

**Agreement**  
**between the**  
**EASTERN EDUCATION ASSOCIATION**  
**and the**  
**BOARD OF EDUCATION**  
**of**  
**EASTERN CAMDEN COUNTY**  
**REGIONAL SCHOOL DISTRICT**  
**County of Camden, New Jersey**  
**2021-2024**



ARTICLE I

RECOGNITION

A. UNIT

The Board hereby recognizes the Eastern Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all teachers and other personnel hereinafter enumerated, under contract or on leave with the Board including nurses, full-time trainer, guidance counselors, substance awareness coordinator, librarians, child study team members, custodians, secretaries, and instructional aides; excluding Superintendent, Principals, Vice Principals, Assistant Principals, the Cafeteria staff, Cafeteria workers, Business Administrator/Board Secretary, Secretary to the Superintendent, Assistant Business Administrator, Accountant, Police Officer, Job Coach, Assistant Job Coach, Director of Buildings and Grounds, Assistant Director of Buildings and Grounds, Assistant Superintendent, Supervisor of Child Study Team, Teacher Assistants, Secretary to the Assistant Superintendent, Secretary to the Director of Special Services, Secretary to the Director of Curriculum, Director of Student Information & Technology, Athletic Director, Director of Guidance, Supervisor of Guidance, Special Services Director, Technology Information Providers, Hall Monitors, Public Information Officer, Transportation Coordinator, Data Processing Personnel, Central Office Secretaries, Computer Technicians, Television Studio Technicians, and Supervisory School Psychologist.

B. DEFINITION OF TEACHER

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

C. DEFINITION OF FULL-TIME SECRETARY

Unless otherwise indicated, the term "full-time secretary" or "secretary" when used hereinafter in this Agreement, shall refer to all secretaries and clerks on a ten (10) or twelve (12) month contract and represented by the local Association as the bargaining unit for collective negotiations.

D. DEFINITION OF FULL-TIME CUSTODIANS

Unless otherwise indicated, the term "full-time custodian" or "custodian" when used hereinafter in this Agreement, shall refer to all custodians and maintenance personnel employed on a ten (10) or twelve (12) month contract and represented by the local Association as the bargaining unit for collective negotiations.

E. DEFINITION OF INSTRUCTIONAL AIDE

Unless otherwise indicated, the term Instructional Aide will indicate Resource Aides, Applied Behavioral Analyst and Discrete Training Classroom Assistants, both part and full time.



## ARTICLE II

### NEGOTIATION OF SUCCESSOR AGREEMENT

#### A. DEADLINE DATE

The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1975 in a good-faith effort to reach agreement on terms and conditions of employment. Negotiations shall begin at such time as shall be required by PERC guidelines and all proposals shall be exchanged by the Board of Education and the Association no later than the third Wednesday of November. If no such proposals are presented there shall be no negotiations. If the Board presents a proposal or indicates a desire to negotiate a current contract provision during negotiations, then such matter shall be negotiable. Any agreement so negotiated shall apply to all employees represented by the local Association as the bargaining unit for collective negotiations, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

#### B. MODIFICATION

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

#### C. DATES

Negotiations shall commence with a meeting at a mutually satisfactory place no later than thirty (30) calendar days after the third Wednesday of October, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposal and counter proposals. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

#### D. PARTICIPATION

Whenever any representative of the local Association participates during working hours in negotiations, the representative shall suffer no loss in pay when the meeting is mutually scheduled by the parties. Representatives of the Secretarial and/or custodial/Maintenance areas will only be released during working hours for the first negotiations meeting plus four (4) additional meetings of EEA's choosing, and for attendance at meetings beyond these that are required and mutually agreed upon by both parties. Association representatives will be expected to perform their normal duties the same as any other employee covered by this Agreement. Representatives shall conduct Association activity during non-working or non-paid time.



## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. DEFINITIONS

1. The term "Grievance" means a complaint that there has been an improper application, interpretation or violation of any policy, agreement or administrative decision which affects a term and condition of employment.
2. An "aggrieved person" is the person or persons or the Association making the claim.
3. A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

#### B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, solutions to grievances which may from time to time arise affecting employees. The parties agree that these proceedings will be kept as informal and confidential as may be appropriate at all levels of the procedure.

#### C. PROCEDURE

1. A grievance may be filed by any individual covered by this Agreement, a group of individuals covered by this Agreement or by the Association, either in its own name or as the representative of a group or class whose individual signatures shall not be necessary. All time limits herein are considered to be maximum times and every effort shall be made to render decisions as quickly as possible. However, if it is mutually agreed by the parties at any level, the time limit may be extended.

For 10-month personnel, the period after the last working day in June through the first working day in August/September will follow the workday calendar for 12-month employees for the purpose of continuing the grievance process.

2. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievance to proceed to the next level. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. Any grievance must be lodged at the proper initiating level within twenty-five (25) workdays of the happening of the event. A workday shall be defined as a day that the aggrieved is scheduled to work.
3. It is understood that individuals shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

D. LEVEL ONE: IMMEDIATE SUPERVISOR

1. Except for group, class, policy or salary grievances which shall be initiated by the Association or employee at the Superintendent's level, any employee who has a grievance shall discuss it first with the Principal or immediate supervisor, if applicable, in an attempt to resolve the matter informally at that level.
2. At the option of the immediate supervisor, or Principal in cases where the Principal is the immediate supervisor, and for any reason, the grievance may be transmitted to the next level.

E. LEVEL TWO: PRINCIPAL

1. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within six (6) workdays, the grievant shall set forth the grievance in writing to the Principal specifying:
  - a. the nature of the grievance;
  - b. the nature and extent of the injury, loss or inconvenience;
  - c. the results of previous discussions;
  - d. their dissatisfaction with decisions previously rendered.
2. The Principal will communicate the decision within six (6) workdays of receipt of the written grievance.

F. LEVEL THREE: SUPERINTENDENT

The grievant, no later than eleven (11) workdays after receipt of the Principal's decision, may appeal the decision to the Superintendent. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the grievant's supervisor and explaining the grievant's dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed eleven (11) workdays. The Superintendent shall communicate the decision in writing to the grievant and the grievant's supervisor.

G. LEVEL FOUR: BOARD OF EDUCATION

If the grievance is not resolved to the grievant's satisfaction, the grievant, no later than eleven (11) workdays after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the grievant and render a decision in writing within forty-five (45) calendar days of receipt of the grievance by the Board.

H. LEVEL FIVE: ARBITRATION

Only a complaint that there has been an improper application, interpretation or violation of the contract shall be subject to the arbitration procedure.

