

A G R E E M E N T

between

City of Burlington Education Association

and

City of Burlington Board of Education

For Terms and Conditions of Employment

July 1, 2004 to June 30, 2007

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This Agreement entered into by and between the Board of Education of the City of Burlington, New Jersey, hereinafter called the "Board," and the City of Burlington Education Association, hereinafter called the "Association."

WITNESSETH

The Board of Education of the City of Burlington, New Jersey, and the City of Burlington Education Association, recognize that education is a public trust and are dedicated to providing the best possible educational opportunities for the children of this community. This objective may be best attained if there is a climate of mutual trust and understanding between the parties.

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement.

NOW, THEREFORE, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I

RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for non-supervisory certificated personnel, and secretarial and clerical employees excluding Superintendent of Schools, School Business Administrator, Principals, Vice-Principals, Supervisor of Early Childhood Education & Whole School Reform, Supervisor of Child Study Team and State and Federal Programs, Supervisor of 7-12 Guidance, and the following confidential Central Office staff members: Administrative Assistant to the Superintendent of Schools, Administrative Assistant to the School Business Administrator, Central Office Secretary, Accountant, Bookkeeper and Payroll Secretary.
- B. Unless otherwise indicated, the term "unit member", when used hereinafter in this Agreement, shall refer to all non-supervisory professional employees and secretarial and clerical employees represented by the Association in the negotiating unit as defined above, and references to male unit members shall include female unit members.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Board and the Association agree that, according to the provisions of Chapter 123, Public Laws of 1974, their representatives shall begin, in accordance with PERC guidelines, to meet at reasonable times, and negotiate in good faith, to complete a successor agreement.
- B. This Agreement shall not be modified, in whole or in part, by parties, except by an instrument, in writing, duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

- A. Any individual member or members shall have the right to appeal the application of policies and administrative decisions, affecting him, through administration channels. With respect to his grievances, he shall be assured freedom from restraints, interference, coercion, discrimination, or reprisal, in presenting his appeal.

- B. **DEFINITION OF TERMS**

- 1. **GRIEVANCE**

A claim based upon an event or condition which affects the welfare or working conditions of a unit member or group of unit members, which is contrary to this Agreement, established policy, or administrative decisions, governing or affecting employees.

- 2. **AN AGGRIEVED PERSON**

The person or persons making the claim.

- C. **PROCEDURE**

- Step 1**

Any employee (or employees), who has/have a complaint shall discuss it first with his/her appropriate supervisor, department chairperson, or principal, in an attempt to resolve the matter, informally, at that level.

- Step 2**

If, as a result of the discussion/s, the matter is not resolved to the satisfaction the unit member/s, he/she shall set forth his/her grievance, in writing, to the principal/supervisor within thirty (30) calendar days of the event giving rise to the grievance or when he/she reasonably could have known of the event.

The principal/supervisor shall communicate his decision to the unit member/s, in writing, along with supportive reasons, within five (5) school days of receipt of the written grievance.

- Step 3**

Unit member/s may appeal the principal's decision to the superintendent of schools within five (5) school days of receipt. The appeal to the superintendent must be made in writing, and must set forth the grounds upon which the grievance is based. The superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties, and, upon request, with the unit member/s or principal separately. He shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days of the receipt of the written grievance. The superintendent shall communicate his decision, in writing, along with supporting reasons, to the unit member/s and the principal.

- Step 4**

If the grievance is not resolved to the unit member/s satisfaction, he may request a review by the Board of Education. The request shall be submitted, in writing, within ten (10) school days, through the superintendent of schools, who shall attach all related papers and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance, hold a conference with the employee, if requested, and render a decision, in writing, along with supporting reasons, within thirty (30) calendar days of receipt of the written grievance.

Step 5

If the unit member/s is not satisfied with the disposition of his/her grievance, at Step 4, or if no decision has been rendered within thirty (30) calendar days after written receipt of the written grievance by the Board, whichever is sooner, the aggrieved unit member/s may seek binding arbitration, on grievances dealing with the interpretation, application, or violation of the express terms of the contract, through the American Arbitration Association, in accordance with its rules and regulations.

Step 6

In the event a grievance is filed at such time that it cannot be processed through all the steps in this 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.

D. Rights to Representation

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected or approved by the Association. When a unit member/s is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.

E. Miscellaneous

1. If, in the judgment of the Association, a grievance affects a group or class of unit members, the Association may submit such grievance, in writing, directly to the superintendent of schools and the processing of such grievance shall be commenced at Step 3. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
2. All documents, communications, and records, dealing with the processing of a grievance, shall be filed in a separate grievance file.
3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared, jointly, by the superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.
4. All meetings and hearings, under this procedure, shall not be conducted in public and shall include only such parties in interest, and their

designated or selected representatives, previously referred to in this Article.

- F. 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-tenured employee;
 2. In matters where a method of review is prescribed by law, or by ruling of the state commissioner of education, or the state board of education.
 3. In matters involving the sole discretion of the Board.
 4. The appointment to or lack of appointment to a position for which tenure is either not possible or not required.

ARTICLE IV

ASSOCIATION-ADMINISTRATION LIAISON

- A. The Association shall select a Liaison Committee, for each school building, which may meet with the principal at least once a month, for the duration of the school year, to review and discuss local school problems and practices and to play an active role in the revision or development of building policies.
- B. A maximum of six (6) Association representatives may meet with the superintendent and his designees, at least once a month during the school year (unless cancelled by mutual agreement) to review and discuss current school problems and practices and the administration of this Agreement.
1. During the course of each school year, the City of Burlington Board of Education and representatives of the City of Burlington Education Association shall meet to discuss items of mutual concern. The chairman of the group shall be the superintendent of schools. The purpose of such discussion may be as follows:
 - a. Evaluate problems and topics presented for discussion.
 - b. Gather facts for a complete understanding of problems and other matters of concern.
 - c. Discuss and attempt to arrive at a solution to problems for Board of Education consideration.
 - d. Make recommendations to their own body.
 2. The agenda shall be prepared jointly by the president of the City of Burlington Education Association and the superintendent of schools. Matters involving personalities shall not be discussed. Consultants, or others who may be invited to a meeting, shall come only with the pre-knowledge and consent of both parties.
 3. Other meetings may be convened at the request of the City of Burlington Education Association, the superintendent and/or the City of Burlington Board of Education, to discuss items of mutual concern.

ARTICLE V

UNIT MEMBER/S RIGHTS AND RESPONSIBILITIES

- A. The Board agrees that it shall not directly or indirectly discourage, deprive, or coerce, any unit member in the employment of any rights conferred by law.
- B. Nothing contained herein shall be construed to deny, or restrict, to any unit member, such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to unit members hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No unit member/s shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause.
- D. If a unit member/s is expressly required to appear before the superintendent of schools, then such unit member/s may be accompanied by one representative at such meeting. It is the obligation of the unit member/s to expressly make this determination. The superintendent shall provide the unit member/s with reasonable advance notice, in writing, with reasons for any meeting of an investigatory or disciplinary nature.
- E. All teachers in the elementary schools shall have a duty-free lunch period of fifty (50) minutes per day. All teachers in the intermediate school shall have a fifty (50) minute duty-free lunch daily except they may be assigned lunch supervision one (1) week out of every six (6) weeks ONLY in an emergency short-term situation (safety and welfare of students) upon approval of the building principal and the Superintendent of Schools.

ARTICLE VI

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available information concerning the financial resources of the district, or any other pertinent information.
- B. The Association and its representatives shall have the right to use school buildings, at reasonable hours, for meetings. Permission shall be obtained from the superintendent, in advance of the time and place of all such meetings.
- C. The Association shall have the right to use the inter-school mail facilities and school mailboxes, when necessary.
- D. 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 unit members, and to no other organizations.

ARTICLE VII

PERSONAL LIFE AND PROFESSIONAL RESPONSIBILITIES

- A. The personal life of a unit member is not an appropriate concern for the attention of the Board, except as it may directly, or indirectly, prevent the unit member from performing, properly, his/her assigned functions during the workday.

