2008 is procured. Prior to the effective date of such change, the Board shall provide the Association with 60 days' notice.

In addition to the program equal to or better than the plan in place on July 1, 2008, the Board may also offer benefit plan options which may provide flexibility in employee choice regarding price and coverage level. For example, the Board may choose to offer a high-deductible, high co-pay plan that would be a less expensive option in terms of employee payroll contribution.

- H. Medical, dental and prescription coverage will terminate on the last day of the month in which the employee separates from District service. Ten month employees who are employed through June 30 will retain their medical, dental, and prescription coverage through August 31 of that year.

ARTICLE XII
TAX SHELTERED ANNUITY AND FEDERAL TEACHERS CREDIT UNION

- A. The Board shall authorize a salary reduction for the purpose of a tax sheltered annuity program. Under the law, this is the only obligation of the Board.
- B. The Board shall authorize a salary deduction for the ABCO Federal Credit Union.
- C. After deductions have been received on time by the agencies involved, the Association will hold the Board harmless for any liability to the Association or its members.
- D. Contributions to Tax Sheltered Annuity programs shall be in accordance with the provisions of IRS Regulation 403 (b).

ARTICLE XIII
EVALUATIONS

A. NUMBER OF EVALUATIONS

1. All non-tenured teachers shall be evaluated not less than three (3) times during their contract year.
2. All other non-tenured employees shall be evaluated not less than two (2) times during their contract year.
 - a) Non-tenured employees who have been present less than a full school year shall be observed on a pro-rated basis of the applicable number of evaluations.
3. All tenured teachers shall be evaluated not less than two (2) times during their contract year.
4. All tenured secretaries/clerks shall be evaluated annually.
5. Evaluations required for the consideration of non-tenured employee's contract renewal shall be completed at least fifteen (15) calendar days prior to the date set for the notification of non-renewal of contracts for non-tenured teaching staff as provided by statute 18A:27-10.

B. PROCEDURE FOR EVALUATIONS

1. Evaluations for teaching personnel shall be based on at least one observation of one full class period.
2. Evaluation for Paraprofessionals shall be based on observation of one class period or portion thereof as determined by the supervisor.
3. Evaluations for non-classroom personnel shall be for a period of time or method (i.e., evaluation of completed work) determined by the Supervisor.
4. All evaluation procedures (observation, review of work, etc.) shall be done openly with the full knowledge of the person being evaluated.
5. An evaluator can evaluate only one person at a time. The Supervisor shall give prior notice to personnel being observed in a team-teaching situation which portion of the period she/he will be observed as an individual.

C. OBSERVATION / EVALUATION CONFERENCE

1. An employee to be evaluated will be given a copy of the evaluation report prior to the conference.
2. Evaluation conference shall occur within ten (10) working days of the observation.
3. Conferences shall occur within the school day.
4. No employee shall be required to sign a blank or incomplete evaluation form.
5. There shall be no requirement for an employee to complete a self-evaluation form. Such a form may be completed voluntarily; however, the results shall not be used as a part of an evaluation report.

D. COPIES OF EVALUATIONS

1. The evaluated person shall have ten (10) working days to sign the report and/or submit a written rebuttal.
2. Failure of the evaluated person to sign the report within the designated time period shall not preclude placing the report in their file.
3. The signature of the evaluated person shall not establish agreement or consent with the contents but shall indicate that the person has seen the document and is aware of its contents.

ARTICLE XIV
PROFESSIONAL IMPROVEMENT

TEACHER/ TRAINER/SECRETARIES/PARAPROFESSIONALS

A. Employees that are currently employed in the district and who are attending an accredited school, college, or university shall be reimbursed according to the following criteria:

1. Group A Personnel

Any undergraduate or graduate course in the field of education shall be reimbursed at no more than 100% of tuition/registration/fees as per the guidelines and procedures described in this article. To be eligible for tuition reimbursement the employee must attain at least a grade of B.

2. Group B & C Personnel

Any courses taken which improve the employee's ability to perform their duties and are related to their field of employment shall be approved and reimbursed pursuant to B.6.

3. Athletic Trainers

The current practice of reimbursing trainers for Continuing Education Units (C.E.U.s) needed to renew their certificate shall continue for the duration of the agreement.

4. Nurses

Nurses shall be reimbursed for Continuing Education Units (CEU's) needed to renew their Registered Nursing License.

B. PROCEDURE

1. Request for reimbursement should be made on the form provided by the Office of Superintendent at least three (3) weeks but no more than six (6) weeks prior to enrollment in the course(s).
2. The cost of tuition, registration, and fees paid to the accredited school, college or university shall be reimbursed up to the exact cost of the limits delineated in B.6.
3. The cost of these benefits will be charged to and considered expended in the budget year (July 1 to June 30) in which the course begins.

4. No funds under this article will be allocated to an employee on any leave status or sabbatical.
5. Reimbursement shall be based on furnishing satisfactory proof of payment to the accredited school, college, or university and by the submission of an official document indicating the employee successfully completed the course work or training.
6. The Board will limit the total amount of funds expended for this Article to the amounts indicated below:

District Maximum \$200,000
Sect/Para/Clerk Max \$ 1,200

The funds will disburse in the following manner:

- a) The Board will reimburse secretaries/paraprofessionals/clerks according to the district maximum above and will reimburse athletic trainers/nurses for CEUs needed to renew their certificate/license.
 - b) The Board will maintain a list of Group A employees who apply for tuition reimbursement during the budget year (up to a maximum of 8 credits per teacher/trainer).
 - c) By August 30th of the following budget year Group A employees must provide satisfactory proof of payment and completion of course work or training.
 - d) The Board will count the number of credits Group A employees applied for and divide the remainder of the district maximum (i.e. district maximum less amounts in 6.a) by the number of credits applied for in 6b.
 - e) Each Group A employee will receive the per credit amount for each credit applied for up to the cost of tuition/reimbursement/fees.
 - f) Any funds that remain will be applied to the next budget year.
 - g) Reimbursement will be issued by September 30th.
 - h) Must be currently contracted employee as of reimbursement date.
- C. The Board will provide a minimum of 10 hours of in-service annually that satisfy the requirement of the State Professional Standards Board.

