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JUN - 6 2017

PROFESSIONAL NEGOTIATIONS AGREEMENT

2016/2017 2017/2018 2018/2019

Between The

**BOARD OF EDUCATION OF THE
SCHOOL DISTRICT OF THE CHATHAMS**

And The

CHATHAM EDUCATION ASSOCIATION

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Professional Negotiations Agreement between the Board of Education, School District of the Chathams, and the Chatham Education Association, 2016-2019

PREAMBLE to the PROFESSIONAL NEGOTIATIONS AGREEMENT

THIS AGREEMENT is made on the *20th day of June 2016* between the Board of Education of the School District of the Chathams, Chatham, New Jersey, hereinafter called the "Board," and the Chatham Education Association, hereinafter called the "Association."

I. RECOGNITION CLAUSE

- A.** The Board of Education of the School District of the Chathams recognizes the Chatham Education Association, hereafter called the "Association," as the majority representative for full and part time certified educators, secretaries, paraprofessionals, building tech staff, coaches, and extracurricular advisors. The Association is the exclusive representative for collective negotiations concerning the terms and conditions of employment of all employees whose pay is determined by the salary guides included in this contract.

- B.** Unless otherwise indicated, the term employees (certified educators and secretaries) when used hereinafter in this agreement shall refer to all employees represented by the Association in the negotiated unit whose pay is determined by the salary guide(s) included in this contract. The term "certified educators" shall include all educators holding a certificate, specifically excluding administrators and supervisors. The term "secretaries" shall include all building-based secretaries, specifically excluding central office secretaries and clerks.

The term part-time employees shall refer to all employees working less than a full-time schedule. No benefits accrue to paraprofessionals unless specifically stated. Language applying to paraprofessionals is specifically stated.

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II. TERM OF CONTRACT

The term of this contract shall be from *July 1, 2016 to June 30, 2019*.

The economic provisions for the salary guides for certified educators and 10-month secretaries shall be applied as follows:

*September 1, 2016 through June 30, 2017, for the 2016/2017 school year;
September 1, 2017 through June 30, 2018, for the 2017/2018 school year, and
September 1, 2018 through June 30, 2019, for the 2018/2019 school year.*

The economic provisions for the salary guides for 12-month secretaries shall be applied as follows:

*July 1, 2016 through June 30, 2017, for the 2016/2017 school year;
July 1, 2017 through June 30, 2018, for the 2017/2018 school year, and
July 1, 2018 through June 30, 2019, for the 2018/2019 school year.*

It is understood that subsequent negotiations shall begin not later than the date set in accordance with Chapter 123, Public Laws 1974 prior to the expiration of this contract. This Agreement shall not be extended orally, and it is expressly understood that it shall expire at the close of business on *June 30, 2019*.

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III. GENERAL

All terms and conditions of employment shall remain unchanged except as expressly modified herein.

In the event that any provision of this Agreement shall be determined to be in conflict with State Statutes, all other provisions of this Agreement will continue in effect.

The parties hereto agree that the items listed herein shall not be considered to establish the scope of negotiable items for any future contracts, and the parties agree that future contracts shall be negotiated within the spirit and intent of Chapter 123 of the Public Laws of New Jersey, 1974.

IV. PROFESSIONAL GROWTH

A. Course Subsidy Plan

The Board of Education encourages employees to maintain and expand proficiency in their chosen fields by participating in courses offered at fully accredited (according to New Jersey State Department of Education) colleges and universities. With the exception of online courses, employees must attend classes to receive credit. Accordingly, the Board of Education will reimburse tuition for each course, subject to the following provisions and eligibility requirements.

B. Eligibility

Full-time certificated educators, matriculated in a program leading to, but not limited to a master's degree, second master's degree, doctorate or certificated program and Secretaries are eligible for reimbursement for a percentage of actual tuition for one course each semester; the tuition is capped at the Rutgers rate.

Part-time employees are eligible for tuition reimbursement on a prorated basis. The percentage of reimbursement will be determined using the same criteria as that for a full-time employee, but multiplied by their percentage of full-time employment as stated in their contract at the time of course approval (e.g. half-time employees are eligible for 50% of the reimbursement rate of a full-time employee; 0.2 employees for 20% of the reimbursement rate, etc.) Credit maximums noted will apply.

The following credit maximums for reimbursement apply from July 1 through June 30 and are effective beginning July 1, 2010:

| | |
|---|-----------|
| First Year Employees: | 0 Credits |
| Second Year Employees: | 6 Credits |
| Third Year Employees and Tenured Employees: | 9 Credits |

Employees may take more than the aforementioned credits per year, but will be reimbursed for one course per semester. If any of the allotted tuition reimbursement annual total remains at the end of the year, it will be divided and dispersed among members who were approved for more than one course but received reimbursement for one course as the contract allows.

Movement on the Guide:

Members may have up to 12 credits per school year applied to movement on the salary guide. Any credits beyond the aforementioned 12 will be carried over to the following year.

C. Criteria

1. Certified Educators: Only courses which meet the criteria listed below will be reimbursed by the Board of Education:

- (a) Course is not required by the State for certification in the position held by the certified educator.
- (b) Course is related to improvement in the certified educator's value to the school system.

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- i. Course is in subject field or area in which certified educator is presently employed, or
- ii. Course is in subject field or area in which the school district believes the certified educator may later serve the district advantageously.

- (c) In order to receive guide credit, any course (in person or online) must lead to a degree or a certification and must be from an accredited higher educational institution.

2. Secretaries:

- (a) Job-related courses need the approval of the secretary's immediate supervisor and the Assistant Superintendent prior to registration.

3. Building Tech Staff:

- (a) The Board will pay the full cost for two work-related courses per year for the Technical Employees, such courses subject to approval by the Assistant Superintendent.

D. Overall Tuition Cap:

The Board's maximum liability for tuition reimbursement in each year of this Agreement shall be as follows:

- (a) 2016/2017 \$140,000
- (b) 2017/2018 \$140,000
- (c) 2018/2019 \$140,000

E. Reimbursement

All certified educators and secretaries must gain pre-approval for any courses to be applied to movement on the salary guide, regardless of the expectation for reimbursement.

1. Course Approval

To gain pre-approval, all courses must be approved by the Superintendent or Assistant Superintendent no later than:

| | |
|----------------------|-------------|
| Summer/June Session: | April 15 |
| Fall Session: | June 15 |
| Spring Session: | December 15 |

No courses can be approved for tuition reimbursement or movement on the salary guide after these dates. If the due date falls on a weekend or holiday they are due the Friday before or the last working day before the holiday.

2. Submittal of Transcripts

For tuition reimbursement, all paperwork (including transcripts), must be submitted to Central Office upon completion of the course no later than:

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| | |
|----------------------|--------------|
| June/Summer Session: | September 15 |
| Fall Session: | January 15 |
| Spring Session: | June 15 |

Reimbursement will occur on a rolling basis upon submittal of paperwork, and no later than 45 days from the date of submittal.

If paperwork (including transcripts) is not submitted by the appropriate date, reimbursement will not be provided. If the due date falls on a weekend or holiday they are due the Friday before or the last working day before the holiday. Reimbursement for successfully completed courses will be made no later than forty-five (45) days from these dates. A detailed explanation of the formula for calculating reimbursement is included in Appendix B.

The Administration will notify the Association's President at the end of each reimbursement period of the status of the tuition cap. If any of the allotted tuition reimbursement annual total remains at the end of the year, it will be divided equally amongst staff members, previously reimbursed, to a maximum of the cost of the course.

F. Guide Placement

Guide placement will be made at the first meeting of the Board of Education during the month of October. The district reserves the right to request submission of transcripts to confirm appropriate horizontal movement. Effective with the 2013/2014 school year, UCPD credits will no longer count toward guide movement. Any staff member with UCPD credits earned prior to July 1, 2013, will have until October 15, 2013 to submit said credits for guide placement.

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V. CONTINUING EDUCATION

The Board shall provide in service improvement programs for certified educators, when appropriate the district will provide in service for secretaries, paraprofessionals and building tech staff.

VI. LEAVES

A. Sabbatical

A sabbatical leave granted under the terms of this Article will be for a term not to exceed one school year unless extended by written agreement.

This provision pertains to full-time certified educators.

It is the intent of the Board to grant sabbatical leaves to qualified applicants who meet the specified criteria. Insofar as possible, the leaves will be proportionately divided among the various grade groupings and schools.

1. Eligibility and Qualifications

The applicant must have completed five (5) or more years of continuous employment in the District.

An application for sabbatical leave (the "Application") must be filed with the Office of the Superintendent no later than February 1 of the year prior to that in which the leave is to take place. Upon approval by the Superintendent, the application will be forwarded to the Board of Education for action on the Superintendent's recommendation.

Subsequent sabbatical leaves may be authorized only after eligibility has been re-established by an additional five (5) consecutive years of service as an employee of the District.

2. Purposes of Sabbatical Leave

Sabbatical leave is granted to certified educators to permit them to improve their ability to render educational service to the district. Such improvement is usually achieved by formal study, research and/or writing, and travel.

3. Application for Sabbatical Leave

The following information shall be presented in application for consideration by the Superintendent of Schools and the Board of Education:

- (a) **Formal study:** Description of the course of study at an accredited college/university which will aid in improving the educational services to the District rendered by the educator.
- (b) **Research and/or Writing:** Description of the project, its appropriateness for professional improvement, and the ways in which it will aid in improving the educational services to the district rendered by the educator.
- (c) **Travel:** a plan, including the proposed itinerary, shall be submitted stating the professional objectives which are sought through such travel.
- (d) **Other reasons:** a plan will be submitted stating the professional objectives of the applicant to be afforded by such leave.

4. Application Status

The Superintendent will give notice to the applicant of the acceptance or rejection of his or her application within thirty (30) days after February 1st. If the application is denied by the Superintendent or the Board, the notice must include a detailed explanation of why the application was denied.

5. Selection

The most important criterion for determining the granting of a sabbatical leave is whether or not the leave is likely to improve the quality of teaching and/or other professional services to the District.

- (a) Upon receipt of all such applications, the Superintendent will consider them for recommendation based on the following factors:
- i. Purpose of Leave.
 - ii. Professional growth of certified educators.
 - iii. Potential benefit to the school system.
 - iv. Compliance with all regulations pertaining to the leave.

A sabbatical leave, once granted, may not be terminated before the date of expiration, except as otherwise provided herein, or otherwise agreed upon by the applicant and the Board of Education.

6. Conditions of Sabbatical Leave

- (a) The applicant will enter into a contract to continue in the service of the District for a period of at least two (2) years following the expiration of the sabbatical leave. Upon failure to comply with the two (2) year service clause, the certified educator will repay to the District a sum bearing the same ratio to the amount of salary received while on leave that the unfilled portion of the two subsequent years bears to the two full years. Exceptions to this condition will be made in the case of a certified educator who has become incapacitated, or who has been discharged, or who has been reduced in force, or who has been released from this obligation for good and sufficient reason by the Board of Education.
- (b) Sabbatical leaves will be granted at no net increase in cost to the District. Other specifics follow:
- i. Regular monthly deductions will be made from salary payments, including certified educators' pension fund and other legally required and/or certified educator authorized deductions.
 - ii. Payment of salary to certified educators on sabbatical leave will be made in accordance with the provisions of the agreement regarding payment of salary to other certified educators. The certified educator on leave shall be responsible for keeping the Office of the Board Secretary informed of his or her address.
 - iii. Anyone on such leave shall be considered as in the employ of the district, and time thus

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spent will count as regular service toward retirement, seniority, and consideration of salary. Such leave of absence will be without prejudice to the certified educator's tenure rights.

