

AGREEMENT
by and between
THE CENTRAL REGIONAL BOARD OF EDUCATION
and
THE CENTRAL REGIONAL EDUCATION ASSOCIATION
JULY 1, 2002 THROUGH JUNE 30, 2005

TABLE OF CONTENTS

ARTICLE NUMBER	TITLE	PAGE NUMBER
	PREAMBLE	
1	RECOGNITION	1
2	NEGOTIATION PROCEDURE	2
3	GRIEVANCE PROCEDURE	2
4	ASSOCIATION RIGHTS AND PRIVILEGES	6
5	MANAGEMENT RIGHTS	7
6	DISTRICT EMPLOYMENT PROCEDURES	8
7	PROFESSIONAL STAFF ASSIGNMENT	10
8	WORK HOURS - WORK LOAD	12
9	OVERTIME	15
10	HOLIDAYS	16
11	VACATIONS	17
12	SCHOOL CLOSING WEATHER/EMERGENCY CLOSING	19
13	WORK YEAR	19
14	ABSENCE NOTIFICATION	20
15	LEAVES	20
16	STUDENT DISCIPLINE	22
17	RESPONSIBILITIES	22
18	MEMBERS' RIGHTS	23
19	EXTENDED LEAVES - ALL STAFF	24
20	EVALUATION OF STAFF	28
21	WORK CONTINUITY	31
22	ADMINISTRATION STAFF LIAISON	31
23	DEDUCTIONS FROM SALARY	31
24	HOSPITAL AND MEDICAL COVERAGE	32
25	FULLY BARGAINED PROVISION	33
26	PROMOTIONS, FEDERAL PROGRAMS, VACANCIES AND TRANSFERS	33
27	STAFF DEVELOPMENT	34
28	UNIFORMS	36
29	SALARY/LONGEVITY	37
30	SICK LEAVE - RETIREMENT	38
31	MISCELLANEOUS PROVISIONS	38
32	DURATION OF AGREEMENT	39
APPENDIX A	PROFESSIONAL STAFF GUIDE	40
APPENDIX B	CLERK/SECRETARIAL GUIDE	42
APPENDIX C	CUSTODIAN/MAINTENANCE GUIDE	44
APPENDIX D	ATHLETIC GUIDE	46
APPENDIX E	CHEERLEADING GUIDE	48
APPENDIX F	ACTIVITY GUIDE	49
APPENDIX G	SALARY AND STIPENDS	51

PREAMBLE

This Agreement entered into this first day of July, 2002, by and between the Board of Education of the Central Regional High School District of the County of Ocean, New Jersey, hereinafter called the "Board" and the Central Regional Education Association, hereinafter called the "Association", as follows:

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

ARTICLE 1

RECOGNITION

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining agent for the purpose of collective negotiations concerning terms and conditions of employment for all regularly employed, full or part time, certified or non-certified, personnel designated as follows: a) classroom teachers, b) guidance counselors, c) child study team members, d) nurses, e) librarians, f) department heads, g) office secretarial or clerical staff, h) custodians, maintenance, security, and grounds, i) classroom and educational aides, j) supply clerks, k) television studio production assistant, l) athletic trainer m) media specialist.

The following shall be excluded from the above recognition: confidential secretaries, board office and superintendent's office, all supervisory and administrative assistants, building principals, vice principals, coordinators, assistant superintendents, business managers, athletic directors, transportation coordinators, supervisor of buildings and grounds.

- B. Unless otherwise Indicated, the terms Association Member, when used hereinafter, shall refer to all the unit designees as listed above. All references to male shall include female designations.
- C. The Articles and specific designation as Teacher, Secretary, Custodian, shall be listed separately above each provision, and it shall be understood by the parties that the specific inclusion of language specifications within each of the designated areas shall list the category of each of the units to whom it pertains.

ARTICLE 2

NEGOTIATION PROCEDURE

- A. The Association shall submit its proposal for negotiations through the office of the Superintendent no later than the December 1st preceding the expiration date of the contract. The Board will review this proposal and will present its proposal to the Association within ten (10) school days after receipt of the Association proposal.

- B. The parties agree to meet at reasonable times in a good faith effort to reach mutually acceptable terms and conditions of employment in accordance with the New Jersey Employer-Employee Relations Act. Any variation from this procedure shall be by mutual written agreement of both parties.
- C. The Board shall make available to the Association upon reasonable specific' request, all information which is a matter of public record and is pertinent to the negotiations process.
- D. Except as this Agreement shall hereinafter otherwise provide, proposed new rules or modifications of existing rules governing workers' conditions shall be negotiated with the majority representative before they are established.
- E. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- F. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement.

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" shall mean a complaint by employee(s) or representative(s) of employee(s) arising out of an alleged misapplication, misinterpretation or violation of the terms of this Agreement or administrative decisions or practices rendered thereunder.
2. An "aggrieved person" is the person/persons or the Association making the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure at the lowest possible level, solutions to the grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any Member having a grievance to discuss the matter informally with any appropriate member of the Administration or line supervisor, and having the grievance

adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps of this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. A grievance to be considered under this procedure must be initiated in writing by the employee within thirty (30) days of the occurrence of the actual happening which gives rise to the grievance.

4. Level One

When a grievance occurs, personnel covered by this Agreement shall file a written notice of said grievance with the building principal or, at District level positions, the appropriate supervisor, either directly or through the Association's designated representative. Within twelve (12) school days of receipt of said written notice of grievance, the building principal or District level supervisor or appropriate supervisor shall consider said grievance and shall issue a written opinion.

5. Level Two

a. If an aggrieved person(s) is not satisfied with the opinion issued by the building principal or District level supervisor, the Association may, within forty-five (45) school days after receipt of the opinion issued at Level One, refer the written grievance to the Superintendent of Schools, who shall hold a hearing. Such demand for a hearing shall be in writing and shall include the position of the Association and shall include all available relevant evidence in support thereof.

b. Within six (6) school days after receipt of the position of the Association, the Superintendent of Schools shall schedule and hold a hearing for the purpose of allowing the Association to submit appropriate evidence.

c. Within six (6) school days after the conclusion of the hearing, the Superintendent of Schools shall issue a decision, in writing, setting forth his findings of fact, reasoning and conclusions on the issues submitted to him.

6. Level Three

a. If the decision rendered by the Superintendent is adverse to the aggrieved, the Association may, within six (6) school days after the Superintendent has rendered such adverse decision, or within ten (10) school days after the position of the Association was received by the Superintendent, appeal, in writing, to the Board.

b. The Board shall consider the appeal and may, within ten (10) school days after receipt of such appeal, hold a hearing. If a hearing is held, the Board shall issue a decision, in writing, within ten (10) school days after the conclusion of such hearing or next scheduled Board Meeting but not to exceed fifteen (15) days.

c. If the Board determines that a hearing is not warranted or necessary, it shall nevertheless, issue a decision, in writing, within ten (10) school days after the receipt of the appeal from the Association.

d. Such appeal shall, in all cases, be confined solely to the issue or issues and evidence submitted in support thereof to the Superintendent and shall provide the specific basis of disagreement and evidence in support thereof.

e. If new evidence is obtained in support of such grievance after the hearing at Level Three, the Association shall notify the Superintendent, in writing, at which time the grievance shall return to Level Three. It is understood that no penalty shall accrue to the Association because of the failure of any administrative officer to render information properly requested by the Association and which the Association is entitled to receive.

7. Level Four

a. If the aggrieved person is not satisfied with the disposition of the grievance at Level Three, the aggrieved may within five (5) school days of the Board's decision, request in writing that the Association submit his/her grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

b. Within ten (10) school days after written notice of submission to arbitration, the Association shall request a listing of arbitrators from the American Arbitration Association and/or the Public Employment Relation Commission. The parties shall then be bound by the rules of either Commission on the selection of an arbitrator.

c. The arbitrator shall confer with the representatives of the Board and the Association and hold hearings promptly. Said hearing shall in all cases be confined solely to the issue or issues and evidence submitted in support thereof to the Board. The arbitrator shall limit himself/herself to the interpretation and application

of the express terms of this Agreement. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement or impose on any party hereto a limitation or obligation not provided for in this Agreement.

d. The arbitrator shall issue his/her recommendation not later than thirty (30) days from the date of the close of statements and proofs on the issues that were submitted to him/her. The arbitrator's recommendation shall set forth his/her findings of fact, reasoning and conclusions on the issues is submitted. The arbitrator shall be without power or authority to make any recommendation which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement.

e. The award of the arbitrator on the merits of any grievance within his/her jurisdiction and authority, as provided in this Agreement, shall be final and binding on the aggrieved employees, the Association and the Board.

f. All fees of the arbitrator, including but not limited to necessary travel expenses, fees for transcripts and payments to witnesses, of any arbitration proceedings shall be borne by the parties equally, except that each shall pay the fees of its own counsel.

8. Grievances arising over alleged violations of Board policy or Administrative decisions shall be subject to the grievance procedure through Level Three.

D. Rights of Members to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or any person of his/her own choosing, including a representative selected or approved by the Association. When a member is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
2. No reprisals of any kind shall be taken by either party to this Agreement or the Administration against any party in interest, any building representative, any administrator, any member of the Association or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. If, in the judgment of the Association, a grievance affects a group or class of persons, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process a grievance despite an intention of abandonment by a specifically aggrieved person.
2. Forms for filing grievances, serving notices, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association with Board approval, 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.
4. Notwithstanding the pendency of any grievance, all personnel covered by this Agreement shall continue to perform all duties and assignments.
5. Failure by the aggrieved or the Association to process a grievance in accordance with the time schedule as set forth in this Article shall constitute an abandonment of the grievance and render it null and void. Failure of the Board to process a grievance in accordance with the time schedules as set forth in this Article shall permit the aggrieved to automatically proceed to the next level. Any waiver of this provision must be in writing and acknowledged by both parties.
6. The Association agrees to process all grievances solely through the grievance procedure.