ARTICLE XV
TEACHING ASSIGNMENTS

- A. The scheduling of classes for the benefit of students being paramount, the following procedure will be used in the development of teaching assignments:
1. At least two (2) weeks prior to the general distribution of the teaching assignments for the following year, a maximum of two (2) Association representatives per building shall be permitted to examine and analyze the projected teaching assignments.
 2. During the two week period of examination the Association representatives shall be permitted to meet and confer with the building Principals regarding concerns over the projected assignments.
 - a) The Association representatives may offer possible solutions to any concerns.
 3. If the Association's concerns remain unsolved after the meeting with the building Principal (s), the Association may inform the Superintendent of the problem and the solutions offered.
- B. Article XV.A. shall not be subject to paragraph E of Article IV.
- C.
1. The Board will pay teachers assigned 6 course sections an annual pro-rated stipend of \$6,624. Science teachers assigned 4 lab course sections, plus 1 non-lab section an annual pro-rated stipend of \$4,968. Science teachers assigned 3 lab course sections, plus 2 non-lab sections an annual pro-rated stipend of \$3,312. Science teachers assigned 2 lab course sections, plus 3 non-lab sections an annual pro-rated stipend of \$1,656. These monies shall be pensionable. Should a teacher's schedule decrease in a future year, any overall lessening of salary shall not be deemed in violation of NJSA 18A.
 2. Assignments discussed in C.1. will first be offered to qualified and available department members by seniority. If there are no available department members interested, then assignment will be made in reverse order of seniority to qualified and available department members.

Special Education teachers in self-contained program areas including Multiple Disabled, Behavioral, and Autistic may be offered a sixth class, within the self-contained program, including individual studies, based on program needs and regardless of departmental seniority.

3. Two instructional curriculums being taught concurrently in the same class by the same teacher, as defined by two separate course numbers, shall be considered instructional classes and be paid at one-half the rate of C.1. No staff member will have more than six (6) course sections.
4.
 - a) Two special education instructional curriculums being taught concurrently in the same class by the same teacher, as defined by two separate written curriculums shall be considered multiple instructional classes and be paid at one-half the rate of C.1.
 - b) Teaching multiple sections of Individual Studies in a period does not qualify for additional pay.
 - c) Special education and ESL teachers may be assigned six course sections (in accordance to seniority as outlined in C.2. above) as well as multiple curriculums. They can be reimbursed up to two multiple curriculums or six courses.
- D. Department Coordinators shall have a normal teaching schedule of five course sections. Science Department Coordinators shall have a normal teaching schedule of four course sections. The Board shall have the right to make a one-year exception to these schedules in emergency situations subject to Article XV A.2. and C.2.
- E. Any teacher assigned five or more different instructional class preps shall get two (2) full class prep periods.
- F. No employee shall hold more than one position, as delineated under Article XXIV that occurs during the student school day.

ARTICLE XVI
EMPLOYEE DAY AND CALENDAR

A. WORK DAY

1. The workday of the certified staff shall not exceed an average of seven (7) hours and forty (40) minutes. The Board reserves the right to modify professional staff beginning and ending work times and passing time schedules. Such rights shall be in accordance with the provisions of Article XV A.2 and C.2 and will not change the total length of the professional staff day as indicated in this paragraph.
2. The work day for para-professionals and interpreters shall not exceed seven (7) hours and (15) minutes.
3. The work day for Group B personnel shall not exceed eight (8) hours, including a duty-free lunch period of 60 minutes duration.
4. All employees shall be required to follow building procedures for each arrival and departure.

B. SUMMER WORK DAY

1. The board at its discretion may continue the practice of the four day summer work week as instituted during the summer of 1994.
2. Should the Board not implement B.1 the following shall be operational. All full time twelve (12) month secretaries and ten (10) month per diem employees shall work seven (7) hours per day as summer hours, including a one (1) hour uninterrupted lunch hour, beginning the day following the close of school and continuing until the first day of school in September.

C. WORK YEAR

1. The work year for certified staff shall not exceed one hundred eighty six (186) days except for new personnel who may be required to attend two (2) additional orientation days.
2. The work year for para-professionals and interpreters shall be the same as that for the teachers.
3. The work year for all twelve (12) month secretarial employees shall be from July 1 through June 30 of each year.

4. The work year for all ten (10) month attendance clerks and secretarial employees shall be from September 1 through June 30 of each year.
5. The work year for the 12 month Athletic Trainers shall be July 1 through June 30. 12 month Athletic Trainers shall be given 20 days of vacation.
6. The work year for 10 month Athletic Trainers shall be 10 months beginning at the official start of the fall sports season.

D. DUTY FREE PREPARATION TIME

1. An undivided duty free preparation period shall be scheduled for teachers every work day. Any departure from the normal daily duty free prep period shall be resolved by Administration and Building Rep on a case by case basis with such resolution being based upon an average of five (5) preps per five (5) day cycle.
2. Guidance Counselors, CST, Nurse and Media Specialists shall be scheduled a duty free prep time equivalent to that granted to a classroom teacher.
3. Employees covered by this agreement shall not be required to serve as substitutes during their scheduled preparation time or common planning time, except in emergencies as determined by the Superintendent or his designee. In the event that a member is required to serve as a substitute during a preparation period or common planning time period, the member will receive \$50. In the event that a member is required to serve as a substitute during a lunch or midday preparation period, the member will receive \$25.
4. a.) The Board will continue the practice of providing Group A & C Personnel who volunteer to proctor after school administrative detention or an after school student holding area, with morning flex time or an hourly rate of \$30.00 per hour.

b.) Group A & C Personnel who volunteer to proctor a before school student holding area with an hourly rate of \$30.00 per hour.

E. DUTY FREE LUNCH

1. Group B personnel shall be entitled to a duty free lunch period of 60 minutes duration.
2. Employees covered by this Agreement may leave the building during their scheduled lunch periods upon signing out.
3. Group A shall be allotted a duty-free lunch period that is not less than 25 minutes duration.
4. Group C shall be allotted a duty-free lunch period that is not less than 50 minutes duration.

F. OVERTIME AND COMPENSATORY TIME

Overtime is defined to mean any approved time spent at one's regular or assigned duties either before or after regular daily work hours.

1. Compensation for administratively approved secretarial or clerical overtime shall be either 1 1/2 times the employee's regular wages or accumulated compensatory time provided that the paid hours in a given work week exceed forty (40) hours. The method of compensation shall be determined by the Superintendent upon the request of the employee and with the recommendation of the employee's immediate Supervisor.
2. Group C personnel shall be compensated for supervision of student(s) before or after the contracted school day for club meetings or special events, excluding athletics and extracurricular seasons, at the same hourly rate of the chaperones. (no minimum hours) Paraprofessional pay for student supervision for an athletic or extracurricular season shall be paid at two-thirds the Assistant rate found in Salary Schedules 5 and 6.
3. Group C Personnel performing Interpreting services for student(s) before or after the contracted school day shall be paid an hourly rate of \$35.00.

