

AGREEMENT

BETWEEN

**THE BURLINGTON TOWNSHIP BOARD OF
EDUCATION**

AND

THE BURLINGTON TOWNSHIP EDUCATION ASSOCIATION

2013-2014

2014-2015

2015-2016

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PREAMBLE

This agreement entered into this 10th day of September 2013, by and between the Board of Education of Burlington Township, Burlington, New Jersey, hereinafter called the "Board", and the Burlington Township Education Association, hereinafter called the "Association".

WITNESSETH:

WHEREAS: The Board has an obligation, pursuant to Chapter 123, Public Laws 1974 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS: the parties have reached certain understandings which they desire to confirm in this Agreement, be it

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

ARTICLE I – RECOGNITION

- A. It is recognized that the professional preparation of teachers qualifies them to make significant contributions in (1) the discussion of educational policy and academic programs and (2) the general conduct of the educational affairs of the school district.
- B. The Board, upon receipt of a certified membership list, hereby recognizes the Association as the exclusive representative for collective negotiations concerning grievances and terms and conditions of employment for all certified and non-certified staff including: any members of the teaching staff, guidance counselors, academic coaches and student assistance coordinator(s), coaches, chaperones, advisors of extra-curricular activities, librarians, nurses and part-time nurses, RNs, and all other certified full-time 10 month employees who belong to the bargaining unit; also, all 10 & 12 month administrative secretaries, secretaries, clerks, paraprofessionals, instructional assistants, basic skills aides, and special education aides; but excluding principals, supervisors, guidance and child study team directors, and all others who do not belong to the bargaining unit.
- C. The term "employees", when used hereinafter in this Agreement, shall refer to all certified and non-certified employees represented by the Association in the negotiating unit as above defined, and references to employee shall include both male and female employees.
 1. The term "teachers", when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

2. The term "paraprofessionals", when used hereinafter in this Agreement, shall refer to all paraprofessional, instructional assistant personnel, basic skills aides, special education aides, and exceptional special education aides represented by the Association in the negotiating unit as above defined, and references to male paraprofessionals shall include female paraprofessionals.
 3. The term "secretaries", when used hereinafter in this Agreement, shall refer to all secretarial personnel listed above except when different positions are specifically mentioned.
 4. The term "RNs," when used hereinafter in this Agreement, shall refer to all RN personnel who hold an RN license and are not required by their job description to be certified as a school nurse.
 5. The term "Academic Coaches" when used in this agreement shall refer to all academic coaches represented by the Association.
 6. The term "Student Assistance Coordinator" when used in this agreement shall refer to all Student Assistance Coordinators represented by the Association.
- D. The Board and the Association recognize their responsibilities towards each other and the community for negotiating in good faith and seeking agreement on matters of mutual concern.
- E. Nothing in this agreement shall be interpreted as hindering or preventing any individual or group of individuals from meeting publicly with the Board under the provisions of the Constitution of the State of New Jersey as outlined in Article I, Section 19, and as set forth in Chapter 123, New Jersey Public Laws of 1974.

ARTICLE II - NEGOTIATIONS PROCEDURES

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, Public Laws of 1974, in good faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall commence and continue as prescribed by PERC rules. Any Agreement so negotiated shall apply to all employees, be reduced to writing, and approved by the Board and the Association.
- B. Requests for Meetings
1. Parties will agree to a mutually convenient meeting date within seven days of the date of request.
 2. Should the topic under discussion require more than one meeting, said new meeting date will be mutually determined before the adjournment of the meeting in session.

C. The Meetings

1. It shall be the obligation and the duty of the Board and Association representatives to evaluate the problems presented to the committee, to gather facts to provide for a complete understanding of these problems, to discuss and attempt to arrive at a solution in keeping with the philosophies of each organization, and to present conclusions and recommendations to the full Board of Education and the full membership of the Association.
2. The parties may call upon competent professional and lay representatives including members of the administrative and supervisory staff to consider matters under discussion and to make suggestions. Educational consultants may be used in the deliberations.
3. Facts, opinions, proposals and counter-proposals will be exchanged freely in an effort to reach mutual agreement.

D. Modification

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

ARTICLE III - GRIEVANCE PROCEDURE

Any member of the Association shall have the right to appeal the application of this Agreement, policies, and administrative decisions affecting him through recognized administrative channels.

The primary purpose of the procedure set forth in this article is to secure at the lowest level possible, and as quickly as possible, equitable solutions to the problems of the parties.

Any employee shall have the right to begin grievance procedures and shall be assured freedom from restraint, interference, intimidation, coercion, discrimination or reprisal in presenting his claim.

A. Definitions

1. The term "employee" may include an employee or a group of employees covered by this contract (See Recognition Clause) who are similarly affected by a grievance.
2. The term "days" when used in this Article shall mean calendar days.
3. The term "grievance" means any dispute or difference arising between any member of the Association and the Board as to the interpretation, application or operation of any provision of this Agreement. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure

or refusal of the Board to renew the contract of a certified employee, except in cases of discipline; a problem for which a specific remedy is provided by law or contract; a situation upon which the Commissioner of Education has ruled or has the power to rule; the filling of a non-tenure position by a certified employee.

4. Neither shall the grievance procedure be invoked by any individual claiming tenure under the provisions of the N.J.S. 18A: 28-5 where charges have been brought against such individual pursuant to the provisions of the Tenure Employee's Hearing Act, N.J.S. 18A: 6-10 et seq. In such cases the procedure to be followed shall be that set forth in N.J.S.18A: 6-20 et seq.
5. An employee shall not have the right to refuse to follow an administrative directive or a Board policy on the grounds that he has instituted a grievance. In cases where the employee perceives or can prove that his/her safety is at stake, the employee shall make an appointment with the Superintendent, who will decide the issue.

B. Procedure

1. General

- a. Any employee shall have the right to present his own appeal or designate representatives of the Association or another person of his own choosing to appear with him or for him at any step in his appeal. When the situation arises, the Immediate Supervisor/Principal and the Superintendent shall have the same privilege of requesting the presence of another person.
- b. The number of days indicated at each level is considered as a maximum and every effort should be made to expedite the process. However, when mutually agreed upon, the time limits specified may be extended.
- c. All grievances must be initiated at Level One within 30 calendar days after the employee knows or should have known of the alleged violation of this contract.
- d. The employee with a complaint shall discuss the grievance with his immediate supervisor or Principal in an attempt to resolve the grievance informally.
- e. Failure at any step to communicate the decision on a grievance within the specified time limits means the grievance shall proceed to the next level of the grievance procedure.
- f. A grievance may be withdrawn at any point during the grievance procedure. The withdrawal of the grievance must be in writing to the Superintendent and shall be withdrawn without prejudice.
- g. Grievances shall be submitted on the agreed upon grievance form, a copy of which is attached as Addendum 1.

2. Level One

If, as a result of the discussion, the grievance is not resolved to the satisfaction of the employee within four (4) calendar days, he shall set forth his grievance in writing to the immediate supervisor/principal. The immediate supervisor and/or principal shall communicate his decision to the employee in writing within seven (7) calendar days of receipt of the written grievance.

Level One Alternate (Aides Only)

If the grievance is not resolved at Level One to the satisfaction of the aide, the grievance may be appealed to the Assistant Superintendent or designee within seven (7) calendar days. The appeal at Level One Alternate must be made in writing and must set forth the ground(s) upon which the grievance is based.

3. Level Two

- a. If the grievance is not resolved at Level One to the satisfaction of the employee, he may appeal the decision to the Superintendent of Schools within seven (7) calendar days. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based.
- b. The Superintendent shall request a report on the grievance from the previous level and shall confer with the concerned parties, and, upon request, with the employee or administrator separately. He shall attempt to resolve the grievance within a period not to exceed seven (7) calendar days from the receipt of the appeal. The Superintendent shall communicate his decision in writing, along with supporting reasons to the employee and the appropriate administrator.

4. Level Three

- a. If after the Superintendent has communicated his written decision, the grievance is not resolved to the satisfaction of the employee, he may appeal the Superintendent's decision to the Board within fourteen (14) calendar days.
- b. The appeal to the Board must be submitted in writing through the Superintendent who shall attach all related papers and forward the appeal to the Board.
- c. Within fourteen (14) calendar days from receipt of the appeal by the Superintendent, the Board shall review the grievance and schedule a hearing, if requested by the employee.

- d. If a hearing is not requested, the Board shall render a decision within seven (7) calendar days. If a hearing is requested, the Board shall render a decision within seven (7) calendar days of the date of the hearing.

5. Level Four

- a. A grievance which remains unresolved to the satisfaction of the employee, after a decision has been rendered by the Board of Education may be submitted to arbitration within eight (8) calendar days following the Board's decision.
- b. The request for an arbitrator shall be submitted to the Public Employment Relations Commission. PERC rules shall be followed in the selection of an arbitrator.
- c. The arbitrator so selected shall confer with the representatives of The Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) calendar days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing, and shall set forth his findings of fact, reasoning and conclusions on the issue submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is a violation of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association.
- d. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board of Education and the Association.

C. Right to Representation

Employee and Association - Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present as an observer.

D. Miscellaneous

1. Group Grievance - If, in the judgment of the Association, a grievance affects a group or class of employees working in separate buildings, the employees must advise their individual principals of the grievance, but may submit the grievance, in writing, directly to the Superintendent. If the group of employees work in one building, they will start the grievance procedure at Level One.

Group Grievance Alternate (Aides Only)

If in the judgment of the Association a grievance affects a group of aides working in separate buildings, the aides must advise their immediate supervisor, but may submit the grievance, in writing, directly to the Assistant Superintendent or designee

2. Forms - Forms for filing grievances, serving notices, making appeals, making reports and recommendations and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
3. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.
4. In the event a grievance for a ten (10) month employee 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, said grievance may be held in abeyance until the start of the next school year through mutual agreement between the parties unless it results in irreparable harm to the party filing the grievance. Within fifteen (15) days of the first day of the next school year, the grievance procedure time lines shall take effect.

ARTICLE IV - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association may distribute official information concerning Association business through the use of the employees' mailboxes, inter-school mail distributions, and a faculty bulletin board where such facilities exist.
- B. The Association and its representatives shall have the right to use school buildings, the auditorium, and meeting rooms at all reasonable hours for meetings when such facilities are not otherwise in use. Such use shall require approval by the Superintendent.
- C. The Association may have reasonable use of office equipment, excluding the FAX and administrative computers. The Association shall reimburse the Board of Education fifty dollars (\$50.00) per year for costs related to the use of the copy and office equipment.
- D. One Association officer may be granted one (1) day per year, if the officer is needed to appear with a representative of the Board of Education at a PERC hearing or any hearing before the administrative law judge, and is subject to the approval of the Superintendent. This day will only be granted to assist in the adjudication of "in-district problems" and there will be no penalty in using this day if there is a judicial delay.

- E. Commencing in 2007-2008, the President of the Association will be assigned no duty period. If the President is at the elementary level, no before or after school duty will be assigned.

