# AGREEMENT

**BETWEEN**

**THE GREATER EGG HARBOR REGIONAL**

**BOARD OF EDUCATION**

**AND**

**THE GREATER EGG HARBOR REGIONAL**

**EDUCATION ASSOCIATION**



**JULY 1, 2010 THROUGH JUNE 30, 2012**

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(revised. 12.09.10)

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PREAMBLE

This Agreement entered into this 20th day of December 2010 by and between the Board of Education of the Greater Egg Harbor Regional High School District, in the County of Atlantic, New Jersey, hereinafter called the “Board”, and the Greater Egg Harbor Regional Education Association, hereinafter called the “Association”.

### ARTICLE I

**RECOGNITION**

1. The Board hereby recognizes the Greater Egg Harbor Regional Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all personnel employed by the Board, whether under contract or on leave, including:

1. Certified Staff

Classroom Teachers

Guidance Counselors

Librarians

Nurses

Social Workers

L.D.T.C.’s

Speech Correctionists

Media Specialists (Non-print)

2. Non-Certified Staff

Secretaries

Secretary to the Director of Curriculum and Instruction

Computer Operators

Custodians

Groundskeepers

Maintenance Workers

Assistants

Painters

3. Excluding:

Superintendent

Assistant Superintendent

Directors

Principals

Vice Principals

Supervisor of Special Services

Board Secretary/Business Administrator

Supervisors

School Psychologists

All other Board Employees

1. Terms

1. Whenever the terms “employees” or “members of the bargaining unit” are used, they shall refer to all the personnel mentioned above (A1 and A2).

2. Whenever the term “teacher” is used, it shall only refer to the certified personnel mentioned above.

3. Whenever the term “support staff” is used, it shall refer only to the non-certified personnel mentioned above.

4. Whenever a specific classification of employees is used (example – “custodians”), it shall refer to only those employees in that specific job classification.

5. Whenever the term “he” is used, it shall refer to both male and female employees.

### ARTICLE II

### NEGOTIATING PROCEDURE

1. On or before December 1, or as the parties shall otherwise determine, prior to the expiration of this Agreement, the Association shall meet with the Board in formal session to exchange all demands and to establish procedural ground rules for negotiations for a successor agreement. At the second meeting additional proposals can be made. Thereafter, no further proposals may be made.
2. Representatives of the Board and the Association shall begin negotiations prior to or during the second week of December, or as the parties shall otherwise determine.
3. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available to the Association, upon reasonable request, all information which is in the public domain.
4. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
5. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement 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 employee benefit existing prior to its effective date.
6. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
7. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not 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.
8. 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.
9. If any member of the bargaining unit is required or permitted to be in attendance at a grievance or negotiations session which meets during work hours, there shall be no loss of pay suffered by said employee.
10. In accordance with the mandates of Chapter 123, P.L. 1974, changes in terms and conditions of employment shall first be negotiated with the Association and any mutual modification shall be reduced to writing and signed by the Association and Board.

### ARTICLE III

**GRIEVANCE PROCEDURE**

1. A grievance shall be defined as a misinterpretation, misapplication or violation of policies, agreements, and administrative decisions which adversely affect the employee except that the term “grievance” shall not apply to any matter for which a method of review is prescribed by law.
2. Although the complaint of a nontenure teacher that is not granted a contract is not subject to the provisions of this Article 3, such teacher may, if he so desires, request a meeting with the Board to discuss the situation as set forth in N.J.A.C. 6:3-4.2.
3. Although the complaint by an employee occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required is not subject to the provisions of this Article 3, but such employee may, if he so desires, request a meeting with the Superintendent to discuss the situation, and such meeting shall take place within a fifteen (15) work day period of time after such request was made to the Superintendent. The Association will be notified in writing if such meeting is to be held and may participate in the discussion if the employee so desires.
4. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
5. Nothing herein contained 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 the intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment.
6. Procedure
   1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
   2. Level One

An employee with a grievance shall first discuss it with his immediate supervisor with the objective of resolving the matter informally. If the employee is not satisfied with the decision of his immediate superior, he may proceed to discuss the grievance with the Principal of his building or the Facilities Manager, as the case may be, either directly or through the Association’s designated representative, with the objective of resolving the matter informally.

* 1. A grievance, to be formally instituted under the provisions of this Article, must be in writing and given to the Principal or the Facilities Manager within fifteen (15) school days after the grievant should have reasonably known of the event which occasioned the grievance. The Principal or Supervisor shall consider the grievance if he has the authority to make the decision or if he has authority over the decision-maker. If he does not have such authority, the grievance shall be first submitted in writing at Level Three by the grievant.
  2. Level Two

If the aggrieved employee is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within fifteen (15) school days after presentation of the grievance at Level One, he may file and sign the grievance in writing with the Principal or Supervisor in compliance with subparagraph F. 2. of this Article.

* 1. Level Three

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within ten (10) school days after presentation of the grievance at this step, he may file the grievance within five (5) school days thereafter with the Superintendent or Business Administrator, as the case may be.

* 1. Level Four

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) school days after presentation of the grievance to the Superintendent or Business Administrator, he may file the grievance, within five (5) school days after receipt of the disposition of the grievance by the Superintendent or Business Administrator, with the Board through the Superintendent.

* 1. Level Five

The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a meeting with the employee and render a decision in writing within fifteen (15) school days after receipt of the grievance by the Superintendent for transmittal.

* 1. Level Six

If the aggrieved employee is not satisfied with the disposition of his grievance at Level Five, the Association may, within five (5) school days after such disposition, notify the Board through the Superintendent of its intention to arbitrate the grievance. Within ten (10) school days of such written notice to the Superintendent, the Association may file a demand for arbitration with the Public Employment Relations Commission which shall be processed under PERC’s Voluntary Labor Arbitration Rules. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the Agreement between the parties or any policy of the Board of Education. As to those grievances which involve a decision of the meaning or interpretation of the language of this Agreement, the arbitrator’s decision shall be final and binding on the parties. Each party will bear the total cost incurred by themselves. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs shall be shared equally.

* 1. Any party in interest may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all stages of the grievance procedure. However, only the Association can process a grievance to arbitration.
  2. No reprisals of any kind shall be taken by either party against any party in interest, any building representatives, or any other participant in the grievance procedure by reason of such participation.
  3. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent or Business Administrator directly, as the case may be, and the processing of such grievance shall be commenced at Level Three. The statement of the grievance shall identify the group or class of employees on whose behalf the grievance is being filed by the Association.
  4. No meetings and/or hearings under this procedure shall be conducted in public and shall include only such parties in interest and their designated or selected representatives.
  5. The parties concerned will not be limited to the number of days called for in this Article for actions on grievance handling, if written notification, at least one day before deadline, is given to the other party stating reasons for the needed delay. In no case will this delay exceed five (5) school days and may not occur at more than one level unless by mutual consent of both parties.
  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 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.

**ARTICLE IV**

**NON-DISCRIMINATION CLAUSE**

The Board and the Association agree that there shall be no discrimination and that practices, procedures, and policies of the School District shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of Association personnel, or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status or age.

**ARTICLE V**

**EMPLOYEE RIGHTS**

1. Pursuant to Chapter 303, Public Laws 1968, the Board and the Association hereby agree that every employee of the Board shall have, and shall be protected in the exercise of, the right freely, and without fear of penalty or reprisal, to form, join and assist any employee organization or to refrain from any such activity.
2. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.
3. Support Staff personnel shall have a probationary period of six (6) months. Discipline up to and including discharge during this probationary period shall not be subject to the grievance procedure.
4. No employee shall be disciplined without just cause. This clause does not apply to the non-renewal of non-tenured employees.
5. If any employee is to be suspended without pay, denied increment(s) or terminated, then the employee will be supplied written reason(s) for such action.
6. 1. Administrators/Supervisors shall be encouraged to place in the employee’s personnel file his outstanding achievements in the educational field or in his assigned work.
   1. An employee will be permitted to read and initial any letter of a negative or disciplinary nature which may be used to evaluate him, prior to placing same in his personnel file. The signature of an employee in no way indicates agreement with the contents thereof. An employee may write a statement, not to exceed one typewritten page, expressing his point of view in regards to the above negative or disciplinary action, provided this statement is written and filed with the Superintendent or Business Administrator within twenty-five (25) school days after the employee was permitted to read and initial the original letter(s) of negative or disciplinary nature.
   2. The Board shall establish only one official personnel file for each employee.
7. Whenever any employee is required to appear before the Superintendent or Business Administrator or their designee (Principals, Vice Principal, Athletic Supervisor and/or Supervisor of Special Services, Facilities Manager), the Board, or any Committee thereof, concerning any matter which could adversely affect the continuation of that employee in his office or position, then he shall be given prior written notice of the reasons for such meeting or interview and shall, at his request, be entitled to have a representative of the Association present. If the Administrator, prior to the time of such meeting does not know the issue(s) is disciplinary in nature, then the above shall not apply.

**ARTICLE VI**

**ASSOCIATION RIGHTS**

1. The Association and its representatives shall have permission to use school buildings at all reasonable hours for meetings, subject to approval of the Principal of that building. The Principal of the building in question shall be notified in advance of the time and place of all such meetings. Any use of a building by the Association for a meeting or activity after 6 p.m. on a week day or on Saturdays, Sundays, or other days when school is closed shall require advanced written approval of the Principal of the building and the Superintendent. Support staff shall be allowed to attend two (2) general meetings per year without loss of pay or time. Notice of such general meetings shall be provided to the Business Administrator at least forty-eight (48) hours prior to such meetings. Such general meetings shall not exceed two (2) hours in length.
2. The Association shall have permission to use school equipment, subject to administrative approval and as long as such equipment remains in the same school building; including typewriters, other duplicating equipment, calculating machines, and all types of audiovisual equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use.
3. The Association shall have, in each school building, the exclusive use of a portion of the bulletin board in each employee lounge, clock rooms, transportation office and other locations to be mutually agreed upon by the parties. Copies of all materials to be posted on such bulletin boards shall be given to the building Principals or his designee at or before posting the subject material or materials.
4. The Association shall have the right to use the inter-school mail facilities and school mail boxes with the approval of the building Principal or other members of the administration. The Principal in each building shall receive copies of all materials for general distribution sent through inter-school mails or which are placed in mailboxes.
5. 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 employees, and to no other organization.
6. The Board agrees to make available to the Association, in response to reasonable requests, all available information in the public domain which may be necessary for the Association to process any grievance.

**ARTICLE VII**

**BOARD RIGHTS CLAUSE**

1. Except as otherwise specified in this Agreement, the Association recognizes that the Board has responsibility and authority to manage and direct, on behalf of the public, all the operations and activities of the school district to the full extent authorized by law.
2. It is understood that employees shall, during and not withstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
3. It is understood by all parties that under the rulings of the court of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted by it under law.

### ARTICLE VIII

**EMPLOYMENT PROCEDURES**

A. Placement on Salary Schedule:

Each employee shall be placed on his proper step of the salary schedule. Any ten (10) month employee employed prior to February 1 of any school year and any twelve (12) month employee employed prior to January 1 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 his position shall be required to give either sixty (60) days notice or the notice as per a non-tenured employee’s individual employment contract. A non-tenured support staff employee who is resigning from his position shall be required to give two weeks (14 calendar days) notice to the District Office.
2. Earned vacation for twelve (12) month support staff personnel shall be paid according to the proportion of full months worked to the total contract year, unless fourteen (14) days notice has not been given.
3. If proper notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the support staff employee.
4. Contracts for non-tenured teachers shall contain a standard 60 day notification clause for termination of their contract.

D. Notification for Support Staff Employees

1. Employees shall be notified of their contract status for the ensuing

year as follows: by May 30 for custodial employees, secretarial employees and assistants. Employment contracts shall contain a standard sixty (60) day notification clause for termination of contract.

1. Buildings and Grounds Department employees, Secretarial and

Assistant layoffs shall be district-wide and shall be by seniority per classification, i.e., last-in, first-out. Recall lists shall be maintained for one hundred twenty (120) calendar days. Recalls shall be by reverse procedure. Recalled employees shall have seniority rights and accumulated sick leave restored.

E. Employees shall not be required to transport students in their own vehicles. An employee may do so voluntarily, however, with the advance approval of his immediate supervisor.