ARTICLE 4

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable request from time to time, specific available information in the public domain, including any information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representative of the Association or any member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conference or meetings, he/she shall suffer no loss of pay.
- C. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property with appropriate prior administrative approval and provided that this shall not interfere with or interrupt normal school operations. Such approval shall not be unreasonably withheld.
- D. The Association and its representatives shall have the right to use the school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified at least two (2) school days in advance of the time and place of all such meetings, and his/her approval shall be required. Such approval shall not be unreasonably withheld.

- E. The Association shall have the right to have its qualified personnel use school facilities and equipment, including typewriters, mimeographing machines, other - duplicating equipment, calculating machines, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the actual cost of all materials and supplies incident to such use, and shall be responsible for any of the equipment. This right shall not extend to the Office of the Board Secretary or the Office of Superintendent of Schools.
- F. The Association shall have, in each school building, the exclusive use of a bulletin board in each lounge to be maintained by the Association. The Association- shall also be assigned available space on the bulletin board In the central office for Association' meeting notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no posting approval shall be required.
- G. The Association shall have the right to use the inter-school mail facilities and school mail boxes on Association business without the approval of building principals or other members of the administration; however, a copy of any and all materials so distributed must be simultaneously sent to building principals. The Association is not responsible for individuals using mail boxes without the Association's knowledge.
- H. All orientation programs for new staff shall provide a time at the end of the compulsory part of the program where the Association officers will be introduced and will be permitted to conduct an Association orientation program.
- I. The rights and privileges of the Association and its representatives as set forth in ARTICLE 4 of this Agreement shall be granted only to the Association as the exclusive representative of the members covered by this Agreement under Recognition ARTICLE.

ARTICLE 5

MANAGEMENT RIGHTS

- A. Except as herein limited by the terms of the Agreement, the Board of Education reserves the right in all respects to manage its business, operations, and affairs; to establish wages, hours and other terms and conditions of employment; and to change, combine, establish or discontinue jobs or operations. The Board's not exercising any right hereby reserved to it, or its exercising any right in a particular way, shall not be deemed a waiver or any such right or preclude the Board from exercising its authority in some other way not in conflict with the express terms of this Agreement.
- B. Nothing contained herein shall be construed to deny or restrict terms and conditions of employment which are presently in effect.

ARTICLE 6

DISTRICT EMPLOYMENT PROCEDURES

- A. The following designations shall be applicable to all staff and members of this unit.
1. The Board and the Association agree that there shall be no discrimination, as herein defined, and that all practices, procedures and policies of the school system clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of members, or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.
 2. All members of this unit shall be placed on his or her proper step of the applicable guide schedule no later than the beginning of each school year based on the appropriate category or classification.
 3. Previously accumulated unused sick leave days shall be restored to a member of this unit upon returning from any Board approved leave.
- B. Custodian, Maintenance, Security and Grounds Personnel
1. All custodial, maintenance, security and grounds personnel shall have a probation period of nine (9) months commencing on the first day of employment.
 2. The probation period shall be for only nine (9) months and if the probation period is successfully completed, then all time shall be credited toward seniority and longevity purposes.
 3. During probation a minimum of three (3) evaluations shall be conducted of the probationary employee by the designated supervisor.
 4. All twelve (12) month custodian, maintenance, security and/or grounds hired on or before April 1st shall receive credit for that year on their appropriate guide.
 5. Custodial and maintenance staff shall be given by the District fourteen (14) calendar days notice of dismissal and at the Board's option may either be required to continue to work for such period or receive payment for such time in lieu of actual service.
 6. A minimum notification of at least fourteen (14) days notice must be submitted to the Board of Education of the individual's intention to resign his or her position.
 7. All twelve (12) month custodial, maintenance, and grounds personnel shall have their contracts effective July 1st and expire on June 30th on the next successive year.

C. Secretarial, Clerical Staff, Supply Clerks and others

1. All ten (10) month personnel employed prior to February 1st of any school year shall be given full credit for one (1) year of service toward the next increment step for the following school year.
2. All twelve (12) month secretarial staff, clerical staff, and supply clerks hired on or before April 1st shall receive credit for that year on the appropriate guide.

D. Professional Staff

Teachers - Consideration for increment change shall not take place unless the teacher shall be employed prior to February 1st in the preceding school year.

E. Notification of Employment

All professional staff and non-instructional members of the C.R.E.A. shall receive notification of employment and salary status for the ensuing school year on or before the ensuing school year as provided in N.J.S.A. 18A:27-10 (Revised).

F. Methods of Payments

1. All twelve (12) month clerical, custodial, maintenance, grounds personnel employed shall be paid in twenty-four (24) semi-monthly installments.
2. All ten (10) month professional and non-professional staff employed shall be paid in twenty (20) semi-monthly installments, effective September 1st to June 30th.
3. All pay days for all members of the C.R.E.A. shall be on the 15th and 30th of each month. In the event a pay day falls on or during a holiday, vacation, or weekend, the pay check will be received on the last previous workday. Exceptions shall be with administrative approval.

- G. 1. Effective July 1, 1993, there shall be a reduction-in-force procedure for secretaries and clerks.
- a. Any secretary or clerk shall be laid-off in the order of seniority after she/he has completed three (3) years continuous service to the District. Paid leave time and unpaid leave time do not break continuity but also do not count toward the three (3) year continuous service, requirement. A voluntary quit breaks service.

- b. For the purposes of this section, seniority is earned in each separate category of (1) clerk and/or 2) Secretary/ Principal's secretary (unit positions). Time worked in category 2) counts towards seniority in category 1) Time worked in category 1) counts towards seniority in category 2) if the employee works in category 2) at the time of a reduction-in-force.
- c. In the event of a reduction-in-force in a category, any unit employee with less than three (3) years of service in a category must be laid off before any unit employee with (3) year of service.
- d. In the event that there are not a sufficient number of employees with less than three (3) years of seniority in a category to accommodate the reduction-in-force, employees in the category shall be laid off in inverse order of seniority.
- e. Any employee who has been reduced in force and who has three (3) years of continuous service in accordance with G. 1. shall be placed on a recall list for three (3) years and shall be offered:
 - 1. the next open clerk position in the unit, if all service before the reduction-in-force was a clerk; or
 - 2. the next open clerk or secretary/principal's secretary position in the unit, if service before the reduction-in-force included service as a secretary/principal's Secretary.

Employees must advise the District's Business office of any address change. Rejection of an open position under e.1) shall result in removal from the recall list. Rejection of an open clerk position under e. 2. shall not result in removal from the recall list.

ARTICLE 7

PROFESSIONAL STAFF ASSIGNMENT

- A. All teachers shall be given their class and/or subject tentative assignments for the forthcoming school year within five (5) school days after assignment scheduling has been completed, but not later than five (5) calendar days before the last day the teachers are required to report to school.
- B. In the event that changes in such classes and/or subject assignments are proposed after the end of the previous school year, any teacher affected shall be notified promptly in writing, and upon the written request of the teacher, the changes may be reviewed between the building principal or his designee and/or the Superintendent, with the teacher affected insofar as is practicable to arrange such meeting.
- C. In order to assure that pupils are taught by teachers working within their area of competence, teachers shall not be assigned outside the scope of their teaching certificates and/or their major or minor fields of study except in emergency. Assignments shall be made at the discretion of the Administration and within the area of teacher competency, teaching certification, or their major or minor fields of study.

- D. Teachers, as professionals, are expected to devote to their assignment the time necessary to meet their contractual responsibility as follows:
1. Sign in, Sign out
 - a. Teachers shall indicate their presence for duty in the a.m. by placing their names or initials on the appropriate "sign-in" document. No teacher will "sign-in" another teacher.
 - b. They shall indicate their departure by the same method in the p.m. using the appropriate "sign-out" document.
 2. Teachers will provide services to support and participate in activity (club) sponsorships and tutorial services as required for good educational programming before or after regular school hours, on a volunteer basis.
 3. Not including C.R.E.A. meetings, teachers may be required to report before or remain after the regular work day, without additional compensation for the purpose of attending faculty or other professional meetings two (2) days per month. Emergency meetings may be called by the Administration.
 - a. Such meetings will begin no later than fifteen (15) minutes after the student dismissal time, and shall run no more than sixty (60) minutes.
 - b. Teachers are required to be on time for said meetings.
 - c. Departmental meetings shall begin at an agreed upon starting time.
 - d. Teachers shall have an opportunity to discuss matters of school importance.
 4. Teachers participating in field trips which extend beyond the teacher's work day, as well as overnight and weekend trips, shall be voluntary.
 5. When there is a parent-teacher conference night, a Back-to-School Night or the Multi-Cultural Fair and teachers are required to attend. An early dismissal day will be scheduled before a holiday at the sole discretion of the Board of Education.
- E. Teachers holding a provisional certification shall be required to attend one (1) additional meeting per month for the purpose of mentoring.

