

**AGREEMENT
BETWEEN THE
ALEXANDRIA TOWNSHIP EDUCATION ASSOCIATION
AND THE
ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
JULY 1, 2008 TO JUNE 30, 2011**

**GENERAL
INFORMATION
SECTION**

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PREAMBLE

This Agreement entered into this _____ day of the _____, 2008, by and between the Board of Education of Alexandria Township, New Jersey, hereinafter called the "Board," and Alexandria Township Education Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws of 1968 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

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

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

ARTICLE I

RECOGNITION

A. UNIT

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all personnel under contract or on leave, employed by the Board, with the exception of administrators, supervisors, and confidential employees (including the Superintendent's secretary and the School Business Administrator/Board Secretary's secretary and assistant).

The terms and conditions of this contract shall be in effect on the initial date of employment.

The Board/Administration will notify the President of the Association, in writing, of any new positions created or title changes.

The following articles and sections of this agreement shall not apply to part-time employees scheduled to work less than twenty (20) hours per full student week, except as specified below:

- Art. VI, section F – Vacations
- Art. VI, section G – Holidays
- Art. VII, Teaching Hours and Teaching Load (except when the part-time teacher works a full student day)
- Art. XIII, Sick Leave (except statutory requirements shall apply)
- Art. XIV, Temporary Leaves of Absence (except as listed below)
- Art. XV, Extended Leaves of Absence
- Art. XVI, Professional Development and Educational Improvement
- Art. XVII, Insurance Protection
- Art. XVIII, Section A – Retirement Clause

Part-time employees shall receive bereavement leave, attendance bonus, approved professional days, and black seal license compensation on a pro-rata basis.

B. DEFINITION OF EMPLOYEE

Unless otherwise indicated, the term “employee,” when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined

C. DEFINITION OF TEACHER

Unless otherwise indicated, the term “teacher,” when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. DEADLINE DATE

The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 123, Public Laws 1975 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.

B. MODIFICATION

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

C. NEW POSITIONS

The Association shall have fifteen (15) school days following notification by the Board of the creation of new positions to request negotiations regarding the terms and conditions of employment for those new positions. The Board has the right to fill a new position at any time after creating the position: final terms and conditions of employment that are negotiated by the parties shall be applied retroactively to the new position.

ARTICLE III

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. GRIEVANCE

a. Tract I

A grievance is a problem affecting terms and conditions of employment and changes in Board Policy and Administrative decisions which affect the interpretation, application and violations of the contract.

b. Tract II

An informal problem shall be defined as any problem that shall be determined non-grievable by standards set by PERC, or agreed to be discussed by both parties on an informal basis.

2. AGGRIEVED PERSON

An "aggrieved person" is the person or persons or the Association presenting the grievance.

3. PARTY IN INTEREST

A "party in interest" is the person or persons presenting the grievance and any person, including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the problem.

B. PURPOSE

The purpose of this procedure is to resolve, at the lowest possible level, the problems, which may from time to time arise affecting employees represented under this contract. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. PROCEDURE

1. TIME LIMITS

The number of days indicated at each level is a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.

2. YEAR END-GRIEVANCES

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. LEVEL ONE – PRINCIPAL OR IMMEDIATE SUPERIOR

A grievance must be filed within thirty (30) calendar days of knowledge of the incident, or, as with a newly created position, as soon as the President of the Association has knowledge of the position. An employee or the Association with a problem shall first discuss it with his principal or immediate superior, either directly or through the Association's designated representative as prescribed by law, with the objective of resolving the matter informally. Written notice will be given to the immediate supervisor of the intent to proceed to Level Two.

4. LEVEL TWO – SUPERINTENDENT

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he/she may file the grievance in writing with the Superintendent within ten (10) school days after the decision at Level One or fifteen (15) days after the grievance was presented, whichever is sooner. The President of

the Association and the Grievance Chair/person shall have the right to verbally present a grievance to the Superintendent. The aggrieved person(s) may be present at the discretion of the Association.

5. LEVEL THREE - BOARD OF EDUCATION

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he/she may file the grievance in writing with the Board or its designated representative where appropriate, within ten (10) school days after a decision by the Superintendent or twenty (20) school days after the grievance was delivered to the Superintendent, whichever is sooner. An employee shall have the right to verbally present the grievance to the Board or its designee.
- b. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three or if no decision has been rendered within twenty-five (25) school days after the grievance has been delivered to the Board, he/she may, within five (5) school days after a decision by the Board or thirty (30) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit its grievance to arbitration.
- c. All Track II grievance shall terminate at the Board level.

6. LEVEL FOUR - ARBITRATION

- a. Within ten (10) school days after such written notice of Submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. The parties shall then be bound by the rules and procedures of the American Arbitration Association.
- b. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties.

- c. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Association or the Board and the aggrieved person. Any other expense incurred shall be paid by the party incurring same.

D. RIGHTS OF EMPLOYEE REPRESENTATION

1. EMPLOYEE AND ASSOCIATION

Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by representative(s) selected or approved by the Association. When the employee is not represented by the Association, the Association shall not have the right to be present and to state its views at all written stages of the grievance procedure.

2. REPRISALS

No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

E. MISCELLANEOUS

1. WRITTEN DECISIONS

Decisions rendered at Level One are to be oral. All decisions rendered at Level Two and Three of the grievance procedure shall be in writing setting forth the decision and reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.

2. SEPARATE GRIEVANCE FILE

All documents, communications and records dealing with the processing of grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

3. FORMS

Forms for filing grievances shall be available in the office of each building so as to facilitate operation of the grievance procedure.

4. MEETINGS AND HEARINGS

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE IV

EMPLOYEE RIGHTS

A. STATUTORY SAVINGS CLAUSE

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey Laws or other applicable laws and regulations.

B. JUST CAUSE PROVISION

No employee shall be discharged, disciplined, 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. This clause shall not apply to the non-renewal of non-tenured employees, which remains a prerogative of the Board.

C. PROGRESSIVE DISCIPLINE

1. Employees shall not be disciplined in writing, reduced in rank, or have an increment for disciplinary reasons withheld without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be shared with others until formal actions needs to be taken by the Board and shall be subject to the Grievance Procedure herein set forth.
2. At any meeting or interview where the primary purpose is to charge in writing or discipline in writing an employee and where more than one (1) Board member or administrative representative or interested party is to be present, the employee shall be given twenty-four (24) hours notice, advised of the reason for the meeting and entitled to be accompanied by a chosen representative. The exception to this would be any issue requiring immediate suspension.

3. No employee shall be formally disciplined without a written formal explanation. At the time such formal explanation is given, the employee shall be provided with the opportunity to explain or defend his or her actions.
4. Any criticism of an employee's job performance by a supervisor, an administrator, or a Board of Education member shall be made in confidence and not in the presence of students, parents, other employees, or at a public meeting. The exception to this shall be when an employee has been offered the opportunity for a private meeting and has declined this offer.
5. Disciplinary action will not be taken against any Alexandria Township School employee unless the identity of the complainant and the specific issue are identified. The exception being a situation in which confidentiality is required by law.

D. REQUIRED MEETINGS OR HEARING

Whenever any employee is required to appear before any administrator or supervisor, Board, or any committee member, representative or agent thereof concerning any matter which could adversely affect the continuation of that employee 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 reasons for such meetings or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview. This would not include any normal routine evaluations as prescribed by law.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

A. USE OF SCHOOL BUILDINGS

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building shall be notified in advance of the time and place of all such meetings. Approval shall be given by the principal unless scheduling conflicts arise.

B. ATTENDANCE AT ASSOCIATION MEETINGS

One secretary, on a rotating basis, shall be released to attend Association meetings during work hours. One custodian, on a rotating basis, shall be released for one hour to attend Association meetings during work hours.

C. CONFERENCE OF AFFILIATES

One (1) day for one (1) representative of the Association to attend conferences and conventions of state and national affiliated organizations will be granted each year.

ARTICLE VI

WORK YEAR AND WORK SCHEDULE

A. INCLEMENT WEATHER AND OTHER EMERGENCIES

1. PROFESSIONAL STAFF

Attendance shall not be required whenever student attendance is not required due to inclement weather or other emergencies.

2. SECRETARIAL STAFF

Attendance shall not be required whenever student attendance is not required due to inclement weather or other emergencies.

3. PARAPROFESSIONAL STAFF

Attendance shall not be required whenever student attendance is not required due to inclement weather or other emergencies.

4. CUSTODIAL STAFF

The length of the work day shall be at the discretion of the Superintendent.

