

AGREEMENT

between the

READINGTON TOWNSHIP BOARD OF EDUCATION

and the

READINGTON TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2003 through JUNE 30, 2006

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PREAMBLE

This Agreement is entered into this \_\_\_<sup>th</sup> day of \_\_\_\_\_ 2004 by and between the  
**READINGTON TOWNSHIP BOARD OF EDUCATION** in the Township of Readington, the  
State of New Jersey (hereinafter called the "Board"), and the **READINGTON TOWNSHIP  
EDUCATION ASSOCIATION** (hereinafter called the "Association").

WITNESSETH

**WHEREAS**, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968, 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 this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I  
RECOGNITION

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3 A. For the period of this contract, the Board hereby recognizes the Association as the  
4 exclusive and sole representative for collective negotiation concerning the terms and  
5 conditions of employment for all personnel under contract, or on an approved leave basis,  
6 employed by the Board, including the following:

- 7 Classroom Teachers
- 8 Special Subject Teachers
- 9 Nurses
- 10 Librarians/Media Specialists
- 11 Special Services Personnel
- 12 Secretaries
- 13 Custodians

14 but excluding all other employees.

15  
16 B. Unless otherwise indicated, the term "teacher," when used hereinafter in this Agreement,  
17 shall refer to any New Jersey State Certified professional employee represented by the  
18 Association in the negotiating unit as above defined.

19 C. Unless otherwise indicated, the term "employee," when used hereinafter in this  
20 Agreement, shall refer to all personnel specified in Article I.A.

ARTICLE II

NEGOTIATION PROCEDURE

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- 3 A. The parties agree to enter into collective negotiations over a successor Agreement in  
4 accordance with Chapter 303, Public Laws 1968, in a good faith effort to reach  
5 agreement on all matters concerning the terms and conditions of Association members'  
6 employment. Such negotiations shall begin no later than the date required by law. Any  
7 Agreement so negotiated shall apply to all employees represented by the Association, be  
8 reduced to writing and, after ratification by the Board and the Association, will be signed  
9 by the Board and the Association.
- 10 B. During negotiations, the Board and the Association shall present relevant data, exchange  
11 points of view, and make proposals and counterproposals. The Board shall provide for  
12 inspection by the Association, upon reasonable request, such pertinent information  
13 regarding the terms and conditions of employment and benefits as required by law.
- 14 C. Neither party in any negotiation shall have any control over the selection of the  
15 negotiating representatives of the other party.
- 16 D. The parties agree to establish ground rules in writing as a condition of proceeding to the  
17 commencement of negotiations. It is understood that any tentative agreement reached is  
18 subject to ratification or rejection by the full Association membership and to ratification  
19 or rejection by the members of the Board of Education.
- 20 E. This Agreement incorporates the entire understanding of the parties on all matters which  
21 were or could have been the subject of negotiation. During the term of this Agreement,  
22 neither party shall be required to negotiate with respect to any such matter, whether or not  
23 covered by this Agreement and whether or not within the knowledge or contemplation of  
either or both of the parties at the time they negotiated or executed this Agreement.

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F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement, unless the legally designated negotiations representative has been changed.

G. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III  
GRIEVANCE PROCEDURE

A. Purpose.

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to grievances which may arise affecting the terms and conditions of this Agreement, and to resolve such grievances as quickly as possible so as to ensure efficiency and employee morale. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without intervention of the Association.

B. Definition.

1. The term "grievance," as used herein, means an allegation that there has been as to a particular individual employee or group of employees an improper application, interpretation, or violation of the provisions of this Agreement, Board Policy or an administrative decision.
2. An "aggrieved person" is the person or persons making the claim that a grievance has occurred as to his/her terms and conditions of employment set forth in the Agreement.
3. The term "grievance," and the procedure relative thereto, shall not be deemed applicable if either the alleged improper application, interpretation or violation of the Agreement, or the redress sought concerns:

- a. The failure or refusal of the Board to renew the contract of a non-tenured employee or to exercise the severance provision of any individual employee contract;
- b. In any matter wherein a specific method of review is set forth by law, by any rule, regulation, or Order of the State Commissioner of Education, or the State Board of Education; or,
- c. Any complaint by any personnel occasioned by the non-renewal in any position for which tenure is either not possible or not required.

C. Procedure.

1. Time Limits. 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 limit specified may, however, be extended by mutual agreement.

2. Sequence of Levels for Resolving Grievances.

Level One. Any employee having a grievance shall, within thirty (30) calendar days of the occurrence thereof or from when the employee could reasonably have been expected to have knowledge of the occurrence, submit said grievance in writing to the Building Principal or immediate supervising administrator and shall meet with the Principal/supervising administrator in an effort to resolve the matter.

Level Two. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Principal/ supervising administrator,



1 he/she may, within ten (10) school days after the decision or twenty (20) school  
2 days after their grievance was delivered to the Principal/ supervising  
3 administrator, whichever is sooner, submit the grievance in writing to the  
4 Superintendent.

5 Level Three. If the aggrieved person is not satisfied with the disposition of  
6 his/her grievance at Level Two, or if no decision has been rendered within ten  
7 (10) school days after the grievance was delivered to the Superintendent, he/she  
8 may, within ten (10) school days after a decision by the Superintendent, or twenty  
9 (20) school days after the grievance was submitted to the Superintendent,  
10 whichever is sooner, submit the grievance to the Board. The aggrieved person  
11 shall have the right to address a committee of the Board in reference to his/her  
12 grievance.

13 Level Four. If the aggrieved person is not satisfied with the disposition of the  
14 grievance at Level Three, or if no decision has been rendered within forty-five  
15 (45) school days after the grievance was delivered to the Board, the Association  
16 may, within ten (10) school days of the Board's decision, or fifty-five (55) school  
17 days from the date on which the grievance was submitted to the Board, whichever  
18 is sooner, submit the grievance to binding arbitration if the grievance alleges a  
19 violation of the specific and express written terms of the Agreement, as defined in  
20 Section B.1. of this Article. On all other grievances, the decision of the Board  
21 will be final.

1           3.    Procedure for invoking Arbitration.

2           a.    The demand for a list of arbitrators shall be made to the Public  
3                    Employment Relations Commission in accordance with its rules and  
4                    regulations.

5           b.    The arbitrator shall be limited to the facts as presented to him/her in  
6                    rendering his/her decision. He/she shall not have authority to add to,  
7                    modify, or detract from the specific and express terms of the Agreement.  
8                    His/her decision shall be binding.

9           c.    The costs for the services of the arbitrator, including per diem expenses, if  
10                   any, and actual and necessary travel, subsistence expenses, and the costs  
11                   of the hearing room, if any, shall be borne by the party who loses the  
12                   grievance. Any other expenses incurred shall be paid by the party  
13                   incurring same.

14    D.    Rights of Employees to Representation.

15           1.    Any aggrieved person may be accompanied at all stages, including Level One of  
16                   the grievance procedure, by his/her representative. The Association shall have the  
17                   right to be present and to state its views at all stages of the grievance procedure.

18           2.    Any participant in the grievance process shall be assured freedom from restraint,  
19                   interference, coercion, discrimination, or reprisal by reason of such participation.