ARTICLE 8

WORK HOURS - WORK LOAD

A. Professional Teaching Staff Members

1. The length of the school day will be seven (7) hours inclusive of arrival and dismissal except as provided within this Agreement.
2. Personnel covered hereunder shall report not later than fifteen (15) minutes prior to student reporting time and shall leave not earlier than ten (10) minutes after dismissal time.
3. The workload shall not consist of more than twenty-five (25) teaching periods per week. Any teaching staff member who is required to teach more than twenty-five (25) periods per week shall be compensated at a rate set forth in APPENDIX G of this Agreement.
4. The workload for the following categories of personnel for the contract year shall be as follows:
 - a. Department Chairpersons- Four (4) periods per day
 - b. Association President: No duty periods during the duration of this contract
 - c. Staff Development Leader: Three (3) teaching periods per day - no duty period
 - d. Staff Trainers: Four (4) teaching periods per day - no duty period.
5. Teachers may be assigned to double duty in reverse order of seniority after volunteers have been sought and not found. Said duty is restricted to hall duty no more than two teachers per period shall be affected. Compensation shall be equivalent to the 6th period stipend as outlined in Appendix G. No teacher already assigned to a sixth teaching period may be assigned the double duty unless they volunteer.
6. The Technology Coordinator will be allowed a flexible schedule but the total hours worked per week shall not be diminished.

B. Classroom Teachers

1. Each classroom teacher shall be guaranteed-one (1) full preparation period and one (1) duty period.
2. All professional staff covered hereunder shall have a duty-free lunch period. The time of the period shall be the same as that provided to the students.

3. Homeroom assignments or their equivalent shall not be considered a duty assignment or teaching period. Such assignments shall not extend the length of the school day.
4. Study hall periods shall be considered as duty periods pursuant to District practice.
5. Workshops for the purpose of performing necessary curriculum related functions will be held at the call of the department chairperson or curriculum supervisor.
6. In the event a teacher is assigned a class coverage by the District principal thus depriving him/her of his/her preparation period, he/she shall be remunerated pursuant to the specification contained in APPENDIX G which is attached to this contract.
7. It shall be understood that the District shall utilize volunteers before assigning staff to class coverage. The rate shall be the same for volunteers or assigned staff.
8. a. The Board of Education reserves the right to schedule certain classes in the middle school prior to the start of the regular school day. The teacher assigned to this class schedule will be permitted to leave prior to the regular dismissal time in the middle school.

The Board and its representative will not take action affecting major teaching assignments of teachers later than thirty (30) days prior to school opening date, except in case of emergency.

- b. Any new modifications in ARTICLE 8 shall be made known to the Association before any implementation in conformance to ARTICLE 2, Section D.

C. Office, Clerical and Secretarial Staff

1. The work day for clerical and secretarial staff shall consist of eight (8) hours including a sixty (60) minute lunch hour.
2. Break time - Scheduling of break time shall be determined by the unit member's immediate supervisor. The immediate supervisor may have the prerogative to schedule the break either in one (1) continuous period or two (2) periods, total break time not to exceed thirty (30) minutes.
3. New Shift Schedule – Effective in 2002 a new schedule shall be developed for one individual in the custodial department specifying a blend of the first shift and second shift (12 p.m. to 8: p.m.). Compensation for the shift shall reflect 5/8 of the 5% differential (3.125%). Such differential will be in addition to the employee's salary per guide.

D. Custodial, Maintenance, Security and Grounds

1. Employees covered by this Agreement shall work a minimum of five (5) consecutive eight (8) hour days with one-half (1/2) hour for lunch with two (2) consecutive days off.
2. Shift Schedule - Effective in 1990, a three (3) shift schedule shall be developed specifying a morning shift (7 a.m. to 3 p.m.), an afternoon shift (3 p.m. to 11 p.m.), and a midnight shift (11 p.m. to 7 a.m.) for custodial and maintenance personnel.

Compensation for the afternoon and evening shift shall be - 3 p.m. to 11 p.m. - 5% of employee salary per guide - 11 p.m. to 7 a.m. -10% of employee salary per guide

All shift differentials will be in addition to the employee's salary per guide.

3. Effective upon mutual ratification of the 2002-2005 Agreement, inter-shift, second and third shift custodians will be asked each year if they want to volunteer to work on the first shift (morning shift) for the summer schedule. If such a custodian moves to the morning shift, he/she shall retain the shift differential. If there are not sufficient volunteers to meet operational needs, the District may bring in temporary employees for summer weeks. This agreement shall expire at the close of business on August 31, 2005.
4. Employees covered by this Agreement shall be entitled to two (2) fifteen (15) minute coffee breaks each day, which shall become standardized upon mutual agreement by the employees and their immediate superior.
5. Emergency Call Out - Custodian or maintenance person called out, for any reason, back to school on any emergency situation, then the above named shall be paid for four (4) hours regardless of actual time worked at time and one-half (1 1/2).

E. All Other Members

All other members of the C.R.E.A. not enumerated above shall work their schedules as set forth within their respective categories. All unit members shall be given their respective breaks and a duty free lunch as per practice of the District.

F. Summer Hours

1. Ten (10) month professional staff shall work summer school or curriculum related projects as available within the District.

Summer school hours shall be set by the District and salary shall be as set forth in APPENDIX G.

2. Placement on the District summer school guide shall be based on years of experience in the District's summer school program.

3. Curriculum projects or designated assignments shall be determined by the Superintendent and approved by the District. The hourly scale shall not exceed one hundred (100) hours or four (4) weeks of work.

G. Eleven (11) Month Professional Staff

1. All eleven (11) month staff and C.S.T. members shall work their regular seven (7) hours during the regular summer months (July and August).
2. Eleven (11) month employees shall follow the ten (10) month teacher employment from September to June. Any work for either July or August shall be completed in twenty (20) work days as assigned by the Principal and the individual shall receive as salary 1/10th of his/her base salary.

H. Secretarial and Clerical

Summer work hours shall commence two (2) days after the close of school in June and terminate five (5) days before the opening of school in September. The hours shall be a total of six and one-half (6 1/2) hours including a ten (10) minute break and a twenty (20) minute lunch.

ARTICLE 9

OVERTIME

A. Custodian, Maintenance, Security, and Grounds

1. Overtime shall be paid at the rate of one and one-half (1-1/2) times the employee regular hourly rate of pay for all time worked in excess of forty (40) hours in any work week.
2. For the purpose of determining the forty (40) hours, the following shall count as regular work days: holidays, paid sick leave days, and other temporary leave days as specified in this Agreement.
3. All overtime shall be approved before utilization and shall be voluntary. In the event no volunteers are available, then the District shall assign overtime to the appropriate category in reverse order of seniority.
4. All overtime affecting the above-named in (A) shall be rotated and based on seniority. After three (3) mandatory overtime assignments the employee affected shall have the right to request removal from the inverted seniority selection allowing for rotation through the entire list.
5. Any individual who signs up for overtime and refuses the overtime when on the overtime list shall be automatically placed on the bottom of the list.
6. Overtime shall only apply to the rank and file membership.

7. Overtime as listed above shall not apply to any emergency as declared by the District.

B. Secretarial

1. Office personnel shall be compensated at the rate of one and one-half (1 1/2) the employee's hourly rate for all time worked in excess of forty (40) hours in the work week.
2. For the purpose of determining the overtime, the following shall count as regular work days: holidays, paid sick days, and other approved leave days.
3. All overtime shall be approved in advance by the Building Principal.

C. Custodial, Maintenance, Grounds

Overtime shall be paid by separate check. The time card(s) associated with the check shall be copied and supplied to the employee at the time the check is Issued.

ARTICLE 10

HOLIDAYS

The following Article shall be applicable for secretarial and custodial, maintenance unit category personnel only.

A. Custodial, Maintenance, Security and Grounds

The above category of members shall be entitled to the following paid holidays plus two (2) additional paid holidays to be designated by the Superintendent of Schools prior to the start of each contract year:

July 4th	New Year's Eve
Labor Day	New Year's Day
Thanksgiving	Martin Luther King Day
Day after Thanksgiving	President's Day
Christmas	Good Friday
Day after Christmas	Memorial Day

In the event that a paid holiday conflicts with the established school calendar, the calendar shall prevail and a schedule shall be established to grant a paid holiday other than the one(s) conflicting with the school calendar.

B. Secretarial

The Superintendent shall have the right to call employees into work during the Christmas recess and Easter recess. Employees shall be called in on a rotating basis by seniority for a maximum of two (2) continuous days each school year. Implementation of the holiday work schedule is contingent upon having a building supervisor present at the school complex.

ARTICLE 11

VACATION

- A. Each building nurse shall be given up to a maximum of five (5) days compensatory time for work performed during the summer months for student physicals. The maximum of five (5) days shall be for days not compensated at the per diem rate. All compensatory time which shall be utilized under this section must be with the approval of the Superintendent and consistent with the needs of the District.
- B. District Staff
1. All vacation leave shall be earned before being used.
 2. Vacation leave shall be pro-rated through date of employment to June 30th.
 3. Vacation leave shall be granted after one (1) completed school year on guide.
 4. All custodians shall have their vacation approved on seniority bid basis through the office of the Supervisor of Building and Grounds.
 5. Secretaries shall have their vacation schedule approved by their immediate supervisor subject to the approval of the respective building principal. Vacations will not be approved five (5) school days prior to the opening of school for students.
 6. Any exception to the above shall be subject to the approval of the Superintendent of Schools.
 7. Upon separation, an employee must request (in writing) payment for all earned and unused vacation leave.
- C. Schedule - Secretaries
- I. Vacation is earned from the first day of work and shall be pro-rated from first day of work to the end of school year. (Note: Above changes only memorialize practices now being utilized - apply only to new personnel now being hired.) Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the building principal. Such approval shall not be arbitrarily withheld. In the event of a conflict, seniority will prevail.
 2. Employees shall be eligible for vacations on the following basis:
 - a. All ten (10) month employees hired on or before February 1, 1985, shall receive one (1) week vacation. Vacation days to accumulate as earned during the year. Ten (10) month employees shall accrue one-half (1 /2 day per month for a total of five (5) days per year.
 - b. All ten (10) month employees hired after February 1, 1985, shall not be entitled to vacation benefits.

