

April 30, 2007

AGREEMENT  
BETWEEN  
THE MONROE TOWNSHIP BOARD OF EDUCATION  
AND  
THE MONROE TOWNSHIP EDUCATION ASSOCIATION  
Covering the Period  
July 1, 2006, through June 30, 2009

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**ARTICLE 1  
RECOGNITION**

- A. 1. The majority of the employees in the positions designated in the unit described below in the Monroe Township School District have designated the Monroe Township Education Association as their representative for the purpose of collective negotiations. And, the Monroe Township Board of Education, pursuant to Chapter 123 Public Laws of 1974, as amended, recognizes the Monroe Township Education Association as the exclusive and majority representative for collective negotiations, concerning the terms and conditions of employment of the employees included in the unit described below:
- a. the following non-supervisory teaching staff members: classroom teachers, specialists (music, art, physical education), guidance counselors, librarians, nurses, Special Services (psychologists, social workers and LDTC), special education teachers (self-contained classroom teachers, in-class support instructors and resource center teachers), speech therapist, occupational therapist and physical therapist, student assistance counselor, staff developer, athletic trainer, Replacement Teachers.  

For Replacement Teachers and Truant Officers: The parties agree that the practices concerning terms and conditions of employment for these titles in effect at the conclusion of the 2002-2003 year shall remain in place unless specifically modified elsewhere in this Agreement.
  - b. the following non-supervisory support staff members: drivers, paraprofessionals, school secretaries, media coordinators, security personnel and Truant Officers.
2. This unit excludes the following positions: all supervisory staff, including Superintendent, Assistant Superintendent, Business Administrator, principals, vice-principals, Administrative Assistant to the Superintendent, Directors (including Facilities, SPS, Transportation, and Information Systems), Curriculum Supervisors, Department Heads, custodial and maintenance personnel including supervisors, cafeteria personnel including supervisors, confidential secretaries (including those to the Superintendent, the Assistant Superintendent, and the Business Administrator), central office support staff and Work Station Specialists.
3. The recognition clause has been restructured effective July 1, 2000. Practices in effect as of April 17, 2000, regarding the topics in Article 6, A., B. and C. shall be maintained for the following positions: speech therapist, occupational therapist and physical therapist, student assistance counselor, staff developer, and athletic trainer, with this exception: speech therapists shall receive five (5) planning periods per week in any five day, full day week.

4. Unless otherwise indicated, the term "employees" when used hereafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined, and reference to male employees shall include female employees.

#### REPRESENTATION FEE

- A. This article shall become effective as of the date hereof.
- B. If any regular employee does not become a member of the Union during any membership year (from July 1 to the following June 30) which is covered in whole or in part by the Agreement, said employee will be required to pay a representation fee to the Union for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Union as majority representative.
- C. Prior to the beginning of each membership year, the Union will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Union to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.
- D.
  1. Once during each membership year covered in whole or in part by this Agreement, the Union will submit to the Board a list of those employees who have not become members of the Union for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2. below, the full amount of the representation fee and will transmit the amount so deducted to the Union.
  2. The Board will deduct the representation fee in equal installments as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
    - (a) Within 30 days after receipt of the aforesaid list by the Board; or
    - (b) 30 days after the employee begins his or her regular full time employment in a bargaining unit position, unless the employee previously served in a regular full time bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 30 days after the resumption of the employee's regular full time employment in a bargaining unit position, whichever is later.
  3. Except as otherwise provided in this article, the mechanics for the deduction of representation fees and the transmission of such fees to the Union will, as

nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Union.

4. The Union will notify the Board in writing of any changes in the list provided for in paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deduction made more than 60 days after the Board received said notice.
5. On or about the last day of each month, the Board will submit to the Union a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such employees.
6. The Union shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13-5.5(c) and 5.6, and membership in the Union shall be available to all employees in the union on an equal basis at all times. In the event the Union fails to maintain such a system or if membership is not so available, the Board shall immediately cease making said deductions.
7. The Union shall make a copy of the demand and return system and revisions available to the Board.
8. The Union shall indemnify, defend and save the Board harmless from any claims raised against it by an employee as a result of fulfilling its obligations under this article, including paying actual attorney fees.

## **ARTICLE 2 NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123 Public Laws of 1974. Any agreement so negotiated shall apply to all categories of employees which designate the Monroe Township Education Association as its bargaining agent; and will be reduced to writing, and be submitted to the Board and the Association for adoption.
- B. During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter proposals. The Board will provide the Association, upon request, with all data in the public domain.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations. However, it is understood no tentative agreements reached during negotiations shall be considered binding until both the Board and the Association shall officially adopt them.

- D. 1. If during the period of this Agreement either the Board or the Association feels that it is necessary to meet for the purpose of review problems that may arise, it shall so inform the other party in writing setting forth the problem to be discussed. The party receiving the request shall instruct its representatives to arrange for a meeting to discuss the problem as requested within 10 school days. These meetings are not intended to bypass the grievance procedure.
- 2. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, and submitted to the Board and the Association for adoption.
- E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

**ARTICLE 3  
GRIEVANCE PROCEDURE**

A. Definition

- 1. (a) A grievance is a claim by an employee or his/her representative that the employee has suffered harm by the interpretation, application or violation of policies and administrative decisions affecting the employee.
- (b) A grievance is a claim by an employee or his/her representative that the employee has suffered harm by the interpretation, application or violation of the Agreement affecting the employee.
- 2. An "aggrieved person" is the person or persons making the claim.
- 3. A "party in interest" is the person or persons making the appeal and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

- 1. The purpose of this procedure is to resolve, at the lowest possible level, any grievance presented. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 2. Any grievant may represent himself/herself up to Level 3. The Association may be present and have the right to speak during the procedure.
- 3. The Association may file and pursue a grievance. Only the Association may file for arbitration under C. 5. below.

## C. Procedure

### 1. Informal

An employee with a grievance shall first discuss it with his/her principal or immediate superior. At this stage, both parties shall make a strong effort to resolve the matter informally. The employee, at his or her option, may designate a representative to be present.

### 2. Level One

If no resolution is reached informally, the grievance shall be reduced to writing and submitted to the principal or immediate superior. The employee, at his/her option, may designate a representative to be present. All Level One grievances shall be initiated within fifteen (15) school days after the event or circumstance being grieved takes place, unless conditions or the terms of this agreement dictate to the contrary.

### 3. Level Two

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, the employee may file the grievance in writing with the Association within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Association may refer it to the Superintendent of Schools or his designee.

### 4. Level Three

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent or his designee, the employee may, within five (5) school days after the decision by the Superintendent or his designee or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association submit the grievance to the Board of Education. If the Association determines that the grievance is meritorious, it may submit the grievance to the Board of Education within fifteen (15) school days after the receipt of a request by the aggrieved person. A complaint of a nontenured employee which arises by a reason of the employee not being reemployed shall not be carried beyond Level Three of the grievance procedure.

### 5. Level Four

- (a) If the grievance as defined under 1(a) of definition of a grievance and if the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Board, the aggrieved person may, within five (5) school days, request in writing that the Association submit

his/her grievance to advisory arbitration. If the Association determines that the grievance is meritorious, it may elect to submit the grievance to advisory arbitration within fifteen (15) school days after receipt of the request from the aggrieved person, but shall first notify the Board of such decision.

- (b) If the grievance as defined under 1(b) of definition of a grievance and if the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Board, the aggrieved person may, within five (5) school days, request in writing that the Association submit the grievance to binding arbitration. If the Association determines that the grievance is meritorious, it may elect to submit the grievance to binding arbitration within fifteen (15) school days after receipt of the request from the aggrieved person, but shall first notify the Board of such decision.
- (c) The arbitrator shall then be selected under the rules of the American Arbitration Association. Arbitrators shall be selected from either the AAA or PERC lists.

6. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement or in the absence of either party.
7. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
8. It shall be the general practice of all parties in interest to process grievance procedures during times which do not interfere with assigned duties, provided however, in the event it is agreed by the Board to hold the proceedings during regular working hours, a teacher participating in any level of the grievance procedure, with any representative of the Board, shall be released from assigned duties without loss of salary.

#### D. Rights to Representation

Any individual employee of the district shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal. An employee shall have the right to present his/her own appeal at any step or to designate a representative(s) of the Association or other person of his/her own choosing to appear with him/her at any step.

#### E. Miscellaneous



1. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and shall be transmitted promptly to all parties in interest and to the Superintendent and the Chairperson of the Grievance Committee.
2. Every effort shall be made to resolve all grievances before they reach Level Three.
3. An employee shall continue to perform all assigned duties before and during any grievance procedures initiated, but shall advise his/her superior that he/she is performing these duties under protest.
4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be designed jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
6. All meetings and hearings under this procedure shall not be conducted in public.
7. Any grievance not filed within the prescribed time limits at any level shall be considered as waived.
8. If a grievance affects a group or class of teachers in only one school, the Association shall submit such grievance, in writing at the First Level. If a grievance affects a group or class of teachers in more than one school, the Association may submit such grievance in writing at the First Level or Second Level, whichever is appropriate.

#### **ARTICLE 4 ASSOCIATION RIGHTS AND RESPONSIBILITIES**

- A. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property with the approval of the principal.
- B. The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings with prior approval from the Office of the Superintendent.
- C. The Association shall have the privilege to purchase expendable office supplies and other materials from the Board if such supplies and materials are available.
- D. For purposes of processing grievances and negotiations, the Association shall, upon request, have access to data in the public domain.

E. Association representatives shall suffer no loss of pay for mutually scheduled hearings, etc.

F. Leave for Association President

The Board shall grant leave with pay to the President of the Association or his/her designee up to a maximum of five (5) days in the working school year during the contract period to attend to Association business. When possible, prior notice shall be given.

G. The Association shall be able to utilize the regular inter-school or intra-school methods of communications or distribution of materials for Association business with the understanding that such usage be judicious, and not bear any burden on the school system. Association business during normal school hours will only be conducted during the teacher's free or release time and will not conflict with his/her teaching assignment.

The Association shall have the exclusive right to the use of a bulletin board in each school in the Monroe Township School System for the purpose of conducting Association business. These bulletin boards will be located in those areas where employees enjoy exclusive use.

H. Association Identification

No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

**ARTICLE 5  
EMPLOYEE RIGHTS**

A. Rights and Protection in Representation

Pursuant to Chapter 123 Public Laws of 1974, the parties hereby recognize that every employee covered by this Agreement shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in the collective negotiations or to refrain from so doing. The parties agree that neither shall directly or indirectly discourage nor deprive nor coerce any covered employee in the enjoyment of any rights conferred by Chapter 123 Public Laws of 1974.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

C. Required Meetings or Hearings

Whenever any employee has been called to appear before the Superintendent or his/her designee, Board or any committee, member, representative or agent thereof concerning any matter which could directly affect the continuation of that employee in his or her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise the employee and represent the employee during such meeting or interview.

D. Employee Discipline Process

1. No employee shall be disciplined or reprimanded without just cause.

The Board retains the right to discipline or discharge an employee during the term of his/her employment contract when the employee's performance and/or attendance negatively affect his/her ability to perform his/her assigned tasks.

Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay if consistent with law, and mid-contract discharges consistent with individual contracts, but shall not include the non-renewal of a non-tenured teaching staff member for performance-related reasons, the withholding of increments of a teaching staff member for predominantly evaluative reasons and the certification of tenure charges against a teaching staff member. All disciplinary acts shall be subject to the grievance procedure.

2. The specific grounds forming the basis for official disciplinary action shall be made available to the employee in writing. If an employee is requested to give information which may lead to disciplinary action against that employee, the Board shall advise the employee of their right to representation.

## **ARTICLE 6 WORK YEAR/TEACHING HOURS**

The school year for teachers (September through June) shall consist of 184 days, with no more than 180 being devoted to student instruction.