ARTICLE VII

COMPENSATION SCHEDULE B

B. ACTIVITY SALARY SCHEDULE

ACTIVITY SALARY SCHEDULE SCHEDULE B			
ACTIVITY	AMOUNT	AMOUNT	AMOUNT
	2008-2009	2009-2010	2010-2011
Student Council Advisor	2,467	2,541	2,617
Yearbook Advisor	2,467	2,541	2,617
Drama Club Advisor	1,714	1,765	1,818
Assistant Drama Club Advisor (2/3 of Head Advisor)	1,098	1,131	1,165
Newspaper Advisor	1,715	1,766	1,819
Science Club Advisor	1,198	1,234	1,271
Girls Basketball Coach	2,958	3,047	3,138
Boys Basketball Coach	2,958	3,047	3,138
Girls Soccer Coach	2,467	2,541	2,617
Boys Soccer Coach	2,467	2,541	2,617
Softball Coach	2,467	2,541	2,617
Baseball Coach	2,467	2,541	2,617
Volleyball Coach	2,467	2,541	2,617
Sports Director	3,532	3,638	3,747
Ski Club Advisor	589	607	625
Cheerleading Advisor	1,714	1,765	1,818
Detention Mentor	1,463	1,506	1,552
Chaperone for School Dances and Concerts (per event)	76	79	81
Chaperone for School Games (per game)	53	54	56
Jazz Band Director	1,197	1,233	1,270
Boys and Girls Cross Country	2,395	2,467	2,541
Peer Club Advisor for up to one Main Advisor and three grade level advisors	2,400	2,472	2,546
Chaperone for Overnight Trips (per night)	124	128	132
Assistant coaches shall be paid at two-thirds (2/3) of the rate established for the head coach.			
Any changes in time involvement in an activity program or any additional activities over and above the previous year will automatically open that item to further negotiations of salary.			
The Sports Director shall attend all homes games and shall be ineligible to coach any athletic teams.			

ARTICLE IX

PAYROLL DUES AND SUMMER DEDUCTIONS

A. ASSOCIATION PAYROLL DUES DEDUCTIONS

The Board agrees to deduct from the salaries of its employees dues for the Alexandria Township Education Association, the Hunterdon County Education Association, the New Jersey Education Association, or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. All other voluntary deductions shall be approved by the Board. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A.) rules established by the State Department of Education, Chapter 477 PL 1979.

B. CREDIT UNION DEDUCTIONS

The Board agrees to withhold, from the salaries of its employees who so indicate in writing, moneys to be deposited in a credit union or the appropriate tax-sheltered annuities. The Board will offer two (2) credit unions to choose from, and will not change such credit unions without prior consultation with the Association. All contributions shall be forwarded within five (5) business days of each payroll.

C. PAYROLL SUMMER DEDUCTIONS

The Board agrees to withhold from the salaries of its employees, who so indicate in writing, monies for a summer payment according to Title 18A:29-3 of the statutes of New Jersey.

D. INSURANCE DEDUCTIONS

Whenever any employee contribution is required toward the cost of any insurance, the Business Administrator shall calculate the annualized amount of the contribution and shall make deductions from employee paychecks in equal amounts during the course of the school year, regardless of the length of a particular employee's regular work year. The deductions shall be verified by the Association prior to the start of said deduction taking place.

ARTICLE X

EMPLOYEE WORK STATIONS

A. TRAVEL

1. Employees who may be required to use their own vehicles in the performance of their duties and/or employees who are assigned to more than one (1) school per day shall be reimbursed at the prevailing federal IRS deduction rate for all driving done between buildings following their arrival at the first location at the beginning of their workday.
2. School van may be used for school related travel when available. Use of the van will be coordinated by the Superintendent or his designee.

B. INVOLUNTARY REASSIGNMENTS

A meeting will be held between the employee involved and the supervisor at which time the employee shall be notified of the reason for the involuntary reassignment.

C. PROFESSIONAL SUMMER EMPLOYMENT

The Superintendent shall mail to the Association, and post in both buildings a list of known positions, which will be available for professional projects during the summer. Nothing shall be construed, however, to require the appointment of a staff member, or to preclude the Board from hiring from outside the district for such projects.

ARTICLE XI

EMPLOYEE OBSERVATION

REFER TO INDIVIDUAL SECTIONS

ARTICLE XII

SICK LEAVE

Refer to Article I, A. Unit for a definition of District employees covered by this Article.

A. ACCUMULATIVE

1. TEN (10) MONTH EMPLOYEES

All employees shall be entitled to ten (10) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. TWELVE (12) MONTH EMPLOYEES

All employees shall be entitled to twelve (12) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. ATTENDANCE INCENTIVE

1. The Board agrees to compensate Professional Staff for good attendance in accordance with the following:

Number of Days Absent in Any Year	Compensation
0	250
1	200
2	150
3	100
4 or more	-0-

2. The Board agrees to compensate Support Staff employees for good attendance in accordance with the following:

Number of Days Absent in Any Year	Compensation
0	150
1	125
2	100
3	75
4 or more	-0-

3. If the total number of days any employee is absent in any year (excluding bereavement leave for a spouse, parent or child) is not a whole day compensation shall be based on the next whole number of days: e.g., 1.5 days total absence = 2.0 days for determining compensation due.
4. Compensation shall be prorated for a part-time employee.
5. Days absent on bereavement leave following the death of an employees parent, child, spouse, or member of the immediate household shall not be considered in determining compensation.
6. Compensation shall be made on or about December 1 of each year in reference to attendance in the preceding school year.
7. Compensation shall not be available to any employee who is absent on unpaid leave for portion of the year or who is employed for less than the full year.

B. NOTIFICATION OF ACCUMULATION

Employees shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.

ARTICLE XIII

TEMPORARY LEAVES OF ABSENCE

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

A. TYPES OF LEAVE

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

1. PERSONAL

Two (2) days leave of absence for personal, business, household or family matters which require absence during school hours. Application to the employee's principal or other immediate superior for personal leave shall be made at least twenty-four (24) hours before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this section.

2. **PROFESSIONAL**

A teacher who requests a day for professional reasons shall notify the Administrator in writing at least two (2) days in advance when possible. A professional day shall be defined as a day voluntarily used for improving job performance, that has been approved by the Superintendent.

3. **CONFERENCE OF AFFILIATES**

Up to one (1) day for one (1) representative of the Association to attend conferences and conventions of state and national affiliated organization.

4. **LEGAL**

a. **Employment**

Time necessary for appearance in any legal proceeding connected with the employee's employment, or with the school system shall be granted, if the employee is required by law to attend, excluding any situation wherein the employee and Board are adversaries or as prescribed by law.

b. **Personal**

Up to two (2) personal legal days may be taken for any legal matter, which requires a court appearance. This excludes traffic court.

5. **BEREAVEMENT LEAVE**

In the event of the death of an employee's relative, such employee may be granted time off up to the number of workdays indicated below for bereavement and funeral related purposes. Except in the event of very extenuating circumstances, bereavement leave shall only be granted during the period immediately following the relative's death.

a. **Five (5) Work Days:**

- Parent
- Child
- Spouse or member of the immediate household

- b. **Three (3) Work Days:**
 - Parent-In-Law
 - Sibling
 - Sibling-In-Law
 - Grandparent
 - Any other member of the employee's household
- c. **One (1) Work Day:**
 - Spouse's Grandparent
 - Other blood relative
 - Close Friend

6. ILLNESS IN THE IMMEDIATE FAMILY

An employee may be granted up to three (3) workdays in any year as may be required due to the serious illness of an employee's parent, child, spouse, or any other member of the employee's household

B. IN-ADDITION TO SICK LEAVE

Leave taken pursuant to Section A. above, or to any sick leave to which the employee is entitled shall be in addition.

C. PERSONAL LEAVE "BANK"

1. A personal leave "bank" is hereby created whereby unused personal days (under paragraph A.1. of this Article) may be donated by individual employee's
2. The personal leave "bank" may be utilized by members of the bargaining unit who have utilized all of their allotted accumulated sick leave and partially compensated leave, on an emergency basis or in case of exceptional need.
3. Permission to use such days shall be considered by the Board after receipt of a recommendation by a Committee of an equal number of representatives of the Board and the Association.
4. It is understood that the Board shall not add days to the "bank" and that the "bank" shall be started with unused personal days leftover from the 1985-86 school year.
5. An accounting of the personal leave "bank" for the prior school year shall be forwarded to the ATEA by the Business Office by November 1, of each contract year.