ARTICLE V - EMPLOYEE RIGHTS

- A. Association rights shall be in accordance with Chapter 123 Public Laws of 1974.
- B. Evaluation of students - The teacher shall maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the Burlington Township School District, based upon his or her professional judgment of available criteria pertinent to any given subject area or activity to which he or she is responsible. If an administrator determines to change a grade, the teacher shall be notified in writing. The teacher shall have the right to appeal any proposed change in grade or evaluation to the principal.
- C. Criticism of Employees - Any question or criticism by a supervisor, administrator, or Board member of an employee, shall be made in confidence and not in the presence of students, parents, or other public gatherings.
- D. Association Identification - No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliate if such identification is in good taste.
- E. Whenever any employee is required to appear before the Superintendent or his or her designee, the Board or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, he shall be entitled to have a representative of the Association present to advise him during such meeting or interview. Any suspension of an employee shall be with pay until the Board acts and without pay for up to ninety (90) days when pay shall once again resume.
- F. Personnel Records
 1. The permanent personnel file maintained in the Office of the Superintendent is available for employee inspection during the normal working hours. More than three reviews cannot be handled on a given work day unless the workload of administrative staff permits. An appointment with the Superintendent's secretary is expected. At the inspection, a representative of the central administrative office will be present; the employee may also bring a representative if he so desires.
 2. A copy of materials directed to employees with a copy directed to the permanent file must be noted with "Permanent File" at the bottom. Employees may write and forward a disclaimer to the Office of the Superintendent within 10 work days. The disclaimer will be attached to the corresponding letter.

3. Copies of pages from the permanent personnel file may be requested by the employee in accordance with Board Policy on Personnel Records (Policy #4112.6, #4212.6).

G. Evaluation: (Certified Staff Only)

1. The supervisory staff shall complete all formal classroom observations by May 31st.
2. The year-end summary evaluation conferences shall be held on or before the sixth day prior to the last teacher work day.
3. The final copy of the summary evaluation shall be distributed to the teacher on or before the second day prior to the final day of the regular school year.

- H. No unit member will be reprimanded, reduced in compensation or terminated without just cause. Any such action asserted by the Board or its agent shall be subject to the grievance procedure herein. The non-renewal of a non-tenured certificated staff member, a non-tenurable staff member, or a staff member holding a position in which tenure is not possible, shall be exempt from this provision.

ARTICLE VI - EMPLOYEE WORK YEAR

A. Teacher In-school Work Year

1. Ten month personnel - The in-school work year for teachers employed on a ten month basis (other than new personnel, who may be required to attend a minimum of an additional one day of orientation), shall not exceed 183 full days plus 2 half days to include:
 - a. a minimum of one (1) full day and one half (1/2) day for teacher in-service. The hours for a full day in-service shall be 8:00 a.m. - 3:00 p.m. with one (1) hour for lunch. The half day in-service [four (4) hours] shall be attached prior to a weekend. In-service days cannot be used for student contact or emergency closings.
 - b. one teacher half (1/2) day [three (3) hours] immediately following the students' last day.
2. Definition of in-school work year - The in-school work year shall include days when pupils are in attendance, in-service days, orientation days and any other days on which teacher attendance is required.

3.
 - a. Teaching staff members shall report for up to four (4) evening assignments per school year at the following compensation rate found in Schedule G.
 - b. The nature of the evening assignment and the staff members that are required to attend shall be determined by the building principal of each school.
 - c. If one of the evening assignments is scheduled as graduation, the regular workday that day will be a shortened day.
 - d. Project Graduation Chaperones shall be excused from attendance at graduation exercises. These staff members shall receive the overnight stipend for attendance at Project Graduation.
 - e. On all other occasions when evening assignments are scheduled, the workday for staff shall be a full school day.

4. In order to provide for student safety and well being, certificated staff members may agree to work beyond the end of the regular workday for the purpose of student supervision. Individuals shall be paid on a pro-rated basis computed on the detention rate on Schedule G herein. This after school supervisory assignment shall not exceed forty-five (45) minutes except in case of emergency.

The Principal shall seek volunteers from the teaching staff to perform these duties. In the event there are no volunteers, this duty shall be assigned to no more than twenty percent (20%) of the staff using the procedure outlined in Article VII:15.d(4).

5. Child Study Team Members may work up to twenty (20) days during the summer at their per diem rate. Such assignments shall be posted by the administration and applied for by the teaching staff member. Additional days may be added at the discretion of the Board.
6. Speech teachers may work up to twenty (20) days during the summer at their per diem rate. Such assignments shall be posted by the administration and applied for by the teaching staff member.
7. Guidance Counselors shall receive their per diem rate for any required work days during July and August.
 - a. Guidance Counselors at the High School and Middle School may each be required to work up to twenty (20) days following the end of the teacher work year in June and during the months of July and August. The number of available days shall be determined by the administration and posted by May 1st of each school year. Actual days of work will be pre-arranged between the Director of Guidance and each employee.

- b. Employees shall be compensated at their per diem rate for the number worked. Their salary will be calculated by adding the total summer pay amount to their regular 10 month salary. Salary payments will then be made according to the regular 12 month pay schedule in the district beginning with the July 15 pay.
 - c. It is understood that should such additional work no longer be required, the employee is entitled only to the appropriate guide salary and the corresponding reduction in compensation shall not be subject to N.J.S.A. 18A:6-10.
 - 8. Academic Coaches shall receive their per diem rate for any required work days during the end of June, or during July and August.
 - a. Academic Coaches may each be required to work up to twenty (20) days following the end of the teacher work year in June or during the months of July or August. The number of available days shall be determined by the Superintendent of Schools and posted before the end of the school year. Actual days of work will be pre-arranged between the Superintendent or his/her designee and each employee.
 - b. Employees shall be compensated by separate check issued pursuant to the presentation of a voucher for the work performed.
 - 9. Teaching staff members employed for summer school shall be compensated at the following rates: Found in Schedule G.
 - 10. Teachers employed for after-school in-service presentations shall be compensated at the rate in 8. above.
 - 11. A nurse who works in the summer will be paid an hourly rate: A Certified School Nurse will be paid hourly based upon the first step of B.A. guide [Calculation will be: *FIRST STEP OF GUIDE DIVIDED BY 184 DIVIDED BY 7.25 = HOURLY RATE*] and an R.N. will be paid an hourly rate based upon the first step of R.N. guide. [Calculation will be: *FIRST STEP OF GUIDE DIVIDED BY 184 DIVIDED BY 3.80 DIVIDED BY 2 = HOURLY RATE.*]
- B. Paraprofessionals shall work a teacher work year, work day, and lunch schedule. Paraprofessionals will not be required to regularly attend faculty meetings. Paraprofessionals who are required to attend faculty meetings will be compensated at their hourly rate.
- C. Secretary Work Year
- 1. All secretaries shall work the school calendar while school is in session. Twelve month secretaries shall have the following additional holidays during the summer: July 4th and Labor Day, with a half day before July 4th.

- D. Basic Skills and Special Education Paraprofessional Work Year
1. The work year for ten month basic skills and special education personnel shall be the same as the work year for teaching staff members.
 2. Basic skills aides are hired on an annual basis with funds received from Title I and Instructional Supplemental Aid. In the event that (1) funding is insufficient or (2) the program design is modified, the number of basic skills aides positions in the district will be adjusted accordingly.
- E. Part-time RNs
1. The work year for part-time school nurses shall be the same as the work year for the teaching staff members.
 2. If a part-time RN is required to attend a faculty meeting, he/she will be compensated at his/her hourly rate.
- F. Emergency Closing - Teacher/secretary/aide attendance shall not be required whenever student attendance is not required. On days of a delayed opening, all unit member's arrival time will be delayed for the same number of minutes as students. The unit member's arrival time will be delayed from the unit member's regular starting time. It is understood that any preparation periods lost due to a delayed opening will not be made up.
- G. Perfect Attendance - Any employee with perfect attendance or near perfect attendance during a complete work year shall receive a bonus by July 31st. "Perfect attendance" is defined as performance at work for the entire work day and the entire work year as defined in Articles VI and VII. Attendance at approved in-service workshops and/or chaperoned field trips is counted as a regular work day. Service on jury duty or bereavement leave shall not be counted against an employee in the determination of perfect or near perfect attendance.
1. Teachers completing the time requirements of their contract shall be eligible for one of the following bonuses per year:

a.	Perfect Attendance	\$250
b.	More than zero days up to and including one day	\$200
c.	More than one day up to and including two days	\$150
 2. Twelve month secretaries completing the time requirements of their contract shall be eligible for one of the following bonuses per year:

a.	Perfect Attendance	\$240
b.	More than zero days up to and including one day	\$180
c.	More than one day up to an including two days	\$120

3. Ten month secretaries completing the time requirements of their contract shall be eligible for one of the following bonuses per year:

- a. Perfect Attendance \$200
- b. More than zero days up to and including one day \$150
- c. More than one day up to and including two days \$100

4. Ten month aides completing the time requirements of their contract shall be eligible for one of the following bonuses per year:

- a. Perfect Attendance \$150
- b. More than zero days up to and including one day \$125
- c. More than one day up to an including two days \$75

H. School Calendar - Prior to presentation of the school calendar to the Board of Education, the Superintendent shall consult with the Association Representative Council concerning the configuration of the calendar.

ARTICLE VII - WORK HOURS AND WORK LOAD

A. Teachers', Paraprofessionals', and Secretaries' Day

1. Teachers', Paraprofessionals', and Secretaries' day on all levels shall consist of 7 1/4 hours.

Effective 2003-2004, full-time Basic Skills, Special Education aides, and Exceptional Special Education Aides will have the same work day as teaching staff members. They will also have the same lunch, but will have no preparation time.

For all 12 month secretaries the work day shall be 7 hours excluding lunch when school is in session; and 6 hours excluding lunch when school is not in session.

For all other 10 month secretaries the work day shall be 6 1/4 hours excluding lunch when school is in session.

- a. Teachers/Paraprofessionals shall report for duty no later than 15 minutes before the students' day begins and shall be permitted to leave no sooner than 15 minutes after the students' day ends.
- b. The time secretaries report for work and leave work is determined between the building principal and the secretary, conforming to the length and conditions of the above stated work day, as negotiated.

- c. On Fridays and also days preceding holidays, the teachers'/ paraprofessionals' day shall be 7 hours.
 - d. On Fridays and days preceding holidays the 12 month secretary's day will be 6 3/4 hours, excluding lunch. The 10 month secretary's day will be 6 hours, excluding lunch.
 - e. The final two student days of the year will be four-hour days for students. Teacher/secretary work day is a regular schedule.
2. The Board will attempt to maintain class size which averages 25 in all grades K-12 except specified classes as defined by law.
 3. High school teachers involved in the Intensive (Half Year Course) Block Schedule (IBS) will be assigned no more than three (3) eighty (80) minute class blocks (a maximum of 240 teaching minutes) per day, one (1) eighty (80) minute preparation period, one (1) forty (40) minute advisory period, and one (1) thirty (30) minute duty-free lunch period. No IBS teacher will be assigned more than two (2) consecutive eighty (80) minute class blocks.

Whenever possible, IBS teachers shall not be scheduled for two consecutive eighty (80) minute class blocks followed immediately by an advisory period. Should such a situation occur, additional staff will be assigned to the advisory period. If an IBS teacher is assigned three (3) different core academic preparations in a semester, he shall not be assigned an advisory period during that semester. Preparations shall be limited to three (3) in one semester and two (2) in the other.

