

AGREEMENT

2004 - 2007

**Edgewater Park Board of Education
and
Edgewater Park Education Association**

**Ratified by
Edgewater Park Board of Education
December 7, 2004**

**Ratified by
Edgewater Park Education Association
November 30, 2004**

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Ray Rebilas - President
Matthew Coyle - Vice-President
John Alexander
Donna Atzert
Gerald Gares
Lester Holley
Jeffrey Jacobs
Robert Notigan
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Edgewater Park Education Association:

Pamela DeSanto -	President
Karen Kaluhiokalani-	Vice President
Mindy Janson -	Recording Secretary
Charlotte Fitzpatrick-	Corresponding Secretary
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PREAMBLE

This agreement entered into this 1st day of July 2004 by and between the Board of Education of Edgewater Park, the city of Edgewater Park, New Jersey, hereinafter called the "Board" and the Edgewater Park Education Association, hereinafter called the "Association".

ARTICLE I RECOGNITION

1:1 Pursuant to Chapter 123, Public Law 1974, the Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all certificated/non-certificated personal included herein.

- a. Classroom Teachers
- b. Special Education Teachers
- c. Art, Music and Physical Education Teachers
- d. Reading Teachers
- e. Nurse
- f. Librarian
- g. Guidance
- h. Speech
- i. Home Economics
- j. Industrial Arts
- k. Learning Disability Teacher Consultant
- l. Social Worker
- m. Secretaries
- n. All additional future employees having commonality to the unit as set forth above

But excluding:

- a. Superintendent
- b. Board Secretary/Business Manager
- c. Principals
- d. Part-time Consultants
- e. Confidential Secretaries
- f. All other personnel of the school district not specifically enumerated in the inclusion set forth above.

1:2 Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and reference to teachers shall be deemed to include both the male and female, except when the context clearly limits the intent to one sex.

1:3 Unless otherwise indicated, the term "secretaries" when used hereinafter in this Agreement, shall refer to all secretaries represented by the Association in the negotiating unit as above defined

1:4 Unless otherwise indicated, the term "employee (s)" when used hereinafter in this Agreement, shall refer to all certificated and non-certificated personal represented by the Association in the negotiating unit as above defined

ARTICLE 2
NEGOTIATION PROCEDURE

- 2:1 The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123. Public Law 1974, in good faith. Such negotiations should begin not later than October 15th of the calendar year preceding the so negotiated contract and it shall apply to all employees, to be reduced to writing, be adopted by the Association and the Board and signed by the Association and the Board.
- 2:2 During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals said counter-proposals. The Board shall permit the Association to inspect the following records, data and information of the Edgewater Park School District: an audit report, a complete list of "employees" names, salaries, and step on guide, and any anticipated state and federal funds.
- 2:3 Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- 2:4 This agreement shall not be modified in whole or in any part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 3
GRIEVANCE PROCEDURE

- 3:1 A "grievance" shall mean a claim by an employee that there has been a misinterpretation, misapplication, or a violation of Board Policy, this Agreement, or an administration decision which is violative of either Board Policy or this Agreement and adversely affects him. A grievance, to be considered under this procedure, must be initiated by the employee within thirty (30) days of the time the employee knew or should reasonably have known of its occurrence.
- 3:2 As used in this Article, the term "employee" shall mean (a) an individual employee, (b) a group of employees having the same grievance.
- 3:3 It is agreed by both parties that these proceedings will be kept as informal and confidential at any level of this procedure.
- 3:4 Failure at any step on this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance by the grievant of the decision rendered at that step.

- 3:5 It is understood that employees shall, during and notwithstanding the pending of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 3:6 Since it is important that grievances be processed as rapidly as possible the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may be extended by mutual agreement.
- 3:7 Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option by a representative selected or approved by the Association.
- 3:8 When an employee is not represented by the Association in the processing of grievance, the Association shall at the time of submission of the grievance at Level two be notified that the grievance is in process, have the right to be present and present its position in writing at all meetings with the employee held concerning the grievance, and shall receive a copy of all decisions rendered.
- 3:9 Level one - Any employee who has a grievance shall discuss it first with his principal, immediate supervisor or department head, if applicable, in an attempt to resolve the matter informally at that level.
- 3:10 Level two - If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he may set forth his grievance in writing to his Principal on the grievance forms provided. The Principal shall communicate his decision to the employee in writing within five (5) school days of the receipt of the written grievance. (Sample grievance form on the last page.)
- 3:11 Level three - The employee, no later than five (5) school days after the receipt of the Principal's decision, may appeal the Principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Principal as specified above, and his or her dissatisfaction with the decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing to the employee and the Principal.
- 3:12 Level four - If the grievance is not resolved to the employee's satisfaction, he, no later than five (5) school days after the receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request within five (5) school days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon request of the employee, hold a hearing with the employee and render a decision in writing within 45 calendar days of the receipt of the grievance by the Board or of the date of the hearing with the employee, whichever comes later.

3:13 Level five - No claim by an employee shall constitute a grievable matter beyond Level four or be processed beyond Level four if it pertains to (a) any matter for which a detailed method of review is prescribed by law or (b) any rule or regulation of the State Commissioner of Education or (c) any existing by-laws of the Board of Education or (d) any matter which according to law is beyond the scope of Board authority or limited to unilateral action of the Board alone (e) any complaint of a non-tenure teacher which arises by reason of his not being reemployed (f) or a complaint by any certificated personnel occasioned by lack of appointment to or lack of retention in any position for which tenure is either not possible or not required. If the employee is dissatisfied with the decision of the Board of Education and only if the grievance pertains to an alleged violation of this Agreement between the Board and the Association, the employee may request the appointment of an arbitrator, such request to be made known to the Superintendent no later than two weeks after the decision, in writing of the Board of Education, was known.

An employee in order to process his/her grievance beyond Level four, must have his/her request for such action accompanied by the written recommendation for such action by the Association.

Such request can be honored only if the grievant or grievants and the Association representing them waive the right, if any, in writing of said grievant or grievants and the Association representing them to submit the underlying dispute to any other administrative or judicial tribunal, except for the purpose of enforcing the arbitrator's report.

3:14 The following procedure will be used to secure the services of an arbitrator:

A request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list within ten (10) days, they will request the American Arbitration Association to submit a second roster of names.

If the parties are unable to determine a mutually satisfactory arbitrator from the second submitted list within ten (10) days, the American Arbitration Association may be requested by either party to designate an arbitrator.

The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subject anything from the Agreement between the parties or any policy of the Board of Education. The findings of the arbitrator shall be binding upon the parties. Only the Board, the aggrieved, his representatives and the Association shall be given copies of the arbitrator's report. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.