Twelve (12) month employment

1. 1-3 completed years on guide in the school district--two (2) weeks vacation
2. 4-9 completed years on guide in the school district--three (3) weeks vacation
3. 10 completed years on guide in the school district and beyond--four (4) weeks vacation.

3. Secretarial: Workshops

All office personnel shall be required to work on the two (2) scheduled professional workshop days.

D. Custodial, Maintenance, Security, and Grounds Schedule

1. All regular employees covered by this Agreement shall be entitled to vacation with full pay pursuant to the following schedule:
 - a. 1-3 completed years on guide in the school district --two (2) weeks.
 - b. 4-9 completed years on guide of consecutive employment in the school district--three (3) weeks.
 - c. 10 or more completed years on guide in the school district--four (4) weeks.
2. Vacation scheduling shall be mutually agreed between the employee and appropriate administrative agent of the Board. Seniority in the school district shall be the basis on which any conflict concerning vacation scheduling is resolved.
 - a. Vacation Scheduling Notification – “All vacation requests shall be submitted to the Supervisor of Buildings and Grounds for approval no less than five (5) working days prior to start of vacation.”
3. All vacation shall be utilized by employees covered by this Agreement either in the fiscal year that it accrues or within the fiscal year immediately following.

E. All Other Non-Professional Staff

The existing vacation schedule and practice for the members of this group shall remain as is for the duration of this Agreement.

ARTICLE 12

SCHOOL CLOSING WEATHER/EMERGENCY CLOSING

A. **Professional Staff**

All ten (10) or twelve (12) month professional staff shall be notified of a school closing pursuant to their building regulations or practice. The above shall include delayed openings pursuant to established District policy.

B. **Custodial, Maintenance, Security and Grounds**

Whenever the District is closed due to a declared emergency, all custodial, maintenance, security and grounds personnel schedules or shifts may be canceled and the following procedure shall be implemented.

All personnel shall report as required by the District head of building and grounds or his designee. The aim of the procedure shall be to have the District open for operation as soon as possible.

Any person who is required to report under this procedure and does not report for work shall be docked for the time in question pending review of each case by the supervisor of building and grounds.

C. **Secretarial, Clerical Staff, and Supply Clerks**

On those days when school(s) are not in session on account of inclement weather, office personnel shall make every reasonable effort to report to work if and when possible.

ARTICLE 13

WORK YEAR

A. **Ten (10) Month Professional Staff --Teaching Aides**

The in-school work year of the above-mentioned employed on a ten (10) month basis, other than new personnel who may be requested to attend an additional one (1) day of orientation, shall not exceed 188 days.

B. **Eleven (11) Month Professional Staff**

The in-school work year of an eleven (11) month teacher shall be the work year of a ten (10) month teacher plus twenty (20) work days as assigned by the Building Principal.

C. **The in-school work year shall include days when pupils are in attendance, orientation days and any other days on which attendance is required.**

D. Secretarial - Clerical

The twelve (12) month work year for secretaries shall be from July 1st to June 30th unless designated as a ten (10) month position.

E. Custodial, Maintenance, Security and Grounds

The school year for the above shall be from July 1st to June 30th of the ensuing year.

ARTICLE 14

ABSENCE NOTIFICATION

A. Professional Staff: Secretaries

Professional staff members must use the following procedure to report their unavailability for work, except in cases of emergency:

Professional Staff Members must notify the appropriate personnel of their unavailability to work as soon as possible, but in no event shall such notification take place subsequent to 90 minutes before the start of school on the day of such absence. The building principal shall notify staff members of the phone number to call to report their unavailability to work.

B. Custodian, Maintenance, Security and Grounds

Custodians, maintenance, security and grounds shall contact their supervisor and/or the supervisor of building and grounds pursuant to the terms outlined in their administrative procedure.

ARTICLE 15

LEAVES

A. Professional Staff

1. Professional staff employed on a ten (10) month basis shall be awarded ten (10) sick leave days, Professional staff employed on an eleven (11) month basis shall be awarded eleven (11) sick leave days. Said sick leave days shall be added to previously accumulated sick leave while in the employ of the Board of Education with no maximum limit. Sick leave is hereby defined in accordance with applicable provisions of N.J.S.A. 18A:30-1 et seq.
2. Professional staff who are absent due to personal disability as a result of illness or injury shall be entitled to full pay for each of such absences up to the number of days accumulated.

B. Custodial, Maintenance, Security and Grounds

Employees covered by this Agreement shall be awarded twelve (12) sick leave days for the fiscal year to be added to previously accumulated sick leave while in the employ of the Board with no maximum limit. Sick limit is hereby defined in accordance with applicable provisions of N.J.S.A. Title 18A.

C. Clerical/Secretarial

1. Employees shall be allowed the following leave due to personal illness:
 - a. 12 month full time employee: 12 days per year
 - b. 10 month full time employee: 10 days per year.
2. The unused days of sick leave each year shall be cumulative.

D. All Units

A doctor's certification of such illness or injury may be required upon return from leave, however, in a case when such leave exceeds three (3) consecutive work days a doctor's certification shall be required.

E. Death in the Immediate Family - All Units

1. All full time staff shall be allowed up to five (5) days without loss of pay at the time of death in the immediate family. The immediate family shall include father, mother, spouse, child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, or a relative living as a member of the immediate household.
2. Up to two (2) days without loss of pay shall be allowed all full time staff at the time of death of a spouse's grandparent.

F. Personal Business

1. Three (3) days shall be allowed each year for personal business that cannot be conducted outside of school hours. Personal day request shall be reviewed by the building principal and submitted to the Superintendent three (3) school days prior to the requested personal day. Personal Days must be approved in advance by the Superintendent. Personal business shall include observance of religious holidays, court subpoena, marriage in the immediate family, personal business that can only be conducted during school hours or emergencies not included in the above. Staff not wishing their reasons to be known, may indicate so on the request form, and have the right to disclose the reasons directly to the Superintendent for his consideration. All confidences shall be maintained.
2. No personal days will be permitted on the day immediately preceding and the day immediately following school calendar holidays. Extreme cases will be excepted, providing the request is specific and/or emergency in nature and may be granted only with the direct and express approval of the Superintendent.

3. Any unused personal days will be converted to one (1) sick leave day and added to the staffs sick leave account at the beginning of the next contract year.

G. Professional Days - Professional/Secretarial Only

The Superintendent may authorize absences of employees for professional purpose, not to exceed five (5) school days in any school year. The employee shall make application for the authorization of such absence at least ten (10) days in advance to its proposed occurrence. The decision to authorize such absence in each instance shall be based upon the length of service, previous record of absence, and the purpose of the absence. Additional absence for professional purposes may **be granted on a specific authorization of the Superintendent.**

- H. Any staff member starting employment after the beginning of the fiscal year for twelve (12) month employees, after September 1st for ten (10) month employees, shall receive a pro rata of sick leave and personal day credit based upon the length of the employment contract.

ARTICLE 16

STUDENT DISCIPLINE

A definition of the duties and responsibilities of all teachers pertaining to student discipline shall be reduced to writing by the Superintendent and presented to each teacher at the start of each school year.

ARTICLE 17

RESPONSIBILITIES

It is agreed that in connection with collective negotiations, grievances or the institution of complaints or other proceedings, Board members, administrators, and teachers will act in compliance with ethical standards of their profession and position and will specifically:

1. Refrain from exploiting any personal or professional relationships with students or student groups.
2. Seek to provide equal educational opportunities for all children regardless of ability, race, creed, or location of residence.
3. Support and protect school personnel in the performance of their duties.
4. Recognize that a profession must accept responsibility for the conduct of its members in the performance of their duties and understand that each person's conduct may reflect upon the person's profession or group.

5. Participate and conduct themselves in a responsible manner in the development and implementation of policies affecting education when called upon to perform these duties.
6. Keep inviolate the trust under which confidential information is exchanged.

ARTICLE 18

MEMBERS' RIGHTS

A. Professional Staff Only

1. The Board and Association seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to Inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the value of individual personality.
2. Academic freedom shall be guaranteed to teachers and, no special limitations shall be placed on study, investigation, presenting and interpreting facts and Ideas concerning man, human society and physical and biological world and other branches of learning, subject only to accepted standards of moral, legal, ethical and educational responsibility and specific policies of the Board.
3. Freedom of individual conscience, association and expression will be encouraged and fairness in procedure will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society.
4. The Board and the Association agree that it is the responsibility of the teacher to present all sides and issues of controversial subjects.
5.
 - a. The teacher has the responsibility to determine grades of his/her students based upon his/her professional judgment and in accordance with available criteria pertinent to any given subject area or activity for which he/she is responsible. In the event that a teacher's Building Principal desires to alter or change a grade, a conference between the teacher and his/her superior shall be held to determine the validity of such alteration or change. If after the conference the Principal changes a grade, he/she must certify that the change was made without the teacher's approval, if such be the case, by affixing his/her signature to the permanent record card.
 - b. No member shall be formally disciplined or formally reprimanded, reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. Withholding of increments or other similar statutory penalty shall not be subject to the grievance procedure if precluded by law.
 - c. Whenever any member is required to appear before the Board or any committee or member thereof concerning any matter which could adversely

affect the continuation of that member in his/her office, position or employment, or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reason(s) for such meeting or interview and shall be entitled to have no more than three (3) representatives of his/her choosing present to advise him/her and represent him/her during such meeting or interview.