F. Employees required to travel between buildings during the normal work day shall not forfeit pay and shall be reimbursed at the rate established by law or regulation or adopted Board Policy.

### ARTICLE IX

**SCHOOL CALENDAR/EMPLOYEE WORK YEAR**

1. The Superintendent of Schools shall draw up a School Calendar to recommend to the Board of Education and shall consult with the Association prior to such recommendation. The Superintendent may also consult with other individuals and organizations within the school system as he sees fit, and individuals and organizations other than within the school community. The Board of Education reserves the unilateral right to establish the School Calendar after recommendation from the Superintendent. Any changes necessitated after the School Calendar is acted upon shall be discussed with the Association, but shall not be subject to the grievance procedure.
2. TEACHER WORK YEAR

1. Effective 2010-2011, the work year for teachers working in the employ of the Board prior to September 1, of any school year, shall not exceed 183 days. At least two (2) days of in-service per year will be devoted to meeting the State’s 100-hour requirement. One of the in-service days will be 4-hours of in-service, with the remainder of the day specifically being utilized for departmental meetings.

2. Teachers newly employed for a school year may be required to work one (1) additional day. The Association shall have representation on any committee which examines the topic of in-service.

1. Guidance Counselors may be assigned up to five (5) evenings during course selection weeks for parent conferences and telephone calls regarding course selection. Such evening assignments will be for a maximum of three (3) hours and shall run no later than 9:00 p.m. Counselors shall be granted three (3) full days compensatory time for such assignments.
2. Guidance Counselors shall be assigned up to two (2) days immediately following the last teacher day for the purpose of performing guidance counselors’ duties. Such days shall be six (6) hours in length. Work under this section shall be compensated at the per diem rate and computed as part of the annual salary. For the purposes of this section, effective 2010-2011, the per diem rate is calculated as 1/183 of annual salary.
3. The work year for guidance counselors shall include eight (8) week days prior to the normal reporting date for a teacher in his/her building. Work under this section shall be compensated at the per diem rate and computed as part of the annual salary. For the purposes of this section, the per diem rate is calculated as 1/183 of annual salary. Any of these days may be scheduled earlier in August on a per counselor voluntary basis. The guidance counselor shall designate these days before the conclusion of the last workday in June.

#### Use of Compensatory Time

* 1. Compensatory time under B. 3. above may be taken in half-day segments.
  2. Such consecutive periods may not be taken during the months of September or June.
  3. No more than two (2) counselors in the district and one (1) counselor in each school may take compensatory time on the same day.
  4. Compensatory time shall be taken upon approval of the Superintendent or his designee, which approval shall be consistent with the above provisions.

#### Members of the Child Study Team who are required to attend evaluation or IEP meetings beyond the last day of school for teachers shall be paid at an hourly rate according to their salary.

1. SUPPORT STAFF WORK HOURS AND SCHEDULE
   1. Custodians, Groundskeepers and Maintenance Personnel

a. The September to June work schedule is as follows:

(1) The base work day shall not exceed eight (8) hours, including a designated thirty (30) minute uninterrupted lunch period, except for overtime requirements.

(2) The lunch period will be taken between four (4) and five and one-half (5 ½) hours after the established starting time.

(3) Starting time of each shift shall be designated annually by the Board of Education not later than thirty (30) days prior to September 1 of each year.

(4) In addition to thirty (30) minutes uninterrupted lunch period, each such employee covered under this Agreement shall be entitled to a designated fifteen (15) minute coffee break. Said coffee break shall be taken after the first two hours of work in the shift and before the third hour except in extenuating circumstances.

1. Each work week shall consist of five (5) days except for holidays approved by the Board.
2. Second shift employees shall be paid twenty-five cents (.025) per hour night differential for each hour of work performed between 6:00 p.m. and 6:00 a.m. in addition to their base hourly rate (and overtime if applicable).
3. The Board may schedule two (2) custodial employees per building on a Monday-Thursday and Saturday schedule. The District may not involuntarily assign any employee who was on staff before December 2, 1997 to such a schedule. An employee assigned to the Monday-Thursday and Saturday shift shall remain on that shift for at least six months, unless the Board allows a transfer before that date. On the first work day of the pay period following the six-month anniversary, the employee may transfer to a Monday-Friday shift if there is a custodian on staff with less seniority than he/she has at that time. In the absence of volunteers, the least senior employee shall be assigned to the Monday-Thursday and Saturday shift.
4. Summer Work Hours

(1) The summer work schedule will begin on the first Monday immediately following the formal closing of school for students. Such work shall be day work subject to operational needs and/or mutual agreement.

(2) The summer work day for all such employees covered under this contract shall consist of eight (8) hours including uninterrupted lunch period and coffee break as detailed in Paragraph 1.a.2 and 4. Starting time of the summer work day shall be designated by the Board of Education annually.

(3) Each work week shall consist of five (5) days except for holidays approved by the Board.

f. Overtime

(1) All work performed in excess of any work week of forty (40) hours, including two and one-half (2-1/2) hours uninterrupted lunch period, shall be compensated at the rate of time and one-half. If compensatory time has been granted in lieu of payment, such time must be used within ninety (90) calendar days of crediting or shall be lost. Compensatory time shall not exceed forty (40) hours on any last day of a quarter (September 30, December 31, March 31 and June 30). The supervisor and Business Administrator must approve use of such leave in writing in advance.

(2) All overtime work shall be determined by the BusinessAdministrator. Reasonable effort shall be made to equitably distribute overtime to all members per shift.

(3)If any work week shall include a bona fide school holiday,granted under Article XVII, or if an employee is absent due to bereavement leave granted under Article XV, Paragraph A.1.b, of this Agreement: “Death in Immediate Family”, then this day shall be counted as an eight (8) hour day for computation of overtime for the work week for that employee. In cases where multiple holidays or a holiday and personal leave occur within the same work week, only one such eight (8) hour day shall be counted in the work week for computation of said overtime. Any work performed on a bona fide school holiday referred to above, shall be compensated at time and one-half, regardless of the number of hours worked in that week.

(4)The parties agree that the retroactive overtime pay rates between July 1, 2009 and the date of mutual ratification of the 2009-2010 and 2010-2012 Agreements shall be paid based on the hourly rates in effect for that specific year.

(5) All such employees shall be granted a maximum of ten (10) minutes prior to the end of the work shift in which to put away equipment and supplies and for the purpose of clean-up. Such period shall not be deducted from the work week calculation for overtime.

(6) Any such employee who is called in to work at times other than his regularly scheduled shift shall be paid for a minimum of two (2) hours at straight-time pay or for the time actually worked, whichever is greater. If appropriate, such pay shall be at an overtime rate. This minimum time provision shall not be applicable if the required time is contiguous to an employee’s regular work schedule, and, therefore, less than two (2) hours may be appropriate.

(7) Any such employee who is called in for the purpose of snow removal beyond their regular shift shall be paid overtime for those hours associated with the snow removal, regardless of the number of hours worked during the week.

D. DAILY WORK HOURS AND SCHEDULE FOR SECRETARIAL PERSONNEL

1. The normal work day for secretarial personnel is eight (8) hours including a thirty (30) minute lunch period and a scheduled fifteen (15) minute break period each morning and afternoon for a full work day.

2. All work performed in excess of forty (40) hours in any week shall be compensated at the rate of time and one-half. If any work week includes a bona fide school holiday, granted under Article XVII, then the “normal” hours scheduled for that day in that week shall be creditable for overtime computation. If an employee is granted entitled leave for a death in immediate family, per Board Policy, then such time shall be counted as one “normal” work day for computation of weekly overtime. In cases where multiple holidays, or a holiday and leave for death in the family occur within the same work week, only one such “normal” work day shall be counted in the work week for computation of overtime. In addition, if any work is performed on a bona fide school holiday referred to above, then such time shall be paid at the rate of time and one-half regardless of the number of hours in that week.

3. Each work week shall consist of five (5) days except for holidays approved by the Board.

#### 4. Ten (10) Month Work Year

#### Ten (10) month employees shall commence their work year no less than two (2) days before all teachers are first scheduled to arrive for the next school year. Their work year shall end no less than two (2) work days after the students’ school year ends, with two (2) additional work days worked at either the beginning or end of their work year at the discretion of the principal. This work year will not exceed 191 total days. In addition, ten (10) month Secretarial personnel shall not be required to work on or attend two (2) days of in-service for teachers.

#### 5. Overtime

#### (1) All overtime worked shall be mutually agreed upon by the employee and immediate supervisor. In the event of an emergency, overtime assignment shall be made at the discretion of the Board Secretary-Business Administrator.

#### If a secretary is required to work during a day when the total District is

#### closed for the full day due to inclement weather or other emergency closing, compensatory time will be granted within ninety (90) working days at a time of mutual convenience of the parties involved.

#### 6. Holidays

#### Secretary’s holidays shall correspond to the school calendar during the school year. When students and teachers are not in attendance, secretaries shall not be required to be present. In addition, twelve (12) month secretarial employees shall receive July 4th and Labor Day as holidays.

Ten (10) month secretarial employees shall receive Labor Day as a holiday.

7. Summer Schedule

Twelve (12) month employees shall work a summer schedule of seven (7) hours commencing the day after Graduation. Such a schedule shall end two (2) days before teachers are first scheduled to arrive for the next school year.

#### The administration shall make a reasonable attempt to secure a substitute for any secretarial employee who has been absent five (5) consecutive work days or more.

E. DAILY WORK HOURS AND SCHEDULE FOR ASSISTANTS

1. The work year for assistants shall be 173 full days and eight (8) half days. This work year includes assistants not being required to attend or work on one (1) day in which in-service training is given to teachers.

2. All days under 1. above shall be scheduled on days which are listed in the school calendar.

3. The work day for full-time assistants shall be seven (7) hours and 30 minutes Monday through Friday. Half days under C.1. above shall be three (3) and one-half hours in length. The Board may create and fill less than full-time assistants positions.

4. Full-time assistants shall receive a 30 minute duty-free lunch.

5. Full-time assistants shall receive two (2) twenty (20) minute breaks per day. There shall be one (1) twenty (20) minute break on half days.

6. When assistants are directed by the Board or its agents to participate in training outside the work day as defined in paragraph 3 above, they shall be paid for all such time at the negotiated hourly rate, paying overtime where applicable.

7. When an assistant who is certified to work as a substitute is assigned by the Board or its agents to act as a full day substitute, he/she shall receive $15 in addition to his/her pay as an assistant.

##### **ARTICLE X**

**CLASS SIZE, TEACHING HOURS AND TEACHING LOAD**

1. Length of Day
   1. During the 2009-2010 school year, the school day and week will be status quo for teachers.
   2. Effective July 1, 2010, the in-school workday for certified staff, exclusive of extra-curricular positions, shall not exceed seven (7) hours, fifteen (15) minutes Monday through Friday. The student day shall be reduced by ten (10) minutes per day from the 2009-2010 student day which will become effective upon the signing of this Agreement. Class periods shall not exceed 46 minutes in length; however, teachers are required to remain until the departure of school buses. Athletic coaches and activity advisors are required to remain until the departure of the activity or athletic buses when their activities are in session.
   3. Breakfast duty (no additional compensation) will be rotated.
2. Meetings
   1. Teachers may be required to attend up to 14 meetings per year on Mondays which will extend the workday as defined in A.2 above not more than forty-five (45) minutes for each meeting. A tentative schedule will be provided by the Principal in September of each year.
3. Length of Periods

A class period will not exceed forty-six (46) minutes in length.