4. Middle and High School teachers in a regular eight (8) period day will normally be assigned five (5) classes, one (1) supervisory duty period, one (1) student lunch supervisory period of thirty (30) minutes or less, one (1) lunch period of thirty (30) minutes and one (1) preparation period. When necessary, teachers will be assigned to a 6th period in lieu of a supervisory period.
 - a. Middle and High School teachers shall not be assigned to teach more than three (3) consecutive periods except where scheduling difficulties prohibit.
5. Middle School and Elementary School Schedules
 - a. Should the Board of Education choose to implement the core schedule for 2008/2009 or thereafter, the middle school schedule proposed by the board will be included in the CBA.

b. Should the Board of Education determine to implement a TEAM approach to instruction, the following will apply to that grade level:

i. Team Teachers:

1. Each day – student contact no more than 248 minutes
2. 4 classes of 62 minutes each (248 minutes)
3. 30 minutes duty free lunch
4. 45 minute preparation period
5. 45 minute supervisor duty 2 days of 6-day cycle
6. 45 minute team preparation 4 days of 6-day cycle

ii. Related Arts Teachers: Each day – 8 period day – Schedule as per Article VII: A.4.

c. Should the Board of Education determine *NOT* to implement a *TEAM* approach to instruction – Schedule as per Article VII:A.4.

d. Should the Board of Education determine to implement the Middle School schedule for instruction for the seventh and eighth grades *ONLY*:

For the 6th Grade: The Board of Education reserves the right, at its discretion, to schedule the 6th grade pursuant to the scheduling practices for an elementary school within the Middle School setting.

6. Elementary teachers shall have a 35 minute duty free period for lunch. Elementary teachers will have 200 minutes of preparation per week as provided by the designated staff. This preparation time will be scheduled in 40 minute blocks during the student instructional day.

Every effort will be made to ensure that no elementary teacher (excluding part-time programs) is assigned more than one hundred sixty (160) minutes of continuous student contact time per day. On any day that more than one hundred sixty (160) minutes of consecutive student contact time is assigned, no supervisory duties will be assigned that day.

In the event that another certificated staff member takes over instruction in an elementary classroom, the regularly assigned teacher shall not be required to remain in the classroom.

7. At the elementary level only, Grades 1 through 6, whenever administratively possible, I.E.P., 504 and I & RS meetings will be scheduled to have the least negative impact on preparation time. If meetings for such purposes must be scheduled either before or after teacher work day at any grade level, staff members directed to participate shall be compensated at the Detention Hourly Rate in Schedule G for time spent outside the contractual workday.

8. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period, but must sign out in the main office.
9. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation for the purpose of attending building, faculty, or other professional meetings. There may be up to two forty-five (45) minute meetings per month, or one ninety minute meeting per month with two (2) weeks prior notice for the purpose of staff development, if needed. Such meetings shall begin no later than ten (10) minutes after the student dismissal time. New teachers in their first full year of employment in the District may be required to attend an additional two (2) meetings per month after the end of the regular workday, without additional compensation, of a duration of forty-five (45) minutes each, or one (1) additional meeting per month of a duration of ninety (90) minutes.
10. Meetings which take place after the regular in-school workday and which require attendance, shall not be called on Fridays or any day immediately preceding any holiday, or other day upon which teacher attendance is not required at school unless the principal or superintendent declares the meeting to be necessary for immediate resolution. Faculty meetings held on days of late openings due to inclement weather shall not exceed 30 minutes. It is agreed that faculty meetings will not be held on the third Thursday of the month, except in case of emergency.
11. It is desirable for each teacher to have an uninterrupted preparation period each day. The practice of using a regular teacher as a substitute, thereby may be instituted only in those cases where regular substitutes are not available. On occasions when teachers must substitute, they shall be paid at the rate found in Schedule G. Such coverage shall be arranged by the principal of the school in question and shall be distributed as equitably as possible among the teachers in said school.

IBS teachers in the high school shall not be assigned coverage of classes when a regular substitute is not available, except in cases of emergency. On occasions when an IBS teacher must substitute for another IBS teacher, an IBS teacher shall be assigned from the available staff on a rotating basis, and only be required to cover half of an eighty (80) minute class block. Coverage shall be arranged equitably by the principal. On occasions when an IBS teacher must substitute during his preparation period, he shall be paid at the rate found in Schedule G.

12. In those cases where regular substitutes are not available and two classes are to be combined for the day, or a major part thereof, the teacher in charge shall be paid an amount equal to that of a substitute's pay; if the class is divided between two or more other teachers, each teacher shall be paid an amount equal to 1/2 the rate of substitute's pay in addition to his regular salary.

13. Teachers who are not meeting with their normally assigned students for whatever reason, (e.g. practice teachers, class trips) shall be available in cases of emergency to substitute or supervise other students within their building at the discretion of the principal. There shall be no extra pay except when the substituting/supervision occurs during teachers' preparation or lunch periods.
14. Check-in procedure - Employees are expected to devote to their assignments, the time necessary to meet their responsibilities. Employees shall indicate their presence for duty by placing an initial in the appropriate "sign-in" roster.
15. The Board and Association agree that the athletic activities are listed in Schedule F and co-curricular activities are listed in Schedule G.

- a. Definition

- i. Co-Curricular activities include those activities or assignment not specified as part of the teaching and duty assignments scheduled in the regular work day, work week, work year.
- ii. Said activities and compensation are set forth in Schedule G.

- b. Compensation for Newly Established Activities

Compensation for newly established co-curricular activities shall be negotiated at the Superintendent/Association Liaison meetings and are subject to Board approval.

- c. Procedures for filling positions

- i. All school based activities shall be posted in writing within the affected building by the principal.
- ii. All athletic and district-wide positions shall be posted throughout the district from the Superintendent's Office.
- iii. Each notice shall contain a "cut-off" application date of not less than one work week and the person to whom the application letter is to be submitted.
- iv. The Board of Education agrees to develop and publish a list of specific qualifications.
- v. Teachers interested in positions during the summer months should contact their principals for availability of positions.

d. Selection Process

- i. All qualified teachers shall be given adequate opportunity to make application. No position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background, skills, and attainments of all applicants.
- ii. Unsuccessful candidates who are not selected for a position may request in writing to the Principal written reasons why they were not selected.
- iii. If the above procedures fail to produce a qualified candidate from within the school district, the Board shall make an effort to employ a qualified candidate from outside the district.
- iv. If, in the principal's judgment, an outside candidate could not successfully direct the activity, the principal shall recommend that a teaching staff member from within the district be assigned the activity. The method or procedure for assignment shall be developed by a building administrator/teacher committee in each building, discussed with the faculty of each building, and a final written ballot of all certified employees in the building shall determine the method to be used for the life of this contract.
- e. It is understood that the compensation will include the chaperoning of all activities sponsored by the co-curricular activity. In the event the co-curricular activity requires overnight travel, the sponsor/chaperone will be compensated at the rate established in Schedule G.

16. After School Detention will be staffed by volunteers working one hour beyond the regular teacher workday. The Principal shall seek a volunteer(s) from the teaching staff to supervise the detention. In the event that there are no volunteers, detention shall be staffed using the same procedure as found in 14.d. (4) immediately above.

- a. High School and Middle School Saturday Detention and after-school detention shall be paid hourly. After-school detention will take place four days per week with compensation designated in the Schedule G detention rate.
- b. Middle School detention shall continue to be handled by adjusting the starting and ending time of a staff member's workday. If this arrangement becomes unworkable during the duration of this contract, then the Principal shall seek volunteers as stated above and detention will take place two days per week with compensation designated in Schedule G.

c. Elementary school detention may take place up to two (2) days per week with compensation designated in Schedule G.

17. Student field trips shall be scheduled in consultation with the teachers participating in them. Written permission of the Superintendent must be obtained prior to a staff member arranging a field trip. For student overnight or weekend trips, teachers shall be compensated at the rate printed in Schedule G.

B. Aides' Day

1. Full Time Special Education Aides: shall be the same as for teaching staff members, exclusive of at least a thirty (30) minute duty-free lunch period. This provides time for before and after school supervision.
2. Full Time Basic Skills Aides: shall be the same as for teaching staff members, exclusive of at least a thirty (30) minute duty-free lunch period.
3. Part Time Basic Skills Aides: Three (3) hours of work shall be the minimum work day for part-time aides with a maximum of three and three quarter (3 and 3/4) hours, excluding lunch.
4. Playground/Cafeteria Duty: Aides who are assigned playground and cafeteria duty will be compensated at a rate shown in Schedule G.
5. Early Student Dismissal: In cases where students are dismissed early, the Assistant Superintendent or designee shall provide advanced notice if individual aides will be needed to work that afternoon. If so, they will be paid their normal rate. If not needed, aides shall be dismissed. There shall be no pay when aides are not working.

ARTICLE VIII - EMPLOYMENT

A. Placement on Salary Schedule

1. Adjustment to salary schedule - Credit for previous educational experience/industrial experience shall be jointly determined by the Superintendent and prospective employee.
2. Any ten month employee employed prior to February 1 of any school year shall be given full credit for one (1) year of service. Any twelve month employee employed prior to January 1 of any school year shall be given full credit for one (1) year of service.

3. The Superintendent may place new employees on the salary guide at his discretion. Military credit shall be granted pursuant to law. Up to three (3) years of credit for service in the Peace Corps, VISTA, or the National Teacher Corps shall be granted. The foregoing language shall be applicable to individuals hired for a July 1, 2014 or thereafter start date with the district.
- B. Previous Sick Leave Accumulation - Previously unused leave days shall be restored to all employees returning from a leave granted by the Board.
- C. Employment Procedures
1. Notification of Contract and Salary - On or before May 15th of each year for certified staff and on or before May 30th of each year for non-certified staff, the Board shall provide each employee continuously employed either:
 - a. a contract or a written letter of intent to reemploy for the succeeding year. The employee must respond in writing, by June 1st; or,
 - b. a written notice that such employment shall not be offered for the following year.
 2. Non-Renewal Procedures
 - a. Any teacher, secretary or aide who receives a non-renewal notice may within five (5) days, meet with the Assistant Superintendent and Principal to discuss the reasons.
 - b. An employee may also request a meeting with the Superintendent of Schools, within five (5) days, following the meeting in a, above.
 - c. Following the two meetings, an employee may request written reasons for the non-renewal. Copies of the reasons shall be filed in the individual's permanent file. In cases where the employee requests a hearing before the Board, the Board shall also receive copies.
- D. Aides' Reduction in Force - In the event of a reduction in force (R.I.F.), aides to be released shall be selected by the administration from a pool of the most recently hired (1/3rd) of the basic skills aides or from a pool of the most recently hired (1/3rd) of the special education aides, based upon the category where a reduction is needed.

ARTICLE IX - SALARIES

- A. Salary Schedules
1. The salaries of all teachers covered by this agreement are set forth in Schedule A which is attached hereto and made a part hereof.
 2. The salaries of all secretaries covered by this agreement are set forth in Schedule B which is attached hereto and made a part hereof.