If requested by either of the parties, the arbitrator will first decide the question of arbitrariness of the issue prior to entering into a hearing concerning the dispute.

- 3:15 Forms pertaining to the filing of grievances shall be prepared by the Superintendent or his designee after consultation with the Association.
- 3:16 Each party shall bear the total cost incurred by themselves.
- 3:17 The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
- 3:18 When prepared, grievance forms shall contain at least (a) the nature of the grievance and approximate date of occurrence, (b) the nature and extent of the injury, loss or inconvenience, (c) the results of previous discussions and (d) his dissatisfaction with decision, previously rendered and (e) the relief sought by the grievant.
- 3:19 The Edgewater Park Education Association and the School Board agree that differences between the parties shall be settled by peaceful means as provided within this Agreement. The Edgewater Park Education Association, in consideration of the value of this Agreement and its terms and conditions, will not engage in, instigate, or condone any strike, work stoppage, or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement for the duration of this Agreement.

ARTICLE 4 EMPLOYEE RIGHTS

- 4:1 Pursuant to Chapter 123, Public Law 1974, the Board shall not discriminate against any employee for participation in the Association or its affiliates.

The Board and Association agree that where professional disputes exist or arise between employee and administrator, such disputes will be resolved in private.

- 4:2 Except for just cause, an employee shall not be disciplined.
- 4:3 Whenever any employee is requested to appear for a formal hearing before the Superintendent, Board or any Committee or Member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position, or employment, of the salary or any increments pertaining thereto, he/she shall be given written notice of the reasons five (5) working days prior to such meeting or interview and shall be entitled to have a representative of his choosing present to advise him/her and represent him/her during a meeting or interview. Any suspension of an employee pending charges shall be with pay.

- 4:4 No employee shall be prevented from wearing appropriate pins or other identification of membership in the Association or its affiliates.
- 4:5 Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws.
- 4:6 The teacher shall maintain the right to determine grades according to the grading policy as set forth in the Edgewater Park Board of Education Policy Manual.

ARTICLE 5 ASSOCIATION RIGHTS AND PRIVILEGES

- 5:1 The Board shall permit the Association to inspect the following records, data and information of the Edgewater Park School District an audit report, a complete list of "Employees" names, salaries, and step on guide, and any anticipated state and federal funds.
- 5:2 Whenever any representative of the Edgewater Park Association or any employee is mutually scheduled by the Board and the Association to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay.
- 5:3 The Association and its representative shall have the right to use school buildings at all reasonable hours for meetings. A request to the principal of the building in question shall be made in advance of the time and place of all such meetings.
- 5:4 The Association shall have the right to reasonable use of school equipment used by the general school public at reasonable times when such equipment is not otherwise in use. The Association shall pay for the repairs necessitated as a result thereof.
- 5:5 The Association shall have, in each school building, the use of a bulletin board in each faculty lounge. All Association materials shall be properly identified by the person posting said materials. The Superintendent shall have the right to request removal of all materials that are identified objectionable.
- 5:6 The Association shall have the right to use the interoffice mail facilities, Email and school mailboxes as it deems necessary with the approval of the Superintendent and/or Principal. Such approval shall not be unreasonably withheld.
- 5:7 All orientation programs for new employees sponsored by the Board shall include scheduled time for a representative of the Association to present the program of the Association.
- 5:8 The rights and privileges of the Association and its representative as set forth in Article V shall be granted to the Association as the exclusive representative of the employees and to no other employee organizations.

ARTICLE 6
TEACHER/SECRETARY WORK YEAR/VACATION

- 6:1 The in-school work year for teachers employed on a ten (10) month basis shall not exceed 185 days, of which a maximum of 180 days will involve student contact time.
- 6:2 The in-school work year shall include days when pupils are in attendance, orientation days and any other days on which teacher attendance is required.
- 6:3 The school calendar shall be reviewed each year with the Administration prior to its presentation to the Board by the Superintendent. The Association will have the right to suggest to the Superintendent changes that they feel will reflect positively on the total operation of the school system. If there is a situation which necessitates a change in the calendar, the Superintendent shall consult with the Association when possible.
- 6:4 Secretaries 12 or 10 month shall work on the same days that teachers work from September through June (school calendar). However, the administration has the right to decide if secretaries are needed to assist them during any holiday season.
- 6:5 Secretaries (12 month) shall have Labor day and the 4th of July off. If the 4th of July falls on a weekend, then the closest day (Friday or Monday) will be given off.
- 6:6 Secretaries (12 month) shall have the following vacation schedule with pay set forth below
- a. Vacation schedules will be arranged and coordinated with an employees immediate supervisor and be submitted to the Superintendent of Schools and Business Manager for approval .
 - b. Schedules
 - Two (2) weeks after the first full year
 - Three (3) weeks with the beginning of the fifth year
 - Four (4) weeks with the beginning of the tenth year
 - c. Secretaries who are entitled to two (2) weeks vacation with pay may also have the option of taking one (1) or two (2) weeks additional vacation without pay. Those employees who are entitled to three (3) weeks vacation with pay may take one (1) additional week without pay. The immediate supervisor must agree upon additional vacation weeks.

ARTICLE 7
TEACHING HOURS AND TEACHING LOAD/SECRETARIES HOURS

- 7:1 As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Teachers shall initial the official check in - check out sheet upon entering and leaving the building. The in-school workday for teachers shall not consist of more than seven (7) hours.
- 7:2 Parent-Teacher Meetings - The Association and the Board join in encouraging all faculty members to attend their school's P.T.O. meetings.
- 7:3 Employees may leave their building without requesting permission during their scheduled duty-free lunch periods.
- 7:4 An Association representative may speak to the teachers during any faculty meeting for at least ten (10) minutes on the request of the representative. Any teacher may leave if he or she desires.
- 7:5 The notice of an agenda for any meeting shall be given to the teachers involved at least two (2) days prior to the meeting. The teacher shall have the opportunity to suggest items for the agenda.
- 7:6 The Board and the Association agree that the extra-curricular activities listed in Schedule B are educationally worthwhile.

- 7:7 Teacher participation in extra-curricular activities shall be voluntary and shall be compensated according to the rate of pay in Schedule B.
- 7:8 The Board shall provide teachers with a minimum of five (5) forty (40) consecutive minute periods for preparation time, one (1) uninterrupted preparation period for each day school is in session, with a minimum of 200 minutes per week.

The unassigned period is a professional time provided for each teacher to engage in activities related to his/her teaching responsibilities, such as planning, conferring with parents, students, administrators or other staff members. No one is to leave the building during unassigned time without administrative approval.

