

**Agreement Between**  
**The Board of Education of the Borough of**  
**Oaklyn**  
**And**  
**The Oaklyn Education Association**  
**2014-2017**

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## **Agreement**

This AGREEMENT entered into this 30<sup>th</sup> day of October, 2014 between the BOARD OF EDUCATION OF THE BOROUGH OF OAKLYN, Camden County, New Jersey (hereinafter called the "BOARD") and OAKLYN EDUCATION ASSOCIATION, (Hereinafter called the "Association").

WHEREAS, the Board has an obligation, pursuant to N.J.S.A. 34:13 A-1 et. seq. to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement;

NOW THEREFORE, it is on the day and year first above written agreed by and between the parties in consideration of the mutual covenants as follows:

### **Article 1**

#### **Recognition**

- A. The Oaklyn Board of Education recognizes the Oaklyn Education Association as the exclusive majority representative as defined in Chapter 123, P.L. 1974 for all certified staff members, including paraprofessionals, Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk whether under contract or on a leave approved under this agreement, but excluding administrative and supervisory staff members.
- B. Unless otherwise indicated, the term "teacher", "paraprofessional", "Principal's Secretary", "Child Study Team Secretary", "School Secretary", or "Clerk" when used in this Agreement shall refer to all personnel under 10 or 12 month contract with the Board within the definition of A. above. References to male employees shall include female employees.
- C. Paraprofessionals, Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk are excluded from Articles 8(A2,A3&B) 9, 11, 12(a) (b) & (d), 13,+15, 16,17, 18 (h), 19, 20 (b) (c) & (d).
- D. In the event that the Board of Education reverts back to "in-house" custodial services, the parties will reinstate the applicable contract language as written in the 2009-2010 Collective Bargaining Agreement.

### **Article 2**

#### **Negotiation of Successor Agreement**

- A. The parties agree to enter into collective negotiation over a successor Agreement in accordance with N.J.S.A. 34:13 A-1 et seq. in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers', paraprofessionals', Principal's Secretary's, School Secretary's, Child Study Team Secretary's, and Clerk's employment. The Association must notify the Board in writing of its intention to commence negotiations, no later than 15 days prior to the start of negotiations. Negotiations shall commence no later than November 1, 2016 or as soon thereafter as practicable. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be ratified by the Board and the Association.
- B. As many formal negotiation sessions as are necessary will be held by the representatives of the Board and the Association in order to reach a successor Agreement. It is understood that P.E.R.C. has the right to appoint a mediator in the event that the parties fail to achieve an agreement by 90 days prior to the Board's required budget submission date. The agenda for such sessions will be subject to mutual agreement and submitted to all parties prior to the next session. Neither party shall have control over the selection of the negotiating representatives of the other party.
- C. This Agreement shall not be modified in whole or in any part by the parties except by an instrument in writing duly executed by both parties.

### Article 3

#### Employee Rights

- A. Pursuant to N.J.S.A. 34:13 A-1 et seq., the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and for mutual aid and protection. As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by N.J.S.A. 34:13 A-1 et seq. or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any lawful activities of the Association or its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. 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.

### Article 4

#### Association Rights and Privileges

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time all available public information concerning the financial resources of the district and such other public information that shall assist the Association in developing intelligent, accurate, informed and constructive programs, together with public information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representatives of the Association or any employee participates during working hours in negotiations for a successor agreement with the Board or in a grievance proceeding initiated by him, he shall suffer no loss in pay.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings outside the school day with prior approval of the principal. The principal of the building in question shall be notified in advance of the requested time and place of all such meetings.
- D. The Association shall have the right to use school facilities and equipment for Association business, including typewriters, copiers, calculating machines, computers and all types of audio-visual equipment at reasonable times, when such is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use, and for all repairs necessitated as a result thereof.
- E. The Association shall have the right to use the intra school mail facilities and school mailboxes as it deems necessary and without the approval of the principal or other members of the Administration.
- F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, paraprofessionals, Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk and no other organization.
- G. Representation Fee
  - 1. Purpose of Fee

If any certified teaching staff member, paraprofessional, Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per

capita cost of services rendered by the Association as majority representative.

2. Amount of Fee/Notification

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

3. Deduction and Transmission of Fee

a. Notification

On or about the 15<sup>th</sup> of September of each year the Board will submit to the Association, a list of all employees in the bargaining unit. On or about December 1 of each year the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

b. Payroll Deduction Schedule

The Board will deduct from the salaries of the employees referred to in section (3-a) the full amount of the yearly representation fee in equal installments beginning with the first paycheck in January and ending with the last paycheck in June.

c. Termination of Employment

Any member, or non-member paying a representation fee, who terminates his or her employment with the Board before the Association has received the full amount which it is entitled to, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

d. Mechanics

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

4. Indemnification and Save Harmless Provision

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of any action taken or not taken by the Board in conformity with this provision.

5. Demand and Return System

The obligation of the Board to deduct representation fees in accordance with this Article is expressly contingent upon the establishment by the Association of a "demand-and-return system" in accordance with law. The Association shall, on an annual basis, provide the Board with evidence of its establishment of a "demand-and-return system". The Board shall have no obligation, however, to satisfy itself that such "demand-and-rectum system" satisfies the requirements of law. The Board shall have no obligation to deduct this membership fee if this evidence is not furnished prior to December 1 of each year.

