

AGREEMENT  
BETWEEN  
THE MOUNT EPHRAIM PARAPROFESSIONALS ASSOCIATION AND  
THE MONUNT EPHRAIM BOARD OF EDUCATION  
July 1, 2020 - June 30, 2023

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## **PREAMBLE**

This Agreement entered into this 1<sup>st</sup> day of July 2020, by and between the Board of Education of the Borough of Mount Ephraim, New Jersey, hereinafter called the "Board," and the Mount Ephraim Paraprofessionals Association, hereinafter called the "Association."

## **ARTICLE 1**

### **RECOGNITION**

- A. Pursuant to N.J.S.A 34: 13A.-1 et seq., known as the "New Jersey Employer-Employee Relations Act," the Board recognized the Association as the exclusive representative for the purpose of collective negotiations concerning the terms and conditions of employment for all regularly employed Paraprofessionals, Custodians, and Administrative Assistants, (hereinafter individually or collectively referred to as "unit member(s)")<sup>1</sup> but excluding
1. All administrators, including but not limited to Chief School Administrator, Director of Curriculum and Instruction, Child Study Team Director, Principal, Supervisor of Curriculum and Instruction, Business Administrator/Board Secretary
  2. Confidential Administrative Assistants
  3. Per Diem Substitutes
  4. Long-term Substitutes
  5. All other employees of the Board not enumerated in Paragraphs A-1, 2, 3, and 4 above. All references to the female gender shall apply equally to the male gender.

## **ARTICLE 2**

### **NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with N.J.S.A 34:131A et seq., in good faith effort to reach agreement on matters concerning the terms and conditions of members' employment. Any Agreement so negotiated shall apply to all members of the unit as defined, be reduced to writing, signed by the Board and the Association, be ratified by the Association, and be adopted by the Board.
- B. During the negotiations, the Board and the Association shall present relevant data, exchange points of view, and may make proposals and counterproposals.
- C. Neither party in any negotiation shall have any control over the selection of the negotiation representatives of the other party.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement, including whether or not within the knowledge of contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. Pursuant to N.J.S.A. 34:13A-1 et. Seq., and decisions rendered by PERC and the Courts, modifications of terms and conditions of employment shall be negotiated with the majority representative.
- F. 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.
- G. The scattergram shall be established for successor negotiations based upon the unit composition as of October 15 of the final year of this Agreement.

## **ARTICLE 3**

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<sup>1</sup> In this Agreement, where Association members are referred to by their individual title, the Article provision shall apply only to members working under that individual title. Where Association member(s) are referred to as unit member(s), the Article provision shall apply to all Association members.

## GRIEVANCE PROCEDURE

### A. Definition

1. A "grievance" shall mean a claim by a unit member that there has been a misinterpretation, misapplication or a violation of Board Policy, this Agreement, or an administrative decision adversely affecting the terms and conditions of employment. A grievance, to be considered under this procedure, must be initiated by the unit member within fifteen (15) school days of the time that he/she knew or should have known of its occurrence.
2. These proceedings will be kept informal and confidential as may be appropriate at any level of this procedure.
3. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at the step.
4. Unit Members shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
5. 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 be extended by mutual agreement.

### B. Rights of Unit Members to Representation

1. Any aggrieved unit members may be represented at all formal stages of grievance procedure by herself, or at her option, by representatives selected by the Association.
2. When a unit member is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance at Level Two be notified that the grievance is in process, have the right to be present and present its position in writing at all meetings with the unit member held concerning the grievance, and shall receive a copy of all decisions rendered.