ARTICLE XIV

EXTENDED LEAVES OF ABSENCES

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

A. MEDICAL DISABILITY LEAVE

1. An employee may be granted an unpaid leave of absence for up to one year for medical disability substantiated by a certificate from a physician. Said leave shall commence upon the exhaustion of paid sick leave, or at such other date as may be requested by the employee and approved by the Board.
2. Requests for disability leave shall be submitted by the employee at least ninety (90) calendar days in advance. However, in the event that ninety (90) days advance notification is not possible, the employee shall request the leave as soon as the need is known.
3. All requests for leave shall include the period of time requested and the specific date on which the leave will terminate and the employee expects to return to active employment.
4. In considering a request for a leave to commence at a time other than upon the exhaustion of sick leave, and in considering the termination date for any requested leave, the Board may adjust the actual commencement date or termination date after consideration of the employee's medical need, students' needs, and administrative factors.
5. To the extent possible, with due consideration of the employee's medical needs, leaves should not commence nor end during the school year except at the end of the second marking period.

B. CHILD REARING LEAVE

1. In accordance with Federal and State Law any employee shall be entitled to an unpaid child rearing leave of absence.
2. Only one employee may request and be approved for a child rearing leave for the same child.

C. ILLNESS IN FAMILY

- 1. An employee shall be entitled to an unpaid leave of absence for up to two (2) full school years for the purpose of caring for an ill member of the employee's immediate family. Requests shall be made to the Board at least ninety (90) calendar days in advance. However, in the event that ninety (90) days advance notification is not possible, the employee shall request the leave as soon as the need is known.**
- 2. All requests shall include the period of time requested and the date on which the leave will terminate and the employee expects to return to active employment.**
- 2. Return to active employment may only be at the start of a student school year or at the midpoint of the year (the end of the second marking period/beginning of the third marking period).**

D. GENERAL UNPAID LEAVE PROVISIONS

- 1. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period.**
- 2. While on leave, the employee shall not be considered to be in active service and shall not be entitled to any compensation and/or benefits granted to active employees. Accumulated and unused sick leave shall, however, be restored to the employee upon return to active employment.**
- 3. Time absent on unpaid leave shall not be considered in determining eligibility for tenure, eligibility for salary increment, nor any other purpose.**
- 4. An employee who has had a leave of absence shall not be entitled to request a subsequent leave of absence until he/she has returned to active employment for a period of time at least equal to the period of time absent on such prior leave.**
- 5. An early return from an unpaid leave shall be permitted in the event of extenuating circumstances. Requests to return early starting with the beginning of the school year must be submitted by April 15. Requests to return early starting with the beginning of the third (3rd) marking period must be submitted by September 30th. Extenuating circumstances shall include situations such as:**

- If on “Child Rearing Leave” - termination of pregnancy or death of child
 - If on “Illness in Family Leave” – significant change in the ill family member’s condition
6. In the event that an employee’s request requires a modification due to extenuating circumstances, the Board may modify or waive any of the requirements stated within this article. Any such modification or waiver shall be at the sole discretion of the Board.

ARTICLE XV

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. REIMBURSED EXPENSES

1. The cost of transportation and other reasonable expenses incurred in connection with any workshops, seminars, conferences, and in-service training sessions approved by the Superintendent will be paid in full by the Board.
2. All mileage shall be reimbursed at the current IRS deduction rate. All mileage must be submitted for approval at the time that the request to attend all workshops, seminars, conferences and in-service training sessions is submitted to the Superintendent.

B. COURSE REIMBURSEMENT FOR COACHES AND EXTRA CURRICULAR ACTIVITY SUPERVISORS (See Article XV, A.2 for mileage reimbursement requirements).

Coaches and Extra Curricular Activity Supervisors shall be reimbursed for courses/workshops with prior approval of the Board.

ARTICLE XVI

INSURANCE PROTECTION

Refer to Article I. A. unit for a definition of District employees covered by this Article.

A. COVERAGE

1. The Board shall purchase dental insurance for eligible employees and health insurance for individuals or families. The health insurance will include:
 - Hospitalization
 - Outpatient Care
 - Major Medical
2. The coverage will commence September 1 and end August 31 providing coverage for twelve (12) months for every eligible employee employed in September for that year.

B. DEPENDENT COVERAGE

1. For any dependent insurance coverage chosen by an eligible employee, the Board shall pay eight-five percent (85%) of the cost, and the employee shall pay fifteen percent (15%). Direct Access copay shall be \$5.00.

C. PERSONNEL EMPLOYED AFTER SEPTEMBER

1. Personnel employed after September on a regular basis shall be covered as soon as possible and in compliance with the law. Board payments of insurance premiums will cease with termination.

D. ELIMINATION OF TRADITION INSURANCE

1. Traditional Insurance shall not be available to any employee not currently enrolled as of 1/08/08. All employees enrolled in the Traditional Plan as of 1/08/08 shall be permitted to keep said plan until they voluntarily terminate enrollment, upon separation from the district, or retirement.

E. INSURANCE WAIVER

1. Upon providing proof of existing insurance coverage, the Board will compensate any employee who elects to waive Board provided insurance benefits at the following rate each contract year:
 - Single coverage \$1,300
 - 2-Adults \$2,950
 - Family \$3,450
 - Parent and Child \$1,950

2. Said compensation will automatically be forwarded to the employee in June of each contract year.
3. If an employee should terminate employment with the Alexandria Township School District, compensation will be prorated in accordance with the length of active employment.

F. FLEX SPENDING ACCOUNT

1. All employees shall be offered the option of participating in a Flex Spending Account to be administered by a third party.

ARTICLE XVII

MISCELLANEOUS PROVISIONS

A. SEPARATION CLAUSE

Refer to Article I.A. Unit for a definition of District Employees covered by this Article.

1. Subject to the following, an employee shall be paid upon separation from the District for accumulated unused sick leave at the rate of:
 - \$20.00 for each accumulated unused day up to 100 days
 - \$30.00 for each accumulated unused day between 101 and 200 days
 - \$50.00 for each accumulated unused day above 200 day
2. To qualify for accumulated sick leave reimbursement an employee must:
 - Terminate employment with the District and be eligible to actually retire and immediately receive pension payments pursuant to the rules and regulations of the retirement system.
 - Submit an irrevocable written notice of resignation/retirement to the Board by January 1 immediately preceding the effective date of resignation/retirement.
 - Terminate employment with an effective date during the student's summer recess period.

3. Payment shall be made within forty-five (45) days after the effective date of resignation/retirement.

* Employees who are not eligible to retire and to start receiving a monthly pension payment immediately following their terminating employment with the District shall not be eligible for payment for accumulated unused sick leave.

B. SEPARATION AGREEMENT

1. Effective July 1, 2008 any employee in the ATEA with 20 or more years of service with the Alexandria Township Board of Education whom also has 50 or more sick days will upon separation be compensated at the following rate in lieu of paragraph A:

- \$50 per day for day 1 through 100
- \$100 per day for days 101 through 200
- \$150 per day for days 201 and beyond

To be eligible for this payment, a staff member must notify the Board of the intention to separate from employment by April 1st of 2008. The total amount paid to any staff member shall not exceed \$30,000. Payment will be made in one installment on July 1st of 2008.

Effective July 1, 2009 any employee in the ATEA with 20 or more years of service with the Alexandria Township Board of Education whom also has 50 or more sick days will upon separation be compensated at the following rate in lieu of paragraph A:

- \$50 per day for days 1 through 100
- \$100 per day for days 101 through 200
- \$150 per day for days 201 and beyond

To be eligible for this payment, a staff member must notify the Board of the intention to separate from employment by January 1st of 2009. The total amount paid to any staff member shall not exceed \$30,000. Payment will be made in one installment on July 1st of 2009.

Effective July 1, 2010 any employee in the ATEA with 20 or more years of service with the Alexandria Township Board of Education whom also has 50 or more sick days will upon separation be compensated at the following rate in lieu of paragraph A:

- \$25 per day for days 1 through 100
- \$50 per day for days 101 through 200
- \$75 per day for days 201 and beyond

To be eligible for this payment, a staff member must notify the Board of the intention to separate from employment by January 1st of 2010. The total amount paid to any staff member shall not exceed \$15,000. Payment will be made in one installment on July 1st of 2010.

This benefit continues into the next negotiated agreement upon the express written agreement of both parties. Absent such agreement the benefit in the 2006-2008 contract shall be restored.