20    E.    Miscellaneous.

21           1.    If, in the judgment of the Association, a grievance affects a group or class of  
22                   employees, the Association may initiate such grievance by submitting it in writing  
23                   to the Superintendent directly, and the processing of such grievance shall be

1 commenced at Level Two. This grievance shall be signed by at least one of the  
2 employees who claims to be an aggrieved person.

3 2. Forms for filing grievances, serving notices, making appeals, making reports and  
4 recommendations, and other necessary documents shall be prepared jointly by the  
5 Superintendent and the Association and given appropriate distribution so as to  
6 facilitate operation of the grievance procedure.

7 3. All meetings and hearings under this procedure shall not be conducted in public  
8 and shall include only the aggrieved person and his/her designated or selected  
9 representatives heretofore referred to in this Article, and appropriate  
10 administrative representatives.

1 ARTICLE IV

2 EMPLOYEE RIGHTS

- 3 A. The Board and the Association agree that employees shall have the right to form, join and  
4 support all lawful activities of the Association, or to refrain from such conduct.
- 5 B. No employee shall be disciplined arbitrarily or without a reason.
- 6 1. Disciplinary action may include, but not be limited to:
- 7 a. verbal reprimand  
8 b. written reprimand  
9 c. fine  
10 d. suspension
- 11 2. The Board agrees to utilize the concepts of progressive discipline in its  
12 application of this Article, consistent with the circumstances surrounding the  
13 infraction and the disciplinary history of the employee.
- 14
- 15 C. Whenever any employee is required to appear before the Board, any committee of the  
16 Board, the Superintendent, or Principal(s), concerning any matter, the purpose of which is  
17 to adversely affect the continuation of that employee in his/her office, position, or  
18 employment, or the salary or any increments pertaining thereto, then he/she shall be  
19 given prior written or verbal notice of the reasons for such meeting or interview and shall  
20 be entitled to have a representative of the Association present to advise him/her and  
21 represent him/her during such meeting or interview.
- 22 D. No employee shall be prevented from wearing pins or other identification of membership  
23 in the Association or its affiliates.
- 24 E. Any tenured teacher not residing in Readington Township School District may request  
25 that any of his/her children be admitted as a student into the Readington Township  
26 Schools.

1. The Board and the Superintendent shall decide whether there is appropriate space available for the child.
2. The Board shall decide what the tuition rate shall be for the child.
3. The tenured teacher shall accept whatever grade placement the district administrators feel is appropriate for the child.
4. The tenured teacher shall accept whatever classroom teacher(s) the child is assigned to by the district administrators.

F. The Board and the Association acknowledge that all employees shall be free from reprisal by either party based upon their legal activities on behalf of the Association or their determination to refrain from such activities.

G. Personnel Records

1. Records maintained in the personnel files of this district are not open to inspection except as provided for by law.
2. Effective with the date of this Agreement, no derogatory material shall be entered into an employee's personnel file without the member's knowledge of its inclusion. The employee shall indicate his/her knowledge by signing the material to be added. A letter may be attached with comments from the employee.

H. Reduction in Force. The Association recognizes the right of the Board of Education to reduce the number of tenured employees in the district in accordance with Title 18A of the Laws of New Jersey.





1           5.     The Association shall have the right to use the inter-school mail facilities and  
2           school mail boxes, including e-mail, only upon prior approval given in writing by  
3           the appropriate building administrator. The Association is permitted to use the  
4           computer network(s)/computers for education and legitimate Association business  
5           activities only. Use of computer network(s)/computers for commercial activity or  
6           posting of personal information is strictly forbidden. It is expressly understood  
7           that the computer network(s)/computers shall not be used, under any  
8           circumstances, by the Association or any staff member to communicate any  
9           information concerning job actions.

10    D.     Leave for Association Officers.

- 11           1.     The Board shall grant three (3) days leave with pay to the President of the  
12           Association or his/her designated representatives in order for him/her to conduct  
13           Association business or represent the Association on the local, county, state or  
14           national level.
- 15           2.     Additional days may be granted at the discretion of the Superintendent.

16    E.     Exclusive Rights and Privileges. The rights and privileges of the Association and it's  
17           representatives as set forth in this Agreement shall be granted only to the Association as  
18           the exclusive representative of the Association's members and to no other organization.

19    F.     The President shall not have assigned duties (i.e. lunch duty; bus duty) in order to provide  
20           him/her with time to conduct Association business.



ARTICLE VII

TEACHER EMPLOYMENT

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- 3 A. Each teacher shall be notified of his/her contract and salary status for the ensuing contract
- 4 year no later than the date required by law.

1 ARTICLE VIII

2 SALARIES AND COMPENSATION

3 A. All employees shall be compensated for all years of this Agreement in accordance with  
4 the salary guides attached hereto as Appendix A.

5 1. For the 2003-2004, 2004-2005 and 2005-2006 school years, teachers, custodians,  
6 and secretaries will advance through all steps sequentially.

7 2. Any teacher must receive an earned doctorate from an accredited university  
8 before being placed at the Doctorate level on the teachers' salary guide. Teachers  
9 placed at the doctorate level prior to September 1, 1994 will remain at that level.

10 B. Payment of Salary.

11 1. Employees employed on a twelve (12) month basis shall be paid in twenty-four  
12 (24) semi-monthly installments or twelve (12) monthly installments.

13 2. Employees employed on a ten (10) month basis shall be paid in twenty- (20)  
14 semi-monthly or ten (10) monthly installments.

15 3. When a payday falls on or during a school holiday, vacation, or weekend,  
16 employees shall receive their paychecks on the last previous working day.

17 4. Teachers employed on a ten- (10) month basis shall receive their final installment  
18 on the last school day in June provided that final clearance has been obtained by  
19 the Principal or other supervising administrator.

20 C. Extra Compensation.

21 1. Teachers assigned specific curriculum work or professional development  
22 activities beyond the workday shall receive Thirty (\$30.00) Dollars per hour.

23 2. Teachers assigned by the Board to supervise after-school activities for which  
compensation has been approved shall be paid at the rate set forth in Appendix B.

- 1 3. The Board agrees to pay Thirty (\$30.00) Dollars per hour, plus mileage expense  
2 when applicable, to an employee who is engaged in homebound instruction.
- 3 4. Nurses will stay for after-school activities, when needed, up to 5:30 p.m. Except  
4 in the event of an emergency, nurses will be advised of such assignment during  
5 the previous school day. Nurses will be paid at the rate of Thirty (\$30.00) Dollars  
6 per hour.
- 7 5. Teachers employed for the summer school shall be paid at the rate of Thirty  
8 (\$30.00) Dollars per hour.
- 9 6. Upon Administrator and Superintendent recommendation, and with prior Board  
10 approval, teachers will be paid a stipend for the following extra-duty positions  
11 outlined below in the 2003-2004 school year only:
  - 12 a. Principal Intern - \$2,500 per year
  - 13 b. Instructional Leader (Grades 6-8) - \$4,500 per year for work beyond the  
14 regular school day and ten (10) days beyond the contractual school year.
  - 15 c. Teacher Curriculum Facilitator - \$2,500 upon completion of curriculum  
16 review cycle, selection of materials, and Board adoption.
  - 17 d. After-School Homework Room Instructor- \$11,000 per year from 2:15  
18 p.m. to 5:45 p.m. for all full session days.
  - 19 e. Before-School Homework Room Instructor- \$2,000 per year from 6:50  
20 a.m. to 7:20 a.m. for all days that school is in session.
  - 21 f. Grade Level Team Leader (Grades Kindergarten - 5) -\$1,000 per year.
- 22 For the 2004--2005 and 2005-2006 school years, the following extra-duty  
23 stipend positions will be eliminated as referenced above: 6.a. (Principal

1 Intern), 6.c. (Teacher Curriculum Facilitator, 6.d. (After School  
2 Homework Room Instructor), and 6.e. (Before-School Homework Room  
3 Instructor).