3. The salaries of all instructional assistants covered by this agreement are set forth in Schedule C which is attached hereto and made a part hereof.
4. The salaries of all basic skills aides covered by this agreement are set forth in Schedule D which is attached hereto and made a part hereof.
5. The salaries of all special education aides covered by this agreement are set forth in Schedule E which is attached hereto and made a part hereof.

a. Exceptional or Shadow Aides

1) An Exceptional Aide shall be a Classroom/One-on-One Aide/Shadow who assists with the daily life functions of a student with a physically handicapping condition per job description G2.1. Such assistance shall be defined as lifting the student in and out of a wheelchair and/or assistance with toileting.

2) The Director of Special Education shall be responsible for designating a Classroom/One-on-One Aide/Shadow as an "Exceptional Aide."

1. Aides who fall under the definition of an "Exceptional Aide" shall receive a salary differential as follows:

Effective July 1, 2010 - \$2,500

Effective July 1, 2011 - \$2,500

Effective July 1, 2012 - \$2,500

3) If a paraprofessional not normally functioning as an "Exceptional Aide" is assigned to substitute for an absent "Exceptional Aide" for more than three (3) consecutive days, he/she will be paid an additional daily stipend based upon the foregoing differential. (formula: differential divided by 184 divided by 7.25 hours).

6. The salaries for athletic activities covered by this agreement are set forth in Schedule F and for co-curricular activities covered by this agreement are set forth in Schedule G, which are attached hereto and made a part hereof.

B. Payment of Salary

1. Employees shall be paid twice each month, the 15th & 30th, or if these days fall on a weekend or holiday, payday will be the last day worked prior to the 15th and 30th. Employees not enrolled in direct deposit shall have their paycheck available on the next school working day when the district is closed for emergent reasons on a regular pay day.

2. All 10 month employees may individually elect to have an amount of their monthly salary deducted from their pay for a summer payment plan. These funds shall be deposited with the employees' Federal Credit Union.
3. Each 10 month employee shall receive his/her final pay three (3) working days after his/her last working day in June. Checks will be mailed home to individuals who do not have direct deposit.
4. Each 12 month employee shall receive his/her final pay on June 30th.
5. Direct deposit shall be provided for employee pay checks including the summer pay plan outlined in number 2. above. The Business Office will establish procedures for enrolling or terminating direct deposit participation.
6. Direct deposit for all ten (10) month instructional personnel may be suspended for the last paycheck of the school year and a paper check will be issued upon completion of all required end-of-the-year check out procedures. Unless an employee notifies the Business Administrator in writing to withdraw him/her from direct deposit, with the start of the next school year the employee will be automatically re-enrolled in direct deposit.
7. If an employee is terminating employment with the district, either during or at the end of the school/work year, direct deposit for his/her last check will be discontinued by the district. The last check will be issued upon completion of all required check out procedures.
8. Athletic Coaches will be paid on the following schedule:

Fall – September, October, December 15th
Winter – December, January, March 15th
Spring – March, April, June 15th
9. Overtime (Secretaries)

Overtime shall be paid at the rate of 1.5 times the employee's regular hourly rate of pay for all time worked in excess of the 40 hour week. For the purpose of determining the 40 hour work week, the following shall count as regular work days; holidays, paid vacation days, and other approved paid leaves. A 40 hour work week shall be defined from Sunday 0001 hours through Saturday, 2400.
10. When compensatory time is offered, in lieu of payment of overtime, it shall be granted at 1.5 times the compensatory time accumulated, if it is above the 40 hour work week.

11. Double Time (Secretaries)

Double Time shall be paid on Sunday or when a secretary is called into work on any of the holidays listed in this contract.

ARTICLE X - EMPLOYEE ASSIGNMENT

A. Notification

1. Date for notifying present employees - All teachers, secretaries, and aides shall be given written notice of their schedules, work, class and/or subject assignments, building assignments, and room assignments for the forthcoming year as soon as possible. If a change becomes necessary, the employee shall be notified as soon as possible.
2. All permanent openings to be filled will be posted throughout the district. If a regular position occurs when school is closed for the summer, the Superintendent will be responsible for orally notifying at least one officer of the Association. If officers cannot be contacted each will be mailed a posting. The Association leadership shall be responsible for notifying its interested membership. Employees interested in the opening should consult with their immediate Supervisor/Principal and write to the Superintendent expressing interest.

B. Traveling Employees

1. Schedules: Whenever possible, schedules of employees who are assigned to more than one school shall be arranged so that no such employee shall be required to engage in any unreasonable amount of inter-school travel. Such employees shall be notified of any changes in their schedules as soon as practicable.
2. Travel Reimbursement: Employee(s) required to use their personal auto for travel between schools during their work day shall be reimbursed at the state approved rate or the IRS rate if permitted by regulation.
3. Teachers assigned to more than one school (traveling teachers) who are required to attend additional parental evening meetings beyond those required by the home based school, shall be paid the amount stated in Article VI.A.3.a. for each additional evening parental meeting. The required evenings shall not exceed the scheduled parental evening meetings for each of the schools to which the teachers are assigned.
4. Traveling teachers will be provided with at least fifteen (15) minutes of travel time; with a minimum of 200 minutes of preparation time per week; each traveling teacher will be assigned an administrator to report to; and

the building administrators will determine what faculty meeting the traveling teacher is to attend.

ARTICLE XI - VOLUNTARY AND INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Voluntary

1. Filing Requests - Employees who desire a transfer to fill a position in the district may file a written statement of such desire with the Superintendent. Such statement shall include the position(s) to which he desires to be transferred in order of preference. Such requests for transfers and reassignments for the following year shall be submitted no later than June 10.
2. Criteria - When a voluntary transfer or reassignment is necessary, an employee's area of competence, specific experience, needs of the district, recommendation of the principal, and other pertinent data shall be considered in determining which employee is to be transferred or reassigned.

B. Involuntary

1. Notice - Notice of an involuntary transfer or reassignment shall be given to employees as soon as is practicable, and except in cases of emergency, not later than August 15.
2. Criteria - When an involuntary transfer or reassignment is necessary, an employee's area of competence, specific experience, needs of the district, recommendation of the principal, and other pertinent data shall be considered in determining which employee is to be transferred or reassigned.
3. Meeting and Appeal - In cases where an employee is being considered for transfer to another school, the administration shall meet with the employee in order to discuss the proposed transfer. If recommended for transfer, the employee may request a meeting with the Superintendent to discuss the reasons for the transfer. The employee may have an association representative present at all meetings.

ARTICLE XII - ABSENCE, SICK LEAVE, AND LEAVE POLICY

- A. Purpose: The purpose of this statement of policy is to establish uniformity and equality for all employees of the Burlington Township School District in the matter of sick leave and various other absences.
- B. Legal Basis

3. Sections of School Law from which this policy derives - 18A:30-1 to 18A:30-7 inclusive. Title 18A Education New Jersey
2. Certain portions of school law are quoted where applicable in sections of policy which follow.

C. Sick Leave (Absence Due to Illness or Injury)

1. Sick leave with full pay

a. In accordance with 18A:30-2, all 10 month employees of the district will be allowed 10 work days sick leave in any one school year. The unused portion of this leave shall be accumulative (18A:30-3). All 12 month employees will be allowed 12 work days sick leave in any one fiscal year. The unused portion of this leave shall be accumulative.

b. Teachers employed by the district by June 18, 1982 and all secretaries employed by the district by June 30, 1982, will grandfather all bonus sick days accumulated as of that date. In the future, if it is necessary for a teacher/secretary to use these bonus sick days, each day may be used only one time, and will not be renewed at the beginning of the next school year. If not used, the bonus sick days will be applied toward the sick leave benefit and will be payable upon retirement only.

All teachers hired and beginning service as of September 1, 1982, and all secretaries hired and beginning service as of July 1, 1982, will not accrue bonus sick days.

c. When absence is caused by injury incurred in the line of duty, the employee will be paid full salary for one calendar year, if necessary. This leave is not chargeable to annual sick leave. (18A:30-2.1)

2. Transfer of Sick Leave From Another District

Persons transferring from another district may transfer 1/2 their accumulative leave not to exceed 50 days. This leave must be transferred prior to the end of the first year of employment in this district.

3. Transfer of Sick Leave To Another District

a. Employees leaving the district employment may leave their sick leave intact for possible transfer to another district, or may, within two years, translate their days into cash settlement at the time of leaving. Each sick day can be used one time.

b. Employees who leave the district and do not use (a) above, and at some future date return to employment in the district, will be

reinstated with all sick leave which is due him/her at the time of leaving.

4. Cashing Sick Leave

- a. Upon severance from the district for reasons other than dismissal, termination by the Board of Education, or non-renewal of contract, all accumulated unused sick leave shall be reimbursed. An employee whose position is abolished by a RIF will also be eligible under this provision.

Employees severing employment (other than retiring) from the district with service in the Burlington Township Schools shall be eligible for the following reimbursement per sick day:

	Less than 10 full yrs.	More than 10 yrs.
Teachers:	\$15.00/day	\$25.00/day
Secretaries and RN's:	\$10.00/day	\$20.00/day
Full Time Aides:	\$5.00/day	\$14.00/day
Part Time Aides:	\$3.00/day	\$14.00/full day

- b. Upon retiring from the district, an employee may "cash" in their unused sick leave.
 - (1) Employees, taking advantage of this benefit, must meet one of the following criteria:
 - (a) Upon the death of the employee while under contract, or
 - (b) Upon retirement to immediate pension.

- (2) Retiring employees shall be eligible for the following dollars per sick day:

	Less than 10 full years in Burl. Twp.	10 or more full years in Burl. Twp.
Teachers	\$20.00/day	\$35.00/day
Secretaries and RN's	\$15.00/day	\$25.00/day
Full Time Aides	\$12.00/day	\$17.00/day
Part Time Aides	\$6.00/day	\$17.00/day

- 5. When sick leave extends for five or more consecutive school days, a doctor's certificate will be sent to the Secretary of the Board within three days of the employee's return to duty.

- 6. Sick Leave (With Pay Less Substitute's Pay)

When an employee exceeds his regular sick leave, the Board may pay the 10 month employee 1/200th of his annual salary minus his substitute's pay, and the 12 month employee 1/240th of his annual salary minus his substitute's pay, for an amount of time equal to the employee's total accumulated sick leave. (18A:30-6)

7. Family Illness

- a. Employees may annually convert up to three (3) accumulated leave days and two (2) unused personal days to family illness. Maximum accumulated days shall be five (5).
- b. Employees currently on staff without sufficient accumulated leave may, effective 7/1/2001 convert up to three (3) sick days and two (2) unused personal days. Thereafter, these employees may convert up to three (3) accumulated leave days and two unused personal days (annually) to family illness days. Maximum accumulated days shall be five (5).
- c. New employees may convert at the beginning of their second year of employment, up to three (3) unused sick and two (2) unused personal days to family illness days. Thereafter, these employees may convert up to three (3) accumulated leave days and two (2) unused personal days annually to family illness days. Maximum accumulated days shall be five (5).
- d. Family illness days may only be taken in full day or half-day increments.