1. Structure of the Workday
   1. Classroom Teachers
      * + 1. Each classroom teacher will be required to teach five (5) teaching periods or its equivalent, with exception for those teachers wishing to volunteer to teach six (6) periods.
          2. Each classroom teacher shall have daily preparation time (which also means “conference time”) of two (2) periods or the equivalent during which they shall not be regularly assigned to any other duties. If the period configuration is changed, the parties must discuss the effect, if any, of such a change upon this clause.
          3. Each classroom teacher shall be responsible for one (1) period daily of an administratively assigned responsibility.
          4. Classroom teachers shall be assigned homeroom supervision on a rotating basis. Those not assigned to homeroom supervision may be assigned to an equivalent duty.
          5. Each classroom teacher shall receive a duty-free lunch period which shall be of the same length available to students. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods upon notification in advance to the Supervisor or the Principal.
   2. Specialized Personnel
      * + 1. Included in this section are: social workers, nurses, guidance counselors, L.D.T.C.’s, speech correctionists.
          2. Section D. 1. d. above may be applied to these personnel. They may be assigned to breakfast duty if the program is implemented.
          3. Specialized personnel shall receive two (2) fifteen (15) minute breaks daily, one in the morning and one in the afternoon.
   3. Librarians - Media Specialists
      1. Sections D. 1. b., D. 1. d, and D. 1. e. above shall be applied to these personnel. They shall also be subject to being included in the regular duty assignments.
      2. Librarians shall have six (6) periods of student contact daily.
2. 1. In the event that changes in a teacher’s schedule, class and/or subject assignments are proposed, the teacher affected shall be notified promptly and upon the request of the teacher, the changes shall be promptly reviewed between the principal or his representative and the teacher affected.

2 In the event that changes in a teacher’s school assignment are proposed, the teacher affected shall be notified promptly and upon the request of the teacher, the change shall be promptly reviewed between the Superintendent or his representative and the teacher affected.

### ARTICLE XI

**SALARIES AND BENEFITS**

A. Salaries

1. The salaries of all certified employees covered by this Agreement are set forth in Exhibits “A-1” and “A-2” as attached and made a part hereof.

2. The salaries of all support staff employees covered by this Agreement are set forth in Exhibits “B-1” and “B-2”; “C-1” and “C-2”; and “D-1” and “D-2” as attached and made a part hereof.

B. All support staff employees covered by this Agreement shall be placed on the proper step of the appropriate salary guide. If after advertising for a supportive staff vacancy, the Board is unable to employ a satisfactory, acceptable candidate, the Board shall first notify the Association and thereafter employ up through Step 6 of the appropriate salary guide.

1. There will be a semi-monthly pay plan. 12 month employees shall be paid in twenty-four (24) equal semi-monthly installments throughout the year and 10 month employees will be paid on twenty (20) equal semi-monthly installments from September through June. They will receive their checks on the 15th and the 30th day of each month. When a payday falls on or during a holiday or weekend, employees shall receive their pay on the last previous working day.
2. Procedure for Withholding Employment or Adjustment Increments of Certified Staff

The Board of Education believes that each certified employee whether or not tenured in this system will continually strive to improve his performance.

* 1. Each teacher shall be apprised of the results of his evaluation by his immediate supervisor. In the event a deficiency(ies) is detected, specific recommendations to overcome same shall be made by the supervisor.
  2. Should there be a recommendation by the supervisor that a salary increment be withheld, the building Principal shall notify the teacher and provide him with a reasonable opportunity (not to exceed ten school days) to speak in his own behalf.
  3. Should the building Principal, following his meeting with the employee, concur in the decision to recommend withholding an increment or employment, he shall state his reasons for so doing and forward same to the Superintendent for presentation to the Board.
  4. The Board reserves the right to accept or reject any recommendation to withhold a salary increment.
  5. Prior to voting on a recommendation to withhold a salary increment, the Board shall offer the teacher the right to a meeting before this Board. The employee has the right under law to appeal a decision of this Board to the Commissioner of Education.
  6. Any employment or adjustment increment withheld under the procedure shall be considered for restoration in the following year by the Board, if requested by the employee.

1. Deductions for all Employees

1. Employees shall have the opportunity to participate by payroll deduction in Tax Sheltered Annuity programs of 1) an educational fund; and 2) a second fund to be agreed upon by Association and the Board.

* + 1. Payroll deductions will be made only for those employees who participate in the two approved funds.
    2. The Board will add a payroll deduction option for a Flexible Spending account under the rules and regulations of the IRS. The district’s current Section 125 plan used for the voluntary health incentive waiver plan will be expanded to permit these flexible spending accounts as well as allowing for any state mandated contributions for health insurance coverages.
    3. The Board will add a disability insurance plan option for employees in any year (July 1st through June 30th) when at least 10% of the Association unit membership has indicated in writing that they will participate for the year.
    4. The Board will add a Fitness Club payroll deduction option for employees for one Fitness Club chosen by the Association.

1. Upon written authorization made prior to the commencement of a school year, employees may direct that a portion of their paycheck be deducted each pay period for deposit with the ABCO Credit Union. Procedures shall be developed for the written authorization and other related matters. The Board of Education will remit the following employee voluntary deductions within five (5) working days after a payday to the Agency or Agencies designated in accordance with the terms of the current negotiated contract: 1) ABCO Credit Union, and 2) Tax Shelter Annuity. Tax Shelter Annuity Plans offered by the State of New Jersey, Division of Pensions will not be remitted under the terms of this section. Remittance will be made in accordance with regulations by the Division of Pensions.
2. Effective July 1, 2010, “crossover” teachers who are so scheduled for a full year between two (2) or more schools in the district shall receive a $500.00 stipend.
3. A teacher, who gives up a preparation-conference period to cover a class after the first such coverage per year, shall be compensated at the rate of 20% of the regular substitute rate of pay. Payment shall be made in July for the previous year.
4. For all pay purposes under this contract, a day’s salary is defined as the annual salary of an employee divided by the number of workdays set forth in Article 5.
5. There shall be a direct deposit approach under the following terms:
   1. All employees must use direct deposit.
   2. All direct deposits will be of the entire paycheck. There shall be no partial direct deposits.
   3. The Board shall have no responsibility for receiving bank rules regarding access to deposited funds.

K.Any Buildings and Grounds Department employee holding a valid fireman’s license, assigned by the head custodian as fireman on duty for any shift, shall receive $10.00 per diem in addition to his contractual salary.

L. The custodian managing the receiving room in each school shall receive an annual stipend of $600.00.

M. PAINTER SALARIES:

2011 2012

$58,440 $60,018

The above salaries shall be paid only to the current employee holding this position. Should such employee leave the district, the above salaries shall be subject to re-negotiation for the replacement employee.

N. Boiler checks on weekends and holidays are to be paid at a rate of 1½ times the straight time hourly rate for all hours worked during these checks, regardless of the number of hours worked during the week.

### ARTICLE XII

**HEALTH INSURANCE**

A. Each employee eligible and choosing will receive health insurance for him/her and his/her dependents, making such contributions by payroll deduction as required by law. The Board shall pay the difference. The employee contribution shall also apply to prescription coverage. Effective August 1, 2010, said coverage shall be as provided in the State Educators’ Health Benefit Plan (SEHBP), Direct 10. The Board agrees to maintain a supplemental fund to reimburse any employee for any costs incurred by him/her as a result in any differences between the PPO Plan and the SEHBP. Such fund shall be maintained from August 1, 2010 through June 30, 2011. It shall terminate on June 30, 2011.

1. Insurance under A. above shall include the Voluntary Second Surgical Opinion and Mandatory Pre-Admission Review.

1. Each employee eligible and choosing shall be entitled to select an HMO for insurance in accordance with the rules promulgated by the SEHBP.

B. The Association acknowledges and agrees that the Board may unilaterally change the health care provider provided the replacement plan of the replacement provider is equal to or better than the plan replaced.

C. There shall be a co-pay prescription drug plan for an employee and his/her dependents. The employee co-pay shall be $15.00 co-pay for name brands and $7.50 for generic and $15.00 for mail order. The dosage limits per co-payment shall be: 1) up to a 30 day supply at retail; and, 2) 90 days for mail order. These rates become effective as soon as they can be implemented after ratification.

D. The Board contribution toward a family Dental Plan shall be the actual premium in effect each year of this Agreement. The premium in effect at each enrollment level for 2011-2012 shall become the Board maximum contribution for future years unless and until changed by the parties in writing.

E. Employees retiring from the district under the Teachers’ Pension and Annuity Fund (TPAF) or the Public Employees’ Retirement System (PERS) shall be eligible to enroll for any or all of the coverages provided under A. or B., in the District Sub-Group Retirees plan. Enrollment in this plan shall be the responsibility of the retiree. Payment of the cost of coverages elected shall be the responsibility of the retiree and shall be remitted as directed.

F. Voluntary Health Incentive Waiver Plan

1. There shall be a voluntary health insurance waiver plan for employees eligible to receive family or husband/wife coverage under this Article.
2. An employee may waive insurance under one or more insurances under Sections A., B. or C. above.
3. Each year, the Board shall provide appropriate forms to all employees covered by family or husband/wife coverage and to employees who are eligible to receive prescription or dental insurance. Said form will contain a final return date.
4. Employees who voluntarily elect to waive dental coverage shall be entitled to receive 25% of the premium cost of the waived insurance. Employees waiving medical/health and/or prescription coverages shall be entitled to an incentive as prescribed by law or regulation and by the Board.
5. Payment of the monies in 4. above shall be made by separate check before July 31 after the conclusion of the waived year.
6. Employees must waive such insurance for a full year (July 1 through June 30) to be eligible for said payment.
7. Employees who have no other comprehensive family or husband/wife insurance shall not be permitted to waive coverage.
8. An employee who waives coverage may re-enroll for the next year during the open enrollment period. The only exception is for a “Life Event” such as loss of spousal coverage, divorce or birth of a child within the District’s insurance year, the employee may re-enroll immediately in the District’s plan. If such re-enrollment occurs during the insurance year, no incentive payment will be made to the employee for that year.
9. In order to protect all employees from Federal taxation of existing benefits when this plan is in effect, the District will comply with all Federal paperwork (a Section 125 account).

### ARTICLE XIII

**EVALUATION PROCEDURES**

* + 1. Teachers

The procedures set forth in Board policies relating to evaluation of teaching staff members shall be the procedures used in evaluating all teachers.

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

* + - 1. A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher’s file or otherwise acted upon without the teacher having an opportunity for a conference with the evaluator. The evaluation conference shall be held within ten (10) working days from the date of the observation.

B. Support Staff

1. A job description will be provided to all support staff employees. When such job description is changed, a copy of the changed job description will be given to affected employees.
2. All monitoring or observations of the work performance of an employee shall be conducted openly by members of the Administrative Staff. The use of eavesdropping, public address, cameras, audio system, and similar surveillance devices shall not be permitted.

3. Employees shall be evaluated at least once per year.

4. The evaluation form will contain criteria established by the District and

will indicate the following on each criterion: Satisfactory, Unsatisfactory, and Needs Improvement. The evaluator may append evaluative comments supporting his/her assessment of performance.

5. An employee shall be given a copy of any evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employee’s file or otherwise acted upon without the employee having an opportunity for a conference with the evaluator within fifteen (15) working days of the observation.

1. Any employee will be permitted to read and initial any letter of a negative or disciplinary nature which may be used to evaluate him prior to placing same in his/her personnel file. This signature in no way indicates agreement with the contents thereof. An employee may write a statement, not to exceed one typed page, expressing his/her point of view in regards to the above negative or disciplinary action, provided this statement is written and filed with the Secretary-Business Administrator within ten (10) working days after the employee was permitted to read and initial the original letter(s) of a negative or disciplinary nature.

7. The Board of Education shall establish only one (1) official personnel file for each employee.

**ARTICLE XIV**

**SICK LEAVE**

* + 1. Each employee shall be provided sick leave at the rate of one day per month of employment which shall be accumulated from year to year without limit in accordance with N.J.S.A. 18A:30-1 et seq. Beginning an employee’s second year of employment, ten (10) month employees shall receive ten (10) sick days as of the first day of work in the year and twelve (12) month employees shall receive twelve (12) days sick leave per year as of July 1.
    2. Each employee shall be provided with a written accounting of sick leave once each year.
    3. Absence resulting from required medical attention, available only during working hours, shall be covered by sick leave.
    4. Employees newly employed after the beginning of any school year shall, at the time of employment, be credited with sick leave at the rate of one (1) day for each month or portion of a month remaining in the school year. Any portion of a month shall be considered as a full month.
    5. Pay for Sick Leave upon Retirement

1. Teachers

The parties agree that there shall be payment for accumulated sick leave upon retirement under the following provisions:

a. “Retirement” is defined as applying to and qualifying for payment under T.P.A.F.

b. Sick leave days credited to an employee upon initial hire and earned in other school districts shall be deducted from the total accumulated sick leave days available for payment.

c. In order to be eligible for said payment, the employee must advise the Business Administrator in writing of his/her intention to retire at least six (6) months prior to said retirement. In the case of June 30 retirements, this written notice shall be given in advance of the January 1 prior to the retirement date. An employee who fails to give the required notice of intention to retire, shall receive said payment on the July 1st of the year following the retirement.

d. Payment shall be at the following rates:

For the first 100 days…………...$45.00

For days 101 through 200………$55.00

For days over 200………………$65.00

2. Support Staff

The parties agree that there shall be payment for accumulated sick leave upon retirement.