4 D. Financial Compensation for Accumulated Sick Days.

5 1. Upon retirement, teachers who were hired with an effective contract date prior to  
6 July 1, 1997 and who have accumulated ten (10) years of service in the  
7 Readington Township School District shall be paid for unused sick leave at the  
8 following rates:

- For days accumulated prior to June 30, 1989: \$40.00 per day
- For days accumulated from September 1989 to June 30, 1992: \$50.00 per day
- For days accumulated thereafter: \$60.00 per day

9  
10 In the event a teacher, otherwise eligible for this benefit, dies while actively  
11 employed by the District, payment shall be paid to the teacher's estate.

12 2. Upon retirement, teachers who were hired with an effective contract date  
13 beginning July 1, 1997 or later and who have accumulated ten (10) years of  
14 service in the Readington Township School District shall be paid for unused sick  
15 leave at the following rates:

- For days accumulated prior to June 30, 2000: \$45.00 per day
- For days accumulated thereafter: \$50.00 per day

16 The total number of days for which payment will be made will not exceed one  
17 hundred eighty-five (185) days.

18 In the event a teacher, otherwise eligible for this benefit, dies while actively  
19 employed by the District, payment shall be paid to the teacher's estate.

1           3.     For secretaries and custodians, upon their retirement or death, the Board shall pay  
2           said secretary or custodian, or his/her estate a stipend of Forty (\$40.00) Dollars  
3           for each unused sick day accumulated prior to June 30, 1989, a stipend of Fifty  
4           (\$50.00) for those days earned from September 1989 to June 30, 1992; Sixty  
5           (\$60.00) Dollars for days earned from July 1, 1992 to June 30, 1997; Twenty  
6           (\$20.00) Dollars for the days earned from July 1, 1997 to June 30, 2000; Twenty-  
7           five (\$25.00) Dollars per day for all days accumulated thereafter. The total  
8           number of days for which payment will be made will not exceed one hundred  
9           eighty (180) days.

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ARTICLE IX

HEALTH INSURANCE

- A. 1. For all employees who were employed on or before June 30, 1997, the Board will pay one hundred (100%) percent of the premium cost for employees and their dependents for health benefits coverage in accordance with the level of benefits provided by the Board on June 30, 2000 from Horizon Blue Cross Blue Shield of New Jersey (Traditional, PPO, HMO), CIGNA Healthcare (HMO), Physicians Health Service (HMO), and Aetna US Healthcare (HMO).
- a. Effective January 1, 2001, the only plans offered will be a Traditional health plan and a PPO health plan.
- b. Effective January 1, 2001, the office visit co-payment will be Ten (\$10) Dollars per visit.
2. For employees whose employment commenced on or after July 1, 1997, the Board will pay the premium for the employee at the Single PPO level. Any employee who wishes increased coverage to the Traditional or HMO Plan and /or wishes to provide coverage under Husband/Wife, Parent and Child, or Family Plan to dependents may do so at their own cost by arranging for a payroll deduction for the difference in premium between the cost of the Single PPO level and the cost of the optional coverage selected
- a. Effective January 1, 2001, the only plans offered will be a Traditional health plan and a PPO health plan.
- b. Effective January 1, 2001, the office visit co-payment will be Ten (\$10) Dollars per visit.

- 1 3. Effective July 1, 2004, the Board shall pay one hundred percent (100%) of the  
2 premium cost for all employees and their dependents for health benefits in  
3 accordance with the State Health Benefits Plan.
- 4 4. The Board shall pay one hundred (100%) percent of the premium cost of  
5 disability insurance in accordance with the level of benefits provided by the Board  
6 on June 30, 2000 from Fort Dearborn Life Insurance Company.
- 7 5. The Board shall pay one hundred (100%) percent of the premium cost of  
8 employee and dependent dental coverage in accordance with the level of benefits  
9 provided by the Board on June 30, 2000 from Horizon Healthcare Dental  
10 Services.
- 11 6. The Board shall pay one hundred (100%) percent of the premium cost of the  
12 employee, parent child, and family plan for the prescription drug program in  
13 accordance with the level of benefits provided by the Board on June 30, 2000  
14 from Benecard Services Inc. Effective January 1, 2001, the prescription benefit  
15 co-payment will be ten (\$10) dollars for brand name drugs, five (\$5) for generic  
16 drugs, and zero (\$0) dollars for drugs ordered by mail. Effective July 1, 2004, the  
17 stand-alone prescription plan shall be eliminated and prescription claims shall be  
18 eligible for reimbursement under the New Jersey State Health Benefits Plan.
- 19 7. Effective January 1, 2001, the Board shall establish a Section 125 plan pursuant to  
20 which employees would be entitled to contribute pre-tax dollars for health care  
21 premium payments, unreimbursed medical expenses, and child/elder care  
22 reimbursement.  
23

1 B. Sick Leave Bank.

- 2 1. The Sick Leave Bank will be operated by Trustees made up of officers of the  
3 Association.
- 4 2. Any Association member may voluntarily join the Bank who is willing to  
5 contribute one (1) of his/her personal sick days to the Bank during the enrollment  
6 period to be determined by the Trustees from time to time when the Trustees  
7 determine the Bank so requires. Said enrollment period shall be from September  
8 1 to September 30 of any school year covered in this contract period. New  
9 Association members must apply within thirty (30) days of initial employment.  
10 The value of each day contributed by a member shall be deducted from the  
11 maximum amount an employee is entitled to be paid under Article VIII.D.
- 12 3. Participation withdrawal from the Bank may be at any time after donation. Said  
13 individual may not withdraw his/her donated sick days. Withdrawal must be done  
14 in writing.
- 15 4. Individuals may withdraw Bank days from the Bank only after all personal sick  
16 days have been used and withdrawal is authorized by the Trustees of the  
17 Association and approved by the Board.
- 18 5. Application for Bank days may be made only when an individual is affected by a  
19 catastrophic illness or accident determined by medical certification. Application  
20 will be made to the Trustees.
- 21 6. Beginning each school year, an individual unable to return to active duty who is  
22 entitled to annual sick leave must withdraw from his/her sick leave accumulation  
23 before reapplying to the Bank.