D. Authorized Absence Other Than Sick Leave

1. Bereavement - Up to five (5) days at any one time in the event of the death of an employee's parent, spouse, child, grandchild, legal guardian, brother, sister, grandparent, father-in-law, mother-in-law, or any other member of the immediate household. Two (2) days will be granted for brother-in-law, sister-in-law, son-in-law, or daughter-in-law. In case of bereavement leave, the unit member may be granted non-consecutive leave within thirty (30) days of the death as approved by the Superintendent of Schools or his/her designee.
2. An employee subpoenaed by an official or department of government or by a court clerk (not an attorney) as a witness, will be granted the day's leave necessary to serve as a witness (not an observer), and the differential payment will be made between the employee's regular contracted salary and the court's per diem stipend. All subpoenaed employees must submit a copy of the subpoena prior to the approval of the leave.

3. Personal Leave
 - a. Twelve Month Employees - Three (3) days will be authorized. One of these days must be used during June, July or August, when school is not in session.
 - b. Ten Month Employees - Two (2) days will be authorized.
 - c. All unused personal days will be transferred to sick days on June 30th of each year.
 - d. Staff members requesting this day must have approval by the Principal and Superintendent one calendar week prior to this day of absence, "except in cases of emergency based on the judgment of the Superintendent".
 - e. No more than 3% of the contractual teaching staff per building, and only one secretary, and one aide per building shall be granted such leave on any given day, except in cases of emergency as determined in consultation with and approval by the building Principal.
 - f. Since it is desirable to have all regular teaching personnel and secretaries on duty during the final 9 days of each school year, personal leave will not be approved for this period by the Superintendent except in cases of emergency.
4. Professional Improvement Day: Two (2) days will be granted for observation in other schools or attending a professional meeting. Destination must be stated in advance and record of attendance recorded on return through the Principal to the Superintendent. A request for such a day will include a statement of its educational relevance to the improvement of instruction in Burlington Township Schools. All requests for such absence must be approved in advance by the building Principal and/or the Superintendent.
 - a. With the permission of the Superintendent, the professional time provided herein may be used to attend professional growth experiences that may help the employee in partially meeting the State mandated 100 hour requirement.
 - b. The Board of Education agrees that it will comply with the requirements of the administrative code with regard to the 100 hours of professional development.
5. Athletic and Co-Curricular Activities: A pool of ten days will be established yearly. Coaches and/or advisors desiring to use time from this pool must see the Athletic Director or the Activities Director and present

their request in writing. The Athletic Director will recommend approval to the building Principal and the Principal to the Superintendent. Strongest consideration will be given to less experienced coaches in any particular sport. The maximum Board of Education expenditure will be \$650 per year.

E. Record of Absences

Record Form: There will be kept, in the Board Secretary's office, a record sheet for each employee. This record will show a complete picture of the employee's absence for any given school year plus his accumulative sick leave.

1. These records are available to the employee upon request.
2. Each employee is responsible to check his records at the end of the year to see that it is correct. Employees shall be given a written account of accumulated sick leave days no later than October 30th of each school year.

F. Pay Deduction for Unauthorized Absence

10 month employees absent from school on days when school is open for reasons other than those stated in this policy will have 1/200th of their annual salary deducted and 12 month employees will have 1/240th of their annual salary deducted for each unauthorized day. (18:A:30-6)

ARTICLE XIII - EXTENDED LEAVES OF ABSENCE

- A. Association - The Board agrees that up to one (1) employee designated by the Association shall, upon request, be granted a leave of absence without pay for up to one (1) year for the purposes of engaging in activities of the Association or its affiliates.
- B. International and Federal Programs - A leave of absence without pay of up to one (1) year shall be granted to any teacher who joins the Peace Corps or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs.
- C. Outside Teaching - A teacher on tenure shall be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.
- D. Military - Military leave shall be granted in accordance with state and federal regulations.
- E. Disability Due to Pregnancy/Child Rearing Leave
 1. It shall be optional for the employee to notify her immediate Supervisor/Principal of her pregnancy as soon as it is medically confirmed. This will

assist in the process of securing an adequate replacement.

2. The Board shall grant disability due to pregnancy leave and child rearing leave upon written request of the employee. The combined leaves may not exceed two (2) years. A full school year leave will run from September 1 to June 30 for 10 month employees; and July 1 to June 30 for 12 month employees.
3. After the pregnancy is medically confirmed, the employee shall submit a statement from her personal physician setting forth the anticipated date of delivery and certification by the physician that the condition of the employee will not interfere with the full performance of her duties.
4. Planned work beyond the first day of the 9th month of pregnancy will again require doctor's certification that it is physically possible for the employee to continue. Work into the 9th month may require possible consultation with the school board physician.
5. In order to meet the Board of Education requirements of "educational continuity" (least disruption of the student evaluation process and least number of teachers assigned to a class during a given school year), a teacher may request leave under the following provisions:
 - a. If a teacher cannot teach the entire first quarter of the school year, the leave must begin on September 1; and if the teacher desires to return to work the same school year, she may only return at the beginning of the second, third, or fourth quarter. Alternative return dates as proposed by the employee may be approved by the Superintendent based on district and/or student needs. The Superintendent's decision is final and not subject to the grievance procedure herein.
 - b. When a teacher requests a leave, every effort should be made to leave at the end of a quarter and she must return only at the beginning of a quarter.
6. The employee must provide seventy-five (75) days advance written notice as to the exact date the leave is to begin or any request for an extension of the leave. In the same letter, the employee must identify the request date of return to work.
7. An employee who has been granted disability leave may request, in writing to the Superintendent, to use her sick leave for a period not to exceed one month prior to and one month following delivery. A statement from the employee's personal physician certifying the exact date of the employee's disability must accompany this written request.
8. Any employee may request an adoption leave without pay for a period of

up to one year. The employee will consult with his or her principal during the planning stages for the adoption. In order to meet the Board of Education requirements for educational continuity, employees are expected to give seventy-five (75) days advance written notice of the intended leave, except in cases where the adoption agency cannot provide notice of months lead time. In the latter case, the employee may begin their leave with less than two months' notice. An employee must provide ninety (90) days' notice of a request to extend such leave.

9. One hundred and eighty-four (184) shall be the number of days used as a denominator to determine a per diem rate when an employee takes a maternity leave during the school year.
- F. Sabbatical - Sabbatical leaves without pay shall be granted by the Board.
 - G. Good Cause - Other leaves of absence without pay may be granted by the Board for good reason.
 - H. The number of leaves of absence to be granted under sections B, C, F, G herein shall not exceed three (3) in any one school year.
 - I. Return from leave
 1. Employees on leave for the remainder of the school year must notify the Superintendent in writing:
 - a. By April 30th of their intention to return to work the following September 1.
 - b. For purposes of "educational continuity", teachers on leave during a school year are encouraged to plan their return at the beginning of a marking period. With planning and previous written notice, teachers may return to work upon discharge by medical, military, or other authorities.
 2. Upon return from leave granted pursuant to Section B, C, D, or F of this Article, an employee shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent.
 - a. Ten month employees returning on a subsequent year from an official leave and who have worked 90 school days or more, will be placed on the next step of the salary guide. Those who have worked less than 90 days will return on the same salary step.
 - b. Twelve month employees returning on a subsequent year from an official leave and who have worked 110 work days or more, will be placed on the next step of the salary guide. Those who have

worked less than 110 work days will return on the same salary step.

3. All benefits other than salary to which an employee was entitled at the time his approved leave of absence commenced, including unused accumulated sick leave shall be restored to him upon his return and he shall be assigned to the same position which he held at the time said leave commenced if available, or to a position similar to which the employee held at the time the leave of absence was granted.

ARTICLE XIV - HOLIDAYS AND VACATIONS

Vacation Policy for Twelve Month Employees

- A. Employees with less than one full year of service may use a prorated amount of vacation time during the summer months, provided they have commenced work prior to April 1st. July 1st begins the new fiscal year and all employees will begin earning the following summer's vacation.
 1. At the end of the first year, the employee shall be entitled to ten (10) days of vacation.
 2. At the end of the fifth year, the employee shall be entitled to fifteen (15) days of vacation.
 3. At the end of the tenth year, the employee shall be entitled to one (1) additional day per year, not to exceed twenty (20) days of vacation.
- B. Said vacations are to be taken during the months of June, July and August, except that not more than 5 consecutive days may be taken during the school year without the Superintendent's approval. This may not be supplemented by personal days, except in the case of an emergency when approved by the Superintendent of Schools.

ARTICLE XV - TEACHER ADMINISTRATION LIAISON

- A. Building Level Faculty Council
 1. The Association shall select a Faculty Council for each school building which shall meet with the Principal at least five (5) times during the school year during the school day. Said council shall consist of not more than one (1) member for every ten (10) teachers in the school building, but shall, in no event, have less than three (3) members.
 2. Areas for Faculty Council Consideration - Areas for consideration by the Council shall include, but not be limited to, school building level decisions regarding:

- a. Administration of this Agreement
 - b. Facilitation of programs and recommendations of the Instructional Council hereafter established in ARTICLE XVI of this Agreement.
 - c. Revision and development of building policies and practices.
- B. Meetings with Superintendent

The Association's representatives shall meet with the Superintendent at least once a month during the school year to review and discuss current school problems and practices and the administration of the Agreement. The Superintendent may invite the other administrative personnel to attend such meetings.

ARTICLE XVI - INSTRUCTIONAL COUNCIL

Purpose - By mutual agreement of the building Principals and the staff, an Instructional Council may be established. The purpose of the Council shall be to strengthen the educational program through recommendations, research, implementation, and evaluation by the Superintendent and the Association to best meet the needs of the students, the schools and the community.

ARTICLE XVII - TUITION REIMBURSEMENT

- A. The Board shall pay, with prior Board approval, full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which an employee is required and/or requested to take in writing by the Administration. Said employee shall also be compensated for all time spent in actual attendance at said sessions beyond his regular work day at the following hourly rates:

	<u>Teachers</u>	<u>Support Staff</u>
2010-2011	\$23.00	\$11.50
2011-2012	\$23.00	\$11.50
2012-2013	\$23.00	\$11.50

1. Such courses will not include those required for certification and licenses.
 2. Such sessions will not include those items in Article VI A.3 such as the required number of P.T.A. meetings, or parents' night.
- B. The Board shall provide a maximum pool of ninety thousand dollars (\$90,000) for 2010/2011; ninety thousand dollars (\$90,000) for 2011/2012; and ninety thousand dollars (\$90,000) for 2012/2013, for a course reimbursement program. Teachers and secretaries/assistants may submit courses from an approved college or university for

reimbursement after completing their first year of teaching/work in the district. In order to qualify for reimbursement the following requirements shall be met.