## Article 5

### Board Rights

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the applicable laws and regulations of the State of New Jersey, including, but

without limiting the generality of the foregoing, the right;

1. To the executive management and administrative control of the school system, and its properties and facilities, and the activities of its employees;
2. To hire all employees, and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, to their dismissal or demotion; and to promote, and transfer such employees;
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
5. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect thereto, and non-teaching activities, and their terms and conditions of employment;
6. The Board of Education retains the right to create the school calendar for each year. The calendar shall cover the period of time from September 1 to June 30th.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by specific and express terms of this agreement and then only to the extent such specific and express terms thereof are in conformance with the applicable laws and regulations of the State of New Jersey.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Law, commonly known as Title 18A; the Administrative Code, commonly known as Title 6; or any other national, state, county, district, or local laws or regulations as they pertain to education.

## Article 6

### Grievance Procedure

- A. The term "Grievance" means a complaint by any employee or the Association that, as to him, there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision affecting said employee.

The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:

1. The failure or refusal of the Board to renew a contract of a non-tenure teacher;
2. In matters where a method of review is prescribed by law, or by any rule, regulation, or by law of the State Commissioner;
3. In matters where the Board is without authority to act;
4. In matters involving the sole and unlimited discretion of the Board;
5. In matters where the discretion of the Board may not be unlimited but where, after the exercise of such discretion a further review of the Board's action is available to employees under provisions of State Law.

The term "representative" shall refer to the Oaklyn Education Association.

The "aggrieved person" is the person or persons making the claim.

- a. "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
  - b. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- C. Any grievant shall institute action under the provisions hereof within fifteen (15) calendar days of the occurrence complained of, or within fifteen (15) calendar days after he would reasonably be expected to know of its occurrence. Failure to act within said fifteen (15) days period shall be deemed to constitute abandonment of the grievance.
1. A grievant processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.
  2. In the representation of a grievance, the grievant shall have the right to present his own appeal or to designate a representative to appear with him at any step in his appeal. A minority organization shall not have the right to present or process a grievance.
  3. Whenever the grievant appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.
  4. A grievant shall first discuss his grievance orally with the principal. The principal will endeavor to resolve such grievance or problem promptly; if, at the conclusion of one calendar week, the principal has been unable to resolve the grievance to the satisfaction of all concerned, the problem will be reduced to writing by the grievant and submitted to the principal who will submit to the Superintendent on the same day his written version of the grievance and his action to date.
  5. Within five (5) school days from the receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.
  6. Within five (5) school days of said hearing (unless a different period is mutually agreed upon), the Superintendent shall in writing, advise the grievant and his representative, if there be one, of his determination and shall forward a copy of said determination to the school principal.
  7. In the event of the failure of the Superintendent to act in accordance with the provisions of Paragraph 5 and 6, or in the event a determination by him in accordance with the provisions thereof is deemed unsatisfactory by either party, the Superintendent shall schedule a meeting with the parties concerned and the Board at its next scheduled meeting.
  8. Where an appeal is taken to the Board, there shall be submitted by the grievant the writing set forth in Paragraph 4, and a further statement in writing setting forth the grievant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.
  9. A grievant appealing to the Board may submit written materials in support of his application provided, however, that the same shall be served upon the adverse parties at least ten (10) school days prior to the hearing.
  10. The Board shall make a determination within five (5) school days from the hearing thereon and shall in writing notify the grievant, his representative, if there be one, the principal and the Superintendent of its determination. This time may be extended by mutual agreement of the parties.
  11.
    - a. Only on issues involving allegations of a violation of the specific terms of this agreement, the Association, at the request and with the approval of the grievant, may proceed to advisory

- arbitration. Request shall be made known to the Superintendent and the Board no later than two (2) weeks after the decision was made to request the advisory arbitration.
- b. The arbitrator will be selected by the parties mutually agreeing on the name of an arbitrator but if agreement cannot be reached then the grievant may invoke a procedure of the Public Employment Relations Commission or American Arbitration Association with respect to the selection of any advisory arbitrator.
  - c. The advisory arbitrator shall limit himself to the issue submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education.
  - d. The recommendations of the arbitrator will be for advisory purposes only and will not be binding on the Board.
  - e. Only the Board, the grievant and his representative shall be given copies of the arbitrator's advice.
  - f. Costs:
    - 1) The fees and expenses of the arbitrator shall be paid by the losing party. (Other costs: each party will bear the costs incurred by themselves).
    - 2) If the decision is split, the fees and expenses of the arbitrator will be shared equally.
    - 3) Arbitration proceedings shall not take place during the school day. If this is not possible, the teacher shall suffer no loss in pay.
12. It is understood that all employees 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 effect thereof shall have been fully determined.
  13. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
  14. In the event a grievance is filed at such time that it cannot be processed through all steps in the grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
  15. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.
  16. If, in the judgment of the Association a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

#### **Article 7**

##### **Fair Dismissal Procedure**

- A. On or before May 15<sup>th</sup> of each year, the Board shall give to each non-tenure teacher, paraprofessional, Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk continuously employed by it since the preceding September 30th either:
  1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, or



2. A written notice that such employment shall not be offered.
- B. Any non-tenured employee who receives a notice of non-employment may, in writing, request a statement of reasons for such non-employment from the Superintendent, which statement shall be given to the employee in writing.
  - C. If the employee desires to accept such employment he shall notify the Board of such acceptance, in writing, on or before June 1<sup>st</sup> of the same year.

## Article 8

### Teacher and Support Staff Evaluation

- A. 1. All monitoring or observation of the work performance of an employee shall be conducted openly. The use of eavesdropping, public address, audio systems, cameras, and similar surveillance devices shall be strictly prohibited. No derogatory material, including complaints, shall be put into an employee's personnel file without notifying such employee. If there is any material in the personnel file, which the employee believes to be derogatory, the employee may submit a written rebuttal that shall be put into his/her personnel file. An employee shall also have the right to make copies of any document in the personnel file. There shall be one official personnel file for each employee.
  2. A teacher shall be given a copy of all class visits or evaluation reports prepared by his evaluators at least (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form. The teacher's signature indicates only that he has read the evaluation.
  3. A teacher shall have the right, upon request, to review the contents of his personnel file.
- B. Prior to any annual evaluation report, the immediate supervisor of a non-tenured teacher shall have had appropriate communication, including but not limited to, all steps listed below, with said teacher regarding his performance as a teacher.