G. ATHLETIC TRAINERS

1. The work week of the 12 month and 10 month Athletic Trainers from the official start of the fall sports season to the end of the spring sport season shall not exceed 45 hours per week. The remainder of the year the work week for the 12 month Athletic Trainer shall be the same as that of Group B.

2. Any hours worked over 45 hours per week shall be compensated at 1.5 times the hourly rate of that trainer.
 3. Athletic trainers who work on Sundays, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter Sunday, Memorial Day, Independence Day, Labor Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day will be paid at 1.5 times their hourly rate. In the event that any holiday hours exceed the normal 45 hour work week, only 1.5 times the regular hourly rate will be paid for such holiday hours worked.
- H. Inservice training may be conducted for up to 30 minutes beyond the standard employee workday a maximum of four times per semester. In the event that training is conducted more frequently or in longer duration than the above timeframes, compensatory time shall be granted by shortening the end of the day commitment of the teaching staff member. This provision shall not apply to either the New Teacher Induction workshops or Research for Better Teaching. The scheduling of these shall be at the discretion of the district.
- I. Impact of True Eight Period Day. Each teaching staff member shall receive an additional semester of duty period and an additional semester of undivided preparation period. The scheduling of these additional semesters of duty and undivided preparation period shall be at the sole discretion of the District.
- J. In event that schools are dismissed early for inclement weather, unit members may leave no later than ½ hour after students are dismissed.
- K. In addition to the undivided duty free preparation period noted in D.1., full time classroom teachers shall receive midday preparation time for 90 of the 180 school days. This midday preparation time will be scheduled during the students' lunch and learn midday periods. Science teachers who teach labs during the lunch and learn midday periods will be provided with additional duty free preparation time equal to or greater than other classroom teachers. The scheduling of the additional preparation time shall be at the sole discretion of the District.
- L. Common Planning time is time set aside in a classroom teacher's schedule for professional responsibilities. An effort will be made to build Common Planning Time into teacher schedules to maximize collegial opportunities for like disciplines/courses. Common Planning Time will be dedicated to self-directed professional responsibilities, including but not limited to:
- Cooperatively and/or individually preparing for lessons
 - Designing assessments linked to curriculum and time for discussion
 - Analyzing data
 - Diagnosing issues with curriculum
 - Discussing pedagogy with colleagues

- Collectively review and revise current practice with curriculum
- Participating in PD to improve personal professional practice in content and/or pedagogy
- Conducting PD to share best practices
- Administration may direct the use of Common Planning Time to schedule a meeting, invite in a guest speaker, or provide professional development for district, state or federal requirements, but will not assign student supervision duties during Common Planning Time.

Staff shall remain in the building during this time, unless need for absence/travel is specifically approved in advance by the Administrator.

ARTICLE XVII
PART TIME STAFF

- A. When part-time certified staff is employed, the following will apply:
1. Pay will be based on a nine period day.
 2. Part time staff will be paid for one period beyond their designated assignment schedule.
 3. Benefits will be awarded if the employee's assignments and additional period (2 above) represent more than fifty (50) percent of the nine period day.
 4. Sick days will accumulate on the prorated basis.
- B. When part-time paraprofessional staff is employed, the following will apply:
1. Pay will be pro-rated based upon percentage of contractual hours worked.
 2. Benefits will be awarded if the employee's assignments total 25 hours or greater per week.
 3. Extra time worked by paraprofessional staff as listed in Article XVI, including but not limited to class coverage, am/pm supervision, and athletic/extracurricular positions, shall not count toward benefit eligibility.

ARTICLE XVIII
ASSOCIATION RIGHTS AND PRIVILEGES

- A. Upon reasonable request by the Association the Board agrees to make known to the Association when and where it may obtain such information as requested which the Board is required by law to release and to make available to the public.
- B. **RELEASED TIME FOR MEETINGS**
1. Whenever the representative of the local Association or any employee participates during work hours in grievance proceedings, conferences, or meetings, he shall be given release time when the meeting is demanded by the Administration.
 2. All Association officers and representatives shall have release time to attend Lenape District Education Association meetings 15 minutes after the dismissal of the last group of district students on the meeting day. Meetings shall be limited to twice per month.
- C. **SPEAKING AT ORIENTATION MEETINGS**
1. An Association representative may speak to new employees and/or Association members concerning Association business provided he requests same prior to the meeting and receives approval from the Superintendent or designee.
- D. The Association and its representatives shall be permitted to use school buildings at reasonable hours for meetings, provided the Association representative requests prior approval from the building principal.
- E. The Association shall be permitted to use school buildings and equipment, including computers, copiers, calculators, and audiovisual equipment, when such equipment is not otherwise in use. The Association shall request prior approval for such use and pay for the reasonable costs of all materials and supplies incident to such use. Such equipment shall not be permitted to be taken off premises.
- F. **BULLETIN BOARDS**
- The Association shall have, in the school buildings, the exclusive use of a bulletin board in employee lounges and dining rooms.
- G. **MAIL FACILITIES AND MAIL BOXES**
- The Association shall have the right to use the school mail boxes for distribution of Association notices, newsletters, meeting announcements, etc. The Association will not distribute any materials that bear the name of any outside organization or firm that could be interpreted as a solicitation from said organization or firm.

H. The rights and privileges of the Association and its representatives set forth in this Agreement shall be granted to the Lenape District Education Association as the exclusive representative of the employees covered by this Agreement, and to no other organization.

I. RELEASED TIME FOR ASSOCIATION OFFICERS

1. The Board will provide the President, Vice President, Secretary, and the Treasurer of the LDEA with a duty free period. There shall be only one Vice President per building and only one duty free period per Vice President.
 - a) This released time will be used by the officers to perform their Association duties.
 - b) Lunch and preparation time will not be considered as a part of the released time.
2. If the President and Secretary are assigned in the same building, the release time period shall be the same.
3. Released time is not to be construed as a reduction in the typical class assignment of a member of the officer's teaching department.