- iv. Certified educators on such leave for the purpose of formal study will be reimbursed for tuition subject to the provisions of this Agreement which customarily regulates this benefit.
 - v. During sabbatical leave, policies relating to sick leave, absences, absence for personal reasons, death, etc. will not apply except that accumulated sick leave benefits will be maintained during such leave and will become available to the certified educator together with the annual provisions of this contract upon his or her return to the district.
- (c) An interim report will be filed by the certified educator at the midpoint of the period for which the leave was granted. This report should contain sufficient information for the Superintendent to determine that the objectives of the leave are being realized.
- (d) A final report of the activities and results of the leave will be filed with the Superintendent within thirty (30) days of the termination date of the leave. This report will then be transmitted by the Superintendent to the Board of Education.

7. Length of Sabbatical Leave/Termination of Sabbatical Leave

- (a) Sabbatical leaves may terminate under the following conditions:
- i. Interruption of the leave caused by serious accident, illness, or disability. This shall not prejudice the Board of Education regarding the fulfillment of the conditions on which the leave was granted, and will not afterward affect the amount of compensation paid to the certified educator provided: evidence of the accident, illness, or disability is provided to the Superintendent and the Board of Education within thirty (30) days.
 - ii. Under those circumstances, the certified educator so prevented from completing the terms of his/her sabbatical leave will have the option, upon approval by the Superintendent, of changing the terms of his or her leave to those covered by the disability provisions of this Agreement.
- (b) If the Superintendent is convinced that a certified educator is not fulfilling the purpose for which a sabbatical leave was granted, or that said certified educator has violated any of the conditions of the leave, he may report this situation to the Board of Education. If there is evidence of violation, or non-performance on the part of the certified educator, the said certified educator will be given a hearing. If, during that hearing, it is determined that said certified educator has indeed violated the terms of this provision, the Board of Education may terminate the leave, as of the date of its abuse. The certified educator will return to assigned duties at the earliest possible date following termination of the leave.

8. Return from Sabbatical

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At the end of the sabbatical leave, the certified educator will return to active duty, subject to the following considerations:

- (a) A certified educator who has been on sabbatical leave will notify the Superintendent of his or her intention to return on or before April 30 of the school year or sixty (60) days prior to return from leave, whichever is earlier.

At the expiration of the sabbatical leave, the certified educator will be returned to the position held at the time such leave was granted unless he or she agrees otherwise, or unless conditions arose during the term of the sabbatical leave which would have resulted in a change of position of said certified educator had he or she remained in active service.

B. Other Professional Leaves

A leave of absence for professional reasons, other than a Sabbatical Leave, may be granted for a period of time appropriate to the purpose of the leave. The conditions applicable to such leave will be the same as the conditions of a Sabbatical Leave unless otherwise stated in the approved application. The criteria for the granting of such leaves will be those outlined in "VI. Leaves" of this document. A subsequent "other" professional leave may be granted, if appropriate, in less than an additional five (5) consecutive years of service, subject to all conditions noted above.

C. Illness

Sick leave is hereby defined to mean the absence from school duty of any employee because of personal disability due to illness or injury, or because of a medically-ordered quarantine in the staff member's household.

1. Annual Allowance

- (a) Certified Educators: 15 Days
- (b) Secretaries:
 - i. Ten Month Secretaries 10 Days
 - ii. Twelve Month Secretaries 12 Days
- (c) Paraprofessionals 10 Days
- (d) Building tech staff 12 Days
- (e) Part-time employees, including paraprofessionals, are entitled to sick days prorated according to their work schedule.

Any unused portion of the yearly allowance for a given employee (but not more than ten days for certified educators, paraprofessionals and 10-month secretaries, and twelve days for 12-month secretaries) shall be cumulative.

An employee who is absent from school for more than fifteen (15) days in any school year on account of disability caused by illness or injury shall receive the benefit of cumulative sick leave allowance as herein defined.

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Definition: Cumulative sick leave allowance is the sum of all unused portions of the employee's annual allowance for illness computed at the rate of not more than ten (10) days per year for certified educators, 10-month secretaries, and paraprofessionals and twelve (12) days per year for 12-month secretaries. Written requests for access to cumulative sick leave allowances for an employee's extended absence because of disability due to injury or illness should be directed to the Superintendent or designee for approval.

After speaking with the employee, and for reasonable cause, an administrator may require satisfactory medical verification for personal and family illness days. This verification shall in no way infringe upon the employee's right to privacy.

- (a) Bonus for not using any allotted sick days: two hundred (\$200.00) dollars.
- (b) Bonus for not using any allotted personal and sick days: five hundred (\$500.00) dollars. The employee will not receive the \$200 bonus in "a" above if they receive this \$500.00 bonus
- (c) In applying "a" and "b" above, the bonus for paraprofessionals will be prorated according to number of hours worked versus 7.5 hours as full time.

The accumulation of sick leave allowance shall be limited to consecutive and uninterrupted service.

- (a) An employee who leaves the system loses his/her benefits under the cumulative sick leave plan.
- (b) An employee is rendering consecutive service as long as he/she or the Board of Education does not officially terminate his/her contract. A leave of absence, as granted by the Board, does not constitute an interruption of service. Sick leave, however, shall not be permitted to accumulate during the period an employee is on such leave of absence.

2. Family Illness Leave

For absence due to serious illness of any relative in the employee's immediate family, or a relative for whom one is responsible, full pay for not more than five (5) days in each school year will be paid to the certified educator or secretary. Immediate family shall be considered to be father, mother, spouse, civil partner, child, brother, sister, or any relative residing in the immediate household.

For certified educators, unused family illness days will accumulate into a certified educator's personal fund, at the rate of five (5) days annually. A maximum of twenty-nine (29) unused family illness days can accumulate in this fund, which will be applied to their Health & Hardship Leaves only. These days do not apply to severance pay.

For secretaries, unused family illness days will accumulate into a secretary's personal fund, at the rate of five (5) days annually. A maximum of twenty-two (22) unused family illness days can accumulate in this fund, which will be applied to their Health & Hardship Leaves only. These days do not apply to severance pay.

Paraprofessionals

For absence due to serious illness of any relative in the employee's immediate family, or a person for whom one is responsible, full pay will be granted for not more than five (5) days in each year. Immediate

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family shall include father, mother, spouse, spouse's father or mother, civil partner, civil partner's father or mother, child, brother, sister, or any relative residing in the immediate household. Family Illness/Death Leave is not cumulative.

Building tech staff

For absence due to serious illness of any relative in the employee's immediate family, or a relative for whom one is responsible, full pay for not more than five (5) days in each school year will be paid to the building tech staff. Immediate family shall be considered to be father, mother, spouse, civil partner, child, brother, sister, or any relative residing in the immediate household.

Unused family illness days will accumulate into a building tech staff's fund, at the rate of five (5) days annually. A maximum of twenty-two (22) unused family illness days can accumulate in this fund, which will be applied to their Health & Hardship Leaves only. These days do not apply to severance pay.

Documentation

The Board will provide real time notification to all CEA members of leave entitlements via the attendance management / substitute procurement system utilized by the district.

Severance Upon Retirement

Severance pay shall be granted to employees who have been continuously employed in the district for twenty (20) years or more.

In the event that an employee dies while in the service of the School District of the Chathams, his/her unused sick days will be reimbursed at the specified rate in the name of his/her designated beneficiary.

Certified Educators

- (a) Full-time certified educators shall receive payment for each day of accrued sick and personal days. The rate of remuneration shall be one-fourth (1/4) per diem pay based on the certified educator's final year salary, including longevity, as follows:

Full-time certified educators employed prior to September 1, 1995, shall receive up to a maximum of \$12,500.

Full-time certified educators employed on or after September 1, 1995, shall receive up to a maximum of \$6,250.

- (b) Part-time certified educators shall receive payment for each day of accrued sick and personal days. The rate of remuneration shall be one-fourth (1/4) per diem based on the certified educator's final year salary, including longevity, up to \$3,125.
- (c) Certified educators will have up to three paid unused personal days which can accumulate for severance purposes.
- (d) Any certified educator who is reduced in force will be reimbursed for all unused sick leave at the same rate noted above.

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- (e) **Retirement:** The Board and Association agree that the best interest of students will be served when retirements occur at the end of the school year. In such cases, when an end-of-year retirement is not possible, then in the interest of maintaining educational continuity, it is expected that certified educators who plan to retire mid-year will give notice of such retirement by the end of the preceding June. To receive severance payment upon retirement certified educators must retire on July 1st and notify the Superintendent by the preceding February 1st. Late notification will preclude the employee from deferring the severance payment into the next calendar year. The Board will consider, on an individual basis, extraordinary or extenuating circumstances which prevent a certified educator from complying with either or both of the dates noted above. If the School District of the Chathams adopts an Early Retirement Incentive Program offered by the State of New Jersey, no delay penalty will apply.

Secretaries

- (a) Full-time secretaries shall receive payment for accrued sick and personal business days. The rate of remuneration shall be one-fourth (1/4) per diem pay based on the secretary's final year salary, including longevity, as follows:
 - i. Full-time secretaries employed prior to July 1, 1995, shall receive up to a maximum of \$7,500.
 - ii. Full-time secretaries employed on or after July 1, 1995, shall receive up to a maximum of \$3,750.
- (b) Part-time secretaries shall receive payment for each day of accrued sick and personal days. The rate of remuneration shall be one-fourth (1/4) per diem based on the secretary's final year salary, including longevity, up to \$1,875. Secretaries who are eligible for this benefit are those who have worked at .5 or higher during their last five years of employment.
- (c) Secretaries will have up to three (3) personal days, two (2) of which can accumulate for severance purposes.

Accrual of unused personal business days for former Borough employees became effective 07/01/88.

Paraprofessionals

- (a) Terminal severance pay will be granted to full time Paraprofessionals who retire directly from employment in the School District of the Chathams, are eligible and qualify for State retirement benefits and who have served for twenty (20) or more years in the School District of the Chathams.
- (b) Full time Paraprofessionals shall receive payment for accrued sick and personal business days. The rate of remuneration shall be \$30.00 per day, up to a maximum of \$5,000.

Building Tech Staff

- (a) Terminal severance pay will be granted to Building Tech Staff who retire directly from employment in the School District of the Chathams, are eligible and qualify for State retirement benefits and who have served for twenty (20) or more years in the School District of the Chathams.

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- (b) Building Tech Staff shall receive payment for accrued sick and personal business days. The rate of remuneration shall be \$30.00 per day, up to a maximum of \$5,000.

E. Death of Close Relations

Absences because of death in the teacher, secretary or building tech staff' immediate family (including father, mother, spouse, child, brother, sister) or because of death of another relative (including grandfather, grandmother, grandchild, father-in-law, mother-in-law, civil partner, niece, nephew, uncle or aunt, or anyone making his/her home with the employee's family and regarded as a member of the family) shall be allowed with full pay for a period of up to five (5) days.

Paraprofessionals

For absence due to the death of any relative in the employee's immediate family, or a person for whom one is responsible, full pay will be granted for not more than five (5) days in each year. Immediate family shall include father, mother, spouse, spouse's father or mother, civil partner, niece, nephew, uncle or aunt, child, brother, sister, or any relative residing in the immediate household. Family Illness/Death Leave is not cumulative.

F. Personal Days

1. All Employees

- (a) Personal days may be used for the following reasons:
 - i. Important personal business which cannot be attended to other than during school hours on days when school is in session, including weddings and graduations of family members.
 - ii. Marriage: Upon request, an employee whose marriage takes place when schools are in session shall be granted a leave of absence of up to five (5) school days. Three (3) of the days may be personal days with full pay. The remainder of the five (5) days may be taken without pay.
 - iii. Legal Business
 - iv. Personal or family emergencies
- (b) Written notification of personal days shall be made to the building principal at least two (2) weeks in advance, except for an emergency situation. Copies of personal day application forms will be kept in the building level personnel file.
- (c) Documentary verification which does not infringe upon the employee's right to privacy will be required by the Building Administrator prior to approving personal days that fall before and/or after a holiday, vacation, or teachers' convention. With reasonable cause, the Building Administrator may request verification for personal days which fall on Friday or Monday. This verification shall not infringe on the employee's right to privacy.