All teachers shall have a duty-free forty-five (45) minute lunch period.
All secretaries shall have a duty-free sixty (60) minute lunch period.

- 7:9 All teachers who voluntarily give up their preparation period to cover other classes will be compensated for the lost preparation period at (\$30),(\$32.50),(\$35) per hour for each year of the contract respectively or (.50), (.54),(58) per minute for each year of the contract respectively. Volunteers will be placed on a list. Teachers on the list certified to teach the course being covered will be assigned first. If available; if not, the teachers will be assigned on a rotating basis.
- 7:10 Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them consistent with Board policy.
- 7:11 Departmentalized teachers shall not be required to teach more than two (2) subject areas, nor more than a total of three (3) teaching preparations.
- 7:12 All secretaries shall work 7 hours per day plus 1 hour for lunch. There are two secretaries in each building or area that will rotate during the summer on the following basis:
Secretaries (12 month) one secretary will work from 8:00 to 3:00 Monday-Thursday with 30 minutes for lunch and on Friday will work from 8:00 to 12:00 with no lunch. The other secretary will work from 8:00 to 3:00 Monday-Friday with 1 hour for lunch. They will rotate these two schedules weekly. They will coordinate this with their vacation schedules in an equitable manner. They will coordinate their schedule with their immediate supervisor. Summer hours start the day after school closes and end on the Friday before Labor day.
- 7:13 All secretaries shall be entitled to one uninterrupted break period of 15 minutes in the morning and one uninterrupted break period of 15 minutes in the afternoon.

ARTICLE 8 CLASS SIZE

- 8:1 The Board will endeavor to conform to the class size of twenty-five (25) pupils per class in all classes except health and physical education in kindergarten through eighth grade within the realm of economic ability.
- 8:2 The Board will endeavor to conform to the normal size for health and physical education classes fifty (50) students.
- 8:3 However, the provisions of this Article shall not be subject to the arbitration provisions set forth in Article 3 of this Agreement.

**ARTICLE 9
SPECIALISTS**

- 9:1 The Board will endeavor to maintain the number of Specialists presently employed.
- 9:2 The Board agrees at all times to maintain an adequate list of substitute teachers who shall be provided with appropriate orientation and training by the administration to help them instruct the classes they cover.
- 9:3 However, the provisions of this Article shall not be subject to the arbitration provisions set forth in Article 3 of this Agreement.

**ARTICLE 10
NONTEACHING DUTIES**

- 10:1 The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to that end.
- 10:2 The Board agrees to continue its present policy of not requiring teachers to perform the following duties;
 - a. The following nonprofessional assignments; supervision of playground hall duty during lunch period, bus loading and unloading, handling or inventorying of books, except in their respective classrooms and keeping registers.
- 10:3 The Board agrees to have machine scored those standardized tests which are administered to a group.
- 10:4 The Board shall maintain the present practice not requiring the teachers to count collected money.
- 10:5 Teachers shall not be required to drive students to activities which take place away from the school building.

ARTICLE 11
TEACHER/ SECRETARY EMPLOYMENT

- 11:1 Prior teaching experience, related educational experience or military service credit shall be negotiated individually with new employees. The credit agreed upon shall serve as the base from which future progress on the salary schedule will occur.

A teacher shall not be placed on the salary guide above any existing teacher with the same number of professional teaching years. All placements will be based on supporting documentation.

A secretary shall not be placed on the salary guide above any existing secretary with the same number of public school years. All placements will be based on supporting documentation.

- 11:2 Employees with previous teaching experience in the Edgewater Park School District shall, upon returning, receive salary credit for said experience and shall be restored to their proper place on the salary schedule.
- 11:3 Unused sick leave days previously accumulated while in the service of the Edgewater Park School District will be restored to all employees returning from approved leaves of absence.
- 11:4 Employees shall be notified of their contract and salary status for the ensuing year not later than May 15th.
- 11:5 Teachers shall be given notice of their tentative teaching assignment for the next school year five (5) working days prior to the close of the present school year.

ARTICLE 12
SALARIES

- 12:1 The salaries of all teachers covered by this Agreement are set forth in Appendix A which is attached hereto and made a part thereof.
- 12:2 Employees employed on a ten (10) month basis/(12) month basis shall be paid in twenty (20)/(24)equal semi-monthly installments in the manner now followed. Employees can elect to have direct deposit for paychecks.
- 12:3 Employees may individually elect to have any legal amount of their gross monthly salary deducted from their pay monthly and paid directly to an interest bearing account consistent with pay period. Notice must be given in writing to the Secretary of the Board on or before September 10th of each academic year.

Employees may individually elect to have a portion of their gross monthly salary deducted from their pay and deposited to their credit in ABCO as is presently established.

- 12:4 When a pay day falls on or during a school holiday, vacation, weekend or Monday, employees shall receive their pay checks on the last previous working day.
- 12:5 Teachers shall receive their final checks on the last working day in June provided the Principal's checklist is complete and provided they have completed all professional responsibilities.
- 12:6 As in the past, the Board of Education may withhold the salary raise and/or increment of any teacher upon the recommendation of the Superintendent in accordance with and governed by the New Jersey Law (RS 18A:29-14).
- 12:7 Procedures for withholding the salary raise and/or increment:
 - a. A hearing will be held before the Board of Education.
 - b. If the matter is not resolved at a hearing with the Board, the steps outlined by New Jersey Law (RS 18A:29-14) shall be followed
- 12:8 Transportation approved by the Superintendent will be paid at the rate consistent with the deduction allowed for mileage by the IRS.
- 12:9 Travel
 - a. Those whose jobs require travel within the district will be paid at the prevailing IRS rate per, mile.
 - b. Approved travel outside the district will be compensated at the prevailing IRS rate per mile.

ARTICLE 13 VOLUNTARY TRANSFERS AND REASSIGNMENTS

- 13:1 At least one day before spring recess of each school year the Superintendent shall make available to the Association and post in all school buildings a list of the vacancies which occur during the following school year as known at that time.
- 13:2 Teachers who desire a change in grade or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than ten (10) school days after notice is posted. Such statement shall include the grade and/or subject or school to which he desires to be transferred in order of preference.

- 13:3 In the determination of requests for voluntary reassignments and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system as determined by the Superintendent. If a teacher's request for transfer has been denied, a renewed or subsequent request may be made in the following school year.
- 13:4 Final determination relative to transfer is vested with the Board and shall not be subject to the arbitration provisions set forth in Article 3 of this Agreement.