Upon retirement after at least fifteen (15) years of service in the district, an employee shall be compensated for all unused sick leave at the following rates of pay and under the following conditions.

a. Employee must have at least fifty (50) days accumulated sick leave to be eligible for reimbursement.

b. An employee must give the Board written notice of intent to retire one (1) year prior to the proposed retirement date. Failure to do so will delay payment for one (1) full year.

c. Employees will be reimbursed up to a maximum of 160 days.

Rates of Pay:

Buildings and Grounds Department Employees, Secretaries and Assistants

$15.00 per day - maximum $2,400.00.

**ARTICLE** **XV**

**TEMPORARY LEAVES** **OF** **ABSENCE**

A. Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:

1. Personal Leave

a. Application to the employee’s principal or other immediate supervisor for personal leave shall be made at least five (5) school days before taking such leave (except in the case of emergencies where direct notification to the administration is acceptable).

b. Approval for personal leave for teachers will not be granted on the days preceding or following a vacation period except with the approval of the Superintendent.

c. Any personal leave day under (1) and (2) above which is not taken by the employee shall be added as an additional accumulative sick leave day in the next school year: subject, however, to the employee having the option to instead designate up to two (2) unused personal days to carry over to the following year if used as family illness days. In no event shall the total number of personal days in the following year exceed five (5) days, consisting of up to the two (2) carried over for family illness plus the three (3) personal days which are available each year pursuant to paragraphs (1) and (2) above.

d. Any ten (10) month employee who begins initial employment after February 1st of any school year or any twelve (12) month employee who begins initial employment after January 1st of any school year shall be entitled to personal leave during that school year only under the provisions of A.1. a. (1) and no other provision of the “Personal Leave” provisions of this Article.

1. Death in the Immediate Family

With approval of the Superintendent or Business Administrator, an employee may be granted days of absence, without loss of salary, due to death in the staff member’s immediate family.

The number of days absence granted shall be determined by individual circumstances, and shall not be deductible from the three (3) days of personal leave as defined above in Section a. “Immediate Family” shall be defined as the employee’s:

* + - 1. Husband or wife
      2. Children
      3. Father and mother
      4. Brother or sister
      5. Father and mother-in-law
      6. Grandparents
      7. Grandchild
      8. Brother-in-law
      9. Sister-in-law
      10. Member of the household

**ARTICLE** **XVI**

**EXTENDED LEAVES** **OF** **ABSENCE**

A. Child Rearing Leave

* + - * 1. Pregnant employees who are medically disabled are entitled to sick leave utilization in accordance with N.J.S.A. 18A:30-1 et seq.
        2. An employee with a child less than three (3) months old may apply for and will be granted an unpaid Child Rearing Leave of Absence without pay provided application is made at least sixty (60) days prior to commencement of such leave.
        3. A teacher who is granted Child Rearing Leave shall return to work at the start of the second semester or at the start of an academic year provided written notice of such intent is given to the Board at least sixty (60) days prior to the beginning of the second semester, or by April 1 of the prior school year, if return is to commence at the beginning of the subsequent school year.
        4. A support staff employee who is granted Child Rearing Leave shall return to work at the beginning of a pay period, provided written notice of such intent is given to the Board at least sixty (60) days, which is at least sixty (60) days after written notice of such return is provided to the Board.
        5. Child Rearing Leave shall not exceed eighteen (18) calendar months, without the approval of the Board.
        6. A non-tenured employee shall be granted Child Rearing Leave in accordance with the above except that such leave shall be granted only to the end of the current work year in which the leave commences.
        7. Any teacher granted a Child Rearing Leave, upon return, will be afforded a teaching position equal to the one vacated at the time of the Child Rearing Leave.
        8. For the purposes of salary guide placement for the year subsequent to the Child Rearing Leave, six (6) full months constitutes one year credit for twelve (12) month employees and five (5) full months constitutes one year credit for ten (10) month employees.
        9. Rearing Leave time shall not be counted as experience time for salary purposes and the employee shall return to the District’s employ on the salary guide in effect at the time of return.

B. Adoption Leave (Teachers)

The Board shall grant adoption leave without pay to any teacher upon request, subject to the following stipulations and limitations:

* + - * 1. Any teacher adopting an infant child shall receive leave similar to Child Rearing Leave, which shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.
        2. No teacher shall be prevented from returning to work after adoption solely on the grounds that there has not been a time lapse between adoption and the desired date of return provided the Superintendent has been notified in writing sixty (60) days in advance of return date.
        3. Adoption Leave shall not exceed twenty-four (24) calendar months, without the approval of the Board.

C. Miscellaneous Provisions -

###### Child Rearing (All Employees) and Adoption Leaves (Teachers Only)

* + - * 1. Salary shall not be paid to the employee during leave under Paragraphs A (excluding A. (1) or Paragraph B. above.
        2. Leave time under A. and B. above shall not be considered as experience time for salary purposes and the employee shall return to the district’s employ on the salary guide in effect at the time of return with employees having the same number of years’ experience and training.
        3. One-half (1/2) year or more of experience gained prior to or upon return from leave under A. and B. above during an academic or school year shall be considered as one full year of experience for purposes of salary guide placement for the subsequent school year.
        4. Health insurance coverages during leaves under A. or B. above are governed by the Federal and/or New Jersey Family and Medical Leave Acts for all leaves under A. and B.
        5. During the term of such leave, in A. and B. above, an employee may request, in writing, to return earlier than the original leave expiration date. The Superintendent shall have the sole discretion to determine whether the request is in the best interest of the school district.

#### D. When a teacher is ill or disabled for a greater number of days than the total

number of sick days that he/she has accumulated, the Board of Education may pay such person each day’s salary less the pay of a substitute, if a substitute is employed, or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. A day’s salary is defined as 1/200 of the annual salary.

E. Other leaves of absences without pay may be granted by the Board for good reason.

1. All requests and extensions of leaves shall be applied for in writing and granted in writing.

**ARTICLE XVII**

**HOLIDAYS – SUPPORT STAFF**

1. All twelve (12) month custodians, groundskeepers and maintenance workers covered by this Agreement shall receive the following recognized Holidays with pay:

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Day before Christmas

Christmas Day

Day after Christmas

Day before New Years Day

New Years Day

Martin Luther King Day

Presidents Day

Good Friday

Easter Monday

Memorial Day

1. When Independence Day falls on a Saturday or Sunday, the Board shall designate the preceding Friday or the following Monday as the holiday if school is closed or grant the employee one compensatory day if school is open.

**ARTICLE XVIII**

**VACATION – SUPPORT STAFF**

All twelve (12) month employees subject to this Agreement shall be entitled to paid vacation as follows:

1. During the first year of employment, each employee shall receive one (1) vacation day per month of continuous service up to a maximum of eleven (11) days per year (employment on or before the 15th of a month shall constitute one month of service).
2. After one and through five years of continuous service, each employee shall receive eleven (11) vacation days.
3. After six years of continuous service each employee shall receive sixteen (16) vacation days.
4. After twenty (20) years of consecutive service, each employee shall receive twenty-one (21) vacation days.
5. All vacation schedules shall be subject to final approval by the Business Administrator.
6. Employees who change positions from ten (10) month to twelve (12) months shall receive credit for all ten (10) month service toward vacation entitlement. Employment must be without a break in service; only full months of service are creditable.
7. For Buildings and Grounds Employees
8. During the students’ in-school year, all employees shall be entitled to utilize vacation as per practice. In addition, up to three (3) custodial employees per district, one (1) maintenance worker per district and (1) groundskeeper per district may utilize more than five (5) consecutive days of vacation. These approvals shall be based on a first come, first serve basis based on seniority.
9. Vacations can be utilized year round.
10. The limitations as specified in G. 1. above as to the number of employees able to use more than five (5) consecutive vacation days, shall not be in effect during the time which students are not present due to “summer break”
11. The administration maintains the right to grant additional custodial/maintenance/grounds employees more than five (5) consecutive vacation days as per G. 1. above, during the school year for extenuating/emergent situations.

H. Resignation

1. An employee who is resigning from his position shall be required to give two (2) weeks (14 days) notice to the District office.

2. Earned vacation for twelve (12) month personnel 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 two-week notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the employee.

### ARTICLE XIX

### PROMOTIONS AND/OR JOB VACANCIES

A. Teachers

1. Whenever a professional staff vacancy, new, or temporary position is created, during the calendar year, including per hour, per diem, or per term positions, the following procedure must be followed:

* + - 1. A job notice describing requirements, type of position, (job description) rate of pay, terms of payment, must be posted on the teachers’ bulletin boards in main office and in the faculty lounge. A copy of the posted job notice will be sent to the President of the Association and/or his designee at the time of the job notice posting.
      2. All notices of promotions and/or job vacancies will remain posted for no less than six (6) days.
      3. Applications for positions and/or vacancies shall be made in writing.
      4. All appointments are subject to final approval by the Superintendent of Schools and the Board of Education. Decisions of the Board are final, provided the terms of this Article are met.
      5. All of the provisions of Article 12 shall apply to teachers holding positions in summer school, home teaching and/or under Federal or State Programs.
      6. It is understood that the Board has the prerogative(s) to make temporary appointments to existing positions until permanent appointments are made. If a salary or stipend for such position is specified in this Agreement, then it must be pro rata.

1. Support Staff

1. Vacancies and/or new positions within the district shall be posted in all buildings and on all appropriate bulletin boards, including but not limited to the bulletin boards by the custodial time clock, in the teachers’ lounge and in the Main Office copy room. A notice of the same shall be delivered to the President of the Association. All vacancies shall be posted for at least seven (7) calendar days before the application deadline for the position. Nothing herein shall interfere with the Board’s right to make interim or permanent appointments.

1. Consideration for a vacancy or new position in the bargaining unit will be first given to applicants who are members of the classification of the department in which the vacancy occurs. In the event two (2) or more employees have the same relative qualifications, as solely determined by the employer, the employee with the greatest seniority shall be selected. The parties agree that the above language does not give preference in filling a position to a current employee over an outside candidate for a position.

If the position is not filled by an employee from the classification, consideration will be given to applicants from each lower classification within such department. In the event two (2) or more employees have the same relative qualifications, as determined solely by the employer, the employee with the greater departmental seniority shall be selected. If the position is not filled by any member of the department in which the vacancy occurs, equal consideration will be given to all other applicants from the remaining departments. In the event two (2) or more employees have the same relative qualifications, as solely determined by the employer, the employee with the greater District seniority shall be selected. It is expressly understood that promotional positions are excluded from the provisions herein. It is also expressly understood that no “bumping” shall result from any such appointments as provided for herein.

1. There shall be separate classifications of seniority, departmental seniority, and district wide seniority.

Seniority shall mean the length of continuous service within the classification, within the department, and within the district in the bargaining unit.

DEPARTMENT CLASSIFICATION

Building and Grounds Maintenance

Custodians-Groundskeepers

Secretarial Secretary to Principal

Data Processing and

High School Secretary

Assistants Assistants \*

\* If the Board creates a new assistant title, that position shall be a separate classification under Article 9, A.4. and Article 10, A. 3.

1. All extra-duty assignments shall be posted on a yearly basis and subject to B. 1. and B. 2.
2. Promotional positions are defined as those on a nonbargaining unit level of responsibility. A notice of such new supervisory positions shall be posted on the bulletin boards stating the requirements for the promotional position and indicating the closing date for accepting applications. A notice of same shall also be delivered to the President of the Association. Employees who desire to apply, shall submit their application, in writing, to the Business Administrator within the time limit specified in the notice. The Board retains sole right to determine promotions.

Newly hired or current employees newly appointed to a position shall be awarded the position with a ninety (90) day trial period. During this trial period, it is the Board’s sole prerogative to determine whether the said employee will be retained on a permanent basis. Nothing herein is understood to revise or circumvent tenure or statutory provisions.