- 1           7.     At the end of the school year, any unused sick days remaining in the Bank will be  
2           carried over to the next year.
- 3           8.     If, in the judgment of the Trustees, the employee qualifies, the Trustees shall  
4           submit the requests to the Board. If the Board agrees with the Trustees, the Board  
5           will arrange payment to the employee. If the Board rejects the request, the Board  
6           will notify the Trustees of the Bank.
- 7           9.     A contributor will be entitled to withdraw up to sixty (60) Bank days in a school  
8           year at which time an individual may reapply. N.J.S.A. 18:30-6 will apply when  
9           Sick Leave Bank days have been exhausted.
- 10          10.    Should the Bank be dissolved, each contributing member will receive an equal  
11          amount, or fraction thereof, of the remaining Sick Leave Bank days, not to exceed  
12          the original amount each individual contributed.
- 13          11.    The parties acknowledge that the decision of the Board shall be final and binding  
14          and shall not be reviewable by a court or agency of competent jurisdiction or  
15          subject to the grievance procedure referenced in Article III of this Agreement.
- 16          12.    The cost of the substitute or the estimated cost of the substitute shall be deducted  
17          from each additional sick day granted. A day's salary is defined as 1/200<sup>th</sup> of the  
18          annual salary for teachers and 1/220<sup>th</sup> of the annual salary for secretaries and  
19          custodians.
- 20          13.    The Board and the Association shall maintain a current accounting of the Bank, to  
21          include members who have joined, sick leave days utilized, and sick leave days  
22          on deposit in the Bank. A joint accounting will take place in June of each year.
- 23

1 ARTICLE X

2 TEACHER WORK YEAR, DAY & LOAD

3 A. Effective July 1, 2004, the teacher work year shall consist of one hundred eighty-one  
4 pupil contact days plus an additional four (4) days to be utilized for professional  
5 purposes, including but not limited to orientation, in-service, and curriculum  
6 development. (Effective July 1, 2004, three (3) of the eight (8) early dismissal days for  
7 curriculum and in-service shall be converted to three (3) full pupil contact days adding a  
8 minimum of six (6) hours of instructional time. One (1) additional in-service day shall be  
9 added thereby increasing the number of in-service days to four (4)). All days shall be full  
10 days except the days prior to Thanksgiving, Winter and Spring recesses.

11 B. Elementary (Grades K-5)

12 The elementary workday shall be seven (7) hours and five (5) minutes. There  
13 shall be five (5) minutes of assigned time in the morning (before the student school day  
14 begins and there shall be five (5) minutes of assigned time in the afternoon (after the  
15 student day ends). All elementary school teachers shall have a duty-free lunch period of  
16 thirty (30) minutes per day.

17 Each elementary teacher shall receive an average of fifty-three (53) minutes of  
18 preparation time per day. Beginning with the 2001-2002 school year, each elementary  
19 teacher shall receive an additional fifty (50) minutes of continuous C.P.T. (Common  
20 Planning Time) per week in accordance with a posted weekly schedule. When a  
21 teacher's regularly scheduled C.P.T. falls at a time when school is not in session (e.g.,  
22 holiday, half-curriculum day, early dismissal), that teacher will not have C.P.T. that  
23 week. The remainder of the school day shall be considered pupil contact/instructional  
4 time.

1 C. Middle School (Grades 6-8)

2 The middle school workday shall be seven (7) hours and five (5) minutes. There  
3 shall be five (5) minutes of assigned time in the morning (before the student school day  
4 begins) and there shall be five (5) minutes of assigned time in the afternoon (after the  
5 student school day ends). All middle school teachers shall have a duty-free lunch period  
6 of at least twenty-five (25) minutes.

7 Academic teachers involved with Block Scheduling will not be required to teach  
8 more than five (5) classes per day or ten (10) classes in a 2-day cycle. These teachers  
9 will be scheduled to have an average of two (2) preparation periods and two (2) C.P.T.  
10 periods in a normally scheduled 2-day cycle.

11 Special teachers (i.e., physical education, music, art, health, computer, library,  
12 world languages) and special education teachers may teach in their respective disciplines  
13 a total of more than five (5) periods out of an eight (8) period day. They will be  
14 scheduled to have an average of two (2) preparation periods and two (2) C.P.T. periods in  
15 a normally scheduled 2-day cycle. Any special teacher teaching more than five (5)  
16 periods in an eight (8) period day shall not be assigned additional duties during that day.  
17 Additional activities asked of these teachers (such as coaching, music, clubs, or other  
18 extra-curricular activities) will be accounted for as an after-school activity and will be  
19 regarded on the appropriate schedule for extra-curricular reimbursement.

20 D. Elementary classroom teachers shall not be assigned to lunch duty. Available aides with  
21 teacher certification already on staff for instructional purposes will be utilized for lunch  
22 duty prior to the utilization of teachers. Elementary specials may be assigned lunch duty

1 as part of their assignments, if necessary. Travel time shall not be counted as preparation  
2 time.

3 E. Teachers may not be required to remain beyond the workday for attendance at meetings  
4 more than three (3) times per month. These meetings shall not extend more than sixty  
5 (60) minutes beyond the workday. Meetings at Holland Brook School may be held for  
6 sixty (60) minutes before the start of the workday. A schedule of these meetings will be  
7 published in advance.

8 F. In the event that emergency coverage is necessary, teachers shall be assigned on a  
9 rotating basis and shall be compensated at Thirty (\$30.00) Dollars per hour commencing  
10 with the third coverage.

11 G. The Child Study Team members shall work a total of two hundred (200) days, which  
12 shall include work days during the summer that shall be determined by the  
13 Superintendent. The annual salary for Child Study Team members shall be 107.5% of  
14 their salary as defined in Appendix A.

15 H. The guidance counselors' work year shall extend five (5) consecutive days during the  
16 period from July 1<sup>st</sup> to August 31<sup>st</sup> to perform assigned guidance responsibilities. The  
17 annual salary for guidance counselors shall be 102.7% of their salary as defined in  
18 Appendix A.

19 I. Common Planning Time (C.P.T.) Teachers are required to prepare and submit a weekly  
20 agenda and minutes setting forth the purpose of the C.P.T.

21 1. C.P.T.'s shall not be used for individual parent-teacher conferences.  
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J. Evening Meetings.

1. There shall be one (1) back to school night, one (1) fall parent conference, and one (1) spring parent conference.

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ARTICLE XI

TEACHER ASSIGNMENT

A. All teachers shall be given notice of their tentative salary schedules, class and/or subject assignments, building assignments, and room assignments for the forthcoming year not later than July 15 except in the event of extraordinary circumstances.

B. Inter-School Assignments.

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

2. Teachers who may be required to use their own automobiles in the performance of their duties, and teachers who are assigned to more than one school per day, shall be reimbursed for all such travel at the rate set by the Internal Revenue Service (IRS) for all driving done between arrival at the first location at the beginning of their work day and departure from the last location at the end of their work day.

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ARTICLE XII

SHORT-TERM & EXTENDED LEAVES

A. Sick Leave. Each teacher employed by the Board shall be entitled to ten (10) sick leave days, and each twelve (12) month employee entitled to twelve (12) sick leave days, each school year as of the first official day of said school year, whether or not he/she reports for duty on that day.

1. Unused sick leave days shall be accumulated from year to year with no maximum limit.
2. Any employee who requires medical disability leave must provide to their supervising administrator a written doctor's note explaining the disability.