1. Courses will be of a graduate or undergraduate level directly related to the employee's area of instruction, specialty or related field.
 - a. Courses in curriculum development or guidance may be used as an elective to supplement the general (or elective) needs of a teacher's graduate program. A complete guidance counselor preparation program cannot be funded under the provisions of this article.
 - b. Supervisory and administrative courses are not to be included except in the case of a department chairperson or cases previously approved by the Superintendent.
 - c. Employees must complete their Course Approval Request form and secure initial approval.
 - d. A minimum course grade of "B" (or its equivalent) must be attained by a teacher, and a minimum course grade of "C" (or its equivalent) must be attained by a secretary/aide.
 - e. Tuition reimbursement requests must be submitted within thirty (30) days of the employee's receipt of the course grade. Failure to do so may result in a denial of reimbursement. The Superintendent reserves the right to waive the above requirement based upon extenuating circumstances. This decision of the Superintendent shall not be grievable beyond the Board of Education level.
2. Tuition for special non-credit granting courses or seminars offered by an accredited college or university may be approved by the Superintendent, or other seminars offered by non-colleges may be submitted to the Superintendent for consideration. In all cases, the course content must be directly related to the employee's work assignment. To be eligible for reimbursement, the employee must obtain written permission from the Superintendent prior to enrolling in the course.
3. Proof of successful completion shall be provided no later than September 1st following the completion of the course.
 - a. By transcript
 - b. By official statement from the college where time does not permit.
4. The Board shall pay tuition costs for graduate and/or undergraduate level courses taken during the July 1 through June 30 period. The maximum amount paid to any one (1) employee for courses taken during the aforementioned time period shall be up to the cost of nine (9) graduate credits for teachers and add up to the cost of nine (9) undergraduate/graduate credits for secretaries/paraprofessionals.

5. The pool of money in B. above shall be divided by the total number of course credits submitted for prior approval of the Superintendent for the period July 1 through June 30 of each academic year which are actually completed by the enrolled staff member. Proof of completion must be submitted to the Superintendent no later than September 1st of the academic year following the academic year during which the course was taken in compliance with the provisions of this Article. Individual employees shall be reimbursed based upon the number of approved and completed credits that they took times the per credit amount as determined by the formula herein. The amount of reimbursement for any one employee shall not exceed his/her actual tuition paid nor exceed the number of credits taken times the per credit reimbursement rate created by the within formula.

Employees shall receive reimbursement no later than October 31st of the academic year following the academic year during which the courses were taken, provided that the employee has returned to the employ of the Burlington Township Board of Education. An employee who does not return to the district for the ensuing academic year due to a job related permanent or temporary disability, a maternity or paternity leave under the contract language herein or pursuant to the F.L.A. or the F.M.L.A., or due to a Reduction-in-Force, shall be eligible for reimbursement for courses taken and approved.

ARTICLE XVIII - INSURANCE

Healthcare: Effective July 1, 2014, the Patriot V Healthcare Plan and the New Base Prescription Plan referenced in "Exhibit A" (attached hereto) shall be the base plans offered by the Burlington Township Board of Education.

- A. The Board will provide 100% employee coverage and 100% family coverage in the "N.J. State Health Benefits" program or its equivalent, Medical-Surgical Plan of N.J. (Blue Shield Plan) or its equivalent; and major medical as provided by Prudential Insurance Company of America or its equivalent.

Effective January 1, 2004, the basic medical plan carrier shall be changed to AETNA.

As an alternative to A, above, the Board of Education will pay the maximum insurance premiums for one N.J.E.A. approved disability plan for which each individual member is eligible. The employee wishing to shift from the basic medical plan to one N.J.E.A. approved disability plan must advise the Secretary of the Board of Education. Any future change between the alternative plans may be arranged with the Board Secretary at any time.

The following modifications shall be made to the Patriot X health benefits plan,

effective 60 days after ratification of these recommendations for settlement:

The annual deductibles for the Patriot X plan shall be \$200 for single coverage and \$400 for family coverage.

The Patriot X annual co-insurance limits shall be \$1,200 for single and \$2,000 for family coverage.

The Patriot X emergency room co-pay shall be \$50.

For the 2007/2008 school year, those employees currently enrolled in the Patriot X plan will be offered an incentive of 50% of the premium difference to move to the Patriot V plan. Payment will be pro-rated based on the effective date of change.

For the 2008/2009 school year, those employees who were enrolled in the Patriot X plan in 2006/2007 and did not select the incentive in the 2007/2008 school year will be offered an incentive of 30% of the premium difference to move to the Patriot V plan. Newly hired employees who choose the Patriot X plan in 2008/2009 will pay \$200 per year towards the cost of the plan.

Beginning in the 2008/2009 school year, any employee who waives insurance coverage will receive a reimbursement equal to 25% of the cost of the plan premium(s). Payment will be made at the conclusion of the year.

Any employee who chooses the Patriot X plan will pay \$200 per year towards the cost of the plan.

The Board will maintain a Section 125 Plan to allow deduction of employee health benefit premium contributions on a pre-tax basis.

- B. Effective January 1, 2004, the prescription co-pay shall change to a \$15 brand name/\$10 generic retail and a \$15brand/\$10 generic mail order co-pay full family prescription plan for each employee provided by Benecard, or its equivalent. Effective January 1, 2008 the Board shall implement a preferred/non-preferred prescription plan with co-pays of:

\$25 - non-preferred

\$15 - preferred

\$10 - generic

Appropriate co-pay is applicable two times (2x) on each mail order prescription.

Only one member of a married couple, both of whom are employed by the Board of Education, shall be eligible for the prescription plan.

- C. The Board of Education will provide the identical plan with the New Jersey Dental Service Plan as provided during the 1984 - 85 school year. The Board of Education will provide the New Jersey Dental Service Plan or an equivalent plan.

ARTICLE XIX - AGENCY SHOP REPRESENTATION FEE

- A. Purpose of Fee: In the event a unit member does not become a member of the Association during the time covered by this Agreement, the member will be required to pay a representation fee to the Association.
- B. Amount of Fee: The representation fee in lieu of dues shall be an amount equivalent to regular membership dues, initiation fees and assessments charged by the majority representative to its own members less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fees exceed 85% of the regular membership dues, fees and assessments.
- C. Deduction and Transmission of Fee:
 - 1. Notification - Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those unit members who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such unit members, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
 - 2. Payroll Deduction Schedule - The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each unit members on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
 - a. 10 days after receipt of aforesaid list by the Board; or
 - b. 30 days after the unit members begins his or her employment in a bargaining unit position, unless the teacher/secretary previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position, or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the unit members employment in a bargaining unit position, whichever is later.
 - 3. Termination of Employment - If a unit members who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics - Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
5. Changes - The Association will notify the Board in writing of any changes in the list provided for in paragraph 2 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
6. New Employees - On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all unit members 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 unit members.
7. The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by the employer in conformance with this article.

ARTICLE XX - SUBCONTRACTING PROVISION

- A. The Association may provide input to the Board of Education during the formulation of specifications prior to the submission to any prospective contractors.
- B. At the time of the submission of specifications to bidders, the Association may provide how it can effectuate cost savings to the Board of Education.

ARTICLE XXI - MISCELLANEOUS PROVISIONS

- A. The Agreement shall be presented to employees now employed or subsequently employed. The Agreement shall be printed within thirty (30) days of the Agreement being signed. The Board and the Association will share the cost of printing the Agreement.
- B. Both parties shall agree to a mutual commitment to verbatim portions of the N.J. Statutes which apply to the operation of the schools, and further agree that alleged violations of said statutes which are not subject to arbitration shall be referred to the appropriate agency designated by the statute in the event of a dispute between the two parties.

- C. The Board agrees 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 employees or in the application or administration of this agreement.
- D. If any provision of this Agreement to any employee or group of employees is 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.
- E. Any individual contract between the Board and an individual employee shall be consistent with the terms and conditions of this Agreement during its duration.

ARTICLE XXII - DURATION OF AGREEMENT

- A. Duration Period – the foregoing Agreement shall be effective as of July 1, 2013 and shall continue in effect until June 30, 2016, subject to the Association’s right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- B. Status of incorporation – in witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by the respective secretaries, and their corporate seals to be placed here on, all on the day and year first above written.
- C. This Agreement constitutes Board Policy for the term of said Agreement.

Burlington Township Education Association

By its President Marleese Fullert

Date 12/22/14

By its Secretary Michelle Satchell

Date 12/22/14

Burlington Township Board of Education

By its President Conna Christman

Date 12/22/14

By its Secretary [Signature]

Date 12/22/14

Schedule A - Salary Guide (Certified Staff)

A minimum of fifteen (15) hours of Superintendent approved “in-house” participation in staff in-service activities would count as one (1) credit for purposes of horizontal salary guide movement. No more than six (6) “in-house” credits can be applied towards movement from any one column to another column: e.g.: from BA+15 to BA+30. All “in-house” credits earned prior to an approved column movement, may not be reapplied for subsequent column movement.

SCHEDULE A - TEACHER SALARY GUIDES

TEACHERS

Old Contract 2012-2013

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
A	50734	51448	52213	54304	55069	56410	57022	57634	58450
B	50934	51648	52413	54504	55269	56610	57222	57834	58650
C	51189	51903	52668	54759	55524	56865	57477	58089	58905
D	51444	52158	52923	55014	55779	57120	57732	58344	59160
E	51699	52413	53178	55269	56034	57375	57987	58599	59415
F	51954	52668	53433	55524	56289	57630	58242	58854	59670
G	52209	52923	53688	55779	56544	57885	58497	59109	59925
H	52600	53314	54079	56170	56935	58276	58888	59500	60316
I	55580	56294	57059	59150	59915	61256	61868	62480	63296
J	59660	60374	61139	63230	63995	65336	65948	66560	67376
K	63740	64454	65219	67310	68075	69416	70028	70640	71456
L	67820	68534	69299	71390	72155	73496	74108	74720	75536
M	73430	74144	74909	77000	77765	79106	79718	80330	81146
Career	75765	76479	77244	79335	80100	81441	82053	82665	83481

The following applies to the contract:

EXTENDED MASTERS with written verification from the university

A Masters Degree requiring 40-49 credits will receive an additional \$300 bonus;

A Masters Degree requiring 50-59 credits will receive a \$600 bonus; and

A Masters Degree requiring 60 credits or above will receive a \$900 bonus.

LONGEVITY:

At the start of the employee's twentieth (20th) year of service in Burlington Township (not including any experience credited at initial hire),

the employee shall receive an additional two thousand eight-hundred dollars (\$2,800) in longevity.

At the start of the employee's twenty-fifth (25th) year of service in Burlington Township (not including any experience credited at initial hire),

the employee shall receive an additional one-thousand three-hundred dollars (\$1,300) in longevity, for a total of four thousand one-hundred dollars (\$4,100) in longevity.

TEACHERS

New Contract I This guide is from September 1, 2013 through January 15, 2014.
 This guide represents a freeze. Your position on this guide is the same as the "Old Contract."

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
A	50734	51448	52213	54304	55069	56410	57022	57634	58450
B	50934	51648	52413	54504	55269	56610	57222	57834	58650
C	51189	51903	52668	54759	55524	56865	57477	58089	58905
D	51444	52158	52923	55014	55779	57120	57732	58344	59160
E	51699	52413	53178	55269	56034	57375	57987	58599	59415
F	51954	52668	53433	55524	56289	57630	58242	58854	59670
G	52209	52923	53688	55779	56544	57885	58497	59109	59925
H	52600	53314	54079	56170	56935	58276	58888	59500	60316
I	55580	56294	57059	59150	59915	61256	61868	62480	63296
J	59660	60374	61139	63230	63995	65336	65948	66560	67376
K	63740	64454	65219	67310	68075	69416	70028	70640	71456
L	67820	68534	69299	71390	72155	73496	74108	74720	75536
M	73430	74144	74909	77000	77765	79106	79718	80330	81146
Career	75765	76479	77244	79335	80100	81441	82053	82665	83481

TEACHERS

New Contract II This guide is from January 30, 2014 through June 30 2014.
 All members move one step during the duration of this guide.