### **A. Elementary School**

NOTE: Parts of this section (\*) reflect the American Arbitration Association Decision of January, 1974.

1. Arrival and departure time shall be designated by the Board.
2. Total teacher work day shall be seven (7) hours. The ten (10) minutes added for 2003-2006 shall not be used for additional instructional time. Effective with the 2007-2008 school year, the total school day for teachers shall be designated by the Board and shall not exceed seven (7) hours, six (6) minutes. The additional six (6) minutes added to the day shall be used for additional instructional time. In addition, three (3) of the ten (10) minutes added in the 2003-2006 Agreement shall be used for additional instructional time, for a total of nine (9) added instructional minutes. The total student day shall not exceed six (6) hours and 29 minutes.
3. Except on inclement weather days, the teacher lunch period shall be 45 minutes. The practice of teachers taking their students to and from the cafeteria shall occur during this 45 minutes.\* The scheduling of teacher duty may include pupil supervision for fifteen (15) minutes during the lunch period for inclement weather days.
- \*4. 27 minutes of unassigned time, which may be split scheduled, shall be provided for educational pursuits at the teacher's discretion.
5. The principal of each building may temporarily reschedule teacher duty to assure the safety and welfare of students and time teachers are required to be present before school begins and after dismissal time.
6. Unassigned time as provided through the utilization of teacher assistants or special subject teachers shall be used for preparation, special instruction or conferences.
7. Teachers shall have five (5) prep periods in any five (5) day, full day week. Each prep period shall be a minimum of 40 minutes. If a teacher loses his/her contractually-guaranteed individual prep period, he/she shall be paid at the class coverage rate. The loss of prep period due to a field trip or an emergency such as a fire drill is not a violation of this guarantee and does not create a requirement for payment. The loss of the prep period will be paid at the class coverage rate.
8. Teachers are required to work three (3) nights per year without additional compensation. Beginning with the fourth night assignment, a teacher shall be paid for such hours at the hourly supplemental rate.

9. Teachers who are assigned to bus duty beyond the negotiated day set forth in A. 2. above shall be paid for such additional time at the hourly supplemental rate.

B. Middle School Day

1. The total school day for the middle school teachers shall be designated by the Board and shall not exceed seven (7) hours. The additional ten (10) minutes added for 2003-2005 shall not be used for additional instructional time.  
The total student day shall not exceed six (6) hours and twenty (20) minutes. Effective with the 2007-2008 school year, the total school day for middle school teachers shall be designated by the Board and shall not exceed seven (7) hours, six (6) minutes. The additional six (6) minutes added to the day shall be used for additional instructional time. In addition, three (3) of the ten (10) minutes added in the 2003-2006 Agreement shall be used for additional instructional time, for a total of nine (9) added instructional minutes. The total student day shall not exceed six (6) hours and 29 minutes.
2. For the purposes of determining the time implications of the weekly teacher load, a period shall consist of a maximum of 45 minutes. However, if the number and lengths of periods should change, the total number of minutes of pupil contact per week shall not increase. The middle school staff shall be consulted before the length and number of periods are changed.
3. The Board may implement the following schedule effective on the first student day of any school year:
  - (a) The teaching load at the middle school shall not exceed thirty (30) periods per week. In the academic areas (English, Science, Social Studies, Math and World Language teams), no more than a yearly average of twenty-five (25) periods per week may be for instruction. This does not preclude a teacher voluntarily accepting an assignment beyond this level.
  - (b) There shall be five (5) individual planning periods per week. If a teacher loses his/her contractually-guaranteed individual prep period, he/she shall be paid at the class coverage rate. The loss of prep period due to a field trip or an emergency such as a fire drill is not a violation of this guarantee and does not create a requirement for payment. The loss of the prep period will be paid at the class coverage rate.
  - (c) Thirty (30) minutes per day will be allotted for lunch.
  - (d) Any workload (pupil contact) in excess of thirty (30) periods per week shall be by mutual agreement with time, duties or other consideration given the affected teacher.
  - (e) Anyone teaching a sixth teaching class by mutual agreement in an academic area or anyone teaching a seventh teaching class by mutual agreement in any other teaching area shall receive additional compensation based on the

following: one-sixth of their annual salary for a non-lab class. The fraction is based on the teacher's annual salary which includes service and longevity payments for this calculation.

4. (a) Teachers will be consulted prior to the finalization of schedules, should the number of subjects, preparations or consecutive contact periods exceed four (4).  
  
(b) Homeroom period and duty coverage will be set up by the administration as equitably as possible.
5. The mid-term exam schedule shall remain the same as the 1999-2000 school year with four (4) half-day sessions.

### C. Secondary School

#### 1. Total School Day

- a. The total school day for secondary teachers shall be designated by the Board and shall not exceed seven (7) hours, six (6) minutes. The additional six (6) minutes added to the day shall be used for additional instructional time. In addition, three (3) of the ten (10) minutes added in the 2003-2006 Agreement shall be used for additional instructional time, for a total of nine (9) added instructional minutes. The additional ten (10) minutes added for 2003-2005 shall not be used for additional instructional time. The total student day shall not exceed six (6) hours and twenty-four (24) minutes.
  - b. Effective with the 2007-2008 school year, the total school day for teachers shall be designated by the Board and shall not exceed seven (7) hours, six (6) minutes. The additional six (6) minutes added to the day shall be used for additional instructional time. In addition, three (3) of the ten (10) minutes added in the 2003-2006 Agreement shall be used for additional instructional time, for a total of nine (9) added instructional minutes. The total student day shall not exceed six (6) hours and 33 minutes.
2. For purposes of determining the time implications of the weekly teacher load, a period shall consist of a maximum of 44 minutes. However, if the number and length of periods should change, the number of minutes of pupil contact per week shall not be increased. There shall be consultation with the Association before the length and number of periods are changed.
  3. The teaching load at the high school will be as follows:
    - (a) not to exceed a yearly average of 30 periods per week. Of these 30 periods no more than a yearly average of twenty-five (25) may be instructional.
    - (b) A yearly average of five (5) full periods per week for planning. If a teacher loses his/her contractually-guaranteed individual prep period, he/she shall be

paid at the class coverage rate. The loss of prep period due to a field trip or an emergency such as a fire drill is not a violation of this guarantee and does not create a requirement for payment. The loss of the prep period will be paid at the class coverage rate.

- (c) Five (5) full periods per week for lunch. The above does not include homeroom periods.
- (d) Anyone teaching a sixth teaching class by mutual agreement shall receive additional compensation based on the following:
  - (1) one-sixth of their annual salary for a non-lab class
  - (2) one-fifth of their annual salary for a lab class.
  - (3) The fractions in (1) and (2) are based on the teacher's annual salary which includes service and longevity payments for this calculation.
- (e) Exception to a-d [above] and 4(a) [below]. Exception to the above and below may occur with science teachers who may teach classes which are six periods in length. In those cases where laboratory courses (six-period courses) are scheduled, the number of periods of building assignment will be according to the following schedule:

Periods Teaching Classes/Week	Duties
25 (no labs)	5
26 (one lab)	3
27 (two labs)	2
28 (three labs)	1
29 (four labs)	0

- (f) Teachers working less than full time will be prorated with pupil contact and/or planning periods serving as the basis for part time contracts.
4. (a) Secondary school teachers shall have not more than four (4) consecutive periods of pupil contact, no more than three (3) of which will be teaching. Every attempt shall be made to minimize such situations in which teachers have four (4) consecutive pupil contact periods. If this cannot be done, the schedule shall be reviewed with the teacher(s) involved.
- (b) Secondary teachers shall not be required to teach more than three (3) subject areas nor have more than three (3) teaching preparations if feasible. Teachers teaching additional subject areas or having additional preparations will be consulted prior to finalization of their schedules.
  - (c) Homeroom periods will be equitably set up so that all teachers will be assigned a homeroom or some other responsibility during this time.

5. Teachers are required to work three (3) nights per year without additional compensation. Beginning with the fourth night assignment, a teacher shall be paid for such hours at the hourly supplemental rate.

6. Block Scheduling

- a. The parties agree that if block scheduling is instituted on September 1, 2007, or later, the following provisions shall govern the terms and conditions of the teacher work day. The provisions of Article 6, D. through N. also apply.
- b. Arrival and departure time shall be designated by the Administration. The total school day for teachers shall be designated by the Board and shall not exceed seven (7) hours, six (6) minutes. The additional six (6) minutes added to the day shall be used for additional instructional time. In addition, three (3) of the ten (10) minutes added in the 2003-2006 Agreement shall be used for additional instructional time, for a total of nine (9) added instructional minutes. The total student day shall not exceed six (6) hours and 33 minutes.
- c. A block period shall be less than 88 minutes.
- d. In the A/B scheduling approach, a full-time teacher shall have three (3) blocks of instructional time one day and two (2) blocks of instructional time the other day.
- e. In the A/B scheduling approach, a full-time teacher shall have one (1) block of preparation time one day and one-half (1/2) block of preparation time the other day. If a teacher loses his/her contractually-guaranteed individual prep period, he/she shall be paid at the block period coverage rate. The loss of preparation period due to a field trip or an emergency such as a fire drill is not a violation of this guarantee and does not create a requirement for payment. If a teacher is not provided preparation time consistent with the foregoing, the payment for said lost time shall be calculated by determining the per minute value of the hourly supplemental rate for that year and multiplying the result times the number of preparation period minutes lost.
- f. In the A/B scheduling approach, a full-time teacher shall have 30 minutes of lunch time per full school day.
- g. In the A/B scheduling approach, a full-time teacher shall have one (1) block of duty/non-instructional professional services time one day and one-half (1/2) block of duty/non-instructional professional services time the other day. "Non-instructional professional services" consists of such activities as team or building planning, meetings with supervisors, other staff members or parents, and other teacher work which does not involve the direct instruction of students. The intent of the Board is not to use this block of time solely for professional development.



- h. If a teacher, by mutual agreement, is scheduled to teach a sixth teaching block in a two day period, he/she shall be paid an additional one/sixth of their annual salary.
  - i. Teachers working less than full time will be paid in the following manner: divide the time they are required to be in the building by the length of the teacher day and multiply that ratio by their placement on the guide.
  - j. Teachers shall not be required to teach more than three (3) subject areas nor have more than three (3) teaching preparations, if feasible. Teachers teaching additional subject areas or having additional preparations will be consulted prior to finalization of their schedules.
  - k. The language of Article 6, C. 5. applies to these teachers.
  - l. On a scheduled half day for students, periods shall be prorated.
- D. On Fridays or on days preceding holidays or vacations, the teacher's day shall end when the pupils have left school grounds.
- E. Teachers shall be permitted to leave the building during their scheduled duty-free lunch periods, after notifying the principal. However, in cases of emergency, teachers shall be required to remain in the building.
- F. 1. Teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending regular administrative or professional meetings for three (3) days each month. Such meetings shall begin within ten (10) minutes after the student dismissal time and shall run for no more than forty-five (45) minutes. If additional time is needed, students shall be dismissed early. Morning meetings may be held on an individual school basis after agreement between the principal and the staff.
2. The notice of any meetings shall be given to the teachers involved at least three (3) days prior to the meeting, except in extreme circumstances. Notice of teacher meetings scheduled for Monday after school shall be posted by dismissal time on the previous Thursday. All employees shall have the opportunity to suggest items for the agenda.
- G. Teacher participation in extracurricular activities beyond the regular workday shall be voluntary, except that ruling by the Commissioner of Education defining those extracurricular activities which are part of a teacher's normal duties shall be controlling.
- H. Teacher participation in field trips which extend beyond the teacher's in-school workday, and overnight or weekend trips, shall be voluntary.
- I. A., B., C. and D. above notwithstanding and in addition to F., the teachers agree to participate in mutually determined workshops and that nothing in this article shall

limit the principal of a school from holding supervisory conferences with members of his/her staff at a reasonable time and place.