Notice of intention to proceed to arbitration shall be given to the Board through the Superintendent within eleven (11) workdays after receipt of the decision which is being appealed. Only the parties signatory to this Agreement shall have the right to proceed to arbitration and said right shall not accrue to an individual employee or group of employees. Said arbitration shall be binding and shall be conducted under the rules of the American Arbitration Association.

The arbitrator shall limit themselves to the issues submitted to the arbitrator and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from, the Agreement between the parties. The Board, Association, and the aggrieved shall receive copies of the arbitrator's opinion and award.

I. NON-GRIEVABLE MATTERS

The following matters shall not be grievable:

1. The termination of the contract of a non-tenure teacher and the failure or refusal of the Board to renew a contract of a non-tenure teacher;
2. In matters where a method of review is prescribed by law, or by any rule, regulation or bylaw of the State Commissioner of Education or the State Board of Education;
3. In matters where the Board is without authority to act;
4. In matters where the discretion of the Board may not be unlimited but where, after the exercise of such discretion, a further review of the Board's action is available to employees under provisions of State Law.

J. RIGHTS OF UNIT MEMBERS TO REPRESENTATION

1. Any grievant may be represented at all levels of the grievance procedure by themselves, or at the grievant's option, by a representative selected by the grievant or by the Association.
2. When a grievant is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance to the Superintendent or any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance.
3. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in utilizing this grievance procedure.



No meeting or hearing conducted under this procedure shall be public. The only parties in attendance shall be the parties in interest, witnesses and the designated or selected representatives contemplated in this article.

K. COSTS

1. The fees and expenses of the arbitrator and costs of hearing room shall be shared equally by the Board and the Association.
2. If time is lost by any grievant due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute, and the time lost by the grievant must either be without pay and/or charged to appropriate leave time.

ARTICLE IV

EMPLOYEE RIGHTS

A. RIGHTS AND PROTECTION IN REPRESENTATION

Pursuant to Chapter 123, Public Laws of 1975, the Board hereby agrees that every teacher employed by the Board shall have the right freely to organize, join and support the Association for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental power under the Laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1975, or other laws of New Jersey or the constitutions of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of the teacher's membership in the Association and its affiliates, the teacher's participation in any internal activities of the Association, collective negotiations with the Board, or the teacher's institution of any grievance, complaint or proceeding under this Agreement with respect to any terms or conditions of employment.

B. EVALUATION OF STUDENTS

The teacher shall have the right and responsibility to determine grades and other evaluations of students within the grading policies of the Eastern School District based upon the teacher's professional judgment of available criteria pertinent to any given subject area or activity to which the teacher is responsible. No grade or evaluation shall be changed without consultation with the teacher involved and a record made of any change. Said record will be maintained with the Supervisor of Guidance.

C. CRITICISM OF EMPLOYEES

Any question or criticism by a supervisor, administrator, or board member of an employee and/or the employee's methodology or any question or criticism by any employee of a supervisor, administration, or board member shall be made in confidence and not in the presence of students, parents, or other public gatherings, except those acts which must be taken by law at a public meeting.

D. REQUIRED MEETINGS OR HEARINGS

Whenever any individual covered by this Agreement is required to appear before the Board, a committee thereof or Superintendent concerning any matter which would result in termination of employment or the withholding of an increment for that individual, prior written notice of the reasons for such meeting or interview shall be given and the individual shall be entitled to have a representative member of the Association present at such meeting or interview.

E. RIGHTS OF NEW JERSEY SCHOOL LAWS

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

F. JUST CAUSE

1. No tenured employee shall be disciplined or reprimanded without just cause.
2. For employees hired prior to July 1<sup>st</sup>, 2021: No custodian, after eighteen (18) months of continuous service, shall be disciplined or reprimanded without just cause. The first contract year of custodial employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay. For employees hired after June 30<sup>th</sup>, 2021: No custodian, after three (3) years and one day of continuous service, shall be disciplined or reprimanded without just cause. The first contract year of custodial employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay.
3. For employees hired prior to July 1<sup>st</sup>, 2021: No secretary, after eighteen (18) months of continuous service, shall be disciplined or reprimanded without just cause. The first contract year of secretarial employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay. For employees hired after June 30<sup>th</sup>, 2021: The first contract year of secretarial employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay.



4. For employees hired prior to July 1<sup>st</sup>, 2021: No instructional aide, after three consecutive semesters of continuous service, shall be disciplined or reprimanded without just cause. The first contract year of instructional aide employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay. For employees hired after June 30<sup>th</sup>, 2021: No instructional aide, after three (3) years and one day of continuous service, shall be disciplined or reprimanded without just cause. The first contract year of instructional aide employment is probationary and said employees may be dismissed with 7 days notice and 5 days separation pay.

## ARTICLE V

### ASSOCIATION RIGHTS AND PRIVILEGES

#### A. INFORMATION

Upon reasonable request by the Association, the Board agrees to make known to the Association when and where it may obtain such documents as the Board is required by law to release and to make available to the public.

#### B. RELEASED TIME FOR MEETINGS

1. Whenever any representative of the local Association or any employee participates during working hours in grievance proceedings, conferences, or meetings, the representative or any participating employee shall suffer no loss in pay when the meeting is demanded by the administration. Association representatives will be expected to perform their normal instructional duties the same as any other teacher. Representatives shall conduct Association activity during non-working or non-paid time.
2. All certified staff and instructional aides, together with one secretary and one custodian from each school, shall have release time to attend Eastern Education Association meetings after 2:30 p.m. of the school day four times a year. No loss in pay shall result from attendance at such meetings.

#### C. ORIENTATION PROGRAMS

An Association representative may speak to the teachers concerning Association business at in-service meetings or general faculty meetings provided the request(s) is/are made prior to the meeting, and the request(s) is/are approved by the Principal which will not be unreasonably withheld.

#### D. USE OF SCHOOL BUILDINGS

The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings. The Principal shall be notified in advance of the time and place of all such meetings. Approval shall be required from the Superintendent.



E. USE OF SCHOOL EQUIPMENT

The Association shall have the privilege to use school facilities and equipment, including computers, copying machines, other duplicating equipment, calculating machines, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use, upon prior approval of the Principal. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.

F. BULLETIN BOARDS

The Association shall have, in the school building, the exclusive use of a bulletin board in faculty workrooms and teachers' dining rooms. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the Principal, but no approval shall be required. The Board shall assume no responsibility for the posting of same.

G. MAIL FACILITIES AND MAILBOXES

The Association shall have the right to use the school mailboxes as it deems necessary upon notice to Principal or the Principal's designee, but no approval shall be required. The Board shall assume no responsibility for the distribution of same.