1. When a unit member is transferred from one unit position to another, he/she shall be placed on the first available step on the relevant salary guide which will not result in a decrease in salary.

### ARTICLE XX

**VOLUNTARY TRANSFERS AND REASSIGNMENTS - TEACHERS**

* + 1. No later than May 15th of each school year the Superintendent shall deliver to the Association and post in all school buildings a list of the known teacher vacancies which shall occur during the following school year.
    2. 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 no later than April 25th. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference. A new request must be submitted, in writing, each school year if the request is not granted on the initial application.
    3. As soon as practical and no later than the last day of school, the Superintendent shall post in each school and deliver to the Association the system-wide schedule listing the names of all teachers who have been reassigned or transferred and the position to which they have been appointed.
    4. When a voluntary transfer is necessary, all factors, including length of service, shall be considered by the Superintendent making the decision.

**ARTICLE XXI**

**INVOLUNTARY TRANSFERS AND REASSIGNMENTS-TEACHERS**

* + 1. When an involuntary transfer of a teacher is necessary, all factors, including length of service, shall be considered by the Superintendent making the decision.
    2. No involuntary transfer will be made after the last day of school except in an emergency (as determined by the Superintendent).
    3. Notification of an involuntary transfer or reassignment and the reason therefore shall be made during a meeting between the teacher involved and his/her principal. In the event the teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent will meet with him/her. The teacher being transferred will be placed in a position for which he/she is certified.

**ARTICLE XXII**

**INVOLUNTARY TRANSFERS AND REASSIGNMENTS-SUPPORT STAFF**

* + 1. Notice of an involuntary transfer (i.e., either a change from school-to-school, change of shift assignment or a change in job assignment or a totally different assignment, i.e., secretary to custodian, etc.) shall be given to an employee as soon as practicable. If requested, a conference with the Business Administrator will be provided prior to such transfer or, if not feasible, within forty-eight (48) hours of becoming effective.

**ARTICLE XXIII**

**EXTRA-CURRICULAR ACTIVITIES**

* + 1. The extra-duty salaries for athletic assignments will be set forth in Exhibit “E-1” and for non-athletic assignments as set forth in Exhibits nE-2” and “E-3” attached hereto.
       1. Experience gained as class advisor shall count whether or not it is continuous no matter in which class that experience is obtained, so long as that experience is gained at Oakcrest HS, Absegami HS and/or Cedar Creek HS.
       2. When an assistant coach at Oakcrest HS, Absegami HS and/or Cedar Creek HS is assigned to the position of Head Coach in the same sport within the district, the following formula shall be applied in determining his step on the Head Coaching salary guide.

a. Minimum of four (4) years’ assistant coaching experience shall be

counted as one (1) year’s experience on head coaches’ guide.

* + - * 1. From five (5) to eight (8) years’ assistant coaching experience shall be counted as two (2) years experience on head coaches’ guide.
        2. More than eight (8) years’ experience as an assistant coach shall be counted as three (3) years’ experience on head coaches’ guide.
      1. Payment for extra-curricular activities shall be made in two (2) payments. One payment shall occur in the pay period which ends closest to January 31st. The second payment shall be in the last pay period of the year. The payments shall be included in the regular salary check issued for that period. The option to choose a 28% Federal Income Tax Rate in order to preclude excessive withholding shall be made available by the business office. The Graduation/Baccalaureate stipend shall be paid at the end of the year.
      2. When no assistant coach or assistant advisor is available (where called for), the remaining coach(es) or advisor(s) for the given activity will

receive fifty percent (50%) of the assistant coach at Step 1 or assistant advisor scale at Step 0. Said monies will be divided equally by the number of remaining coaches or advisors.

The phrase “where called for” refers to the specified number of assistant coaches or advisors contained in the Athletic Salary Guides and the Extra-curricular Salary Guides. (See Sidebar Agreement, May 10, 1983).

* + - 1. a. Teachers may volunteer to assist in extra-curricular activities without additional compensation as long as the “where called for” number of assistant coaches or assistant advisors is maintained as defined in A. 4. above.
         1. In order for paragraph a. above to be effective, the following conditions must be met:

The head coach or head advisor must approve;

The volunteer shall receive written assurance that he/she is covered by liability insurance and worker’s compensation.

The Association shall be given written notice.

**ARTICLE XXIV**

**PROTECTION OF EMPLOYEES**

* + 1. Corporal Punishment of Pupils
       1. No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:
          1. to quell a disturbance threatening physical injury to others;
          2. to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
          3. for the purpose of self-defense; and
          4. for the protection of persons or property and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intention of this section. Every resolution, by-law, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or education institution shall be void. Reference: 18A:6-1.
       2. The Board shall give full support including legal and other assistance for any assault upon the employee while acting in the discharge of his duties. Financial support shall be limited to reasonable legal fees.
       3. Whenever any employee who is entitled to sick leave pursuant to this Agreement is absent from his post or duty as the result of personal injury caused by accident arising out of and in course of his/her employment, the Board of Education shall pay such employee full salary or wages for the period of such absence beyond in accordance with applicable workers compensation law without having such absence charged to the annual sick leave or the accumulated sick leave provided herein. Salary payments shall be made for absence during the waiting period and during the period the teacher received or was eligible to receive temporary disability benefit under Chapter 15 of Title 34 of the Revised Statutes. Any amount of salary or wages paid or payable to the employee pursuant to this section shall be reduced by the amount of workmen’s compensation award made for temporary disability.
       4. Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or immediate supervisor, and to the Association.
       5. Such notification shall be immediately forwarded to the Superintendent, who shall act in appropriate ways as liaison between the teacher, the police and the courts.
       6. The Board shall reimburse employees for any clothing or personal property damaged or destroyed as a result of an assault suffered by an employee while the employee is working in the scope of his employment. Scope of employment shall mean so long as authorized by the School Board of Education and/or school administrators.
       7. When, in the judgment of a teacher, a student is by his behavior seriously disrupting the instructional program to the detriment of other students, the teacher may temporarily exclude the student from the classroom and refer him/her to the proper administrator.

**ARTICLE XXV**

**SUMMER SCHOOL TEACHERS**

* + 1. 1. A seniority list of teachers available to teach summer school shall be developed annually by April 1. This is the “Summer School Seniority List.”
       1. Any teacher who desires to teach in summer school shall so inform the Superintendent in writing by March 15 annually. Failure to provide such notice shall bar appointment to that year’s summer school unless there is no available candidate on both the summer school seniority list under A. 1. above or the District seniority list referred to in A. 4. below.
       2. a. Seniority is defined as service in a summer school teaching position in the district. A teacher shall be given one (1) year’s credit for each year which they taught in summer school in the district beginning in 1983.
          1. A teacher on the summer school seniority list may choose to not teach in summer school one (1) year without being removed from the summer school seniority list. If a teacher chooses to not teach a second year (which may or may not be consecutive with the first non-teaching year), he/she shall be removed from the summer school seniority list.
          2. If a teacher on the summer school seniority list has notified the Superintendent of availability by March 15 but there are insufficient positions to employ him/her, this year will neither count toward seniority nor count as a non-working year under A. 3. b. above.
       3. In the event that there are more positions available than there are available teachers from the summer school seniority list, then teachers who apply for summer teaching positions by March 15 shall be appointed based upon the district seniority list.

**ARTICLE XXVI**

**COMPLAINT PROCEDURE**

If a written complaint against an employee results in a hearing, the employee will be furnished with a copy of the complaint no later than forty-eight (48) hours before such hearing. Upon request of the employee, a representative of the Association will be present to represent the employee at the hearing.

**ARTICLE XXVII**

**VANDALISM TO AUTOMOBILES**

* + 1. The Board will establish a fund of $2500 for each of the school years covered by this contract to pay for valid claims of a teacher for damage to a vehicle of the employee due to vandalism while parked at the school during the time the employee is on school business and/or attending a school sponsored or school related function or activity held at the school or at another location such as field trips, extra-curricular activity, etc. Upon presentation of a claim and appropriate validation of such claim by a teacher to the Board of Education, the Board will reimburse to the teacher the deductible amount paid by the teacher under comprehensive insurance coverage to a maximum of the teachers’s deductible up to four hundred dollars ($400).
    2. The Board will establish a fund of $1000 for each of the school years covered by this contract to pay for valid claims of a support staff employee for damage to a vehicle of the support staff employee due to vandalism while parked at the school during the time the support staff employee is on school business and/or attending a school sponsored or school related function or activity held at the school or at another location such as field trips, extra-curricular activity, etc. Upon presentation of a claim and appropriate validation of such claim by a support staff employee to the Board of Education, the Board will reimburse to the support staff employee the deductible amount paid by the employee under comprehensive insurance coverage to a maximum of the employee’s deductible up to four hundred dollars ($400).

1. The Board will not be liable for such payment if the employee’s vehicle is on school property for a reason that is not related to the employee’s job.

**ARTICLE XXVIII**

**TUITION REIMBURSEMENT – TEACHERS**

* + 1. There shall be a reimbursement plan for tuition paid by teachers under the following terms:
       1. The teacher must be enrolled in a graduate level course which is designed to improve the teacher’s knowledge and/or skills and is clearly related to the assigned duties of the teacher at the time the course is taken.
       2. The course must be approved by the Superintendent in writing before registration.
       3. The teacher must receive a grade of B or better in the course. Proof of grade will be made by way of transcript.
       4. The individual per-teacher maximum tuition reimbursement shall be $1,500.00 per teacher. Unit-wide Board maximum reimbursement per year shall not exceed $53,000.00.
       5. Payments will be made once per year.
       6. Teachers shall receive a prorated payment in any year when the qualified course reimbursements exceed the unit-wide Board maximum reimbursement set in 4. above. Such proration shall be based on the number of qualified credits successfully completed.
       7. Effective upon mutual ratification of the Agreement, tuition reimbursement under this Article shall be available to teachers for college-sponsored graduate-level non-classroom courses such as video courses, Internet courses and other non-traditional courses. Such a course may be approved by the Superintendent when, in his/her discretion, it is deemed that the course will be of value to the District. Such discretion is not grievable under Article 3.

**ARTICLE XXIX**

**UNIFORM ALLOWANCE – SUPPORT STAFF**

1. Whenever the Board of Education mandates a uniform to be worn on duty, then the Board shall provide such uniform, which shall include tops and bottoms. There shall be a maximum of six (6) uniforms per year.
2. Custodians and maintenance employees who only work inside the buildings on a given day between the work day after student dismissal for the summer to the work day before students return may wear Board-supplied shorts when working. The uniform for custodian and maintenance employees will include cotton or cotton blend shirts. The parties recognize that the provision of these shirts will occur as the cycle for uniform replacement occurs for employees. Until the cycle is completed, custodians may wear Board-approved shirts (cotton blend) which they supply.
3. During the summer months when students are not in session, the buildings and grounds employees may wear 100% cotton short sleeve golf shirts supplied by the district. These shirts are part of the regular uniform allowance in Section A above.

**ARTICLE XXX**

**SENIORITY AND REDUCTION-IN-FORCE –SUPPORT STAFF**

1. The Board shall maintain a seniority list for each job title of support staff employees in the following job titles (each is a separate category):

Secretary to the Principal

High School Secretary

Computer Operator

Custodian

Groundskeeper

Maintenance Employee

Assistant

Copies of these lists shall be made available to the Association.

1. In the event of a reduction in force within a job title listed in A. above, employees with five (5) or more years of experience in the District will not be laid off before employees with less than five (5) years of experience in the District within the same job title.
2. In the event of a recall, any employee who has at least three (3) years of experience in the District shall be recalled to their position (the last one filled before the reduction in force) in order of seniority within the affected job title.
3. Support staff employees who have been reduced in force shall remain on the recall list for three (3) years from the effective date of the reduction in force. Support staff employees who have been reduced in force and who have five (5) years or more of seniority at the time of the reduction in force shall remain on the recall list for five (5) years from the effective date of the reduction in force.
4. Notice of recall to work shall be addressed to the support staff member’s last address appearing on the records of the school district by certified mail, return receipt requested. Within eight (8) calendar days from receipt of such notice of recall, the support staff member shall notify the Board of Education, in writing, whether or not he/she desires to return to work in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his/her seniority and all rights to recall.
5. Seniority shall not be accumulated during the period of layoff. Upon recall the support staff member shall have his/her accumulated seniority restored to the date of layoff.
6. A support staff employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the school district.