- B. Unit members shall be entitled to full rights of citizenship and no religious or political activities, of any unit member, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such unit member, providing said activities do not violate any local, state, or federal law.
- C. The teacher shall be required to use all reasonable efforts in following the curriculum guides, and all forms of instruction are subject to established supervisory and evaluative practices.
- D. The Board of Education agrees to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs, designed to improve the quality of instruction in the Burlington City School District.

ARTICLE VIII

PROTECTION OF UNIT MEMBER/S, STUDENTS AND PROPERTY

- A. As specified in Title 18A, a unit member may, within the scope of his employment, use and apply such amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, obtain possession of weapons, or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, and for the protection of persons or property, and shall enjoy all of the protection of said Title 18A.
- B. **Workers Compensation**

Unit members who are absent from duty on account of accidental injury, which is covered by compensation insurance carried by the Board of Education, are required to return, to the Board, the compensation allowable for the accident. Employees should not benefit financially by such accidents.
- C. All employees shall immediately report any injuries, no matter how slight, suffered by them in connection with their employment, to their superior.

ARTICLE IX

TEACHER WORK YEAR

- A.
 - 1. All openings for positions in the Adult School and Summer School shall be adequately publicized by the superintendent or director of the particular area.
 - 2. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Burlington City School District. The superintendent and Board shall have the final say.
- B. The teacher work year shall be 185 days between September 1 - June 30 during 04/05, 05/06 and 06/07. Any work required beyond 185, within said period, shall be paid at the teacher's prevailing rate, with exception of new teachers, who shall be required to work one (1) additional day for new teacher orientation, making a work year of 186 days during the

three year period. Also, one teacher workday would be reserved for professional inservice for each of the three years.

1. Teacher Work Day

a. Elementary

Effective September 1, 1991, elementary teachers will work ten (10) additional minutes of instruction within the current workday.

b. High School

Effective September 1, 1991, high school teachers will work ten (10) more minutes of instructional time within the work day, but the total required in-school work day will be reduced by ten (10) minutes.

- c. (1) For the 1996-97 school year, the Board of Education will implement a nine (9) period day at the high school. A representative bell schedule is attached and made a part hereof. (Appendix A)
- (2) Within the nine (9) period day, the normal teaching load for staff members shall be **six (6)** teaching periods, except for Physical Education teachers, whose normal teaching load shall be six (6) periods and no duty period.
- (3) If the six-period day is required for scheduling purposes, teachers who work a sixth period shall be compensated at a rate of \$25.40 per period x 183 periods for a total of \$4648 for the 04/05 school year, \$26.67 per period x 183 periods for a total of \$4,881 for 05/06 and **\$28.03** per period x 183 periods for a total of **\$5129** for the **06/07** school year. A pro-rated amount shall apply if the sixth period is for a shorter period of time during the year. The sixth teaching period would be assigned on a rotating seniority voluntary basis. This would include tenured and non-tenured staff. Assignments of staff to specialized courses such as physics, calculus, AP courses, etc. would be determined by the Superintendent of Schools and School Administrator. No department would be assigned more than four course coverages. There will be no reduction in work force caused by the six-period day except for reductions caused by retirement or unacceptable job performance.
- (4) Elimination of teaching duties for Athletic Trainer with no extra compensation. Flex time with approval of Athletic Director.

ARTICLE X

SECRETARIAL and CLERICAL WORK YEAR, HOLIDAYS AND CLOSING

A. All secretaries will be permitted to leave at 1:00 p.m. on the day before Thanksgiving, Christmas, and Good Friday. In addition, they will have off both days of the NJEA Convention.

B. Friday Dismissal:

All secretaries will be permitted to leave at 3:30 p.m., with the approval of their respective supervisors.

C. Work Hours:

Summer work hours will be 7:45 a.m. through 3:00 p.m. The summer work schedule will begin on the first Monday immediately following the formal closing of school for students, and cease one (1) day before the formal opening of school in September. Regular hours will be in effect during the school year 7:45 a.m. - 3:45 p.m. **Secretaries required to work beyond contractual hours shall be compensated at the hourly rate of \$20/hour in 2004/05 and 2005/06 and \$22/hour in 2006/07 for hours worked. All hours must be requested and approved by the superintendent of schools or his/her designee.**

D. Emergency Closing of School:

The Administrative Office (District Office) shall be closed on snow emergency days, when all other schools in the District are closed, except when the superintendent of schools determines otherwise.

Employees required to work on these days shall receive **an hourly rate of \$20/hour in 2004/05 and 2005/06 and \$22/hour in 2006/07** for hours worked. **All hours must be requested and approved by the superintendent of schools or his/her designee.**

E. Holidays:

The following paid holidays shall be granted to each clerical employee covered by this Agreement:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Easter Monday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day and Day following (Friday)
Christmas Day
Columbus Day*
Veterans' Day*

* If included on the approved school year calendar.

F. All offices will be closed during the winter and spring recess to coincide with the vacation periods of the teaching staff.

Exception: Any secretarial or clerical employees who have deadlines to meet with registers, state and federal reports, payroll, etc., are required to complete this work during the recess

time. However, they will receive **an hourly rate of \$20/hour in 2004/05 and 2005/06 and \$22/hour in 2006/07** for hours worked. **All hours must be requested and approved by the superintendent of schools or his/her designee.**

G. Vacations:

All twelve (12) month employees, covered by this Agreement, shall be entitled to paid vacations as follows:

1. During the first year of employment, each employee shall receive one (1) vacation day per month, for each month of service, up to a maximum of ten days per year. (Employment on, or before, the tenth of a month shall constitute one (1) month of service.
2. After one (1) through eight (8) years of continuous service, each employee shall receive ten (10) vacation days.
3. After eight (8) years of continuous service, each employee shall receive fifteen (15) vacation days.
4. After fifteen (15) years of continuous service, each employee shall receive twenty (20) vacation days.
5. All vacation schedules shall be subject to final approval by the superintendent of schools.

ARTICLE XI

TEACHER EVALUATION

A. General Criteria

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

2. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report by his evaluator. No such report shall be submitted, to the central office, placed in a teacher's file, or otherwise acted upon, without a prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

3. Derogatory Material

No material, derogatory to a teacher's conduct, service, character, or personality, shall be placed in his personnel file, unless the teacher has had an opportunity to review the material. The teacher shall also have the right to submit a written answer to such material, and such written answer shall be attached to the file copy.

4. Teacher Review of Personnel File

The teacher shall have the right to review his personnel file. Teacher will make appointments for personnel file review.

- B. A teacher shall be given a copy of his evaluation report prepared by his evaluator. The teacher shall acknowledge receipt of and confirm his knowledge of the written evaluation, by signature. The teacher's signature, however, shall not be interpreted as an assent to the contents signed. No additional comments shall be added by the evaluator once the report has been signed by the person being evaluated.

C. 18A:27-3.1 et seq P.L. 1975, CHAPTER132, approved June 30,1975

An Act concerning education and supplementing 'An Act concerning education and providing for continued employment of non-tenure teaching staff members and supplementing Title 18A of the New Jersey Statutes,' approved February 10, 1972 (P.L.1971, c. 436). be it enacted by the Senate and General Assembly of the State of New Jersey:

1. Every board of education in this State shall cause each non-tenure teaching staff member, employed by it, to be observed and evaluated in the performance of his duties at least three (3) times during each school year, but not less than once during each semester, provided that the number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one (1) academic year. Each evaluation shall be followed by a conference between that teaching staff member and his or her superior or superiors. The purpose of this procedure is to recommend as to re-employment, identify any deficiencies, extend assistance for their correction and improve professional competence.
2. Any teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered, may, within fifteen (15) days thereafter, request, in writing, a statement of the reasons for such non-employment which shall be given to the teaching staff member, in writing, within thirty (30) days after the receipt of such request.
3. The provisions of this act shall be carried out pursuant to rules established by the State Board of Education.

D. Supervisory Assistance for Teachers

In the event a teacher seeks the assistance, advice or counseling, of his immediate superior, concerning his teaching performance or related classroom problem, such a request shall be granted, within a reasonable time, at a mutual time acceptable to the parties.