C. SAVINGS CLAUSE

- 1. Except as this Agreement shall otherwise provide all terms and Conditions of employment applicable on the effective date of this Agreement to employees covered by the Agreement as established by the administrative procedures and practices in force on said date, shall continue to be so applicable during the terms of this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any employee benefit existing prior to its effective date.**

CUSTODIAL

STAFF

SECTION

CUSTODIAL SECTION

ARTICLE VI

WORK YEAR AND WORK SCHEDULE

A. TWELVE (12) MONTH PERSONNEL

1. The work year for twelve (12) month employees shall begin on July 1 of each calendar year and end on June 30 of the following year.
2. All salary increases for twelve (12) month employees will be effective July 1 of each year.

B. WORK SCHEDULE

1. Eight (8) hours of work shall constitute a work shift. All employees shall be scheduled to work on a regular shift and shall be advised of a regular starting and quitting time. Changes to an employee's working hours shall be by mutual agreement whenever possible.
2. During the school year, the workday shall commence at 7:30 A.M. and end at 3:30 P.M. unless otherwise indicated by the immediate supervisor.
3. During the school year, the night custodian shall commence work at 3:00 P.M. and end at 11:00 P.M. unless otherwise indicated by the immediate supervisor.
4. Summer hours shall commence at 7:00 A.M. and end at 3:00 P.M. unless otherwise indicated by the immediate supervisor.

C. INCLEMENT WEATHER AND OTHER EMERGENCIES

1. The length of the workday shall be at the discretion of the Superintendent.

D. OVERTIME

1. Overtime shall be paid in compensatory time at the rate of one and one-half (1 ½) times the employee's regular hourly rate of pay for all time worked in excess of forty (40) hours in any work week. For the purpose of determining forty (40) hours, the following shall count as regular workday:
 - Holidays
 - Paid vacation days
 - Other approved paid leaves (exclusive of sick days and personal days)
2. Any custodial employee called to return to work outside his/her regularly scheduled shift shall be guaranteed a minimum of two (2) hours of overtime pay, at one and one-half (1 ½) his/her regular hourly rate, provided that such return to work is not immediately prior to or after his/her regularly scheduled shift.

E. VACATION SCHEDULE

1. Vacation eligibility shall be determined as of the anniversary date of employment.
2. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to approval of the immediate supervisor. Such approval shall not be arbitrarily withheld,
3. Custodial staff shall be eligible for vacations on the basis of the following years experience in the Alexandria Township School District:
 - 1 year 1 week
 - 2-7 years 2 weeks
 - 8-14 years 3 weeks
 - 15+ years 4 weeks

4. Vacations must be taken before the next anniversary date and may not be taken back-to-back, with the previous year's vacations.
5. Custodians shall submit their summer vacation requests for approval prior to June 1 of each fiscal year. They shall submit all other request for three (3) days or more not less than fourteen (14) calendar days prior to the requested dates, and not less than twenty-four (24) hours prior to any request of less than three (3) days.

F. HOLIDAY SCHEDULE

Refer to Article I.A. Unit for definition of District employee covered by this Article.

1. Schedule Holidays – Custodial Staff
 - a. Labor Day
 - b. Thanksgiving Day and Thanksgiving Friday
 - c. Christmas Day
 - d. New Year's Day
 - e. President's Day
 - f. Good Friday
 - g. Easter Monday
 - h. Memorial Day
 - i. Independence Day
 - j. Three (3) Floating Days *

*A floating day is another holiday said employee would normally work. Employee is to use the floating day when school is not in session. Example of days school is not in session would be during Christmas break, Easter Break, June (after last day for students), July and August. Floating days are not cumulative and must be taken before the next contract year. Permission for floating days must be approved.

2. The custodial staff will be given additional Friday or Monday holidays when Christmas and New Year's fall on a Saturday or Sunday. The half-day on Christmas Eve Day and New Year's Eve Day shall be granted at the discretion of the Superintendent. The Superintendent will give one week's notice regarding these two (2) half days.

3. Any holiday for the custodial staff which falls on a Saturday or Sunday shall be celebrated on the Friday before or the Monday after, respectively.

G. CUSTODIAL SALARY SCHEDULE

Each custodian who has served for six (6) or more months in the prior school year and who has been rated "satisfactory" shall receive a salary increase by the same percentage as calculated on the Professional Salary Guide:

Minimum and Maximum Salary Rates for Custodian				
YEAR	PERCENT	FULL TIME CUSTODIAN	FULL TIME CUSTODIAN BLACK SEAL	FULL TIME CUSTODIAN/MAINTENANCE BLACK SEAL IN CHARGE
MINIMUM		17,765	19,855	21,945
		MAXIMUM	MAXIMUM	MAXIMUM
2008-2009	4.50%	52,800	55,984	59,159
2009-2010	4.25%	55,044	58,363	61,673
2010-2011	4.25%	53,383	60,843	64,294

**PARAPROFESSIONAL
STAFF
SECTION**

PARAPROFESSIONAL SECTION

ARTICLE VI

A. TEN (10) MONTH PERSONNEL

1. The first day of the in-school work year shall commence no earlier than September 1, and the last day shall be no later than June 30 of each school year. The school year shall consist of one hundred eighty one (181) student days and four (4) non-student days.
2. A Paraprofessional may consider his/her work year ended after the students have been dismissed for Summer Vacation and end of the year check list requirement has been met.
3. Paraprofessional attendance shall not be required whenever student attendance is not required due to inclement weather.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

A. LUNCH PERIOD

1. All paraprofessionals shall have a daily duty-free lunch period of at least thirty (30) minutes.

B. WORKING HOURS

1. A paraprofessional's school day shall be defined as having an arrival time of 8:10 A.M. and a departure of 3:40 P.M.
2. Permission for earlier departure may be granted at the discretion of the Administration.

3. The Board shall retain the option to adjust starting and ending times by up to fifteen (15) minutes sooner or later in the event that the Delaware Valley Regional Transportation routes make such adjustments necessary.
4. In the event a change is made, three (3) months advance notice will be provided to the staff: however, the normal paraprofessional's workday shall not exceed seven and one-half (7 ½) hours; there will be no change in the normal student contact time as a result of such change, and the Board agrees that it or its designee will not initiate such changes at the Regional. If such a change takes place, full-time paraprofessionals shall have the same start and end to their regular workday as teachers.

Full-time Paraprofessionals

YEAR	PERCENT	MINIMUM	MAXIMUM
2008-09	4.9%	14,555	27,017
2009-10	4.9%	15,268	28,341
2010-11	4.9%	16,016	29,730

ARTICLE XI

EMPLOYEE EVALUATION

A. PROCEDURES FOR EVALUATION NON-TEACHING PERSONNEL

All employees shall be evaluated in accordance with State statute and Board policy.

1. FREQUENCY

Each non-teaching employee shall be evaluated by his/her immediate supervisor at least one (1) time in each contract year. Said evaluation shall be followed by a written evaluation report and a conference between the employee and his/her immediate supervisor for the purpose of identifying areas of strength, areas in need of correction, and planning for the remediation of identified deficiencies. Additional observations may be made upon the request of the employee or at the discretion of the employee's direct supervisor.

2. OPEN EVALUATION

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

3. COPIES OF EVALUATIONS

An employee shall be given a copy of any observation/evaluation report prepared by his/her supervisor/evaluator at least one (1) day prior to the evaluation conference. If mutually agreed upon by employee and evaluator this one-day requirement may be waived.

4. CONFERENCES.

Evaluation conferences shall occur within fifteen (15) workdays of the observation/evaluation. The conference shall be held during the workday and at a time not conflicting with lunch or daily break times. Said meeting shall be scheduled without loss of benefit to the employee.

B. REPRESENTATION AT EVALUATION CONFERENCES

An employee reserves the right to representation in an evaluation conference if said employee feels such a conference could jeopardize his/her employment status and if said employee requests such representation.

ARTICLE XVI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. TUITION AID - PARAPROFESSIONAL

1. Any paraprofessional employed by the Alexandria Township Board of Education shall be reimbursed upon acceptable completion of graduate level courses. Said reimbursement shall include tuition, books, and any other required material necessary for course completion,

2. The course or courses shall be approved in writing in advance of matriculation by the Superintendent and must pertain to the paraprofessionals current assignment.
3. Upon completion of the course or courses the paraprofessional will submit receipts for the amount or amounts paid. In addition, a transcript shall be provided as evidence of successful completion of course or courses,
4. A minimum grade of 2.75 on a 4.0 scale or equivalent, or a pass in a pass/fail course shall be attained to qualify for reimbursement.
5. In the event that a course is canceled or dropped, the Business Office shall be notified as soon as possible.
6. In the event that an approved course is filled when the applicant registers, another course is prescribed curriculum may be substituted without prior approval, The Superintendent must be notified writing one (1) week of the forced change.
7. All documentation is the responsibility of the staff member.