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2. Certified Educators

- (a) Certified educators will have up to three (3) paid unused personal days which can accumulate for severance purposes.
- (b) No more than five percent (5%) of certified educators of each building may be absent for personal reasons on the same day. In calculating the permissible number of personal day absences for each building, .5 or greater will be rounded to the next greater whole number. In the case where more certified educators apply for a personal day than is allowed by the above formula, priority will be given to the request(s) submitted earliest.

3. Secretaries

- (a) Secretaries will have up to three (3) paid personal days, two (2) of which can accumulate for severance purposes.
- (b) Secretaries will be allowed to carry over one (1) day into the following year for a maximum accumulation of four (4) personal days.

4. Paraprofessionals

- (a) Paraprofessionals will have up to three (3) paid personal days, two (2) of which can accumulate for severance purposes.

5. Building Tech Staff

- (a) Building tech staff will have up to three (3) paid personal days, two (2) of which can accumulate for severance purposes.

G. Health and Hardship

At request of the certified educator or secretary and with approval by the Board of Education, leaves of absence may be granted to said certified educator or secretary with three years or more of service for purposes of restoration of personal health or the alleviation of hardship involving the certified educator or secretary or his/her family.

Effective July 1, 2006, accumulated unused family illness days will be applied to this leave, up to a maximum of twenty-nine (29) days for certified educators, and fifteen (22) days for secretaries.

In unusual cases, the Board may extend the leave at full or partial salary (i.e. the salary less the cost of the substitute) for what it considers justifiable reasons.

The beginning and ending dates of leaves for health and hardship shall be determined by the Board in the best interests of the school system and the certified educator or secretary concerned.

The certified educator or secretary will retain any tenure status during official leave approved within the limits of this policy. To be eligible for a salary increment in the year following the leave, certified educators or secretaries must serve a minimum of ninety (90) school days in the year of the leave. Days on paid leave shall count toward the ninety (90) day requirement.

H. Disability

- 1. Disability leave shall be defined in NJSA 18A:30-1 to mean leave taken by a person steadily

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employed by the district who is absent "from his or her post of duty...because of personal disability due to illness or injury...", or for other sufficient reasons.

2. All employees who anticipate disability in a specific future event, such as childbirth, pending surgery or other medical procedures, shall report that status to the district as soon as possible, and shall submit a physician's statement to certify their continuing fitness.
3. An employee who claims disability leave of more than seven (7) consecutive days shall submit a physician's statement indicating the reason he or she cannot perform the duties of his/her position and the anticipated duration of his/her disability.

Employees on such disability leave shall submit a statement from a physician certifying that they are physically able to return to duty before they will be allowed to return to their position in the school district.

4. The employee must notify the Superintendent by April 15 of the school year in which his/her leave terminates as to his/her intention to resume or resign his/her position.

I. Maternity / Child Rearing Leave

For the Purposes of Sections I and J

"Maternity" leave means absence due to disability associated with pregnancy and/or childbirth. "Child-rearing" leave means absence for the purpose of caring for a newborn child. "Academic year" means July 1 through June 30. Maternity leave and Child-rearing leave shall be granted by the Board in accordance with the following procedures:

1. Application for Leave

All initial applications for maternity leave shall be submitted in writing to the Superintendent at least 90 days prior to the anticipated start of the leave when possible. All requests shall include the anticipated delivery date, the leaves requested and the anticipated date of return together with a statement of the expected date of delivery signed by a duly licensed physician.

2. Maternity/Disability

A pregnant teacher is entitled to use accumulated sick leave up to twenty (20) days during the one month prior to the anticipated delivery date and up to twenty (20) days during the month after delivery unless the teacher's physician shall provide written certification that an extended period of disability is required.

3. Federal Family Leave

Federal Family Leave for up to 12 weeks, without pay, but with benefits, shall be granted pursuant to law to all eligible teachers who request such leave due to personal disability.

- (a) If the Federal Family Leave is for personal disability, it shall be granted in addition to any paid sick leave days taken by the teacher.
- (b) If the federal Family Leave is for childrearing, it shall be taken concurrently with a childrearing leaves granted under the provisions of this contract, or the NJ Family Leave Act.

4. NJ Family Leave

New Jersey Family Leave for up to 12 weeks, without pay, but with benefits, shall be granted pursuant to law to all eligible teachers who request such leave for the care of the newborn. All NJ Family Leave shall be taken concurrently with any unpaid leave granted under the provisions of this contract, but may be taken consecutively to any personal disability leave taken under FMLA.

5. Child-Rearing Leave

An employee may request a non-paid Child-Rearing Leave of absence following a maternity/disability leave or adoption of a child. Except as otherwise required by law, health benefits are not paid by the Board during non-paid leaves of absence. An employee who wishes to take Child-rearing leave should follow the procedures set forth below.

- (a) In the event of Childbirth prior to February 1 in any academic year, and upon written request received by the Board no later than 90 days prior to the date the leave is to commence or as soon as possible in the event of unforeseen circumstances, the Board shall grant unpaid childrearing leave without benefits to the end of the current academic year. During such leave, the teacher may elect to pay her health insurance premiums through COBRA to the extent they are not covered under the Family Leave Acts.
- (b) In the event of Childbirth on or after February 1 in any academic year, and upon written request received by the Board no later than 90 days prior to the date the leave is to commence or as soon as possible in the event of unforeseen circumstances, the Board shall grant unpaid childrearing leave without benefits to the end of the current school year and for the following school year if so requested (in accordance with subsection c. 2 above). During such leave, the teacher may elect to pay her health insurance premiums through COBRA to the extent they are not covered under the Family Leave Acts.

6. Extension of Child-rearing Leave

- (a) If the birth occurs prior to February 1 in any academic year, the employee shall not be entitled to an extension beyond the academic year in which the birth occurs. The Board, at its discretion, may waive the restriction in case of an emergency. Such waivers shall be made on an individual basis, shall be in the sole discretion of the Board, shall not be grievable or arbitrable, and shall not create a past practice or precedent.
- (b) If the birth occurs on or after February 1 in any academic year, and upon written request received by the Board no later than May 1 prior to the date on which the leave is to commence or as soon as possible in the event of unforeseen circumstances, the Board shall grant an unpaid child rearing leave for an additional academic year beyond the year in which the birth occurs.

7. Consecutive Leaves

- (a) In the event that a second birth occurs while the employee is on leave from the first birth, then the February 1 rule (set forth in the preceding sections of this article) applies: if the birth occurs prior to February 1, no extension shall be granted beyond the academic year in which the birth occurs; if the birth occurs on or after February 1, then the employee, upon written request received by the Board no later than May 1 prior to the date on which the leave is to commence or as soon as possible in the event of unforeseen circumstances, shall be granted an additional

year of unpaid leave.

- (b) In the event a third birth occurs while the employee is on continuous leave from the first and second births, the Board shall not grant additional leave beyond that required by law.

8. Return from Child-Rearing Leave

Any teacher who has utilized child-rearing leave pursuant to the above entitlements may apply for permission to return to employment during the academic school year for which such leave was granted and such leave may thereupon be terminated by the Board in its sole discretion. Such request must be in writing and received by the Board at least 90 days prior to the requested date of return.

- (a) Child-rearing leaves shall expire on June 30 of the year for which they are granted except such leave shall continue into the beginning of the next year where so permitted by statute.
- (b) Notwithstanding the foregoing, a non-tenured employee shall not be entitled to a leave of absence beyond the leave for the school year for which continued employment has not been or will not be offered.
 - i. Employees shall retain their regular employment status during child-rearing leave approved within the limits of this policy; however, time spent on such leave will not be used as experience credit for advancement on the salary guide or for the calculation of seniority.
 - ii. To be eligible for advancement of one step on the salary guide, employees must have served with the district for a minimum of ninety (90) school days in the prior contract year. Time on paid leave shall count toward the ninety (90) day requirement.

L. Other Leaves

Extended leaves of absence without pay may be requested by an employee. The Board of education will give most careful consideration to all such requests. If a minimum of ninety (90) days was served in the previous school year, the certified educator will be placed on the next step of the guide. To be eligible for advancement on the salary guide in the year following the leave, the employee must have worked 90 days in the year of the leave. Time on paid leave shall count toward the 90-day requirement.

The employee must notify the Superintendent by April 15th of the school year in which his/her leave terminates as to his her intention to resume or resign his/her position.

M. Compensatory Days

Staff members who volunteer to chaperone overnight field trips shall be granted one earned compensatory day for each night of the trip. Earned compensatory days must be taken within one year of their issuance.

N. Sick Bank

The Board of Education shall assemble a committee to establish a process and a set of guidelines, in accordance with N.J.S.A. 18A:30-10, for the creation of a sick bank in accordance with applicable law.

VII. HEALTH INSURANCE

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A. Health Insurance Waiver

Staff members eligible for health insurance who agree to waive the coverage for which they are eligible shall receive a cash incentive according to the following schedule:

| Plan Type | Year One | Year Two | Year Three |
|---------------------------|----------|----------|------------|
| Individual | \$1,000 | \$800 | \$800 |
| Individual and Child(ren) | \$1,750 | \$1,400 | \$1,400 |
| Individual and Partner | \$1,750 | \$1,400 | \$1,400 |
| Family | \$2,125 | \$1,700 | \$1,700 |

The above schedule represents a reduction in the waiver amount provided in the 2015/2016 school year by 50% in Year One, 60% in Year Two, and 60% in Year Three.

B. Health Insurance Coverage

The Board will provide all employees with the option of medical insurance benefits equivalent to the (POS) Aetna Managed Choice plan or the (HDHP) Aetna Managed Choice Open Access plan. For each employee selecting the (HDHP) Aetna Managed Choice Open Access plan, the Board will establish a Health Savings Account (HSA) and contribute an incentive amount in the account, on an annual basis, according to the following schedule:

| Plan Type | Deposit Amount |
|---------------------------|----------------|
| Individual | \$1,000 |
| Individual and Child(ren) | \$2,000 |
| Individual and Partner | \$2,000 |
| Family | \$2,000 |

The Board will provide all employees with the option of enrolling in the (PPO-High) Aetna Managed Choice Open Access plan or the (PPO-Low) Aetna Managed Choice Open Access Plan. The cost difference between the (POS) Aetna Managed Choice plan and the PPO High or Low plan shall be borne solely by the employee, with the following exception: Employees in the District as of December 31, 1997 and presently enrolled in either the Horizon BC/BS Traditional or the PPO plan during the 2015/2016 school year, may enroll in either one of the PPO plans at the Board's expense for the 2016/2017 school year only and shall also receive a one-time non-pensionable payment of \$1000 if enrolled in POS single coverage or a one-time non-pensionable payment of \$2000 if enrolled in POS (i) Individual with Children; (ii) Individual with Partner; or (iii) Family coverage. Thereafter, employees in the District as of December 31, 1997, may enroll in one of the PPO plans by paying the entire cost difference between the (POS) Aetna Managed Choice plan and the plan he/she selects. All employees shall contribute to his/her health benefits in accordance with the rates set forth in Ch. 78, P.L. 2011.

F. Prescription Reimbursement Procedure

The practice set forth in the parties "Agreement to Implement Interim Relief," implemented as a result of PERC's Interim Relief Order No. 2002-5 (Docket No. 2002-61, dated November 20, 2001) shall remain

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in place, except that a minimum threshold amount totaling \$50.00 (fifty dollars) shall be required before a request for reimbursement from the Board may be presented.