Supervisory reports shall be presented to non-supervisory personnel by the principal or counterpart supervisor periodically in accordance with the following procedures:

1. Such reports shall be issued in the name of the appropriate supervisor based on a compilation of reports, of observations, and of discussions with any or all supervisory personnel who came into contact with the teacher in a supervisory capacity.
  2. Such reports shall be addressed to the teacher.
  3. Such reports shall be in written form and shall include when pertinent:
    - a. Strengths of the teacher as evidenced during the period since the previous report.
    - b. Weaknesses of the teacher as evidenced during the period since the previous report.
    - c. Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.
  4. Attempts should be made to report on non-tenured teachers at least three (3) times each year; the first not later than October 30<sup>th</sup>, and the last not later than April 30<sup>th</sup>.
  5. An attempt should be made to report on tenured teachers at least once each year, not later than April 30<sup>th</sup>.
- C. Full-time paraprofessionals and Clerk with three (3) years of continuous service and tenured Principal's Secretary, School Secretary, and Child Study Team Secretary shall be evaluated once a year before May 1<sup>st</sup>. Full-time paraprofessionals and Clerk with less than three years of continuous service and

non-tenured Principal's Secretary, School Secretary, and Child Study Team Secretary shall be evaluated two (2) times a year; one before January 31<sup>st</sup> and another before May 1<sup>st</sup>. The person conducting an evaluation shall meet with the employee within ten (10) working days after the evaluation. The employee shall be given a copy of the evaluation one (1) day prior to the meeting. No evaluation shall be put in the employee's file or acted upon without prior conference with the employee. The employee has a right to submit a written rebuttal to the employer. The employee has a right to submit a written rebuttal to the evaluation within ten (10) working days after the conference. The employee shall review and sign the evaluation. The signature merely indicates receipt of the evaluation copy and does not indicate agreement or disagreement with the evaluation itself. No employee shall be required to sign a blank or an incomplete evaluation form.

#### Article 9

##### Teacher Work Year

- A. The in-school work year for teachers employed on a ten (10) month basis shall consist of a maximum of 186 days. At least two (2) days shall be non-pupil contact days, one (1) before the opening of school. Teacher day before opening of school shall include at least 1/2 of a full day for room preparation and /or scheduling time for teachers. Teachers new to the district will come to a two day orientation before school opens for in-service to be provided by the administration. This new teacher orientation will be over and above the normal teacher year. There shall be a minimum of 180 pupil contact days and an additional four (4) optional days that may or may not be pupil contact at the discretion of the Board.
- B. Where any teacher has not finished his check-out schedule by a reasonable hour on the last day of the in-school work year, he may be required by the Superintendent to return for the number of reasonable working days required to complete his check-out schedule.
- C. The Board or its designee shall endeavor to provide the Association a copy of the proposed school calendar for review and comment prior to its approval.

#### Article 10

##### Principal's Secretary/School Secretary/Child Study Team Secretary/Clerk and Paraprofessional Terms and Conditions

- A. 10 Month or 12 Month Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk

The terms and conditions for the 10 month or 12 month Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk are as follows:

##### Full Time:

1. Hours - Eight (8) hours - Monday to Friday, with times to be mutually agreed upon between employee and principal
2. Lunch - ½ hour
3. Overtime - a 37 ½ work week with time and one half over 40 hours, between 37 ½ and 40 hours-straight time.
4. Calendar - Principal's Secretary, School Secretary, Child Study Team Secretary and Clerk shall follow the school calendar with the exception of delayed openings, early dismissal/closing(s), leaving on Fridays and before holidays when children have been dismissed, and staff in-service days. On these days the 10 month or 12 month Principal's Secretary, School Secretary, Child Study Team Secretary and Clerk will maintain the established regular hours. The Child Study Team Secretary will work the teacher's work year, a maximum of 186 days. The Principal's Secretary, School Secretary, and Clerk will work until June 30<sup>th</sup>.

Summer schedule may reduce the working hours of the 12 month Principal's Secretary and School Secretary by one (1) hour per day, or Board-approved four-day schedule. Summer schedule applies to the months of July and August. In addition, July 4<sup>th</sup> is a holiday. The 10 month Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk are not under contract for the summer and any time worked is agreed upon outside of the contract between the 10 month Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk and the administration. Payment for 10 month Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk for summer hours is based on the hourly rate as calculated by the yearly salary.

A 10 month or 12 month Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk leaves early, with principal, the last day before winter break.

5. Vacation - 12 month Principal's Secretary and School Secretary shall receive vacation according to the following schedule:

6 mos. to 1 year	1 week
1 year to 5 years	2 weeks
5 years and beyond	3 weeks

Scheduling of vacation requires approval of Principal and Superintendent.

10 month Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk are not entitled to vacation.

Part Time:

1. Maximum of 29.5 hours per week
2. Workday to be scheduled by building principal
3. Calendar-Principal's Secretary, School Secretary, Child Study Team Secretary and Clerk shall follow the school calendar with the exception of delayed openings, early dismissal/closing(s), leaving on Fridays and before holidays when children have been dismissed, and staff in-service days. On these days the 10 month or 12 month Principal's Secretary, School Secretary, Child Study Team Secretary and Clerk will maintain the established regular hours. The Child Study Team Secretary will work the teacher's work year, a maximum of 186 days. The Principal's Secretary, School Secretary, and Clerk will work until June 30<sup>th</sup>.