### ARTICLE XXXI

### ASSOCIATION/ADMINISTRATION LIAISON COMMITTEES

* + 1. The Association shall select a Teacher Liaison Committee for each school building which shall meet with the Principal at the call of either party after school, during the school year, to review and discuss local problems and practices. Meetings shall not exceed one (1) per month. Both the Association and the Principal may suggest topics for discussion.
    2. The Association shall select a Support Staff Liaison Committee consisting of one (1) member from each school and the President and/or his designee for the district which shall meet with the Business Administrator at the call of either party during the school year, to review and discuss local problems and practices. Meetings shall not exceed one (1) per month. Both the Association and the Business Administrator may suggest topics for discussion.
    3. The Association’s representatives which shall not be more than eleven (11) per building shall meet with the Superintendent at the call of either party during the school year to review and discuss current school problems and practices and the administration of this Agreement. Meetings shall not exceed one (1) per month.
       1. These meetings will take place after school and there shall be no extra compensation for attending these meetings regardless of their length.
       2. Both the Association and the Superintendent may suggest topics for discussion.

### ARTICLE XXXII

**COST OF PRINTING**

Copies of this Agreement shall be printed at the expense of the Board. The Agreement shall be presented to all employees now employed, hereafter employed, or considered for employment by the Board.

**ARTICLE XXXIII**

**MISCELLANEOUS PROVISIONS**

1. In accordance with Chapter 123 N.J.S.A., any changes in the terms and conditions of employment expressed herein shall first be negotiated with the Association as majority representative.
2. Injuries:

All employees shall immediately report to the District Office, all injuries no matter how slight, suffered by them in connection with their employment.

1. Repeated lateness to work may be grounds for discipline.
2. Support staff employees must punch their own time cards upon arrival to work as well as upon leaving the building. In no case will a time card of an employee be punched by any other person. Failure to comply strictly with this procedure shall constitute grounds for dismissal.

### ARTICLE XXXIV

### DURATION

* + 1. This Agreement shall be effective as of July 1, 2010 and shall continue in effect until June 30, 2012, subject to the Association’s right to begin negotiating over a successor Agreement in accordance with Article II of this Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless an extension is agreed to by both parties and expressed in writing prior to such a date.
    2. IN WITNESS THEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

GREATER EGG HARBOR REGIONAL GREATER EGG HARBOR REGIONAL

EDUCATION ASSOCIATION: BOARD OF EDUCATION:

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President President

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Secretary Secretary

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|  | |  | |  | | Schedule A-1 | | | | | |  | |  | |  | |  | |
|  | |  | |  | | Teachers | | | | | |  | |  | |  | | |  | | |
|  | |  | |  | | 2010 -2011 | | | | | |  | |  | |  | | |  | | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | | |
| Years of Experience as of 6/10 | | Step | | BA +0 | | BA +15 | | BA +30 | | MA | | MA +15 | | MA +30 | | MA +45 | | |  | | |
| 0 | | 1 | | $46,652 | | $47,902 | | $49,152 | | $50,402 | | $51,652 | | $52,902 | | $54,152 | | |  | | |
| 1 | | 2 | | $47,152 | | $48,402 | | $49,652 | | $50,902 | | $52,152 | | $53,402 | | $54,652 | | |  | | |
| 2 | | 3 | | $47,652 | | $48,902 | | $50,152 | | $51,402 | | $52,652 | | $53,902 | | $55,152 | | |  | | |
| 3 | | 4 | | $48,175 | | $49,425 | | $50,675 | | $51,925 | | $53,175 | | $54,425 | | $55,675 | | |  | | |
| 4 | | 5 | | $49,275 | | $50,525 | | $51,775 | | $53,025 | | $54,275 | | $55,525 | | $56,775 | | |  | | |
| 5 | | 6 | | $50,775 | | $52,025 | | $53,275 | | $54,525 | | $55,775 | | $57,025 | | $58,275 | | |  | | |
| 6&7 | | 7 | | $51,975 | | $53,225 | | $54,475 | | $55,725 | | $56,975 | | $58,225 | | $59,475 | | |  | | |
| 8 | | 8 | | $53,375 | | $54,625 | | $55,875 | | $57,125 | | $58,375 | | $59,625 | | $60,875 | | |  | | |
| 9 | | 9 | | $56,275 | | $57,525 | | $58,775 | | $60,025 | | $61,275 | | $62,525 | | $63,775 | | |  | | |
| 10&11 | | 10 | | $60,475 | | $61,725 | | $62,975 | | $64,225 | | $65,475 | | $66,725 | | $67,975 | | |  | | |
| 12&13 | | 11 | | $65,275 | | $66,525 | | $67,775 | | $69,025 | | $70,275 | | $71,525 | | $72,775 | | |  | | |
| 14&15 | | 12 | | $69,775 | | $71,025 | | $72,275 | | $73,525 | | $74,775 | | $76,025 | | $77,275 | | |  | | |
| 16&17 | | 13 | | $74,575 | | $75,825 | | $77,075 | | $78,325 | | $79,575 | | $80,825 | | $82,075 | | |  | | |
| 18+ | | 13L | | $74,575 | | $75,825 | | $77,075 | | $78,325 | | $79,575 | | $80,825 | | $82,075 | | |  | | |
|  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | | |
| Upon initial employment, each teacher shall be placed on his/her proper step of the salary guide through five (5) years of experience. Determination as to placement beyond five (5) years of experience shall rest with the Board and the individual employee.   |  | | --- | |  | | |  | |  | |  | |  | |  | |  | |  | |  | | |  | | |
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| Longevity | |  | |  | |  | |  | |  | |  | |  | |  | | |  | | |
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| The years teaching in District requirement and the longevity amount are as follows: | | | | | | | | | | | | | | | |  | | |  | | |
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|  | |  | | Years in District | |  | |  | |  | |  | |  | |  | | |  | | |
|  | | L1 | | 0-19 | | $3,000 | |  | |  | |  | |  | |  | | |  | | |
|  | | L2 | | 20-22 | | $5,000 | |  | |  | |  | |  | |  | | |  | | |
|  | | L3 | | 23-25 | | $6,000 | |  | |  | |  | |  | |  | | |  | | |
|  | | L4 | | 26-28 | | $7,000 | |  | |  | |  | |  | |  | | |  | | |
|  | | L5 | | 29-31 | | $8,000 | |  | |  | |  | |  | |  | | |  | | |
|  | | L6 | | 32+ | | $9,000 | |  | |  | |  | |  | |  | | |  | | |
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| The relevant longevity amount is added to the top step of the applicable column to determine the annual salary.   |  | | --- | |  | | |  | |  | |  | |  | |  | |  | |  | |  | | |  | | |
|  | | Schedule A-2 | | | | | | | | | |  | |  | |  | | |  | | |
|  |  | | Teachers | | | | | | | | | |  | |  | |  | | | |
|  |  | | 2011 -2012 | | | | | | | | | |  | |  | |  | | | |
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| Years of Experience as of 6/11 | Step | | BA +0 | | BA +15 | | BA +30 | | MA | | MA +15 | | MA +30 | | MA +45 | |  | | | |
| 0 | 1 | | $46,652 | | $47,902 | | $49,152 | | $50,402 | | $51,652 | | $52,902 | | $54,152 | |  | | | |
| 1 | 2 | | $47,152 | | $48,402 | | $49,652 | | $50,902 | | $52,152 | | $53,402 | | $54,652 | |  | | | |
| 2 | 3 | | $47,652 | | $48,902 | | $50,152 | | $51,402 | | $52,652 | | $53,902 | | $55,152 | |  | | | |
| 3 | 4 | | $48,175 | | $49,425 | | $50,675 | | $51,925 | | $53,175 | | $54,425 | | $55,675 | |  | | | |
| 4 | 5 | | $49,275 | | $50,525 | | $51,775 | | $53,025 | | $54,275 | | $55,525 | | $56,775 | |  | | | |
| 5 | 6 | | $50,775 | | $52,025 | | $53,275 | | $54,525 | | $55,775 | | $57,025 | | $58,275 | |  | | | |
| 6 | 7 | | $51,975 | | $53,225 | | $54,475 | | $55,725 | | $56,975 | | $58,225 | | $59,475 | |  | | | |
| 7&8 | 8 | | $53,375 | | $54,625 | | $55,875 | | $57,125 | | $58,375 | | $59,625 | | $60,875 | |  | | | |
| 9 | 9 | | $56,275 | | $57,525 | | $58,775 | | $60,025 | | $61,275 | | $62,525 | | $63,775 | |  | | | |
| 10 | 10 | | $60,475 | | $61,725 | | $62,975 | | $64,225 | | $65,475 | | $66,725 | | $67,975 | |  | | | |
| 11&12 | 11 | | $65,275 | | $66,525 | | $67,775 | | $69,025 | | $70,275 | | $71,525 | | $72,775 | |  | | | |
| 13&14 | 12 | | $69,775 | | $71,025 | | $72,275 | | $73,525 | | $74,775 | | $76,025 | | $77,275 | |  | | | |
| 15&16 | 13 | | $76,075 | | $77,325 | | $78,575 | | $79,825 | | $81,075 | | $82,325 | | $83,575 | |  | | | |
| 17+ | 13L | | $76,075 | | $77,325 | | $78,575 | | $79,825 | | $81,075 | | $82,325 | | $83,575 | |  | | | |
| Upon initial employment, each teacher shall be placed on his/her proper step of the salary guide through five (5) years of experience. Determination as to placement beyond five (5) years of experience shall rest with the Board and the individual employee.   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |
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| The years teaching in District requirement and the longevity amount are as follows: | | | | | | | | | | | | | | |  | |  | | | |
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|  |  | | Years in District | |  | |  | |  | |  | |  | |  | |  | | | |
|  | L1 | | 0-19 | | $3,000 | |  | |  | |  | |  | |  | |  | | | |
|  | L2 | | 20-22 | | $5,000 | |  | |  | |  | |  | |  | |  | | | |
|  | L3 | | 23-25 | | $6,000 | |  | |  | |  | |  | |  | |  | | | |
|  | L4 | | 26-28 | | $7,000 | |  | |  | |  | |  | |  | |  | | | |
|  | L5 | | 29-31 | | $8,000 | |  | |  | |  | |  | |  | |  | | | |
|  | L6 | | 32+ | | $9,000 | |  | |  | |  | |  | |  | |  | | | |
|  |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |
| The relevant longevity amount is added to the top step of the applicable column to determine the annual salary.   |  | | --- | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  | Schedule B-1 |  |  |  | |  |  | Secretarial Employees | |  |  | |  |  | 2010 - 2011 |  |  |  | |  |  |  |  |  |  | | 09-10 Step | 10-11 Step | Secretary to Principal Annual Salary |  | High School Secretary / Computer Operator Annual Salary |  | | \*\*\* | 1 | $38,303 |  | $36,971 |  | | 1 | 2 | $39,303 |  | $37,971 |  | | 2 | 3 | $40,303 |  | $38,971 |  | | 3 | 4 | $41,303 |  | $39,971 |  | | 4 | 5 | $41,503 |  | $40,171 |  | | 5 | 6 | $41,713 |  | $40,381 |  | | 6 | 7 | $41,933 |  | $40,602 |  | | 7 | 8 | $42,165 |  | $40,834 |  | | 8 | 9 | $42,405 |  | $41,074 |  | | 9 | 10 | $42,655 |  | $41,326 |  | | 10 | 11 | $42,916 |  | $41,658 |  | | 11 | 12 | $43,176 |  | $41,976 |  | | 12 | 13 | $43,437 |  | $42,301 |  | | 13 | 14 | $43,697 |  | $42,628 |  | | 14 | 15 | $43,958 |  | $42,953 |  | | 15 | 16 | $44,229 |  | $43,289 |  | | 16 | 17 | $44,744 |  | $43,804 |  | | 17 | 18 | $45,260 |  | $44,321 |  | | 18 | 19 | $45,774 |  | $44,837 |  | | 19 | 20 | $46,292 |  | $45,352 |  | | 20 | 21 | $46,807 |  | $45,867 |  | | 21 | 22 | $47,323 |  | $46,384 |  | | 22 | 23 | $47,838 |  | $46,899 |  | | 23 | 24 | $48,356 |  | $47,416 |  | | 24 | 25 | $48,871 |  | $47,932 |  | | 25 | 26 | $49,387 |  | $48,448 |  | | 26 | 27 | $49,902 |  | $48,964 |  | | 27 | 28 | $50,420 |  | $49,480 |  | | 28 | 29 | $52,367 |  | $51,367 |  | | 29 | 29 | $52,367 |  | $51,367 |  | | Off 2 | Off 2 | N/A |  | $54,106 |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Schedule B-2 |  |  |  |
|  |  | Secretarial Employees | |  |  |
|  |  | 2011-2012 |  |  |  |
|  |  |  |  |  |  |
| 10-11 Step | 11-12 Step | Secretary to Principal Annual Salary |  | High School Secretary / Computer Operator Annual Salary |  |
| \*\*\* | 1 | $39,146 |  | $37,749 |  |
| 1 | 2 | $40,146 |  | $38,749 |  |
| 2 | 3 | $41,146 |  | $39,749 |  |
| 3 | 4 | $42,146 |  | $40,749 |  |
| 4 | 5 | $42,346 |  | $40,949 |  |
| 5 | 6 | $42,556 |  | $41,159 |  |
| 6 | 7 | $42,776 |  | $41,380 |  |
| 7 | 8 | $43,008 |  | $41,612 |  |
| 8 | 9 | $43,248 |  | $41,852 |  |
| 9 | 10 | $43,498 |  | $42,104 |  |
| 10 | 11 | $43,759 |  | $42,436 |  |
| 11 | 12 | $44,019 |  | $42,754 |  |
| 12 | 13 | $44,280 |  | $43,079 |  |
| 13 | 14 | $44,540 |  | $43,406 |  |
| 14 | 15 | $44,801 |  | $43,731 |  |
| 15 | 16 | $45,072 |  | $44,067 |  |
| 16 | 17 | $45,587 |  | $44,582 |  |
| 17 | 18 | $46,103 |  | $45,099 |  |
| 18 | 19 | $46,617 |  | $45,615 |  |
| 19 | 20 | $47,135 |  | $46,130 |  |
| 20 | 21 | $47,650 |  | $46,645 |  |
| 21 | 22 | $48,166 |  | $47,162 |  |
| 22 | 23 | $48,681 |  | $47,677 |  |
| 23 | 24 | $49,199 |  | $48,194 |  |
| 24 | 25 | $49,714 |  | $48,710 |  |
| 25 | 26 | $50,230 |  | $49,226 |  |
| 26 | 27 | $50,745 |  | $49,742 |  |
| 27 | 28 | $51,263 |  | $50,258 |  |
| 28 | 29 | $53,778 |  | $52,754 |  |
| 29 | 29 | $53,778 |  | $52,754 |  |
| Off 2 | Off 2 | N/A |  | $55,513 |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Schedule C-1 | |  |  |  |  |
|  |  | Custodians – Groundskeepers - Maintenance | |  |  |  |  |
|  |  | 2010-2011 | |  |  |  |  |
| 09-10 Step | 10-11 Step | Custodians / Groundskeeper Annual Salary |  | 09-10 Step | 10-11 Step | Maintenance Annual Salary |  |
| \*\*\* | 1 | $28,596 |  | \*\*\* | 1 | $40,112 |  |
| 1 | 2 | $29,761 |  | 1 | 2 | $40,762 |  |
| 2 | 3 | $30,874 |  | 2 | 3 | $41,412 |  |
| 3 | 4 | $31,936 |  | 3 | 4 | $42,034 |  |
| 4 | 5 | $32,586 |  | 4 | 5 | $42,334 |  |
| 5 | 6 | $33,268 |  | 5 | 6 | $42,649 |  |
| 6 | 7 | $33,985 |  | 6 | 7 | $42,979 |  |
| 7 | 8 | $34,737 |  | 7 | 8 | $43,327 |  |
| 8 | 9 | $35,390 |  | 8 | 9 | $43,688 |  |
| 9 | 10 | $36,242 |  | 9 | 10 | $44,063 |  |
| 10 | 11 | $36,995 |  | 10 | 11 | $44,715 |  |
| 11 | 12 | $37,747 |  | 11 | 12 | $45,324 |  |
| 12 | 13 | $38,500 |  | 12 | 13 | $45,865 |  |
| 13 | 14 | $39,252 |  | 13 | 14 | $46,210 |  |
| 14 | 15 | $40,005 |  | 14 | 15 | $46,560 |  |
| 15 | 16 | $40,815 |  | 15 | 16 | $47,127 |  |
| 16 | 17 | $41,772 |  | 16 | 17 | $47,457 |  |
| 17 | 18 | $42,358 |  | 17 | 18 | $47,785 |  |
| 18 | 19 | $42,900 |  | 18 | 19 | $48,115 |  |
| 19 | 20 | $43,373 |  | 19 | 20 | $48,443 |  |
| 20 | 21 | $43,790 |  | 20 | 21 | $48,772 |  |
| 21 | 22 | $43,902 |  | 21 | 22 | $49,101 |  |
| 22 | 23 | $44,259 |  | 22 | 23 | $49,430 |  |
| 23 | 24 | $44,589 |  | 23 | 24 | $50,753 |  |
| 24 | 25 | $44,916 |  | 24 | 24 | $50,753 |  |
| 25 | 26 | $45,246 |  |  |  |  |  |
| 26 | 27 | $45,574 |  |  |  |  |  |
| 27 | 28 | $45,905 |  |  |  |  |  |
| 28 | 29 | $46,234 |  |  |  |  |  |
| 29 | 30 | $46,563 |  |  |  |  |  |
| 30 | 31 | $46,891 |  |  |  |  |  |
| 31 | 32 | $49,058 |  |  |  |  |  |
| 32 | 32 | $49,058 |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Schedule C-2 | | | | | | | |  |  | |  | |  | |
|  |  | | Custodians - Groundskeepers - Maintenance | | | | | | | | |  | |  | |  | |
|  |  | | 2011-2012 | | | | | | | |  |  | |  | |  | |
| 10-11 Step | 11-12 Step | | Custodians / Groundskeeper Annual Salary | | |  | | | | | 10-11 Step | 11-12 Step | | Maintenance Annual Salary | |  | |
| \*\*\* | 1 | | $29,021 | | |  | | | | | \*\*\* | 1 | | $40,959 | |  | |
| 1 | 2 | | $30,186 | | |  | | | | | 1 | 2 | | $41,609 | |  | |
| 2 | 3 | | $31,299 | | |  | | | | | 2 | 3 | | $42,259 | |  | |
| 3 | 4 | | $32,361 | | |  | | | | | 3 | 4 | | $42,881 | |  | |
| 4 | 5 | | $33,011 | | |  | | | | | 4 | 5 | | $43,181 | |  | |
| 5 | 6 | | $33,693 | | |  | | | | | 5 | 6 | | $43,496 | |  | |
| 6 | 7 | | $34,410 | | |  | | | | | 6 | 7 | | $43,826 | |  | |
| 7 | 8 | | $35,162 | | |  | | | | | 7 | 8 | | $44,174 | |  | |
| 8 | 9 | | $35,815 | | |  | | | | | 8 | 9 | | $44,535 | |  | |
| 9 | 10 | | $36,667 | | |  | | | | | 9 | 10 | | $44,910 | |  | |
| 10 | 11 | | $37,420 | | |  | | | | | 10 | 11 | | $45,562 | |  | |
| 11 | 12 | | $38,172 | | |  | | | | | 11 | 12 | | $46,171 | |  | |
| 12 | 13 | | $38,925 | | |  | | | | | 12 | 13 | | $46,712 | |  | |
| 13 | 14 | | $39,677 | | |  | | | | | 13 | 14 | | $47,057 | |  | |
| 14 | 15 | | $40,430 | | |  | | | | | 14 | 15 | | $47,407 | |  | |
| 15 | 16 | | $41,240 | | |  | | | | | 15 | 16 | | $47,974 | |  | |
| 16 | 17 | | $42,197 | | |  | | | | | 16 | 17 | | $48,304 | |  | |
| 17 | 18 | | $42,783 | | |  | | | | | 17 | 18 | | $48,632 | |  | |
| 18 | 19 | | $43,325 | | |  | | | | | 18 | 19 | | $48,962 | |  | |
| 19 | 20 | | $43,798 | | |  | | | | | 19 | 20 | | $49,290 | |  | |
| 20 | 21 | | $44,215 | | |  | | | | | 20 | 21 | | $49,619 | |  | |
| 21 | 22 | | $44,327 | | |  | | | | | 21 | 22 | | $49,948 | |  | |
| 22 | 23 | | $44,684 | | |  | | | | | 22 | 23 | | $50,277 | |  | |
| 23 | 24 | | $45,014 | | |  | | | | | 23 | 24 | | $52,123 | |  | |
| 24 | 25 | | $45,341 | | |  | | | | | 24 | 24 | | $52,123 | |  | |
| 25 | 26 | | $45,671 | | |  | | | | |  |  | |  | |  | |
| 26 | 27 | | $45,999 | | |  | | | | |  |  | |  | |  | |
| 27 | 28 | | $46,330 | | |  | | | | |  |  | |  | |  | |
| 28 | 29 | | $46,659 | | |  | | | | |  |  | |  | |  | |
| 29 | 30 | | $46,988 | | |  | | | | |  |  | |  | |  | |
| 30 | 31 | | $47,316 | | |  | | | | |  |  | |  | |  | |
| 31 | 32 | | $50,383 | | |  | | | | |  |  | |  | |  | |
| 32 | 32 | | $50,383 | | |  | | | | |  |  | |  | |  | |
|  |  | |  | | |  | | | | |  |  | |  | |  | |
|  | Assistants | | | | | | | | | | | | | | | |  | |
|  | Schedule D-1 | | | | | | Schedule D-2 | | | | | | | | | |  | |
|  | | 2010-2011 | | |  | | |  | 2011-2012 | | | |  | |
| 09-10 Step | | 10-11 Step | | Hourly Rate |  | | | 10-11 Step | 11-12 Step | Hourly Rate | | |  | |
| \*\*\* | | 1 | | $13.27 |  | | | \*\*\* | 1 | $13.38 | | |  | |
| 1 | | 2 | | $13.59 |  | | | 1 | 2 | $13.70 | | |  | |
| 2 | | 3 | | $13.86 |  | | | 2 | 3 | $13.97 | | |  | |
| 3 | | 4 | | $14.05 |  | | | 3 | 4 | $14.16 | | |  | |
| 4 | | 5 | | $14.07 |  | | | 4 | 5 | $14.18 | | |  | |
| 5 | | 6 | | $14.27 |  | | | 5 | 6 | $14.38 | | |  | |
| 6 | | 7 | | $14.47 |  | | | 6 | 7 | $14.58 | | |  | |
| 7 | | 8 | | $14.67 |  | | | 7 | 8 | $14.78 | | |  | |
| 8 | | 9 | | $14.87 |  | | | 8 | 9 | $14.98 | | |  | |
| 9 | | 10 | | $15.32 |  | | | 9 | 10 | $15.43 | | |  | |
| 10 | | 11 | | $16.10 |  | | | 10 | 11 | $16.21 | | |  | |
| 11 | | 12 | | $16.87 |  | | | 11 | 12 | $16.98 | | |  | |
| 12 | | 13 | | $17.59 |  | | | 12 | 13 | $17.70 | | |  | |
| 13 | | 14 | | $18.16 |  | | | 13 | 14 | $18.27 | | |  | |
| 14 | | 15 | | $18.87 |  | | | 14 | 15 | $18.98 | | |  | |
| 15 | | 16 | | $19.17 |  | | | 15 | 16 | $19.28 | | |  | |
| 16 | | 17 | | $19.50 |  | | | 16 | 17 | $19.61 | | |  | |
| 17 | | 17 | | $19.50 |  | | | 17 | 17 | $19.61 | | |  | |
|  | |  | |  |  | | |  |  |  | | |  | |