ARTICLE 14 INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- 14:1 Notice of involuntary transfer or reassignment shall be given as soon as practical before the end of the school year or as soon thereafter as the involuntary transfers and/or reassignment occurs.
- 14:2 In the event that the employee objects to the transfer or reassignment, and upon request of the employee, the Superintendent shall meet with him and discuss said transfer and/or reassignment. The employee may request a representative of the Association to be present.
- 14:3 Final determination relative to transfer is vested with the Board and shall not be subject to the arbitration provisions set forth in Article 3 of this Agreement.

ARTICLE 15 PROMOTIONS

- 15:1 All vacancies including summer school teachers shall be adequately published by the Superintendent in accordance with the following procedures.
- 15:2 When school is in session a notice shall be posted in each school as far in advance as practical, ordinarily at least ten (10) school days before the final date when applications are to be submitted. A copy of said notice shall be given to the Association at the time of posting. Employees, who desire to apply for such vacancies within a time limit specified in the notice, will apply to the Superintendent, who shall acknowledge receipt of applications.
- 15:3 Employees who desire to apply for a vacancy which may be filed during the summer period when the school is not regularly in session, shall submit their names to the Superintendent together with a position for which they desire to apply, and an address and phone number, where possible, where they may be reached during the summer. The Superintendent shall notify employees of any vacancy and position for which they desire to apply, if possible, and such notice shall be sent as far in advance as practical, ordinarily twenty-one (21) days before the final date when applications are to be submitted. In addition, the Superintendent shall, within the same period post a list of vacancies to be filled during the summer period at his office and a copy of such notice shall be given to the Association President.

- 15:4 Announcements of appointments shall be made immediately after approval by posting a list in the office of the Central Administration in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom.
- 15:5 Regularly employed teachers in the Edgewater Park School District will be given prior consideration for appointment to summer school teaching positions. A written letter of interest must be filed on or before the deadline set by the administrative staff. The teacher must have training, qualifications and requisite skills necessary to meet the needs, purposes and requirements of the summer program.

ARTICLE 16 TEACHER/SECRETARY EVALUATION

- 16:1 All observation or evaluation of work performance of an employee shall be conducted openly and with full knowledge of the employee.
- 16:2 Teachers shall be evaluated only by persons certified by the New Jersey State Board of Examiners to supervisors instructions.
- 16:3 The evaluation and/or observation of non-tenure teachers will occur as follows:

The building Principal will observe a teacher after which a written report will be made. Shortly thereafter the Principal will have a conference with said teacher. The strengths and weaknesses of said teacher and the recommendation of the Principal will be made part of the written report. The teacher will sign said report to indicate that he has seen it. The signature of the teacher is not to be construed as approval of the report. No written observation or evolution shall become part of the teacher's personnel file unless the teacher has been offered the opportunity to sign such report. In the event the teacher refuses to sign, the report may be filed signature notwithstanding and the Association President shall be notified. If deemed necessary by the Principal, continued observation and evaluation will occur and in the event a teacher fails to implement or consistently disregards the Principal's suggestions, the teacher may be put on probation and the Superintendent notified of such action.

- 16:4 Supervisory report shall be presented to non-supervisory personnel by the Principal or counterpart supervisor periodically in accordance with the following procedures:
- a. Such reports shall be issued in the name of the building Principal and shall be addressed to the teacher.
 - b. Such evaluations shall include strengths, weaknesses and specific suggestions for improvement.
 - c. Such supervisory reports are to be provided for non-tenure teachers at least three times each year; the first not later than October 20, the second not later than January 20 & the third not later than March 20.
- 16:5 Once every two years at the time of the review of his personnel file, a teacher shall have the right to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

The decision of the Superintendent shall be final in determining the value or obsolescence of such material.

- 16:6 Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performances or contributions of an academic, professional or civic nature. All material received from and signed by responsible sources concerning a teacher's conduct, service or character may be placed in the file.
- 16:7 The Board agrees to protect the confidentiality of personal reference, academic credentials and other similar documents.
- 16:8 Any complaints 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.
- 16:9 Prior to any annual evaluation report, the immediate supervisor of a non-tenure teacher shall have had appropriate communication, including (but not limited to) all steps in Section 16:4, with said teacher regarding his performance as a teacher.
- 16:10
- a. The Board shall evaluate its secretaries of this bargaining unit at least once a year.
 - b. A secretary shall receive a copy of his/her evaluation report.
 - c. Conferences regarding the evaluation report will be held if requested by the secretary or evaluator. No such report shall be submitted to the central office, placed in the secretary's file, or otherwise acted upon until a requested conference regarding the evaluation report is held or until the evaluation report has been signed by the secretary. Conferences, when requested, shall be held within fifteen working days of the date of the evaluation, unless extended by mutual agreement.
 - d. A signature is required of the secretary indicating receipt of the evaluation report.
 - e. A secretary at his/her option shall have the right to append a written response to the evaluation within ten (10) days of receipt of the report.
 - f. A copy of the evaluation shall be given to the employee, one day in advance of the conference.

ARTICLE 17 TEACHER FACILITIES

- 17:1 During the 2004/2005 - 2006/2007 school years, each school shall maintain the present number of teacher lounges for the duration of the contract.
- 17:2 Teachers may call by telephone a designated person until 11:00 P.M. and between 6:00 A.M. and 7:00 A.M. If possible to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute.

ARTICLE 18 TEACHER - ADMINISTRATION LIAISON

- 18:1 The Administration shall select a Liaison Committee for each school building which shall meet with the Principal at least one a month during the school day for the duration of the school year to review and discuss local school problems and practices and to play an advisory role in the revision or development of building policies.

- 18:2 The Association's representative not to exceed five (5), shall meet with the Superintendent upon request during the school year to review and discuss current school problems and practices and the administration of this Agreement.
- 18:3 Meetings held under this Article shall be at the time mutually agreeable to the parties.

ARTICLE 19 SICK LEAVE

- 19:1 Title 18A:30-1
DEFINITION OF SICK LEAVE

Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

- 19:2 As of September 1, all teachers and all 10 month secretaries employed shall be entitled to ten (10) days sick leave. As of July 1, all 12 month secretaries employed shall be entitled to twelve (12) days sick leave each school year as of the first official day of employment 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. Unused personal days shall be converted to accumulated sick days.
- 19:3 Employees shall be given a written accounting of accumulated sick leave days on later than October 1 of each school year.
- 19:4 The Board may require a doctor's certificate of illness after five (5) consecutive days of absence for illness.
- 19:5 Title 18A:30-6
PROLONGED ABSENCE BEYOND SICK LEAVE PERIOD
- When absence, under the circumstances described in Section 18A:30-1 of this Article, exceeds the annual sick leave and the accumulated sick leave, the Board of Education may pay any such person each day's salary less the cost of a substitute, if a substitute is employed or if the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/200 for 10 month and 1/240 for 12 month of the annual salary.
- 19:6 All requests for prolonged absence beyond sick leave must be in writing to the Board.