### C. Procedure

1. Level One-Any unit member who has a grievance shall discuss it first with the Chief School Administrator in an attempt to resolve the matter informally at this level.
2. Level Two-If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved unit member, within fifteen (15) school days, she may set forth her grievance, in writing, to the Chief School Administrator on the grievance forms provided. Either the Chief School Administrator or aggrieved Unit Member may request a conference. The Chief School Administrator shall communicate his decision to the aggrieved Unit Member in writing with thirty (30) calendar days of receipt of the written grievance. An aggrieved Unit Member, in order to process her grievance beyond Level Two, must have her request for such action accompanied by the written recommendation for such action by the Association.
3. Level Three-If the grievance is not resolved to the grievant satisfaction, the grievant may request a review by the Board of Education. Such a request shall be made no later than ten (10) calendar days after the receipt of the Chief School Administrator, with a copy to the Secretary of the Board of Education. The Board, or a committee thereof, shall review the grievance and shall hold a hearing with the grievant at the next scheduled Board meeting or within thirty (30) calendar days of receipt of the grievance by the Board Secretary.  
No claim by a Unit Member shall constitute a grievable matter beyond Level Three if it pertains to:
  - a. Any matter for which a detailed method of review is prescribed by law;
  - b. Any rule of regulation of the State Commissioner of Education;
  - c. Any policy of the Board of Education except for misinterpretation, misapplication or violation of a policy directly affecting a Unit Member's terms and conditions of employment;
  - d. Any matter which according to law is beyond the scope of Board authority or limited to Board action alone;
  - e. Any complaint of a Unit Member which arises by reason of his not being employed;
  - f. Any midyear termination or non-renewal of a Unit Member.
4. Level Four-If the aggrieved Unit Member is dissatisfied with the Board's decision at Level Three, and if the grievance pertains to a violation of this Agreement between the Board and the Association, the aggrieved Unit Member may request the appointment of an arbitrator. Such request shall be forwarded to the Chief School Administrator no later than fourteen (14) calendar days after the decision in writing by the Board of Education or committee thereof.

### D. Procedure for Securing the Services of an Arbitrator

The following procedure will be used to secure the services of an arbitrator:

1. The request will be made to PERC to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
  2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request PERC to submit a second roster of names.
  3. If the parties are unable to determine within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, PERC may be requested by either party to designate an arbitrator.
  4. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from, the Agreement between the two parties or a Policy of the Board. The findings of the arbitrator shall be non-binding to the parties. Only the Board and the Aggrieved and her representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.
- E. Contents of Forms
- Grievance forms shall be available in the office of each school and shall contain:
1. The nature of the grievance with specific reference to the contract clause, policy or administrative decision which has been violated;
  2. The approximate date of the occurrence;
  3. The results of previous discussions;
  4. Her dissatisfaction with decisions previously rendered; and
  5. Relief sought

#### **ARTICLE 4**

#### **ASSOCIATION RIGHTS and PRIVILEGES**

- A. The Board agrees to make available to the Association minutes of all public Board meetings via the school website.
- B. The Association and its representatives may use school buildings at all reasonable hours for meetings provided that the permission of the Chief School Administrator is obtained prior to such use. Such permission shall not be withheld unreasonably. The Association's use of the school buildings may not interfere with school operations.
- C. The Association shall have access to use school facilities and equipment, including but not limited to computers, typewriters, copying machines, calculation machines and all types of technology and audio-visual equipment at reasonable times when such equipment is not otherwise in use. Permission of the Principal or his designee shall be required. No such equipment shall be removed from school property, The Association will pay for any damage incurred and for the supplies used.
- D. The Association's use of school facilities and equipment shall be limited to Association business of a non-adversarial nature. Association business of a non-adversarial shall include collective bargaining up to the mediation stage.

#### **ARTICLE 5**

#### **EMPLOYEE RIGHTS**

- A. Whenever an employee is required to attend any investigative interview with the Chief School Administrator or any other supervisory staff in which the employee reasonably believes might result in disciplinary action, the employee shall have the right to request union representation. Upon such request, the Chief School Administrator or supervisor shall either grant union representation or discontinue the interview.
- B. No Unit Member shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof shall not be made public and shall be subject to the grievance procedure set forth herein. Withholding of an increment or raise on a non-disciplinary basis shall not be determined arbitrarily or capriciously. Mid-year terminations and non-

renewals of employment shall not be considered disciplinary and are not subject to the just cause standard and the grievance procedure herein beyond Step 3.

## **ARTICLE 6**

### **EVALUATION**

- A. Upon reasonable request and upon notice to the Chief School Administrator or his designee, a Unit Member shall be permitted to examine evaluation reports in her personnel folder as maintained in the office of the Chief School Administrator.