H. EXCLUSIVE RIGHTS

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Eastern Education Association as the exclusive representative of the employees covered by this agreement, and to no other organizations.

I. ATTENDANCE OF MEMBERS' CHILDREN AT EASTERN

Children of staff members who reside outside of the sending districts may attend Eastern Regional High School free of tuition, provided that the child has not been removed from other schools for disciplinary reasons and, in the opinion of the Superintendent, the child's attendance at Eastern will not contribute to overcrowding. Any student who does not qualify as a resident student of Eastern High School on the Application for State School Aid, will be disallowed from attending under this provision.

J. LEAVE

The Association shall be granted four (4) days of paid leave per year for persons designated by the Association. Notice of such leave shall be made by the Association President in the same manner as personal day leave. Four (4) additional days shall be granted whereupon the Association shall reimburse the Board the cost of the substitute teachers.

K. DUTY PERIODS

The Association President shall not be assigned a duty period and the remaining four (4) executive officers shall be assigned "coverage duty."

Teachers without a homeroom assignment may be assigned hallway or coverage duty during the homeroom period.

ARTICLE VI

TEACHER WORK YEAR

A. IN-SCHOOL WORK YEAR

1. Ten (10) Month Personnel

The in-school work year for teachers employed on a ten (10) month basis (new staff may be required to attend an additional one (1) day orientation) shall be as follows:

188 days per year (183 full instructional; 3 full in-service, 1 virtual 3-hour professional development; 1 non-instructional at end of year).

In-service of up to 3 full days each year will be scheduled for Tuesday, Wednesday and Thursday the week before Labor Day, in consideration for which the first pay date for September shall be the first Friday after Labor Day.

The online training sessions scheduled for the one (1) virtual 3-hour professional development day must be completed between July 1 and September 30 of each school year, as available. Any new employee may be required to complete more than 3 hours of required online professional development by September 30 of the new employee's first year.

Instructional days cancelled and not rescheduled for students will not be rescheduled for members of the teaching unit.

Teachers who choose to attend from 9 to 12 noon on the Saturday in-service schedule will be paid \$90.00; full day @ 6 hours will be paid \$180.00.

2. Definition of In-School Work Year

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

3. Inclement Weather

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

B. SCHOOL CALENDAR

The school calendar for each year during the term of this contract shall be supplied to the local Association Officers no later than April 30 of the school year. Changes in the school calendar shall be made after consultation with the local Association Officers and the Board.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

A. TEACHER DAY

1. Regular Workday

All certified personnel with a regular workload have a workday of 7 hours and 15 minutes, 7 hours on the last day of the work week and on Back-to-School Night where attendance is required. Certified personnel with an overload or with an extra duty period have a workday of 7 hours and 30 minutes, 7 hours and 15 minutes on the last day of the work week and on Back-to-School Night where attendance is required. All personnel are required to indicate their attendance by signing in with name and time of arrival and signing out with name and time of departure. In the event the Board of Education extends the 7 hours and 15 minute day by an additional 20 minutes to a 7 hour and 35 minute day, a 1.5 percent increase will be instituted on the guide for that year.

2. Early Schedule Assignment

All certified personnel with an early schedule assignment shall be paid on schedule D. If an additional class assignment (overload) involves an early schedule assignment, the teacher will be paid on Schedule C.

3. Twelve-Month Employees

All certified twelve month personnel shall have a work day of 8 hours (7 hours 45 minutes on the last day of the work week), the same work year as the administrative staff, a pay rate of 1.2 times their step on schedule A, 12 sick days annually, and 15 vacation days annually (20 days shall be available on July 1 of the fifth year in the position). The creation and staffing of such positions remain a board prerogative.

4. Department Facilitator

All certified personnel selected by the Board to fill the positions of Department Facilitators shall be paid on Schedule E.



B. TEACHING LOAD

1. High School—In the Four-Day Bell Schedule Cycle:

- a. The daily teaching load shall not exceed five (5) classes of instruction or fifteen (15) periods in every 4-day cycle.
- b. Assignment to a non-instructional duty, during school hours, shall be one (1) period per day [a total of four (4) in every 4-day cycle], unless impacted by under-load or over-load exceptions detailed in Article VII.B.1.d. Yearbook, Freshman Support Coordinator(s) and Student Alliance Advisors will be excluded from duty assignments.
- c. Non-instructional duty shall include but not be limited to study periods, coverage duty, behavioral modification program duty, in school suspension, hall supervision, lunch supervision, attendance duty, computer classroom lab supervision, and physical activity supervision.
  - i. All supervisory duties are limited to managing and overseeing a safe and orderly environment, with the needs and expectations for fulfilling classroom coverage as a model of such responsibilities.
  - ii. Any duty assignment involving supervising students engaged in physical activity may be assigned to properly certified staff voluntarily or if there are no volunteers it will be assigned in reverse seniority. For the purposes of this duty, “properly certified staff” refers to physical education teachers and teaching staff members also serving as coaches.
- d. Underload or Overload Duty Exceptions:
  - i. In the case of an instructional under-load a teacher may be assigned an additional non-instructional duty to equalize the teaching schedule up to nineteen (19) assigned periods [combination of instructional and non-instructional duty periods], in every 4-day cycle without violation of Article XVIII, 6.
  - ii. In the case of an overload, a teacher may be assigned a non- instructional duty to equalize the teaching schedule to nineteen (19) assigned periods [combination of instructional and non- instructional duty periods] per 4-day cycle. Any teacher with an instructional load of eighteen (18) periods per 4-day cycle will be limited to one (1) non-instructional duty and that duty can only be one (1) lunch supervision duty in every 4-day cycle.

2. Instructional Planning

Every teacher shall plan and teach the prescribed course content in the manner the teacher considers most practical and useful. Teachers shall provide substitutes with daily, weekly, and/or alternate plans as needed.

3. Back-To-School Night

Attendance at one Back-To-School Night each year by members of the professional staff is considered mandatory except with permission of the Principal.

4. Physical Education Teaching Load

A Physical Education teacher's load may be six classes, provided they will have a maximum of three preparations, may not be assigned all health classes, and their total teaching load is equal to the teaching load detailed in Article VII B.1. Should a Physical Education teacher's class load result in an under-load or overload, Article VII.B.1.d will apply. Should their teaching load exceed the teaching load in Article VII.B.1, additional compensation shall be prorated from the amount stated in Article XVIII, D., 3.a.

C. LUNCH PERIODS

1. Grade Level and Other

Teachers shall have a daily duty-free lunch period of at least thirty (30) minutes or a period of time equal to the students.