B. Short-Term Leave. The following leaves of absence may be granted to all employees:

1. Emergency leave, up to a maximum of four (4) days per school year, because of serious illness or accident in the immediate family.
2. Emergency leave, up to a maximum of five (5) work days per death, if necessary, because of a death in the immediate family.
3. Immediate family, for purposes of illness or accident, shall include the employee's spouse, child, parent, sibling, grandparent, aunt or uncle, stepchild, stepparent, son-in-law, daughter-in-law or any person residing with the employee in a spousal relationship. For purposes of bereavement the employee's grandchild, mother-in-law or father-in-law shall be added, as well.

C. Extended Leave of Absence

1. Whenever applicable, all extended leaves under this article shall be counted and run concurrently with leave available for the same circumstances under federal and state statutes.

1           2. Employees requesting extended leaves shall be informed of their eligibility for  
2           leave under law and this Agreement.

3           3. Child-Care Leave

4           a. Child-care leave shall be available to tenured teachers only, upon the birth  
5           or adoption of a child. Time spent on child-care leave shall count  
6           concurrently as leave available under federal and state laws.

7           b. A tenured teacher requesting child-care leave shall provide no less than  
8           sixty (60) calendar days written notice to the Board before the anticipated  
9           delivery date when requesting child-care leave. In case of adoption, the  
10          employee shall provide written notification to the Board when application  
11          for the adoption is made and shall file their written request for a specific  
12          leave period as soon as the employee is notified of the date of custody.

13          c. Contractual Child-care leave shall commence upon the termination of  
14          disability leave or at the beginning of a scheduled marking period  
15          immediately preceding the anticipated birth or adoption date, or at the end  
16          of any family leave.

17          d. Child-care leave shall end on the last day of the school year in which the  
18          leave commenced.

19          e. A tenured teacher eligible for child-care leave may choose to return from a  
20          child-care leave either at the beginning of a school year or on the first day  
21          of the third marking period.

22          f. A tenured teacher eligible for child-care leave may apply for an extended  
23          child-care leave of up to one additional school year. Applications for an



1 extended child-care leave shall be filed by April 1<sup>st</sup> immediately preceding  
2 the July in which the leave is to commence. Only one year of extended  
3 child-care leave shall be granted per eligible tenured teacher in any three-  
4 year period who was actively employed for the full three years.

5 D. Disability Leave

- 6 1. An employee who anticipates a disability shall, if possible, notify the Board at  
7 least ninety (90) days prior to the anticipated commencement of the disability or  
8 as soon as the employee knows of it. In the case of pregnancy, the employee shall  
9 inform their immediate supervising administrator of the anticipated delivery date.

10 E. Personal Leave.

- 11 1. Each employee shall be granted three (3) days leave from his/her duties for  
12 personal reasons for each school year. The employee shall give notice to his/her  
13 Building Principal at least three (3) school days before such leave is taken, except  
14 in the case of an emergency. The applicant has only to say that he/she is going to  
15 take such leave and state the specific day(s).

16 a. An employee may not take a personal day before or after a federal or state  
17 holiday or on a teachers in-service workday.

- 18 2. Any personal day unused by the end of the school year shall be added to the  
19 employee's accumulated sick leave and utilized as sick leave as may be required  
20 in future years, or may be cashed out at the applicable rate as specified in Article  
21 VIII.D.

- 22 F. Other Leave. Other leaves of absence, for hitherto unspecified reasons, may be granted  
23 upon the recommendation of the Superintendent and approval of the Board. All requests

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for initial leaves of absence and extensions or renewals of leaves of absence shall be  
applied for in writing as soon as possible.

1 ARTICLE XIII

2 PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT

3 A. The Board and the Association support the principles of continuing training of teachers  
4 and the improvement of instruction. The Board agrees to implement the following:

5 1. Graduate level courses may be taken at an accredited institution of higher learning  
6 and must have prior approval from the Superintendent once having deemed the  
7 course work to be relevant to the teacher's current assignment.

8 2. Tuition shall be reimbursed at the current Rutgers rate.

9 3. Reimbursement shall be contingent upon receipt of a grade of B or better in a  
10 graduate level course.

11 4. The maximum number of credits eligible for reimbursement is twelve (12) credits  
12 per year for a tenured teacher. For non-tenured teachers, the maximum number of  
13 credits eligible for reimbursement shall be six (6) credits per year. No more than  
14 six (6) credits during the Readington Township academic school year may be  
15 scheduled. All non-tenured teachers agree to work in the Readington Township  
16 School district for two (2) additional years upon receipt of tuition reimbursement.  
17 If the teacher leaves before the two (2) year period he/she will refund the cost of  
18 reimbursed tuition to the Board, unless he/she was non-renewed.

19 5. Teachers will be reimbursed for the cost of textbooks, to a maximum of One  
20 Hundred Fifty (\$150.00) Dollars per approved course, upon submitting receipts.

21 B. Professional Day(s). The Superintendent may grant teachers a professional day(s) each  
22 school year to attend meetings, workshops, or other such events that will contribute to the  
23 teacher's professional growth.

1 C. National Board Certification. Teaching staff who apply and are accepted into the  
2 National Board Certification Program will be reimbursed by the Readington Township  
3 Board of Education for all accredited course work that is not covered by an outside grant.  
4 There shall exist in each year of this contract a cap of \$8,000 (or \$2,000 per teacher  
5 accepted in this program cap) to be the monies applied toward reimbursement for course  
6 work related to this certification program. Upon completion of this program the teacher  
7 will agree to work in the Readington Township School District for at least two (2) years.  
8 They will be elevated on the salary guide appropriately for the number of additional  
9 graduate level credits they have obtained.

1 ARTICLE XIV

2 REPRESENTATION FEE

3 A. Purpose. If any employee does not become a member of the Association during any  
4 membership year (i.e., September 1 to the following August 31), said employee will be  
5 required to pay a representation fee to the Association for that membership year. The  
6 purpose of this fee will be to offset the employee's per capita cost of services rendered by  
7 the Association as majority representative.

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

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

15 2. On or about December 1 of each year, the Association shall notify the Board as to  
16 the names of those employees who are required to pay the representation fee.

17 3. The Association will notify the Board in writing of any changes in the list  
18 provided for in the preceding paragraph and/or the amount of the representation  
19 fee, and such changes will be reflected in any deductions made more than ten (10)  
20 days after the Board receives said notice.

21 4. On or about the last day of each month, beginning with the month this Agreement  
22 becomes effective, the Board will submit to the Association a list of all employees  
23 who began their employment in a bargaining unit position during the preceding  
thirty (30) day period. The list will include names,, job titles, dates of

1 employment, and places of assignment for all such employees. The Board will  
2 also notify the Association of any change in the status of an employee regarding  
3 transfer, leave of absence, return from leave, retirement, resignation, separation  
4 from employment, or death.

5 C. Deduction and Transmission of Fee.

- 6 1. The Board will deduct from the salaries of the employees referred to in paragraph  
7 2 of the preceding subsection the full amount of the yearly representation fee in  
8 equal installments beginning with the first paycheck in January.
- 9 2. If an employee who is required to pay a representation fee terminates his/her  
10 employment with the Board before the Association has received the full amount  
11 of the representation fee to which it is entitled under this Article, the Board will  
12 deduct the unpaid portion of the fee from the last paycheck paid to said employee  
13 during the membership year in question.