EXHIBIT E-1

# ATHLETIC SALARY SCHEDULE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | |  |  |  |  |  |
|  |  |  | **Step 1** | **Step 2** | **Step 3** | **Step 4** |
|  | Football |  |  |  |  |  |
|  |  | 2010-2011 | $7,690.80 | $7,945.80 | $8,200.80 | $8,455.80 |
|  |  | 2011-2012 | $7,844.62 | $8,104.72 | $8,364.82 | $8,624.92 |
|  |  |  |  |  |  |  |
|  | Basketball/Wrestling |  |  |  |  |  |
|  |  | 2010-2011 | $6,879.90 | $7,134.90 | $7,389.90 | $7,644.90 |
|  |  | 2011-2012 | $7,017.50 | $7,277.60 | $7,537.70 | $7,797.80 |
|  |  |  |  |  |  |  |
|  | Softball/Baseball/Swimming/Crew/ Hockey/Soccer/Spring Track/Lacrosse |  |  |  |  |  |
|  |  | 2010-2011 | $6,069.00 | $6,324.00 | $6,579.00 | $6,834.00 |
|  |  | 2011-2012 | $6,190.38 | $6,450.48 | $6,710.58 | $6,970.68 |
|  |  |  |  |  |  |  |
|  | Cross Country/Tennis/Golf/Winter Track  /Volleyball |  |  |  |  |  |
|  |  | 2010-2011 | $5,176.50 | $5,431.50 | $5,686.50 | $5,941.50 |
|  |  | 2011-2012 | $5,280.03 | $5,540.13 | $5,800.23 | $6,060.33 |
|  |  |  |  |  |  |  |
|  | Winter Cheerleading |  |  |  |  |  |
|  |  | 2010-2011 | $3,392.52 | $3,647.52 | $3,902.52 | $4,157.52 |
|  |  | 2011-2012 | $3,460.37 | $3,720.47 | $3,980.57 | $4,240.67 |
|  |  |  |  |  |  |  |
|  | Fall Cheerleading |  |  |  |  |  |
|  |  | 2010-2011 | $3,311.94 | $3,566.94 | $3,821.94 | $4,076.94 |
|  |  | 2011-2012 | $3,378.18 | $3,638.28 | $3,898.38 | $4,158.48 |
|  |  |  |  |  |  |  |
|  | Football Assistant |  |  |  |  |  |
|  |  | 2010-2011 | $4,852.14 | $5,107.14 | $5,362.14 | $5,617.14 |
|  |  | 2011-2012 | $4,949.18 | $5,209.28 | $5,469.38 | $5,729.48 |
|  |  |  |  |  |  |  |
|  | Basketball/Wrestling Assistant |  |  |  |  |  |
|  |  | 2010-2011 | $4,365.60 | $4,620.60 | $4,875.60 | $5,130.60 |
|  |  | 2011-2012 | $4,452.91 | $4,713.01 | $4,973.11 | $5,233.21 |
|  |  |  |  |  |  |  |
|  | Softball/Baseball/Hockey/Soccer/ Spring Track/Swimming/Crew Assistant/Lacrosse |  |  |  |  |  |
|  |  | 2010-2011 | $3,716.88 | $3,971.88 | $4,226.88 | $4,481.88 |
|  |  | 2011-2012 | $3,791.22 | $4,051.32 | $4,311.42 | $4,571.52 |
|  |  |  |  |  |  |  |
|  |  |  | **Step 1** | **Step 2** | **Step 3** | **Step 4** |
|  | Cross Country/Tennis/Winter Track/Golf/  Volleyball Assistant |  |  |  |  |  |
|  |  | 2010-2011 | $3,149.76 | $3,404.76 | $3,659.76 | $3,914.76 |
|  |  | 2011-2012 | $3,212.76 | $3,472.86 | $3,732.96 | $3,993.06 |
|  |  |  |  |  |  |  |
|  | Winter Cheerleading Assistant |  |  |  |  |  |
|  |  | 2010-2011 | $2,257.26 | $2,512.26 | $2,767.26 | $3,022.26 |
|  |  | 2011-2012 | $2,302.41 | $2,562.51 | $2,822.61 | $3,082.71 |
|  |  |  |  |  |  |  |
|  | Fall Cheerleading Assistant |  |  |  |  |  |
|  |  | 2010-2011 | $2,095.08 | $2,350.08 | $2,605.08 | $2,860.08 |
|  |  | 2011-2012 | $2,136.98 | $2,397.08 | $2,657.18 | $2,917.28 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Stipend for post-season playoffs after the last regularly scheduled contest: | | | |  |  |
|  |  |  |  |  |  |  |
|  | Head Coach | $32.00 | per day - six day week | |  |  |
|  | Assistant Coach | $26.75 | per day - six day week | |  |  |
|  |  |  |  |  |  |  |
|  | District Wrestling Tournament, Track indoor and outdoor sectional meet, CAL or County meets do not qualify. | | | | | |

EXHIBIT E-2

# EXTRA-CURRICULAR SALARY SCHEDULE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  | **Group A** |  | **Step 0** | **Step 1** | **Step 2** |
|  | Physical Fitness Club / Voice of Democracy |  |  |  |  |
|  |  | 2010-2011 | $1,004.70 | $1,071.00 | $1,132.20 |
|  |  | 2011-2012 | $1,024.79 | $1,092.42 | $1,154.84 |
|  |  |  |  |  |  |
|  | Chess Assistant |  |  |  |  |
|  |  | 2010-2011 | $1,264.80 | $1,346.40 | $1,428.00 |
|  |  | 2011-2012 | $1,290.10 | $1,373.33 | $1,456.56 |
|  |  |  |  |  |  |
|  | Art / Forensics / Mock Trial Asst. / Model Congress / Model UN / NHS Asst. / NHS Asst (Technology) / Ski |  |  |  |  |
|  |  | 2010-2011 | $1,489.20 | $1,626.90 | $1,769.70 |
|  |  | 2011-2012 | $1,518.98 | $1,659.44 | $1,805.09 |
|  |  |  |  |  |  |
|  | Weight Room: Fall, Winter and Spring |  |  |  |  |
|  |  | 2010-2011 | $1,412.70 | $1,438.20 | $1,463.70 |
|  |  | 2011-2012 | $1,440.95 | $1,466.96 | $1,492.97 |
|  |  |  |  |  |  |
|  | Academic Competition / Academic Decathlon / Anytown / Computer Club / Future Homemakers / Habitat for Humanity / Peer Counseling / Peer Mediation / SADD / SAVVY / STOP / Stagecraft Asst. / Varsity Mentor |  |  |  |  |
|  |  | 2010-2011 | $1,616.70 | $1,769.70 | $1,922.70 |
|  |  | 2011-2012 | $1,649.03 | $1,805.09 | $1,961.15 |
|  |  |  |  |  |  |
|  | Chess / ESL / French / Latin / Literary Mag / Math / Multi-Cultural Interest / Science / Spanish / Vocal Music Asst. (Chorus) / STEP Team / Key Club |  |  |  |  |
|  |  | 2010-2011 | $1,820.70 | $1,943.10 | $2,075.70 |
|  |  | 2011-2012 | $1,857.11 | $1,981.96 | $2,117.21 |
|  |  |  |  |  |  |
|  | Drama Asst. |  |  |  |  |
|  |  | 2010-2011 | $1,989.00 | $2,065.50 | $2,152.20 |
|  |  | 2011-2012 | $2,028.78 | $2,106.81 | $2,195.24 |
|  |  |  |  |  |  |
|  |  |  | **Step 0** | **Step1** | **Step 2** |
|  | Photography / Media Asst. / Mock Trial / Stage Band / Student Council Asst. |  |  |  |  |
|  |  | 2010-2011 | $2,065.50 | $2,198.10 | $2,330.70 |
|  |  | 2011-2012 | $2,106.81 | $2,242.06 | $2,377.31 |
|  |  |  |  |  |  |
|  | NHS / NHS (Technology) |  |  |  |  |
|  |  | 2010-2011 | $2,167.50 | $2,330.70 | $2,432.70 |
|  |  | 2011-2012 | $2,210.85 | $2,377.31 | $2,481.35 |
|  |  |  |  |  |  |
|  | Class 09' / Yearbook Business / Yearbook Edit Asst. |  |  |  |  |
|  |  | 2010-2011 | $2,259.30 | $2,483.70 | $2,636.70 |
|  |  | 2011-2012 | $2,304.49 | $2,533.37 | $2,689.43 |
|  |  |  |  |  |  |
|  | **Group B** |  | **Step 0** | **Step 1** | **Step 2** |
|  | Class 10' / Service / Stage Craft / Vocal Music |  |  |  |  |
|  |  | 2010-2011 | $2,585.70 | $2,738.70 | $2,840.70 |
|  |  | 2011-2012 | $2,637.41 | $2,793.47 | $2,897.51 |
|  |  |  |  |  |  |
|  | Class 11' / Drama / Modern Dance / Newspaper |  |  |  |  |
|  |  | 2010-2011 | $3,044.70 | $3,146.70 | $3,248.70 |
|  |  | 2011-2012 | $3,105.59 | $3,209.63 | $3,313.67 |
|  |  |  |  |  |  |
|  | Social Studies |  |  |  |  |
|  |  | 2010-2011 | $3,095.70 | $3,151.80 | $3,238.50 |
|  |  | 2011-2012 | $3,157.61 | $3,214.84 | $3,303.27 |
|  |  |  |  |  |  |
|  | Band Front / Class 12' / GAA / Media / School Store / Student Council |  |  |  |  |
|  |  | 2010-2011 | $3,315.00 | $3,452.70 | $3,656.70 |
|  |  | 2011-2012 | $3,381.30 | $3,521.75 | $3,729.83 |
|  |  |  |  |  |  |
|  | **Group C** |  | **Step 0** | **Step 1** | **Step 2** |
|  | Yearbook Editorial |  |  |  |  |
|  |  | 2010-2011 | $3,656.70 | $3,860.70 | $4,166.70 |
|  |  | 2011-2012 | $3,729.83 | $3,937.91 | $4,250.03 |
|  |  |  |  |  |  |
|  | Band / Band Front (summer) |  |  |  |  |
|  |  | 2010-2011 | $3,927.00 | $4,187.10 | $4,370.70 |
|  |  | 2011-2012 | $4,005.54 | $4,270.84 | $4,458.11 |
|  |  |  |  |  |  |
|  | Band (Summer) |  |  |  |  |
|  |  | 2010-2011 | $5,967.00 | $6,777.90 | $7,532.70 |
|  |  | 2011-2012 | $6,086.34 | $6,913.46 | $7,683.35 |

**EXHIBIT E-3**

**ADDITIONAL EXTRA-DUTY STIPENDS**

|  |  |  |
| --- | --- | --- |
| EXTRA DUTY | 2010-2011 | 2011-2012 |
| Homebound Tutor (hour) | $39 | $39 |
| Ticket Seller/Indoor Guard (game) | $50 | $50 |
| Timekeeper (game) | $59 | $59 |
| Graduation/Bacc. (annual) | $911 | $911 |
| Bus Supervisor (annual) | $1693 | $1693 |
| Supervisor Summer Litho. (hour) | $29 | $29 |
| Asst. Summer Litho (hour) | $29 | $29 |
| Summer School Teacher (hour) | $33 | $33 |
| Approved Tutorial (hour) | $33 | $33 |
| Summer Curr. Dev. & Non-Class | $29 | $29 |
| Nurses Working in Summer | Per Diem Rate of Pay | Per Diem Rate of Pay |
| Writing of Course of Study  Semester Course  Full Year Course | /$289  /$578 | /$289  /$578 |
| Site Manager | $8468 | $8468 |
| Late Detention (hour) | $27 | $27 |
| Absegami PAC House Manager | $1782 | $1782 |
| Sound and Light - (Outside Groups) | $31 | $31 |
| Local Professional Development Committee Member | $667 | $667 |
|  |  |  |
| Homebound Coord. - 11 months Unduplicated | $66 per served student | $66 per served student |
| Summer Weight Room (Hour) | $30 | $30 |
| Additional Stipend for:  Drama -1 Act Play  3Act Play  3 Act Musical | +$150  +$300  +$600 | +$150  +$300  +$600 |
| Additional Stipend for: |  |  | |
| Drama Asst. -1 Act Play | +$90 | +$90 | |
| 3 Act Play | +$180 | +$180 | |
| 3 Act Musical | +$360 | +$360 | |