- d. No member shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- e. Any suspension of a member by the Superintendent shall be with pay until formal action is taken by the Board of Education.

ARTICLE 19

EXTENDED LEAVES - ALL STAFF

A. Anticipated Disability Leave

1. Any staff member who anticipates undergoing a state of disability such as, but not limited to: surgery, hospital confinement, medical treatment, pregnancy, etc., may apply for a leave of absence based upon anticipated disability in accordance with provisions hereinafter set forth, in which instance such leave of absence may be chargeable to the sick leave account of said teacher. All teachers covered by this Agreement anticipating a state of disability shall notify the Superintendent through their principal of the condition expected to result in disability as soon as the condition which may result in disability is known or within a reasonable time thereafter. A conference between the teacher so affected and the Superintendent/Building Principal/Supervisor shall take place within sixty (60) days of said notification for the purpose of discussing specific dates and arrangements pursuant thereto.
2. A staff member who desires to continue in the performance of his/her duties during a period expected to lead to a state of disability shall be permitted to do so provided said teacher produces a statement by his or her physician stating that said teacher is physically capable of continuing to perform his/her duties and further stating up to what date, in the opinion of said physician, the teacher is capable of performing said duties.
3. In no event shall the Board be obligated to permit a staff member anticipating a state of disability to continue in the performance of his/her duties where the performance of said teacher has substantially declined from that performance demonstrated by said staff member at the time immediately prior to the time when notification was given or should have been given of the state of anticipated disability.

4. The staff member requesting a leave under the provisions of this Section shall specify in writing the date on which he/she wishes to commence said leave and the date on which he/she wishes to return to employment following recovery from said disability.
5. The Board shall have the right to require any staff member who has been on a disability leave and who desires to return to his/her duties by a fixed date following recovery from disability to produce a certificate from his/her physician stating that he/she is capable of resuming his/her duties.
6. Whenever, in the opinion of the Board, the dates of the commencement of an anticipated disability leave and/or the dates for the resumption of duties would substantially interfere with the administration of the school or with the the children, the requested dates may be changed by the Board, if in the opinion of the teacher's physician such change shall be without medical hazard to the staff member.
7. A staff member who has undergone hospital confinement shall be expected to resume his/her duties within a reasonable length of time.
8. Where disability leaves have been approved, the commencement or termination dates thereof may be further extended or reduced for confirmed medical reasons upon application by the teacher to the Board. All extensions of such leave shall in any event be subject to the provisions of the N.J.S.A. Title 18A: 30-1 et. seq. and specifically N.J.S.A. 18A: 3-6 and 18A: 30-7.
9. These provisions shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured staff member beyond the end of the contract school year in which the leave is obtained.

B. Child Rearing Leave

1. In a case where a staff member or spouse gives birth to a child or in a case of a de facto adoption, said teacher shall have the right to apply for a leave without pay or any other benefits provided for in this Agreement.
2. In a case where both husband and wife teach in the school system, only one of said persons may be entitled to apply for such leave.
3. Said leave shall be granted by the Board for a period of time as may be mutually' agreed. In the absence of application for child rearing leave, the conditions pursuant to emergency disability leave shall prevail and control.
4. Applications for child rearing leave must be filed at least three (3) months before the anticipated birth of the child or custody date in the case of an adoption, where possible. Failure to give notification as prescribed may result in loss of child rearing leave privileges.
5. Extensions beyond the one (1) year stipulations may be made at the sole discretion of the Board upon application by the staff member at least three (3)

months in advance of the expiration of one (1) year period. Failure to give notification as prescribed may result in loss of child rearing leave privileges.

6. Wherever possible, the Administration shall attempt to assign a teacher to the same position he/she held at the time said leave commenced. If a teacher who has been granted a child rearing leave is permitted to return to the system at any time other than those stipulated herein, such teacher may be assigned to any position decided by the Superintendent so long as such assignment is within the certification held by said staff member.
7. The dates for the commencement and termination of child rearing leaves shall be in all cases subject to and based upon a finding and determination by the Board that such leaves will not substantially interfere with the administration of the school or with the education of the pupils.

C. Other Leave Without Pay

1. The Board upon recommendation of the Superintendent may grant a leave of absence without pay or any other benefits provided for in this Agreement to any tenured staff member for a period of one (1) school year for good and sufficient reason.
2. Application for such leave shall be made to the Superintendent at least three (3) months before the end of the school year preceding the school year for which the leave is being sought. Exceptions may be made at the discretion of the Superintendent in cases of emergency.
3. Leave for the purpose of study for a career outside of education, and/or for employment outside of education, shall not be considered good and sufficient reason.

D. Sabbatical Leave - Professional Staff Only

- I. Sabbatical leaves for certified personnel of the Central Regional School District, which includes classroom teachers, guidance counselors, librarians, child study, team and nurses, may be granted for one (1) full year at one-half (1/2) pay, or for one-half (1/2) year at full pay. To qualify for consideration for a sabbatical leave, a teacher shall have taught at least seven (7) years consecutive in the Central Regional District.
2. Sabbatical leave may be granted for one of the following reasons:
 - a. for formal study at an accredited college or university.
 - b. for research work under the guidance of a competent personnel.
 - c. for foreign or domestic travel as a required part of a. or b.
3. The study, research or travel plans for the year must be submitted along with a formal application to the Superintendent not later than February 1st of the year

prior to the commencement of the proposed leave for approval. After due consideration of the applications, the Superintendent shall present each request to the Board with his recommendation of acceptance or rejection. Each teacher involved may be invited by the Superintendent to be present at the Board meeting when his program comes up for consideration. The decision of the Board shall be final.

4. An employee granted a sabbatical leave for study, research or travel shall be required to serve the Central Regional School System for two (2) years upon return. To further protect the Board against a teachers failure to return to the school, the teacher shall execute a non-interest bearing note to be paid back in twenty (20) installments, beginning October 1 of the year that the teacher should have returned and continuing for the next twenty-two (22) months, excluding July and August. During such payment there shall be added to each payment an amount to cover interest so that the effective rate of interest the Board receives will be four percent (4%) on the unpaid balance, effective January 1st of the year the sabbatical leave was actually used. If the teacher is unable to return by reason of his/her own action, he/she shall have the option of paying the note in full with no interest prior to September 1st of the school year that he would have returned to his former position. In the event of death, no repayment will be required. In the event of incapacitating illness, the date of return or repayment of the note shall be deferred until the teacher is able to return to work.
5. During the sabbatical leave, the teacher shall not be allowed to hold any full-time position. However, this shall not be construed to deny any teacher the right to fellowships, scholarships, grant-in-aid or other scholastic stipends.
6. Teachers on sabbatical leave shall file progress reports with the Superintendent sometime during the first half and upon completion of the leave to substantiate that the program criteria are being met.
7. Not more than two per cent (2%) of certified personnel as defined in D. 1 above shall be eligible for a sabbatical leave in any given school year.
8. Leave for the purpose of study for a career outside of education, and/or for employment outside of education shall not be considered good and sufficient reason.

E. Extended Leave of Absence Stipulations

1. A teacher on leave shall report to the Superintendent on or before April 15th of the year, his/her intentions with respect to resuming regular teaching duties at the start of the following school year. Failure to comply with this stipulation may be construed as a resignation.
2. During a leave, the professional staff member will not be eligible for credit on the salary guide, or for pension and annuity, or any other benefits provided in this Agreement (except for sabbatical leave).

ARTICLE 20

EVALUATION OF STAFF

A. Professional Staff Evaluation

1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher and no electronic devices shall be used for observation purposes or evaluation purposes without the consent of the teacher.
2. Teachers shall be evaluated in the classroom or work stations for the purpose of child study team members, guidance counselors, nurses, librarians, by persons certified by the New Jersey State Board of Examiners to supervise instruction.
3. A teacher shall have the right, upon request, to review the contents of his/her personnel file and to receive copies, at his/her expense, of any documents contained herein. A teacher shall be entitled to have a representative of the Association accompany him/her during such review. This right of review shall not apply to the employee's initial application for employment and letters of reference from prior employers. The teacher will sign a receipt acknowledging the file review and noting any exceptions to the file content.
4. Except as above, no material derogatory to a teacher's conduct, service, character or personality, shall be placed in his/her personnel file unless the teacher has had an opportunity to review such material. The teacher must acknowledge such review within five (5) work days by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.
5. Although the Board agrees to protect the confidentiality of personnel references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.
6. Copies of all correspondence to a teacher may be made part of his/her personnel file. Any material made part of the file shall be subject to the provisions of this ARTICLE.
7. Any complaints including hearsay and/or anonymous letters regarding a teacher made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

8. Definitions

a. "Teaching Staff Member" shall mean and refer to all teachers, child study team, personnel, and such other employees as are in positions which require them to hold appropriate certificates issued by the State Board of Examiners.

b. "Observation" shall mean a visitation to the classroom or designated work station for child study team members, guidance counselors, librarians, or nurses, by a member of the administration or supervisory staff for the purpose of observing a teaching staff member's performance of the instructional process or assignment within his/her area of certification.

c. "Evaluation" shall mean a written evaluation prepared by a member of the administrative or supervisory staff who visited the classroom or designated work station for the purpose of observing a teaching staff member's performance of the instructional process or assignment within his/her area of certification.

d. "Annual Evaluation" shall mean an annual, written summary of each teaching staff member's total performance as an employee of the school district and shall include all previous observations and evaluations.