B. Paraprofessionals

1. Paraprofessionals shall have the same work year as the teachers have except the Camden County in-service day for teachers.
2. Paraprofessionals' workday shall be from 8:00 am to 3:00 pm.
3. Paraprofessionals shall have one (1) daily duty free lunch equal to the student lunch period.
4. Paraprofessionals shall be in compliance with requirements of the No Child Left Behind Act.

**Article 11**

**Teaching Hours and Teaching Load**

- A. The teacher workday shall consist of seven (7) hours and fifteen (15) minutes. No teacher shall be required to report for work prior to 7:45a.m. or later than 8:15a.m. Any change to the start of the teacher work day will be mutually agreed upon by the Oaklyn Education Association and the Oaklyn Board of Education.
- B. The Administration shall make every reasonable effort, within the limits of practicability and within

the ability to properly schedule a pupil day, not to schedule a teacher to teach continuously for more than four (4) periods for Junior High teachers, or three (3) hours for elementary teachers.

- C. The Administration shall make every reasonable effort, within the limits of practicability and within the ability to properly schedule a pupil day, to provide for each teaching staff member one (1) period of preparation per day. All teachers will be compensated for any lost designated preparation period(s) at a rate of forty-two (\$42.00) dollars per period. A period shall be no less than 42 minutes. If a teacher had received more than five (5) preparation periods in a week, the Board may recover such excess period(s) by assigning said teacher to a duty of educational nature.

The Administration shall provide each teaching staff member one (1) duty free lunch equal to the student lunch period. No duty free lunch period shall be scheduled outside of the regular school student lunch period.

- D. The Administration shall establish committees, when a need arises, for evaluation of the curriculum and extra-curricular activities. Statement of need may be initiated by teachers as well as the Administration. By June 1<sup>st</sup> of each year a list of committees will be posted on the central office bulletin board, and teachers will be given a one week period to volunteer before any assignments are made.
- E. Elementary conferences schedule shall be two afternoon and two evening conferences for a total of four (4) half days for each conference period. The Junior High School conference schedule shall be one (1) afternoon two (2) evening conferences for a total of three (3) half days for each conference period. Elementary and Junior High conferences are to be scheduled on the same evening. Junior High conferences will be scheduled by the administration and elementary conferences to be scheduled by the individual teachers.
- F. All certified staff, including special area teachers, who have scheduled evening conferences will report for said conferences and remain for a period not to exceed two hours. These staff members will be permitted to leave at the conclusion of the student day. Staff members who have no scheduled conferences will be required to remain until the end of the contractual teachers' work day. These staff members will not be required to report for the evening conferences.
- G. Dismissal on the last working day before Winter Break shall be 1:00PM.
- H. There shall be three (3) pupil early dismissal days the last three (3) days of the school year.
- I. "Full time" is defined as working a minimum of thirty (30) hours per week.
- J. The principal will develop for professional staff a 30 day duty schedule that includes A.M./P.M. 10 minute duty.
- K. The Board shall provide the OEA with the proposed teachers' class schedules for review and comment prior to implementation.
- L. Once a month, if deemed necessary by the principal, all certified staff members shall be required to remain after dismissal, and attend a mandatory Faculty Meeting until no later than 3:45 pm. The principal will develop an agenda with input from the staff to discuss mutual areas of concern. Such time may be devoted, but not limited, to research on data assessment, instructional strategies, as well as operational and procedural issues to ensure a safe and healthy environment.

## Article 12

### Salary

- A. It is agreed that salaries for all certified personnel for the 2014-2015, 2015-2016, 2016-2017 school years shall be shown on Schedule "A1", "A2" & "A3" hereto annexed.
- B. The Board shall establish interest-bearing accounts for each teacher who participates in the summer

savings plan.

- C. 1. It is agreed that salaries for the School Secretary will be merged with salaries for the Principal's Secretary in the bargaining unit for 2014-2015, 2015-2016, and 2016- 2017 (effectively eliminating School Secretary guide and renaming Principal's Secretary guide) shall be shown on Schedule "B1" hereto annexed. This will effectively rename the Principal's Secretary guide to School Secretary guide.
- 2. It is agreed that salaries for the Child Study Team Secretary in the bargaining unit for 2014-2015, 2015-2016, and 2016-2017 shall be shown on Schedule "B5" hereto annexed.
- 3. It is agreed that salaries for the Clerk in the bargaining unit for 2014-2015, 2015-2016, and 2016-2017 shall be shown on Schedule "B6" hereto annexed
- 4. It is agreed that salaries for the Paraprofessionals in the bargaining unit for 2014-2015, 2015-2016, and 2016-2017 shall be shown on Schedule "B7" hereto annexed.
- D. Staff hired to perform summer curriculum work will be paid at the rate of \$720 per curriculum. Staff required to perform any other summer professional work, i.e., guidance, kindergarten testing, staff development will be paid at an hourly rate of \$36.00 per hour. The summer school remediation coordinator will be paid at the rate of \$500.
- E. Teachers who have worked 28 years and above will receive longevity payment of \$1,000.00 above maximum,
- F. Support Staff who have worked 28 years and above will receive a longevity payment of \$800.00 above maximum.
- G. A year of service shall be credited to any 10 month employee who had been employed at least five (5) months and to any 12 month employee who had been employed at least six (6) months.
- H. Prior or previous related service or experience may be considered in the initial placement on the salary guide of a new employee.
- I. A paraprofessional with courses credited towards and up to a bachelor's degree shall be paid in increments of 60 credits per column for horizontal movement on the salary guide. For each 60 credits, the paraprofessional shall be paid an additional \$500 annually.