ARTICLE XII

ABSENCE ON ACCOUNT OF PERSONAL BUSINESS

A. Personal Business Days

1. In the event a unit member has business that can be transacted only during the work hours, three (3) days absence shall be granted with pay.
2. The nature of the personal business need not be stated.
3. Requests for personal days shall be granted upon five (5) calendar days notice to the superintendent of schools or his designee.

4. The notice requirement may be waived by the superintendent in the case of emergency.
5. In the event of a school emergency, the superintendent may reject the request and require attendance on the day requested.
6. Any unused personal business days shall be added to a unit member's accumulated personal illness days for use in subsequent years.

ARTICLE XIII

ABSENCE ON ACCOUNT OF ILLNESS

- A.
 1. In case of absence from school on account of personal illness, a teacher shall be allowed full pay for ten (10) sick leave days during the school year, as of the first official day of said year. Annual sick leave days shall be accumulated.
 2. Accumulative
 - a. All full time secretarial and clerical unit members shall be entitled to one (1) sick day per month, i.e., twelve (12) days a calendar year for twelve month employees, and ten (10) days a calendar year for ten (10) month employees. Repeated lateness to work shall be grounds for disciplinary action, which may lead to dismissal.
 3. Unit members who commence employment after the beginning of the normal work year shall be granted pro-rata sick leave.
 4. To be eligible for retirement "bonus" pay, such unit member must have a minimum bank of fifty (50) days. Employees who retire from the City of Burlington School System under the provisions of the NJ Pension Plan shall be reimbursed at the rate of **\$50** per day for unused accumulated sick leave during **04/05**, **\$52** during **05/06**, and **\$54** per day during **06/07**.
 5. When an employee dies while in active employment in the District, compensation for unused sick days will become payable to the estate of the employee.
- C. Sick leave shall be defined as in Title 18A:30-1.
- D. Two (2) days shall be allowed each year for a family leave for illness in the immediate family, to include parents not living in the same household. This leave shall not be deducted from the accumulated personal leave record nor shall there be any deduction in pay. A written physician's certificate may be requested by the superintendent, after an absence of three (3) or more days. Any unused family illness days shall be added to a unit member's accumulated personal illness days for use in subsequent years.
- E. If the absence of any employee, on account of personal illness, exceeds ten (10) days in one (1) school year, plus the accumulated unused days of previous years, the Board will pay such employee each day's salary, less the pay of a substitute, for the length of time, determined by the Board, in each individual case. In the event of extended personal illness,

beyond the accumulative sick leave provisions, the Board of Education reserves the right to grant a sick leave of absence and employ a replacement for the sick employee.

- F. When an employee is in the care of a physician, and absence of more than three (3) days is necessary, the superintendent of schools should be given a physician's certificate of the illness. In each case of absence, the employee shall furnish the office a signed statement, certifying to personal illness, before being allowed pay for days absent on account of personal illness. Statement, certifying to absence, shall be made on official forms prepared by the superintendent of schools, and obtained from the building principals. Record of all absences will be kept on file in the superintendent's office.

ARTICLE XIV

TEMPORARY AND EXTENDED LEAVES OF ABSENCE

A. Death in the Immediate Family:

In the case of death of members of the immediate family (immediate family, as here used, means husband or wife, children, parents, grandparents, and close in-law relatives, brothers, sisters, or the death of any relative who has lived in the home of the unit member for some time preceding the death), such unit member shall be excused, without loss of pay, for a period not to exceed seven (7) calendar days, if the need is approved by the superintendent of schools. In the case of death of first aunts, uncles, first cousins, nieces, and nephews, one (1) day shall be allowed for the funeral.

B. Court Subpoena:

A unit member, who shall be required to attend a court of law by reason of having been served with a subpoena, shall be excused from school, without loss of pay, on account of attendance at court. Arrangements must be confirmed by the superintendent of schools.

C. Child-Rearing Leaves of Absence:

(The court has held that Title VII, of the Civil Rights Act of 1974, must be interpreted to provide that commencement and duration of leave shall be applied to disability due to pregnancy and childbirth on the same terms and conditions as applied to other temporary disabilities.)

Child-rearing leaves of absence shall be granted to full time unit members under contract. Such a leave shall be without salary. Application for child-rearing leave shall be made to the superintendent of schools, not later than thirty (30) days prior to the effective date of leave requested. Child-rearing leaves may continue for one (1) year from the time of initial absence and as much longer as may be necessary to extend the leave to the opening of the next school year. The Board reserves the right to permit a unit member to return to duty, earlier, if the best interest of the schools is served thereby. All unit members, desiring to return to active duty from leaves of absence, on account of child-rearing leaves of absence, may be asked to pass a medical examination. The Board of Education and the superintendent of schools, assume no responsibility for the reassigning unit members to the same school building or assignment.

D. Other Leaves of Absence:

Leaves of absence, without salary, may be granted by the Board of Education to unit members, under tenure, for reasons of health, advanced study or travel, or other reasonable causes. Applications for extended leaves of absence should be made, in writing, direct to the superintendent of schools for the consideration of the Board of Education. This provision is not to be construed to mean extended vacation.

E. Educational Conferences:

The superintendent of schools may, at his discretion, allow unit members to attend educational conferences or to visit other educational institutions, if it is professionally desirable, without suffering any loss in pay.

ARTICLE XV

HOSPITALIZATION AND INSURANCE PROTECTION

- A. The Board shall, when requested in writing, provide health care insurance protection designated below: The Board shall pay the individual premium or 100% of the premium for full family and dependents' coverage, when eligible for said full family and dependents' coverage. Amerihealth Personal Choice shall be the sole coverage for all new employees. All present employees currently having the Amerihealth "CMM" coverage will be "grandfathered" and may retain that coverage.
- B. The Board agrees for continuance of health care insurance, after retirement, on terms detailed in the Master Policies and Contracts agreed upon by the Board and the insurance company, upon the payment of the insurance premiums, by said unit member, payable directly to said insurance company, unless said procedure is changed by the Master Contract of Insurance.
- C. A description of the health care insurance coverage, provided under this Article, will be furnished to unit members by the Board.
- D. The Board shall continue to implement a Prescription Plan, for each unit member and dependent, eligible and participating in the Master Policy carried by the Board. It is agreed that the co-payments will be as follows: Effective 8/1/04 through 6/30/07, the co-pay will be as follows: Brand name: **\$15** co-pay; Generic: **\$10** co-pay; and Mail Order: **\$7** co-pay.
- E. The terms of this Article may only be changed by mutual consent of the parties, in writing.
- F. The Board will provide a Dental Program for all contracted unit members, and their families, who are eligible and participating in the Master Policy.
- G. Cash Incentive Program
Pursuant to Section 125 of the Internal Revenue Code, an employee covered by this agreement may drop their health benefits coverage and receive 25% of the cost of the premium in lieu of coverage offered by the Board. An employee covered by this agreement may, as an alternative, reduce their health benefits coverage (e.g. go from Family to Single) and receive 25% of the difference between the premium charges in lieu of covered offered by the Board. This cash benefit is taxable in accordance with IRS requirements. This incentive applies to health and prescription benefits. Dental coverage is excluded.

ARTICLE XVI
PUNCTUALITY

- A. Teachers shall indicate their presence for duty by placing the time in the appropriate column of the faculty 'sign-in' roster.
- B. Elementary teachers shall be free to leave their building at 3:20 p.m. (3:15 p.m. for intermediate school teachers) on Mondays through Thursdays.

High School teachers shall be free to leave their building at 2:40 p.m. on Mondays through Thursdays. The current practice covering Fridays and holiday eves shall continue as is.

ARTICLE XVII
NOTIFICATION OF VACANCIES

- A. No later than May 15th of each school year, the superintendent shall deliver, to the president of the City of Burlington Education Association, a list of any known vacancies which shall occur during the following school year. Any known vacancies, after that date, as aforesaid, will be transmitted to the president of the Association when feasible.
- B. Filing Requests
1. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement, of such desire, with the superintendent. Such a statement shall include the grade and/or subject to which the teacher desires to be transferred, in order to preference.
 2. In the determination of requests for transfers or re-assignments, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements, and best interest of the school system, as determined by the superintendent.
- C. Notice of a transfer, or re-assignment, shall be given to teachers as soon as possible.