J. ASSOCIATION PAYROLL DUES DEDUCTION

The Board agrees to deduct from the salaries of the employees covered by this Agreement dues for the Lenape District Education Association, the Burlington County Education Association, the New Jersey Education Association and the National Education Association, or any one of any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 of N.J. Public Laws of 1969 (N.J.S.A. 5 2:14-15.99) and under rules established by the State Department of Education. The district shall be responsible for disbursing such monies to the appropriate Association as indicated by the appropriate representative of the LDEA. The Association shall be responsible for administering the membership dues roster. Disbursement shall be by the 15th of each month following the monthly pay period in which deductions are made.

L. The school calendar, including the schedule for marking periods shall be supplied to the Association before it is sent to the Board for approval. The Board shall be informed of the Association's concerns.

ARTICLE XIX
EMPLOYEE RIGHTS

A. RIGHTS AND PROTECTION IN REPRESENTATION

Pursuant to Chapter 123, Public Law of 1974, the Board hereby agrees that every employee covered by this Agreement shall have the right to freely organize, join and support the Association for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental power under the Laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any aforementioned employee in enjoyment of any rights conferred by Chapter 123, Public Laws of 1974 or other laws of New Jersey or the constitutions of New Jersey and the United States. The Board also agrees that it shall not discriminate against any aforementioned employee with respect to hours, wages, or any terms or conditions with respect to employment by reason of his membership in the Association and its affiliates, his participation, or involvement in collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement.

B. EVALUATION OF STUDENTS

The employee shall have the right and responsibility to determine grades and other evaluations of students within the policies of the Lenape Regional High School District based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade shall be changed or modified without notifying the employee involved.

C. CRITICISM OF EMPLOYEES

Any questions or criticism by a Supervisor, Administrator, or Board member of an employee and/or his methodology or any question or criticism by an employee of a Supervisor, Administrator, or Board member shall be made in confidence and not in the presence of students, parents, or at other public gatherings, except those acts which must be taken by law at a public meeting.

D. REQUIRED MEETINGS OR HEARING

Whenever any individual covered by this Agreement is required to appear before a Supervisor, Assistant Principal, Principal, the Board, or Superintendent concerning any matter which would result in termination of employment or the withholding of an increment for that individual, prior written notice of the reasons for such meeting or interview shall be given and the individual shall be entitled to have a representative of the Association present at such meeting or interview.

- E. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- F. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause.
- G. The Board and Association agree that there shall be no discrimination in regard to terms and conditions of employment on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expressions, socioeconomic status, disability, nationality, or because of their liability for service in the Armed Forces of the United States.
- H. Unit member's children who reside with the unit member outside the District may enroll the child (children) in District school (s) without tuition.
- I. All employees covered by this Agreement shall be notified of their contract and salary status for the ensuing year no later than the date established by N.J.S.A. 18A:27-10.

ARTICLE XX
REPRESENTATION FEES

If an employee does not become a member of the Association during a membership year, the Board shall deduct a representation fee pursuant to NJSA 34:13a-5.9, (C.477 PL 1979) of the unified dues as certified by the Lenape District Education Association.

It is agreed that the Board shall have no other obligations or liability, financial or otherwise, other than as set forth herein because of any action arising out of the understandings expressed in the language of this section. It is further understood that once funds deducted are remitted to the Association, the disposition of such funds shall be the full and exclusive responsibility of the Association. The Association shall indemnify and save the Board and its agents harmless against any and all claims, demands, suits, or other forms of liability including legal and/or representation fees resulting from any action arising out of the provisions of this section or in reliance upon any list or notice furnished by the Association.

ARTICLE XXI
EXTRA CURRICULAR ACTIVITIES

A. DEFINITION

Extra-curricular activities are set forth on the extra-curricular and coaching guide and include those activities not specified as part of the teaching and duty assignments scheduled in the regular work day, work week or work year as defined in this Agreement or as established by past practice.

- a) Date of Posting - When school is in session, a notice shall be posted in each school as far in advance as possible, ordinarily at least fifteen (15) school days and in no event less than ten (10) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for said vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.
 - b) Application procedure - The Superintendent shall post a list of extracurricular positions to be filled during the summer period at the Board office, in each school, and a copy of such notice shall be given to the Association.
 - c) Criteria for Notice - The qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth.
 - d) Selection Procedure - All qualified employees shall be given adequate opportunity to make application.
2. If the procedure set forth above fails to produce a qualified applicant from within the district, the Board shall make every effort to employ a qualified person from outside the district pursuant to administrative code.
 3. District teachers shall not be involuntarily assigned to extra-curricular positions for more than one (1) year. Any such involuntary assignments shall be made basis of reverse seniority among the pool of qualified personnel.
 4. If an extra curricular activity is held by a bargaining unit member who is promoted to administration, then that position shall be posted at the end of that school year. If there are no applicants for the position, then that person may retain the position on a yearly basis. Each year the position shall be posted. (Administrators who hold extracurricular positions as of July 1, 2000 will be grandfathered for this paragraph).

ARTICLE XXII
VACATION & HOLIDAYS

- A. All twelve month Group B employees shall be entitled to paid vacation leave in accordance with the following schedule:

<u>Upon completion of:</u>	<u>Vacation Leave</u>
1 year	10 working days
5 years	15 working days
10 years	20 working days

Junior ROTC advisors shall be entitled to 20 working days vacation upon the completion of two years of service.

- B. For employees hired subsequent to July 1 and before June 30, the following will apply:
1. New employees hired after July 1 shall accrue vacation time at the rate of 1/12th their allotment per month of employment for the first year. Vacation allotment for the partial month worked shall be rounded to the next highest number.
 2. Earned vacation days cannot be taken until after June 30 following the initial date of employment.
 3. Employees hired on or before January 15th will earn 1 year of credit towards vacation eligibility.
- C. Vacation times shall be scheduled to coordinate with the work schedule and subject to the approval of the immediate Supervisor.
- D. Employees shall limit vacation to not more than ten (10) consecutive working days unless permission is granted.
- E. Ten (10) month employees shall be entitled to no paid vacation time unless they are to have continuous employment by entering into a twelve (12) month contract with no break in employment, whereupon the employee shall be entitled to vacation time commensurate with their total number of months worked in the district.
- F. An employee who resigns during their contracted period of employment shall have their accrued vacation time paid at their per diem rate.