### Article 13

#### Extra-Curricular Compensation

- A. Extra-curricular assignments are designated at the following levels:

##### Level I

- Boys J.V. Baseball Coach (1)
- Boys J.V. Soccer Coach (1)
- Boys J.V. Basketball Coach (1)
- Girls J.V. Field Hockey Coach (1)
- Girls J.V. Basketball Coach (1)
- Girls J.V. Softball Coach (1)
- Safety Patrol Advisor (2)
- Choral Group Sponsor (1)
- Cheerleading Advisor (1)

- Newspaper Advisor (1)
- Band Director (1)
- Peer Mediation (1)
- Curriculum Coordinator (3)
- Jr. High Honor Society/Promotion (1)

**Level II**

- Student Council Advisor (2)
- Girls Varsity Field Hockey Coach (1)
- Girls Varsity Softball Coach (1)
- Girls Varsity Basketball Coach (1)
- Boys Varsity Basketball Coach (1)
- Boys Varsity Soccer Coach (1)
- Boys Varsity Baseball Coach (1)

- Computers (2)
- Year Book Advisors (2)
- Art Club (1)

**Level III**

- NCLB Coordinator (1)
- IDEA Coordinator (1)
- Website Manager (1)

Designation of a team as "Boys" or "Girls" is merely for identification, and does not imply an exclusion of any student, either boy or girl, from said team.

B. Extra-Curricular assignments are to be paid at the levels indicated below for the school year

	14-15	15-16	16-17
Level I	\$2908	\$2975	\$3043
Level II	\$3306	\$3382	\$3460
Level III	\$7406	\$7576	\$7750

- C. Subject to approval by the Board, the Superintendent shall have the authority to designate alternates for non-functioning activities within the prescribed levels of extra-curricular compensation whether new activity is currently included in contract or not.
- D. All extra-curricular activities operate at the discretion of the Superintendent.
- E. A teacher assigned to Intervention and Referral Services (I&RS) and who is obligated to render service beyond the regular workday shall be paid at Thirty-Six Dollars (\$36.00) per hour.
- F. A Home Instruction teacher shall be compensated at Thirty-Six Dollars (\$36.00) per hour.
- G. The summer rate for paraprofessionals shall be the hourly rate based on the salary of the new school

year.

- H. The extra-curricular assignment for Art Club shall not be made in lieu of a program of instruction in Art.

#### Article 14

##### Insurance Protection

- A. The Board will pay the cost of medical insurance coverage for all full time employees and eligible enrolled dependents as follows:
1. The parties agree that the Board of Education shall provide both medical and prescription plan through School Employees' Health Benefits Program Employees will contribute towards their medical benefits based on current law.
  2. Effective as soon as physically possible and to take effect on January 1, 2015 the base healthcare plan offered to Association Employees by the District shall be Direct 15 Plan provided under School Employees Health Benefits Plan. Any employee seeking to remain in, or be enrolled in the Direct 10 Plan shall pay 100% of the difference between the Direct 15 Plan level of coverage and the Direct 10 Plan level of coverage minus any employee contributions. All other Healthcare Plan's offerings shall remain status quo.
- B. New personnel shall make such election within thirty (30) days after signing their contract. Such election shall be irrevocable and no change in enrollment for any individual employee in any particular plan will be permitted until an open enrollment period offered by the health insurance carrier.
- C. The Board shall pay one hundred percent (100%) of the cost of full family coverage to all full time employees for health coverage, prescription coverage and dental coverage, less the required employee contribution as determined by law. There will be no required employee contribution for dental coverage after the change to SEHBP.
- D. There shall be a family vision plan for all full time employees. The Board shall reimburse employees and eligible dependents for expenses related to the purchase of lenses, material frames and contacts at 75% of each vision receipt up to \$200 per person, \$400 per family and \$5,000 as the fund limit each school year. Such claims shall be processed on a first-come, first-served basis until the fund is exhausted and shall be paid no later than 15 days after the approval of the Board following the submission of appropriate documents. Reimbursement is limited to the actual expenses incurred.
- E. Employees are eligible for an "opt-out" for duplicate coverage at 40% of the plan cost. The Board will offer opt-out at 40% of the single NJ Direct 10 rate for medical- surgical, prescription, and dental, subject to Chapter 2 legislation which states that the opt-out amount cannot be greater than the lesser of 25% of the amount saved by the employer, or \$5,000.
- F. FSA Card:
1. Effective July 1, 2014 a Flex Spending Account shall be established for the Association employees.
  2. Roll over for unused fund balances to be the maximum permissible by law (currently \$500) to carry over into the next plan year per recent IRS law change.
  3. Increase the maximum employee contribution to the maximum permissible by law (currently \$2,500).
  4. If an employee exhausts any amount of money on the Flex spending card and leaves the district prior to the district recouping the employee's total amount allotted (up front through payroll deductions), then the district has the right to deduct the remaining amount owed by the employee for full recoupment from the employee's final paycheck.

## Article 15

### Teacher Assignment

- A. All teachers shall be given written notice of their class or subject assignments for the forthcoming years as soon as possible.
- B. The Superintendent shall notify all newly appointed personnel as to their specific positions, subject area or grade level as soon as practicable.

## Article 16

### Voluntary Transfers and Reassignments

- A. All vacancies shall be posted electronically and distributed by email.
- B. Teachers who desire a change in grade or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade or subject to which the teacher desires to be assigned. The final decision on any reassignments shall rest with the Superintendent.

## Article 17

### Involuntary Transfers and Reassignments

- A. Notice of an involuntary transfer or reassignment shall be given to a teacher as soon as practicable.