ARTICLE 20

TEMPORARY LEAVES OF ABSENCE

20:1 As of the beginning of the 2004-2007 school years, employees shall be entitled to the following leaves of absence with full pay each school year:

1. Secretaries shall be entitled to four (4) personal days plus one (1) floating day for the employee's birthday. Four (4) days leaves for teachers for personal, legal, religious, business, household or family matters which require absence during school hours. Application to the employees Principal or other immediate superior for personal leave shall be made at least one (1) day, 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 it under this section. After the third consecutive day the leave request must be sent in writing for Superintendent's approval.
 - a. A maximum of five (5) employees per school will be granted personal leave on any one day. In the event that more than five (5) employees apply for personal leave on any one day, leave shall be granted to the five (5) employees whose applications are first received. This maximum shall not apply on religious holidays.
 - b. Except in case of emergency, no personal leave shall be granted the day before or the day after a holiday. If an emergency does occur the day before or the day after a holiday, the circumstances of the emergency must be stated.
2. In the case of death of a member of the immediate family (immediate family as here used means husband or wife, parents, brothers, sisters, own children, grandparents and close in-law relatives) of any employee, or the death of any relative who has lived in the home of the employee for some time preceding the death, such employee shall be excused without loss of pay for a period of five (5) working days. Secretaries shall be excused without loss of pay for a period of one (1) day for the death of a nephew, niece, uncle or aunt. Additional leave may be requested of the Board according to the need. Upon death in the family, the employee is requested to arrange the details of absence from school with the building Principal. In the event of the death of an employee or student in the Edgewater Park School District, the Principal or immediate superior of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral.
3. The Superintendent may deny or delay said personal leaves if the operational needs of the district dictate such action.
4. Time necessary for appearances in legal proceeding if the employee is required by law to attend unless said appearance is related to dismissal charges against said employee. Application for legal days must be submitted in writing to the Superintendent for approval.

5. Time necessary for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard.

An employee shall be paid his regular pay in addition to any pay which he receives from the State or Federal Government.

6. Other leaves of absence with pay may be granted by the Board for good reason.

20:2 Leaves taken pursuant to Section 20:1 above shall be in addition to any sick leave to which the employee is entitled.

ARTICLE 21 EXTENDED LEAVES OF ABSENCE

21:1 A leave of absence without pay of up to two (2) years shall be granted to any teachers who serves as an exchange teacher or accepts a Fulbright Scholarship.

21:2 Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery of any wound or sickness at time of discharge.

21:3 Maternity Leave

3.1 Maternity leaves without salary shall be granted to employees having tenure in office.

3.2 Applications for a maternity leave shall be made to the Principal not later than thirty (30) days prior to the effective date of leave requested.

3.3 Maternity leaves shall continue for one (1) year from the time of initial absence and as much longer as may be necessary to extend the leave to the opening of the next school year. The Board may permit an employee to return to duty earlier if the best interest of the schools is served thereby.

3.4 Maternity leave set forth in 21:3 - 21:3.3 shall be obtained unless changed by law (Family & Medical Leave Act of 1993).

3.5 Any male/female employee, having tenure, adopting an infant child shall receive similar leave which shall commence upon her receiving defacto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.

21:4 A leave of absence without pay of up to one (1) year shall be granted to any employee under tenure for the purpose of caring for a sick member of the employees immediate family. Additional leave may be granted at the discretion of the Board. (Family & Medical Leave Act of 1993).

21:5 Other leaves of absence without pay may be granted by the Board for good reason.

5.1 Upon return from leave granted pursuant to Section 21:1 and 21:2 of this Article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. A teacher shall not receive increment credit for time spent on leave granted pursuant to Sections 21:3, 21:4 and 21:5 of this Article.

5.2 All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return and he shall be assigned to the same position which he held at the time said leave commenced, if, or, if not, to a substantially equivalent position.

21:6 All extensions or renewals of leaves shall be applied for in writing, and, if granted, shall be in writing. Leaves under Sections 21:1 and 21:4 of this Article may be denied by the Board on the basis of operational need.

ARTICLE 22

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

22:1 For the duration of this Agreement, the Board agrees to pay the cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which an employee is required and/or requested by the Administration to take other than for certification requirements after approval by the Board.

22:2 Sabbatical Leave of Professional Improvement

1. A sabbatical leave with pay may be granted to a teacher for professional study, or for travel combined with professional study under the auspices of a college or university, or for reasons which the Board may consider to be of value in improving instruction in the school district, subject to the following regulations and conditions.

- a. The leave shall be granted for one school year.
- b. Sabbatical leave will not be granted to holders of emergency or provisional certificates in their teaching assignment.
- c. Sabbatical leave will be granted only to teachers who have completed seven consecutive full-time years of service in the school district prior to the effective date of said leave, or since his/her last prior sabbatical leave, if any.

- d. Sabbatical leave will be granted to one teacher in the district at any one time. If more than one teacher requests such leave, selection shall be made on the basis of seniority. Seniority shall represent the total number of years of service in the district.
- e. A teacher on sabbatical leave under this section will receive 65% of the contract salary, which he/she would have received had he/she remained on active duty, less such regulations, state and federal statutes, the rules and regulations of the State Board of Education and the Commissioner of Education and the terms of this agreement.
- f. The schedule of payments for a teacher on sabbatical leave will be just as though he/she were on active duty in the school district.
- g. Before receiving sabbatical leave the teacher shall agree in writing with the Board that he/she will meet the conditions herein prescribed and that he/she will return to regular service with the Board after the expiration of said leave for a period not less than one full school year and, that, in the event of breach of said agreement by-him/her, all sums paid him/her during his/her leave shall become due and payable immediately to the Board in proportion to the unfilled portion of his/her two-year commitment except that such provision shall not apply in the event of temporary or permanent disablement upon return to duty, nor shall it apply to the estate in the event of death.
- h. Application for sabbatical leave shall be made by March 1 in the school year preceding the sabbatical leave if for a full school year. The application must include a carefully developed plan for study or travel combined with study. Evidence that the teacher has been accepted into a program shall be presented to the Board no later than April 1.
- i. Leave will be in the field of the teacher's subject area or certification.
- j. At the beginning of each semester, the teacher must submit evidence of registration in an approved college or university. The teacher shall be enrolled in a sufficient number of courses to meet the residency requirements of the college or university.