9. Tenured teaching staff members shall be observed and evaluated at least once per academic year. Non-tenured teaching staff members shall be observed and evaluated not less than three (3) times per academic year. Such observations and evaluations shall be reasonably spaced throughout the school year, at least two (2) observations to be completed by the end of the first semester.

10. Each teaching staff member shall be observed and evaluated on the basis of specific, minimum criteria as promulgated by the administration.

11. Each observation and evaluation performed in accordance with this policy shall be followed, within a reasonable period of time, but in no instance by more than fifteen (15) days, by a conference between the administrative/ supervisory staff member who has made the observation and written evaluation and the teaching staff member. Both parties to such a conference will sign the written evaluation report and retain a copy for his/her records. The teaching staff member shall have the right to submit his/her written disclaimer of such evaluation within ten (10) days following the conference.

12. In addition to those observations, and evaluations herein before described, the administrative/supervisory staff member shall prepare an annual written evaluation of the total performance of every teaching staff member as an employee of the Board of Education, and in accordance with the administrative regulation.

B. Evaluation of School Office Personnel

1. All monitoring or observation of the work performance of school office personnel shall be conducted openly and with the full knowledge of the employees.

2. School office personnel shall have the right, upon request, to review the contents of his/her personnel file and to receive copies, at his/her expense, of any documents contained therein. This right of review shall not apply to the employee's initial application for employment and letters of reference from prior employers.
3. The Board reserves the right to protect the confidentiality of personal references, academic credentials and other similar documents, but shall not establish any separate personnel file which is not available for the employee's inspection.
4. Any complaints regarding the conduct or work performance made to any member of the administration by any teacher, parent, student or other person which is used in any manner in evaluating a school office personnel, shall be promptly investigated and called to the attention of said employee.
5. Either the evaluator or the person evaluated may request a formal conference following the presentation of a written evaluation. The employee upon request shall affix his/her signature to said written evaluation as an indication that the written evaluation has been presented to him/her before entrance into the personnel file. An employee so evaluated shall have the right to append to the evaluation comments pertinent to the evaluation.

C. Custodial, Maintenance, Security and Grounds

An evaluation of each of the above areas shall be conducted by the supervisor of building and grounds in conformance to the outlines contained above.

D. Staff Personnel Files

All material which an administrator or supervisor intends to have placed in a staff member's personnel file of a negative nature shall be handled in the following manner-

- a. The correspondence shall indicate in the lower hand corner -Copy: Personnel File.
- b. The staff member shall be provided a second copy of the memo. This copy must be signed and returned to the writer at the time the correspondence is reviewed.
- c. The following statement will be included on the copy for file:

Receipt Acknowledged:

Name

Date

The Agreement with the C.R.E.A. requires that the file copy be signed. The affixing of the signature in no way indicates agreement with the contents of the correspondence. The staff member has the right to submit a written answer to the material. The answer shall be reviewed by the Superintendent or his designee and attached to the file copy.

ARTICLE 21

WORK CONTINUITY

The Association agrees that it will not engage in any job action, sanction activities, or other types of boycotts, nor will it condone such activities on the part of its membership providing that the Board of Education conducts no lockouts or unfair practices during the term of this Agreement.

ARTICLE 22

ADMINISTRATION - STAFF LIAISON

The Association and District Administration shall meet at various times to discuss mutual concerns of both parties.

The composition of the parties can be modified to include as many parties of interest necessary to enable each side to come to a conclusion on any matter regarding any facet of the school operation and program.

These liaison meetings are designed to continue working relationships between the parties on school and employee matters.

Each party involved shall keep all confidences as exchanged.

ARTICLE 23

DEDUCTIONS FROM SALARY

A. Deductions

1. The Board agrees to make deductions in Association salaries for professional dues pursuant to Chapter 310 of the Laws of 1967 (N.J.S.A. 52:14-15.9) and as an Agency Shop Fee pursuant to Chapter 477, P.L. 1979, at the rate of 85% of the professional dues. The Board agrees to make such transfer of funds to the Treasurer of the N.J.E.A. so as to accomplish the intent of the law.
2. The Association shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
3. Additional authorization for dues deduction may be received after August 1st, under rules established by the State Department of Education.
4. The filing of notice of a teachers withdrawal shall be prior to December 1st and become effective to hold deductions as of January 1st next succeeding the date on which notice of withdrawal is filed.

B. The Association will indemnify, defend and hold safe harmless the Board against any

and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction authorization cards submitted by the Association to the Board when the Board submits tangible evidence that the monies were in fact submitted to and accepted by the Association as its authorized representative.

- C. The Board of Education agrees to the permission of a set deduction of funds as indicated by individual Association members, said funds to be deposited directly in the MonOc Federal Teachers' Credit Union. Effective with the 1996-1999 Agreement, there shall be greater availability of direct deposit to member accounts other than Mon-Oc.

ARTICLE 24

HOSPITAL AND MEDICAL COVERAGE

- A. The District shall provide at no expense to the members represented by the Association a full hospital and surgical plan coverage as provided under Blue Cross/Blue Shield.
1. Coverage shall be at full family coverage including dependent children until age 23, major medical coverage, optical payment and dental with orthodontics rider.
 2. The prescription plan shall be as follows:
 - a. Effective January 1, 2000, the co-pay will be \$15.00 for a brand name prescription when there is no generic available. The co-pay will be \$15.00 plus the difference in cost between the brand name and the generic when the employee purchases a brand name prescription when a generic is available. The generic co-pay shall be \$10.00. The mail order co-pay shall be \$0.
 3. Each member shall be entitled with his or her spouse and dependent children to a physical examination once in every twenty-four (24) month period.
 4. Effective January 1, 1995, the major medical deductible shall be \$200/\$400.
 5. Effective upon mutual ratification of the 1993-1996 Agreement, new unit employees hired after the date of ratification shall be covered by single insurance (if otherwise eligible) for the first two (2) years of employment. Employees may buy-in to other enrollment levels during this period under rules promulgated by the Administration.
 6. Effective upon mutual ratification of the 1996-1999 Agreement, a Mandatory Second Surgical Opinion rider shall be added to the coverage.
 7. Effective upon mutual ratification of the 1996-1999 Agreement, the employee's co-insurance share shall be 20% of \$2,500 after meeting the deductible.

- B. Nothing contained herein shall be construed to deny or restrict the Board in making sole determination of the carrier(s) provided it can demonstrate to the Association. that any change in carrier(s) results in no reduction In benefits and services.

ARTICLE 25

FULLY BARGAINED PROVISION

The parties agree that they have fully bargained and agreed upon all terms and conditions of employment and this Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations.

ARTICLE 26

PROMOTIONS, FEDERAL PROGRAMS, VACANCIES AND TRANSFERS

A. Professional Staff

1. All vacancies in existing or newly created positions and all openings for positions in Federal programs shall be posted by the Board. The Association President will at the same time receive a copy of the said notice. Applications may be obtained from the Superintendent's office and interviews will be arranged.
2. Consideration will be given all qualified personnel in the employ of the Board, who apply in writing, when a position of promotion becomes available.

B. All Staff Personnel

1. All promotional positions, which shall include positions paying a salary differential or those on the administrative or supervisory level, shall be conspicuously posted at least fifteen (15) calendar days before the final date when applications must be submitted for consideration.
2. Employees covered by this Agreement who desire a transfer to another building or shift may file a written statement of such desire to the Superintendent.
3. Seniority in the employ of the school district shall be given due consideration with respect to transfers and promotional opportunities.

C. Transfers

1. All vacancies in existing or newly created positions and all openings for positions in Federal programs shall be posted by the Board. The Association President will at the same time receive a copy of the said notice. Applications may be obtained from the Superintendent's office and interviews will be arranged.

2. Consideration will be given all qualified personnel in the employ of the Board, who apply in writing, when a position of promotion becomes available. The personal qualifications, eligibility, dedication and seniority in the school district will be given proper weight in cases of such application. If two candidates are equally qualified, preference will be given to the person in the Board employ; subject, however, to the limitations of affirmative action plans and any other Federal, State, or local laws, regulations or guidelines.
3. Those persons desiring promotional consideration, transfer from one building to another, a coaching or extra curricular position, in the absence of a vacancy or in the event a vacancy may occur when school is not in session, must make their desires known, in writing, to the Superintendent. It is the responsibility of the would-be-candidate to make known his whereabouts for contact purposes in the event a vacancy occurs when school is not in session. The administration will advise any candidate for promotion, transfer, coaching or extra curricular position of any vacancy which occurs while school is not in session. It is understood that no obligation, beyond noticing candidates, attaches to the Board of Education by virtue of this provision contained herein.
4. Promotion is defined as that which results in an increase in salary or extra compensation and wherein such new duties extend beyond that normally associated with the position previously held.
5. Teachers wishing to participate in home tutoring shall submit their names for inclusion in a master list from which home tutors shall be selected. Home tutoring assignment shall be equitably distributed and paid in accordance with the appropriate schedule.
6. A transfer is hereby defined as a schedule change from one building to another.