2. Leaving the Building

Teachers may leave the building during their scheduled duty free lunch periods and preparation periods upon signing out or advising an Administrator or Administrator's Secretary. Preparation periods shall not be used for demonstrations or protests.

D. MEETINGS

1. Upon the request of the department members, a representative of the department may meet with the Board at least once a year.

2. All teachers will be required to attend a department meeting or faculty meeting which will end no later than 3:00 pm four times a year. A list of scheduled dates and times will be distributed to the staff at the beginning of each school year.

E. PREPARATION TIME

1. Grade Level

Classroom teachers shall, in addition to their lunch period, have a daily preparation period during which they shall not be assigned to any other duties. Program conflicts will be resolved by the Principal.

2. Extra Assignment

It is desirable for each teacher to have an uninterrupted preparation period each day. A teacher may not be compelled to serve as a substitute during the teacher's scheduled unassigned preparation time, unless it is determined by the Principal to be an emergency situation.

F. EXTRA-CURRICULAR ACTIVITIES

1. Approved Activities

The Board and the Association agree that the extra-curricular activities listed in the attached Schedule are educationally worthwhile, but are subject to budgetary constraints.

2. Vacancies

All vacancies in extra-curricular positions shall be adequately posted by the Board in accordance with the following procedure:

a. Date of Posting and Application

When school is in session, a notice shall be posted as far in advance as practicable, ordinarily at least thirty (30) school days before the final date when applications must be submitted and in no event less than five (5) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time specified in the notice.

b. Summer Application Procedure

Teachers who desire to apply for a position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply.

c. Criteria for Notice

The qualifications for the position, its duties and the rate of compensation shall be clearly set forth in the posting. When in the opinion of the Superintendent the qualifications for the position have been substantially changed, a new posting shall occur.



d. Selection Procedure

- i. All qualified teachers shall be given adequate opportunity to make application within announced deadlines. The Board agrees to give due consideration to the background and attainments of all applicants and other relevant factors.
- ii. The Board may employ any holder of a New Jersey teaching certificate to work in an activity position or a coaching position.

In the event there is no qualified and certified applicant for a coaching position, the holder of a county substitute credential pursuant to N.J.A.C. 6A:9-6.5 is authorized to serve as an athletic coach for a designated sports season in accordance with the process found in N.J.A.C. 6A:9-5.19.

In the event there is no qualified and certified applicant for an activity position, the holder of a county substitute credential pursuant to N.J.A.C. 6A:9-6.5 is authorized to serve in the activity position.

Any outside person so selected shall be compensated in accordance with the rates set forth in the activities or coaching schedules. The Board shall have the exclusive right to determine the step on the guide.

- iii. In the event that the Board is unable to employ a qualified person in accordance with the procedures set forth in Sections d-i or d-ii above, the Board may assign a qualified teaching staff member from within the district. In-district qualified teachers shall not be involuntarily assigned to extra-curricular positions for more than one (1) year, provided, within the reasonable discretion of the Superintendent, there is a pool of qualified candidates.

e. Evaluation

Each individual shall be evaluated at least once during their extra-curricular assignment. Such evaluation shall include a written report, which may be followed by a conference between the evaluator and evaluatee if either so requests. The purpose of such evaluation is to provide continued growth in the area, to provide assistance to the teacher so that the teacher may carry out the activity in a successful manner, and to provide a basis for renewal or non-renewal to the position.

3. Salary

Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay in the appropriate schedule.

4. Resignation Procedure

All coaches and sponsors, listed in the appropriate Schedules, must provide the Board with thirty (30) days written notice of their intention to resign from their coaching or sponsor position.

G. FIELD TRIPS

Teacher attendance on field trips shall be voluntary.

ARTICLE VII (a)

INSTRUCTIONAL AIDE WORKDAY, WORK YEAR & OVERTIME

A. IN-SCHOOL WORK YEAR

Work year will be 186 days (183 student and 3 in-service), 7.5 hours per day.

B. INSTRUCTIONAL AIDE OVERTIME

Definition: Overtime shall be defined as working in excess of 40 hours per week. Compensation for administratively approved overtime will be 1.5 times the employee's regular wages.

C. LUNCH PERIODS

1. Instructional Aides with 7 or more hours per day will receive a 30 minute paid lunch period.
2. Instructional aides with at least 5 hours per day will be eligible for a 30 minute unpaid lunch period.

D. EVALUATIONS

An Instructional Aide shall be given a copy of any class visit or evaluation report prepared by the Instructional Aide's evaluator(s) at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the Instructional Aide's file or otherwise acted upon without prior conference with the Instructional Aide. No Instructional Aide shall be required to sign a blank or incomplete evaluation form.

E. ABA TRAINING AND SALARY

1. The district shall provide ABA certification training for all Instructional Aides. Attaining ABA certification shall be a condition of employment beginning in the 2022-2023 school year. (Only the ABA salary guide will exist starting in the 2022-2023 school year.)
2. For the 2021-2022 school year, an Instructional Aide shall be placed permanently on the ABA salary guide upon completion of ABA certification training and assignment to an annual position requiring ABA certification. An ABA assigned annual position in the 2020-2021 school year shall be recognized for salary placement in the 2021-2022 school year.

## ARTICLE VIII

### CUSTODIAL WORKDAY, WORK YEAR

#### A. WORK YEAR

The work year for all ten (10) month employees shall be September 1 through June 30 of each year. The work year of all twelve (12) month employees shall be July 1 through June 30 of each year.

#### B. WORKDAY

1. Each employee shall have a normal workday of 7.5 hours, exclusive of a 30 minute lunch period.
2. 37.5 hours shall constitute a normal work week in any one calendar week, calculated from Sunday through Saturday.
3. Shifts: Initial assignments to shifts shall be determined by the Director of Buildings and Grounds. Any reassignments to a different shift shall be on a voluntary basis. If there is no volunteer, the Director of Buildings and Grounds may assign an employee by giving two weeks notice of such change of assignment in writing.
4. Each employee shall be entitled to one (1) twenty (20) minute break, in the morning (or at other appropriate times during the other shift(s)). The times shall be standardized and mutually agreed upon by the employees and the Director of Buildings and Grounds.
5. Employees may leave the building during any unscheduled work time upon approval of the Director of Building and Grounds or their immediate supervisor as long as at least one employee with a black seal license, if required, remains in the building.
6. The Director of Building and Grounds will make an attempt to notify an employee of any change of that employee's shift and/or work day during the week prior to the applicable week.
7. Employees shall be granted sufficient time prior to the end of the work shift to put away equipment and supplies and clean up. The supervisor's discretion shall prevail.