- J. Teachers are required to work three (3) nights per year without additional compensation. Beginning with the fourth night assignment, a teacher shall be paid for such hours at the hourly supplemental rate.
- K. Newly-employed certified staff members may be required to attend up to six (6) Roundtable meetings in their first year of employment in the District over and above the meetings set forth in Article 6, F. Such meetings are limited to one (1) hour each.
- L. Employees who participate in overnight education programs with the approval of their building administrator shall be compensated at the rate of \$110 per night in 2006-2007, at the rate of \$115 per night in 2007-2008, and at the rate of \$119 per night in 2008-2009.
- M. Effective July 1, 2007, the following provisions shall be in place:
  - 1. For special services personnel who do not work the extended work day under the provisions of 2. and 3. below, the workday for special services personnel shall be consistent with the work day in effect in 1996-1997. Effective July 1, 2007, the work day shall be seven (7), six (6) minutes.
  - 2. An extended schedule for Child Study Team members (psychologists, social workers and LDTCs), related services staff (speech therapists, Occupational Therapist and Physical Therapist) and the staff developer consists of: 1) an additional 20 work days after the last teacher work day in one school year and the first teacher work day in the next school year; or, 2) an additional 10 work days after the last teacher work day in one school year and the first teacher work day in the next school year. The additional work days will be mutually agreed upon by the employee and the administration.

An extended schedule also consists of an eight (8) hour work day from the first regular teacher day through the last regular teacher work day, and a seven (7) hour work day from the day after the regular teacher work year ends and when the next one begins. The primary purpose of the additional time in the work day is not to provide regularly-scheduled therapy to students. The additional time in the work day will be mutually agreed upon by the employee and the administration but must be contiguous with existing school hours.
  - 3. Only Child Study Team members (psychologists, social workers and LDTCs), related services staff (speech therapists, Occupational Therapist and Physical Therapist) and the staff developer may choose to work the extended schedule (20 or 10 days as set forth in 2. above; and the lengthened work day). Within 30 days after ratification of the 2006-2009 Agreement or December 31, 2006, whichever comes later, each such staff member shall

inform the Superintendent or his/her designee in writing of his/her decision in this regard. Should such a staff member not elect to work the extended schedule at this point in time, he/she may elect to commence such a schedule by giving written notice to the Superintendent by December 15 of any year preceding the year in which the extended schedule shall begin.

Staff members holding these titles who are hired after the ratification of the 2006-2009 Agreement shall be assigned the extended schedule which includes 20 additional days.

4. Related services staff shall be assigned no supervisory duties.
  5. One (1) additional sick day shall be granted to those who work the additional 20 days.
  6. Payment for working the extended schedule which includes 20 additional days shall be 120% of appropriate place on the teacher salary guide. Payment for working the extended schedule which includes 10 additional days shall be 115% of appropriate place on the teacher salary guide.
- N. Chaperoning shall be performed by advisors of the sponsoring activity. These advisors shall not receive additional compensation for such work over the annual stipend paid to them as the advisor. Additional chaperones, as may be determined by the building administrator, shall be determined on a voluntary basis. All volunteer unit members shall be paid for the time worked at the hourly supplemental rate.
- O. When there is a scheduled half day for students, preparation period guarantees set forth in this Article shall be prorated.
- P. On emergency late opening and early dismissal days, there is no violation of this Article if a teacher does not receive a preparation and/or planning period.
- Q. During final exams, the conclusion of the teacher work day shall be the teacher dismissal time that occurs on any regular, full work day.

## **ARTICLE 7 CLASS SIZE**

It is recognized by the board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class sizes at an acceptable number as dictated by the financial condition of the district, the building facilities available, the availability of qualified teachers and the best interest of the district as deemed administratively feasible.

**ARTICLE 8  
STUDENT EVALUATION**

The teacher has the primary responsibility for determining grades of students within the grading policies of the Monroe Township School District. No grade shall be changed without consultation with the teacher. In cases where a grade is changed, the teacher may duly note his/her objection in the student's record.

**ARTICLE 9  
NON-TEACHING DUTIES**

Teachers will have no accounting of monies from students except when it is of an educational nature.

**ARTICLE 10  
TEACHER EMPLOYMENT**

- A. The Board agrees to hire only teachers holding certificates issued by the New Jersey State Board of Examiners for every regular teaching assignment.
- B. Credit on the salary guide shall be given for previous experience in public school teaching as limited below, and for military experience up to a maximum of four (4) years.
- C. Determination of credit for all teachers upon initial employment shall be at the agreement of the new teacher and the Superintendent. Military service shall be granted in accordance with N.J.S.A. 18A:29-11.
- D. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15.

**ARTICLE 11  
SALARIES**

The salaries of all employees covered by this Agreement are set forth in the salary guides which are attached hereto and made a part hereof.

- A. Employees shall have the option to have payroll checks direct deposited in an FDIC Insured institution of their choosing.
- B.
  - 1. Contractual employees may elect to have an individually determined sum deducted from their semi-monthly salary. These funds shall be paid to the Southern Middlesex County Teachers Federal Credit Union account of the employee.
  - 2. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their pay checks on the last previous working day.

3. (a) Employees shall receive their final checks and the pay schedule for the following year on the last working day in June. In order for a teacher to be paid, the principal must certify that all of that teacher's checkout responsibilities have been met. The checkout list shall be determined by the Superintendent with input from the Association.
  - (b) The parties agree to discuss the topic of how checkout scheduling will occur.
  - (c) Employees separating from the District shall receive their final checks on the last working day in June. In order for a teacher to be paid, the principal must certify that all of that teacher's checkout responsibilities have been met. The checkout list shall be determined by the Superintendent with input from the Association.
  - (d) Teachers receiving a payment in excess of \$300 under the "Interscholastic Athletic Coaches" guide, the "Advisory Positions" guide, and "Miscellaneous" or under the "Other Positions Guide" shall receive said payment in the form of a separate check on the appropriate date. The "Miscellaneous" positions and amounts are attached.
4. Supplemental work will be paid at the rate of \$46.09 per hour for 2006-2007, \$47.94 per hour for 2007-2008 and \$49.85 per hour for 2008-2009. This is called the hourly supplemental rate. Reimbursement for services will be made on the first pay day of the month for all work performed for the period from the 1st of the prior month to the 30th of the prior month, subject to submission of the approved forms. Mileage for Home Instruction is to be interpreted as additional from the base school to the student's home and is to be calculated on a round-trip basis when applicable. Reimbursement for any other mileage shall be paid at the approved rate monthly, subject to submission of approved forms to the Board Office.
  5. Individuals employed as Basic Skills Instructors and Extended School Year instructors shall be compensated at the Hourly Supplemental Rate. For every hour of pupil contact an employee shall receive an additional ten (10) minutes pay for planning and preparation. Lead Basic Skills Teachers (one at each After School Program) shall receive an additional one-sixth (1/6) of the hourly supplemental rate.
  6. Activities beyond the work day that require a voucher will be paid at the hourly supplemental rate.
  7. Certified staff who attend meetings which have been administratively scheduled shall be paid at the hourly supplemental rate, except for meetings under Article 6, F., Article 6, L., and other meetings for which the teacher is already compensated.
  8. TAG teachers shall be paid at the rate of \$77.56 per session. This shall represent the total compensation.

9. Department coordinators shall receive an annual adjustment to their base salary of \$6,488 for 2006-2007, \$6,748 for 2007-2008 and \$7,017 for 2008-2009. Department coordinators shall have a maximum teaching load of 15 periods per week. In the block scheduling mode, this is a maximum of three (3) instructional blocks every two days. They shall not be assigned duty. They shall be assigned up to 40 hours of summer work at the hourly supplemental rate.
  10. Effective with the mutual ratification of the 2006-2009 Agreement, the parties agree to eliminate the practice of paying a stipend for packing and unpacking.
- C. When the Board is in the process of creating a new extracurricular activity position, the initial salary for that position shall be negotiated with the Association.

## **ARTICLE 12 TEACHER ASSIGNMENT**

- A. 1. All teachers whose class, subject, building or room assignment may be changed for the forthcoming year shall be given written notice by the last day of school or sooner, if possible. It is understood that in unusual or emergency circumstances this procedure may be altered. No notice will be provided to those staff whose above-referenced teaching conditions do not change.
2. The Superintendent shall assign all newly-appointed personnel to their specific positions within that subject area and/or grade levels for which the Board has appointed the teacher. The Superintendent shall give notice of assignments to new teachers as soon as practicable.
- B. 1. Schedules of teachers who are assigned to more than one school shall be arranged so that such teachers shall be required to engage in as little inter-school travel as is consistent with the needs of the district. Such teachers shall be notified of any changes in their schedules as soon as practicable.
2. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such required travel at the existing IRS rate for all driving done between arrival at the first location at the beginning of their workday, and the last location at the end of the workday. Payment for mileage shall follow same procedures as under Article 11, B. 4.
- C. Building principals shall consider the possibility of rotating duty assignments when developing annual teacher schedules.
- D. Effective July 1, 2006, CST members and speech pathologists, occupational therapists, physical therapists and Guidance Counselors who do not work the extended work and/or the extended work day schedule under the provisions of Article 6, M. and who are assigned to work beyond the contractual work year shall

receive their per diem rate of pay for all days worked. The days that are scheduled as work days shall be mutually agreed upon.

1. The per diem rate of pay is calculated as 1/200 of the annual contracted salary in regard to Article 12, D. or calculated based upon the Hourly Supplemental Rate, whichever is greater.
  2. The following defines a working day as related to the per diem rate of pay:
    - a. A full day is defined as seven (7) hours. Effective with the 2007-2008 year, a full day is defined as seven (7) hours, six (6) minutes.
    - b. A one-half hour paid lunch is included if the employee works four (4) hours or more per day.
    - c. The per diem rate will be pro-rated as related to the percent of a full day worked.
    - d. Mileage will be reimbursed upon approval of the Director of Pupil Personnel Services.
- E. Guidance counselors, substance awareness counselors, school nurses and members of the CST who are required to remain for crisis intervention shall be paid at the hourly supplemental rate for work beyond the contractual hours. Such time shall be administratively approved.

### **ARTICLE 13 TRANSFERS, REASSIGNMENTS AND PROMOTIONS**

- A. A teacher may apply for any position at any time. Such application shall be in writing, addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur, either during the school year or during the summer. This application shall be renewed annually. Non-certificated personnel may apply for any non-certificated position at any time.
- B. In filling a vacancy within the bargaining unit, the Board agrees to consider fully the professional background and attainments of all applicants, the length of time each has been in the school system, and other relevant factors.
- C. In filling promotional vacancies to administrative positions, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including service in the school district, of all applicants from within the school district, as well as applicants from outside the school district. The parties recognize, however, that the filling of vacancies at the supervisory and administrative levels and the filling of newly created supervisory and administrative positions is a prerogative of the Board, and the decision of the Board with respect to such matters shall be final.

- D. The parties recognize that changes in grade and subject assignments and transfers between schools will be necessary. While the right of determination to assign or transfer a teacher is vested in the Board, the Board will not, in any case, assign or transfer, a teacher without prior discussion with said teacher. Such transfers or changes of assignments shall be on a voluntary basis whenever possible. In making involuntary assignments or transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and pupils.
- E. All provisions of this article shall also apply to summer school, home teaching, and special programs, except that home instruction will be offered to the student's regular teacher(s) prior to general posting.
- F. All vacancies shall be posted on each staff bulletin board. Notice shall include job title, job description, eligibility requirements, instructions for making application, and the closing date for filing. All qualified in district candidates shall be given serious consideration.
- G. Although transfer of all school personnel is a right of the Board, the Board agrees to consider fully the background and attainments of all applicants, the length of time each has been in the school system and other relevant factors in making a final determination on a request of transfer from an individual employee.
- H. All applicants will be notified in writing as soon as final selections are made.