## **ARTICLE 7**

### **EMPLOYMENT NOTIFICATION**

- A. Unit Members will receive notice of their future employment status no later than May 15<sup>th</sup>.

## **ARTICLE 8**

### **SALARIES**

- A. The salary guides are attached hereto and made part hereof in Appendix "A" and are mutually agreed upon by the Association and the Board.
- B. Regular pay days will be the fifteenth and thirtieth of the month.
- C. Paraprofessionals will receive their full daily rate of pay for all scheduled half days as well as delayed openings and emergency early dismissals.
- D. A Unit Member may individually elect to have an interest-bearing account opened in his name with the South Jersey Federal Credit Union. The Board agrees to make automatic payroll deductions from each pay to be deposited into such account. A fixed dollar amount must be designated.
- E. When payday falls on or during a school holiday, vacation, or weekend paraprofessionals shall receive their paycheck on the last previous working day.
- F. The Board will directly deposit a member's paycheck into the account(s) designated by the paraprofessional. Participation in direct deposit is mandatory.
- G. A one time one-thousand dollar (\$1,000) seniority payment shall be made (non-accumulative) on the first pay date in June to a paraprofessional who has completed 20 years of continuous service. This one-time lump sum seniority payment is not pensionable.
- H. Lead Custodian Stipend: There shall be a non-pensionable stipend for lead custodian in the amount of \$5,000 which shall be paid in two equal installments during the school year. The position shall be posted annually in February and notice of appointment or reappointment shall be provided by May 15.
- I. Custodial staff shall be reimbursed the yearly cost for maintaining a black seal license.

## **ARTICLE 9**

### **LEAVES OF ABSENCE**

- A. All paraprofessionals shall be entitled to ten days sick leave per year. Custodians and Administrative Assistants shall be entitled to one sick day per month of employment prorated. Unused days of sick leave shall be accumulated from year to year.
  - 1. All paraprofessionals employed as of September 1, 2007 shall be granted 10 sick days per school year of employment retroactive to the 1999-2000 school year for each school year in which sick leave was not granted.

Paraprofessionals who worked less than a full school year shall be prorated. Sick days granted pursuant to this provision shall not be eligible for any payment of unused sick time at separations of employment.

2. Employment in the Board's Extended School Year (ESY) Program shall not count for purposes of accrual of sick leave and paid sick days may not be used during ESY.
- B. All paraprofessionals shall be entitled to three (3) days per year for the purpose of personal business that cannot be scheduled outside of normal working hours. Unused Personal leave days shall accumulate for the purpose of sick leave from year to year.
1. Two (2) of the personal leave days may be used consecutively and no reason other than "personal" need be given; and
  2. One (1) of the days may be used for personal business for business that cannot be conducted outside the normal school day. Examples of valid reasons for using a personal business day:
    - a. Court appearance
    - b. House or property settlement
    - c. Family medical emergency
    - d. Educational convention or conference approved by the Chief School Administrator
    - e. Examination for state license
    - f. Own marriage or that of a son or daughter
    - g. Death of a friend
    - h. Religious holiday
    - i. Family illness

Examples of invalid reasons for using a personal business day (this list is not all inclusive):

- a. Travel
  - b. Vacation
  - c. Accompanying friends or relatives on business trips
  - d. Conventions for civic, social or club organizations
1. All full-time custodians and administrative assistants shall be entitled to three (3) days per year for the purpose of personal business that cannot be scheduled outside of normal working hours. Unused Personal leave days shall accumulate for the purpose of sick leave from year to year. Mid-year hires shall have their personal leave prorated.
    - a. Use of personal business days shall be consistent with subsection B1 above.
  2. All part-time custodians shall be entitled to one and a half (1.5) days per year for the purpose of personal business that cannot be scheduled outside of normal working hours. Unused Personal leave days shall accumulate for the purpose of sick leave from year to year. Mid-year hires shall have their personal leave prorated.
    - a. Use of personal business days shall be consistent with subsection B1 above.
  3. Unit Members shall be entitled to leave for maternity and/or child rearing purposes pursuant to relevant provisions of the Federal Family Medical Leave Act and the New Jersey Family Medical Leave Act.
  4. Unit Members shall be entitled to leave for Jury Service and shall receive his/her normal compensation from the Board for each day the employee is present for jury service, pursuant to N.J.S.A. 2B:20-16
  5. Paraprofessionals, full-time custodians, and administrative assistants shall be entitled to Bereavement Leave for family members as follows:
    - a. Five (5) days shall be granted in the event of the death of an immediate member of the family (husband, wife, child, parent, sister or brother, grandchild).