8. Any employee called to return to work outside of the employee's regularly scheduled shifts shall be paid for a minimum of two (2) hours overtime at time and one half, if over 37.5 hours.
9. In the interest of safety, whenever there is only one custodian working in the building the custodian shall be provided with an emergency beeper and shall not be required to perform hazardous task, i.e., electrical repair work or work at heights over six (6) feet.
10. If a vacancy exists on any shift it shall first be offered to any qualified employee within the same job classification on another shift, in descending order of seniority, before the vacancy is filled by a free to hire. Eligible employees must be on full time work status. Notification of the vacancy will be given for at least two workdays. Employees will have three (3) working days to make their request for consideration known.

C. N.J.E.A. CONVENTION

A total of four (4) days on a unit-wide basis (no more than one day per person, per year) shall be taken on a rotating basis to be determined by seniority and the Association President. Proof of attendance must be submitted to immediate supervisor upon return to work.

D. Black Seal License Renewal

The Board will reimburse Custodial/Maintenance employees the cost of renewing their black seal license every three years. However, the Board will not reimburse employees for the initial cost of obtaining a black seal license.

ARTICLE IX

CUSTODIAL OVERTIME

A. DEFINITION

Overtime is defined as any time spent at regular duties or other assigned duties, except bus driving, consistent with this Agreement, beyond the 37.5 hours per week; before/after regular daily work hours; or any day other than provided in the regular work year. Use of facilities work shall follow the Board approved schedule for the purposes of compensation.

This item is included in Board policy (4117.31) and shall include the following concepts:  
BOARD POLICY UPDATE

1. Seniority list
2. Rotation
3. Pass-lose opportunity until name comes up again

4. Administration may seek individuals from out of seniority list if the overtime requires special skills
5. Administration has right to assign the least senior employee if there are no volunteers.
6. An employee who is absent on sick leave the last working day prior to an overtime assignment is required to notify the Director of Buildings and Grounds by 12:00 noon on this prior day if the Director of Building and Grounds intends to report to the overtime assignment. If no notice is given by 12:00 noon, the overtime assignment will be given to another employee. The employee on sick leave will be placed on the rotation list upon the employee's return to work.

7. Custodial Overtime Procedures

- a. List employees' names according to seniority showing present classification and date of hire.

Responsibility: Administration

- b. Post the list in "a." above, with all known weekday and weekend overtime listed, for at least a two (2) day period (see Appendix A). In accordance with A.1. through A.6. of this Article, the next employee will write 'yes' or 'no' to the dates and times listed.

Responsibility: 1. Administration  
2. Employee

Overtime, which is not known in a timely manner for posting purposes, shall be assigned by the Director of Buildings and Grounds, or the Director of Building and Ground's designee (not a unit member). It is intended that the assignment be granted on a voluntary basis, but in the event there are no volunteers, it may be assigned on a reverse seniority basis considering there are no special skills needed.

- c. Overtime list (Appendix A) will be removed at the end of the night shift each Wednesday. Post "Corrected or Final" listing by noon on the following Thursday.

Responsibility: Administration

8. In cases of custodial overtime when there is only one (1) custodian with a black seal license, that custodian shall be paid for a 30 minute lunch period since that custodian cannot leave the building when the building is occupied by the public. Such payment shall be at regular hourly rate and not count toward the weekly 37.5 hours needed to qualify for overtime.

B. RATE OF OVERTIME

Overtime shall be at a rate of 1.5 times that of regular time, except during holidays or the employee's seventh consecutive work day when it shall be two (2) times regular time. Every effort shall be made to ensure adequate notice of necessary overtime except in emergency situations.

ARTICLE X

CUSTODIAL HOLIDAY SCHEDULE

A. The following paid holidays shall be in effect for the term of this contract:

1. July 4th
2. Labor Day
3. Columbus Day
4. Thanksgiving Day and the day after
5. Christmas Eve
6. Christmas Day  
(Additionally, Custodians shall be off the day after Christmas, except when the day after Christmas falls on a Saturday, Sunday, or Monday, in which case a holiday representing the day after Christmas Day will not be granted.)
7. New Year's Eve
8. New Year's Day
9. Martin Luther King Day
10. President's Weekend
11. Good Friday
12. Easter Monday
13. Memorial Day
14. Juneteenth

If a holiday falls on a Saturday, employees shall not be required to work on the preceding Friday; and, if the holiday falls on a Sunday, employees shall not be required to work on the following Monday. If school is in session on the above Friday or Monday, employees shall receive a "floating" holiday to be taken on a day approved by the administration.



When Christmas Day and New Year's Day are on Saturday, the holidays granted for Christmas Eve, Christmas Day, New Year's Eve and New Year's Day will be 12/24, 12/27, 12/30 and 12/31. When Christmas Day and New Year's Day are on Monday, the holidays granted for Christmas Eve, Christmas Day, the day after Christmas, New Year's Eve and New Year's Day will be 12/25, 12/26, 12/27, 12/29 and 1/1 respectively.

When Jewish holidays are listed in the school calendar, custodian/maintenance personnel will be entitled to no more than two of the listed days as holidays, regardless of the number of Jewish holidays in the school calendar.

There must be sufficient custodian/maintenance personnel on duty during each of the Jewish holidays to assure adequate coverage for school activities. The number of staff required each day will be determined by the Director of Buildings and Grounds.

If there are no more than two holidays in a particular year, the custodian/maintenance staff who work on those days will be given a floating holiday during the same school year, for each Jewish holiday worked. The Director of Buildings and Grounds must be notified five workdays prior to taking the floating holiday for scheduling purposes.

Time worked during the Jewish holidays will not be considered overtime under the holiday provision. However, the overtime rules for work in excess of 37.5 hours per week or the seventh consecutive workday will apply.

## ARTICLE XI

### CUSTODIAL VACATION SCHEDULE

#### A. TWELVE MONTH EMPLOYEES

All twelve month employees shall receive ten (10) days vacation upon completion of one (1) year's service. Starting in the fifth (5) year, employees shall receive fifteen (15) days vacation, which shall be available on July 1 of the fifth year. Starting in the eleventh (11) year, employees shall receive sixteen (16) days vacation, which shall be available on July 1 of the eleventh year. Vacation days will be allotted in the same manner according to the schedule:

12 <sup>th</sup> year	=	Seventeen	(17) days
13 <sup>th</sup> year	=	Eighteen	(18) days
14 <sup>th</sup> year	=	Nineteen	(19) days
15 <sup>th</sup> year	=	Twenty	(20) days

Five (5) of these days must be taken during the winter or spring recess unless the Director of Buildings and Grounds permits otherwise. New employees will be prorated to the nearest .5 day based on ten (10) days annually. Vacation may not be taken ten (10) working days prior to the opening of school for students. A custodian with perfect attendance for a full fiscal year shall

receive one additional vacation day the following work year. Custodians will be permitted to carry over a maximum of two unused vacation days to be used in the following year.