## Article 18

### Leaves of Absence

- A. All full time employees shall be entitled to ten (10) sick leave days during the school year. All 12 month Principal's Secretaries and School Secretaries shall be entitled to twelve (12) sick leave days during the year. 10 month Principal's Secretaries, School Secretaries, Child Study Team Secretaries, and Clerks shall be entitled to 10 sick leave days during the school year. Any unused sick leave days shall be accumulated to be used for additional sick leave as needed in subsequent years. Employees employed less than full time shall be entitled to pro-rated sick leave.
- B. Sick Leave and Retirement
  - 1. Teachers

The reimbursement rate for accumulated sick days shall be \$70.00 per accumulated day up to \$7,000.00 (pro-rated for part-time employees), after ten (10) working years in the district, upon retirement, permanent disability or death.
  - 2. Support Staff/Paraprofessionals

The reimbursement rate for accumulated sick days shall be \$50.00 per accumulated day up to \$5,000.00 (pro-rated for part-time employees), after ten (10) working years in the district, upon retirement, permanent disability or death.
  - 3. In case of death, the employee's estate shall receive the value of accumulated days.
  - 4. The Board shall be notified by February 1<sup>st</sup> of the year in which a member expects to retire, (i.e. retiring 6/30/12, notify Board by 2/1/12). The retirement pay out, when the Board is notified by February 1<sup>st</sup>, shall be paid on July 1<sup>st</sup> of the retiring year; otherwise, payment shall be July 1<sup>st</sup> of the following year.
- C. Employees shall be entitled to a maximum of five (5) days leave with pay, per occurrence for a death in the immediate family. Immediate family shall be defined as spouse, child, father, mother, brother, sister, any member of the immediate household, Grandparents, Mother-in-Law, Father-in-Law, Brother-in-Law, Sister-in-Law and grandchild. An additional sufficient number of days will be allowed



at the discretion of the Superintendent if death occurs to a spouse or child. One day leave with pay per year shall be granted for death of a close Mend or another relative not a member of the immediate family. No unused days shall be accumulated for use in another school year.

- D. All employees shall be permitted 4 personal days, no questions asked, per school year. Jury Duty and Professional Days shall not be counted toward the 4 days. No unused days shall be accumulated for use in another school year.

No personal days can be used the day directly preceding a school holiday, or the day immediately following a school holiday. In an important or emergent circumstance any employee may ask permission from the Superintendent in advance to use a personal day directly before or after a school holiday, however, the Superintendent has the sole discretion to grant or deny the personal day in that situation without prejudice.

- E. The Board shall grant maternity leaves of absence without pay to pregnant teachers under the following terms and conditions:

1. Any tenured or non-tenured teacher seeking a leave of absence for pregnancy shall make application to the Board or its authorized agent at least sixty (60) days prior to the commencement date of the requested leave of absence. The Board shall grant such leave of absence with the requested commencement date, which commencement date may be any time prior to birth.
2. Any tenured or non-tenured teacher may return to work within the school year in which her leave begins, provided she shall have requested to do so in her application for a leave of absence and shall have specified the month when she desires to return. Any extension or reduction of the date or return within the same school year shall only be allowed at the discretion of the Board provided application is made following the original grant of the leave of absence but prior to the announced commencement date thereof. Such extension or reduction may be granted by the Board for an additional period of time for reasons associated with the pregnancy or birth or for the proper cause provided that such extension or reduction will not substantially interfere with administration of the school
3. The Board shall not be required to extend the leave of non-tenured teachers beyond the school year for which they were hired. Non-tenured teachers wishing to return for the following school year shall be considered by the Board for re-employment for the following year.
4. Any tenured teacher may return to work subsequent to the school year in which her leave begins, provided she shall have requested to do so in her application for a leave of absence. Any such teacher shall be permitted to return to work at the beginning of any of the two school years following the school year in which her leave commences, provided such teacher has given the Board written notice of her intention to do so not less than six (6) months prior to the beginning of the school year in which she wishes to return.

Except as otherwise provided in this Article, no tenured or non-tenured teacher shall be barred from returning to work after the birth of her child by any prescribed waiting period between the date of birth and the date of return to work, however, each such teacher shall be required to file, at least two weeks prior to the date of return or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties, provided that if the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as set forth in paragraph E.2 of this Article.

Any employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in a subsequent year in which she actually returns from such leave) provided she has completed at least five (5) months of work during the school year in which the leave commences.

- F. Any employee adopting an infant child shall receive similar leave which shall commence upon receiving de facto custody of said infant child, or earlier if necessary to fulfill the requirements of the adoption. Tenured teachers shall receive the same time limits and benefits as the above tenure policy. For non- tenured teachers the Board shall not be required to extend the leave beyond the school year

for which they were hired.