ARTICLE XVIII
TUITION REIMBURSEMENT

- A. Teachers

The Board shall provide for a course reimbursement program, for teachers who attend an approved college or university, to the maximum amount of **twenty-six** thousand dollars (**\$26,000**) for **04/05**, **twenty-eight** thousand dollars (**\$28,000**) for **05/06** and **thirty** thousand dollars (**\$30,000**) for **06/07**. In order to qualify for reimbursement, the following requirements shall be met.

1. Courses will be of a graduate level, directly related to the teachers' area of instruction, specialty, or related field, and approved by the superintendent of schools.
2. Proof of successful completion of graduate courses shall be provided following completion of course.
 - a. by transcript
 - b. by affidavit where time does not permit
3. Each teaching staff member is eligible for reimbursement of up to nine (9) graduate level credits, up to the maximum of the appropriate, highest prevailing state college rate during the period July 1 through June 30 of any academic year.

4. Teaching staff members shall receive reimbursement for verified completion of graduate courses by June 30 of the school year in which the courses were taken. Reimbursement will be based on an equal distribution of funds available.
5. Undergraduate courses shall be reimbursed with the prior written approval of the superintendent.
6. **Beginning after July 1, 2004 if an employee leaves the district voluntarily, except for retirement, relocation more than 100 miles, military service or disability according to Social Security, said employee will be responsible for reimbursement for courses taken within the immediate 12 (24 months in the 2006-2007 contract) months prior to the resignation.**

B. Secretarial and Clerical

In the event an application for a non-credit college course is made, the credit value for tuition, comparable to a credit course, will be determined by the superintendent of schools, and will be a pre-requisite to his approval or rejection of such application. Requests for tuition reimbursement will be subject to the following:

The Board shall provide a reimbursement of up to one hundred twenty dollars (\$120.00) per credit for the duration of the contract to all unit members who take a course, or courses, provided that said unit member has received prior approval, for said course work, from the superintendent of schools.

2. Proof of successful completion of course(s) shall be provided no later than September and January, of each school year, following completion of course(s).
3. Secretarial and clerical employees shall receive reimbursement for verified completion of courses by June 30 of the school year in which the courses were taken.

ARTICLE XIX

SALARIES

Salary guide will be mutually developed by the parties with a view to adjusting the disparity between the steps.

- A. The salaries of all teachers, covered by this Agreement, are set forth in Schedule A(1), Schedule A(2) and Schedule A(3) which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education. Payment for extra duties and extra-curricular activities are set forth in Schedule B (1), Schedule B (2) and Schedule B (3), which are attached hereto, and made a part hereof, and have been adopted, by the Board, for school years **04/05, 05/06 and 06/07** respectively.
- B. The salaries for all office personnel, covered by this Agreement are set forth in Schedule C (1), Schedule C (2) and Schedule C (3), which are attached hereto and made a part hereof, and shall be interpreted as the salary, or guide, adopted by the Board of Education.
- C. Unit members may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid, to the employees, according to a schedule of payment(s) throughout the summer, as requested by the unit member.
- D. When a payday falls on, or during, a school holiday, vacation, or weekend, unit members shall receive their paychecks on the last previous working day.

- E. Teachers shall receive their final checks on the last scheduled pay date in June.
- F. Supplemental Pay
Honorariums and supplemental earnings will be paid by separate checks, at the conclusion of the activity.
- G. Salary Adjustment
The Board will adjust salaries, with regard to place on salary schedule, regarding credits completed, upon receipt of a letter, or affidavit, by September 15th, or February 15th, with final proof to be furnished by September 30th or February 28th. Actual payment adjustment to be made in the following month, retroactive.
- H. Emergency Coverage of Classes

The Board agrees that the assigning of teachers, for substitute class coverage, in an emergency, shall be on a voluntary basis. In the event no volunteers are available, teachers will be assigned on a rotating schedule. The per class/period rates are listed on the Honorarium Guides.
- I. Homebound Instruction

Payments for homebound instruction are listed on the Honorarium Guides.
- J. Traveling teachers shall be compensated at the rate of thirty cents (.30) per mile, while using their own automobiles on school business.
- K. Whenever possible, mentoring assignments shall be on a voluntary basis. Payments are listed on the Honorarium Guides.
- L. Two-Tiered Service Increments
 - 1. Teaching staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:
Service increments will be paid at the beginning of the 10th, 15th, 20th and 25th years of credited teaching experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1025)
25 years - \$375 (total \$1400)
 - 2. Teaching staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of 15 years of service in the district based on the following payouts:
15 years in District - \$350
20 years in District - \$375 (total \$725)
25 years in District - \$375 (total \$1100)
- M. Department Head Stipends will be included in the teacher's base salary for pension purposes.

ARTICLE XX

PREPARATION TIME

- A. The Board agrees to provide elementary teachers a minimum thirty (30) continuous minute period, for preparation time, with a minimum of one hundred fifty (150) minutes, per week, and no more than two (2) per day. Unless a situation develops requiring immediate emergency attention, preparation time shall be uninterrupted.
- B. All teachers in the intermediate, junior and senior high schools shall have, in addition to their lunch period, one (1) continuous preparation period each day that the students are present.

ARTICLE XXI

PROFESSIONAL DEVELOPMENT

A minimum of one school day other than the first day of school shall be used for staff inservice

The Superintendent of Schools shall credit hours towards the "100 Hour" professional development requirement in accordance with the "What Counts" guidelines set forth by the NJ Department of Education.

The Superintendent of Schools or his designee shall provide staff member with an appropriate Certificate of Completion within ten (10) days of the completion of any activity that qualifies for professional development credit under the NJDOE "What Counts" guidelines.

ARTICLE XXII

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 the hiring, training, assignment, promotion, transfer, or discipline of unit members, or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- B. Except as this Agreement shall otherwise provide, all terms and conditions of employment, applicable on the effective date of this Agreement to unit members covered by this Agreement, as established by the policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract, from any unit member benefit existing prior to its effective date.
- C. Any individual contract between the Board and a unit member heretofore or hereafter executed shall be subject to and consistent with, the terms and conditions of this Agreement. If an individual contract contains any language, inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. Copies of this Agreement shall be made available 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 presented to all unit members, 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 by certified mail or personal service to the following addresses:

If by Association to the Board:
 City of Burlington BOE
 518 Locust Avenue
 Burlington, NJ 08016

If by Board to the Association:
 Mr. Royce Brown, President
 118 Banwell Lane
 Mt. Laurel, NJ 08054

ARTICLE XXIII

REPRESENTATION FEE

A. Purpose of fee

If a unit member does not become a member of the Association during any membership year (i.e. from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee to the Association for the membership year. In the event employment terminates during the course of the school year, said employee will be charged only for the pro rata portion of active employment. The purpose of this fee will be to offset the unit member's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments, charged by the Association, to its own members, for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal, in amount, to the regular membership dues, initiation fees and assessments, charged by the Association to its own member. The representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year, immediately following the effective date of the change.

C. Deduction and Transmission of Fee

1. Notification

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

2. Payroll Deduction Schedule

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

- a. Ten (10) days after receipt of the aforesaid list by the Board, or,

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

3. Termination of Employment

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

4. Mechanics

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

5. Changes

The Association will notify the Board, in writing, of any changes in the list provided for in paragraph one (1) above, and/or the amount of the representation fee, prior to the beginning of the membership year, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. New Unit Members

On, or about, the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit, to the Association, a list of all new unit members represented by the Association, who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such unit members.

- D. The enactment of the deduction of the representation fee is in accordance with Chapter 477, P.L. 1979, of the New Jersey State Law. The Board will be held 'safe and harmless,' by the Association, in any action taken to stop this representation fee from being deducted from a non-member's paycheck.

ARTICLE XXIV

SECRETARIAL & CLERICAL EMPLOYMENT PROCEDURES

- A. Any employee employed prior to January 1st of any school year, shall be given full credit for one (1) year of service toward the next increment step for the following year.

B. Resignation

- 1. An employee who is resigning from her position shall be required to give fourteen days (14) notice, to the Administration Office.