B. TEN MONTH EMPLOYEES

Ten month employees shall be entitled to no paid vacation time unless they are to have continuous employment by entering into a twelve (12) month contract with no break in employment, whereupon, the employee shall be entitled to ten (10) days vacation time for working the prior ten (10) months, or a prorated amount if having worked less than ten (10) months.

ARTICLE XII

SECRETARIAL WORK YEAR, WORKDAY

A. WORK YEAR

The work year of all ten (10) month employees shall be September 1 through June 30 of each year. The work year of all twelve (12) month employees shall be July 1 through June 30 of each year.

B. WORKDAY

The regular hours of work for all twelve (12) month and ten (10) month secretarial employees shall consist of forty (40) hours per week, eight (8) hours per day, inclusive of a sixty (60) minute lunch break. All employees shall be scheduled by their supervisor, and this schedule shall contain regular starting and quitting time between 6:45 AM and 4:30 PM.

1. Secretaries shall work Monday through Friday from 7:30 AM to 3:30 PM, inclusive of an hour lunch, from the last day of school through the July 4<sup>th</sup> holiday week.
2. Secretaries may work Mondays through Thursdays or Tuesdays through Fridays from 7:30 a.m. to 3:30 PM, inclusive of an hour lunch, during all summer weeks following the July 4<sup>th</sup> holiday week but ending two weeks prior to the opening of the new school year. Work schedules during these weeks shall be designated to ensure a balance of secretaries working on Mondays or Fridays.
  1. Changes to daily assignments and responsibilities may be necessary to ensure coverage in offices primary to summer functions.
3. Secretaries shall return to the full-week work schedule, Mondays through Fridays, beginning two full weeks prior to the opening of the new school year.
4. A vacation day, sick day, personal day, or such will be charged as a one and one-quarter (1.25) day during the four-day work weeks.

C. Employees may leave the building during their scheduled lunch period.

D. When schools are closed due to inclement weather, no secretary shall be required to work unless deemed necessary by the Superintendent or the Superintendent's designee.

- E. In the event that Administration or Board or both shall determine that conditions in the school system or a portion thereof are unsafe or hazardous for the health, safety or well-being of students and staff members, the Association shall be consulted immediately for its advice to promote the safety of students, staff members and property. In such events, secretaries may not be required to perform their regular duties, but may be reassigned to other secretarial duties during the emergency.
- F. An administrator will be scheduled on the school campus when secretaries are working.
- G. Employees shall not be required to lift or carry any object that exceeds those guidelines as established by OSHA.

ARTICLE XIII

SECRETARIAL OVERTIME

A. DEFINITION

Overtime shall be defined as working in excess of thirty-six (36) hours per week. Compensation for administratively approved overtime will be 1.5 times the employee's regular wage rate on an hourly basis.

ARTICLE XIV

SECRETARIAL HOLIDAY SCHEDULE

- A. The following paid holidays shall be in effect for the term of the contract:
  - 1. July 4<sup>th</sup>
  - 2. Labor Day
  - 3. Columbus Day
  - 4. NJEA Convention - 2 days
  - 5. Thanksgiving Day and the following Friday
  - 6. Christmas Eve
  - 7. Christmas Day
  - 8. New Year's Eve
  - 9. New Year's Day



10. Martin Luther King Day
11. President's Weekend
12. Good Friday
13. Easter Monday
14. Memorial Day
15. Juneteenth

In addition, during the winter and spring vacations, the secretarial staff shall not be required to work.

When Jewish holidays are listed in the school calendar, secretaries will not be required to work.

- B. If a holiday falls on a Saturday, employees shall not be required to work on the preceding Friday; and, if the holiday falls on a Sunday, employees shall not be required to work on the following Monday. If school is in session on the Friday or Monday above, the employee shall receive a "floating" holiday which will be taken on a day approved by the Administration.

## ARTICLE XV

### SECRETARIAL VACATION SCHEDULE

#### A. TWELVE MONTH EMPLOYEES

All twelve (12) month employees shall receive ten (10) days vacation upon completion of one (1) year's service. Starting in the fifth (5) year, employees shall receive fifteen (15) days vacation, which shall be available on July 1 of the fifth year. Starting in the fifteenth (15) year, employees shall receive twenty (20) days vacation, which shall be available on July 1 of the fifteenth year. New employees will be prorated to the nearest .5 day based on ten (10) days annually. Vacation may not be taken five (5) working days prior to the opening of school for students, and the week thereafter. Secretaries will be permitted to carry over a maximum of four unused vacation days to be used in the following year.

#### B. TEN MONTH EMPLOYEES

Ten (10) month employees shall be entitled to no paid vacation time unless they are to have continuous employment by entering into a twelve (12) month contract with no break in

employment, whereupon, the employee shall be entitled to ten (10) days vacation time for working the prior 10 months, or a prorated amount if having worked less than 10 months.

## ARTICLE XVI

### NON-TEACHING DUTIES

#### A. INTENT

The Board and Association acknowledge that a teacher's primary responsibility is to teach and that the teacher's energies should, to the extent possible, be utilized to this end.

Therefore, they agree as follows:

##### 1. List of Non-Teaching Duties

Teachers shall not be required to collect money from students unless the activity is initiated by the teacher, and shall not be required to store or deliver books in or from other wings of the building. In unusual cases, custodial assistance may be requested.

##### 2. Secretarial Assistance

To assist teachers in the preparations of materials, the office will provide duplicating services as well as secretarial help for the midterm and final term exams; and other reasonable secretarial help requests whenever possible with prior approval of the Principal.

##### 3. Approved Use of Personal Vehicles

Prior approval by the Principal and the Superintendent shall be required for all approved uses of personal vehicles for school business purposes. Employees who receive this prior approval shall be compensated at the current rate allowable by the State of New Jersey, in accordance with the Appropriations Act. The Board will provide non-ownership liability insurance and said coverage will be secondary to the employees' personal coverage.

## ARTICLE XVII

### TEACHER EMPLOYMENT

#### A. PLACEMENT ON SALARY SCHEDULE

1. Placement on the salary guide shall be in accordance with N.J.S.A. 18A: 29-9, whenever a person shall accept employment as a teacher in the school district, the teacher's initial placement on the salary schedule shall be agreed upon by the individual and the Board of Education at the time of employment and shall constitute the final determination of credit

for previous teaching experience, provided that credit shall be given for military service up to a maximum of four (4) years.