**ARTICLE 14  
TEACHER EVALUATION**

- A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, audio systems, and similar surveillance devices shall be strictly prohibited.
- B. Teachers shall be evaluated only by principals, vice-principals, or other persons certificated by the New Jersey State Board of Examiners, to supervise instruction.
- C. All evaluations shall be in compliance with NJAC 6:3, Subchapter 4 (Supervision, Observation, and Evaluation). A copy of NJAC 6:3, Subchapter 4 shall be placed in each Teacher's Handbook.
- D. Written evaluations will be provided for nontenure teachers at least three (3) times per year.
- E. Written evaluations shall include appropriate comments on strengths as well as weaknesses, with suggestions for improving weaknesses.



**ARTICLE 15  
CUMULATIVE LEAVES**

A. Sick Leave

1. All teachers shall be entitled to ten (10) sick leave days each school year provided, however, that should the teacher's contract begin after the first official day of school or terminate before the last official day of school, he/she shall be entitled only to one (1) sick leave day per full month under contract. Sick leave will be credited on the first day of the employee's work year.
2. In the event of absence by a teacher for illness in excess of five (5) consecutive working days, the Board may, at its expense, require an examination by a physician of its choice.
3. In case of illness to husband, wife, registered domestic partner, child or parent up to 3 days of prior year's accumulated sick leave may be used for the purpose of caring for the sick family member.

B. Personal Leave

All teachers shall be entitled to three (3) days a year for personal leave provided, however, that should the teacher's contract begin after the first official day of school or terminate before the last official day of school, he/she shall be entitled to a prorated number of days based on the time under contract. Application for leave shall be made to the building principal at least forty-eight (48) hours in advance of the day or days desired, if possible. The extension of a holiday or vacation, shall not, in and of itself, constitute a sufficient reason for granting of personal leave. If the principal does not approve the request for leave, the teacher may appeal to the Superintendent of Schools. Personal leave days not taken shall accumulate as sick leave days.

C. Accumulated Leave

When a teacher who has gained tenure leaves his or her teaching position in Monroe Township for any reason, he or she shall receive a lump sum payment based on the following formula:

$$(1/4 \times SL) \times (1/200 \times CS)$$

SL - unused accumulated sick leave.

CS - last annual contractual salary under which employed.

The above provision applies only to teachers employed prior to September 1, 1981. For all teachers employed after September 1, 1981, the sick leave payment shall be limited to no more than \$6,000 effective July 1, 2005.

**ARTICLE 16**  
**TEMPORARY LEAVES OF ABSENCE**

- A. Employees shall be entitled to the following temporary nonaccumulative leaves of absence with full pay each school year:
1. Time necessary for appearances in any legal proceeding connected with the employee's employment, except in the case of an employee bringing suit against the Board.
  2. Up to five (5) days at any one time in the event of the death of an employee's spouse, child, parent, brother, sister, parent-in-law, domestic partner, or any other member of the immediate household.
  3. Up to two (2) days at any one time in the event of the death of an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, and any other member of the immediate family.
  4. Additional bereavement leave may be granted at the discretion of the Superintendent.
  5. Leave with pay shall be provided to any employee who is required to serve on a jury.
  6. Other leaves of absence with pay may be granted by the Board for good reason.
  7. Leaves taken pursuant to Section A. above shall be in addition to any sick leave to which that employee is entitled.

**ARTICLE 17**  
**EXTENDED LEAVES OF ABSENCE**

- A. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.
- B. Medical Leave of Absence
1. Maternity Leave of Absence
    - (a) Eligibility - All tenure personnel and nontenure personnel for a period not to exceed her present contract.
    - (b) Beginning of Leave - Leave shall begin any time during the term of pregnancy upon the written request of the employee at least 30 days before the leave is to become effective, if possible. A written statement from a physician shall be required stating that the employee

is able to perform all duties required by her position up to the time the leave is to begin.

- (c) Extent of Leave - Initial leave shall be granted until June 30 of the school year leave began. Additional school years of leave may be granted upon the written request of the employee received no later than:

- (1) April 1 for those whose leave began before February 15 of the same year.
- (2) July 1 for those whose leave began after February 15 of the same year.

- (d) Reinstatement - Employees shall return to active duty in September upon written request received no later than:

- (1) April 1 for those whose leave began prior to February 15 of that year.
- (2) July 1 for those whose leave began after February 15.

Reinstatement may take place during the school year only at the convenience of the school system.

- (e) Benefits -

- (1) Tenure employees shall retain tenure during the period of leave.
- (2) Health care benefits for tenure employees shall be continued for a period of 12 months, beginning with the effective date of leave.
- (3) Employees shall not advance on the salary guide while on leave. However, if a leave begins during a school year credit shall be as follows:

Ninety-one (91) work days or more of employment, an individual shall advance a full year on the guide. Such 91 days must be with the employee physically in attendance (exclusive of occasional absences) and shall not include any portion of a leave for which the employee may be covered by accumulated sick leave pay.

Ninety (90) work days or less in a given academic year, an employee shall not advance on the guide for that school year only.

- (f) Accumulated Sick Leave - At the option of the employee, such leaves may be used, the leave of absence becoming effective when all sick leave is exhausted.

- (g) Nontenure personnel - Applicable benefits for nontenure personnel under this ARTICLE shall continue for a period up to the length of the individual's present contract.

## 2. Other Medical Leave of Absence

- (a) Eligibility - All tenure personnel and nontenure personnel for a period not to exceed his/her present contract.
- (b) Notification - All requests for leave of absence must be in writing, giving as much notice as possible. Requests must be accompanied by a written statement from a physician verifying the need for such leave and the duration of the illness.
- (c) Extent of Leave - Initial leave shall be granted until June 30 of the school year leave began. Additional school years of leave may be granted upon the written request of the employee, received no later than July 1 for the succeeding year.
- (d) Reinstatement - Employees wishing to return to active duty in September following approved leaves shall notify the Superintendent in writing by no later than April 15. Reinstatement may take place during the school year only at the convenience of the school system. A written statement from a physician is required verifying that the employee is able to resume all duties.
- (e) Benefits -
  - (1) Tenure employees shall retain tenure during the period of leave.
  - (2) Health care benefits for tenure employees shall be continued for a period of twelve (12) months beginning with the effective date of leave.
  - (3) Employees shall not advance on the salary guide while on leave. However, if a leave begins during a school year credit shall be as follows:
    - Ninety-one (91) work days or more of employment, an individual shall advance a full year on the guide. Such 91 days must be with the employee physically in attendance (exclusive of occasional absences) and shall not include any portion of a leave for which the employee may be covered by accumulated sick leave pay.
    - Ninety (90) work days or less in a given academic year, an employee shall not advance on the guide for that school year only.
- (f) Accumulated Sick Leave - At the option of the employee such leave may be used, the leave of absence becoming effective when all sick leave is exhausted.
- (g) Nontenure personnel - Applicable benefits for nontenure personnel under this ARTICLE shall continue for a period of up to the length of the individual's present contract.

- C. Other leaves of absence with or without pay and/or other benefits, may be granted by the Board for good reason.
- D. Any employee adopting an infant child not more than two years of age shall receive similar leave which shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of the adoption. This leave will be of no cost to the Board of Education and the Board of Education agrees to hold that position open.
- E. 1. Upon return from leave granted pursuant to Section A of the ARTICLE, a teacher shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent, provided, however, that the sum of any previously granted military credit and the credit referred to in this section shall not exceed a total of four (4) years, and that time spent on said leave shall not count toward the fulfillment of the time requirements for acquiring tenure. A teacher shall not receive increment credit for time spent on a leave granted pursuant to Sections B, C and D of this ARTICLE, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.  
  
2. A teacher returning from leave pursuant to this ARTICLE shall be assigned to the same position which he/she held at the time said leave commenced or to a position for which the teacher is certified. Upon return, he/she shall be credited with all sick leave accumulated prior to the beginning of this leave.
- F. All requests for and granting of leaves shall be in writing.
- G. Provided it remains in effect, or as it may be amended or revised from time to time, the Board recognizes that its employees are entitled to the benefits provided under the New Jersey Family Leave Act and the Federal Family and Medical Leave Act.

**ARTICLE 18**  
**PROFESSIONAL DEVELOPMENT/IMPROVEMENT AND MENTORING**

- A. Tenured teachers taking graduate courses not needed to maintain present certification and approved by the Superintendent shall be reimbursed to a maximum of \$2,550 in 2006-2007, \$2,675 in 2007-2008, and \$2,800 in 2008-2009, for tuition and registration fees. The teacher will submit evidence of successful completion and proper vouchers to the Office of the Superintendent.

After ratification of the Agreement, approval will only be given for graduate credits attained from colleges or universities that have been accredited by an accrediting agency approved by the United States Department of Education for the area being studied.

- B. 1. The teacher, by definition and known as Mentor Teacher, shall be paid in accordance with State guidelines, i.e., payment shall be made from the District to the Mentor Teacher, and this stipend shall be in addition to the Mentor Teacher's salary as provided in the salary guide. The school district will serve as the transmittal agency between the beginning teacher and mentor regarding the mentor stipend.
2. In the event that the mentoring process is conducted by an entire department at the secondary level or an entire grade level at the elementary schools, all mentors will share equally in the mentoring stipend.
3. Administrators will, under no circumstances, ask mentors to participate, formally, informally or in any way, in the evaluation of the beginning teacher.
4. Teachers interested in serving as mentors are to submit letters of interest annually to their building principals at the prescribed time in the Spring.
- (a) Consideration shall be given to tenured teachers.
  - (b) Preference will be given to mentor candidates having at least five (5) years' experience in education of which at least three (3) years must be in the Monroe School District. The Association and Board understand that while the experience cited is a goal, both parties agree that due to circumstances, the school district be given latitude in that criteria (experience) when considering potential mentors.
  - (c) Mentor Teacher candidates shall have at least three (3) years' experience in the grade or subject level and (i.e. elementary, middle school, high school) and at least three (3) years' experience in the elementary specialty (if applicable, i.e. music, P.E.) or secondary subject area taught by the beginning employee.
  - (d) Preference shall be given to Mentor Teacher candidates teaching in the same school as the beginning employee.
  - (e) Applicants should currently be in a classroom teaching assignment a minimum of half time.
5. The Board agrees to guarantee annual notice of the teacher's status regarding the State mandated 100 hours requirement.

C. Noncertificated Professional Development

Should the Board of Education require attendance of bargaining unit members at in-service/staff development activities, the Board of Education shall either provide release time for such attendance or pay the employee their hourly rate in accordance with State and Federal regulations regarding such activity.

- D. The Board agrees to pay the full cost of registration and tuition incurred by all full time employees in connection with any courses, workshops, seminar conferences, or training sessions which the employee is specifically requested to take by virtue of direction of the Superintendent of Schools.

**ARTICLE 19  
INSURANCE PROTECTION**

- A. The Board shall provide the health-care insurance protection designated below. Effective as soon after mutual ratification of the 2000-2003 Agreement, the District will make the Traditional, Horizon PPO and HMO plans available to all unit members on a voluntary basis. The Board shall pay the full premium for each employee as defined by carrier and in cases where appropriate for family-plan or for registered domestic partnership insurance coverage subject to the following exceptions/ conditions. A member may enroll in any insurance plan during an open enrollment period.