2. Earned vacation shall be paid according to the proportion of full months worked, to the total contract year, unless proper notice (14 days) has not been given.

3. If the full fourteen days (14 days) notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice.

C. Notification of Contract and Salary

1. Where possible, employees, covered by this Agreement, shall be notified of their contract, and salary status for the ensuing year, no later than May 15th.

D. All secretarial and clerical assignments, covered by this contract, shall be determined by the superintendent of schools.

E. Seniority

Reduction in force shall be by the seniority for tenured secretaries and clerical personnel within existing job classifications. For purposes of RIF, classifications shall be:

1. 12 month secretaries
2. 10 month secretaries
3. clerk/typists

For purposes of classification, lead secretary high school and bookkeeper/machine operator shall be within 12 month or 10 month secretarial classifications.

ARTICLE XXV

DURATION OF AGREEMENT

This Agreement shall be effective as of the FIRST day of JULY 2004 and shall continue in effect until June 30, 2007 respectively, but shall not apply to non- tenured unit members whose terms of contract, as to duration, shall be governed by separate, individual contracts. Nor shall this action apply to a contract executed for employment after the school year, included, but not limited to summer school programs and curriculum workshops.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president(s), attested by their respective secretaries this 26th day of July, 2004.

ATTEST:

Board of Education
City of Burlington

Craig H. Wilkie, Business Administrator

Tanya Dickerson, President

ATTEST:

City of Burlington
Education Association

SUSAN ANDRIS, Secretary

ROYCE BROWN, President

**CITY OF BURLINGTON PUBLIC SCHOOLS
2004/2005 TEACHERS' SALARY GUIDE**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1	\$41,403	\$43,259	\$44,439	\$45,463	\$46,464	\$47,295
2	\$41,610	\$43,467	\$44,647	\$45,670	\$46,672	\$47,502
3	\$41,817	\$43,674	\$44,854	\$45,877	\$46,879	\$47,709
4	\$42,025	\$43,882	\$45,061	\$46,085	\$47,086	\$47,917
5	\$42,189	\$44,046	\$45,226	\$46,250	\$47,251	\$48,082
6	\$42,556	\$44,413	\$45,593	\$46,617	\$47,618	\$48,449
7	\$42,924	\$44,780	\$45,960	\$46,984	\$47,985	\$48,816
8	\$43,482	\$45,339	\$46,519	\$47,542	\$48,544	\$49,374
9	\$44,210	\$46,067	\$47,247	\$48,270	\$49,272	\$50,102
10	\$45,040	\$46,897	\$48,076	\$49,100	\$50,101	\$50,932
11	\$46,465	\$48,322	\$49,502	\$50,525	\$51,527	\$52,357
12	\$49,148	\$51,005	\$52,185	\$53,209	\$54,210	\$55,041
13	\$50,244	\$52,101	\$53,281	\$54,304	\$55,306	\$56,136
14	\$51,341	\$53,198	\$54,378	\$55,401	\$56,403	\$57,233
15	\$53,272	\$55,129	\$56,309	\$57,332	\$58,333	\$59,164
16	\$55,236	\$57,092	\$58,272	\$59,296	\$60,297	\$61,128
17	\$56,498	\$58,355	\$59,535	\$60,558	\$61,560	\$62,390
18	\$57,713	\$59,570	\$60,750	\$61,774	\$62,775	\$63,606
19	\$64,823	\$66,680	\$67,860	\$68,883	\$69,884	\$70,715
20	\$71,931	\$73,788	\$74,968	\$75,991	\$76,993	\$77,823

Service Increments for
Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

At the beginning of the 10th, 15th, 20th and 25th years of credited experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1025)
25 years - \$375 (total \$1400)

Career Adjustments shall be frozen during the term of this contract.

Service Increments for
Employment After 12/29/95:

2. Teaching staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of service in district:

At the completion of 15, 20 and 25 years of service in the district:
15 years in District - \$350
20 years in District - \$375 (total \$725)
25 years in District - \$375 (total \$1100)

**CITY OF BURLINGTON PUBLIC SCHOOLS
2005/2006 TEACHERS' SALARY GUIDE**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1	\$42,944	\$44,868	\$46,091	\$47,152	\$48,190	\$49,051
2	\$43,144	\$45,068	\$46,291	\$47,352	\$48,390	\$49,251
3	\$43,344	\$45,268	\$46,491	\$47,552	\$48,590	\$49,451
4	\$43,559	\$45,483	\$46,706	\$47,767	\$48,805	\$49,666
5	\$43,729	\$45,654	\$46,877	\$47,938	\$48,976	\$49,837
6	\$44,110	\$46,034	\$47,257	\$48,318	\$49,356	\$50,217
7	\$44,490	\$46,415	\$47,638	\$48,699	\$49,737	\$50,597
8	\$45,069	\$46,994	\$48,217	\$49,278	\$50,316	\$51,177
9	\$45,824	\$47,749	\$48,971	\$50,032	\$51,070	\$51,931
10	\$46,684	\$48,608	\$49,831	\$50,892	\$51,930	\$52,791
11	\$48,161	\$50,086	\$51,309	\$52,370	\$53,408	\$54,268
12	\$50,942	\$52,867	\$54,090	\$55,151	\$56,189	\$57,050
13	\$52,078	\$54,003	\$55,226	\$56,287	\$57,325	\$58,185
14	\$53,215	\$55,140	\$56,363	\$57,424	\$58,462	\$59,322
15	\$55,216	\$57,141	\$58,364	\$59,425	\$60,463	\$61,323
16	\$57,252	\$59,176	\$60,399	\$61,460	\$62,498	\$63,359
17	\$58,561	\$60,485	\$61,708	\$62,769	\$63,807	\$64,668
18	\$59,820	\$61,745	\$62,968	\$64,028	\$65,066	\$65,927
19	\$67,189	\$69,114	\$70,336	\$71,397	\$72,435	\$73,296
20	\$74,557	\$76,481	\$77,704	\$78,765	\$79,803	\$80,664

Service Increments for
Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

At the beginning of the 10th, 15th, 20th and 25th years of credited experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1025)
25 years - \$375 (total \$1400)

Career Adjustments shall be frozen during the term of this contract.

Service Increments for
Employment After 12/29/95:

2. Teaching staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of service in district:

At the completion of 15, 20 and 25 years of service in the district:
15 years in District - \$350
20 years in District - \$375 (total \$725)
25 years in District - \$375 (total \$1100)

**CITY OF BURLINGTON PUBLIC SCHOOLS
2006/2007 TEACHERS' SALARY GUIDE**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30
1	\$44,554	\$46,549	\$47,817	\$48,916	\$49,992	\$50,884
2	\$44,754	\$46,749	\$48,017	\$49,116	\$50,192	\$51,084
3	\$44,954	\$46,949	\$48,217	\$49,316	\$50,392	\$51,284
4	\$45,154	\$47,149	\$48,417	\$49,516	\$50,592	\$51,484
5	\$45,331	\$47,326	\$48,594	\$49,693	\$50,769	\$51,662
6	\$45,725	\$47,720	\$48,988	\$50,088	\$51,164	\$52,056
7	\$46,119	\$48,115	\$49,382	\$50,482	\$51,558	\$52,450
8	\$46,720	\$48,715	\$49,983	\$51,082	\$52,158	\$53,051
9	\$47,502	\$49,497	\$50,765	\$51,864	\$52,940	\$53,833
10	\$48,393	\$50,388	\$51,656	\$52,756	\$53,832	\$54,724
11	\$49,925	\$51,290	\$53,188	\$54,287	\$55,363	\$56,256
12	\$52,808	\$54,803	\$56,071	\$57,170	\$58,246	\$59,139
13	\$53,985	\$55,981	\$57,248	\$58,348	\$59,424	\$60,316
14	\$55,164	\$57,159	\$58,427	\$59,526	\$60,603	\$61,495
15	\$57,238	\$59,233	\$60,501	\$61,601	\$62,677	\$63,569
16	\$59,348	\$61,343	\$62,611	\$63,711	\$64,787	\$65,679
17	\$60,705	\$62,700	\$63,968	\$65,067	\$66,144	\$67,036
18	\$65,487	\$67,482	\$68,750	\$69,849	\$70,925	\$71,818
19	\$71,287	\$73,282	\$74,550	\$75,649	\$76,725	\$77,618
20	\$77,287	\$79,282	\$80,550	\$81,649	\$82,725	\$83,618

Service Increments for

Employment Prior to 12/29/95:

1. Teaching staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:

At the beginning of the 10th, 15th, 20th and 25th years of credited experience:
 10 years - \$300
 15 years - \$350 (total \$650)
 20 years - \$375 (total \$1025)
 25 years - \$375 (total \$1400)

Career Adjustments shall be frozen during the term of this contract.