- b. Three (3) days shall be granted in the event of the death of an extended family member (grandparents, and immediate family in-laws).
- c. One (1) emergency bereavement day may be granted for the death of a family member or close friend.
- 6. Part-time custodians shall be entitled to three (3) days of Bereavement Leave for family members and extended family members.
- 7. Paraprofessionals Payment for Accumulated Sick Leave
  - a. Any paraprofessional who actively retires according to the provision of the PERS is entitled to receive immediate, rather than "deferred" benefits, and who has a minimum of twenty five (25) continuous years of service in the Mount Ephraim School District shall be eligible for payment of unused sick leave. Any approved leave of absence shall not be considered a disruption of service.
  - b. Payment shall be made on or about July 1 following the school year in which the paraprofessional retires; provided, however, the paraprofessional has notified the Board of his/her intention to retire by December 1 of the school year in which he/she retires. Failure to comply with the above cited procedures shall result in delay of said payment for one additional school year until July 1 of the subsequent school year, following the school year in which payment normally would have been made. The retiring paraprofessional may choose to defer payment of unused sick leave at retirement until July 1 of the subsequent year.
  - c. The Board shall compensate the paraprofessional's accumulated sick leave according to the following schedule:

2020-2023    \$50/day for a maximum of \$5,000

8. Vacation for Custodians and Administrative Assistants

- a. The Procedure for utilizing sick leave, personal leave, and vacation time shall be given to custodial and administrative assistant staff by August 15<sup>th</sup> of each year.
- b. Full-Time Custodians and Administrative Assistants

2.5 days after three months

5 days after six months  
10 days after 1 year  
15 days after 5 years  
20 days after 10 years

- c. Part Time Custodians

1.5 days after three months  
3 days after six months  
6 days after 1 year  
9 days after 5 years

12 days after 15 years

- d. Up to five (5) vacation days per contract year may be carried over to the next contract year upon request and at the discretion of the Superintendent. Any vacation days carried over from the prior year must be used in the next year. Upon leaving the district, custodians will not be paid for accumulated vacation days.
- e. Vacation days shall be submitted for approval no less than 72 hours in advance to the immediate supervisor and are subject to approval.

9. Work Year and Holidays for Custodians and Administrative Assistants shall be granted as follows

- a. Holidays

Columbus Day shall be a Holiday if it is a Holiday in the school calendar for students and staff  
New Year's Eve  
New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Easter Monday  
Memorial Day  
July 4<sup>th</sup>

Labor Day  
Thanksgiving Holiday (Thursday and Friday)  
Christmas Eve  
Christmas Day  
Day after Christmas  
Winter Break\*  
Spring Break \*  
NJEA Convention Days \*

\*Custodians shall work NJEA Convention Days, two days between the day after Christmas and New Year's Eve, Winter and Spring break. These are not Holidays for Custodians.

b. Work Year

Administrative Assistants shall work the same schedule as their direct supervisor.

Administrative Assistants required to work during NJEA and spring break will be given one (1) day of compensatory time to be used as a paid holiday in accordance with vacation set forth above. Any Compensatory time days will not carry over into the next contract year.

- d. Custodians and Administrative Assistants Compensation for Accumulated Sick Leave Upon Retirement
- a. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement.
    - i. For Custodians and Administrative Assistants hired before July 1, 2018, the Board shall compensate accumulated sick leave according to the following schedule:
      1. Rate established by the current teacher's contract.
    - ii. For Custodians and Administrative Assistants hired after July 1, 2018, they shall receive compensation at \$50 per day upon retirement up to a maximum of \$5,000.00.
  - b. Unit members shall provide a doctor's note upon their return after three consecutive days of absence or at the request of the Chief School Administrator or his\her designee.