1. Effective with the mutual ratification of the 2003-2006 Agreement, the PPO plan shall be the threshold Board-paid plan for all newly-hired eligible unit members, as modified by A. 3. below, for the first three years of their employment in the District, and for all existing unit members who become eligible for health insurance benefits based upon an increase in their work hours as modified by A. 3. below, for the first three years of their insurance eligibility. Thereafter, these unit members may enroll at Board cost in any available plan option.
2. New hires temporarily replacing people on medical, maternity and/or other leaves shall be given individual employee health coverage in accordance with a waiting period which shall be defined as a period of time which ends on the first day of the calendar month following 30 days of active service. However, such employees will be allowed to receive spouse, family and/or registered domestic partner coverage by contributing for that portion of the premium coverage.
3. All new employees hired after July 1, 1992, will be offered individual health coverage through the end of their third full year of employment with the Board. Effective September 1, at the beginning of their fourth full year of employment with the Board, employees shall be entitled to receive full family benefits and/or registered domestic partner as detailed throughout this ARTICLE.

Effective July 1, 2006, non-tenured employees in this category desiring coverage above the single enrollment level shall contribute 25% of the difference between single insurance and the enrollment chosen. Effective July 1, 2007, employees in this category desiring coverage above the single enrollment level shall contribute 20% of the difference between single insurance and the enrollment chosen.

4. For each full time employee as defined by carrier who is in the employ of the Board, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31.
  5. Provisions of the health care insurance program shall be detailed in master policies and contracts provided by the health care carrier. The plan benefits shall include oral contraceptives, individual dental maximum per year is \$1500, and orthodontic benefits up to \$1000 per person (this is a lifetime benefit).
- B. The prescription co-pay will be \$10 for generic and \$15 for brand name prescriptions. Effective January 1, 2007, the prescription co-pay will be \$15 for generic and \$20 for brand name prescriptions and \$0 for mail order.
- C.
  1. Single employee medical deductible shall be \$150 per year.
  2. Full family and/or registered domestic partner medical deductible shall be \$300 per year.
  3. Co-Insurance: Remains at 80% of \$2500.
- D. Employee Dental
- Single deductible \$50, Family and/or registered domestic partner deductible \$100.  
The employee dental plan shall be 80/20.

**ARTICLE 20**  
**NONCERTIFICATED PERSONNEL**  
**Work Day/Evaluation/Files/Tuition Reimbursement**

A. Hours

The workday for noncertified personnel will be as follows:

Secretaries, High School - 7 hours daily  
 Secretaries, Elementary and Middle Schools - 7 hours, 15 minutes daily  
 Library Coordinators, High School - 6 hours daily  
 Library Coordinators, Elementary and Middle Schools - 6 hours, 15 minutes daily  
 Paraprofessionals - Hours according to terms of appointment  
 Security: 8 hours daily

B. Lunch Period

All employees having a work day of five and one-half (5 and 1/2) or more hours are provided a thirty (30) minute lunch period at a time to be mutually established with the employee's immediate supervisor. Additionally, effective after mutual ratification



of the 2003-2006 Agreement Secretaries, Coordinators, full-day Paraprofessionals and security personnel shall be given one (1) fifteen (15) minute break per day.

- C. On the last pupil day prior to the Thanksgiving vacation and the winter vacation, noncertified employees shall be permitted to leave when pupils have left school grounds, at no loss in pay.
- D. All noncertificated staff employed continuously from November 1 shall receive an annual performance evaluation, a copy of which each employee may retain for their own records.

Should any noncertificated employee take issue with any part of their annual evaluation, they shall have the right to, within ten (10) days after receipt of their evaluation, have their written statement or rebuttal attached to that evaluation. Both the evaluation and any attachment shall be maintained within said employee's personnel file.

Additionally, should any noncertificated employee be the subject of any supplementary memorandum or report that addresses any aspect of the employee's performance, said employee shall receive a copy of such written correspondence.

Should any noncertificated employee wish to review their personnel file, they may have access to such files with 48 hours prior notice to the appropriate administrator's office.

- E. Effective July 1, 1997, there shall be a tuition reimbursement plan for support employees.
  - 1. Courses must be approved in advance of course registration in writing by the Superintendent. The Superintendent's approval/denial is not subject to review.
  - 2. Courses must be at the college level and must be directly related to the employee's current job.
  - 3. The maximum annual (July 1 through June 30) reimbursement for an employee is \$600.
- F.
  - 1. Overtime for all other non-certificated personnel shall be voluntary and will be rotated within the job title within the building. Hours worked in excess of a 40 hour work week shall be paid time and one-half. Effective retroactive to July 1, 2000, paraprofessionals' working beyond their regular day shall be paid a full hour for any part of an hour worked.
  - 2. When it is not possible to work 40 hours in a week due to a shortened work week, security personnel shall be paid one and ½ times their rate of pay for all hours worked beyond their normal eight (8) hour day.

3. Overtime for security will be assigned using an alphabetical rotation list. A separate alphabetical rotation list will be used for Saturday detention. Security will be notified of all overtime assignments within twenty-four (24) hours, giving them the opportunity to have their name included for the overtime assignment. If any security personnel choose not to assume an overtime assignment, he/she forfeits his/her turn until the rotation is complete.

Extra-curricular activities shall be assigned as the same rotation above. All lists shall be subject to the rule of forfeit.

- G. Security personnel shall be provided with five (5) shirts annually. Security personnel shall be provide with one (1) properly labeled winter jacket during the term of the contract.
- H. Non-certified staff who attend required meetings that occur either before the contractual work day or extend beyond the contractual work day shall be paid for such extra time at their hourly rate. This provision does not cover drivers' meetings.
- I. Security personnel shall not rotate shifts during the school year.
- J. Security personnel shall receive training in techniques and skills that are necessary for job responsibilities. If said training takes place beyond the workday/work year, they will be compensated at their hourly rate of pay for each hour worked.
- K. When the Administration determines that crowd control needs at student activities at grades 7 through 12 require the assignment of a unit member or unit members, at least one (1) of the assigned employees shall be a security person.

**ARTICLE 21**  
**LEAVES OF ABSENCE**  
(Noncertificated personnel)

A. Temporary Leaves of Absence

Employees shall be entitled to the following, temporary nonaccumulative leaves of absence with full pay each school year:

1. Time necessary for appearances in any legal proceeding connected with the employee's employment, except in the case of an employee's bringing suit against the Board.
2. Up to five (5) days at any one time in the event of the death of an employee's spouse, child, parent, brother, sister or parent-in-law, registered domestic partner or any other member of the immediate household.

3. Up to two (2) days at any one time in the event of the death of an employee's sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent and any other member of the immediate family.
4. Additional bereavement leave may be granted at the discretion of the Superintendent.
5. Leave with pay shall be provided to any employee who is required to serve on a jury.
6. Other leaves of absence with pay may be granted by the Board for good reason.
7. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which that employee is entitled and shall be in terms of the particular employee's normal work day.

B. Sick Leave

1. All ten (10) month employees are allowed ten (10) sick days (work days) per year and all twelve (12) month employees are allowed twelve (12) sick days (work days) per year. If an employee's contract begins after the start of the normal work year, sick leave shall be prorated at one (1) day per month.
2. In the event of absence by an employee for illness in excess of five (5) consecutive working days, the Board may, at its expense, require an examination by a physician of its choice.
3. In case of illness to husband, wife, registered domestic partner, child or parent, up to 3 days of prior year's accumulated sick leave may be used for the purpose of caring for the sick family member.

C. Personal Leave

All employees shall be entitled to three (3) days a year for personal leave provided, however, that should the employee's contract begin after the first official day of school or terminate before the last official day of school, he/she shall be entitled to a prorated number of days based on the time under contract. Application for leave shall be made to the building principal at least forty-eight (48) hours in advance of the day or days desired. The extension of a holiday or vacation, shall not, in and of itself, constitute a sufficient reason for granting of personal leave. If the principal does not approve the request for a leave, the employee may appeal to the Superintendent of Schools. Personal leave days not taken shall accumulate as sick leave days.

D. Accumulated Leave

When an employee who has completed three (3) or more years of employment in Monroe Township leaves for any reason, he/she shall receive a lump sum payment based on the following formula:

$$(1/4 \times SL) \times (1/200 \times CS)$$

SL - unused accumulated sick leave

CS - last annual contractual salary under which employed

The above provision applies only to personnel employed prior to September 1, 1981. For personnel employed after September 1, 1981, the sick leave payment shall be limited to no more than 50% of the dollar limit set forth in Article 15, C.

E. Vacation, Work Year, Holidays

1. Twelve (12) month noncertificated employees shall receive ten (10) days vacation with pay after completing one year of employment. Vacations shall be taken during July and August at a time approved by their immediate supervisor. If possible, exceptions to the above vacation schedule may be approved by the employee's building principal, with the final approval of the Superintendent of Schools. No vacation time shall be taken in September or June. The full ten (10) days shall be granted only if the employee has already been employed for twelve (12) full months. If the initial contract is for less than twelve (12) months, vacation days shall be prorated accordingly. When the employee leaves the employ of the Board, he/she shall be paid one day's pay for each day of unused vacation earned up to a maximum of ten (10) days. Employees who have been employed five (5) years or longer in the same position shall be granted fifteen (15) days vacation.

Promotions shall not be interpreted as a break in service and shall be considered along with consecutive experience in previous similar hourly positions toward achieving five (5) years experience.

2. Ten (10) month school secretaries will work 190 days including all days when school is in session, with the remainder to be determined by the employee and the immediate supervisor.
3. Media coordinators will work 188 days. Effective July 1, 2008, the media coordinators work year shall be 187 days. The Media Coordinators' work year includes all days when school is in session, with the remainder to be determined by the employee and the immediate supervisor.

F. Extended Leaves of Absence

Any noncertificated staff member employed for no less than five (5) years consecutively shall be granted a sick leave (maternity included) for up to the balance of their contract year, on an unpaid basis. Upon their return to work, there

shall be no loss of previous credit to their salary step. This leave may be extended beyond the term of the employee's contract year in the Board's discretion, provided it is at no cost to the Board.

**ARTICLE 22**  
**TRANSFERS, VACANCIES AND ASSIGNMENTS**  
(Noncertificated personnel)

- A. Noncertificated personnel may apply for any noncertificated position at any time. Such application shall be in writing, addressed to the Superintendent of Schools. Applications will be considered should such vacancy occur, either during the school year or during the summer. This application shall be renewed annually.
- B. In filling a vacancy within the bargaining unit, the Board agrees to consider fully the background and attainments of all applicants, the length of time each has been in the school system, and other relevant factors.
- C. Although transfers of all school personnel is a right of the Board, the Board agrees to consider fully the background and attainments of all applicants, the length of time each has been in the school system and other relevant factors in making a final determination on a request of transfer from an individual employee.
- D. Non-certificated staff who are involuntarily transferred will be notified in writing five (5) days prior to the transfer, except in the case of an emergency.

**ARTICLE 23**  
**OTHER PROVISIONS OF NONCERTIFICATED AND NON-TENURE PERSONNEL**

- A. If in the future the Board considers moving to a majority of sub contracted busing, the Board will consult with the Association before implementing such a move. In the event that the Board chooses to privatize jobs and is actively seeking bids, the Board shall notify the Association of its deliberations and shall give the Association an opportunity to make a presentation to the appropriate Board standing committee concerning alternatives to privatizing.
- B. Longevity pay after fifteen (15) or more consecutive years of noncertificated employee service to the Board of Education shall be provided regardless of changes in category of employment.
- C. In the event that the Board finds it necessary to reduce the work force in a non-certificated area, the Board will consider the length of service an employee has given the district in making such personnel decisions. (See E. below.)
- D. Seniority Lists
  - 1. The Board shall maintain a seniority list for non-certificated employees. Each employee shall appear on one of the following lists dependent upon which

position he/she fills at the time the list is drawn up. Copies of these lists shall be made available to the Association.

12 month secretaries

10 month secretaries

coordinators

security personnel

paraprofessionals – lunch/playground

paraprofessionals – classroom – part-time

paraprofessionals – classroom – full-time

paraprofessionals - office

drivers (the employee must be qualified to operate the vehicle in order to exercise rights under the following provision)

2. In the event of a reduction in force within a job title, 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.
3. 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.
4. Non-certificated 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. Non-certificated 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.
5. Notice of recall to work shall be addressed to the non-certificated employee'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 non-certificated employee 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.
6. Seniority shall not be accumulated during the period of layoff. Upon recall the non-certificated employee shall have his/her accumulated seniority restored to the date of layoff.
7. A non-certificated 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.