2. All certified staff members hired in a given school year who start work on or after February 1 of that year will remain on their step on the Teachers' Salary Guides until the end of the following contractual year.

B. NOTIFICATION OF CONTRACT AND SALARY

Tenure teachers shall be notified of their contract and salary status for the ensuing year no later than May 15. If salary negotiations have not been concluded, only contract approval notification will be made.

ARTICLE XVIII

SALARIES

A. SALARY SCHEDULE

1. The salary of each employee covered by this Agreement is set forth in the attached Schedules which are made a part hereof. Sponsors and coaches shall be paid in accordance with the attached Schedules which are made a part hereof.
2. All compensation above the employee's regular salary shall be specifically defined on the individual's pay stub, as is presently done by the Board.

B. PROCEDURE FOR WITHHOLDING EMPLOYMENT OR ADJUSTMENT INCREMENTS

Salary increments are not to be considered automatic. The Board reserves the right to withhold salary increments where, in the judgment of the Board based on the recommendation of the Superintendent, a teacher's performance does not meet the standards expected by the Board.

The salary schedule does not guarantee an automatic salary increase but merely indicates the agreed upon value for basic services rendered by the individual whose performance and professional record meet the standards expected by the Board for the position held.

The Board, in making it clear that the salary guide is not automatic, is including in this Agreement N.J.S.A. 18A:29-14 as an integral part of this salary agreement.

C. WITHHOLDING INCREMENTS; CAUSES; NOTICES OF APPEALS

Any Board of Education may withhold, for inefficiency or other good cause, the employment increment, or the adjustment increment, or both, of any member in any year by a majority vote of all the members of the Board of Education. It shall be the duty of the Board, within ten (10) days, to give written notice of such action together with the reasons therefore, to the member concerned. The member may appeal such action to the commissioner under rules prescribed by the member. The commissioner shall consider such appeal and shall either affirm the action of the Board or



direct that the increment or increments be paid. The commissioner may designate an assistant commissioner of education to act for them in their place and with their powers on such appeals.

Other good causes may include, but not be limited to the following:

1. Persistent lateness in arriving to school
2. Lack of classroom control
3. Lack of adequate lesson planning and preparation
4. Frequent lateness to class or assigned duties such as study hall, cafeteria duty, etc.
5. Refusal to attend scheduled faculty meetings or department meetings
6. Insubordination
7. Conduct unbecoming a professional educator
8. Failure to fulfill written responsibilities developed by the subject supervisors and the administration

A teacher must be given written notification by the Superintendent at least ten (10) work days prior to Board meeting at which the Superintendent will recommend withholding of increment, which notice shall contain reasons for recommendations.

D. METHOD OF PAYMENT

1. Pay Periods

Each employee shall be paid on the 15th and 30th of each month of entitlement. The Board may, however, pay in advance of these dates. Direct deposit of paychecks will be offered to employees.

2. Savings Plan

Each employee may individually elect to have an amount of the employee's monthly salary deducted from the employee's pay.

These funds shall be deposited in the employee's name with the South Jersey Federal Credit Union. This is not considered a "summer payment plan" as described in N.J.S.A. 18A:29-3.

3. Extra Pay for Extra Duty

Advisors, Co-Curricular personnel, Supervision personnel and the Athletic Trainer shall be paid 35% of their stipend in December and 65% of their stipend in June. Coaches shall

be paid one-half their stipend in October and December for fall sports; in January and March for winter sports; and in April and June for spring sports.

- a. In the event a teacher accepts a teaching load resulting in greater than five (5) classes of instruction or fifteen (15) instructional periods in every 4-day cycle, the teacher shall be placed on Schedule C (attached). The teacher maintains a right to refuse the additional class assignment (overload). However, if all properly certified teachers refuse the assignment, the Superintendent may assign a teacher on a reverse-seniority basis.

Any teacher assigned a teaching load with more than 5 classes of instruction or fifteen 15 instructional periods in every 4-day cycle) will be paid a full or partial overload.

Overloads will be paid as follows:

- 1 lunch lab per cycle = 0.2 \* additional class assignment pay.
- 2 lunch labs per cycle = 0.4 \* additional class assignment pay.
- 3 lunch labs per cycle = 0.6 \* additional class assignment pay.
- 4 lunch labs per cycle = 0.8 \* additional class assignment pay.

- 1 additional "period" per cycle = 0.333 \* additional class assignment pay.
- 2 additional "periods" per cycle = 0.667 \* additional class assignment pay.
- 3 additional "periods" per cycle = full additional class assignment pay.

4. Fractional Contract

Any employee being paid on a fractional contract shall not be required to supervise study halls or lunch periods beyond that as described below:

Fractional Contract	Periods of Supervision
2/5	0
3/5	1 (Lunch Duty only)
4/5	2

5. Final Pay

Each employee will receive the employee's final pay on the last day prior to signing out, after approval of the Superintendent or the Superintendent's designee.

6. Second Duty Period

Teachers with a second duty will be paid on Schedule B (attached). Assignment to such a second duty shall be made on a voluntary basis in order of seniority in the district on a district-wide basis. The seniority list shall include all certified personnel in the teaching unit, except guidance counselors, child study team personnel, media specialists, teacher of

technology and nurses. Should the number of second duty periods needed be in excess of the number of volunteers, such second duties as necessary may be assigned on a reverse seniority basis. Notification of the estimated number of second duty periods needed shall be made by June 15; volunteers respond by June 30; final assignments by the August regular board meeting. Exceptions to the timelines, which may occur from scheduling changes made prior to the opening of school, will be made known at the earliest possible date. Notification and acceptance will be corresponded via email due to time constraints.

7. Structured Learning Experience Consultant (SLEC)

Teachers assigned to a SLEC position will be placed on Schedule B. If only one teacher in the district is assigned to the SLEC position, that employee will be entitled to an annual stipend of \$2,500.00 in addition to being placed on Schedule B. Stipend will be paid 35% in December and 65% in June. If more than one teacher is assigned to the SLEC position in the same school year, those employees will be placed on Schedule B with no stipend.

8. Extended School Year (ESY) Instructional Aides

Certificated Staff appointed to the ESY Instructional aide position will be paid the base hourly rate at Step 16 of the Instructional Aide guide.

9. Extended School Day Stipend

Extended school day supervision shall be an annual stipend appointment, compensated at a daily rate of \$125, with responsibilities and scheduling equally divided throughout the school year, as is feasible to achieve the purpose of the program.

10. Academic Study Hall Stipend

Academic Study Hall is a voluntary assignment and shall be an annual stipend appointment. An Academic Study Hall teacher will be assigned coverage duty. On days which an Academic Study Hall teacher's only off period is coverage, coverage will only be assigned in an emergency. An Academic Study Hall teacher will be permitted to attend only 1 meeting per PLP cycle.