- G. Generally, vacations are not to be taken during the month of June nor during the five (5) scheduled working days preceding and fifteen (15) scheduled working days following the official reporting date for the instructional staff.
1. Vacation requests by specific employees during the noted time will be considered on an individual basis; however, the efficient operation of the school district will be primary in the decision to allow such request. Such decisions will not be subject to the grievance procedures referenced in this agreement.
- H. A total of Five (5) vacation days may be carried from one year to the next. No more than 5 vacation days can be accrued at one time.
- I. HOLIDAYS
1. All employees shall be entitled to paid holidays according to the following schedule:
 - a) Independence Day
 - b) Labor Day
 - c) School calendar holidays for which the staff is not required to be present.
 2. If Independence Day falls on a Saturday, employees shall not be required to work on the preceding Friday, and if the holiday falls on a Sunday, employees shall not be required to work on the following Monday. If school is in session on the Friday or Monday above, the employee shall receive a "floating" holiday which will be taken on a day approved by the administration.
- J. No employee will be scheduled to work on days when school is closed due to inclement weather or other emergencies which close school to students and instructional staff.

ARTICLE XXIII
TENURE & SENIORITY RIGHTS

A. TENURE

All certified teaching staff and secretarial staff shall be granted tenure in accordance with statute.

B. SENIORITY

1. School district seniority is defined as continuous service by employees in the school district and shall be based on the date of employment. In the event that two or more employees signed contracts for employment on the same date of employment, seniority priority will be determined by lottery.
2. The board shall maintain a seniority list of employees, copies of which shall be made available to the Association.

C. REDUCTION IN FORCE/RECALL (Category A & B Only)

1. In the event of a reduction in force, the employees shall be laid off in the inverse order of district seniority according to job title and consistent with statute.
2. Laid off employees will be placed on a recall list for a period of two years. In the event of a job opening in the job title on a recall list, the person(s) with the highest seniority will be offered the position by an offer sent certified mail to the person's last address. Failure to reply within five (5) working days of the receipt of notification or a subsequent failure to report for work shall result in a removal of the employee's name from the recall list.
3. Secretaries may bump into a lower classification in a seniority unit if they possess the requisite qualifications and ability to perform the functions of the job.
4. Barring student enrollment decrease, there shall be no reduction in force of existing teaching staff members as the result of the assignment of more than five course sections and four courses for lab sciences. This clause is no way diminishes the Board's right to non-renewal non-tenured staff.

D. JOB SECURITY

1. Any non-tenured certified teaching staff member may be terminated by either the Board or the employee upon written notification of at least thirty (30) days.
2. After the completion of a ninety (90) day probationary period of employment, the contract of other non-tenured employees covered by this Agreement may be terminated by either the Board or the employee upon prior notification of at least two weeks.
3. Barring student enrollment decrease and student population needs, there shall be no reduction in force of existing paraprofessional staff members as the result of the assignment of part time paraprofessional staff members. This clause in no way diminishes the Board's right to non-renewal non-tenured staff.

ARTICLE XXIV
PROMOTIONS

- A. Promotional positions are defined as those vacancies paying a salary differential and/or positions on the administrative-supervisory level, or any bargaining unit assignment to which an honorarium is attached.
1. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of new promotional positions shall be filled pursuant to the following procedures:
 - a) Such vacancies shall be adequately publicized including a notice in every school (by posting, through the Superintendent's bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible but at least seven (7) days in advance. In addition, the Superintendent may concurrently publicize the position outside the school district.
 - b) Said notice of vacancies shall clearly set forth the qualifications for the position. Standards of qualifications must be consistent with the position and may be changed from time to time providing notice of change shall be given in the publication for said position.
 - c) Employees who desire to apply for such vacancies shall file their applications in writing with the Office of Superintendent within the time limit specified in the notice.
 - d) Such vacancies shall be filled on the basis of fitness for the vacant position provided that when two or more equally qualified applicants request the same position, as a general rule seniority in the district shall be considered the major factor.
 - e) Interim appointments to vacancies may be made at the discretion of the Superintendent and/or the Board of Education. At no time may the experience gained from such an interim appointment be used as a qualification for filling such position on a permanent basis.

ARTICLE XXV
TRANSFERS

- A. In this article, the term "transfer" shall mean an employee initiated request for a change to another school, the term "reassignment" shall mean a change not initiated by the employee.
1. Transfers shall be conducted pursuant to the following procedures:
 - a) Vacancies shall be adequately publicized, including a notice in every school (by posting, through the Superintendent's bulletin, or otherwise) as far in advance of the date of filling such vacancy as possible but at least seven (7) days in advance.
 - b) The notice of vacancies shall contain the title of the vacancy and the school where it exists. A job description will be supplied, upon request, by the Superintendent's office.
 - c) An employee must be employed in the school district at least two years before becoming eligible to apply for transfer.
 - d) Employees who desire a transfer to another school shall file their application in writing within the time limit stipulated on the announcement of vacancy.
 - e) In determining an employee's request for transfer, fitness for the position, the best interest of the school system, seniority in the school system and seniority in the school building shall be given primary consideration.
 - f) Secretaries applying for a transfer within their own job title or classification shall not be required to take a test to determine their eligibility for the position.
 - g) Ten (10) month employees who transfer into a twelve (12) month position shall start on the same salary step held as a ten month employee.
 2. REASSIGNMENTS
 - a) Reassignments shall normally be made when a position is abolished in one school and a vacancy for which an employee is qualified occurs in another school.

- b) No vacancy shall be filled by reassignment until all requests for transfer have been considered.
- c) When reassignment is necessary, fitness for the position, the best interest of the school system, seniority in the school system and seniority in the building shall be given primary consideration.
- d) The Board shall consider all qualified employee applicants before an involuntary reassignment is made. In the event of the need for an involuntary transfer or reassignment, all employees may request a meeting with the Manager of Personnel Services, or his designee at which time the necessity of the transfer will be discussed. In the event that an employee continues an objection to the reassignment, a meeting with the Superintendent may be requested. The employee reserves the right to request representation of the Association at any such meeting.

B. GRIEVANCE

- 1. Complaints arising from the administration of this policy can be made in accordance with the grievance procedure in effect.

ARTICLE XXVI
DURATION OF AGREEMENT

- A. All provisions of this Agreement shall be effective as of July 1, 2017 and shall continue in effect until June 30, 2021.

In witness whereof, the Board has caused this Agreement to be signed by its President, attested by its Secretary, and its corporate seal to be placed hereon and the Association has caused this Agreement to be signed by its President and Secretary.