Service Increments for

Employment After 12/29/95:

2. Teaching staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of service in district:

At the completion of 15, 20 and 25 years of service in the district:
 15 years in District - \$350
 20 years in District - \$375 (total \$725)
 25 years in District - \$375 (total \$1100)

CITY OF BURLINGTON PUBLIC SCHOOLS
Burlington, New Jersey

**2004-2005
SECRETARIAL/CLERICAL SALARY GUIDE**

<u>STEP</u>	<u>12-MONTH SECRETARY</u>	<u>10-MONTH SECRETARY</u>	<u>12-MONTH CLERK/TYPIST</u>	<u>10-MONTH CLERK/TYPIST</u>
1	\$26,621	\$22,184	\$24,196	\$20,163
2	\$27,121	\$22,600	\$24,696	\$20,580
3	\$28,647	\$23,871	\$26,222	\$21,850
4	\$30,207	\$25,172	\$27,782	\$23,151
5	\$31,732	\$26,442	\$29,307	\$24,422
6	\$33,257	\$27,713	\$30,832	\$25,693
7	\$34,864	\$29,052	\$32,439	\$27,031
8	\$36,414	\$30,344	\$33,989	\$28,323
9	\$38,803	\$32,335	\$36,378	\$30,314
10	\$45,568	\$37,972	\$43,143	\$35,951

Service Increments for
Employment Prior to 12/29/95:

1. Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:
At the beginning of the 10th, 15th, 20th and 25th years of credited experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1025)
25 years - \$375 (total \$1400)

Service Increments for
Employment After 12/29/95:

2. Secretarial staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of service in district:
At the completion of 15, 20 and 25 years of service in the district:
15 years in District - \$350
20 years in District - \$375 (total \$375)
25 years in District - \$375 (total \$1100)

CITY OF BURLINGTON PUBLIC SCHOOLS
Burlington, New Jersey

**2005-2006
SECRETARIAL/CLERICAL SALARY GUIDE**

<u>STEP</u>	<u>12-MONTH SECRETARY</u>	<u>10-MONTH SECRETARY</u>	<u>12-MONTH CLERK/TYPIST</u>	<u>10-MONTH CLERK/TYPIST</u>
1	\$28,121	\$23,433	\$25,696	\$21,412
2	\$28,621	\$23,850	\$26,196	\$21,829
3	\$29,121	\$24,266	\$26,696	\$22,245
4	\$30,707	\$25,588	\$28,282	\$23,567
5	\$32,257	\$26,880	\$29,832	\$24,859
6	\$33,808	\$28,172	\$31,383	\$26,151
7	\$35,441	\$29,533	\$33,016	\$27,512
8	\$37,017	\$30,846	\$34,592	\$28,825
9	\$39,446	\$32,870	\$37,021	\$30,849
10	\$46,616	\$38,845	\$44,191	\$36,824

Service Increments for
Employment Prior to 12/29/95:

1. Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:
At the beginning of the 10th, 15th, 20th and 25th years of credited experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1025)
25 years - \$375 (total \$1400)

Service Increments for
Employment After 12/29/95:

2. Secretarial staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of service in district:
At the completion of 15, 20 and 25 years of service in the district:
15 years in District - \$350
20 years in District - \$375 (total \$375)
25 years in District - \$375 (total \$1100)

CITY OF BURLINGTON PUBLIC SCHOOLS
Burlington, New Jersey

**2006-2007
SECRETARIAL/CLERICAL SALARY GUIDE**

<u>STEP</u>	<u>12-MONTH SECRETARY</u>	<u>10-MONTH SECRETARY</u>	<u>12-MONTH CLERK/TYPIST</u>	<u>10-MONTH CLERK/TYPIST</u>
1	\$29,514	\$24,594	\$27,089	\$22,573
2	\$30,014	\$25,011	\$27,589	\$22,990
3	\$30,514	\$25,427	\$28,089	\$23,407
4	\$31,014	\$25,844	\$28,589	\$23,823
5	\$32,580	\$27,149	\$30,155	\$25,128
6	\$34,146	\$28,454	\$31,721	\$26,433
7	\$35,795	\$29,828	\$33,370	\$27,807
8	\$37,387	\$31,155	\$34,962	\$29,134
9	\$42,593	\$35,493	\$40,168	\$33,472
10	\$47,800	\$39,832	\$45,375	\$37,811

Service Increments for
Employment Prior to 12/29/95:

1. Secretarial staff members employed in the District prior to Dec. 29, 1995 will receive service increments in accordance with past practice as follows:
At the beginning of the 10th, 15th, 20th and 25th years of credited experience:
10 years - \$300
15 years - \$350 (total \$650)
20 years - \$375 (total \$1025)
25 years - \$375 (total \$1400)

Service Increments for
Employment After 12/29/95:

2. Secretarial staff members employed in the District on or after Dec. 29, 1995 will not receive service increments until completion of service in district:
At the completion of 15, 20 and 25 years of service in the district:
15 years in District - \$350
20 years in District - \$375 (total \$375)
25 years in District - \$375 (total \$1100)

2004-2005
 WWIS HONORARIUMS
 (4.95%)

SCHEDULE B(1)-5

<u>ACTIVITY</u>	<u>UNITS</u>	\$142 <u>First year</u> <u>Experience</u>	\$155 <u>Second Year</u> <u>Experience</u>	\$167 <u>Third Year</u> <u>Experience</u>
NEWSPAPER	12	1704	1860	2004
YEARBOOK	7	994	1085	1169
CHORUS	15	2130	2325	2505
STUDENT COUNCIL	6	852	930	1002
INTRAMURALS	4	568	620	668
TEAM LEADERS (6)	15	2130	2325	2505
SEP DIRECTOR		2720		
BATTLE OF THE BOOKS	9	1278	1395	1503
K-8 TECHNOLOGY SPECIALIST	15	2130	2325	2505
K-3 MUSIC ADVISOR	4	568	620	668
HEAD TEACHER		7825	7825	7825
SFA FAMILY SUPPORT COORDINATOR		2250	2250	2250
JROTC GUARD	7	\$994	\$1,085	\$1,169

2004-2005
ATHLETIC HONORARIUMS
(4.95%)

SCHEDULE B(1)-1

<u>ACTIVITY</u>		\$142	\$155	\$167
		First year Experience	Second Year Experience	Third Year Experience
FOOTBALL	Head Coach	7141	7540	8218
	Assistant Coach	4841	5262	6016
BASKETBALL	Head Coach	7020	7195	8134
	Assistant Coach	3865	4435	5246
WRESTLING	Head Coach	7020	7195	8134
	Assistant Coach	4023	4435	5246
TRACK	Head Coach	5243	5642	6409
	Assistant Coach	3562	3967	4769
SOFTBALL	Head Coach	5243	5642	6409
	Assistant Coach	3562	3967	4769
SOCCER	Head Coach	5243	5642	6409
	Assistant Coach	3562	3967	4769
FIELD HOCKEY	Head Coach	5243	5642	6409
	Assistant Coach	3562	3967	4769
BASEBALL	Head Coach	5243	5642	6409
	Assistant Coach	3562	3967	4769
GOLF	Head Coach	3204	3658	4540
TENNIS	Head Coach	3204	3658	4540
CROSS COUNTRY	Head Coach	3204	3658	4540
CHEERLEADER ADV.				
	Football 28 Units	3967	4349	4672
	Basketball 32 Units	4534	4970	5340
COLOR GUARD				
	Fall 29 Units	4109	4504	4839
	Winter 27 Units	3825	4194	4506
INTRAMURALS		3436	3436	3436
WEIGHTLIFTING				
	Winter	2403	2727	2904
	Spring	2403	2727	2904
WRESTLING	Head Coach	7020	7195	8134