In the event of a dispute concerning a drug's eligibility for coverage, the employee shall return all monies provided by the Board and pursue the dispute with the insurance company or through the grievance procedure.

G. _ Dental Insurance

The Board will provide one-hundred percent (100%) of the cost of dental insurance for all employees and their dependents. The mandatory Chapter 78 contributions will be deducted proportionately from each paycheck over the course of the contract.

H. Medical and Dental Insurance Carriers

Medical and dental coverage will be provided by the following carriers:

Aetna Inc. Public & Labor and Delta Dental of New Jersey as of July 1, 2016

Benefits to be equivalent to those specified within these plans should the Board seek coverage with another carrier.

I. Copy of Insurance Plans

Electronic copies of each insurance plan (benefit book) will be uploaded to a district folder providing accessibility to all staff members.

FSA (Flexible Spending Account)

The Board will provide a Flexible Spending Account and will provide each employee with a copy of the services covered by the account.

VIII. STAFF ASSIGNMENT

A. Posting Procedure

All openings for positions in the district for which employees may be qualified shall be made known to all employees according to the following procedures:

1. Each vacancy will be advertised in a notice posted to the email conference of each school in the district for not less than 48 hours.
2. Each vacancy so posted will be accompanied by a brief job description, including essential elements of the job known at the time of the posting including but not limited to building, grade level and/or subject area.
3. Persons interested in advertised positions will so indicate via the district online system.
4. Successful and unsuccessful interviewed in-house applicants will be advised of their status as soon as is practical or when the position is filled.
5. Notification of openings which occur during summer recess shall be posted to the email conference of each school.

B. Calendar and Work Year

After receiving input from the Association, a calendar will be drafted by the Superintendent for approval by the Board of Education.

The work year shall be comprised of a maximum of 187 days, inclusive of a maximum of 184 student days. A day that includes an early dismissal or delayed opening for students is considered a student contact day. Unused snow days shall be returned in May or June of each year.

The work year for 12-month secretaries shall be July 1 through June 30; 10-month secretaries shall work 190 days from September 1 through June 30. Paraprofessionals will work 186 days including two (2) staff days, one of which will occur before the first student day.

C. Workday and Work Year

1. School Hours:

| | |
|-------------|------------------------|
| Grades K-3 | 6 hours and 30 minutes |
| Grades 4-5 | 6 hours and 30 minutes |
| Grades 6-8 | 6 hours and 45 minutes |
| Grades 9-12 | 6 hours and 55 minutes |

- The eight-minute increase in the school day in Grades 6-8 shall lengthen the lunch periods of students and teachers, and not increase the instructional time during the school day.

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Inasmuch as the amount of minutes in the school day shall remain constant in each school, the actual start/stop times may fluctuate slightly due to extenuating circumstances such as changes in bus schedules.

2. Certified Educators K-12

- (a) Non-teaching members of the certified educators who do not follow class schedules shall provide a minimum of seven and a half (7.5) hours of service per day, including lunch. On those days, where the number of hours must exceed seven and a half, an individual certified educator shall have the right of compensatory flextime on another day.
- (b) Part-time teachers
 - i. Teaching schedules of all part-time certified educators shall be prorated according to the provisions of this article in consultation with the Association.
 - ii. Every effort shall be made to assign part-time teachers a schedule that includes teaching assignments in either the morning or afternoon, without large gaps of time in between assignments. In the event that a teacher has more than two periods between teaching assignments, the teacher shall be compensated for each such instance at a rate equivalent to 1/180th of \$12,000 or 1/180th of 20% of their salary, whichever is less.
 - iii. The professional responsibilities of part-time teachers, such as attendance at faculty and department meetings, shall be pro-rated in relation to the FTE of the staff member.
- (c) Building level faculty meetings shall be held on Mondays. After-school hours on Thursday shall be reserved for Association activities.
 - i. The parties agree that there will be no more than 3 building level and/or grade level meetings per month. The meetings will always be held on Mondays and are mandatory. Meetings shall be an hour or less in duration.
 - ii. The Board reserves the right to hold 3 meetings, but may choose to hold less.
- (d) Traveling certified educators will not be assigned a non-instructional duty (NID). Non-core curriculum traveling certified educators may be assigned a sixth class. The assignment of a sixth class may not be used to result in a reduction in force. The scheduled day will be within reason and in agreement with the Administration and CEA. The total work hours of any one certified educator will not exceed that of the home based school. Traveling certified educators shall only be responsible for attending faculty activities of their home base building. The "home base building" will be determined by the Administration at the beginning of each school year.
- (e) Certified educators will be on site at least 15 minutes before their first class or non-instructional duty (NID) and will remain on site for at least 15 minutes following their last class or non-instructional duty (NID). For all members, the fifteen minutes before and after a staff member's first and last teaching assignment or non-instructional duty shall be unassigned time.
- (f) All full time certified educators K-12 are entitled to a duty-free lunch daily.
- (g) All new certified educators may be required to attend training sessions prior to the start of school and/or during the school year for which they will receive professional development hours.

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- (h) Professional meeting time
 - i. Curriculum writing may take place during professional meeting time, whether on Monday afternoons or at other times during the regular work day.
 - ii. Curriculum writing shall not be assigned during any time outside of the professional work day.
 - iii. The product of curriculum writing shall be submitted at the conclusion of the professional meeting time or work day dedicated to such a purpose.

3. Certified Educators K-3

- (a) All certified educators of grades K-3 shall have a minimum duty-free preparation time of 200 minutes per week, with one uninterrupted preparation period of at least thirty (30) minutes every day and one duty free lunch. Certified educators of the same grade level (K-3) shall have equal amounts of preparation time.
- (b) Certified educators of special subjects (Examples: Art, Music, P.E., World Language) at the elementary level (K-3) who have teaching periods that vary in length will teach a maximum of two-hundred fifty (250) minutes per day. For example, a certified educator could have three (3) thirty minute classes and four (4) forty minute periods or vice versa and still be within the two hundred fifty (250) minute maximum per day. The minimum class period would be thirty (30) minutes and the maximum number of periods would be seven

4. Certified Educators 4-5

- (a) All certified educators of grades 4-5 shall have a minimum of one (1) duty-free planning period per day in addition to a duty-free lunch period.
- (b) Certified educators of special subjects (Examples: Art, Music, P.E., World Language) at the elementary level (4-5) who have teaching periods that vary in length will teach a maximum of two hundred fifty (250) minutes per day. For example, a certified educator could have three (3) thirty minute classes and four (4) forty minute periods or vice versa and still be within the two hundred fifty (250) minute maximum per day. The minimum class period would be thirty (30) minutes and the maximum number of periods would be seven (7).

5. Certified Educators 6-8

- (a) Core curriculum area (English, Social Studies, Math, Science, and World Languages) certified educators of grades 6-8 shall have four (4) or five (5) teaching periods per day. On any and all days on which the duty-free preparation period drops from the rotation /drop schedule, it, the duty-free preparation period, shall take the place of the duty-free professional (team) period. All staff will have a duty-free lunch period. During the professional period, the certified educator will be on site engaged in activities that might include but not be limited to team planning, checking voice mail, telephoning, meeting with parents and students, consulting with colleagues, setting up labs and other learning areas.

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- (b) Certified educators in non-core curriculum areas in Grades 6-8 may be assigned a sixth teaching period in cases of need. The purpose of this provision shall not be used to effect a reduction in force. Teachers in departments that may be assigned up to six (6) teaching sections shall not be assigned six (6) sections in an effort to reduce a colleague in the same department to teach fewer than five (5) sections.
- (c) Certified educators who teach six periods in Grades 6-8 shall not be assigned a non-instructional duty (NID), but may be assigned to a homeroom.
- (d) Certified educators of grades 6-8, including special education teachers, who have an assignment that is a combination of core and non-core curriculum subjects, may be assigned a sixth teaching period for one semester only.
- (e) In extraordinary circumstances, a core certified educator of Grades 6-8 may be assigned to teach a sixth class for one year or less. The compensation will be one-fifth of the certified educator's current salary up to a maximum of \$12,000.
- (f) Certified educators will be on site at least 10 minutes before their first class or non-instructional duty (NID) and will remain on site or at least 15 minutes following their last class or non-instructional (NID) duty.

6. Certified Educators 9-12

- (a) Certified educators of grades 9-12 shall be guaranteed one (1) duty free preparation block and one (1) duty free lunch block each day. Certified educators may be assigned lunch in the third morning block, in the lunch block, or in the first or second block after the lunch block.
- (b) Core curriculum area certified educators (English, Social Studies, Math, Science, and World Languages) will not have more than five (5) instructional assignments. Every effort will be made to minimize the number of preparations to a maximum of three (3). In extraordinary circumstances, a core curriculum certified educator may be assigned to teach a sixth class for one year or less. The compensation will be one-fifth of the certified educator's current salary up to a maximum of \$12,000.
- (c) A Certified Educator will not be assigned more than four (4) NIDs (inclusive of lunch duty) in the four (4) day rotation of the modified block schedule.
- (d) Certified educators in non-core curriculum areas may be assigned a sixth teaching period in cases of need. The purpose of this provision shall not be used to effect a reduction in force. Certified educators who teach six (6) periods shall not be assigned a non-instructional duty (NID). Teachers in departments that may be assigned up to six (6) teaching sections shall not be assigned six (6) sections in an effort to reduce a colleague in the same department to teach fewer than five (5) sections.
- (e) Certified educators, including special education teachers, who have an assignment that is a

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combination of core and non-core curriculum subjects, may be assigned a sixth teaching period for one semester only.

- (f) Certified educators assigned central detention shall be compensated at the rate of \$30.00/session. Certified educators may volunteer to cover those previously assigned by the administration according to the compensation rate indicated above.

7. Secretaries

- (a) The workday of all full-time secretaries shall be seven (7) hours, exclusive of one (1) hour for lunch. If a part-time secretary works more than four (4) hours each day, he/she will be entitled to a fifteen (15) minute break period.
- (b) With the principal's approval, overtime work for secretaries shall be compensated at straight time rate for hours in excess of thirty-five (35) hours and up to forty (40), and time and a half in excess of forty (40) hours. As a matter of record keeping, the secretary and administrator will sign off on the overtime hours as they occur.
- (c) Secretaries shall not be assigned a non-instructional duty (NID) except for emergency situations and only with a certified educator present.
- (d) All 12-month secretaries hired before July 1, 2003 are entitled to thirty (30) vacation days. All 12-month secretaries hired on or after July 1, 2003 are entitled to the following vacation schedule:

| School Years Employed | # of Vacation Days |
|-----------------------|--------------------|
| 1-3 | 17 |
| 4-10 | 20 |
| 11+ | 25 |

Vacation days may be scheduled with the approval of the building principal and/or immediate supervisor. Vacation days are in addition to paid holidays (see Appendix A for 12 month secretaries' paid holidays). It is understood that days taken during school holidays are considered vacation days. Attendance at the NJEA Convention will count as days worked.

Vacation days do not accrue beyond current contract period (July 1 - June 30). During the first year of employment, vacation days may be used with administrative approval.

- (e) Ten-month secretaries shall work a one hundred ninety (190) day work year. They can be offered up to seven (7) additional days at their prorated salary, offered in seniority order by building, and strictly voluntary on the part of the secretary. Under no circumstances will a secretary be involuntarily required to work any of the seven (7) additional days. Part-time secretaries who work 188 days can also be offered up to seven (7) additional days. It is strictly voluntary.
- (f) During summer months or during week-long vacations (e.g. spring break), twelve-month

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secretaries may, upon approval of their principals, adjust their daily hours to allow greater flexibility in their work day and week.