LENAPE DISTRICT EDUCATION ASSOCIATION

ATTEST: *Audrey Johnson*
Secretary

BY: *Megan J. Jones*
President

Date of Signing: 28 June 2017

BOARD OF EDUCATION OF
LENAPE REGIONAL HIGH SCHOOL DISTRICT

ATTEST: *[Signature]*
Secretary

BY: *Linda M. Eckert*
President

Date of Signing: June 28 2017

SCHEDULE 1

TEACHER SALARY GUIDES

17-18

STEP	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	56,315	57,515	58,715	59,915	61,115	62,315	63,515	64,715	65,915	67,115
2	56,815	58,015	59,215	60,415	61,615	62,815	64,015	65,215	66,415	67,615
3	57,315	58,515	59,715	60,915	62,115	63,315	64,515	65,715	66,915	68,115
4	57,815	59,015	60,215	61,415	62,615	63,815	65,015	66,215	67,415	68,615
5	58,467	59,667	60,867	62,067	63,267	64,467	65,667	66,867	68,067	69,267
6	58,915	60,115	61,315	62,515	63,715	64,915	66,115	67,315	68,515	69,715
7	59,515	60,715	61,915	63,115	64,315	65,515	66,715	67,915	69,115	70,315
8	60,215	61,415	62,615	63,815	65,015	66,215	67,415	68,615	69,815	71,015
9	62,000	63,200	64,400	65,600	66,800	68,000	69,200	70,400	71,600	72,800
10	63,567	64,767	65,967	67,167	68,367	69,567	70,767	71,967	73,167	74,367
11	65,567	66,767	67,967	69,167	70,367	71,567	72,767	73,967	75,167	76,367
12	67,467	68,667	69,867	71,067	72,267	73,467	74,667	75,867	77,067	78,267
13	68,467	69,667	70,867	72,067	73,267	74,467	75,667	76,867	78,067	79,267
14	71,467	72,667	73,867	75,067	76,267	77,467	78,667	79,867	81,067	82,267
15	74,667	75,867	77,067	78,267	79,467	80,667	81,867	83,067	84,267	85,467
16	79,167	80,367	81,567	82,767	83,967	85,167	86,367	87,567	88,767	89,967
17	86,967	88,167	89,367	90,567	91,767	92,967	94,167	95,367	96,567	97,767
18	95,369	96,569	97,769	98,969	100,169	101,369	102,569	103,769	104,969	106,169

18-19

STEP	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	56,955	58,155	59,355	60,555	61,755	62,955	64,155	65,355	66,555	67,755
2	57,455	58,655	59,855	61,055	62,255	63,455	64,655	65,855	67,055	68,255
3	57,955	59,155	60,355	61,555	62,755	63,955	65,155	66,355	67,555	68,755
4	58,455	59,655	60,855	62,055	63,255	64,455	65,655	66,855	68,055	69,255
5	58,955	60,155	61,355	62,555	63,755	64,955	66,155	67,355	68,555	69,755
6	59,455	60,655	61,855	63,055	64,255	65,455	66,655	67,855	69,055	70,255
7	59,955	61,155	62,355	63,555	64,755	65,955	67,155	68,355	69,555	70,755
8	60,655	61,855	63,055	64,255	65,455	66,655	67,855	69,055	70,255	71,455
9	62,084	63,284	64,484	65,684	66,884	68,084	69,284	70,484	71,684	72,884
10	64,424	65,624	66,824	68,024	69,224	70,424	71,624	72,824	74,024	75,224
11	65,965	67,165	68,365	69,565	70,765	71,965	73,165	74,365	75,565	76,765
12	67,521	68,721	69,921	71,121	72,321	73,521	74,721	75,921	77,121	78,321
13	69,107	70,307	71,507	72,707	73,907	75,107	76,307	77,507	78,707	79,907
14	72,499	73,699	74,899	76,099	77,299	78,499	79,699	80,899	82,099	83,299
15	75,545	76,745	77,945	79,145	80,345	81,545	82,745	83,945	85,145	86,345
16	79,981	81,181	82,381	83,581	84,781	85,981	87,181	88,381	89,581	90,781
17	87,718	88,918	90,118	91,318	92,518	93,718	94,918	96,118	97,318	98,518
18	96,369	97,569	98,769	99,969	101,169	102,369	103,569	104,769	105,969	107,169

Longevity

After	5 years	600
After	10 years	1,200
After	15 years	1,800
After	20 years	2,400
After	25 years	3,000
After	30 years	3,600
After	35 years	4,400

SCHEDULE 1

TEACHER SALARY GUIDES

19-20

STEP	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	57,910	59,110	60,310	61,510	62,710	63,910	65,110	66,310	67,510	68,710
2	58,410	59,610	60,810	62,010	63,210	64,410	65,610	66,810	68,010	69,210
3	58,910	60,110	61,310	62,510	63,710	64,910	66,110	67,310	68,510	69,710
4	59,410	60,610	61,810	63,010	64,210	65,410	66,610	67,810	69,010	70,210
5	59,910	61,110	62,310	63,510	64,710	65,910	67,110	68,310	69,510	70,710
6	60,410	61,610	62,810	64,010	65,210	66,410	67,610	68,810	70,010	71,210
7	60,910	62,110	63,310	64,510	65,710	66,910	68,110	69,310	70,510	71,710
8	61,610	62,810	64,010	65,210	66,410	67,610	68,810	70,010	71,210	72,410
9	63,039	64,239	65,439	66,639	67,839	69,039	70,239	71,439	72,639	73,839
10	65,379	66,579	67,779	68,979	70,179	71,379	72,579	73,779	74,979	76,179
11	66,920	68,120	69,320	70,520	71,720	72,920	74,120	75,320	76,520	77,720
12	68,476	69,676	70,876	72,076	73,276	74,476	75,676	76,876	78,076	79,276
13	70,062	71,262	72,462	73,662	74,862	76,062	77,262	78,462	79,662	80,862
14	73,454	74,654	75,854	77,054	78,254	79,454	80,654	81,854	83,054	84,254
15	76,500	77,700	78,900	80,100	81,300	82,500	83,700	84,900	86,100	87,300
16	80,936	82,136	83,336	84,536	85,736	86,936	88,136	89,336	90,536	91,736
17	88,673	89,873	91,073	92,273	93,473	94,673	95,873	97,073	98,273	99,473
18	97,369	98,569	99,769	100,969	102,169	103,369	104,569	105,769	106,969	108,169