14 D. Indemnification. In consideration of the Board's participation as set forth herein, the  
15 Association agrees to indemnify, defend, and hold harmless the Board from any claim,  
16 suit, or other form of liability premised on its compliance with this paragraph. This shall  
17 include reimbursement for reasonable counsel fees.

1 ARTICLE XV

2 SECRETARIAL TERMS AND CONDITIONS

3 A. Work Day and Work Year

- 4 1. The secretaries' workday shall be seven and one-half (7 1/2) hours excluding the  
5 lunch break. Secretaries in the Association are considered twelve (12) month  
6 employees.
- 7 2. Secretaries shall have a duty free thirty (30) minute break for lunch between the  
8 hours of 11:00 a.m. and 1:00 p.m.
- 9 3. Secretaries may leave the building during their duty-free lunch break.
- 10 4. If the district's schools are closed for reasons of safety, such as weather  
11 conditions, then the district's schools are also closed for Association secretaries.
- 12 5. All secretaries, including those returning from leave, shall be informed in writing  
13 of their tentative assignment and salary status no later than the date required by  
14 law.

15 B. Overtime

- 16 1. Secretaries who work overtime shall be entitled to straight compensation for  
17 hours worked in excess of 37.5 hours but less than forty (40) hours. Hours  
18 worked in excess of forty (40) hours shall be compensated at time and one-half.  
19 At the option of the secretary, time worked in excess of forty (40) hours may be  
20 taken in cash or compensatory time off.
- 21 2. Overtime shall be authorized by the secretary's principal or other supervisor.
- 22 3. Any secretary required to work on a school holiday will receive straight time  
23 compensation as defined above in addition to their regular day's pay.

- 1 4. For the purpose of computing overtime and in keeping in accordance with the Fair  
2 Labor Standards Act, a forty-hour work week is defined in terms of working time,  
3 whereby days not worked (such as sick days, personal days, vacation days, or  
4 other leave days) are not counted as part of the forty-hour work week.

5 C. Holidays and Vacation

- 6 1. Secretaries shall receive thirteen (13) paid holidays annually in accordance with  
7 the school calendar established by the Board. One (1) additional day will be added  
8 as a floating holiday.
- 9 2. Secretaries will not be required to work during the Winter Break.
- 10 3. Secretaries in the employment of the district prior to July 1, 1995, will maintain  
11 their current number of vacation days earned annually. Only ten (10) of those  
12 days will be granted during the school year.
- 13 4. Secretaries hired on or after July 1, 1995, shall earn vacation according to the  
14 following schedule:
- 15 a. Less than five (5) years of service by July 1 -- ten (10) days earned at a  
16 rate of 0.834 days per month from the date of hire annually, of which five  
17 (5) may be taken during the school year.
- 18 b. Five (5) or more years of service by July 1 -- fifteen (15) days earned at a  
19 rate of 1.25 days per month from date of hire annually, of which five (5)  
20 may be taken during the school year.

21 D. Other Compensation

22 Secretaries who are required to use their own automobiles in the performance of their  
23 duties shall be reimbursed at the IRS rate.



1 E. Attendance at Association Meetings

- 2 1. Any elected Association Representative, not to exceed one (1) secretarial staff  
3 member, will be permitted to attend Association meetings during working hours.

ARTICLE XVI

CUSTODIAL TERMS AND CONDITIONS

A. Hours and Work Year

1. All full-time custodial personnel shall be employed on an annual twelve (12) month basis.
2. A full-time custodian is defined as any custodian who is regularly scheduled to work twenty (20) hours or more per week. All full-time custodians shall receive all health benefits provided for in this agreement.
3. The custodial workday shall be eight (8) hours excluding the lunch/dinner break.
4. Custodians shall have a duty-free thirty (30) minute break for lunch or dinner provided during the workday, with the time period to be determined by a schedule that is generated and posted by the head custodian or immediate supervisor. Except in the event of an emergency, lunch break will occur any given thirty (30) minute period to be scheduled between 11:00 a.m. and 1:30 p.m. Except in the event of an emergency, dinner break will occur any given thirty (30) minute period to be scheduled between 4:00 p.m. and 7:30 p.m. In the case of an emergency, lunch/dinner break will be taken immediately after the emergency.

B. Overtime

1. Custodians shall be paid overtime for all authorized hours worked beyond the regular work week forty (40) hours at the rate of time and one-half.
2. All approved, unscheduled overtime not continuous with regular work hours shall be for a minimum of two (2) hours.
3. All overtime worked must be voluntarily and mutually agreed to by the custodian and his/her supervisor and shall be assigned to qualified custodians on a rotating

seniority basis in the building where the need arises. All overtime worked by each custodian shall be posted in a conspicuous place.

4. Holidays and funeral days will count as days worked in the computation of overtime.
5. Overtime on holidays and vacation days will be paid at time and one-half plus the regular day's pay.

C. Holidays and Vacations

1. Custodians shall receive thirteen (13) paid holidays annually in accordance with the school calendar established by the Board.
2. Custodians shall earn vacation days at the rate of 0.834 per month from the date of hire to July 1, up to a maximum of ten (10) days per work year. After the first year, the schedule for earned vacation days is as follows:
  - a. Less than five (5) years of service by July 1 -- ten (10) days earned at a rate of 0.834 days per month from the date of hire annually, of which five (5) may be taken during the school year.
  - b. Five (5) years or more of service by July 1 -- fifteen (15) days earned at a rate of 1.25 days per month from the date of hire annually, of which five (5) may be taken during the school year.
3. Custodians as of July 1, 1995, who have earned a higher number of vacation days per year shall maintain that number for the life of this Agreement.

D. Other Compensation

1. Custodians who are required to use their own automobiles in the performance of their duties shall be reimbursed at the IRS rate.

2. Yearly stipend for full-time Custodians with Black Seal license:

\$300.00 for custodians on Steps 0-5

\$400.00 for custodians on Steps 6-9

\$500.00 for custodians on Steps 10-14

3. Stipend for Head Custodian:

a. Readington Middle School -- \$ 5,600

b. Holland Brook School -- \$ 4,100

c. Three Bridges School -- \$ 3,600

d. Whitehouse School - \$3,600

4. The Board shall, based on the recommendation of the Superintendent, reimburse custodial employees for the costs of all job-related course work successfully completed by the custodial employee.

5. The Board shall provide each custodian with five (5) uniforms consisting of a work shirt and slacks. The Board shall also provide each custodian with an allowance of three hundred (\$300.00) Dollars to be used to purchase one set of foul weather-gear, which may include a pair of boots, winter jacket, rain gear, a safety vest, a hat and a pair of gloves. Upon termination of employment or leave of absence, the custodian must return all foul weather gear to the school district or be charged for the items. Custodians are required to wear their uniforms during work hours.

6. The Board shall reimburse each custodian to a maximum of Ninety (\$90.00) Dollars for the purchase of safety shoes at the beginning of each year in this Agreement. Custodians are required to wear their safety shoes during work hours.

E. Miscellaneous

1. Any elected Association Representative, not to exceed one (1) custodial staff member, will be permitted to attend Association meetings during working hours.