- k. Regular attendance in the planned program is required. If the teacher on Sabbatical leave fails to meet the attendance requirements of the college or university or withdraws from the program, or demonstrates unsatisfactory progress in his/her program, he/she shall immediately notify the Board, at which time all payments for sabbatical leave will be stopped, and the teacher continues on sabbatical leave without pay.
- l. At the conclusion of each semester, the teacher shall submit transcripts of credits indicating satisfactory progress.
- m. The teacher granted a sabbatical leave shall be eligible for the following employment considerations upon return:
 - (1) The salary increment and longevity will be added as if he/she had been in the Board's active employment during the time of such leave.
 - (2) Accumulated sick leave held immediately prior to such leave shall be retained.
- n. All requests for sabbatical leave must be recommended by the Superintendent of Schools and approved by the Board of Education.

22:3 Credit Subsidy

An employee taking and completing courses in an NCATE accredited college or university pertaining to current or potential teaching assignments or in the field of education, (i.e. school administration, professional support services, educational certification and/or endorsements) will be granted a tuition subsidy of 100% of the Rutgers State College rate per employee per year beginning in 2004 upon successful completion of the course, subject to the following:

- a. Application must be made to the Superintendent of Schools prior to course registration.
- b. The application for reimbursement must be supported by a transcript of credits and bursar's receipt, indicating successful completion of the course(s) and the tuition fee paid.
- c. Courses must have been taken during the fiscal year for which the subsidy is claimed.
- d. The employee must continue employment in the district for one school year following the semester for which a subsidy is claimed or received. No remittance is due to the Board in the event of disability or death.
- e. District Cap on Professional Development and Educational improvement:
2004-2005 = \$41,000, 2005-2006 = \$42,000, 2006-2007 = \$43,000

Support Staff- Secretaries

Reimbursement for tuition payments for college, providing the courses are job related, and each case will be reviewed individually and will be reimbursed at the Burlington County Community College undergraduate rate. \$1,000 will be given to each secretary with 60 college credits.

ARTICLE 23
MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- 23:1 A student discipline policy shall be reduced to writing by the Superintendent and presented to each teacher at the start of each school year. It should reflect the duties and responsibilities of the Administration relative to the plan.
- 23:2 When in the judgment of a teacher, a student requires the attention of the Principal, Assistant Principal, a counselor, psychologist, physician or other specialist, he shall so inform his principal or immediate superior. The principal or immediate superior shall arrange as soon as possible for a conference among himself, the teacher and an appropriate specialist to discuss the problem and to decide upon appropriate steps for its resolution.
- 23:3 In the development of the system-wide discipline code, teachers shall contribute suggestions designed to make the code preventive rather than prescriptive.

ARTICLE 24 - INSURANCE PROTECTION

- 24:1 The Board agrees to provide health-care insurance consisting of a plan equal to or better than the State health Benefits Plan. The Board shall pay the premium for full family coverage.
- 24:2 The Board agrees to make benefit payments upon reimbursement from the employee for a two year leave of absence for those employees that have a three year period of service.

ARTICLE 25
PERSONAL AND ACADEMIC FREEDOM

- 25:1 The personal life of an employee is not an appropriate concern or attention, except as it may directly prevent the employee from performing his assigned functions during the workday.
- 25:2 Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employee, providing said activities do not violate any Local, State or Federal law.
- 25:3 The Board and Association agree that academic freedom is essential to the fulfillment of the purposes of the Edgewater Park School District and they acknowledge the fundamental need to protect teachers from any censorship or restraint, which might interfere with their obligation to pursue truth in the performance of their teaching functions.

ARTICLE 26
DEDUCTION FROM SALARY

- 26:1 The Board agrees to deduct Association membership dues in accordance with present practice and State law relative to this matter.
- 26:2 Agency Representation Fee

The Board agrees to collect and forward to the Association an agency representation fee proportionate to annual dues for all non-members.

a. Purpose of Fee

If a covered employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the unit member's capita cost of services rendered by the Association as a majority representative.

b. Amount of Fee/Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

C. Deduction and Transmission of Fee:

1. Notification

On or about the 15th of September of each year the Board will submit to the Association a list of all employees in the bargaining unit. On or about January 1 of each year the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

2. Payroll Deduction Schedule:

The Board will deduct from the salaries of the employees referred to in Section C-1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.

3. Termination of Employment:

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics:

Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.

5. Changes:

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

6. New Employees:

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who begin their employment in a bargaining unit position during the preceding 30 day period. The list will include names, social security numbers, job titles, dates of employment and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence return from leave, retirement, resignation, separation from employment, or death.

ARTICLE 27
MISCELLANEOUS PROVISIONS

- 27:1 This agreement shall be construed as though it were Board and Association Policy for the items contained herein for the term of said Agreement and the Board and the Association shall carry out the commitments contained herein and give them full force and effect as though they were Board and Association Policy.
- 27:2 Pursuant to Chapter 123, Public Law 1974, State of New Jersey: "Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established."
- 27:3 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, than 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.
- 27:4 Any individual contract between the Board and an individual employee heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- 27:5 This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the terms of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- 27:6 Copying of this Agreement shall be reproduced at the expense of the Board within thirty (30) calendar days after the Agreement is signed. The Agreement shall be presented to all employees employed by the Board.
- 27:7 Whenever any notice is required to be given by either of the said parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
- a. If by Association, to the Board through the Superintendent of Edgewater Park Township Schools, 25 Washington Avenue, Edgewater Park, NJ PO Beverly, NJ 08010.
 - b. If by Board to the home address of the President of the Association.

**ARTICLE 28
DURATION OF AGREEMENT**

- 28:1 It is agreed between the parties that this contract shall be effective for the period July 1, 2004 through June 30, 2007 provided however that the salary and fringe benefit schedules, annexed as "A", "B", "C", "D", "E", "F", "G" shall be applicable to the academic years, September 2004 through June 2007. Impasse procedures specified by law may be resorted to in the event of an impasse in either of said negotiations. 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.
- 28:2 In witness whereof the Association has caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year first written above.