20-21

STEP	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	58,904	60,104	61,304	62,504	63,704	64,904	66,104	67,304	68,504	69,704
2	59,404	60,604	61,804	63,004	64,204	65,404	66,604	67,804	69,004	70,204
3	59,904	61,104	62,304	63,504	64,704	65,904	67,104	68,304	69,504	70,704
4	60,404	61,604	62,804	64,004	65,204	66,404	67,604	68,804	70,004	71,204
5	60,904	62,104	63,304	64,504	65,704	66,904	68,104	69,304	70,504	71,704
6	61,404	62,604	63,804	65,004	66,204	67,404	68,604	69,804	71,004	72,204
7	61,904	63,104	64,304	65,504	66,704	67,904	69,104	70,304	71,504	72,704
8	62,604	63,804	65,004	66,204	67,404	68,604	69,804	71,004	72,204	73,404
9	64,033	65,233	66,433	67,633	68,833	70,033	71,233	72,433	73,633	74,833
10	66,373	67,573	68,773	69,973	71,173	72,373	73,573	74,773	75,973	77,173
11	67,914	69,114	70,314	71,514	72,714	73,914	75,114	76,314	77,514	78,714
12	69,470	70,670	71,870	73,070	74,270	75,470	76,670	77,870	79,070	80,270
13	71,056	72,256	73,456	74,656	75,856	77,056	78,256	79,456	80,656	81,856
14	74,448	75,648	76,848	78,048	79,248	80,448	81,648	82,848	84,048	85,248
15	77,494	78,694	79,894	81,094	82,294	83,494	84,694	85,894	87,094	88,294
16	81,930	83,130	84,330	85,530	86,730	87,930	89,130	90,330	91,530	92,730
17	89,667	90,867	92,067	93,267	94,467	95,667	96,867	98,067	99,267	100,467
18	98,369	99,569	100,769	101,969	103,169	104,369	105,569	106,769	107,969	109,169

Longevity

After	5 years	600
After	10 years	1,200
After	15 years	1,800
After	20 years	2,400
After	25 years	3,000
After	30 years	3,600
After	35 years	4,400

SCHEDULE 2

SECRETARY / OFFICE MANAGER
SALARY GUIDES

SECRETARY

STEP	17-18	18-19	19-20	20-21
1	30,600	31,405	32,330	33,405
2	31,000	31,805	32,730	33,805
3	31,500	32,305	33,230	34,305
4	31,900	32,705	33,630	34,705
5	32,600	33,405	34,330	35,405
6	33,000	33,805	34,730	35,805
7	33,900	34,705	35,630	36,705
8	35,300	36,105	37,030	38,105
9	36,700	37,505	38,430	39,505
10	38,300	39,105	40,030	41,105
11	40,500	41,305	42,230	43,305
12	42,100	42,905	43,830	44,905
13	44,500	45,305	46,230	47,305
14	47,500	48,305	49,230	50,305
15	51,359	52,164	53,089	54,164

OFFICE MANAGER / REGISTRAR

STEP	17-18	18-19	19-20	20-21
1	38,000	38,805	39,730	40,805
2	38,500	39,305	40,230	41,305
3	38,900	39,705	40,630	41,705
4	39,500	40,305	41,230	42,305
5	41,000	41,805	42,730	43,805
6	42,100	42,905	43,830	44,905
7	42,500	43,305	44,230	45,305
8	43,000	43,805	44,730	45,805
9	43,600	44,405	45,330	46,405
10	45,500	46,305	47,230	48,305
11	47,200	48,005	48,930	50,005
12	49,200	50,005	50,930	52,005
13	51,000	51,805	52,730	53,805
14	52,500	53,305	54,230	55,305
15	53,800	54,605	55,530	56,605
16	57,259	57,864	58,789	59,864

Longevity

After	5 years	400
After	10 years	800
After	15 years	1,200
After	20 years	1,600
After	25 years	2,000
After	30 years	2,400
After	35 years	2,800

SCHEDULE 3

**ATHLETIC TRAINERS
SALARY GUIDES**

**ATHLETIC
TRAINERS**

STEP	17-18	18-19	19-20	20-21
1	58,500	59,905	60,905	61,905
2	58,600	60,005	61,005	62,005
3	59,600	61,005	62,005	63,005
4	61,600	62,805	63,805	64,805
5	63,000	64,405	65,405	66,405
6	65,000	66,405	67,405	68,405
7	67,000	67,905	68,905	69,905
8	68,000	68,405	69,405	70,405
9	68,750	69,405	70,405	71,405
10	69,500	70,905	71,905	72,905
11	71,500	72,905	73,905	74,905
12	73,000	74,405	75,405	76,405
13	75,500	75,405	76,405	77,405
14	76,500	77,455	78,455	79,455
15	79,050	80,455	81,455	82,455
16	84,050	85,455	86,455	87,455
17	85,000	90,455	91,455	92,455
18	94,369	95,369	96,369	97,369

Education

BA+15	1,200
BA+30	2,400
BA+45	3,600
MA	4,800
MA+15	6,000
MA+30	7,200
MA+45	8,400
PHD	9,600

Longevity

After 5 years	600
After 10 years	1,200
After 15 years	1,800
After 20 years	2,400
After 25 years	3,000
After 30 years	3,600
After 35 years	4,400

SCHEDULE 4

**PARAPROFESSIONALS / INTERPRETERS /
NURSE PARAPROFESSIONALS
SALARY GUIDES
2017-2021**

PARAPROFESSIONALS

STEP	17-18	18-19	19-20	20-21
1	28,432	28,778	29,228	29,778
2	28,832	29,178	29,628	30,178
3	29,978	29,978	30,428	30,978
4	30,800	31,078	31,528	32,078
5	31,600	32,178	32,628	33,178
6	32,632	32,978	33,428	33,978
7	33,778	33,778	34,228	34,778
8	33,832	34,178	34,628	35,178
9	34,332	34,678	35,128	35,678
10	36,100	36,900	37,500	38,100

INTERPRETERS / NURSE PARAPROFESSIONALS

STEP	17-18	18-19	19-20	20-21
1	40,032	40,378	40,828	41,378
2	40,532	40,878	41,328	41,878
3	41,332	41,678	42,128	42,678
4	42,132	42,478	42,928	43,478
5	43,332	43,678	44,128	44,678
6	44,232	44,578	45,028	45,578
7	45,032	45,378	45,828	46,378
8	45,632	45,978	46,428	46,978
9	46,332	46,678	47,128	47,678
10	47,700	48,600	49,200	49,800

Longevity

After	5 years	400
After	10 years	800
After	15 years	1,200
After	20 years	1,600
After	25 years	2,000
After	30 years	2,400
After	35 years	2,800