C. COURSE SCHEDULING

1. Approved courses taken by a paraprofessional shall not be discriminated against because of date or time given. However, the paraprofessional shall choose a time not conflicting with the regular working day. Following students dismissal, a paraprofessional may be granted an early departure at the discretion of the Superintendent.

D. TUITION REIMBURSEMENT

1. Everyone meeting the definition of shall be entitled to the following Minimum per school year for course reimbursement until the maximum (\$850.00) authorized for tuition reimbursement is reached.
2. All tuitions reimbursement participants shall be eligible for additional course reimbursement over these minimums (\$850.00) if by June 30 of the contract year the allocated maximum has not be depleted. This maximum shall be: \$20,000.00

3. The remaining money due to a particular paraprofessional shall be reimbursed automatically.
4. If more than one (1) person is eligible for additional tuition reimbursement, the remaining money shall be divided equally. A check will automatically be forwarded to them by the Business Office.
5. The amount received shall not exceed the amount paid by the employee.
6. The amount of reimbursement shall be prorated for part-time employees.
7. Reimbursement shall be made in the fiscal year of the year the course grade is submitted as proof of acceptable course completion, (Refer to A. 4 Article XVI); the course is considered completed when the grade is submitted. All documentation is the responsibility of the employee. An accounting of the distribution of tuition funds for the prior school year shall be forwarded to the ATEA by October 1 of each contract year.

E. REIMBURSED EXPENSES

1. The cost of transportation and other reasonable expenses incurred in connection with any workshops, seminars, conferences, and in-service training sessions approved by the Superintendent will be paid in full by the Board.
2. All mileage shall be reimbursed at the current IRS deduction rate.
3. All mileage must be submitted for approval at the time that the request to attend all workshops, seminars, conferences and in-service training sessions is submitted to the Superintendent to qualify for reimbursement.

PROFESSIONAL

STAFF

SECTION

ARTICLE VI

WORK YEAR AND WORK SCHEDULE

A. TEN (10) MONTH PERSONNEL

1. The first day of the in-school work year shall commence no earlier than September 1, and the last day shall be no later than June 30 of each school year. The school year shall consist of one-hundred-eighty-one (181) student days and four (4) non-student days.
2. A teacher may consider his/her work year ended after students have been dismissed for summer vacations and end of the year checklist requirements have been met.

B. NEW TEACHER ORIENTATION

1. Teachers new to the Alexandria Township School System shall be required to attend three (3) days of orientation during the summer. There will be no additional compensation for these days.
2. Teachers entering the Alexandria Township School System in years two and three shall attend two (2) days of Staff Development during the summer. There will be no additional compensation for these days.

C. CHILD STUDY TEAM AND RELATED SERVICES

1. At the discretion of the Superintendent, to remain in compliance under the law, each Child Study Team member may be required to work up to ten (10) additional days between July 1 and September 1. Compensation shall be at their per diem rate.
2. In the event that speech and related services are required for summer therapy in an Extended Year Program, staff members will be compensated at the following rate:

2008-2009	2009-2010	2010-2011
\$75.00/hr.	\$80.00/hr	\$85.00/hr

ARTICLE VI

WORK YEAR

D. TEACHER TECHNOLOGY FACILITOR

1. The Teacher Technology Facilitator will be paid at his/her per diem rate if assigned by the Superintendent to work during the month of July or August.
2. If the Teacher Technology Facilitator is required by the Superintendent to attend evening meetings, he/she shall be paid the Professional Rate.

E. INCLEMENT WEATHER AND OTHER EMERGENCIES

1. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

A. LUNCH PERIOD

1. All teachers shall have a daily duty-free lunch period of at least thirty (30) minutes.

B. WORKING HOURS

1. A regular teacher's school day shall be defined as having an arrival time of 8:10 a.m. and departure time of 3:40 p.m. Permission for earlier departure may be granted at the discretion of the Administration.
2. The Board shall retain the option to adjust starting and ending times by up to fifteen (15) minutes sooner or later in the event that the Delaware Valley Regional Transportation routes make such adjustments necessary. In the event a change is made, three (3) month advance notice will be provided to the staff: however, the normal teacher's workday shall not exceed seven and one-half (7 ½) hours; there will be no change in the normal student contact time as a result of such a change, and the Board agrees that it or its designees will not initiate such changes at the Regional.

C. TEACHING LOAD

1. Every effort will be made to balance teaching loads in individual buildings.

D. PERPARATION TIME

1. Every full-time teacher shall have at least five (5) preparation periods a week (adjusted during holiday weeks), which shall be scheduled on a daily basis and shall not be less than thirty (30) continuous minutes during which he/she will not be assigned to any other duties.
2. Every part-time teacher shall have a daily preparation period in proportion to his/her workday.

E. VOLUNTARY SCHEDULE ADJUSTMENT

1. Administration may request a staff member to work a mutually agreed upon schedule by voluntarily adjusting their work hours by forty-five (45) minutes either at the beginning or at the end of the school day. The total amount of time will not exceed the total time expected of any other staff member.

F. BACK TO SCHOOL NIGHT

1. All professional staff members shall participate in one (1) “Back to School” night each year. The staff is to have input as to the date of the “Back to School” night.

G. PARENT/TEACHER CONFERENCES

1. Parent/Teacher conferences shall be scheduled during the Monday, Tuesday, and Wednesday of the same week as the NJEA Convention. Each of these days shall be an early dismissal day for the students and conferences shall commence after the teaching staff has had a duty free lunch.
2. Two (2) of the three (3) days shall be reserved for day conferences and one (1) day, either Monday or Tuesday, shall be designated for evening conferences.
3. The teachers may leave at early dismissal on the scheduled day of evening conferences, returning in time for evening conferences.
4. The evening conference period will involve an equitable exchange of time equivalent to the amount of time devoted to afternoon conferences.
5. The Administration and the Association will meet, discuss and consult with each other with regard to the implementation of evening conference schedules.

H. EARLY DISMISSAL DAYS

1. The Wednesday before Thanksgiving shall be an early dismissal day.
2. The last student day of the year shall be an early dismissal day.

Year 1 2008-09	This salary schedule applies to any teacher hired prior to July 1, 2008					
Step	BA	BA+15	BA+30 MA	BA+45 MA+15	BA+60 MA+30	PHD
1	45,000	46,500	48,000	49,500	51,000	52,500
2	45,000	46,500	48,000	49,500	51,000	52,500
3	46,130	47,630	49,130	50,630	52,130	53,630
4	47,365	48,865	50,365	51,865	53,365	54,865
5/6	48,605	50,105	51,605	53,105	54,605	56,105
7	49,915	51,415	52,915	54,415	59,915	57,415
8	51,625	53,125	54,625	56,125	57,625	59,125
9	53,545	55,045	56,545	58,045	59,545	61,045
10	55,465	56,965	58,465	59,965	61,465	62,965
11	57,385	58,885	60,385	61,885	63,385	64,885
12	59,305	60,805	62,305	63,805	65,305	66,805
13	61,225	62,725	64,225	65,725	67,225	68,725
14	63,145	64,645	66,145	67,645	69,145	70,645
15	65,065	66,565	68,065	69,565	71,065	72,565
16	66,985	68,485	69,985	71,485	72,985	74,485
17	68,905	70,405	71,905	73,405	74,905	76,405
18	70,825	72,325	73,825	75,325	76,825	78,325

Year 1 2008-09	This salary schedule applies to any teacher hired after July 1, 2008					
Step	BA	BA+15	MA	MA+15	MA+30	PHD
1	45,000	46,500	48,000	49,500	51,000	52,500
2	45,000	46,500	48,000	49,500	51,000	52,500
3	46,130	47,630	49,130	50,630	52,130	53,630
4	47,365	48,865	50,365	51,865	53,365	54,865
5/6	48,605	50,105	51,605	53,105	54,605	56,105
7	49,915	51,415	52,915	54,415	59,915	57,415
8	51,625	53,125	54,625	56,125	57,625	59,125
9	53,545	55,045	56,545	58,045	59,545	61,045
10	55,465	56,965	58,465	59,965	61,465	62,965
11	57,385	58,885	60,385	61,885	63,385	64,885
12	59,305	60,805	62,305	63,805	65,305	66,805
13	61,225	62,725	64,225	65,725	67,225	68,725
14	63,145	64,645	66,145	67,645	69,145	70,645
15	65,065	66,565	68,065	69,565	71,065	72,565
16	66,985	68,485	69,985	71,485	72,985	74,485
17	68,905	70,405	71,905	73,405	74,905	76,405
18	70,825	72,325	73,825	75,325	76,825	78,325