- E. Noncertificated employees shall be notified of their next year's employment status by the last work day of the school year, if possible.
- F. Any employee who loses his or her position as a result of privatization shall be retained in his or her proper place on the District seniority recall list.
- G. When a paraprofessional replaces either a secretary or library coordinator, she/he shall receive a \$2.00 per hour differential in pay.
- H. When schools have delayed openings or are closed for snow after the start of the school day, paraprofessionals will not be required to make up the time school is closed.
- I. When a paraprofessional replaces a teacher, he/she shall receive his/her per diem pay plus \$2.00 per hour or the substitute daily rate of pay, whichever is greater.
- J. When a paraprofessional replaces a security guard, she/he shall be paid at her/his hourly rate or the hourly rate at the first step of the security guard guide, whichever is higher, for all such hours worked.
- K. When a paraprofessional's job description is to assume responsibilities similar to a security, she/he shall receive a \$2.00 per hour differential in pay.
- L. Effective July 1, 2007, non-certificated employees who participate in approved in-service training programs shall be eligible to receive an in-service stipend pursuant to the following provisions:
  - 1. Participation must be approved in advance by the Superintendent or his/her designee.
  - 2. In-service programs must be related to the occupation of the non-certificated employee.
  - 3. One (1) credit shall be awarded for the completion of 15 hours of Board-approved in-service training.
  - 4. Non-certificated employees shall receive an annual stipend pursuant to the following:
 

Between 1 and 3 credits	\$70
At least 4 but fewer than 7 credits	\$100
At least 7 but fewer than 11 credits	\$150
At least 11 but fewer than 14 credits	\$200
14 or more credits	\$300

## **ARTICLE 24 DRIVERS**

- A. Late Runs, Middays, and Back-up runs will be assigned by seniority rotation for the initial assignments in September. Such runs posted after the initial assignments will be assigned by seniority only. A driver does not have the right to give up a late run in order to take a newly posted late run. Midday runs can only be given up to take newly posted contracted midday runs. All late runs and back-up runs will be assigned to drivers on an individual basis, being called in by seniority until all runs have been assigned, thereafter back into rotation. Midday runs are defined as any run between the hours of 9:30 am and 1:30 pm. Midday runs will carry over from year to year as long as the given program remains in effect. All new midday runs will be made available to all drivers through postings. Drivers will be assigned the same runs from year to year, if possible. A driver who chooses to change runs will be able to bid on another run.
- B. The Transportation Coordinator will meet with each driver to discuss his/her route assignment prior to the start of the school year.
- C. The Board agrees to pay for any drug testing of drivers as it (the Board) or any other governmental agency may require, unless the results are positive. If a driver is selected to be randomly tested for drugs and is absent from work that day, the driver shall be paid his/her hourly rate of pay for time spent beyond the scheduled work day to be tested, up to a maximum of four (4) hours.
- D. The Board shall pay the cost of fingerprinting for drivers upon renewal of their licenses.
- E. At the start of each school year, an updated copy of the Drug and Alcohol Testing Policy shall be given to each driver. The driver shall sign a form indicating that he/she has received a copy of the Policy and that form shall be maintained in District files for that year.
- F. The following procedures are to clarify substitute pay for additional runs not included in contracted hours.
  - 1. Substitute hours will not exceed the hours of the absent driver. For example, if the absent driver is contracted for four hours, the total time submitted by substitute drivers to cover the route will not exceed the contracted four hours.
  - 2. If several drivers pick up a small number of students to cover the route of an absent driver, no extra pay will be granted.
  - 3. When a driver picks up a complete route(s) for an absent driver, they will receive one extra hour pay for each route.
  - 4. If a route is split between two drivers, the time will be prorated with each driver receiving half hour extra pay.



5. After school late runs pay is as follows:
- (a) 4:00 p.m. runs pay one and one-half hours extra
  - (b) 5:00 p.m. runs pay one and one-half hours extra
  - (c) 6:00 p.m. runs pay one and one-half hours extra
- G. Mid day route substitutes back-up runs will receive extra hours equal to the regular driver hours. If the route is split, the hours shall be prorated. If a midday run is two days or less, the driver's name can still be placed on the backup list.
- H. On student orientation days, the driver will be paid six (6) hours with two (2) hours for any additional school runs on that day.
- I. On student orientation days and any other days that have unusual circumstances, the driver will be paid six (6) hours with two (2) hours for any additional school runs on that day.
- J. Drivers who are asked to relinquish their routes to substitute on other routes resulting in their route being double, will receive extra pay equal to the amount of the driver who doubles their run.
- K. Band runs are equivalent to 4:00 p.m. late runs and will pay one and one-half hours extra.
- L. Six (6) hours shall be paid shall be paid to drivers required to drive when their schools are open and Monroe Schools are not in session.
- M. Trip hours shall include hours out on the run and 1/2 hour each for vehicle warm up and clean up.
- N. Drivers who are required to appear in court to support Board of Education matters, vehicles passing bus lights, etc., will receive four extra hours pay. Hours paid include time needed at police building to file complaint.
- O. One and a half hours extra shall be paid for half day runs for High School, Applegarth, and Immaculate schools, or a combination of schools. No extra shall be paid when all schools are on half schedule.
- P. One hour shall be paid for half day runs for the Elementary Schools. No extra compensation shall be paid when all schools are on half schedule.
- Q. Kindergarten/Preschool Disabled/ Project Help and assignments of a similar nature runs to and from school shall receive an additional one-half (1/2) hour when elementary schools are on half-schedule.

- R. Talented and Gifted/Basic Skills runs shall be equivalent to a Kindergarten/Pre-school Disabled run and will pay two (2) hours.
- S. Thirty (30) minute minimum shall be paid for drivers' meetings held to conduct Board of Education business that would extend contracted work hours, additional drivers meeting time shall be paid in thirty (30) minute increments. All other meetings held outside of contract hours pay one (1) hour minimum.
- T. Drivers who must take a bus to the Inspection Station or repair facility will be paid for actual time worked.
- U. Drivers who are required to do a second run when a school has an altered schedule due to testing shall receive an additional hour's compensation.
- V. When possible, any driver returning from extended leave within the balance of their contract year shall be assigned to the same route which they held at the time said leave commenced. The Board reserves the right to reassign the driver to similar routes, if conditions warrant.
- W. Drivers on extended sick leave (five days or more) who are eligible to sign up for a newly posted run shall be notified within twenty-four (24) hours of the posting, giving them the opportunity to have their name included on the sign up sheet. If any of these drivers choose not to sign up, they forfeit their rights to that run.
- X. When vacant bus routes and summer work become available, said runs shall be posted and seniority will be one of the factors considered in assigning the runs.
- Y. Trip Assignment
  - 1. Trips will be assigned using an alphabetical rotation list. A separate alphabetical rotation list will be used for weekend runs.
  - 2. As trips become available, they will be assigned to the next person in rotation on the list.
  - 3. If a trip is cancelled, it is cancelled. No adjustments will be made to the existing rotation, no make up trips will be scheduled and no make up trips will be owed.
  - 4. If a driver relinquishes a trip, the trip will be assigned to the next driver on the rotation list.
- Z. Drivers shall receive time and one-half the regular rate of pay for driving on Saturdays, Sundays or on national or State holidays when the Monroe Township students are not in session.
- AA. Effective with the 2007-2008 year, contracted hours will include no less than 15 minutes to perform pre-trip vehicle inspection responsibilities and paperwork. No

less than 15 minutes shall be available at the end of the driver's day to perform housekeeping and paperwork responsibilities.

## **ARTICLE 25 PERSONAL AND ACADEMIC FREEDOM**

The Board agrees to abide by the laws of the State of New Jersey, federal laws, and rulings of the New Jersey State Commissioner of Education and the New Jersey State Board of Education which have the effect of law, in respect to the protection of individuals and the pursuit of academic freedom by teachers.

## **ARTICLE 26 COUNCILS**

### A. Faculty Council

There shall be established in each school a Faculty Council appointed jointly by the Association and school principal of three (3) faculty members in the elementary schools, four (4) faculty members in the middle school, and five (5) faculty members in the high school. The Faculty Council will meet with the building principal to consider issues at a local school level.

### B. Administrative/MTEA Liaison

At least five (5) times per school year (preferably every other month), the superintendent of schools and selected administrative staff will meet with the MTEA leadership (president, one representative from each school and one noncertificated staff representative). In a spirit of cooperation, these meetings will be used to foster good communications, address matters of mutual concern, and to resolve problems. Such meetings will be held at mutually agreed upon times and within the school district. Further, such meetings are not intended to circumvent appropriate communications between staff and their immediate supervisors.

## **ARTICLE 27 MISCELLANEOUS PROVISIONS**

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.

The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of teachers or in the application or administration of the Agreement on the basis of age, race, creed, color, religion, national origin, sex, domicile, affectional or sexual orientation or marital status, and all Federal regulations.

- C. Copies of this Agreement shall be reproduced in booklet form. The maximum quantity of 1000 copies will be printed.

The cost of printing these booklets will be shared equally by the Board and the Association. Agreement must be reached as to the format of the booklet. The Agreement which will be signed by both parties will be binding. Any errors made in the printing of the booklet will not be binding and will be resolved by both parties.

- D. The following shall apply to deductions made under Article 1, Representation Fee, Article 11, B.1, Credit Union, and Article 26, E., Annuity Plan: The Union shall indemnify, defend and save the Board harmless from any claims raised against it by an employee as a result of fulfilling its obligations under these provisions including paying actual attorney fees.

- E. Six Annuity plans will be authorized for employee utilization if three or more employees submit enrollment applications for each plan. They are Equitable, Copeland Companies, Valic (Variable), Travelers, John Hancock and T. Rowe Price. Employees enrolled in plans other than the ones listed here prior to July 1, 1983 may continue their active participation in their plan but no new enrollments will be accepted.

- F. A joint Health and Safety committee shall be established and consist of members appointed by the Association president and the Superintendent. The Committee shall meet at least two (2) times each year to develop, review and implement procedures in areas of concern to the parties. Air quality issues are not in the purview of this committee because they are being reviewed separately.

- G. The Athletic Trainer shall not be required to work on more than six (6) days in a week. The Athletic Trainer shall not be required to work on both a Saturday and a Sunday. A "week" is defined as Monday through Sunday."

The Athletic Trainer's work year shall commence on the first day student practice is allowed for any sport according to NJSIAA rules and dates and will conclude on the last teacher work day of the year.

The Athletic Trainer's work day shall commence at the beginning of Period 3 in the High School or at the beginning of Block 2 in the High School, in the event of block scheduling, and shall conclude when his/her responsibilities for the day are finished.

H. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so in writing at the following addresses:

(1) If by Association, to Board at:

Superintendent  
423 Buckelew Avenue  
Monroe Township, N.J. 08831

(2) If by Board, to Association at:

President, MTEA  
Monroe Township High School  
1629 Perrineville Road  
Monroe Township, N.J. 08831

**ARTICLE 28  
GUIDES AND RATES**

**TEACHER GUIDES**

2005-2006 STEP	2006-2007 STEP	2006-2007 SALARY	2007-2008 STEP	2007-2008 SALARY	2008-2009 STEP	2008-2009 SALARY
					1	44000
	***		1	42535	2	44155
***	1	41710	2	42835	3	44355
1	2	41910	3	43135	4	44605
2	3	42110	4	43435	5	44855
3	4	43110	5	44535	6	45955
4	5	44210	6	45635	7	50845
5	6	45310	7	50525	8	55745
6	7	50200	8	55425	9	60645
7	8	55100	9	60325	10	66245
8	9	60000	10	65925	11	74606
9	10	65600	11	73112	11	74606
10	11	71575	11	73112	11	74606
11	11	71575	11	73112	11	74606

Step-to-step movement can be traced by reading horizontally. For example, a teacher who was on Step 6 in 2005-2006 moves to Step 7 in 2006-2007, to Step 8 in 2007-2008 and to Step 9 in 2008-2009.