1 ARTICLE XVII

2 MISCELLANEOUS PROVISIONS

3 A. Copies of this Agreement shall be printed at the expense of the Board after the  
4 Agreement is ratified and signed by representatives from the Board and the Association.  
5 Said copies shall be presented to all employees presently employed or hereafter employed  
6 as part of their employee's handbook.

7 B. Employees who desire to have any deductions made from their compensation for  
8 payment to the Hunterdon County Credit Union shall submit both a written request and  
9 the proper forms to the Board Secretary/Business Administrator; and regular deductions  
10 shall be made and transmitted to the treasurer of the Credit Union.

11 1. Any such written authorization may be withdrawn upon filing notice of such  
12 withdrawal with the Board Secretary/Business Administrator.

13 2. Changes in status shall be made on or before June 1 and/or January 1 of each year  
14 covered in this Agreement.

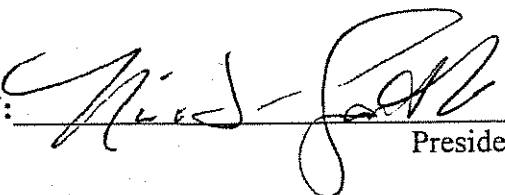
DURATION OF AGREEMENT

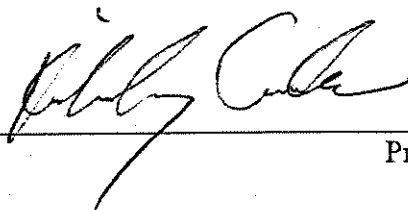
2 This Agreement will be binding as of July 1, 2003 and shall continue in effect until June  
3 30, 2006.

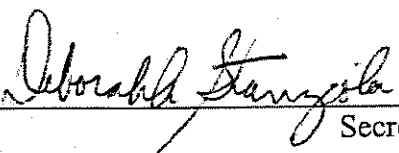
4 IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by  
5 its President and Secretary, and the Board has caused this Agreement to be signed by it's  
6 President, attested to by its Secretary, and its corporate seal to be placed hereon, all on the day  
7 and year first above written.  
8

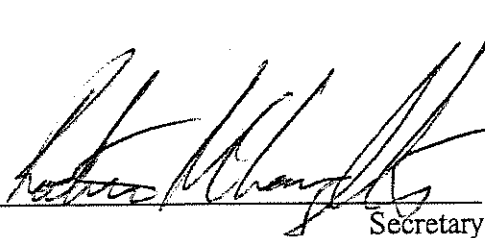
READINGTON TOWNSHIP  
EDUCATION ASSOCIATION

READINGTON TOWNSHIP  
BOARD OF EDUCATION

BY:   
President

BY:   
President

BY:   
Secretary

BY:   
Secretary

APPENDIX A

READINGTON TEACHER SALARY GUIDES

STAFF ADVANCEMENT / PLACEMENT CHART

2002-03		2003-04		2004-05		2005-06	
Step		Step		Step		Step	
						<i>Old</i>	<i>Renumb.</i>
				A	⇒	A-B	1
A	⇒	A-B	⇒	B-C	⇒	C-D	2
B	⇒	C	⇒	D	⇒	E-F	3
C	⇒	D	⇒	E	⇒	E-F	3
D	⇒	E	⇒	F	⇒	G	4
E	⇒	F	⇒	G	⇒	H1	5
F	⇒	G	⇒	H1	⇒	H2	6
G	⇒	H1	⇒	H2	⇒	I	7
H1	⇒	H2	⇒	I	⇒	J1	8
H2	⇒	I	⇒	J1	⇒	J2	9
I	⇒	J1	⇒	J2	⇒	K	10
J1	⇒	J2	⇒	K	⇒	L	11
J2	⇒	K	⇒	L	⇒	M	12
K	⇒	L	⇒	M	⇒	N	13
L	⇒	M	⇒	N	⇒	O	14
M	⇒	N	⇒	O	⇒	P	15
N	⇒	O	⇒	P	⇒	SM1	16
O	⇒	P	⇒	SM1	⇒	SM2	17
P	⇒	SM1	⇒	SM2	⇒	SM3	18
SM1	⇒	SM2	⇒	SM3	⇒	SM4	19
SM2	⇒	SM3	⇒	SM4	⇒	SM5	20
SM3	⇒	SM4	⇒	SM5	⇒	SM5	20
SM4	⇒	SM5	⇒	SM5	⇒	SM5	20
SM5	⇒	SM5	⇒	SM5	⇒	SM5	20



TEACHERS' SALARY GUIDE 2003-04

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	DOC
A-B	\$38,000	38,575	39,971	---	40,941	---	---
C	38,351	39,006	40,425	---	41,590	---	---
D	38,972	39,611	41,091	---	43,085	---	---
E	39,676	40,340	41,900	---	44,091	---	---
F	41,120	41,816	43,514	43,758	45,699	---	---
G	42,633	43,348	45,192	45,361	47,366	---	---
H1	44,194	44,936	46,935	47,058	49,095	---	---
H2	45,813	46,583	48,747	49,037	50,889	51,503	---
I	47,493	48,292	50,629	51,016	52,748	53,394	---
J1	49,235	50,064	52,585	52,995	54,677	55,356	---
J2	51,041	51,903	54,618	54,974	56,676	57,390	---
K	52,915	53,809	56,730	57,372	58,750	59,500	---
L	54,859	55,787	58,925	59,771	60,901	61,689	---
M	56,875	57,838	61,206	62,169	63,131	63,959	66,500
N	59,067	60,067	63,567	64,567	65,567	66,427	69,067
O	61,692	62,737	66,394	67,439	68,484	70,348	72,141
P	64,174	65,261	69,067	70,155	71,242	72,177	75,048
S M1	65,826	66,941	70,846	71,962	73,077	74,086	76,982
S M2	67,520	68,665	72,671	73,816	74,960	76,105	78,967
S M3	69,258	70,433	74,543	75,718	76,892	78,067	81,003
S M4	71,042	72,247	76,464	77,669	78,874	80,079	83,092
S M5	73,950	75,450	79,550	80,700	81,950	83,200	87,050

TEACHERS' SALARY GUIDE 2004-05

Step	BA	BA+15	MA	MA+15	MA+30	MA+45	DOC
A	39,410	39,985	41,381	---	42,351	---	---
B-C	40,016	40,666	42,085	---	43,150	---	---
D	40,382	41,021	42,501	---	44,195	---	---
E	41,086	41,750	43,310	---	45,501	---	---
F	41,820	42,516	44,214	---	46,399	---	---
G	43,333	44,048	45,892	46,061	48,066	---	---
H1	44,894	45,636	47,635	47,758	49,795	---	---
H2	46,513	47,283	49,447	49,737	51,589	---	---
I	48,193	48,992	51,329	51,716	53,448	54,094	---
J1	49,935	50,764	53,285	53,695	55,377	56,056	---
J2	51,741	52,603	55,318	55,674	57,376	58,090	---
K	53,615	54,509	57,430	58,072	59,450	60,200	---
L	55,559	56,487	59,625	60,471	61,601	62,389	---
M	57,575	58,538	61,906	62,869	63,831	64,659	---
N	59,767	60,767	64,267	65,267	66,267	67,127	69,767
O	62,392	63,437	67,094	68,139	69,184	71,048	72,841
P	64,874	65,961	69,767	70,855	71,942	72,877	75,748
SM1	66,526	67,641	71,546	72,662	73,777	74,786	77,682
SM2	68,220	69,365	73,371	74,516	75,660	76,805	79,667
SM3	69,958	71,133	75,243	76,418	77,592	78,767	81,703
SM4	71,742	72,947	77,164	78,369	79,574	80,779	83,792
SM5	75,400	76,900	81,000	82,150	83,400	84,650	88,500