- G. A teacher serving seven (7) or more consecutive years in the Oaklyn system may be entitled to a non-paid educational leave of absence for a period of one (1) year under the following conditions and limitations.
1. Subject to Board approval.
  2. The individual must approach the Administration with written application prior to February 1 of the school year proceeding the year of leave.
  3. By February 1 of the leave year the teacher must notify the Administration in writing of his intent to return. Failure to do so shall be considered a resignation from the position.
  4. Upon return to the Oaklyn School system, the teacher will be placed upon the appropriate step of the salary scale as if no absence had occurred.
- H. All full time teachers having no days of absence, other than workshop days, bereavement days, and/or jury duty days, during the current school year will receive a \$500.00 bonus. All full-time principal's secretaries, school secretaries, child study team secretaries, clerks, and paraprofessionals having no days of absence, other than workshop days, bereavement days, and/or jury duty days, during the school year shall receive a Two Hundred dollars (\$200.00) bonus. This bonus will be paid on June 30 of the school year in which the exemplary attendance occurred.
- I. Effective with the 2005-2006 school year, a Sick Leave Bank (Bank) shall be established for the purpose of providing paid leave of absence to full-time bargaining unit members who are absent for an extended period due to life threatening illness or injury. The Bank shall operate in accordance with the following rules and regulations:
1. A full-time bargaining unit member may voluntarily participate in the Bank if she/he has donated a minimum of one (1) sick day during an enrollment period prior to the employee's request to utilize the Bank. Each year, the enrollment period shall be from March 1<sup>st</sup> to March 31<sup>st</sup>, inclusive.
  2. Any full-time bargaining unit member may donate a maximum of (2) two unused sick days per school year to the sick leave bank. In addition, during the final year of employment in the district, a bargaining unit member may donate any unused sick days from that school year only, up to the earned annual maximum of (10) ten days.
  3. The Bank shall be available only to those employees who had:
    - a. exhausted all of their earned accumulated leave time (vacation, sick, and personal); and
    - b. been absent a minimum of thirty (30) consecutive workdays.
  4. A written request to utilize the Bank must be submitted to the Superintendent or his/her designee. The request must include medical verification of illness, injury or disability. Verification of continued disability may be required at 45-day intervals.
  5. The request to utilize the Bank is subject to the approval of the Board or its designee. The Association shall be notified of final disposition of such requests.
  6. Each request to utilize the Bank shall be for no more than 100 sick days and it shall not overlap the following school year.
  7. The Board or its designee shall provide the Association with an annual report on the disbursement of sick days by the Bank no later than August 1<sup>st</sup>.

## Article 19

### Professional Development

- A. There shall be a tuition reimbursement system for certified teachers and paraprofessionals.

Reimbursement shall occur as follows:

1. The teacher must enroll in a course related to the grade level or subject area taught. The paraprofessional must enroll in a course related to education.
  2. The teacher or paraprofessional must have received prior, written approval of the course from the Superintendent, whose decision shall be final.
  3. The teacher or paraprofessional must present the Superintendent with a completed course receipt and must receive a minimum grade of "B".
  4. Reimbursement shall be made to the teacher or paraprofessional at completion of the course with proof of grade.
- B. The Board's liability under the terms of A. above shall be as follows:
1. Reimbursement is limited to the actual tuition charged for the course.
  2. Effective September 1, 2014 there shall be a maximum reimbursement to a teacher or paraprofessional of \$3,000.00 in a September 1 through August 31 period, on a first come, first served basis.
  3. Effective September 1, 2014 there shall be a maximum reimbursement to all certified teachers and paraprofessionals in the unit of \$9000.00 in each school year. Such reimbursement shall be made to the teachers and paraprofessionals no later than 15 days after the approval of the Board following the submission of appropriate documents.
  4. Graduate credits-courses credited for horizontal movement on the salary guide must be graduate courses in the Education field related to Elementary or Junior High programs, unless said course is taken at the direction of the school district. Those persons who have previously achieved movement on the guide based on undergraduate courses are grandfathered in their current status. Undergraduate courses taken, beyond Bachelor's degree, to December 31, 1993 will be grandfathered. Horizontal movement on the salary guide for attainment of advanced credit will be granted two times per year, September 1, and February 1. Official transcripts providing evidence of attainment of advanced credit or advanced degree status on the salary guide must be presented thirty (30) days prior to the desired effective date.
- C. Mentoring
1. All vacancies for mentoring positions shall be posted as early as the district is aware of its needs. The postings shall include the qualifications for the position.
  2. If an employee is involuntarily assigned to a mentoring position, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.
  3. No teacher shall serve as a mentor to more than one provisional/alternative route teacher simultaneously.
  4. Work day same as all full-time teachers.

## Article 20

### Reduction in Force

- A. If a reduction-in-force is being considered, the Board, via the Superintendent, shall notify the Association as soon as practicable but not less than sixty (60) days before the layoff is to take place.
- B. Tenure teachers and support staff on layoff shall be considered as awaiting recall.
- C. With regard to basic skills, teacher's seniority shall be based on the applicable tenure statutes. In the event a basic skills teacher transfers to a classroom position, the step on the salary guide will be equal to years of experience in the school district.

- D. Seniority for continuous service to the district in the affected category will be given due consideration when reduction in force is necessary for support staff.

## Article 21

### Miscellaneous Provisions

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in hiring, training, assignment, promotion, transfer or discipline of teachers or in the application of administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

- C. The following "No Strike Clause" is included:

"The Association covenants for itself, its officers and representatives and its members not to engage in, authorize, promote, aid, encourage, or condone any strike, work stoppage, walk-out or work refusal (hereinafter called job action). No employee included within this bargaining unit shall engage in any such "job action" by the Association, its officers, representatives or members or by any such employee. Any job action shall be violative of this Agreement. In furtherance of this covenant, the Association pledges to actively discourage and to take whatever affirmative steps are necessary to prevent or terminate any such "job action" by its members.

This covenant shall be equally applicable to any such "job action" by the Association or its members in support of any "job action" by any other employee union or group of employees.

This covenant shall be effective during the term of this Agreement and shall continue in force after the expiration of the term of this Agreement during any period prior to the execution of a successor Agreement.

Nothing contained herein shall be construed to limit or restrict the Board in its right to seek and obtain such judicial relief as to which it may be entitled.

The Board of Education agrees that it shall not lock out any employee during the term of this agreement.