## ARTICLE 10

### WORKING CONDITIONS

- A. Paraprofessionals shall work 6 hours per day inclusive of a half hour duty free lunch. No paraprofessional shall work more than 29.5 hours per week. Working schedule will be determined by the Chief School Administrator or his/her designee.
- a. The in-school work year for paraprofessionals employed on a ten-month basis shall not exceed one hundred eighty-six (186) days including three emergency closing days, one in-service day before students arrive in September and two additional in-service days. New paraprofessionals may be required to attend one additional orientation day.
  - b. The paraprofessional work year will be reduced by one half (0.5) day for each "emergency closing day" that remains unused in the student calendar.
  - c. Paraprofessionals shall participate in one after school faculty meeting per month.
  - d. Paraprofessionals shall have a thirty (30) minute duty free lunch on regular work days.
  - e. Voluntary Transfers and Reassignments
    1. Paraprofessionals who desire to transfer to another position may file a written statement of such desire with the Chief School Administrator or designee. Such statement shall include the position(s) to which a transfer is desired, in order of preference.
  - f. Involuntary Transfers
    1. Absent disciplinary action by the Board, the involuntary transfer or reassignment of a paraprofessional shall not involve a reduction in job classification or compensation.
    2. Notice of an involuntary transfer or reassignment shall be given to paraprofessionals as soon as practicable.
  - g. Vacancies





**ARTICLE 12**

**PROFESSIONAL DEVELOPMENT**

- A. The Board shall compensate paraprofessional wishing to enroll in further education at the rate of one (1) Camden County Community College course or any other pre-approved accredited college course at the Camden County Community College rate.
- B. There shall be a cap of \$2,000 per year to be shared by all of the paraprofessionals for further education and professional development.
- C. All requirements for professional development and tuition reimbursement must be met in order to qualify for reimbursement of course work. Payment shall be paid in each school year to paraprofessionals upon successful completion, i.e. a grade of "B" or "A" or a passing grade in a pass/fail course, of courses for educational improvement. Such payment shall be made in accordance with the following conditions:
  - 1. The Chief School Administrator must approve the course, or courses, prior to registration;
  - 2. The course is offered by an accredited educational institution;
  - 3. The course directly relates to the paraprofessional's classroom duties and responsibilities;
  - 4. Courses required as part of a graduate program which has been approved by the Board of Education shall be exempt from the requirement set forth in Subsection 2c herein above.
  - 5. Reimbursement shall be made provided that proof of registration and official verification of grade is presented to the Chief School Administrator within thirty (30) days after receipt by the paraprofessional from the educational institutions. Said payment will be made within thirty (30) days following the submission of the required paperwork.
- D. Pre-approved professional development workshops/training in-district or out-of-district, as pre-approved by the Administration, shall be provided as a professional day of absence and compensated as a workday.

**ARTICLE 13**

**RIGHT TO JOIN ASSOCIATION**

- A. Any employee hired under a title that is recognized by this Agreement shall be made aware of the right to join the Association.

**ARTICLE 14**

**PROTECTION OF UNIT MEMBERS**

- A. Unit Members shall immediately report cases of injury suffered by them in connection with their employment to their principal or other immediate supervisor.

**ARTICLE 15**

**PARAPROFESSIONAL/ADMINISTRATION LIAISON**

- A. A Liaison Committee for each school building shall meet with the principal at least once a month, upon need, after student dismissal, to review and discuss local school issues and to play an active role in the revision or development

of building policies. Said committee is to be jointly selected by Administration and the Association. An agenda shall be submitted by both parties at least one (1) day in advance.

- B. The Association's representatives shall meet with the Chief School Administrator upon need to review and discuss current school issues and the administration of this Agreement.

**ARTICLE 16**

**MISCELLANEOUS**

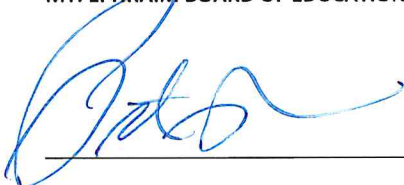
- A. Employees will be provided with the Hepatitis Vaccine.
- B. Unit Members are deemed essential personnel. The Board may require essential personnel to report during a declared State of Emergency consistent with any Executive Orders in place. To the extent necessary, a letter shall be provided to the unit member required to report so that same may be presented upon request.