ASSOCIATION

BOARD OF EDUCATION

BY

BY

President

Secretary

President

Secretary

Base Year 2003-04	YEAR 1	YEAR 2	YEAR 3	remove first 3 steps NEW STEPS
	2004-05	2005-06	2006-07	2006-07
Step	Step	Step	Step	Step
1	1	1	1	
2	2	2	2	
3	3	3	3	
4	4	4	4	1
5	5	5	5	2
6	6	6	6	3
7	7	7	7	4
8	8	8	8	5
9	9	9	9	6
10	10	10	10	7
11	11	11	11	8
12	12	12	12	9
13	13	13	13	10
14	14	14	14	11
15	15	15	15	12
16	16	16	16	13
17	17	17	17	14
18	18	18	18	15

Schedule A-1

**EDGEWATER PARK TOWNSHIP SCHOOLS
Teachers Salary Guide 2004 – 2005**

2004-05

Salary Guide

Step	BA	BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DOC
1	37,246	37,546	37,846	38,146	39,246	39,846	40,246	40,646	42,246
2	37,546	37,846	38,146	38,446	39,546	40,146	40,546	40,946	42,546
3	37,853	38,153	38,453	38,753	39,853	40,453	40,853	41,253	42,853
4	38,161	38,461	38,761	39,061	40,161	40,761	41,161	41,561	43,161
5	38,519	38,819	39,119	39,419	40,519	41,119	41,519	41,919	43,519
6	38,878	39,178	39,478	39,778	40,878	41,478	41,878	42,278	43,878
7	39,237	39,537	39,837	40,137	41,237	41,837	42,237	42,637	44,237
8	40,590	40,890	41,190	41,490	42,590	43,190	43,590	43,990	45,590
9	42,755	43,055	43,355	43,655	44,755	45,355	45,755	46,155	47,755
10	45,128	45,428	45,728	46,028	47,128	47,728	48,128	48,528	50,128
11	47,814	48,114	48,414	48,714	49,814	50,414	50,814	51,214	52,814
12	50,407	50,707	51,007	51,307	52,407	53,007	53,407	53,807	55,407
13	53,154	53,454	53,754	54,054	55,154	55,754	56,154	56,554	58,154
14	55,748	56,048	56,348	56,648	57,748	58,348	58,748	59,148	60,748
15	61,236	61,536	61,836	62,136	63,236	63,836	64,236	64,636	66,236
16	65,126	65,426	65,726	66,026	67,126	67,726	68,126	68,526	70,126
17	66,833	67,133	67,433	67,733	68,833	69,433	69,833	70,233	71,833
18	67,345	67,645	67,945	68,245	69,345	69,945	70,345	70,745	72,345

Longevity: \$250 after 3, 6, 10, 15, 20, and 25 continuous years in Edgewater Park Schools

Schedule A-2

**EDGEWATER PARK TOWNSHIP SCHOOLS
Teachers Salary Guide 2005 – 2006**

2005-06

Salary Guide

Step	BA	BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DOC
1	38,135	38,435	38,735	39,035	40,135	40,735	41,135	41,535	43,135
2	38,435	38,735	39,035	39,335	40,435	41,035	41,435	41,835	43,435
3	38,735	39,035	39,335	39,635	40,735	41,335	41,735	42,135	43,735
4	39,050	39,350	39,650	39,950	41,050	41,650	42,050	42,450	44,050
5	39,416	39,716	40,016	40,316	41,416	42,016	42,416	42,816	44,416
6	39,784	40,084	40,384	40,684	41,784	42,384	42,784	43,184	44,784
7	40,151	40,451	40,751	41,051	42,151	42,751	43,151	43,551	45,151
8	41,536	41,836	42,136	42,436	43,536	44,136	44,536	44,936	46,536
9	43,751	44,051	44,351	44,651	45,751	46,351	46,751	47,151	48,751
10	46,179	46,479	46,779	47,079	48,179	48,779	49,179	49,579	51,179
11	48,928	49,228	49,528	49,828	50,928	51,528	51,928	52,328	53,928
12	51,581	51,881	52,181	52,481	53,581	54,181	54,581	54,981	56,581
13	54,392	54,692	54,992	55,292	56,392	56,992	57,392	57,792	59,392
14	57,047	57,347	57,647	57,947	59,047	59,647	60,047	60,447	62,047
15	62,663	62,963	63,263	63,563	64,663	65,263	65,663	66,063	67,663
16	66,643	66,943	67,243	67,543	68,643	69,243	69,643	70,043	71,643
17	68,390	68,690	68,990	69,290	70,390	70,990	71,390	71,790	73,390
18	68,925	69,225	69,525	69,825	70,925	71,525	71,925	72,325	73,925

Longevity: \$250 after 3, 6, 10, 15, 20, and 25 continuous years in Edgewater Park Schools

Schedule A-3

**EDGEWATER PARK TOWNSHIP SCHOOLS
Teacher's Salary Guide 2006 – 2007**

2006-07

Salary Guide

Step	BA	BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DOC
4=1	40,750	41,050	41,350	41,650	42,750	43,350	43,750	44,150	45,750
5=2	41,050	41,350	41,650	41,950	43,050	43,650	44,050	44,450	46,050
6=3	41,350	41,650	41,950	42,250	43,350	43,950	44,350	44,750	46,350
7=4	41,650	41,950	42,250	42,550	43,650	44,250	44,650	45,050	46,650
8=5	42,500	42,800	43,100	43,400	44,500	45,100	45,500	45,900	47,500
9=6	44,150	44,450	44,750	45,050	46,150	46,750	47,150	47,550	49,150
10=7	46,400	46,700	47,000	47,300	48,400	49,000	49,400	49,800	51,400
11=8	49,150	49,450	49,750	50,050	51,150	51,750	52,150	52,550	54,150
12=9	51,800	52,100	52,400	52,700	53,800	54,400	54,800	55,200	56,800
13=10	54,600	54,900	55,200	55,500	56,600	57,200	57,600	58,000	59,600
14=11	57,300	57,600	57,900	58,200	59,300	59,900	60,300	60,700	62,300
15=12	62,900	63,200	63,500	63,800	64,900	65,500	65,900	66,300	67,900
16=13	66,900	67,200	67,500	67,800	68,900	69,500	69,900	70,300	71,900
17=14	68,650	68,950	69,250	69,550	70,650	71,250	71,650	72,050	73,650
18=15	70,650	70,950	71,250	71,550	72,650	73,250	73,650	74,050	75,650

Longevity: \$250 after 3, 6, 10, 15, 20, and 25 continuous years in Edgewater Park Schools

SCHEDULE "B" - HONORARIUMS

EXTRA CURRICULAR ACTIVITIES

ACTIVITY	04/05	05/06	06/07
Ridgway Student Council Advisors	\$1462	\$1538	\$1618
Ridgway Register	\$1210	\$1273	\$1339
Intramurals (each session)	\$860	\$910	\$960
Safety Patrol	\$1336	\$1405	\$1478
Girls Basketball	\$1578	\$1660	\$1746
Boys Basketball	\$1578	\$1660	\$1746
Cheerleading	\$1210	\$1273	\$1339
Talent Show	\$810	\$860	\$910
Young Astronauts	\$900	\$950	\$1000
Boys Baseball	\$1578	\$1660	\$1746
Girls Softball	\$1578	\$1660	\$1746
Chess Club Advisors (2) Magowan (1) Ridgway from January to May @	\$810	\$860	\$910
Magowan Student Council Advisor	\$1000	\$1052	\$1107
Magowan Garden Club Advisor	\$1000	\$1052	\$1107

Overnight reimbursement rate: 2004-05, \$150 per night, 05-06, \$160, 06-07, \$170
Ridgway 8th grade trip reimbursed at the overnight rate above.