**COLUMN DIFFERENTIALS**

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
BA+15	\$1,200	\$1,350	\$1,500
MA	\$2,100	\$2,450	\$2,800
MA+30	\$2,600	\$3,050	\$3,500
DOCTORATE	\$3,400	\$4,000	\$4,600

Credit on the guide will only be given for graduate credits attained from colleges or universities that have been accredited by an accrediting agency approved by the United States Department of Education for the area being studied.

**LONGEVITY**

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
15 or more consecutive years	\$750	\$910	\$1075
20 or more consecutive years	\$1050	\$1210	\$1375
25 or more consecutive years	\$1625	\$1785	\$1950

Longevity shown is placed above the guide amount.

## TEACHER SALARY GUIDE NOTES

### 1. Eligibility for Bachelor + 15 Guide:

- All teachers paid according to the Bachelor + 15 guide in 1976-77.
- All teachers presenting official college transcripts indicating completion of 15 graduate credit hours subsequent to: receiving a Bachelor's degree; receiving full certification and, July 1, 1969. Further, such credit hours must be approved by the Superintendent as being of immediate or potential benefit to the school district.

### 2. Eligibility for Master + 30 Guide:

All teachers presenting official college transcripts indicating successful completion of a master's degree and 30 graduate credit hours subsequent to receiving Master's Degree:

- In addition to course requirements for standard teacher certification and the master's degree.
  - Approved by the Superintendent as being of immediate or potential benefit to the school district.
3. In order to proceed to a higher guide category, evidence of completing the new category requirements must be submitted in official form to the Superintendent's Office. Graduate credits taken during the summer may be applied for a guide change beginning on September 1. Graduate credits taken in the fall may be applied to a guide change effective February 1.

**SECRETARY (10 MONTH)**

2005-2006 STEP	2006-2007 STEP	2006-2007 SALARY	2007-2008 STEP	2007-2008 SALARY	2008-2009 STEP	2008-2009 SALARY
					1	33609
			1	31769	2	33709
	1	30722	2	31869	3	33809
1	2	30822	3	31969	4	33909
2	3	30922	4	32069	5	34509
3	4	31022	5	32714	6	35509
4	5	31667	6	34514	7	37309
5	6	33467	7	36314	8	39109
6	7	35267	8	38114	8	39109
7	8	37067	8	38114	8	39109
8	8	37067	8	38114	8	39109

**SECRETARY (12 MONTH)**

2005-2006 STEP	2006-2007 STEP	2006-2007 SALARY	2007-2008 STEP	2007-2008 SALARY	2008-2009 STEP	2008-2009 SALARY
					1	40331
			1	38123	2	40451
	1	36866	2	38243	3	40571
1	2	36986	3	38363	4	40691
2	3	37106	4	38483	5	41411
3	4	37226	5	39257	6	42611
4	5	38000	6	41417	7	44771
5	6	40160	7	43577	8	46931
6	7	42320	8	45737	8	46931
7	8	44480	8	45737	8	46931
8	8	44480	8	45737	8	46931

12 month secretary salary based on 219 working days compared to 190 days for 10 month employees.

**ALL SECRETARIES**

Salary-to-salary movement can be traced by reading horizontally. For example, secretaries who were on Step 3 in 2005-2006 move to Step 4 in 2006-2007, to Step 5 in 2007-2008 and to Step 6 in 2008-2009.

Secretaries with 15 or more consecutive years of service to the Board of Education shall receive longevity above the guide. Effective July 1, 2006, this amount shall be \$400.



Effective July 1, 2007, this amount shall be \$560. Effective July 1, 2008, this amount shall be \$725.

In addition, principals' secretaries and the secretary to the Athletic Director shall receive a stipend beyond their annual salaries noted above. In 2006-2007, the stipend shall be \$1,144. In 2007-2008, the stipend shall be \$1,190. In 2008-2009, the stipend shall be \$1,237.

#### **SECRETARIES WORKING MORE THAN SEVEN HOURS PER DAY**

Salary guides will be adjusted to take into account payment to secretaries who work beyond seven (7) hours per day.

## MEDIA COORDINATORS

2005-2006 STEP	2006-2007 STEP	2006-2007 SALARY	2007-2008 STEP	2007-2008 SALARY	2008-2009 STEP	2008-2009 SALARY
					1	23655
			1	22470	2	23755
***	1	21183	2	22570	3	23855
1-2	2	21283	3	22670	4	23955
3-5	3	21383	4	22770	5	24455
6	4	21483	5	23270	6	24955
7	5	22818	6	24605	7	27620
8	6	24153	7	27270	8	30285
9	7	26818	8	29935	8	30285
10	8	29483	8	29935	8	30285
11	8	29483	8	29935	8	30285

Salary-to-salary movement can be traced by reading horizontally. For example, coordinators who were on Step 7 in 2005-2006 move to Step 5 in 2006-2007, to Step 6 in 2007-2008 and to Step 7 in 2008-2009.

Coordinators with 15 or more consecutive years of service to the Board of Education shall receive longevity above the guide. Effective July 1, 2006, this amount shall be \$400. Effective July 1, 2007, this amount shall be \$560. Effective July 1, 2008, this amount shall be \$725.

The Coordinator's work year shall be 188 days.

### COORDINATORS WORKING MORE THAN SIX HOURS PER DAY

Salary guides will be adjusted to take into account payment to Coordinators who work beyond six (6) hours per day.

## PARAPROFESSIONALS

2005-2006 STEP	2006-2007 STEP	2006-2007 SALARY	2007-2008 STEP	2007-2008 SALARY	2008-2009 STEP	2008-2009 SALARY
					1	11.48
			1	11.29	2	11.58
***	1	11.10	2	11.39	3	11.68
1	2	11.20	3	11.49	4	11.78
2	3	11.30	4	11.59	5	12.18
3	4	11.40	5	11.99	6	13.08
4	5	11.80	6	12.89	7	14.23
5	6	12.70	7	14.04	8	16.18
6	7	13.85	8	15.99	8	16.18
7	8	15.80	8	15.99	8	16.18
8	8	15.80	8	15.99	8	16.18

Salary-to-salary movement can be traced by reading horizontally. For example, paraprofessionals who were on Step 3 in 2005-2006 move to Step 4 in 2006-2007, to Step 5 in 2007-2008 and to Step 6 in 2008-2009.

Paraprofessionals with 15 or more consecutive years of service to the Board of Education shall receive longevity above the guide. Effective July 1, 2006, this amount shall be \$300. Effective July 1, 2007, this amount shall be \$460. Effective July 1, 2008, this amount shall be \$625.

Paraprofessionals to special education students shall be paid \$1.00 more per hour for each special education hour worked. Said amount shall be added to the employee's base contract.

When a paraprofessional's job description is to assume responsibilities similar to a security guard, she/he shall receive a \$2.00 per hour differential in pay.

## DRIVERS AND SECURITY

2005- 2006 STEP	2006- 2007 STEP	2006- 2007 SALARY	2007- 2008 STEP	2007- 2008 SALARY	2008- 2009 STEP	2008- 2009 SALARY
			***		2	19.96
	***		2	19.24	3	20.06
***	2	18.52	3	19.34	4	20.16
2	3	18.62	4	19.44	5	20.26
3	4	18.72	5	19.54	6	20.36
4	5	18.82	6	19.64	7	21.03
5	6	18.92	7	20.31	8	21.70
6	7	19.59	8	20.98	9	22.37
7	8	20.26	9	21.65	10	23.04
8	9	20.93	10	22.32	11	23.71
9	10	21.60	11	22.99	11	23.71
10	11	22.27	11	22.99	11	23.71
11	11	22.27	11	22.99	11	23.71

Salary-to-salary movement can be traced by reading horizontally. For example, employees who were on Step 4 in 2006-2007 move to Step 5 in 2007-2008, to Step 6 in 2007-2008 and to Step 7 in 2008-2009.

LONGEVITY - 15 or more consecutive years of service \$200 above the guide.

**HIGH SCHOOL INTERSCHOLASTIC ATHLETIC COACHES  
2006-2007**

<b>SPORT</b>	<b>TITLE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
Football:	Head Coach	8100	8973	9971
	Assistant	5605	6030	6481
Basketball:	Head Coach	7357	7789	9085
	Assistant	4781	5342	5901
Wrestling:	Head Coach	7357	7789	9085
	Assistant	4781	5342	5901
Baseball:	Head Coach	6792	7547	8388
	Assistant	4413	4904	5450
Field Hockey:	Head Coach	6792	7547	8388
	Assistant	4413	4904	5450
Ice Hockey	Head Coach	6792	7547	8388
	Assistant	4413	4904	5450
Lacrosse	Head Coach	6792	7547	8388
Volleyball	Head Coach	6792	7547	8388
Soccer:	Head Coach	6792	7547	8388
	Assistant	4413	4904	5453
Softball:	Head Coach	6792	7547	8388
	Assistant	4413	4904	5450
Winter Track (Girls) (Boys)	Head Coach (2)	7357	7789	9085
	Assistant (1)	4781	5342	5543
Spring Track	Head Coach	7357	7789	9085
	Assistant	4781	5051	5901
Cross Country	Head Coach	4781	5617	5912
	Assistant	3842	4419	5082
Golf:	Head Coach	4781	5617	5912
Tennis:	Head Coach	4781	5617	5912
	Assistant	3842	4419	5082
Bowling:	Head Coach	4781	5617	5912
Cheerleading:	Head Coach (Fall)	4781	5617	5912
	Assistant (Fall)	3113	3651	3843
	Head Coach (Winter)	4788	5617	5915
	Assistant (Winter)	3113	3651	3843
	Competition Cheerleading	4788	5617	5912
Weightroom & Conditioning		6481	7129	7842

All coaches holding positions on or before June 30, 1994 shall be grandfathered at Step 3. If they participate in a new sport, they shall be placed at the step deemed appropriate by the Superintendent. Coaches hired on or after July 1, 1994, shall be placed on the appropriate step based upon years of experience as a coach in the same sport. Step 1 shall represent one (1) to two (2) years of experience in the same sport. Step 2 shall represent three (3) to four (4) years of experience in the same sport. Step 3 shall represent five (5) or more years of experience in the same sport.

*\*Any coach who as coached a sport at the middle school for three years or more will be grandfathered and will receive high school assistant salary.*

**HIGH SCHOOL INTERSCHOLASTIC ATHLETIC COACHES  
2007-2008**

SPORT	TITLE	STEP 1	STEP 2	STEP 3
Football:	Head Coach	8262	9152	10170
	Assistant	5717	6151	6611
Basketball:	Head Coach	7504	7944	9267
	Assistant	4876	5449	6019
Wrestling:	Head Coach	7504	7944	9267
	Assistant	4876	5449	6019
Baseball:	Head Coach	6928	7698	8556
	Assistant	4501	5002	5559
Field Hockey:	Head Coach	6928	7698	8556
	Assistant	4501	5002	5559
Ice Hockey	Head Coach	6928	7698	8556
	Assistant	4501	5002	5559
Lacrosse	Head Coach	6928	7698	8556
Volleyball	Head Coach	6928	7698	8556
Soccer:	Head Coach	6928	7698	8556
	Assistant	4501	5002	5562
Softball:	Head Coach	6928	7698	8556
	Assistant	4501	5002	5559
Winter Track (Girls) (Boys)	Head Coach (2)	7504	7944	9267
	Assistant (1)	4876	5449	5654
Spring Track	Head Coach	7504	7944	9267
	Assistant	4876	5152	6019
Cross Country	Head Coach	4876	5729	6030
	Assistant	3919	4507	5184
Golf:	Head Coach	4876	5729	6030
Tennis:	Head Coach	4876	5729	6030
	Assistant	3919	4507	5184
Bowling:	Head Coach	4876	5729	6030
Cheerleading:	Head Coach (Fall)	4876	5729	6030
	Assistant (Fall)	3175	3724	3920
	Head Coach (Winter)	4884	5729	6033
	Assistant (Winter)	3175	3724	3920
	Competition Cheerleading	4884	5729	6030
Weightroom & Conditioning		6611	7272	7999

All coaches holding positions on or before June 30, 1994 shall be grandfathered at Step 3. If they participate in a new sport, they shall be placed at the step deemed appropriate by the Superintendent. Coaches hired on or after July 1, 1994, shall be placed on the appropriate step based upon years of experience as a coach in the same sport. Step 1 shall represent one (1) to two (2) years of experience in the same sport. Step 2 shall represent three (3) to four (4) years of experience in the same sport. Step 3 shall represent five (5) or more years of experience in the same sport.