Year 2 2009-10	This salary schedule applies to any teacher hired prior to July 1, 2008					
Step	BA	BA+15	BA+30 MA	BA+45 MA+15	BA+60 MA+30	PHD
1	46,830	48,380	49,930	51,480	53,030	54,580
2-3	47,330	48,880	50,430	51,980	53,530	55,080
4	48,740	50,290	51,840	53,390	54,840	56,490
5	50,180	51,730	53,280	54,830	56,380	57,930
6-7	51,670	53,220	54,770	56,320	57,870	59,420
8	53,560	55,110	56,660	58,210	59,760	61,310
9	55,450	57,000	58,550	60,100	61,650	63,200
10	57,340	58,890	60,440	61,990	63,540	65,090
11	59,230	60,780	62,330	63,880	65,430	66,980
12	61,120	62,670	64,220	65,770	67,320	68,870
13	63,010	64,560	66,110	67,660	69,210	70,760
14	64,900	66,450	68,000	69,550	71,100	72,650
15	66,790	68,340	69,890	71,440	72,990	74,540
16	68,680	70,230	71,780	73,330	74,880	76,430
17	70,570	72,120	73,670	75,220	76,770	78,320
18	72,460	74,010	75,560	77,110	78,660	80,210

Year 2 2009-10	This salary schedule applies to any teacher hired after July 1, 2008					
Step	BA	BA+15	MA	MA+15	MA+30	PHD
1	46,830	48,380	49,930	51,480	53,030	54,580
2-3	47,330	48,880	50,430	51,980	53,530	55,080
4	48,740	50,290	51,840	53,390	54,840	56,490
5	50,180	51,730	53,280	54,830	56,380	57,930
6-7	51,670	53,220	54,770	56,320	57,870	59,420
8	53,560	55,110	56,660	58,210	59,760	61,310
9	55,450	57,000	58,550	60,100	61,650	63,200
10	57,340	58,890	60,440	61,990	63,540	65,090
11	59,230	60,780	62,330	63,880	65,430	66,980
12	61,120	62,670	64,220	65,770	67,320	68,870
13	63,010	64,560	66,110	67,660	69,210	70,760
14	64,900	66,450	68,000	69,550	71,100	72,650
15	66,790	68,340	69,890	71,440	72,990	74,540
16	68,680	70,230	71,780	73,330	74,880	76,430
17	70,570	72,120	73,670	75,220	76,770	78,320
18	72,460	74,010	75,560	77,110	78,660	80,210

Year 3 2010-11	This salary schedule applies to any teacher hired prior to July 1, 2008					
Step	BA	BA+15	BA+30 MA	BA+45 MA+15	BA+60 MA+30	PHD
1	48,775	50,375	51,975	53,575	55,175	56,775
2	49,275	50,875	52,475	54,075	55,675	57,275
3-4	49,775	51,375	52,975	54,575	56,175	57,775
5	51,650	53,250	54,850	56,450	58,050	59,650
6	53,535	55,135	56,735	58,335	59,935	61,535
7-8	55,420	57,020	58,620	60,220	61,820	63,420
9	57,305	58,905	60,505	62,105	63,705	65,305
10	59,190	60,790	62,390	63,990	65,590	67,190
11	61,075	63,675	64,275	65,875	67,475	69,075
12	62,960	64,560	66,160	67,760	69,360	70,960
13	64,845	66,445	68,045	69,645	71,245	72,845
14	66,730	68,330	69,930	71,530	73,130	74,730
15	68,615	70,215	71,815	73,415	75,015	76,615
16	70,500	72,100	73,700	75,300	76,900	78,500
17	72,385	73,985	75,585	77,185	78,785	80,385
18	74,270	75,870	77,470	79,070	80,670	82,270

Year 3 2010-11	This salary schedule applies to any teacher hired after July 1, 2008					
Step	BA	BA+15	MA	MA+15	MA+30	PHD
1	48,775	50,375	51,975	53,575	55,175	56,775
2	49,275	50,875	52,475	54,075	55,675	57,275
3-4	49,775	51,375	52,975	54,575	56,175	57,775
5	51,650	53,250	54,850	56,450	58,050	59,650
6	53,535	55,135	56,735	58,335	59,935	61,535
7-8	55,420	57,020	58,620	60,220	61,820	63,420
9	57,305	58,905	60,505	62,105	63,705	65,305
10	59,190	60,790	62,390	63,990	65,590	67,190
11	61,075	63,675	64,275	65,875	67,475	69,075
12	62,960	64,560	66,160	67,760	69,360	70,960
13	64,845	66,445	68,045	69,645	71,245	72,845
14	66,730	68,330	69,930	71,530	73,130	74,730
15	68,615	70,215	71,815	73,415	75,015	76,615
16	70,500	72,100	73,700	75,300	76,900	78,500
17	72,385	73,985	75,585	77,185	78,785	80,385
18	74,270	75,870	77,470	79,070	80,670	82,270

C. PROFESSIONAL RATE

1. Teachers employed in a professional capacity during the summer shall be compensated at the hourly rate of \$30.00 during the 2008-2009 school year, \$32.00 during the 2009-2010 school year, and \$33.00 during the 2010-2011 school year.
2. Teachers employed in a professional capacity for homebound instruction shall be compensated at the Professional Rate.
3. The Board shall pay workshop presenters 1.66 times the Professional Rate as compensation for preparation and delivery of a Board approved workshop outside of the regular workday or work year.

ARTICLE IX

PAYROLL DUES AND SUMMER DEDUCTIONS

A. ASSOCIATION PAYROLL DUES DEDUCTIONS

1. The Board agrees to deduct from the salaries of its employees dues for the Alexandria Township Education Association, the Hunterdon County Education Association, the New Jersey Education Association, or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. All other voluntary deductions shall be approved by the Board. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A.) rules established by the State Department of Education, Chapter 477 PL 1979.

B. SUMMER PAYROLL DEDUCTIONS

1. The Board agrees to withhold from the salaries of its teachers, who so indicate in writing, moneys for a summer payment according to Title 18A:29-3 of the statutes of New Jersey.

C. CREDIT UNION DEDUCTIONS

1. The Board agrees to withhold, from the salaries of its employees who so indicate in writing, moneys to be deposited in a credit union or the appropriate tax-sheltered annuities. The Board will offer two (2) credit unions to choose from, and will not change such credit unions without prior consultation with the Association. All contributions shall be forwarded within five (5) business days of each payroll.

D. INSURANCE DEDUCTIONS

1. Whenever any employee contribution is required toward the cost of any insurance, the Business Administrator shall calculate the annualized amount of the contribution and shall make deductions from employee paychecks in equal amounts during the course of the school year, regardless of the length of a particular employee's regular work year. The deduction shall be verified by the Association prior to the start of said deduction taking place.

ARTICLE X

EMPLOYEE WORK STATIONS

A. PROCEDURE FOR VOLUNTARY CHANGE IN TEACHER WORK STATIONS

1. The Superintendent shall deliver to the Association and post in all school buildings a list of the know vacancies as they occur.
2. Teachers who desire a change in grade and/or subject assignments for the following year may file a written statement of such desire with the principal not later than April 30. Such statements shall include grade and/or subject to which the teacher desires to be assigned in order of preference.
3. Every effort should be made to give primary consideration to a present teacher's request when a vacancy occurs.

B. PROFESSIONAL SUMMER EMPLOYMENT

1. The Superintendent shall mail to the Association, and post in both buildings, a list of know positions which will be available for professional projects during the summer. Nothing shall be construed, however, to require the appointment of a staff member, or to preclude the Board from hiring from outside the District for such projects.

C. MENTORING

1. The Board will provide to the Mentor a copy of New Jersey Administrative Code and appropriate Board policy concerning Mentoring for the Mentor's information,

2. Payment for mentoring will be through the Board Business Office, with deductions being made from the mentoree's salary.
3. The Board retains the right to assign mentorships to the staff. The Mentor shall not have the right to refuse a mentoring assignment.