2004-2005
 BCHS HONORARIUMS
 (4.95%)

SCHEDULE B(1)-2

<u>ACTIVITY</u>		<u>UNITS</u>	<u>\$142 First year Experience</u>	<u>\$155 Second Year Experience</u>	<u>\$167 Third Year Experience</u>
9-12 Yearbook	Editorial	35	4970	5425	5845
	Business	29	4118	4495	4843
9-12 Arrowhead		15	2130	2325	2505
Band	Director	85	12070	13175	14195
	Assistant	19	2698	2945	3173
Marching Band	Drills Adv.	20	2840	3100	3340
Percussion	Advisor	27	3834	4185	4509
Jazz Ensemble		20	2840	3100	3340
Chorus	Director	23	3266	3565	3841
School Play	Drama	21	2982	3255	3507
	Chorus	8	1136	1240	1336
Chess		20	2840	3100	3340
Student Council		18	2556	2790	3006
Key Club		12	1704	1860	2004
Honor Society		10	1420	1550	1670
Fire Squad		8	1136	1240	1336
Future Business Leaders of America		8	1136	1240	1336
Future Teachers of America		8	1136	1240	1336
Future Nurses		8	1136	1240	1336
SEPIA		8	1136	1240	1336
Emergency Class Coverage			21		
Homebound Instruction			38		
Mileage			30 cents/mile		
Mentor Teacher			748		

2004-2005
 BCHS HONORARIUMS
 (4.95%)

SCHEDULE B(1)-3

<u>ACTIVITY</u>	<u>UNITS</u>	<u>\$142 First year Experience</u>	<u>\$155 Second Year Experience</u>	<u>\$167 Third Year Experience</u>
Spectrum	5	710	775	835
Director of Publicity	43	6106	6665	7181
Coor. Vocational Funding	21	2982	3255	3507
Coor. Driver Education	7	994	1085	1169
Class Advisors	15	2130	2325	2505
*Department Chairpersons		7124	7124	7124
Driver Ed Instructors		37.6		
Summer School Teachers		37.6		
After-School Instructors		37.6		
Curriculum Writing		37.6		
Detention Supervisors		37.6		
Saturday Detention		37.6		
Chaperones		59 per session		
Ticket Receipts	20			
Peer Leadership(overnight)		79 per night		
Activities Account Treasurer		5361 12 months		
Rights-to-Know Coor.		2988 10 months plus 5 days		
Webmaster	21	2982	3255	3507
Mock Trial Advisor	7	994	1085	1169
SMT Chair	6	852	930	1,002
SMT Member	5	710	775	835

*Includes 10 days during the summer months for curriculum writing, interviewing, etc.

2004-2005
7/8 HONORARIUMS
(4.95%)

SCHEDULE B(1)-4

<u>ACTIVITY</u>	<u>UNITS</u>	<u>\$142 First year Experience</u>	<u>\$155 Second Year Experience</u>	<u>\$167 Third Year Experience</u>
Art	9	1278	1395	1503
Band	20	2840	3100	3340
Basketball (Girls)	21	2982	3255	3507
Basketball (Boys)	21	2982	3255	3507
Battle of the Books	9	1278	1395	1503
Builders' Club	6	852	930	1002
Cheerleaders	14	1988	2170	2338
Chorus	10	1420	1550	1670
Class Advisor	15	2130	2325	2505
Drama Club	12	1704	1860	2004
Environmental Club	3	426	465	501
Intramurals	4	568	620	668
Musical	15	2130	2325	2505
National Junior Honor Society	10	1420	1550	1670
Newspaper	12	1704	1860	2004
Student Council	9	1278	1395	1503
Yearbook	9	1278	1395	1503
7/8 Field Hockey	21	2982	3255	3507
7/8 Boys' Soccer	21	2982	3255	3507
7/8 Girls' Soccer	21	2982	3255	3507
7/8 Wrestling	21	2982	3255	3507
7/8 Softball	21	2982	3255	3507

2005-2006
ATHLETIC HONORARIUMS
(5%)

SCHEDULE B(2)-1

<u>ACTIVITY</u>		\$149 First year Experience	\$163 Second Year Experience	\$175 Third Year Experience	
FOOTBALL	Head Coach	7498	7917	8628	
	Assistant Coach	5083	5525	6317	
BASKETBALL	Head Coach	7371	7555	8540	
	Assistant Coach	4059	4657	5509	
WRESTLING	Head Coach	7371	7555	8540	
	Assistant Coach	4224	4657	5509	
TRACK	Head Coach	5505	5924	6730	
	Assistant Coach	3740	4165	5007	
SOFTBALL	Head Coach	5505	5924	6730	
	Assistant Coach	3740	4165	5007	
SOCCER	Head Coach	5505	5924	6730	
	Assistant Coach	3740	4165	5007	
FIELD HOCKEY	Head Coach	5505	5924	6730	
	Assistant Coach	3740	4165	5007	
BASEBALL	Head Coach	5505	5924	6730	
	Assistant Coach	3740	4165	5007	
GOLF	Head Coach	3364	3840	4767	
TENNIS	Head Coach	3364	3840	4767	
CROSS COUNTRY	Head Coach	3364	3840	4767	
CHEERLEADER ADV.					
	Football	28 Units	4165	4567	4906
	Basketball	32 Units	4761	5219	5607
COLOR GUARD					
	Fall	29 Units	4314	4730	5081
	Winter	27 Units	4017	4403	4731
INTRAMURALS		3608	3608	3608	
WEIGHTLIFTING					
	Winter	2524	2863	3049	
	Spring	2524	2863	3049	

2005-2006
 BCHS HONORARIUMS
 (5%)

SCHEDULE B(2)-2

<u>ACTIVITY</u>		<u>UNITS</u>	<u>\$149 First year Experience</u>	<u>\$163 Second Year Experience</u>	<u>\$175 Third Year Experience</u>
9-12 Yearbook	Editorial	35	5215	5705	6125
	Business	29	4321	4727	5075
9-12 Arrowhead		15	2235	2445	2625
Band	Director	85	12665	13855	14875
	Assistant	19	2831	3097	3325
Marching Band	Drills Adv.	20	2980	3260	3500
Percussion	Advisor	27	4023	4401	4725
Jazz Ensemble		20	2980	3260	3500
Chorus	Director	23	3427	3749	4025
School Play	Drama	21	3129	3423	3675
	Chorus	8	1192	1304	1400
Chess		20	2980	3260	3500
Student Council		18	2682	2934	3150
Key Club		12	1788	1956	2100
Honor Society		10	1490	1630	1750
Fire Squad		8	1192	1304	1400
Future Business Leaders of America		8	1192	1304	1400
Future Teachers of America		8	1192	1304	1400
Future Nurses		8	1192	1304	1400
SEPIA		8	1192	1304	1400
Emergency Class Coverage			22		
Homebound Instruction			40		
Mileage			30 cents/mile		
Mentor Teacher			786		

2005-2006
 BCHS HONORARIUMS
 (5%)

SCHEDULE B(2)-3

<u>ACTIVITY</u>	<u>UNITS</u>	<u>\$149 First year Experience</u>	<u>\$163 Second Year Experience</u>	<u>\$175 Third Year Experience</u>
Spectrum	5	745	815	875
Director of Publicity	43	6407	7009	7525
Coor. Vocational Funding	21	3129	3423	3675
Coor. Driver Education	7	1043	1141	1225
Class Advisors	15	2235	2445	2625
*Department Chairpersons		7480	7480	7480
Driver Ed Instructors		39.5		
Summer School Teachers		39.5		
After-School Instructors		39.5		
Curriculum Writing		39.5		
Detention Supervisors		39.5		
Saturday Detention		39.5		
Chaperones		62 per session		
Ticket Receipts	20			
Peer Leadership(overnight)		83 per night		
Activities Account Treasurer		5629 12 months		
Rights-to-Know Coor.		3137 10 months plus 5 days		
Webmaster	21	3129	3423	3675
Mock Trial Advisor	7	1043	1141	1225
SMT Chair	6	894	978	1,050
SMT Member	5	745	815	875

*Includes 10 days during the summer months for curriculum writing, interviewing, etc.