ARTICLE 27

STAFF DEVELOPMENT

A. Professional Staff, Secretaries/Clerks and Educational Aides

1. The Board shall, through budgeting procedures, make reasonable appropriations for staff to take advantage of workshops, seminars, conferences.
2. The Board agrees to pay the reasonable expenses incurred by staff members who attend such sessions upon express prior administrative approval in the following manner.
 - a. Professional Day application submission with endorsement of the immediate supervisor.
 - b. Filing of statement of anticipated expenses and cover with a requisition endorsed by the department chairman or immediate supervisor.

3. Transportation to and from such activities will:
 - a. Require the application for and use of a school vehicle through the Superintendent's office.
 - b. In the absence of a school vehicle, the Board will reimburse the driver the current amount per mile being reimbursed by the Board when using his own vehicle.
4. The Board, through the Superintendent, reserves the right to deny attendance at a given conference, seminar, etc. if:
 - a. The value of such a conference is questioned by the department chairman or administration.
 - b. Budgetary funds for such activities are not available.
 - c. The absence of a person for a period of time is deemed a hardship to the total staff of the school operation.
 - d. If sufficient time has not been allowed between application and the session date.
5. The Board of Education agrees to pay 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 a staff member is expressly required and/or requested by the Administration to attend.
6. Aides shall be allowed to attend professional in-service with professional staff; however, no compensation will be given for those hours in attendance. The aides will be credited with professional development hours.
7. Beginning July 1, 2003, professional staff will be reimbursed for up to a maximum of \$750.00 per school year (July 1 to June 30) for course completion at an accredited institution for which a B- or better is obtained.

B. Custodial, Maintenance, Security, and Grounds

1. Educational Incentive Program: The purpose of the Educational Incentive Program is to encourage salary advancement through specialized job related study.
 - a. The Board reserves the right to approve all courses selected prior to the employee beginning the course of study.
 - b. Application should be made to the District's Board Secretary. The approved request is then forwarded to the Superintendent of Schools for presentation to the Board of Education.

- c. Upon receipt of written certification of satisfactory completion, the employee would be entitled to a two hundred dollar (\$200.00) annual stipend.
 - d. The employee would be eligible for a maximum of three (3) two hundred dollar (\$200.00) increments advancements for a total not to exceed six hundred dollars (\$600.00) from this program.
 - e. Expenses connected with the course of study - tuition or textbooks – shall be reimbursed by the Board subsequent to certification of successful completion of the course of study.
 - f. Black Seal reimbursement is limited to the tuition charged by the Ocean County Vocational School.
2. In addition to the annual contracted salary, the designated employees with the responsibility for boiler operation and maintenance and holding a Black Seal certification and license shall be compensated at a rate set forth in APPENDIX G of this Agreement. Current custodians and maintenance personnel who do not possess a Black Seal license are encouraged to obtain one as soon as possible. Custodians and maintenance personnel hired on or after the ratification of the 1993-1996 Agreement must either possess a Black Seal license at the time of hire or obtain one within one (1) year of that date. Non-compliance shall be a basis for termination.

Maintenance/Custodial employees shall remain on the entry level of the guides until the Black Seal License is attained.

ARTICLE 28

UNIFORMS - CUSTODIAL, MAINTENANCE, SECURITY AND GROUNDS ONLY

- A. The Board agrees to purchase for each employee for each year of this contract the following:
 - 1. Two (2) summer uniforms (pants and shirts).
 - 2. Two (2) winter uniforms (pants and shirts).

These uniforms are to be worn during working hours.
- B. The Board agrees to purchase a maximum of three (3) sets of foul weather gear consisting of pants and jackets. This gear will be stored in the office of the line supervisor.
- C. The Board agrees to purchase a maximum of three (3) windbreakers for use by the District's security personnel. The jackets will be stored in the office of the line supervisor at the end of each shift.

- D. Summer uniforms provided prior to Memorial Day; winter uniforms provided prior to October 15th.
- E. Any uniform or maintenance equipment when torn or ripped shall be turned in to the supervisor of building and grounds for replacement.
- F. All foul weather gear shall be issued when needed to the personnel assigned. This equipment shall remain the property of the District.
- G. It shall be understood that all custodial, maintenance, security and grounds shall be required to wear the appropriate uniform as provided by the District under the supervision of the building and grounds supervisor.

ARTICLE 29

SALARY/LONGEVITY

A. Staff

The annual salary for professional, clerical, secretarial, custodial, and maintenance staff shall be set forth in APPENDIXES A, B, and C (annexed hereto and made a part thereof).

B. Longevity Secretaries and Professional Staff

1. Longevity Schedule for Secretaries and Supply Clerks

For completion of the following consecutive years of service with the school district:

after	3rd year	\$200	on base
after	6th year	\$200	on base
after	9th year	\$300	on base
after	12th year	\$300	on base
after	15th year	\$300	on base
after	20th year	\$400	on base
for a total of \$1700 after the 20th year.			

2. Longevity Schedule for Professional Staff

For completion of the following- consecutive years of service with the school district:

after	15 years	\$1,000
after	20 years	\$1,500
after	25 years	\$2,500
after	30 years	\$3,000

ARTICLE 30

SICK LEAVE - RETIREMENT

Employees covered under this contract shall be eligible for retirement credit for unused sick days, contingent upon the following conditions:

1. Said employee must have at least ten (10) consecutive years of service with the school.
2. Said employee must give written notice to the Superintendent of Schools of his/her request for retirement setting forth the requested date of retirement and his/her claim for credit for unused sick days. Said written notice must be received no later than October 31st preceding the June retiring date.
3. The effective date for written notice may be waived in case of an emergency, with approval of the Superintendent of Schools and at the sole discretion of the Board of Education.
4. Said employee's compensation shall be based on one-half (1/2) of the sick day's pay at the time of retirement and for every accumulated unused sick day in excess of thirty (30) days.
5. If the employee dies subsequent to providing notice of his/her intent to retire, but prior to his/her retirement, the accumulated and unused sick days shall be paid to said employee's estate.

ARTICLE 31

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application 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.
- B. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement during its duration shall be controlling.
- C. The Board and the Association agree that there shall be no discrimination, as herein defined, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer or discipline of teachers, or in the application or administration of this Agreement, on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

- D. Copies of this Agreement shall be printed at the shared expense of the Board and Association within thirty (30) days after the Agreement is signed. They will be presented by the Association to all teachers now employed, hereafter employed or considered for employment by the Board. The Board will be given sufficient copies to accommodate its members and related personnel.
- E. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter at the following address:
 - 1. If by the Association to Board, at:

Forest Hills Parkway Bayville, New Jersey 08721 c/o Superintendent of Schools
 - 2. If by the Board to Association President at his/her place of employment.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 32

DURATION OF AGREEMENT

- A. This Agreement shall take effect July 1, 2002 and shall continue in full force and effect through June 30, 2005, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE 2 of this Agreement. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by the respective president, attested by their respective secretaries, and their corporate seals are to be placed hereon, all on the day and year written below:

CENTRAL REGIONAL
BOARD OF EDUCATION:

CENTRAL REGIONAL
EDUCATION ASSOCIATION:

President: _____

President: _____

Secretary: _____

Secretary: _____

Date: _____

Date: _____

APPENDIX A
CREA PROFESSIONAL STAFF - 10 MONTH GUIDE

2002-2003

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	32000	32500	33000	33800	34500	35000	35700
2	33000	33500	34000	34800	35500	36000	36700
3	35400	35900	36400	37200	37900	38400	39100
4	37800	38300	38800	39600	40300	40800	41500
5	40600	41100	41600	42400	43100	43600	44300
6	43600	44100	44600	45400	46100	46600	47300
7	46600	47100	47600	48400	49100	49600	50300
8	49600	50100	50600	51400	52100	52600	53300
9	52600	53100	53600	54400	55100	55600	56300
10	55600	56100	56600	57400	58100	58600	59300
11	58600	59100	59600	60400	61100	61600	62300
12	61600	62100	62600	63400	64100	64600	65300

Professional staff previously on Step 12 or above, shall add 2207 to their base salary for the 2002-2003 school year.

2003-2004

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1-2	33100	33600	34100	34900	35600	36100	36800
3	35500	36000	36500	37300	38000	38500	39200
4	37900	38400	38900	39700	40400	40900	41600
5	40900	41400	41900	42700	43400	43900	44600
6	43900	44400	44900	45700	46400	46900	47600
7	46900	47400	47900	48700	49400	49900	50600
8	49900	50400	50900	51700	52400	52900	53600
9	52900	53400	53900	54700	55400	55900	56600
10	55900	56400	56900	57700	58400	58900	59600
11	58900	59400	59900	60700	61400	61900	62600
12	61900	62400	62900	63700	64400	64900	65600

Professional staff previously on Step 12 or above, shall add 2100 to their base salary for the 2003-2004 school year.

APPENDIX A
CREA PROFESSIONAL STAFF - 10 MONTH GUIDE (cont'd.)

2004-2005

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	33100	33600	34100	34900	35600	36100	36800
2-3	35500	36000	36500	37300	38000	38500	39200
4	37900	38400	38900	39700	40400	40900	41600
5	40900	41400	41900	42700	43400	43900	44600
6	43900	44400	44900	45700	46400	46900	47600
7	46900	47400	47900	48700	49400	49900	50600
8	49900	50400	50900	51700	52400	52900	53600
9	52900	53400	53900	54700	55400	55900	56600
10	55900	56400	56900	57700	58400	58900	59600
11	58900	59400	59900	60700	61400	61900	62600
12	61900	62400	62900	63700	64400	64900	65600

Professional staff previously on Step 12 or above shall add 2000 to their base salary for the 2004-2005 school year.