**ARTICLE 17**

**DURATION OF AGREEMENT**

- A. This contract shall commence on July 1, 2020 and shall expire on June 30, 2023.

**MT. EPHRAIM BOARD OF EDUCATION**



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Patricia Blaylock, Board President

**MT. EPHRAIM PARAPROFESSIONAL ASSOCIATION**



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Robin Zettle-moyer, MEPA President

# SALARY GUIDES

**YEAR 1**                    **1,000**  
**2020-21**            **Mt Ephraim Paras**

**Salary Guide**

<b>Step</b>	<b>Cert</b>	<b>w/o Cert</b>	
1	16,226	15,226	
2	16,426	15,426	
3	16,626	15,626	
4	16,926	15,926	
5	17,226	16,226	
6	17,526	16,526	
7	17,926	16,926	
8	18,326	17,326	
9	18,726	17,726	
10	19,126	18,126	
11	19,526	18,526	
12	20,047	19,047	
13	20,597	19,597	
13A	21,147	20,147	
14	21,697	20,697	
MAX	22,247	21,247	500
OG 1		23,432	
OG 2		25,052	
OG 3		25,052	

**Scattergram**

<b>Step</b>	<b>Cert</b>	<b>w/o Cert</b>	<b>Total</b>	<b>Percent</b>
1	-	-	-	-
2	-	-	-	-
3	-	3.00	3.00	37.50%
4	1.00	-	1.00	12.50%
5	1.00	-	1.00	12.50%
6	-	-	-	-
7	-	-	-	-
8	-	-	-	-
9	-	-	-	-
10	-	-	-	-
11	-	1.00	1.00	12.50%
12	-	-	-	-
13	-	-	-	-
13A	-	-	-	-
14	-	1.00	1.00	12.50%
MAX	-	1.00	1.00	12.50%
<b>Totals</b>	<b>2.00</b>	<b>6.00</b>	<b>8.00</b>	<b>100.00%</b>
<b>Percent</b>	<b>25.00%</b>	<b>75.00%</b>		

**YEAR 2**  
**2021-22 Mt Ephraim Paras**

<b>Salary Guide</b>			
<b>Step</b>	<b>Cert</b>	<b>w/o Cert</b>	<b>0</b>
1	16,825	15,825	
2	17,025	16,025	
3	17,225	16,225	
4	17,425	16,425	
5	17,725	16,725	
6	18,025	17,025	
7	18,425	17,425	
8	18,825	17,825	
9	19,225	18,225	
10	19,625	18,625	
11	20,025	19,025	
12	20,547	19,547	
13	21,097	20,097	
13A	21,647	20,647	
14	22,197	21,197	
MAX	22,747	21,747	500
OG 1		23,932	
OG 2		25,552	
OG 3		25,552	

<b>Scattergram</b>					
<b>Step</b>	<b>Cert</b>	<b>w/o Cert</b>	<b>Total</b>	<b>Percent</b>	
1	-	-	-	-	-
2	-	-	-	-	-
3	-	-	-	-	-
4	-	3.00	3.00	37.50%	
5	1.00	-	1.00	12.50%	
6	1.00	-	1.00	12.50%	
7	-	-	-	-	-
8	-	-	-	-	-
9	-	-	-	-	-
10	-	-	-	-	-
11	-	-	-	-	-
12	-	1.00	1.00	12.50%	
13	-	-	-	-	-
13A	-	-	-	-	-
14	-	-	-	-	-
MAX	-	2.00	2.00	25.00%	
<b>Totals</b>	2.00	6.00	8.00	100.00%	
<b>Percent</b>	25.00%	75.00%			

**YEAR 3**  
**2022-23 Mt Ephraim Paras**

Salary Guide Step	Cert	w/o Cert	565
1	17,390	16,390	
2	17,590	16,590	
3	17,790	16,790	
4	17,990	16,990	
5	18,290	17,290	
6	18,590	17,590	
7	18,990	17,990	
8	19,390	18,390	
9	19,790	18,790	
10	20,190	19,190	
11	20,590	19,590	
12	21,112	20,112	
13	21,662	20,662	
13A	22,212	21,212	
14	22,762	21,762	
MAX	23,312	22,312	
OG 1		24,497	
OG 2		26,117	
OG 3		26,117	