2005-2006
7/8 HONORARIUMS
(5%)

SCHEDULE B(2)-4

<u>ACTIVITY</u>	<u>UNITS</u>	<u>\$149 First year Experience</u>	<u>\$163 Second Year Experience</u>	<u>\$175 Third Year Experience</u>
Art	9	1341	1467	1575
Band	20	2980	3260	3500
Basketball (Girls)	21	3129	3423	3675
Basketball (Boys)	21	3129	3423	3675
Battle of the Books	9	1341	1467	1575
Builders' Club	6	894	978	1050
Cheerleaders	14	2086	2282	2450
Chorus	10	1490	1630	1750
Class Advisor	15	2235	2445	2625
Drama Club	12	1788	1956	2100
Environmental Club	3	447	489	525
Intramurals	4	596	652	700
Musical	15	2235	2445	2625
National Junior Honor Society	10	1490	1630	1750
Newspaper	12	1788	1956	2100
Student Council	9	1341	1467	1575
Yearbook	9	1341	1467	1575
7/8 Field Hockey	21	3129	3423	3675
7/8 Boys' Soccer	21	3129	3423	3675
7/8 Girls' Soccer	21	3129	3423	3675
7/8 Wrestling	21	3129	3423	3675
7/8 Softball	21	3129	3423	3675

2005-2006
WWIS HONORARIUMS
(5%)

SCHEDULE B(2)-5

<u>ACTIVITY</u>	<u>UNITS</u>	\$149 <u>First year</u> <u>Experience</u>	\$163 <u>Second Year</u> <u>Experience</u>	\$175 <u>Third Year</u> <u>Experience</u>
NEWSPAPER	12	1788	1956	2100
YEARBOOK	7	1043	1141	1225
CHORUS	15	2235	2445	2625
STUDENT COUNCIL	6	894	978	1050
INTRAMURALS	4	596	652	700
TEAM LEADERS (6)	15	2235	2445	2625
SEP DIRECTOR		2720		
BATTLE OF THE BOOKS	9	1341	1467	1575
K-8 TECHNOLOGY SPECIALIST	15	2235	2445	2625
K-3 MUSIC ADVISOR	4	596	652	700
HEAD TEACHER		8216	8216	8216
SFA FAMILY SUPPORT COORDINATOR		2363	2363	2363

2006-2007
ATHLETIC HONORARIUMS
(5.1%)

SCHEDULE B(3)-1

<u>ACTIVITY</u>		\$156	\$171	\$184
		First year Experience	Second Year Experience	Third Year Experience
FOOTBALL	Head Coach	7880	8320	9069
	Assistant Coach	5343	5807	6639
BASKETBALL	Head Coach	7747	7940	8976
	Assistant Coach	4266	4894	5790
WRESTLING	Head Coach	7747	7940	8976
	Assistant Coach	4439	4894	5790
TRACK	Head Coach	5786	6226	7073
	Assistant Coach	3931	4378	5263
SOFTBALL	Head Coach	5786	6226	7073
	Assistant Coach	3931	4378	5263
SOCCER	Head Coach	5786	6226	7073
	Assistant Coach	3931	4378	5263
FIELD HOCKEY	Head Coach	5786	6226	7073
	Assistant Coach	3931	4378	5263
BASEBALL	Head Coach	5786	6226	7073
	Assistant Coach	3931	4378	5263
GOLF	Head Coach	3536	4036	5010
TENNIS	Head Coach	3536	4036	5010
CROSS COUNTRY	Head Coach	3536	4036	5010
CHEERLEADER ADV.				
Football	28 Units	4378	4799	5156
Basketball	32 Units	5003	5485	5893
COLOR GUARD				
Fall	29 Units	4534	4971	5340
Winter	27 Units	4222	4628	4972
INTRAMURALS		3792	3792	3792
WEIGHTLIFTING				
Winter		2652	3009	3205
Spring		2652	3009	3205
WRESTLING	10 Units	4070	4378	4686

2006-2007
 BCHS HONORARIUMS
 (5.1%)

SCHEDULE B(3)-2

<u>ACTIVITY</u>		<u>UNITS</u>	<u>\$156 First year Experience</u>	<u>\$171 Second Year Experience</u>	<u>\$184 Third Year Experience</u>
9-12 Yearbook	Editorial	35	5460	5985	6440
	Business	29	4524	4959	5336
9-12 Arrowhead		15	2340	2565	2760
Band	Director	85	13260	14535	15640
	Assistant	19	2964	3249	3496
Marching Band	Drills Adv.	20	3120	3420	3680
Percussion	Advisor	27	4212	4617	4968
Jazz Ensemble		20	3120	3420	3680
Chorus	Director	23	3588	3933	4232
School Play	Drama	21	3276	3591	3864
	Chorus	8	1248	1368	1472
Chess		20	3120	3420	3680
Student Council		18	2808	3078	3312
Key Club		12	1872	2052	2208
Honor Society		10	1560	1710	1840
Fire Squad		8	1248	1368	1472
Future Business Leaders of America		8	1248	1368	1472
Future Teachers of America		8	1248	1368	1472
Future Nurses		8	1248	1368	1472
SEPIA		8	1248	1368	1472
Emergency Class Coverage			23		
Homebound Instruction			42		
Mileage			30 cents/mile		
Mentor Teacher			826		

2006-2007
 BCHS HONORARIUMS
 (5.1%)

SCHEDULE B(3)-3

<u>ACTIVITY</u>	<u>UNITS</u>	<u>\$156 First year Experience</u>	<u>\$171 Second Year Experience</u>	<u>\$184 Third Year Experience</u>
Spectrum	5	780	855	920
Director of Publicity	43	6708	7353	7912
Coor. Vocational Funding	21	3276	3591	3864
Coor. Driver Education	7	1092	1197	1288
Class Advisors	15	2340	2565	2760
*Department Chairpersons		7862	7862	7480
Driver Ed Instructors		41.5		
Summer School Teachers		41.5		
After-School Instructors		41.5		
Curriculum Writing		41.5		
Detention Supervisors		41.5		
Saturday Detention		41.5		
Chaperones		65 per session		
Ticket Receipts	20			
Peer Leadership(overnight)		87 per night		
Activities Account Treasurer		5916 12 months		
Rights-to-Know Coor.		3297 10 months plus 5 days		
Webmaster	21	3276	3591	3864
Mock Trial Advisor	7	1092	1197	1288
SMT Chair	6	936	1,026	1,104
SMT Member	5	780	855	920

*Includes 10 days during the summer months for curriculum writing, interviewing, etc.

2006-2007
7/8 HONORARIUMS
(5.1%)

SCHEDULE B(3)-4

<u>ACTIVITY</u>	<u>UNITS</u>	<u>\$156 First year Experience</u>	<u>\$171 Second Year Experience</u>	<u>\$184 Third Year Experience</u>
Art	9	1404	1539	1656
Band	20	3120	3420	3680
Basketball (Girls)	21	3276	3591	3864
Basketball (Boys)	21	3276	3591	3864
Battle of the Books	9	1404	1539	1656
Builders' Club	6	936	1026	1104
Cheerleaders	14	2184	2394	2576
Chorus	10	1560	1710	1840
Class Advisor	15	2340	2565	2760
Drama Club	12	1872	2052	2208
Environmental Club	3	468	513	552
Intramurals	4	624	684	736
Musical	15	2340	2565	2760
National Junior Honor Society	10	1560	1710	1840
Newspaper	12	1872	2052	2208
Student Council	9	1404	1539	1656
Yearbook	9	1404	1539	1656
7/8 Field Hockey	21	3276	3591	3864
7/8 Boys' Soccer	21	3276	3591	3864
7/8 Girls' Soccer	21	3276	3591	3864
7/8 Wrestling	21	3276	3591	3864
7/8 Softball	21	3276	3591	3864