*\*Any coach who as coached a sport at the middle school for three years or more will be grandfathered and will receive high school assistant salary.*

**HIGH SCHOOL INTERSCHOLASTIC ATHLETIC COACHES  
2008-2009**

<b>SPORT</b>	<b>TITLE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
Football:	Head Coach	8592	9518	10577
	Assistant	5946	6397	6875
Basketball:	Head Coach	7805	8262	9638
	Assistant	5071	5667	6259
Wrestling:	Head Coach	7805	8262	9638
	Assistant	5071	5667	6259
Baseball:	Head Coach	7205	8006	8898
	Assistant	4681	5202	5781
Field Hockey:	Head Coach	7205	8006	8898
	Assistant	4681	5202	5781
Ice Hockey	Head Coach	7205	8006	8898
	Assistant	4681	5202	5781
Lacrosse	Head Coach	7205	8006	8898
Volleyball	Head Coach	7205	8006	8898
Soccer:	Head Coach	7205	8006	8898
	Assistant	4681	5202	5784
Softball:	Head Coach	7205	8006	8898
	Assistant	4681	5202	5781
Winter Track (Girls) (Boys)	Head Coach (2)	7805	8262	9638
	Assistant (1)	5071	5667	5880
Spring Track	Head Coach	7805	8262	9638
	Assistant	5071	5358	6259
Cross Country	Head Coach	5071	5959	6271
	Assistant	4076	4688	5391
Golf:	Head Coach	5071	5959	6271
Tennis:	Head Coach	5071	5959	6271
	Assistant	4076	4688	5391
Bowling:	Head Coach	5071	5959	6271
Cheerleading:	Head Coach (Fall)	5071	5959	6271
	Assistant (Fall)	3302	3873	4077
	Head Coach (Winter)	5079	5959	6275
	Assistant (Winter)	3302	3873	4077
	Competition Cheerleading	5079	5959	6271
Weightroom & Conditioning		6875	7562	8319

All coaches holding positions on or before June 30, 1994 shall be grandfathered at Step 3. If they participate in a new sport, they shall be placed at the step deemed appropriate by the Superintendent. Coaches hired on or after July 1, 1994, shall be placed on the appropriate step based upon years of experience as a coach in the same sport. Step 1 shall represent one (1) to two (2) years of experience in the same sport. Step 2 shall represent three (3) to four (4) years of experience in the same sport. Step 3 shall represent five (5) or more years of experience in the same sport.

*\*Any coach who as coached a sport at the middle school for three years or more will be grandfathered and will receive high school assistant salary.*

## MIDDLE SCHOOL INTERSCHOLASTIC ATHLETIC COACHES

### 2006-2007

SPORT	TITLE	STEP 1	STEP 2	STEP 3
Wrestling		3108	3472	3835
Basketball	Girls:	3108	3472	3835
	Boys:	3108	3472	3835
Baseball		2868	3188	3542
Softball		2868	3188	3542
Soccer	Girls:	2868	3188	3542
	Boys:	2868	3188	3542
Field Hockey		2868	3188	3542
Cross Country		3108	3652	3842

### 2007-2008

SPORT	TITLE	STEP 1	STEP 2	STEP 3
Wrestling		3170	3542	3912
Basketball	Girls:	3170	3542	3912
	Boys:	3170	3542	3912
Baseball		2926	3251	3613
Softball		2926	3251	3613
Soccer	Girls:	2926	3251	3615
	Boys:	2926	3251	3615
Field Hockey		2926	3251	3613
Cross Country		3170	3725	3919

### 2008-2009

SPORT	TITLE	STEP 1	STEP 2	STEP 3
Wrestling		3297	3683	4069
Basketball	Girls:	3297	3683	4069
	Boys:	3297	3683	4069
Baseball		3043	3382	3758
Softball		3043	3382	3758
Soccer	Girls:	3043	3382	3760
	Boys:	3043	3382	3760
Field Hockey		3043	3382	3758
Cross Country		3297	3448	4149

All coaches holding positions on or before June 30, 1994 shall be grandfathered at Step 3. If they participate in a new sport, they shall be placed at the step deemed appropriate by the Superintendent. Coaches hired on or after July 1, 1994, shall be placed on the appropriate step based upon years of experience as a coach in the same sport. Step 1 shall represent one (1) to two (2) years of experience in the same sport. Step 2 shall represent three (3) to four (4) years of experience in the same sport. Step 3 shall represent five (5) or more years of experience in the same sport.

*\*Any coach who as coached a sport at the middle school for three years or more will be grandfathered and will receive high school assistant salary.*



### ADVISORY POSITIONS

Activity	2006-2007	2007-2008	2008-2009
Academic Team	1654	1688	1721
Assistant Academic Team	1074	1096	1117
Alternative School Head	2342	2389	2437
American Legion Oratorical	800	816	832
Anytown (up to 10 hours at the Hourly Supplemental Rate)			
Art Club	1654	1688	1721
Athletic Equipment Manager	4781	4876	4974
Athletic Trainer - Fall	9482	9672	9865
Athletic Trainer - Winter	9482	9672	9865
Athletic Trainer - Spring	9482	9672	9865
Assistant Marching Band:			
Percussion	1204	1228	1252
Choreographer	1878	1915	1954
Fall Color Guard	1204	1228	1252
Winter Color Guard	1204	1228	1252
Drill	1204	1228	1252
AVA Coordinator	3155	3218	3282
Band Director	6327	6454	6583
Assistant Band Director	3917	3995	4075
Chess Club	1654	1688	1721
Choral Director	4249	4334	4421
Assistant Choral Director	2630	2682	2736
Choreographer - Musical	2514	2565	2616
Class Advisors:			
Freshman	1264	1289	1315
Sophomore	1264	1289	1315
Junior	2069	2110	2152
Senior	2648	2701	2755
Computer Club	1653	1686	1720
D.E.C.A.	1881	1918	1957
Distance Lab Coordinator			
Drama Director - per play	4441	4530	4620
Drama Director - per musical	4782	4877	4975
Drama Producer	2514	2565	2616
Drama - Set Design - per show	1233	1258	1283
Drill Team	2703	2757	2812
Environmental Action Club	1654	1688	1721
F.B.L.A.	1654	1688	1721
Fellowship of Christian Athletes	1654	1688	1721
F.L.Y. Coordinator	2253	2298	2344
F.L.Y. Counselor	1403	1431	1459

Activity	2006-2007	2007-2008	2008-2009
Gay/Straight Alliance	1654	1687	1721
History Club	1654	1688	1721
IAQ Coordinator (up to 10 hours per month at the hourly supplemental rate)			
Jazz Ensemble	2302	2348	2395
Intramurals	1970	2009	2049
International Relations Club	1654	1688	1721
International Thespian Society	1654	1688	1721
Jazz Dance	2703	2757	2812
Step Dance Team	2703	2757	2812
Key Club	1654	1688	1721
Knitting Club	1654	1687	1721
Literary Magazine	2140	2183	2226
Mathletes	2069	2110	2152
Mock Trial	1654	1688	1721
Model UN	1654	1688	1721
Museum Club	1654	1688	1721
National Arts Honor Society	1654	1688	1721
National Honor Society	2140	2183	2226
Newspaper	3381	3449	3518
Peer Advisor (up to 10 hours at the hourly rate)			
Peer Teachers (up to 8 hours at the hourly rate)			
Photography	1654	1688	1722
<b>Poetry Club</b>	1654	1688	1721
Project Graduation	2648	2701	2755
Project Graduation Assistants (a minimum of five (5))	361	368	376
School Store	1654	1688	1721
Science Club	1654	1688	1721
Science Resource Personnel	1136	1159	1182
Scienceletes	2302	2348	2395
School Goals Committee	275	281	286
Spanish Honor Society	1654	1688	1721
Student/ Staff Athletic Manager	Steps 1, 2, & 3. Salary shall be comparable the Asst. Basketball Coach for Fall, Winter & Spring)		
Student Activities Advisor	7357	7504	7654
Student Council	3037	3097	3159
Technology Resource Personnel	1136	1159	1182
Teen Arts	1654	1688	1721
Teen Pep (up to 20 hours & overnight stipend)			
Tri-M (Music Honor Society)	1654	1688	1721

<b>Activity</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>
TV Production - Hourly supplemental rate, hours as approved by admin.			
Weight Training - Fall	1654	1688	1721
Weight Training - Winter	1654	1688	1721
Weight Training - Spring	1654	1688	1721
Fitness/Aerobics - Fall	1654	1688	1721
Fitness/Aerobics - Winter	1654	1688	1721
Fitness/Aerobics - Spring	1654	1688	1721
Yearbook	4249	4334	4421
Yearbook Business Mgr.	2343	2390	2438
Young Science Achievers Program	2302	2348	2395
Youth in Government	1654	1688	1721

Teachers in the High School who schedule a club meeting or activity after school shall remain with students until 3:15 p.m. Teachers in the middle school and elementary schools who schedule a club meeting or activity after school shall remain with students until 4:15 p.m.

#### **MIDDLE SCHOOL ADVISORY POSITIONS**

<b>Activity</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>
Student Council	1974	2013	2054
Yearbook	2761	2816	2873
Yearbook Business Manager	550	561	572
Clubs*	678	692	706
Builders (Service Learning)	1974	2013	2054
Band	2546	2597	2649
Chorus	2546	2597	2649
Drama Director	2887	2945	3004
Assistant Music/Choreo.	1634	1667	1700
Set Design	802	818	834
Athletic Coord. (per season)	3835	3912	3990
Team Leader	1530	1561	1592
Technology Resource	1136	1159	1182
School Goals Committee	275	281	286
IAQ Coordinator (up to 10 hours per month at the hourly supplemental rate)			

\*Applegarth clubs' calculation is done on the following basis:  
 10 sessions x 1.5 hours x the hourly supplemental rate found in Art. 11, B. 4.  
 This payment shall be made in a lump sum amount at the completion of the Fall program or the Spring program.

### ELEMENTARY ADVISORY POSITIONS

<b>Activity</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>
Sports Club	1275	1301	1327
Student Council	1283	1309	1335
School Goals Committee	275	281	286
IAQ Coordinator (up to 10 hours per month at the hourly supplemental rate)			

### OTHER POSITIONS

Curriculum Writers	1390	1446	1504
Professional Development	2550	2675	2800
Truant Office	6753	7023	7304

### MISCELLANEOUS POSITIONS

<b>Activity</b>	<b>2006-2007</b>	<b>2007-2008</b>	<b>2008-2009</b>
Class Period Coverage	34.54	35.92	37.36
CMAC/Writing Lab – After school at hourly supplemental rate			
Hourly Supplemental Rate	46.09	47.94	49.85
Mileage	IRS Rate	IRS Rate	IRS Rate