8. Paraprofessionals

Work Year

- (a) Ten- month paraprofessionals- One hundred and eighty-eight (186) Work Days
- (b) The work year for the employee shall be 186 days to include:
 - i. The student calendar as established by the board of education
 - ii. One day before students begin the school year

Work Day

- (a) Full Time Paraprofessionals Hours shall parallel school hours:

| | |
|------------------|------------------|
| Elementary (K-3) | 8:35 AM- 3:05 PM |
| Grades 4-5 | 8:40 AM- 3:10 PM |
| Grades 6-8 | 7:55 AM- 2:40 PM |
| Grades 9-12 | 7:40 AM- 2:35 PM |

 - i. It is also understood that all Paraprofessionals should be on site at least 15 minutes before their first assignment and will remain on site for at least 15 minutes following their last assignment.
 - ii. Every effort will be made to ensure that Paraprofessionals at the K-8 level will have a scheduled lunch that is approximately the same length as students' lunch period in the building to which they are assigned. Every effort will be made to ensure this lunch is not less than 25 minutes.
 - iii. Paraprofessionals at the 9-12 level will be assigned a lunch not less than 25 minutes
 - iv. Full Time Paraprofessionals who split their work day amount two or more buildings will not have their work day extend beyond seven and one half hours inclusive of travel time.

9. Building Tech Staff

Work Year

- (a) 12 Month Building tech staff- Two hundred and forty (240) work days
- (b) Annual Vacation Allowance- Twenty (20) vacation days

Vacation days may be scheduled with the approval of the building principal and/or immediate supervisor. Vacation days are in addition to paid holidays (see Appendix A for 12 month building tech staff' paid holidays). It is understood that days taken during school holidays are considered vacation days. Attendance at the NJEA Convention will count as days worked.

Vacation days do not accrue beyond current contract period (July 1 - June 30). During the first year of employment, vacation days may be used with administrative approval.

Work Day

- (a) The work day for building tech staff shall be eight (8) hours, inclusive of one (1) hour lunch.

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D. Employee Travel

Employees whose schedules require them to travel between buildings during the day shall be reimbursed for the mileage incurred at the current New Jersey OMB rate. This includes paraprofessionals.

E. Other Travel

Employees who incur travel expenses (other than those related to extra-pay, extra-duty positions) for any required or approved task shall be reimbursed at the standard rate recognized by the IRS for reimbursement. It is understood that these tasks are not those performed while meeting regular employee responsibilities. CEA members may attend workshops that are in line with their professional improvement plans or as recommended /approved by the principal and assistant superintendent and have reasonable expenses paid for by the Board if approved by the superintendent in advance.

Approved workshops, clinics, professional development activities will have: registration fees paid in full travel/room and board will be paid/reimbursed as agreed in advance.

F. Contract Notification

A contract or notification that no contract will be offered will be mailed to each employee in accordance with *NJSA 18A:27-10*.

In lieu of a formal contract, once an employee has attained tenure, he or she will be mailed, by May 15th, a memo agreement outlining the salary which the Board proposes to pay the employee during the next year.

If an agreement on the negotiations contract has not been reached by these dates, in lieu of a formal contract, a memorandum will be mailed indicating that a formal contract will be forthcoming upon completion of negotiations.

It is important for all parties to understand that as each school district has its responsibility for adequate notice of contract renewal to all employees, so too, does each employee carry a similar responsibility for adequate notice to the district of his/her intentions. Each employee shall notify the Board of Education of his/her intention to accept or decline the contract within thirty (30) days from the date of receipt of offered contract or memorandum agreement. If, after written notification from the Superintendent that he/she has failed to respond to the contract or memorandum within thirty (30) days and the employee again fails to respond within five (5) days, he/she will be deemed to have resigned the position.

G. Notification of Assignment

Each certified educator will be informed of his/her tentative assignment for the following year, no later than June 11th of each year.

IX. ASSOCIATION RIGHTS AND PRIVILEGES

To help lighten the burden of the duties of the office, the President of the Association of Chatham Teachers and Secretaries shall not be assigned any non-instructional duty (NID).

The President and members of the Executive Board of the Association shall have the right to visit other schools, when necessary, in the performance of their duty, so long as it does not interfere with the overall instructional climate.

The Board agrees to release the President or his/her designee of the Association for no more than five (5) days per year, to conduct Association business with the approval of the Superintendent. The Association will pay for the cost of substitutes and the time will not be deducted from the President's or designee's leave bank.

X. REPRESENTATION FEE

A. Purpose of Fee

If an 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 employee's per capita cost of services rendered by the Association as 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 nonmembers 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 1st 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 H.1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.

3. Indemnification Clause

The Association shall indemnify and hold the Board of Education harmless against any and all claims, lawsuits, and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by any employer in conformance with this provision.

4. 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 the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

5. Mechanics

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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.

6. 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 ten (10) days after the Board receives said notice.

7. New Employees

On or about the last day of September and January, beginning with the month this agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position from July 1 to September 30 and from October 1 to January 31. The list will include names, 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.

XI. GRIEVANCE PROCEDURES

The Board and the Association desire to maintain a grievance procedure in accordance with P.E.R.C. Title 34:13A5.2 that serves the best interest of both the aggrieved employee and the school system. The Association or any individual employee shall have the right to appeal the application of this agreement, policies or administrative decisions affecting an employee or group of employees through the channels specified by this procedure. They shall have the right to present their appeal or to designate representatives of the Association of their own choosing to appear with them or for them at any step in their appeal.

A. Terms

A grievance is a claim by an employee or the Association based upon the interpretation, application or violation of this Agreement, Board policies or administrative decisions and practices as they relate to the terms and conditions of employment affecting an employee or group of employees.

A grievance may be initiated by an employee or group of employees, or the Association.

The grievant may be represented at all stages of the grievance procedure by himself/herself, his/her agent, or at his/her option, by the Association or by a representative selected or approved by the Association.

The term "days" when used in this article shall mean working school days. Weekends and vacation days are excluded. The purpose of this procedure is to resolve differences concerning the terms and conditions of employment. The procedure is intended to resolve such differences at the lowest level of authority possible.

B. Time Limits

The number of days specified for the initiation of a grievance and for each level of resolution is a maximum. Every effort should be made to expedite the process. The time limits may, however, be extended by mutual agreement of the person or persons making the claim and the Board of Education.

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, the time limits set forth herein shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

C. Sequence of Levels for Resolving Grievances

Level One: Principal or Immediate Supervisor

The employee or Association shall, within thirty (30) days of identification of a grievable issue, first discuss it with the principal (or immediate supervisor or department head) in an attempt to resolve the matter informally.

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Level Two: Written Grievance to Principal

If the initiator of the grievance is not satisfied with the resolution at Level One, the complaint shall be filed in writing to the principal. A written grievance shall be filed within thirty (30) days of the last occurrence of the incident being grieved. Information copies of the grievance shall be sent by the employee to the Superintendent of Schools and the Association.

A hearing on the grievance shall be held by the principal within seven (7) days of receipt of the written grievance.

The principal shall render a written decision with supporting reasons within seven (7) days of the hearing.

Level Three: Superintendent

If the grievance is not settled to the satisfaction of the grievant at Level Two, the decision may be appealed to the Superintendent of Schools within five (5) days. To do so, the grievant must submit a written appeal of the principal's decision. The complaint previously filed with the principal and the principal's written decision shall be filed with this appeal to the Superintendent. Grievances that affect a group of employees or all Association members in two or more schools will commence at Level Three.

Within seven (7) days of receipt of the appeal, the Superintendent will hold a hearing. A written decision shall be rendered by the Superintendent within seven (7) days of the hearing at Level Three.

At this point of the grievance procedure, if the grievance has been initiated by an employee or group of employees, the Association shall determine the merit of the grievance. If the grievance is determined to be valid, the Association continues with the procedure for appeals. If the Association determines that the grievance is without merit, the grievant will personally continue with the procedure for appeals.

Level Four: Board of Education

If the decision of the Superintendent is not satisfactory to the grievant, it may be appealed to the Board of Education within five (5) days.

The process for appealing a grievance to the Board of Education shall be a written statement summarizing the points at issue and the reasons for the appeal.

The Board of Education shall review the Superintendent's decision and the written appeal and render a decision within fifteen (15) days. During that period, a hearing with a committee of the Board or the full Board shall be held.

All meetings and hearings under this procedure shall not be conducted in public and shall include only the interested parties and their designated or selected representatives.

The aggrieved party may have a legal representative and/or witnesses in attendance at the hearing before the Board.

Level Five: Arbitration for Certified Educators Only

If the grievance remains unresolved, binding arbitration will be employed.

Professional Negotiations Agreement between the Board of Education, School District of the Chathams, and the Chatham Education Association, 2016-2019

If the decision of the Board of Education at Level Four is not satisfactory, the Association may submit the matter to binding arbitration. If the Association determines that arbitration is merited, it shall submit a Demand for Arbitration to AAA within twenty (20) days from the date of the Board's response. The parties shall then be bound by the rules and procedures of the AAA.

In the event that the arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest with the Public Employment Relations Commission.

The Board and the Association will divide equally the costs of arbitration.

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.

All written communications regarding this grievance procedure shall note at the beginning of such correspondence "In accordance with the grievance procedures outlined in the Professional Negotiations Agreement..."

XII. AUTOMATIC PAYROLL DEDUCTION

A. The Board agrees to deduct from the salaries of its employees: dues for the Association, the Morris County Education Association, the New Jersey Education Association, and the National Education Association, or any one or combination of such associations as said employees voluntarily and individually authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-16.9e) and under rules established by the State Department of Education.

B. Said monies and a report shall be forwarded from the Business Office to the appropriate association or associations.

1. Salary is divided into twenty (20) equal installments payable on the 15th and on the 30th of the month, and salary is deposited into a banking account(s) of the employee's choosing.
2. Any employee may designate an additional amount of his or her income for deposit in an additional banking account(s) of the employee's choosing.

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XIII. SALARY PAYMENT

- A.** When the month has 31 days, payment shall nevertheless be paid on the 15th and 30th of the month. When a pay period falls during a school holiday, annualized salary payments will be provided on the last working day prior to the holiday.
- B.** At the beginning of each school year, the pay check shall include a comprehensive list of deductions and an explanation of deductions for each member.
- C.** All paychecks shall be in electronic form and be accessible through the employee portal of the human resources software program.
- D.** Certified educators holding a doctoral degree shall receive a stipend of \$1,000 per year on an annual basis.

XIV. SALARY GUIDES

A. Certified Educators

1. All Salary Guides and Hourly Rates shall be improved as follows:
2016/2017- 2.75%, inclusive of increment; \$50,000 improvement to salary guide

2017/2018- 2.75%, inclusive of increment

2018/2019- 2.75%, inclusive of increment

The above-noted salary increases are included in the salary guides which are attached hereto and incorporated herein.

2. CEA and Board agree to the following language for Guide Movement.

a. Vertical Guide Movement

i. All certified staff eligible for an increment will move one step vertically on the appropriate salary guide for the 2010/11 school year. In 2011/12 and 2012/13 there will be no upward movement on the guide, but the salary on each step shall increase as per the guides that have been mutually developed.

b. Lateral Guide Movement

i. Teachers who were adjusted pursuant to the grievance settlement have been credited with graduate courses taken prior to having earned a MA and not subsumed in the MA. After earning a MA, they carried these prior credits to MA15 or MA30. However, there shall be no future guide movement beyond the MA for graduate credits earned prior to completing a MA and not subsumed in the MA. To be eligible for lateral movement beyond the MA, courses must be taken after achieving a MA. UCPD credits earned prior to earning a MA and which have not been utilized for prior lateral movement shall continue to be eligible for lateral guide movement in the future.