Scattergram Step	Cert	w/o Cert	Total	Percent
1	-	-	-	-
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
5	-	3.00	3.00	37.50%
6	1.00	-	1.00	12.50%
7	1.00	-	1.00	12.50%
8	-	-	-	-
9	-	-	-	-
10	-	-	-	-
11	-	-	-	-
12	-	-	-	-
13	-	1.00	1.00	12.50%
13A	-	-	-	-
14	-	-	-	-
MAX	-	2.00	2.00	25.00%
Totals	2.00	6.00	8.00	100.00%
Percent	25.00%	75.00%		

**YEAR 1**  
**2020-21 Mt Ephraim Pre K FT**

Salary Guide		
Step	Salary	83
1	20,183	
2	20,683	
3	21,183	
4	21,683	
5	22,183	
6	22,683	
7	23,183	

Scattergram			
Step	Salary	Total	Percent
1	-	-	-
2	3.00	3.00	100.00%
3	-	-	-
4	-	-	-
5	-	-	-
6	-	-	-
7	-	-	-
<b>Totals</b>	3.00	3.00	100.00%
<b>Percent</b>	100.00%		



**YEAR 2**  
**2021-22 Mt Ephraim Pre K FT**

Salary Guide		
Step	Salary	100
1	20,283	
2	20,783	
3	21,283	
4	21,783	
5	22,283	
6	22,783	
7	23,283	

Scattergram			
Step	Salary	Total	Percent
1	-	-	-
2	-	-	-
3	3.00	3.00	100.00%
4	-	-	-
5	-	-	-
6	-	-	-
7	-	-	-
<b>Totals</b>	3.00	3.00	100.00%
<b>Percent</b>	100.00%		

**YEAR 3**  
**2022-23**     *Mt Ephraim Pre K FT*

<b>Salary Guide</b>		
<b>Step</b>	<b>Salary</b>	<b>117</b>
1	20,400	
2	20,900	
3	21,400	
4	21,900	
5	22,400	
6	22,900	
7	23,400	

<b>Scattergram</b>			
<b>Step</b>	<b>Salary</b>	<b>Total</b>	<b>Percent</b>
1	-	-	-
2	-	-	-
3	-	-	-
4	3.00	3.00	100.00%
5	-	-	-
6	-	-	-
7	-	-	-
<b>Totals</b>	3.00	3.00	100.00%
<b>Percent</b>	100.00%		

No Guides	1.029	Base 19/20	Year 1 20/21	Year 2 21/22	Year 3 22/23
Secretaries	JC	\$ 28,770	\$ 29,604	\$ 30,463	\$ 31,346
	DH	\$ 34,767	\$ 35,775	\$ 36,813	\$ 37,880
	<b>Total</b>	<b>\$ 63,537</b>	<b>\$ 65,380</b>	<b>\$ 67,276</b>	<b>\$ 69,227</b>
Custodian Full Time	HS	\$ 28,000	\$ 28,812	\$ 29,648	\$ 30,507
	JJ	\$ 28,500	\$ 29,327	\$ 30,177	\$ 31,052
	TAH	\$ 30,250	\$ 31,127	\$ 32,030	\$ 32,959
	DK	\$ 42,000	\$ 43,218	\$ 44,471	\$ 45,761
	<b>Total</b>	<b>\$ 128,750</b>	<b>\$ 132,484</b>	<b>\$ 136,326</b>	<b>\$ 140,279</b>
Custodian Part Time	GD	\$ 17,500	\$ 18,008	\$ 18,530	\$ 19,067
	<b>Total</b>	<b>\$ 17,500</b>	<b>\$ 18,008</b>	<b>\$ 18,530</b>	<b>\$ 19,067</b>
<b>Grand Total</b>		<b>\$ 209,787</b>	<b>\$ 215,871</b>	<b>\$ 222,131</b>	<b>\$ 228,573</b>
			<b>2.900%</b>	<b>2.900%</b>	<b>2.900%</b>