After school activities or assigned responsibilities, that go beyond the regular teacher's school day will be paid at the hourly rate:

04/05: \$30

05/06: \$32.50

06/07: \$35

SCHEDULE "C" HOSPITALIZATION

The Board shall provide and pay the premium for full family coverage, where appropriate, of a health insurance plan through the State Health Benefits Plan.

The Board agrees to cover all HMO's up to the value of the traditional in house plan.

SCHEDULE "D" - PRESCRIPTION INSURANCE

The Board shall provide a \$5 Name Brand, \$1 Generic and for Mail Order, a \$5 Name Brand, \$1 Generic Brand (mail order provides a 90 day supply) fully funded family coverage prescription plan.

SCHEDULE "E"
DENTAL INSURANCE

The Board shall provide a full one hundred percent (100%) family dental plan (100%, 80%, 50% and braces) with a maximum limit to \$1200 per person per year.

INSURANCE CARRIER SELECTION

Nothing contained herein shall deny the right of the Board to determine the carrier for the Dental, Prescription, Blue Cross and Blue Shield plan provided it demonstrates to the Association that any change in carriers will not reduce the range and levels of benefits and services.

SCHEDULE "F"

Unused sick leave will be reimbursed at an accumulated daily rate of \$60 per day and will apply to professional staff inclusive of secretarial staff.

1.
 - a. For retirement - Entering into by vesting or receiving pension benefits from TPAF/PERS.
 - b. Separation from the school district with a minimum age of 50 and a minimum of 10 years of service to the school district.
 - c. There will be an individual unused sick leave cap of \$15,000 for all new employees hired after July 1, 2001 unless changed by Legislation.
2. Allow payment of the unused sick day reimbursement to the estate of a deceased employee for employees with 10 or more accumulated years of experience in the district.

SCHEDULE "G"

The Board will pay \$350 to certified staff for perfect attendance and \$250 for up to only two days absent (sick and personal).

Perfect attendance shall not be negated by staff absences due to religions holidays.

**Years of Service VS Step on Guide
(For new employee entering District)**

004/2005		2005/2006		2006/07	
# Yrs	Step	# Yrs	Step	# Yrs	Step
1	1	1	1	1-4	1
2	2	2	2	5	2
3	3	3	3	6	3
4	4	4	4	7	4
5	5	5	5	8-9	5
6-7	6	6	6	10	6
8	7	7-8	7	11	7
9	8	9	8	12	8
10	9	10	9	13-14	9
11-12	10	11	10	15	10
13	11	12-13	11	16	11
14	12	14	12	17-21	12
15-19	13	15	13	22-23	13
20-21	14	16-20	14	24	14
22	15	21-22	15	25+	15
23-25	16	23	16		
26-28	17	24-26	17		
29+	18	27+	18		

STEP MOVEMENT FOR 03/04 - 06/07

2003-04	2004-05	2005-06	2006-07
STEP	STEP	STEP	STEP
		1	1
	1	2	1
1	2	3	1
2	3	4	2
3	4	5	3
4	5	6	4
5	6	7	5
6	7	8	6
7	8	9	7
8	9	10	8
9	10	11	9
10	11	12	10
11	12	13	11
12	13	14	12
13	14	15	13
14	15	16	14
15	16	17	15
16	17	18	15
17	18	18	15
18	18	18	15

Secretaries

Base Year 2003-04	YEAR 1	YEAR 2	YEAR 3	
	2004-05	2005-06	2006-07	remove first 3 steps
Step	Step	Step	Step	NEW STEPS 2006-07 Step
1	1	1	1	
2	2	2	2	1
3	3	3	3	2
4	4	4	4	3
5	5	5	5	4
6	6	6	6	5
7	7	7	7	6
8	8	8	8	7
9	9	9	9	8
10	10	10	10	9
11	11	11	11	10
12	12	12	12	11
13	13	13	13	12
14	14	14	14	13
				14
				Add 15
15	15	15	15	16
16	16	16	16	16
17	17	17	17	16
18	18	18	18	16

SECRETARY SALARY GUIDES

Secretaries YEAR 1 YEAR 2 YEAR 3
 2004-05 2005-06 2006-07

Base Year
 2003-04

Salary Guide		Step		23,002 Salary Guide	
Step		1	2	Step	
1	19,700	21,375	23,302	4--1	25,529
2	20,413	21,675	23,602	5--2	26,242
3	21,000	22,388	24,315	6--3	27,000
4	21,601	23,000	25,000	7--4	27,430
5	22,100	23,576	25,503	8--5	28,100
6	22,735	24,100	26,100	9--6	28,564
7	23,076	24,710	26,637	10--7	28,905
8	23,676	25,051	26,978	11--8	29,676
9	24,216	25,676	27,676	12--9	30,045
10	24,837	26,191	28,118	13--10	30,666
11	25,200	26,812	28,739	14--11	31,200
12	25,792	27,200	29,200	15--12	31,621
13	26,200	27,767	29,694	16--13	32,407
14	26,700	28,200	30,200	17--14	33,193
15	27,200	28,700	30,700	add-15	33,979
16	27,700	29,200	31,200	18--16	34,765
17	27,700	29,700	32,838	18--16	34,765
18	28,500	30,911	32,838	18--16	34,765
18	28,936	30,911	32,838	18--16	34,765

\$500 LONGEVITY AFTER 10 CONTINUOUS YEARS IN EDGEWATER PARK

GRIEVANCE FORM

School: _____

Date: _____

Nature of Grievance:

Date of Occurrence: _____

Nature and extent of injury, loss or inconvenience:

Discussed with Supervisor: Yes _____ No _____ Date: _____

Results of discussion:

Reason for dissatisfaction with decision:

Relief sought:

Name of Grievant: _____

Signature: _____

Date: _____