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Certified Educators' Salary Guide 2016-2017

| Step | BA | BA+15 | BA+30 | MA | MA+15 | MA+30 | MA+45 | MA+60 |
|------|--------|--------|--------|--------|---------|---------|---------|---------|
| 2 | 56,289 | 57,409 | 58,534 | 59,654 | 60,774 | 61,899 | 63,019 | 64,289 |
| 3 | 56,789 | 57,919 | 59,054 | 60,184 | 61,314 | 62,449 | 63,579 | 64,789 |
| 4 | 57,289 | 58,429 | 59,599 | 60,714 | 61,854 | 63,014 | 64,164 | 66,079 |
| 5 | 57,787 | 58,939 | 60,184 | 61,264 | 62,849 | 64,634 | 65,979 | 67,394 |
| 6 | 58,734 | 59,904 | 61,179 | 62,669 | 64,519 | 66,369 | 67,764 | 69,334 |
| 7 | 59,729 | 60,919 | 62,279 | 64,349 | 66,264 | 68,184 | 69,624 | 71,254 |
| 8 | 60,719 | 61,929 | 63,189 | 65,244 | 67,729 | 69,714 | 71,209 | 72,894 |
| 9 | 62,680 | 63,930 | 65,380 | 67,330 | 70,190 | 72,245 | 73,795 | 75,540 |
| 10 | 64,694 | 65,984 | 67,639 | 70,189 | 72,344 | 74,999 | 77,059 | 78,934 |
| 11 | 66,839 | 68,174 | 70,039 | 73,019 | 75,704 | 78,169 | 80,539 | 82,539 |
| 12 | 69,049 | 70,424 | 72,499 | 75,374 | 78,734 | 81,309 | 83,684 | 85,829 |
| 13 | 71,333 | 72,758 | 75,193 | 78,418 | 81,888 | 84,583 | 86,963 | 89,253 |
| 14 | 73,703 | 75,233 | 77,993 | 81,598 | 85,183 | 87,998 | 90,783 | 92,828 |
| 15 | 76,153 | 77,818 | 80,903 | 84,908 | 88,618 | 91,563 | 94,248 | 96,558 |
| 16 | 78,683 | 80,493 | 83,928 | 88,358 | 92,193 | 95,273 | 97,953 | 100,438 |
| 16A | 80,583 | 82,628 | 86,663 | 92,828 | 96,438 | 99,693 | 101,873 | 104,798 |
| 17 | 83,175 | 85,450 | 90,085 | 97,995 | 101,375 | 104,810 | 106,485 | 109,850 |

Certified Educators' Salary Guide 2017-2018

| Step | BA | BA+15 | BA+30 | MA | MA+15 | MA+30 | MA+45 | MA+60 |
|------|--------|--------|--------|--------|---------|---------|---------|---------|
| 2 | 56,323 | 57,443 | 58,568 | 59,688 | 60,808 | 61,933 | 63,053 | 64,323 |
| 3 | 56,823 | 57,953 | 59,088 | 60,218 | 61,348 | 62,483 | 63,613 | 64,823 |
| 4 | 57,323 | 58,463 | 59,633 | 60,748 | 61,888 | 63,048 | 64,218 | 66,113 |
| 5 | 57,821 | 58,973 | 60,218 | 61,298 | 62,883 | 64,668 | 66,013 | 67,428 |
| 6 | 58,768 | 59,938 | 61,213 | 62,703 | 64,553 | 66,403 | 67,798 | 69,368 |
| 7 | 59,763 | 60,953 | 62,313 | 64,383 | 66,298 | 68,218 | 69,658 | 71,288 |
| 8 | 60,753 | 61,963 | 63,223 | 65,278 | 67,763 | 69,748 | 71,243 | 72,928 |
| 9 | 62,714 | 63,964 | 65,414 | 67,364 | 70,224 | 72,279 | 73,829 | 75,574 |
| 10 | 64,728 | 66,018 | 67,673 | 70,223 | 72,378 | 75,033 | 77,093 | 78,968 |
| 11 | 66,873 | 68,208 | 70,073 | 73,053 | 75,738 | 78,203 | 80,573 | 82,573 |
| 12 | 69,083 | 70,458 | 72,533 | 75,408 | 78,768 | 81,343 | 83,718 | 85,863 |
| 13 | 71,367 | 72,792 | 75,227 | 78,452 | 81,922 | 84,617 | 86,997 | 89,287 |
| 14 | 73,737 | 75,267 | 78,027 | 81,632 | 85,217 | 88,032 | 90,817 | 92,862 |
| 15 | 76,187 | 77,852 | 80,937 | 84,942 | 88,652 | 91,597 | 94,282 | 96,592 |
| 16 | 78,717 | 80,527 | 83,962 | 88,392 | 92,227 | 95,307 | 97,987 | 100,472 |
| 16A | 80,617 | 82,662 | 86,697 | 92,862 | 96,472 | 99,727 | 101,907 | 104,832 |
| 17 | 83,975 | 86,250 | 90,885 | 98,795 | 102,175 | 105,610 | 107,285 | 110,650 |

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Certified Educators' Salary Guide 2018-2019

| Step | BA | BA+15 | BA+30 | MA | MA+15 | MA+30 | MA+45 | MA+60 |
|------|--------|--------|--------|--------|---------|---------|---------|---------|
| 2 | 56,353 | 57,473 | 58,598 | 59,718 | 60,838 | 61,963 | 63,083 | 64,353 |
| 3 | 56,853 | 57,983 | 59,118 | 60,248 | 61,378 | 62,513 | 63,643 | 64,853 |
| 4 | 57,353 | 58,493 | 59,663 | 60,778 | 61,918 | 63,078 | 64,248 | 66,143 |
| 5 | 57,851 | 59,003 | 60,248 | 61,328 | 62,913 | 64,698 | 66,043 | 67,458 |
| 6 | 58,798 | 59,968 | 61,243 | 62,733 | 64,583 | 66,433 | 67,828 | 69,398 |
| 7 | 59,793 | 60,983 | 62,343 | 64,413 | 66,328 | 68,248 | 69,688 | 71,318 |
| 8 | 60,783 | 61,993 | 63,253 | 65,308 | 67,793 | 69,778 | 71,273 | 72,958 |
| 9 | 62,744 | 63,994 | 65,444 | 67,394 | 70,254 | 72,309 | 73,859 | 75,604 |
| 10 | 64,758 | 66,048 | 67,703 | 70,253 | 72,408 | 75,063 | 77,123 | 78,998 |
| 11 | 66,903 | 68,238 | 70,103 | 73,083 | 75,768 | 78,233 | 80,603 | 82,603 |
| 12 | 69,113 | 70,488 | 72,563 | 75,438 | 78,798 | 81,373 | 83,748 | 85,893 |
| 13 | 71,397 | 72,822 | 75,257 | 78,482 | 81,952 | 84,647 | 87,027 | 89,317 |
| 14 | 73,767 | 75,297 | 78,057 | 81,662 | 85,247 | 88,062 | 90,847 | 92,892 |
| 15 | 76,217 | 77,882 | 80,967 | 84,972 | 88,682 | 91,627 | 94,312 | 96,622 |
| 16 | 78,747 | 80,557 | 83,992 | 88,422 | 92,257 | 95,337 | 98,017 | 100,502 |
| 16A | 80,647 | 82,692 | 86,727 | 92,892 | 96,502 | 99,757 | 101,937 | 104,862 |
| 17 | 84,775 | 87,050 | 91,685 | 99,595 | 102,975 | 106,410 | 108,085 | 111,450 |

B. Paraprofessionals

1. To move from Step 1 to Step 2, an employee must have three complete years of experience in district.
2. To move from Step 2 to Step 3, an employee must have six complete years of experience in district.
3. To move from Step 3 to Step 4, an employee must have eleven complete years of experience in district.
4. Summer rates based on step 1 of the No degree guide (Cat 3) (divided by 1,316 hours.)

Full-time Paraprofessionals' Salary Guide 2016-2017

| Step | Cat 3 | Cat 2 | Cat 1 |
|------|--------|--------|--------|
| 1A | 30,311 | 33,046 | 36,711 |
| 1B | 30,311 | 33,046 | 36,711 |
| 1C | 30,311 | 33,046 | 36,711 |
| 2A | 31,311 | 34,046 | 37,711 |
| 2B | 31,311 | 34,046 | 37,711 |
| 2C | 31,311 | 34,046 | 37,711 |
| 3A | 32,406 | 35,141 | 38,806 |
| 3B | 32,406 | 35,141 | 38,806 |
| 3C | 32,406 | 35,141 | 38,806 |
| 3D | 32,406 | 35,141 | 38,806 |
| 3E | 32,406 | 35,141 | 38,806 |
| 4 | 33,606 | 36,341 | 40,006 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
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Full-time Paraprofessionals' Salary Guide 2017-2018

| Step | Cat 3 | Cat 2 | Cat 1 |
|------|--------|--------|--------|
| 1A | 31,319 | 34,054 | 37,719 |
| 1B | 31,319 | 34,054 | 37,719 |
| 1C | 31,319 | 34,054 | 37,719 |
| 2A | 32,319 | 35,054 | 38,719 |
| 2B | 32,319 | 35,054 | 38,719 |
| 2C | 32,319 | 35,054 | 38,719 |
| 3A | 33,414 | 36,149 | 39,814 |
| 3B | 33,414 | 36,149 | 39,814 |
| 3C | 33,414 | 36,149 | 39,814 |
| 3D | 33,414 | 36,149 | 39,814 |
| 3E | 33,414 | 36,149 | 39,814 |
| 4 | 34,614 | 37,349 | 41,014 |

Full-time Paraprofessionals' Salary Guide 2018-2019

| Step | Cat 3 | Cat 2 | Cat 1 |
|------|--------|--------|--------|
| 1A | 32,355 | 35,090 | 38,755 |
| 1B | 32,355 | 35,090 | 38,755 |
| 1C | 32,355 | 35,090 | 38,755 |
| 2A | 33,355 | 36,090 | 39,755 |
| 2B | 33,355 | 36,090 | 39,755 |
| 2C | 33,355 | 36,090 | 39,755 |
| 3A | 34,450 | 37,185 | 40,850 |
| 3B | 34,450 | 37,185 | 40,850 |
| 3C | 34,450 | 37,185 | 40,850 |
| 3D | 34,450 | 37,185 | 40,850 |
| 3E | 34,450 | 37,185 | 40,850 |
| 4 | 35,650 | 38,385 | 42,050 |

Part-time Paraprofessionals' Salary Guide

1. For part-time paraprofessionals employed in the district as of June 30, 2013, the hourly rate will be as follows:

- 2016/2017: \$21.14
- 2017/2018: \$21.72
- 2018/2019: \$22.31

2. For part-time paraprofessionals beginning employment in the district as of July 1, 2013, the following hourly rate will apply:

- Years 1-5: \$17.47
- Years 6-10: \$19.44
- Years 11+: \$20.47

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
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C. Secretaries - 10 Month

1. All Salary Guides and Hourly Rates shall be improved as follows:
 2016/2017- 2.75%, inclusive of increment
 2017/2018- 2.75%, inclusive of increment
 2018/2019- 2.75%, inclusive of increment

Secretary's' Salary Guide 2016 - 2017

| Step | 10 month | 12 month | Executive |
|------|----------|----------|-----------|
| 4 | 31,218 | 37,461 | 42,452 |
| 5 | 31,613 | 37,936 | 42,991 |
| 6 | 32,005 | 38,406 | 43,523 |
| 7 | 32,401 | 38,881 | 44,062 |
| 8 | 33,305 | 39,966 | 45,291 |
| 9 | 34,213 | 41,056 | 46,526 |
| 10 | 35,163 | 42,196 | 47,818 |
| 11 | 36,118 | 43,341 | 49,116 |
| 12 | 37,097 | 44,516 | 50,447 |
| 13 | 38,322 | 45,986 | 52,113 |
| 14 | 39,597 | 47,516 | 53,847 |
| 15 | 40,922 | 49,106 | 55,649 |
| 16 | 42,297 | 50,756 | 57,519 |
| 17 | 43,722 | 52,466 | 59,457 |
| 18 | 45,958 | 55,150 | 62,498 |