APPENDIX B
BUILDING SECRETARY GUIDE

<u>LEVEL</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
A	20700	20700	20700
B	21500	21700	21700
C	22700	22500	22700
D	23700	23850	23500
E	25600	24850	24950
F	26400	26750	25950
G	27000	27550	27850
H	28000	28150	28650
I	28900	29310	29250
J	29800	30210	30650
K	35500	31210	31550
L		36825	32550
M			38250

PRINCIPAL'S SECRETARY GUIDE

<u>Step</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
1	22904	23480	24054
2	24543.8	24481	25055
3	25543.8	26121	26056
4	26543.8	27121	27695
5	27543.8	28121	28695
6	28543.8	29121	29695
7	29543.8	30121	30695
8	30543.8	31121	31695
9	31543.8	32121	32695
10	32543.8	33121	33695
11	33543.8	34121	34695
12	34543.8	35121	35695
13	35543.8	36121	36695
14	36543.8	37121	37695
15	37543.8	38121	38695
16	38543.8	39121	39695
17	39543.8	40121	40695
18		41121	41695
19			42695

APPENDIX B
CLERK'S SALARY GUIDE

<u>Step</u>	<u>2002-2003</u>	<u>2003-2004</u>	New Steps <u>2004-2005</u>
1	19500	19900	20600
2	19900	20300	21000
3	20300	20700	21400
4	20700	21100	21800
5	21100	21500	22300
6	21600	22000	22800
7	22100	22500	23400
8	22700	23100	24000
9	23300	23700	24700
10	24000	24400	25500
11	24800	25200	26300
12	25600	26000	27100
13	26400	26800	28000
14	27200	27600	
15	28320	28600	
16	29200	29650	
17	30200	30600	
18	31200	31600	

Special note to clerks hired before July 1, 2004:

The guides agreed to by CREA and the Board shall reflect a guide compression. Clerks on step in the contract year 2003-2004 shall move the same numbered step in the contract year 2004-2005 noted as new step. There shall be a pay increase with this new step.

APPENDIX C
CUSTODIAL GUIDE FOR CREA

Step	<u>2002-2003</u>
ENTRY	18000
1	19923
2	21023
3	23223
4	24523
5	25223
6	28073
7	28823
8	30273
9	32023
10	35322

Step	<u>2003-2004</u>
Entry	18000
1	19923
2	21008
3	22108
4	24308
5	25608
6	26308
7	29158
8	29908
9	31358
10	33108
11	36408

Step	<u>2004-2005</u>
ENTRY	18000
1	19923
2	21008
3	22092
4	23192
5	25392
6	26692
7	27392
8	30242
9	30992
10	32442
11	34192
12	37492

APPENDIX C
MAINTENANCE GUIDE FOR CREA

Step	<u>2002-2003</u>	Step	<u>2003-2004</u>
1	24232	1	24863
2	24932	2	25563
3	25632	3	26263
4	26332	4	26963
5	27032	5	27663
6	27832	6	28463
7	28632	7	29263
8	29332	8	29963
9	29932	9	30563
10	30832	10	31463
11	31642	11	32273
12	32332	12	32963
13	33032	13	33663
14	33932	14	34563
15	34732	15	35363
16	35532	16	36163

Step	<u>2004-2005</u>
1	25722
2	26422
3	27122
4	27822
5	28522
6	29322
7	30122
8	30822
9	31422
10	32322
11	33132
12	33822
13	34522
14	35422
15	36222
16	37022

APPENDIX D
ATHLETIC GUIDES

Coaches Guide	Step	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
A- Head	1	5160	5155	5370
	2	5360	5455	5570
	3	5660	5755	5870
	4	6060	6155	6270
	5	6760	6860	6970
A - Assistant	1	3612	3608	3759
	2	3752	3818	3899
	3	3962	4028	4109
	4	4242	4308	4389
	5	4732	4802	4879
B- Head	1	4386	4382	4565
	2	4556	4637	4735
	3	4811	4892	4990
	4	5151	5232	5320
	5	5746	5831	5915
B- Assistant	1	3070	3067	3195
	2	3189	3245	3314
	3	3368	3424	3492
	4	3606	3662	3730
	5	4022	4082	4147
C- Head	1	3612	3608	3759
	2	3752	3818	3899
	3	3962	4028	4109
	4	4242	4308	4380
	5	4732	4802	4870
C - Assistant	1	2528	2525	2631
	2	2626	2672	2729
	3	2773	2819	2876
	4	2969	3015	3072
	5	3312	3361	3415

APPENDIX Q
ATHLETIC GUIDES (cont'd.)

Coaches Guide	Step	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
D-MS	1	2838	2835	2953
	2	2948	3000	3063
	3	3113	3165	3228
	4	3333	3185	3440
	5	3718	3773	3825

Key: Effective with 1997-1998

A - Basketball, Football and Wrestling

B - Baseball, Field Hockey, Soccer, Softball, Spring Track and Swimming

C- Bowling, Cross Country, Golf, Gymnastics, Tennis and Winter Track

D - All Middle School Sports

APPENDIX E - CHEERLEADING GUIDE

	Step	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
A- Head Coach	1	3050	3135	3165
	2	3150	3235	3265
	3	3250	3335	3365
	4	3350	3435	3465
	5	3550	3645	3665
B - Assistant Varsity Coach	1	2135	2195	2214
	2	2205	2265	2285
	3	2275	2335	2355
	4	2345	2405	2425
	5	2485	2545	2656
C - Middle School Coach	1	1830	1881	1899
	2	1890	1941	1959
	3	1950	2001	2019
	4	2010	2050	2079
	5	2130	2181	2150

APPENDIX F
ACTIVITY GUIDES

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
MUSICAL			
Acting Director	2313	2417	2521
Musical Director	2008	2098	2188
Business Manager	1691	1767	1843
Orchestra	1691	1767	1843
Choreographer	1503	1571	1639
Costume Design	828	865	902
Stage-Art	1186	1239	1292
Set Builder	1186	1239	1292
AVA and Lighting	441	461	481
Middle School Advisors			
Band Director	2783	2908	3033
7th Grade Class	1468	1534	1600
8th Grade Class	1597	1669	1740
Student Council	2096	2190	2284
Honor Society	1937	2024	2111
Pep Club	1063	1111	1159
Newspaper	2008	2098	2188
Mini Year Book	1597	1669	1740
Olympics	1626	1699	1772
High School Advisors			
Band Director	3441	3596	3750
Band Front/indoor Guard	3317	3466	3615
Chorus Director	2501	2613	2726
9th Grade Class	1562	1632	1702
10th Grade Class	1937	2024	2111
11 th Grade Class	1937	2024	2111
12th Grade Class	2471	2583	2694
Student Congress	2349	2454	2560
Yearbook - Publication	3055	3192	3329
Yearbook - Business	3055	3192	3329
Eagles Voice	2471	2583	2694
Looking Glass	1614	1687	1760
Legal Eagles	2724	2847	2969
Legal Eagles - Assistant	1562	1632	1702
Peer Leader	2877	3007	3136
Peer Leader - Assistant	2471	2583	2694
Honor Society	2067	2160	2252
Interact	2008	2098	2188

APPENDIX F
ACTIVITY GUIDES (cont'd.)

	2002-2003	2003-2004	2004-2005
S.A.D.D.	2008	2098	2188
Key Club	2008	2098	2188
Pep Club	1438	1503	1567
Drama Club	2220	2320	2419
Drama Club Assistant	1033	1080	1126
Math Club	1655	1730	1804
Science Club	1655	1730	1804
Chem Club	1655	1730	1804
Physics Club	1655	1730	1804
C. R. N.	1374	1436	1498
O.C.E.A.N.	692	723	755
Conflict Resolution Coordinator	2877	3007	3136

APPENDIX G
SALARY AND STIPENDS

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
TV Studio Assistant	41,299.	43,157.	45,013.
EDUCATIONAL AIDES			
SPECIAL EDUCATION (all others) -- per hour			
Step #1	\$12.10	\$12.70	\$13.30
Step #2	\$12.35	\$12.95	\$13.55
Step #3	\$12.60	\$13.20	\$13.80
SUMMER SCHOOL			
Step #1	3745.	3305.	3570.
Step #2	3918.	3570.	3735.
Step #3	4170.	4358.	4545.
Class Coverage	\$26.00 p/h	\$27.00 p/h	\$28.00 p/h
Detention (OFFICE)	\$26.00 p/h	\$27.00 p/h	\$28.00 p/h
Detention (SAT.)	\$30.00 p/h	\$31.00 p/h	\$32.00 p/h
Home Bound	\$33.50	\$35.00	\$36.50
Instruction	+ mileage	+ mileage	+ mileage
Driver Instructor -- per student	\$113.00	\$118.00	\$123.00
Department Head	\$2266.00	\$2368.00	\$2470.00
Curriculum Work	\$27.00 p/h	\$28.00 p/h	\$29.00 p/h
6th Period Coverage	\$4,437.00	\$4,637.00	\$4,836.00
Head Custodian	\$3682.00	\$3,848.00	\$4,013.00
Grounds Foreman	\$3682.00	\$3,848.00	\$4,013.00
Maintenance Foreman	\$6409.00	\$6,698.00	\$6,986.00
Black Seal	\$440.00	\$460.00	\$480.00