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
A	50734	51448	52213	54304	55069	56410	57022	57634	58450
B	50934	51648	52413	54504	55269	56610	57222	57834	58650
C	51189	51903	52668	54759	55524	56865	57477	58089	58905
D	51611	52325	53090	55181	55946	57287	57899	58511	59327
E	51843	52557	53322	55413	56178	57519	58131	58743	59559
F	52101	52815	53580	55671	56436	57777	58389	59001	59817
G	52355	53069	53834	55925	56690	58031	58643	59255	60071
H	52745	53459	54224	56315	57080	58421	59033	59645	60461
I	55580	56294	57059	59150	59915	61256	61868	62480	63296
J	59660	60374	61139	63230	63995	65336	65948	66560	67376
K	63740	64454	65219	67310	68075	69416	70028	70640	71456
L	68735	69449	70214	72305	73070	74411	75023	75635	76451
M	73430	74144	74909	77000	77765	79106	79718	80330	81146
Career	76256	76970	77735	79826	80591	81932	82544	83156	83972

TEACHERS

New Contract III This guide is from September 1, 2014 through March 15, 2015.

This guide represents a freeze. Your position on this guide is the same as the New Contract II.

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
A	50734	51448	52213	54304	55069	56410	57022	57634	58450
B	50934	51648	52413	54504	55269	56610	57222	57834	58650
C	51189	51903	52668	54759	55524	56865	57477	58089	58905
D	51611	52325	53090	55181	55946	57287	57899	58511	59327
E	51843	52557	53322	55413	56178	57519	58131	58743	59559
F	52101	52815	53580	55671	56436	57777	58389	59001	59817
G	52355	53069	53834	55925	56690	58031	58643	59255	60071
H	52745	53459	54224	56315	57080	58421	59033	59645	60461
I	55580	56294	57059	59150	59915	61256	61868	62480	63296
J	59660	60374	61139	63230	63995	65336	65948	66560	67376
K	63740	64454	65219	67310	68075	69416	70028	70640	71456
L	68735	69449	70214	72305	73070	74411	75023	75635	76451
M	73430	74144	74909	77000	77765	79106	79718	80330	81146
Career	76256	76970	77735	79826	80591	81932	82544	83156	83972

TEACHERS

New Contract

IV

This guide is from March 30, 2015 through June 30, 2015.

All members move one step during the duration of this guide. This represents the second movement.

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
A	50734	51448	52213	54304	55069	56410	57022	57634	58450
B	50934	51648	52413	54504	55269	56610	57222	57834	58650
C	51189	51903	52668	54759	55524	56865	57477	58089	58905
D	51611	52325	53090	55181	55946	57287	57899	58511	59327
E	52243	52957	53722	55813	56578	57919	58531	59143	59959
F	52446	53160	53925	56016	56781	58122	58734	59346	60162
G	52700	53414	54179	56270	57035	58376	58988	59600	60416
H	53090	53804	54569	56660	57425	58766	59378	59990	60806
I	55823	56537	57302	59393	60158	61499	62111	62723	63539
J	59822	60536	61301	63392	64157	65498	66110	66722	67538
K	63740	64454	65219	67310	68075	69416	70028	70640	71456
L	68735	69449	70214	72305	73070	74411	75023	75635	76451
M	73545	74259	75024	77115	77880	79221	79833	80445	81261
Career	76756	77470	78235	80326	81091	82432	83044	83656	84472



TEACHERS

New Contract V This guide is from September 1, 2015 through June 30, 2016.

This guide represents a freeze. Your position on this guide is the same as the New Contract IV.

Step A has been eliminated in year three. Because a step has been eliminated, the first step on the guide has now been labeled A-B.

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
A-B	51600	52314	53079	55170	55935	57276	57888	58500	59316
C	51800	52514	53279	55370	56135	57476	58088	58700	59516
D	52010	52724	53489	55580	56345	57686	58298	58910	59726
E	52335	53049	53814	55905	56670	58011	58623	59235	60051
F	52535	53249	54014	56105	56870	58211	58823	59435	60251
G	52835	53549	54314	56405	57170	58511	59123	59735	60551
H	53116	53830	54595	56686	57451	58792	59404	60016	60832
I	55823	56537	57302	59393	60158	61499	62111	62723	63539
J	59822	60536	61301	63392	64157	65498	66110	66722	67538
K	63740	64454	65219	67310	68075	69416	70028	70640	71456
L	68735	69449	70214	72305	73070	74411	75023	75635	76451
M	73545	74259	75024	77115	77880	79221	79833	80445	81261
Career	76756	77470	78235	80326	81091	82432	83044	83656	84472



SCHEDULE B - SECRETARIES

(Old)	Stay (Yr 1)	Move (Yr 2)	Move (Yr 3)
2012- 2013	2013- 2014	2014- 2015	2015- 2016
Salaries	Salaries	Salaries	Salaries

12 Month Secretary

	29545			
A-B	29800	30100	30100	30150
C	30055	30500	30500	30550
D	30310	31000	31000	31000
E	30540	31350	31350	31350
F	30769	31625	31625	31625
G	31279	31816	31816	31816
H	31789	32116	32116	32116
I	32325	32971	32971	32971
J	33829	33829	33829	33829
K	36711	37445	37445	37445
L	39337	40124	40124	40124
M	42754	43609	43609	43609
N	46145	47068	47440	47800

Step A has been eliminated from this guide immediately. These steps will be renamed to reflect this change.

(Old)	Stay (Yr 1)	Move (Yr 2)	Move (Yr 3)
2012- 2013	2013- 2014	2014- 2015	2015- 2016
Salaries	Salaries	Salaries	Salaries

12 Month Administrative Secretaries

	30055			
A-B	30310	30800	30800	30800
C	30565	31100	31100	31100
D	30820	31400	31400	31400
E	31075	31696	31700	31700
F	31330	31956	31956	32000
G	31840	32256	32256	32256
H	32299	32556	32556	32556
I	32864	33521	33521	33521
J	34339	34339	34339	34339
K	37221	37945	37945	37945
L	39822	40618	40618	40618
M	43188	44000	44000	44000
N	46655	47588	47940	48300

Step A has been eliminated from this guide immediately. These steps will be renamed to reflect this change.

SCHEDULE B - SECRETARIES

(Old)	Stay (Yr 1)	Move (Yr 2)	Move (Yr 3)
2012- 2013	2013- 2014	2014- 2015	2015- 2016
Salaries	Salaries	Salaries	Salaries

12 Month Secretary

	29545			
A-B	29800	30100	30100	30150
C	30055	30500	30500	30550
D	30310	31000	31000	31000
E	30540	31350	31350	31350
F	30769	31625	31625	31625
G	31279	31816	31816	31816
H	31789	32116	32116	32116
I	32325	32971	32971	32971
J	33829	33829	33829	33829
K	36711	37445	37445	37445
L	39337	40124	40124	40124
M	42754	43609	43609	43609
N	46145	47068	47440	47800

Step A has been eliminated from this guide immediately. These steps will be renamed to reflect this change.

(Old)	Stay (Yr 1)	Move (Yr 2)	Move (Yr 3)
2012- 2013	2013- 2014	2014- 2015	2015- 2016
Salaries	Salaries	Salaries	Salaries

12 Month Administrative Secretaries

	30055			
A-B	30310	30800	30800	30800
C	30565	31100	31100	31100
D	30820	31400	31400	31400
E	31075	31696	31700	31700
F	31330	31956	31956	32000
G	31840	32256	32256	32256
H	32299	32556	32556	32556
I	32864	33521	33521	33521
J	34339	34339	34339	34339
K	37221	37945	37945	37945
L	39822	40618	40618	40618
M	43188	44000	44000	44000
N	46655	47588	47940	48300

Step A has been eliminated from this guide immediately. These steps will be renamed to reflect this change.

SCHEDULE C - SUPPORT STAFF SALARY GUIDES – Para, RN, IA,

(Old)	Stay (Yr 1)	Move (Yr 2)	Move (Yr 3)
2012- 2013	2013- 2014	2014- 2015	2015- 2016
Salaries	Salaries	Salaries	Salaries

Para

	30828			
	31035			
	31241			
A-B-C-D	31447	31900	32100	32300
E	31653	32200	32400	32600
F	31859	32495	32700	32900
G	32045	32995	32995	33200
H	32561	33495	33495	33495
I	33076	33995	33995	33995
J	33718	34495	34495	34495
K	35264	35969	35969	35969
L	36811	36811	36811	36811
M	38461	38461	38461	38461
N	40162	40162	40162	40162
O	41863	41863	41863	41863
P	43606	43606	43606	43606

Steps A - C have been eliminated from this guide immediately. These steps will be renamed to reflect this change.

All support staff guides represent an immediate percent increase setting up retro checks that date back to September.

All support staff members move in the beginning of year 2 & year 3.

	Stay	Move	Move
(Old)	(Yr 1)	(Yr 2)	(Yr 3)
2012-	2013-	2014-	2015-
2013	2014	2015	2016
Salaries	Salaries	Salaries	Salaries

RN

	39522			
	40037			
	40553			
A-B-C-D	41068	41900	42000	42000
E	41584	42415	42500	42500
F	42100	42700	42700	42700
G	42615	43025	43025	43025
H	43131	43915	43915	43915
I	43727	44415	44415	44415
J	46613	46613	46613	46613
K	49399	49399	49399	49399
L	51977	51977	51977	51977
M	54554	55645	55645	55645
N	57132	57132	57132	57132
O	59710	60904	60904	60904
P	62278	62778	63100	63500

Steps A - C have been eliminated from this guide immediately. These steps will be renamed to reflect this change.

	Stay	Move	Move
(Old)	(Yr 1)	(Yr 2)	(Yr 3)
2012-	2013-	2014-	2015-
2013	2014	2015	2016
Salaries	Salaries	Salaries	Salaries

IA

A	18277	18591	18700	18800
B	18586	18957	18957	19000
C	18844	19220	19220	19220
D	19101	19420	19420	19420
E	19359	19620	19620	19620
F	19978	20377	20377	20377
G	20622	20622	20622	20622
H	22040	22040	22040	22040
I	24302	24788	25100	25425

(Old)	Stay (Yr 1)	Move (Yr 2)	Move (Yr 3)
.12-13	.13-14	.14-15	.15-16
Salaries	Salaries	Salaries	Salaries

Clerks

	24044			
	24301			
	24564			
A-B-C-D	24832	25600	25600	25600
E	25340	25846	25900	25900
F	25845	26146	26146	26200
G	26395	26446	26446	26446
H	26604	26776	26776	26776
I	26813	27076	27076	27076
J	27024	27376	27376	27376
K	27441	27676	27676	27676
L	28478	28478	28478	28478
M	29335	29335	29335	29335
N	30363	30363	30363	30363
O	31489	31489	31489	31489
P	32145	32145	32145	32145

Steps A - C have been eliminated from this guide immediately. These steps will be renamed to reflect this change.