Secretary's' Salary Guide 2017 - 2018

| Step | 10 month | 12 month | Executive |
|------|----------|----------|-----------|
| 4 | 31,358 | 37,629 | 42,643 |
| 5 | 31,753 | 38,104 | 43,181 |
| 6 | 32,145 | 38,574 | 43,714 |
| 7 | 32,541 | 39,049 | 44,252 |
| 8 | 33,445 | 40,134 | 45,482 |
| 9 | 34,353 | 41,224 | 46,717 |
| 10 | 35,303 | 42,364 | 48,009 |
| 11 | 36,258 | 43,509 | 49,306 |
| 12 | 37,237 | 44,684 | 50,638 |
| 13 | 38,462 | 46,154 | 52,304 |
| 14 | 39,737 | 47,684 | 54,038 |
| 15 | 41,062 | 49,274 | 55,839 |
| 16 | 42,437 | 50,924 | 57,709 |
| 17 | 43,862 | 52,634 | 59,647 |
| 18 | 46,792 | 56,150 | 63,632 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

Secretary's' Salary Guide 2018 - 2019

| Step | 10 month | 12 month | Executive |
|-------------|-----------------|-----------------|------------------|
| 4 | 31,754 | 38,105 | 43,182 |
| 5 | 32,150 | 38,580 | 43,721 |
| 6 | 32,542 | 39,050 | 44,253 |
| 7 | 32,938 | 39,525 | 44,791 |
| 8 | 33,842 | 40,610 | 46,021 |
| 9 | 34,750 | 41,700 | 47,256 |
| 10 | 35,700 | 42,840 | 48,548 |
| 11 | 36,654 | 43,985 | 49,846 |
| 12 | 37,633 | 45,160 | 51,177 |
| 13 | 38,858 | 46,630 | 52,843 |
| 14 | 40,133 | 48,160 | 54,577 |
| 15 | 41,458 | 49,750 | 56,379 |
| 16 | 42,833 | 51,400 | 58,249 |
| 17 | 44,258 | 53,110 | 60,187 |
| 18 | 47,625 | 57,150 | 64,765 |

D. Building Technical Staff

All salary and hourly rates shall be improved as follows:

2016/2017 - 2.75%

2017/2018 - 2.75%

2018/2019 - 2.75%

Professional Negotiations Agreement between the Board of Education, School District of the Chathams, and the Chatham Education Association, 2016-2019

XV. LONGEVITY

Employees shall receive longevity awards according to the following:

A. Certified Educators **July 1, 2016 through June 30, 2019**

| | |
|--|---------|
| Upon completion of 15-19 years of continuous service to the District: | \$1,700 |
| Upon completion of 20-24 years of continuous service to the District: | \$2,200 |
| Upon completion of 25 years or more of continuous service to the District: | \$2,700 |

B. Secretaries - 12 Month **July 1, 2016 through June 30, 2019**

| | |
|--|---------|
| Upon completion of 15-19 years of continuous service to the District: | \$1,200 |
| Upon completion of 20-24 years of continuous service to the District: | \$1,700 |
| Upon completion of 25 years or more of continuous service to the District: | \$2,200 |

C. Secretaries - 10 Month **September 1, 2016 through June 30, 2019**

| | |
|--|---------|
| Upon completion of 15-19 years of continuous service to the District: | \$1,000 |
| Upon completion of 20-24 years of continuous service to the District: | \$1,400 |
| Upon completion of 25 years or more of continuous service to the District: | \$1,800 |

Exception: For breaks in service for Board-approved Leaves of Absence.

(Resignation from the school district with subsequent rehiring does not constitute continuous service. Service for the purpose of longevity will begin at the date of the most recent hiring.)

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
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XVI. EXTRA DUTY/EXTRA PAY GUIDES

SY 2016/2017: 1.00 = \$9,856.00

SY 2017/2018: 1.00 = \$9,955.00

SY 2018/2019: 1.00 = \$10,055.00

A. Chatham High School Non-Athletic

| <i>Extra Duty Assignment</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
|------------------------------|--------------|---------------------------|---------------------------|---------------------------|
| ASPIN | 0.15 | \$1,478.40 | \$1,493.18 | \$1,508.12 |
| Academic Team | 0.15 | \$1,478.40 | \$1,493.18 | \$1,508.12 |
| Academic Team | 0.15 | \$1,478.40 | \$1,493.18 | \$1,508.12 |
| Band Front | 0.40 | \$3,942.40 | \$3,981.82 | \$4,021.64 |
| Chinese Club | 0.20 | \$1,971.20 | \$1,990.91 | \$2,010.82 |
| Book Club | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| Computer League I | 0.125 | \$1,232.00 | \$1,244.32 | \$1,256.76 |
| Computer League II | 0.125 | \$1,232.00 | \$1,244.32 | \$1,256.76 |
| Concert Band Director | 0.30 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Concert Choir Director | 0.30 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Crafts for Kindness | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| Dance Club | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| Drama Production Director | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| Drama Assistant I | 0.15 | \$1,478.40 | \$1,493.18 | \$1,508.12 |
| Drama Assistant II | 0.15 | \$1,478.40 | \$1,493.18 | \$1,508.12 |
| Drama Costume | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| Film Criticism Club | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| French Club | 0.20 | \$1,971.20 | \$1,990.91 | \$2,010.82 |
| Freshmen Class | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| FBLA | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| GSA | 0.20 | \$1,971.20 | \$1,990.91 | \$2,010.82 |
| German Club | 0.20 | \$1,971.20 | \$1,990.91 | \$2,010.82 |
| Governor School | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| Inkblot | 0.15 | \$1,478.40 | \$1,493.18 | \$1,508.12 |
| Junior Class | 0.30 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Key Club | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| Key Club Assistant | 0.40 | \$3,942.40 | \$3,981.82 | \$4,021.64 |
| Literary Magazine | 0.125 | \$1,232.00 | \$1,244.32 | \$1,256.76 |
| Literary Magazine | 0.125 | \$1,232.00 | \$1,244.32 | \$1,256.76 |
| Marching Band Director | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| Marching Band Assistant I | 0.55 | \$5,420.80 | \$5,475.01 | \$5,529.76 |
| Marching Band Assistant II | 0.20 | \$1,971.20 | \$1,990.91 | \$2,010.82 |
| Marching Band Assistant III | 0.20 | \$1,971.20 | \$1,990.91 | \$2,010.82 |
| Math League | 0.30 | \$2,956.80 | \$2,986.37 | \$3,016.23 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

| | | | | |
|----------------------------------|-------|------------|------------|-------------|
| Mock Trial | 0.30 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Model Congress/UN I | 0.175 | \$1,724.80 | \$1,742.05 | \$1,759.47 |
| Model Congress/UN II | 0.175 | \$1,724.80 | \$1,742.05 | \$1,759.47 |
| Musical Production | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| Musical Production Assistant | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| Musical Production Assistant | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| Musical Production Assistant | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| Musical Production Assistant | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| Musical Production Choreographer | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| National Art Honor Society I | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| National Art Honor Society II | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| National Honor Society I | 0.125 | \$1,232.00 | \$1,244.32 | \$1,256.76 |
| National Honor Society II | 0.125 | \$1,232.00 | \$1,244.32 | \$1,256.76 |
| Newspaper | 0.50 | \$4,928.00 | \$4,977.28 | \$5,027.05 |
| Orchestra Director | 0.30 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| PAWS I | 0.50 | \$4,928.00 | \$4,977.28 | \$5,027.05 |
| PAWS II | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| PEP I | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| PEP II | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| Percussion | 0.40 | \$3,942.40 | \$3,981.82 | \$4,021.64 |
| Philosophy | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| Robotics | 1.00 | \$9,856.00 | \$9,954.56 | \$10,054.11 |
| Technology | 0.30 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| SADD/TTU | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| School Counseling Team Leader | 0.60 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Science League | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| Senior Class | 0.40 | \$3,942.40 | \$3,981.82 | \$4,021.64 |
| Sophomore Class | 0.25 | \$2,464.00 | \$2,488.64 | \$2,513.53 |
| Ski Club | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| Spanish Club I | 0.20 | \$1,971.20 | \$1,990.91 | \$2,010.82 |
| Special Education Team Leader | 0.60 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Stage Band | 0.50 | \$4,928.00 | \$4,977.28 | \$5,027.05 |
| Teens Connecting With Teens | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| Winter Guard | 0.10 | \$985.60 | \$995.46 | \$1,005.41 |
| Yearbook I | 0.50 | \$4,928.00 | \$4,977.28 | \$5,027.05 |
| Yearbook II | 0.50 | \$4,928.00 | \$4,977.28 | \$5,027.05 |
| Yearbook Assistant | 0.30 | \$2,956.80 | \$2,986.37 | \$3,016.23 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

B. Chatham High School Athletics

SY 2016/2017: 1.00 = \$9,856.00

SY 2017/2018: 1.00 = \$9,955.00

SY 2018/2019: 1.00 = \$10,055.00

| <i>Fall Season</i> | | | | | |
|------------------------|-------------------|--------------|---------------------------|---------------------------|---------------------------|
| <i>Sport</i> | <i>Assignment</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
| Football | Head Coach | 1.00 | \$9,856.00 | \$9,954.56 | \$10,054.11 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Boys' Soccer | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Adjunct | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Girls' Soccer | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Adjunct Coach | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Boys' Cross Country | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| Girls' Cross Country | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| Cross Country | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Volleyball | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Field Hockey | Head Coach | 0.65 | \$6,406.40 | \$6,470.46 | \$6,535.17 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Cheerleading | Head Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Girls' Tennis | Head Coach | 0.65 | \$6,406.40 | \$6,470.46 | \$6,535.17 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Adjunct | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Weight Room Supervisor | N/A | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Intramural Liaison | N/A | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

| <i>Winter Season</i> | | | | | |
|------------------------|-------------------|--------------|---------------------------|---------------------------|---------------------------|
| <i>Sport</i> | <i>Assignment</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
| Boy's Basketball | Head Coach | 0.85 | \$8,377.60 | \$8,461.38 | \$8,545.99 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Girls' Basketball | Head Coach | 0.85 | \$8,377.60 | \$8,461.38 | \$8,545.99 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Boys' Indoor Track | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Girls' Indoor Track | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Ice Hockey | Head Coach | 0.85 | \$8,377.60 | \$8,461.38 | \$8,545.99 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Wrestling | Head Coach | 0.85 | \$8,377.60 | \$8,461.38 | \$8,545.99 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Swimming | Head Coach | 0.85 | \$8,377.60 | \$8,461.38 | \$8,545.99 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Cheerleading | Head Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Fencing | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Bowling | Head Coach | 0.65 | \$6,406.40 | \$6,470.46 | \$6,535.17 |
| Weight Room Supervisor | N/A | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Intramural Liaison | N/A | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |

| <i>Spring Season</i> | | | | | |
|----------------------|-------------------|--------------|---------------------------|---------------------------|---------------------------|
| <i>Sport</i> | <i>Assignment</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
| Girls' Lacrosse | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Adjunct | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Boys' Lacrosse | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Adjunct | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Boys' Track | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Girls' Track | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

| | | | | | |
|------------------------|-----------------|------|------------|------------|------------|
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Boys' Tennis | Head Coach | 0.65 | \$6,406.40 | \$6,470.46 | \$6,535.17 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Adjunct | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Baseball | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Boys' Golf | Head Coach | 0.65 | \$6,406.40 | \$6,470.46 | \$6,535.17 |
| Girls' Golf | Head Coach | 0.65 | \$6,406.40 | \$6,470.46 | \$6,535.17 |
| Softball | Head Coach | 0.75 | \$7,392.00 | \$7,465.92 | \$7,540.58 |
| | Assistant Coach | 0.6 | \$5,913.60 | \$5,972.74 | \$6,032.46 |
| Weight Room Supervisor | N/A | 0.3 | \$2,956.80 | \$2,986.37 | \$3,016.23 |
| Intramural Liaison | N/A | 0.1 | \$985.60 | \$995.46 | \$1,005.41 |