SCHEDULE 5

**ATHLETIC COACHES GUIDE
2017-2021**

SALARY BASED ON THE FOLLOWING MULTIPLIER: \$64,837

POSITION	PERCENT	SALARY
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Level I

Football, Wrestling, Basketball B&G

Head Coach	16.50%	\$10,698
Asst. Coach	12.00%	\$7,780

Level II

Spring Track B&G, Soccer B&G, Baseball, Softball, Lacrosse B&G, Swimming, Gymnastics, Field Hockey, Volleyball

Head Coach	15.00%	\$9,726
Asst. Coach	10.00%	\$6,484

Level II-A

Cross Country, Winter (Indoor) Track B&G

Head Coach	12.50%	\$8,105
Asst. Coach	8.50%	\$5,511

Level III

Tennis B&G, Bowling, Golf

Head Coach	10.50%	\$6,808
Asst. Coach	7.50%	\$4,863

Cheerleading

Football, Basketball

Advisor	6.50%	\$4,214
Assistant	5.00%	\$3,242

Paraprofessional Student Supervision Stipend equal to 2/3 of Assistant Coach salary

SCHEDULE 6

**EXTRACURRICULAR GUIDE
2017-2021**

SALARY BASED ON THE FOLLOWING MULTIPLIER: \$50,403

<u>POSITION:</u>	<u>PERCENT</u>	<u>SALARY</u>
		<u>17-21\$</u>
EQUIPMENT MANAGER	7.50%	\$3,780
TICKETS (ATHLETICS)	4.00%	\$2,016
DEBATE, MATH, KNOWLEDGE BOWL, FBLA, DECA, FCCLA SCIENCE LEAGUE, TECHNOLOGY STUDENT ASSOCIATION	6.00%	\$3,024
CHESS CLUB	4.00%	\$2,016
<u>CLUBS:</u> ADAPTIVE PE, AERONAUTICS, AFRICAN AMERICAN, AMNESTY INTERNATIONAL, ART, BIOLOGY, COMMUNITY SERVICE, DEBORAH HEART, FUTURE EDUCATORS, GAY/STRAIGHT, HISTORY, INTERACT, LANGUAGE (EACH), METEOROLOGY/ENVIRONMENTAL, SADD, STUDENTS ACTIVELY CONCERNED, WELLNESS, WORLD AFFAIRS COUNCIL	2.00%	\$1,008
RENAISSANCE	7.00%	\$3,528
PEER COACH	7.00%	\$3,528
BUDDIES SOCIAL SKILLS	4.00%	\$2,016
LITERARY MAGAZINE	6.00%	\$3,024
ELECTRONIC NEWSLETTER	8.00%	\$4,032
NEWSPAPER ADVISOR	8.00%	\$4,032
NEWSPAPER ASSISTANT	4.50%	\$2,268
PUBLIC RELATIONS (BUILDING)	6.50%	\$3,276
SCHOOL PHOTOGRAPHER	4.50%	\$2,268
YEARBOOK ADVISOR	14.00%	\$7,056
YEARBOOK ASSISTANT	7.00%	\$3,528
YEARBOOK BUSINESS MGR.	7.00%	\$3,528
DRAMA/MUSICAL PLAY DIRECTOR	8.50%	\$4,284
DRAMA/MUSICAL PLAY ASSISTANT	5.00%	\$2,520
CHORAL/INSTRUMENTAL ASST.(1 EACH)	5.00%	\$2,520
STAGE TECHNICAL ADVISOR	8.00%	\$4,032
STAGE TECHNICAL ASSISTANT	6.50%	\$3,276
EVENTS TECHNICAL ASSISTANT	6.50%	\$3,276
DRAMA/MUSICAL BUSINESS MGR.	3.00%	\$1,512
MARCHING BAND DIRECTOR	15.00%	\$7,560
MARCHING BAND ASSISTANT	10.00%	\$5,040
CONCERT BAND DIRECTOR	5.00%	\$2,520
DANCE/JAZZ BAND DIRECTOR	7.50%	\$3,780
ORCHESTRA DIRECTOR	6.00%	\$3,024
REGIONAL ORCHESTRA DIRECTOR	8.00%	\$4,032
CHORAL DIRECTOR	6.00%	\$3,024

BAND FRONT ADVISOR	10.50%	\$5,292
BAND FRONT ASSISTANT	7.50%	\$3,780
WIND ENSEMBLE DIRECTOR	5.00%	\$2,520
SUPERMARKET COORDINATOR	6.00%	\$3,024
RAIDER, DRILL TEAM, COLOR GUARD HEAD	4.50%	\$2,268
ASSISTANT	2.00%	\$1,008
CADET CHALLENGE HEAD	3.50%	\$1,764
ASSISTANT	3.00%	\$1,512
NATIONAL HONOR SOCIETY ADVISOR	4.00%	\$2,016
NATIONAL HONOR SOCIETY ASSISTANT	3.00%	\$1,512
SCHOOL STORE MANAGER	6.00%	\$3,024
SCHOLARSHIP	6.00%	\$3,024
STUDENT COUNCIL ADVISOR	7.00%	\$3,528
STUDENT COUNCIL ASSISTANT	4.00%	\$2,016
MEDIA TECH ADVISOR	14.00%	\$7,056
MEDIA TECH ASSISTANT	7.00%	\$3,528
ROBOTICS ADVISOR	10.00%	\$5,040
ROBOTICS ASSISTANT	7.00%	\$3,528
SEQUOIA COMMUNICATIONS CO-SUPV	2.25%	\$1,134
SEQUOIA ACTIVITIES CO-SUPERVISOR	2.00%	\$1,008
9TH GRADE ADVISOR	3.00%	\$1,512
10TH GRADE ADVISOR	3.50%	\$1,764
11TH GRADE ADVISOR	5.00%	\$2,520
12TH GRADE ADVISOR	6.50%	\$3,276
TESTING COORDINATOR	12.5%	\$6,300
ASSISTANT TESTING COORDINATOR	6.25%	\$3,150
SEQUOIA HSPA	3.00%	\$1,512
APA COORDINATOR	4.30%	\$2,167
WEIGHT ROOM COOR. PER SEASON	5.00%	\$2,520
DANCE CHAPERONES (PER HOUR, 3 HR. MINIMUM)	\$30.00	
SWAP (PER HOUR, 3 HR. MINIMUM)	\$30.00	
CREDIT COMPLETION - HOURLY RATE	\$45.85	

Paraprofessional Student Supervision Stipend equal to 2/3 of Assistant salary