TEACHERS' SALARY GUIDE 2005-06

<i>Old</i>	<i>Step</i>	<i>BA</i>	<i>BA+15</i>	<i>MA</i>	<i>MA+15</i>	<i>MA+30</i>	<i>MA+45</i>	<i>DOC</i>
	<i>Re numb.</i>							
A-B	1	41,000	41,393	43,009	---	45,088	---	---
C-D	2	41,801	42,437	44,093	---	46,224	---	---
E-F	3	42,831	43,506	45,204	---	47,389	---	---
G	4	44,313	45,038	46,882	---	49,056	---	---
H1	5	45,874	46,626	48,625	---	50,785	---	---
H2	6	47,494	48,273	50,437	50,727	52,579	---	---
I	7	49,168	49,982	52,319	52,706	54,438	---	---
J1	8	50,913	51,754	54,275	54,685	56,367	---	---
J2	9	52,725	53,593	56,308	56,664	58,366	---	---
K	10	54,600	55,499	58,420	59,062	60,440	61,190	---
L	11	56,544	57,477	60,615	61,461	62,591	63,379	---
M	12	58,561	59,528	62,896	63,859	64,861	65,649	---
N	13	60,581	61,582	65,066	66,062	67,099	67,914	---
O	14	62,671	63,706	67,311	68,341	69,414	70,257	73,831
P	15	64,834	65,904	69,633	70,699	71,808	72,681	76,378
SM1	16	67,070	68,178	72,035	73,138	74,286	75,188	79,013
SM2	17	69,384	70,530	74,520	75,661	76,849	77,782	81,739
SM3	18	71,778	72,963	77,091	78,272	79,600	80,466	84,559
SM4	19	74,254	75,630	79,851	81,022	82,446	83,322	87,476
SM5	20	76,900	78,400	82,500	83,650	84,900	86,150	90,000

**SECRETARIES' SALARY GUIDE**

2003-04		2004-05		2005-06	
<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>
1	25,695	1	26,605	1	27,795
2	26,630	2	27,545	2	28,730
3	27,565	3	28,485	3	29,665
4	28,500	4	29,425	4	30,600
5	29,435	5	30,365	5	31,535
6	30,370	6	31,305	6	32,470
7	31,305	7	32,245	7	33,405
8	32,240	8	33,185	8	34,340
9	33,175	9	34,125	9	35,275
10	34,110	10	35,065	10	36,210
11	35,045	11	36,005	11	37,145
12	35,980	12	36,945	12	38,080
13	36,915	13	37,885	13	39,015
14	37,850	14	38,825	14	39,950
14	38,785	15	39,765	15	40,885
16	39,720	16	40,705	16	41,820
17	40,655	17	41,645	17	42,755
18	41,590	18	42,585	18	43,690
19	42,525	19	43,525	19	44,625

Secretaries advance one step toward maximum in 2003-04, 2004-05, and 2005-06.

1

**CUSTODIANS' SALARY GUIDE - STAFF ADVANCEMENT/PLACEMENT CHART**

<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>		<u>2005-06</u>
<u>Step</u>		<u>Step</u>		<u>Step</u>		<u>Step</u>
				0	⇒	0-1
0	⇒	0-1	⇒	1-2	⇒	2-3
1	⇒	2	⇒	3	⇒	4
2	⇒	3	⇒	4	⇒	5
3	⇒	4	⇒	5	⇒	6
4	⇒	5	⇒	6	⇒	7
5	⇒	6	⇒	7	⇒	8
6	⇒	7	⇒	8	⇒	9
7	⇒	8	⇒	9	⇒	10
8	⇒	9	⇒	10	⇒	11
9	⇒	10	⇒	11	⇒	12
10	⇒	11	⇒	12	⇒	13
11	⇒	12	⇒	13	⇒	14
12	⇒	13	⇒	14	⇒	14
13	⇒	14	⇒	14	⇒	14
14	⇒	14	⇒	14	⇒	14

2

3

**CUSTODIANS' SALARY GUIDE**

<b>2003-04</b>		<b>2004-05</b>		<b>2005-06</b>	
<b><u>Step</u></b>	<b><u>Salary</u></b>	<b><u>Step</u></b>	<b><u>Salary</u></b>	<b><u>Step</u></b>	<b><u>Salary</u></b>
0-1	26,090	0	26,800	0-1	28,130
2	26,590	1-2	27,300	2-3	28,630
3	27,090	3	27,800	4	29,130
4	27,590	4	28,300	5	29,630
5	28,090	5	28,800	6	30,130
6	28,590	6	29,300	7	30,630
7	29,090	7	29,800	8	31,530
8	29,900	8	30,700	9	32,430
9	30,800	9	31,600	10	33,330
10	31,700	10	32,500	11	34,230
11	32,600	11	33,400	12	35,130
12	33,500	12	34,300	13	36,030
13	34,400	13	35,200	14	36,930
14	35,300	14	36,100		

1 APPENDIX B

2 EXTRA CURRICULAR COMPENSATION

3  
4 A. Coaches. Subject to a three thousand one hundred (\$3,100.00) dollar per sport ceiling,  
5 coaches will be compensated based upon continuous experience in the position as  
6 follows:

7 Head Coach

First Year	\$21.00
Second through third year	\$24.00
Fourth year and beyond	\$26.00

8  
9 Assistant Coach

First Year	\$18.00
Second through third year	\$21.00
Fourth year and beyond	\$23.00

10  
11 B. Chaperones, Intramurals, Scenery or Choreography Assistant shall be compensated on an  
12 hourly basis based upon continuous experience in the position as follows:

First Year	\$18.00
Second through third year	\$21.00
Fourth year and beyond	\$23.00

13  
14 C. Extra-Curricular; Co-Curricular

- 15 1. Clubs and activities shall be determined annually by a School-based committee  
16 comprised of teachers, parents, building principal, and students.
- 17 2. Advisors and Assistant Advisors will be compensated on an hourly basis based  
18 upon continuous experience in the position as follows:

Advisor

First Year	\$20.00
Second through third year	\$23.00
Fourth year and beyond	\$25.00

Assistant Advisor

First Year	\$17.00
Second through third year	\$20.00
Fourth year and beyond	\$22.00

3. Clubs and activities shall be compensated up to the maximum ceilings per activity per school outlined below. Multiple advisors for an activity will share the total amount for that activity based on the hourly rates described in C2 above.

Concert Band	\$1,600
Viking Band	1,600
Jazz Band	1,600
Drama	1,600
Orchestra	1,600
Show Chorus	1,600
Student Council	2,000
Year Book	1,600
Show Classes	650
Stage Ensemble	875
Clubs	650
Science Writing or Other Academic "Fair"	650

- D. All Extra-Curricular Sports, Clubs, and Activities must be recommended by the Superintendent and have prior Board approval.