C. Chatham Middle School

SY 2016/2017: 1.00 = \$9,856.00

SY 2017/2018: 1.00 = \$9,955.00

SY 2018/2019: 1.00 = \$10,055.00

| Extra Duty Assignment | Ratio | Rate 2016/2017 | Rate 2017/2018 | Rate 2018/2019 |
|--|-------|-------------------|-------------------|-------------------|
| Acceptance Alliance | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| All School Production (musical director) | 0.25 | \$2,463.90 | \$2,488.54 | \$2,513.42 |
| All School Production Assistant (choreographer) | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| All School Production Assistant (costume) | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| All School Production Assistant (makeup) | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| All School Production Assistant (set builder) | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| All School Production Assistant (set painter) | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| All School Production Assistant (sound & lighting) | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| All School Production Head | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| All School Production Manager | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Auditorium Coordinator I | N/A | \$4,500.00 | \$4,545.00 | \$4,590.45 |
| Auditorium Coordinator II | N/A | \$4,500.00 | \$4,545.00 | \$4,590.45 |
| Band Director | 0.15 | \$1,478.34 | \$1,493.12 | \$1,508.05 |
| Battle of the Books | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Builder's Club | 0.35 | \$3,449.45 | \$3,483.94 | \$3,518.78 |
| Bus Supervisor I | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Bus Supervisor II | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Bus Supervisor III | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Chorus Director | 0.15 | \$1,478.34 | \$1,493.12 | \$1,508.05 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

| | | | | |
|---------------------------------|-------|------------|------------|------------|
| CMS in the AM | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Computer Forensics | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Debate Club I | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Debate Club II | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Environmental Club | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Games Club I | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Games Club II | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Glee Club | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Grade Level Leader 6 | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Grade Level Leader 7 | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Grade Level Leader 8 | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Graduation I | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Graduation II | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Graduation III | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Math Counts | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Math League I | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Math League II | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Nothing But Nets I | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Nothing But Nets II | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Open Gym Fall | 0.15 | \$1,478.34 | \$1,493.12 | \$1,508.05 |
| Open Gym Spring | 0.15 | \$1,478.34 | \$1,493.12 | \$1,508.05 |
| Orchestra Director | 0.15 | \$1,478.34 | \$1,493.12 | \$1,508.05 |
| Orchestra Pops | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| PRO I | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| PRO II | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Science Club I | 0.75 | \$739.13 | \$746.52 | \$753.99 |
| Science Club II | 0.75 | \$739.13 | \$746.52 | \$753.99 |
| Stage Band | 0.3 | \$2,956.67 | \$2,986.24 | \$3,016.10 |
| STEM Expo | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Student Council I | 0.15 | \$1,478.34 | \$1,493.12 | \$1,508.05 |
| Student Council II | 0.15 | \$1,478.34 | \$1,493.12 | \$1,508.05 |
| Talent Show I | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Talent Show II | 0.05 | \$492.78 | \$497.71 | \$502.68 |
| Team Leader - ELA | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Team Leader - Mathematics | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Team Leader - Science | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Team Leader - Social Studies | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Team Leader - Special Education | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Tech Coordinator | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| WAAG | 0.075 | \$739.13 | \$746.52 | \$753.99 |
| WAAG | 0.075 | \$739.13 | \$746.52 | \$753.99 |
| Yearbook Advisor | 0.5 | \$4,927.79 | \$4,977.07 | \$5,026.84 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

D. District and Elementary Schools

SY 2016/2017: 1.00 = \$9,856.00

SY 2017/2018: 1.00 = \$9,955.00

SY 2018/2019: 1.00 = \$10,055.00

| <i>District-Wide Positions</i> | | | | |
|--------------------------------|--------------|---------------------------|---------------------------|---------------------------|
| <i>Activity</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
| District Leader Math | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| District Leader Math | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| District Leader Math | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| District Leader ELA | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| District Leader ELA | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| District Leader ELA | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| District Leader Science | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| District Leader Social Studies | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| District Nurse Leader | 0.65 | \$6,406.40 | \$6,470.75 | \$6,535.75 |

| <i>Lafayette School</i> | | | | |
|---------------------------------|--------------|---------------------------|---------------------------|---------------------------|
| <i>Activity</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
| All Children Excel (ACE) | 0.3 | \$985.56 | \$995.42 | \$1,005.37 |
| Environmental/Ecology Club I | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Environmental/Ecology Club II | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Head Show (Two Shows) | 0.5 | \$4,927.79 | \$4,977.07 | \$5,026.84 |
| Math Olympiad Advisor | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Media Club I - Director | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Media Club II - Assistant | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Mini Marathon | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor I AM | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervision I PM | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor II AM | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor II PM | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor III AM | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor III PM | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor IV AM | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor IV PM | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Special Program Director | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Slide Show | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Team Leader - ELA: 4 | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Team Leader - Math/Science: 4 | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |

Professional Negotiations Agreement between the Board of Education, School District of the Chatham, and the Chatham Education Association, 2016-2019

| | | | | |
|-----------------------------------|-----|------------|------------|------------|
| Team Leader - ELA: 5 | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Team Leader - Math/Science: 5 | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Team Leader - Social Studies: 4/5 | 0.6 | \$5,913.35 | \$5,972.48 | \$6,032.21 |
| Yearbook Club Advisor | 0.3 | \$2,956.67 | \$2,986.24 | \$3,016.10 |

| <i>Washington Avenue School</i> | | | | |
|---------------------------------|--------------|---------------------------|---------------------------|---------------------------|
| <i>Activity</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
| Handbell | 0.125 | \$1,231.95 | \$1,244.27 | \$1,256.71 |
| Chorus | 0.125 | \$1,231.95 | \$1,244.27 | \$1,256.71 |
| Play Area/Bus Supervisor 1 | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor 2 | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor 3 | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor 4 | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor 5 | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Play Area/Bus Supervisor 6 | 0.1 | \$985.56 | \$995.42 | \$1,005.37 |
| Grade Level Leader Kdg | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 1 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 2 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 3 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |

| <i>Milton Avenue School</i> | | | | |
|-----------------------------|--------------|---------------------------|---------------------------|---------------------------|
| <i>Activity</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
| Handbell/Chorus | 0.25 | \$2,463.90 | \$2,488.54 | \$2,513.42 |
| Play Area/Bus Supervisor 1 | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Play Area/Bus Supervisor 2 | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Play Area/Bus Supervisor 3 | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Grade Level Leader Kdg | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 1 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 2 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 3 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |

| <i>Southern Boulevard School</i> | | | | |
|----------------------------------|--------------|---------------------------|---------------------------|---------------------------|
| <i>Activity</i> | <i>Ratio</i> | <i>Rate 2016/2017</i> | <i>Rate 2017/2018</i> | <i>Rate 2018/2019</i> |
| Handbell/Chorus | 0.25 | \$2,463.90 | \$2,488.54 | \$2,513.42 |
| Nurse Team Leader | N/A | \$6,830.00 | \$6,898.30 | \$6,967.28 |
| Play Area/Bus Supervisor | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Play Area/Bus Supervisor PM | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |
| Play Area/Bus Supervisor AM | 0.1 | \$985.50 | \$995.36 | \$1,005.31 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

| | | | | |
|--------------------------|-------|------------|------------|------------|
| Play Area/Bus Supervisor | 0.2 | \$1,971.12 | \$1,990.83 | \$2,010.74 |
| Grade Level Leader Kdg | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 1 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 2 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |
| Grade Level Leader 3 | 0.435 | \$4,287.18 | \$4,330.05 | \$4,373.35 |

Professional Negotiations Agreement between the Board of Education, School District of the Chathams,
and the Chatham Education Association, 2016-2019

XVII. Appendices

A. Holidays for 12-Month/Executive Secretaries and Building Tech Staff

2016/2017

| | |
|---------------------------|-----------------------|
| Independence Day | Friday, July 1 |
| Independence Day | Monday, July 4 |
| Labor Day | Monday, September 5 |
| Thanksgiving Day | Thursday, November 24 |
| Thanksgiving Weekend | Friday, November 25 |
| Christmas Eve (Observed) | Monday, December 26 |
| Christmas Day (Observed) | Tuesday, December 27 |
| New Year's Day (Observed) | Monday, January 2 |
| Martin Luther King Day | Monday, January 16 |
| Presidents' Day | Monday, February 20 |
| Good Friday | Friday, April 14 |
| Memorial Day | Monday, May 29 |

2017/2018

| | |
|--------------------------|-----------------------|
| Independence Day | Monday, July 3 |
| Independence Day | Tuesday, July 4 |
| Labor Day | Monday, September 4 |
| Thanksgiving Day | Thursday, November 23 |
| Thanksgiving Weekend | Friday, November 24 |
| Christmas Eve (Observed) | Monday, December 25 |
| Christmas Day (Observed) | Tuesday, December 26 |
| New Year's Day | Monday, January 1 |
| Martin Luther King Day | Monday, January 15 |
| Presidents' Day | Monday, February 19 |
| Good Friday | Friday, March 30 |
| Memorial Day | Monday, May 28 |

2018/2019

| | |
|------------------------|-----------------------|
| Independence Day | Wednesday, July 4 |
| Labor Day | Monday, September 3 |
| Thanksgiving Day | Thursday, November 22 |
| Thanksgiving Weekend | Friday, November 23 |
| Christmas Eve | Monday, December 24 |
| Christmas Day | Tuesday, December 25 |
| New Year's Eve | Monday, December 31 |
| New Year's Day | Tuesday, January 1 |
| Martin Luther King Day | Monday, January 21 |
| Presidents' Day | Monday, February 18 |
| Good Friday | Friday, April 19 |
| Memorial Day | Monday, May 27 |

B. Tuition Reimbursement Procedure

***Percentage of reimbursement (%R)**

The funds allocated in each yearly budget for tuition reimbursement will be divided into three equal parts: summer/June intersession, fall and spring.

Each semester:

The sum of all approved requests for one course for each full-time teacher matriculated in a program will be calculated at the 100% of the Rutgers rate or the actual tuition (whichever is lower) = **TMat**.

To this will be added the sum of all approved requests for one course for each full-time teacher who is not matriculated in a program calculated at 80% of the Rutgers rate or of the actual tuition (whichever is lower) = **TNMat**.

To this will be added the sum of all approved requests for part-time employees as described above = **PT**

To this will be added the sum of all approved requests for secretaries as described above = **Sec**.

The total of TMat + TNMat + PT + Sec = **Total Approved Requests**.

If Total Approved Requests is equal to or greater than Total Reimbursement available that semester, **Total Reimbursement divided by Total approved requests = %R**.

Reimbursement will be determined by successful completion of a course submission of paid tuition bills, and a copy of the transcript from all ACTS members approved for reimbursement by the dates noted in the contract (IV. E. 1.). The final %R will be determined at that time. If the Total Approved Requests are less than Total Reimbursement available that semester, the unused funds will be set aside until July 31 of each year. The total unused funds will be divided and dispersed among members who were approved for more than one course but received reimbursement for one course. – approved 11/05/07