ARTICLE XI

EMPLOYEE EVALUATION

A. PROCEDURE FOR EVALUATING PROFESSIONAL PERSONNEL

1. FREQUENCY

- a. Each teacher shall be observed through classroom visitation by a certified supervisor at least once (tenured) or three (3) times (non-tenured) in each school year, to be followed in each instance by a written evaluation report and by conference between the teacher and the evaluator for the purpose of identifying any deficiencies, extending assistance for their correction and improving instruction. Each observation shall consist of at least a full period.
- b. More than one (1) classroom visitation/observation shall not occur on the same day, nor shall any observation occur prior to the previous evaluation conference. All visitation/observations shall occur in the same work year.
- c. An additional observation may be made upon the request of of the teacher.
- d. No observation/evaluation shall occur on days prior to Halloween, Christmas, Easter or after the close of the final Marking period.

2. OPEN EVALUATION

- a. All monitoring or observation of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher. The use of eavesdropping, public address, cameras, audio systems and similar surveillance devices shall be strictly prohibited.

3. COPIES OF EVALUATION

- a. A teacher shall be given a copy of any observation/evaluation at least one (1) day prior to the evaluation conference. If mutually agreed-upon by teacher and evaluator, this one (1) day requirement may be waived.

4. CONFERENCES

- a. Evaluation conferences shall occur with within fifteen (15) work days of the observation/evaluation. The conference shall be held during the school day. The teacher shall have a choice of using a planning period or meeting after student dismissal. Said meeting shall be scheduled without loss of benefit to the teacher.

5. REPRESENTATION AT EVALUATION CONVERENCES

- a. An employee reserves the right to representation in an evaluation conference if said employees feels such a conference could jeopardize his/her employment status and if said employee requests such representation.

ARTICLE XII

TEACHER FACILITIES

A. LISTINGS OF FACILITIES

Each school shall have the following facilities:

1. An adequately furnished room which shall be reserved for the use of teachers as a faculty lounge.
2. Properly lighted and clean restrooms for the use of the teachers, separate from the student's restrooms.

ARTICLE XIII

SICK LEAVE

Refer to Article I.A. Unit for definition of District employees covered by this Article.

A. ACCUMULATIVE

1. TEN MONTH (10) EMPLOYEES

All employees shall be entitled to ten (10) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. TWELVE MONTH (12) EMPLOYEES

All employees shall be entitled to twelve (12) sick leave days each school year, as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

ARTICLE XIV

TEMPORARY LEAVES OF ABSENCE

A. PROFESSIONAL

- 1. A teacher who requests a day for professional reasons shall notify the Administrator in writing at least two (2) days in advance when possible. A professional day shall be defined as a day voluntarily used for improving job performance, that has been approved by the building Superintendent.**

B. CONFERENCE OF AFFILIATES

- 1. Up to one (1) representative of the Association to attend conferences and conventions of state and national affiliated organizations.**

ARTICLE XV

EXTENDED LEAVES OF ABSENCES

A. CHILD REARING LEAVE

1. A teacher shall be entitled to an unpaid leave of absence for one (1) full school year and that portion of the prior school year which follows the adoption of a pre-school child or birth of an infant. Requests shall be made to the Board at least ninety (90) calendar days in advance and all requests shall include the period of time requested and the date on which the leave will terminate and the employee expects to return to active employment (the start of the first or second school year immediately following the start of the leave or the start of the school year immediately following the child's second birthday).
2. Only one employee may request and be approved for a child rearing leave for the same child.

B. OTHER LEAVES

1. Tenured teachers may request and be approved for unpaid leaves of absence for other purposes such as for Association Business, International and Federal Programs, Military services, and education. Such leaves must be requested at least ninety (90) days in advance. Such leaves may commence at the start of the student school year and be for the entire school year or may commence at the midpoint of the student school year (at the end of the second/beginning of the third marking periods) and before the second half of the school year. Such other leaves shall terminate at the start of the next student school year.

ARTICLE XVI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

A. TUITION AID – PROFESSIONAL STAFF

1. Any teacher holding permanent certification in the employ of the Alexandria Township Board of Education shall be reimbursed upon acceptable completion of graduate level courses. Said reimbursement shall include tuition, books, and any other required material necessary for course completion.

2. The course or courses shall be approved in writing in advance of matriculation by the Superintendent.
3. Upon completion of the course or courses the teacher will submit receipts for the amount or amounts paid. In addition, a transcript shall be provided as evidence of successful completion of course or courses.
4. A minimum grade of 2.75 on a 4.0 scale or equivalent, or a pass in a pass/fail course shall be attained to qualify for reimbursement.
5. In the event that a course is canceled or dropped the Business Office shall be notified as soon as possible.
6. In the event that an approved course is filled when the applicant registers, another course in the prescribed curriculum for that degree program may be substituted without prior approval. The Superintendent must be notified within one (1) week of the forced change.
7. Any teacher who intends to take courses in the next contract year which will entitle him/her to increased compensation shall advise the Superintendent in writing by November 30 of the preceding contract year.
8. All documentation is the responsibility of the staff member.

B. COURSE SCHEDULING

1. Approved courses taken by teachers shall not be discriminated against because of date or time given. However, the teacher shall choose a time not conflicting with the regular working day. Following student dismissal a teacher may be granted an early departure at the discretion of the Superintendent.

C. TUITION REIMBURSEMENT

1. Everyone meeting the definition shall be entitled to the following minimums per school year for course reimbursement until the maximum (\$850.00) authorized for tuition reimbursement is reached.
2. All tuition reimbursement participants shall be eligible for additional course reimbursement (\$850.00) over these minimums if by June 30 of the contract year the allocated maximum has not been depleted. This maximum shall be: \$20,000.00

3. The remaining money due to a particular teacher shall be reimbursed automatically.
4. If more than one (1) person is eligible for additional tuition reimbursement, the remaining money shall be divided equally and a check will automatically be forwarded to them by the Business Office.
5. The amount received shall not exceed the amount paid by the employee.
6. The amount of reimbursement shall be prorated for part-time employees.
7. Reimbursement shall be made in the fiscal year of the year the course grade is submitted as proof of acceptable course completion (reference Article XVI, Article A.4); the course is considered completed when the grade is submitted.
8. An accounting of the distribution of tuition for the prior school year shall be forwarded to the ATEA by October 1 of each year.

D. REIMBURSED EXPENSES

1. The cost of transportation and other reasonable expenses incurred in connection with any workshops, seminars, conferences and in-service training session approved by the Superintendent will be paid in full by the Board.
2. All mileage shall be reimbursed at the current IRS deduction rate. All mileage must be submitted for approval at the time that the request to attend said workshop, seminar, conference, or in-service training sessions is submitted to the Superintendent.

E. IN-SERVICE WORKSHOPS, CONFERENCES, PROGRAMS

- 1, In-service programs shall be conducted during the in-school teacher workday if teacher attendance is required.

F. PROFESSIONAL DEVELOPMENT MEETINGS

1. A Professional Development Meeting shall be held on the first and third Mondays of October through May. The sole purpose of these meetings shall be professional development. Said meetings may last for 60 minutes. All full time teachers, CST members who work in district on those days, guidance counselors, and nurses are required to attend both meetings. Paraprofessionals are not required to attend these meetings.

2. **The scheduling of Professional Development Meetings on the first and third Mondays during the months of September and June shall be at the discretion of the Superintendent.**
3. **In the event that a Professional Development Meeting is canceled due to inclement weather or a holiday, it will be automatically rescheduled for the following Monday or another day that has been mutually agreed upon by the Administration and the Association.**

G. SUMMER PROFESSIONAL DEVELOPMENT MEETINGS

1. **Any teacher who attends professional development training during the summer shall be compensated at the rate of \$75.00 per day. A day shall consist of no more than four (4) hours. All attendance during summer professional development training shall be on a voluntary basis for tenured staff.**

(See Article VI, New Teacher Orientation for non-tenured summer Requirements).

H. THE ALEXANDRIA PUBLIC SCHOOLS- MASTER TEACHER INSTITUTE

Program Objectives:

- To encourage tenured teachers to voluntarily direct their careers along a coherent path of staff development activities. These activities shall lead to refined skills in research-based strategies.
- To encourage application of research-based strategies to instructional and classroom practice.
- To provide the majority to staff development activities for tenured teachers during after school hours thus:
 1. decreased the difficulties associated with obtaining substitute teachers
 2. increase the continuity of classroom instruction

Program Overview:

Tenured staff members in good standing will voluntarily select to attend specific “courses” offered by the school district. These courses will be taught by members of the Alexandria Township Public Schools administration and faculty. Courses will be offered after school and during the summer.