- D. Three copies of this Agreement shall be reproduced at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be available for review by all teachers now employed, hereafter employed, or considered for employment by the Board.
- E. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so in writing at the following address:

1. *If by Association, to the Board at*

Board Office

Oaklyn Public School

200 Lees Avenue

Collingswood, NJ 08108

2. *If by Board, to the*

President of the Association at his school address or at his home address during Christmas, spring and summer vacations.

**Article 22**

**Duration of Agreement**

- A. This Agreement shall be effective as of July 1, 2014 and shall be in effect until June 30, 2017.
- B. The parties agree to reopen negotiations pursuant to Article 2, A.

IN WITNESS THEREOF, The Board of Education of the Borough of Oaklyn, Camden County, New Jersey and the Oaklyn Education Association, have caused these presents to be signed by their proper officers and their respective Corporate Seals to be annexed hereto this 18<sup>th</sup> day of November, 2014.

OAKLYN BOARD OF EDUCATION

William T. Stawick

President

[Signature]

Secretary

OAKLYN EDUCATION ASSOCIATION

Sandra J. Canino / Kay / Sh

Presidents

Sandra J. Canino / Kay / Sh

Negotiating Chairperson

**YEAR 1**  
**2014-15**

*Oaklyn*

**Salary Guide**  
**Step**

	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>DR</b>
<b>1</b>	45,813	47,402	49,485	50,703	51,932
<b>2</b>	46,113	47,702	49,785	51,003	52,232
<b>3</b>	46,413	48,002	50,085	51,303	52,532
<b>4</b>	46,713	48,302	50,385	51,603	52,832
<b>5</b>	46,916	48,505	50,588	51,806	53,035
<b>6</b>	47,119	48,708	50,791	52,009	53,238
<b>7</b>	48,211	49,776	51,827	53,028	54,238
<b>8</b>	50,066	51,631	53,682	54,882	56,092
<b>9</b>	53,310	54,876	56,927	58,126	59,337
<b>10</b>	56,075	57,721	59,879	61,140	62,414
<b>11</b>	58,576	60,296	62,549	63,867	65,198
<b>12</b>	61,133	62,929	65,281	66,656	68,045
<b>13</b>	68,905	70,597	72,811	74,111	75,420
<b>14</b>	76,716	78,305	80,382	81,605	82,835

**YEAR 2**

2015-16

*Oaklyn*

\* Remain on step

**Salary Guide**

<b>Step</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>DR</b>
1	46,101	47,690	49,773	50,991	52,220
2	46,401	47,990	50,073	51,291	52,520
3	46,701	48,290	50,373	51,591	52,820
4	47,001	48,590	50,673	51,891	53,120
5	47,301	48,890	50,973	52,191	53,420
6	47,601	49,190	51,273	52,491	53,720
7	49,106	50,671	52,722	53,923	55,133
8	51,106	52,671	54,722	55,922	57,132
9	54,316	55,882	57,933	59,132	60,343
10	57,516	59,162	61,320	62,581	63,855
11	60,716	62,436	64,689	66,007	67,338
12	64,216	66,012	68,364	69,739	71,128
13	71,966	73,658	75,872	77,172	78,481
14	77,216	78,805	80,882	82,105	83,335

**YEAR 3**

2016-17

*Oaklyn*

\* Remain on step

**Salary Guide**

Step	BA	BA+30	MA	MA+30	DR
1	46,591	48,180	50,263	51,481	52,710
2	46,891	48,480	50,563	51,781	53,010
3	47,191	48,780	50,863	52,081	53,310
4	47,491	49,080	51,163	52,381	53,610
5	47,791	49,380	51,463	52,681	53,910
6	48,091	49,680	51,763	52,981	54,210
7	49,841	51,406	53,457	54,658	55,868
8	51,841	53,406	55,457	56,657	57,867
9	55,241	56,807	58,858	60,057	61,268
10	59,216	60,862	63,020	64,281	65,555
11	62,716	64,436	66,689	68,007	69,338
12	67,216	69,012	71,364	72,739	74,128
13	74,966	76,658	78,872	80,172	81,481
14	78,016	79,605	81,682	82,905	84,135



**YEAR 1**  
**2014-15**

**Oaklyn - Secretaries**

Salary Guide Step	8,500 10,500	
	District Secy 10	District Secy 12
1	23,464	31,964
2	24,064	32,564
3	24,664	33,164
4	25,264	33,764
5	26,384	34,884
6	27,544	36,044
7	28,704	39,204
8	29,864	40,364
9	31,024	41,524
10	32,184	42,684
11	33,344	43,844
12	35,579	46,079

**YEAR 2**  
**2015-16**

**Oaklyn - Secretaries**

<b>Salary Guide</b>		
	<b>District Secy</b>	<b>District</b>
<b>Step</b>	<b>10</b>	<b>Secy 12</b>
1	23,464	31,964
2	24,064	32,564
3	24,664	33,164
4	25,264	33,764
5	26,384	34,884
6	27,544	36,044
7	28,704	39,204
8	29,864	40,364
9	31,024	41,524
10	32,184	42,684
11	33,344	43,844
12	36,169	46,669

**YEAR 3**  
**2016-17**

**Oaklyn - Secretaries**

<b>Salary Guide</b>	<b>Step</b>	<b>8,500</b>	
		<b>District Secy 10</b>	<b>District Secy 12</b>
	<b>1</b>	23,464	31,964
	<b>2</b>	24,064	32,564
	<b>3</b>	24,664	33,164
	<b>4</b>	25,264	33,764
	<b>5</b>	26,384	34,884
	<b>6</b>	27,544	36,044
	<b>7</b>	28,704	39,204
	<b>8</b>	29,864	40,364
	<b>9</b>	31,024	41,524
	<b>10</b>	32,184	42,684
	<b>11</b>	33,344	43,844
	<b>12</b>	36,794	47,294