SCHEDULE D - BASIC SKILLS AIDES SALARY GUIDE

BASIC SKILLS AIDES

BASE YEAR
 2012-2013

Year 1
 2013-2014

Freeze
 on
 Step

Year
 2
 2014-2015

Move

Year
 3
 2015-2016

Move

Step	Salary
A	11.97
B	12.17
C	12.43
D	13.21
E	13.73
F	14.51
G	15.28
H	16.06
I	16.84
J	17.35
K	19.17
OG	21.11

Step	Salary
A	12.12
B	12.27
C	12.47
D	12.72
E	13.02
F	13.52
G	14.27
H	15.22
I	16.42
J	17.87
K	19.57
OG	21.52

Step	Salary
A	12.72
B	12.87
C	13.07
D	13.32
E	13.62
F	14.12
G	14.87
H	15.82
I	17.02
J	18.47
K	20.17
OG	22.11

Step	Salary
A	13.25
B	13.40
C	13.60
D	13.85
E	14.15
F	14.65
G	15.40
H	16.35
I	17.55
J	19.00
K	20.70
OG	22.63

SCHEDULE E - SPECIAL EDUCATION AIDES SALARY GUIDES

SPECIAL EDUCATION AIDES

Year 1 Freeze on Year 2 Move Year 3 Move
 2013-14 Step 2014-15 2015-16

Step	Salary
A	12.21
B	12.41
C	12.68
D	13.21
E	13.47
F	14.00
G	14.27
H	15.06
I	15.59
J	16.38
K	17.18

Step	Salary
A	12.39
B	12.59
C	12.86
D	13.39
E	13.65
F	14.18
G	14.45
H	15.24
I	15.77
J	16.56
K	17.36

Step	Salary
A	12.87
B	13.07
C	13.37
D	13.77
E	14.17
F	14.57
G	14.97
H	15.37
I	15.87
J	16.64
K	17.44

SCHEDULE F – EXTRA-CURRICULAR GUIDES

Schedule F Extra Curricular Guides			
Head Coaches	2013-2014	2014-2015	2015-2016
Football	\$9,378	\$9,650	\$9,891
Basketball	\$9,378	\$9,650	\$9,891
Wrestling	\$9,378	\$9,650	\$9,891
Soccer	\$7,644	\$7,866	\$8,062
Baseball	\$7,644	\$7,866	\$8,062
Spring Track	\$7,644	\$7,866	\$8,062
Softball	\$7,644	\$7,866	\$8,062
Hockey	\$7,644	\$7,866	\$8,062
Cross Country	\$5,300	\$5,453	\$5,590
Tennis	\$5,300	\$5,453	\$5,590
Cheerleading	\$5,300	\$5,453	\$5,590
Winter Track	\$5,300	\$5,453	\$5,590
Bowling	\$5,300	\$5,453	\$5,590
Golf	\$5,300	\$5,453	\$5,590

Assistant Coaches			
	2013-2014	2014-2015	2015-2016
Football	\$6,565	\$6,755	\$6,924
Basketball	\$6,565	\$6,755	\$6,924
Wrestling	\$6,565	\$6,755	\$6,924
Soccer	\$5,350	\$5,506	\$5,643
Baseball	\$5,350	\$5,506	\$5,643
Spring Track	\$5,350	\$5,506	\$5,643
Softball	\$5,350	\$5,506	\$5,643
Hockey	\$5,350	\$5,506	\$5,643
Cross Country	\$4,444	\$4,573	\$4,688
Tennis	\$4,444	\$4,573	\$4,688
Cheerleading	\$4,444	\$4,573	\$4,688
Winter Track	\$4,444	\$4,573	\$4,688
Bowling	\$4,444	\$4,573	\$4,688

Longevity: Given for service to Burlington Township in a given sport either boys or girls

Longevity	2013-2014	2014-2015	2015-2016
Years of Service			
5-7	\$ 293	\$ 293	\$ 293
8-10	\$ 439	\$ 439	\$ 439
11-13	\$ 586	\$ 586	\$ 586
14-16	\$ 738	\$ 738	\$ 738
17-19	\$ 879	\$ 879	\$ 879
20-22	\$ 1,031	\$ 1,031	\$ 1,031
23-25	\$ 1,190	\$ 1,190	\$ 1,190

SCHEDULE G – CO-CURRICULAR GUIDES

Schedule G Co-Curricular Salaries			
	2013-2014	2014-2015	2015-2016
Crowd Control - Football, Soccer, Basketball (V & JV)	\$ 53	\$ 53	\$ 53
Crowd Control - Freshman Basketball (one game)	\$ 39	\$ 39	\$ 39
Chain Crew (Football)	\$ 53	\$ 53	\$ 53
Announcer (Football)	\$ 64	\$ 64	\$ 64
Scorekeeper/Announcer -Basketball	\$ 53	\$ 53	\$ 53
Score Keeper - Freshman Basketball	\$ 39	\$ 39	\$ 39
Clock Operator - Basketball (V&JV)	\$ 64	\$ 64	\$ 64
Clock Operator - One Game	\$ 44	\$ 44	\$ 44
Site Manager - When admission is charged	\$ 67	\$ 67	\$ 67
Site Manager - When no admission is charged	\$ 59	\$ 59	\$ 59
Money Manager - Tickets	\$ 67	\$ 67	\$ 67
Ticket Sales	\$ 53	\$ 53	\$ 53
Staff Bus Driver - One way	\$ 65	\$ 65	\$ 65
Staff bus Driver - Round Trip	\$ 103	\$ 103	\$ 103
Snack Shack	\$ 183	\$ 183	\$ 183
Weight Room	\$ 35	\$ 35	\$ 35

Group III	2013-2014	2014-2015	2015-2016
Chaperone - under 3 hours	\$ 86	\$ 86	\$ 86
Chaperone - over 3 hours	\$ 107	\$ 107	\$ 107
Chaperone - no school or over 6 hours	\$ 128	\$ 128	\$ 128
Chaperone Overnight	\$ 151	\$ 151	\$ 151
Detention- HS	\$ 35	\$ 35	\$ 35
Detention- MS	\$ 35	\$ 35	\$ 35
Detention - Elementary	\$ 35	\$ 35	\$ 35
Evening Assignment	\$ 90	\$ 90	\$ 90
Driver Education	\$ 52	\$ 52	\$ 52
Home Instruction	\$ 63	\$ 63	\$ 63
Professional Day	\$ 32	\$ 32	\$ 32
Class Coverage	\$ 63	\$ 63	\$ 63
Summer Sch. Teacher	\$ 35	\$ 35	\$ 35
Summer Sch. Sec/aide	\$ 20	\$ 20	\$ 20
Homework Hotline	\$ 32	\$ 32	\$ 32
Curriculum Writing	\$ 32	\$ 32	\$ 32
Staff Trainer-Teachers teaching teachers	\$ 35	\$ 35	\$ 35
Cafeteria/lunch aides	\$ 16	\$ 16	\$ 16
SOS (tutoring) Young Sch.	\$ 35	\$ 35	\$ 35
Family Learning Series	\$ 35	\$ 35	\$ 35
HS SAT Coach	\$ 12,298	\$ 12,298	\$ 12,298
Web Master / Trainer	\$ 3,230	\$ 3,230	\$ 3,230
Elementary Bus Duty	\$ 1,755	\$ 1,755	\$ 1,755

Group IV	2013-2014	2014-2015	2015-2016
Department Head	\$ 1,503	\$ 1,503	\$ 1,503
Head Teacher	\$ 5,734	\$ 5,734	\$ 5,734
Unit Coordinator	\$ 2,512	\$ 2,512	\$ 2,512
HS Cluster Coordinator	\$ 2,512	\$ 2,512	\$ 2,512
Grade Level Chairperson	\$ 2,512	\$ 2,512	\$ 2,512
Computer Trainer Elem.	\$ 2,512	\$ 2,512	\$ 2,512
Athletic Trainer	\$ 10,445	\$ 10,445	\$ 10,445
Assistant Athletic Director	\$ 9,692	\$ 9,692	\$ 9,692

Group I	2013-2014	2014-2015	2015-2016
Class Advisors	\$2,709	\$2,788	\$2,858

Group II	2013-2014	2014-2015	2015-2016
HS/MS Club	\$1,288	\$1,325	\$1,359
HS/MS Club Assistant	\$1,079	\$1,110	\$1,138
Elementary Clubs	\$1,013	\$1,043	\$1,069
Intramural MS	\$1,288	\$1,325	\$1,359
Set Head	\$1,288	\$1,325	\$1,359
Set Assistant	\$1,079	\$1,110	\$1,138

Group V	2013-2014	2014-2015	2015-2016
Falcon	\$3,181	\$3,274	\$3,355
Falcon Crest	\$1,171	\$1,205	\$1,235
News letter	\$2,862	\$2,945	\$3,019
News letter Assistant	\$1,654	\$1,702	\$1,744

Group VI	2013-2014	2014-2015	2015-2016
School Store HS	\$1,722	\$1,772	\$1,816
School Store MS	\$1,329	\$1,368	\$1,402
Student Council HS	\$3,252	\$3,346	\$3,430
Student Council MS	\$1,978	\$2,035	\$2,086
Yearbook Business HS	\$3,022	\$3,110	\$3,188
Yearbook Editor HS	\$4,087	\$4,206	\$4,311
Yearbook Editor MS	\$1,631	\$1,679	\$1,720
Yearbook Bus. MS	\$1,201	\$1,236	\$1,267
Yearbook Photographer MS	\$1,189	\$1,223	\$1,254
AVA Elementary	\$1,557	\$1,602	\$1,642
AVA-MS	\$3,061	\$3,150	\$3,229

Group VII	2013-2014	2014-2015	2015-2016
Band HS	\$5,749	\$5,916	\$6,063
Band MS	\$1,679	\$1,728	\$1,771
Band MS Assistant	\$1,046	\$1,076	\$1,103
Band HS Assistant	\$3,406	\$3,505	\$3,593
Band Front HS	\$3,664	\$3,770	\$3,865
Drum Line Assistant	\$2,223	\$2,288	\$2,345
Percussion Assistant	\$2,223	\$2,288	\$2,345
Jazz Band	\$3,488	\$3,589	\$3,678
Chorus HS	\$1,927	\$1,983	\$2,032
Chorus MS	\$1,179	\$1,213	\$1,243
Play HS Director	\$2,825	\$2,907	\$2,980
Play HS Associate	\$2,492	\$2,564	\$2,628
Play Assistants	\$1,173	\$1,207	\$1,238
Musical Director	\$3,377	\$3,475	\$3,562
Musical Associate	\$2,768	\$2,848	\$2,919
Musical Assistants	\$1,369	\$1,409	\$1,444
Sound & Lights-MS	\$2,153	\$2,215	\$2,271
Show Choir Director	\$2,542	\$2,615	\$2,681
Show Choir Assistants	\$1,577	\$1,623	\$1,663