Teachers attending these courses will receive compensation if they attend all of the sessions and complete the requirements associated with that course. If a teacher completes all of the required courses and meets the additional criteria outlined in this document, then he/she will earn the designation of a Master Teacher. Master Teachers will be recognized with additional financial compensation as well as recognition at a formal ceremony.

COURSES

**Topics subject to change, but not to exceed the amount or time described below*

Learning Differences

This course will consist of eight (8) two (2) hour after-school sessions. The emphasis in this courses will be on understanding the nature and needs of students eligible for English as a Second Language, special education, and gifted and talented programs. In addition, participants will learn basic modification strategies to address the needs of each of these populations. Specific topics to be addressed include:

- Nature and needs of students eligible for special education
- Basic instructional modifications for students eligible for special education
- Nature and needs for gifted and talented students
- Basic instructional modification for gifted and talented students
- Working effectively with paraprofessional support staff members

This course will require submission of a project demonstrating the application of skills learned during the course.

TEXTS: Teaching Gifted Kids in the Regular Classroom and Teaching Students with Learning Disabilities in the Regular Classroom

Compensation for completing requirements – 1 credit on salary guide or \$500.00.

Teacher Action Research

This course will consist of four (4) two (2) hour after-school sessions. The emphasis in this courses will be on designing and conducting action research in the teaching setting. Participants will design, conduct, analyze and report upon an action research project designed to address a classroom, school, or district topic. Specific objectives for this course include:

- The definition and value of teacher action research
- Selecting a research topic
- Conducting a literature review
- Collecting and analyzing data
- Reporting/sharing results
-

This course will require submission of a project demonstrating the application of skills learned during the course.

TEXT: To be determined

Compensation for completing requirements – ½ credit on salary guide or \$250.00.

Mentoring and Peer Coaching

This course will consist of four (4) two (2) hour after-school sessions. The emphasis in this courses will be on designing and conducting action research in the teaching setting. Participants will design, conduct, analyze and report upon a action research project designed to address a classroom, school, or district topic. Specific objectives for this course include:

- The definition and value of teacher action research
- Selecting a research topic
- Conducting a literature review
- Collecting and analyzing data
- Reporting/sharing results
-

This course will require submission of a project demonstrating the application of skills learned during the course.

TEXT: To be determined

Compensation for completing requirements – ½ credit on salary guide or \$250.00

Advanced Technology Skills

This course will consist of eight (8) two (2) hour after-school sessions. The emphasis in this courses will be on learning advanced applications of technology in the classroom. Participants will be required to complete one (1) technology infused instructional unit. Specific objectives for this course include:

- Microsoft Powerpoint
- Inspiration/Kidspiration
- Other applications to be determined based on participants needs

TEXT: To be determined

Compensation for completing requirements – 1 credit on the salary guide or \$500.00

Reading and Writing Across the Curriculum

This course will consist of eight (8) two (2) hour after –school sessions. This emphasis in this course will be on learning strategies for teaching reading and writing in all subject areas. Participants will be required to complete a culminating project that demonstrates evidence of the infusion of strategies taught in the course. Specific objectives for this course include:

TEXT: To be determined

Compensation for completing requirements– 1 credit on the salary guide
or
\$500.00

Master Teacher Designation

Qualifications/Requirements

- Completion of all courses
- Repeated demonstration of high levels of professionalism and collegiality.

Compensation - \$500.00 or 2 credits on the salary guide and recognition presented at a formal awards ceremony,

SECRETARIAL

STAFF

SECTION

SECRETARIAL SECTION

ARTICLE VI

WORK YEAR AND WORK SCHEDULE

A. TEN (10) MONTH PERSONNEL

1. The first day of the in-school work year shall commence no earlier September 1, and the last day shall be no later than June 30 of each school year. The school year shall consist of one hundred eighty one (181) student days and four (4) non-student days.
2. Ten-month secretaries are to report to work on all days when teachers are in attendance. Ten-month secretaries employed in a secretarial capacity during the summer months shall be compensated at their per diem rate.

B. TWELVE (12) MONTH PERSONNEL

1. The work year for twelve (12) month employees shall begin on July 1 of each calendar year and end June 30 of the following year.
2. All salary increases for twelve (12) month employees will be effective on July 1 of each year.
3. During the teacher year the workday for secretaries shall commence at 8:00 a.m. and end at 4:00 p.m. unless otherwise indicated by the immediate supervisor.
4. Summer hours shall commence at 9:00 a.m. and end at 3:00 p.m. unless otherwise indicated by the immediate supervisor.

C. INCLEMENT WEATHER AND OTHER EMERGENCIES

1. Attendance shall not be required whenever the student attendance is not required.

2. Any secretary required to remain with a student for more than fifteen (15) minutes beyond the end of their regularly scheduled work day, shall be compensated at one and one-half (1 ½ their regular hourly rate) from the end of the regular work day to the time the student departs. The “regular rate of pay” shall equal one-fortieth (1/40) of the regular weekly pay.

D. VACATION SCHEDULE

Refer to Article I.A. Unit for a definition of District employees covered by this Article.

1. Vacation eligibility shall be determined as of the anniversary date of employment.
2. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.
3. Secretarial staff shall be eligible for vacations on the basis of the following years of experience in the Alexandria Township School District:

a.	1 year	1 week
b.	2-7 years	2 weeks
c.	8-14 years	3 weeks
d.	15+ years	4 weeks

Vacations must be taken before the next anniversary date and may not be taken back-to-back.

E. HOLIDAY SCHEDULE

1. Scheduled Holidays – Secretarial Staff
 - a. Labor Day
 - b. N.J.E.A. Convention – 1 day
 - c. Thanksgiving Day and following Friday
 - d. New Year’s Day and 2 workdays
 - e. Good Friday, Easter Monday and the following Friday
 - f. Christmas Day and 2 workdays
 - g. Independence Day
 - h. President’s Holiday - Friday and Monday
 - i. Memorial Day

2. Any secretary required to remain with a student for more than fifteen (15) minutes beyond the end of their regularly scheduled work day, shall be compensated at one and one-half (1 ½ their regular hourly rate) from the end of the regular work day to the time the student departs. The “regular rate of pay” shall equal one-fortieth (1/40) of the regular weekly pay.

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 - g. Independence Day
 - h. President’s Holiday - Friday and Monday
 - i. Memorial Day

PRINTING AGREEMENT

AND

DURATION OF AGREEMENT

3. COPIES OF EVALUATIONS

An employee shall be given a copy of any observation/evaluation report prepared by his/her supervisor/evaluator at least one (1) day prior to the evaluation conference. If mutually agreed upon by employee and evaluator this one-day requirement may be waived.

4. CONFERENCES

Evaluation conferences shall occur within fifteen (15) workdays of the observation/evaluation. The conference shall be held during the workday and at a time not conflicting with lunch or daily break times. Said meeting shall be scheduled without loss of benefit to the employee.

B. REPRESENTATION AT EVALUATION CONFERENCES

An employee reserves the right to representation in an evaluation conference if said employee feels such a conference could jeopardize his/her employment status and if said employee requests such representation.

ARTICLE XVIII

PRINTING AGREEMENT

Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all personnel now employed, hereafter employed, or considered for employment by the Board. One (1) copy shall be given to the Association President, to be filed with the UniService Office in Flemington, New Jersey.

ARTICLE XIX

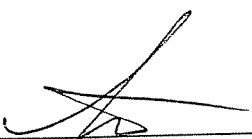
DURATION OF AGREEMENT

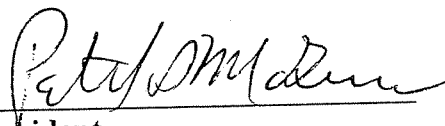
This Agreement shall be effective as of July 1, 2008 and shall continue in effect until June 30, 2011 subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective secretaries, on the day and year first above give.

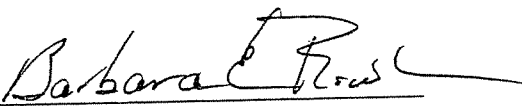
ALEXANDRIA TOWNSHIP
EDUCATION ASSOCIATION

ALEXANDRIA TOWNSHIP
BOARD OF EDUCATION

By: 
President

By: 
President

Attest:
By: 
Secretary

By: 
Secretary

Date: 6/30/08

Date: 6/30/08