ARTICLE XIX

VOLUNTARY REASSIGNMENTS



A. NOTIFICATION OF VACANCIES

1. Date

No later than May 15 of each school year and if requested by the local Association, the Superintendent shall deliver to the President of the Association a list of all known vacancies which shall occur during the school year. Nothing in this Article shall prevent the Superintendent from making additional announcements or postings of said vacancies.

2. Filing Requests

Employees, covered by this Agreement, who desire a change in grade and/or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade and/or subject to which the employee desires to be assigned.

ARTICLE XX

INVOLUNTARY REASSIGNMENTS

A. NOTICE

An involuntary reassignment of teachers shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with the teacher. The teacher may, at the teacher's option, have an Association representative present at such meeting.

ARTICLE XXI

PROMOTIONS

A. POSITIONS INCLUDED

Promotional positions are defined as follows:

Positions paying a salary differential and/or position on the administrator-supervisory levels of responsibility including, but not limited to, positions as Superintendent, Principal, Vice Principal, Guidance Director, Athletic Director, and Subject Area Supervisors. All vacancies in promotional positions, except acting positions, including specialists and/or special project teachers, pupil personnel workers and positions in programs funded by the Federal Government shall be made known to the President of the local Association by the Superintendent in accordance with the following procedures:

1. Date and Contents of Posting

When school is in session, a list of promotional positions shall be presented to the President of the local Association as far in advance as practical, which would ordinarily be at least fifteen (15) school days before the final date when applications must be submitted and in no event less than ten (10) school days before such date. A copy of said notice shall be given to the local Association at the time of posting.

2. Application Procedure

Unit members who are employed by the Board of Education of Eastern Camden County Regional School District and who desire to apply for such vacancies, shall submit their application(s), in writing, to the Superintendent within the time limit specified in the notice.

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, and in no event less than ten (10) calendar days before applications must be submitted. In addition, the Superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the administration office, and a copy of said notice shall be given to the local Association.

ARTICLE XXII

TEACHER EVALUATION

1. Evaluation Procedure

Evaluations shall be in accordance with New Jersey Statutes.

2. Copies of Evaluation

A teacher shall be given a copy of any class visit or evaluation report prepared by the teacher's evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

ARTICLE XXIII

PERSONNEL RECORDS

A. REVIEW OF FILE

All employees shall have the privilege, upon request to review the contents of their personnel file, and to receive copies at their expense of any documents contained therein. A representative of the Association can be present at such review. At least once every five years, an employee shall be able to indicate those documents and/or other materials in the employee's file which the employee believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or the Superintendent's designee and if, in fact, they are in the Superintendent's judgment, obsolete or otherwise inappropriate to retain, they shall be destroyed. Disputes over the retention of said documents may be processed through the grievance procedure, commencing at the second level. The Board shall have the right to remove only personal references and academic references prior to an employee's review of the employee's personnel file.

B. DEROGATORY MATERIAL

No material derogatory to an employee's conduct, service, character or personality shall be placed in the employee's personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that the employee has had the opportunity to review such material by affixing the employee's signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and the employee's answer shall be reviewed by the Superintendent or the Superintendent's designee and attached to the file copy.

ARTICLE XXIV

FAIR DISMISSAL PROCEDURE



A. NOTIFICATION OF STATUS

1. Notification

Notification of status shall be deemed by New Jersey Statutes.

2. Reasons

Any non-tenure teacher who receives a notice of non-employment shall have fifteen (15) school days within which to request a statement of reasons for such non-employment from the Superintendent. The Superintendent shall give such a statement within ten (10) school days of the request

3. Hearing

Any non-tenure teacher who has received such notice of non-employment and statement of reasons shall be entitled to a hearing before the Board, provided a written request for a hearing is received in the office of the School Business Administrator/Board Secretary within ten (10) days after receipt by the teacher of the statement of reasons.

The Board shall issue its written determination as to the employment or non-employment of said non-tenure teacher for the next succeeding school year within three (3) days after the completion of the hearing.

4. Should the Board fail to give to any employee covered by this Agreement either an offer of contract for employment for the next succeeding year or a notice that such employment will not be offered, all within the time and in the manner provided by the Article, then said Board shall be deemed to have offered to that employee covered by this Agreement continued employment for the next succeeding school year upon the same terms and conditions but with such increases in salary as may be required by law or policies of the Board.

5. If the employee, covered by this Agreement, desires to accept such employment, the employee shall notify the Board of such acceptance, in writing, by the last contractual workday in June. Notification shall be part of the year-end sign-out procedure. Failure to comply will result in the withholding of the final paycheck.

ARTICLE XXV

COMPLAINT PROCEDURE

A. PROCEDURAL REQUIREMENT

Any complaints regarding an employee made to any member of the administration by any parent, student, or other person which does or may influence evaluation of that employee shall be made known to the employee.

Employees shall be informed of complaints which will lead to disciplinary action within five (5) work days, including the name of the complainant.

B. MEETING WITH PRINCIPAL OR IMMEDIATE SUPERIOR

An Administrator or immediate superior shall meet with the unit member to apprise the unit member of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. RIGHT TO REPRESENTATION

The employee shall have the right to be represented by a member of the Association at any meetings or conferences regarding such complaint, as stated in Section A above.

ARTICLE XXVI

TEACHER FACILITIES

- A. Every effort will be made to provide space for each teacher within each instructional area in which the teacher teaches to store the teacher's instructional materials and supplies.
- B. Teacher faculty rooms containing adequate equipment and supplies to aid in the preparation of instructional materials shall be provided during the school day for the use of teachers as a workroom. Although teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said workroom, it shall be regularly cleaned by the school's custodial staff. An air conditioner is supplied for the workroom.
- C. A serviceable desk and chair will be maintained in each classroom.
- D. Adequate books, paper, pencils, pens, chalk, erasers and other such material required in daily teaching responsibilities shall be requisitioned from the general office.
- E. A computer terminal and printer will be provided in the teachers' workrooms.

ARTICLE XXVII

SICK LEAVE

A. ACCUMULATIVE

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

All other employees, covered by this Agreement, on a ten (10) month basis shall be allowed ten (10) days personal illness, and on a twelve (12) month basis shall be allowed twelve (12) days personal illness each year without deduction from pay. Any unused sick leave shall be accumulated from year to year with no maximum limit.

B. PREVIOUS SICK LEAVE ACCUMULATION

Previously accumulated unused sick leave days shall be restored if the teacher returns within two (2) years, otherwise at the discretion of the Board.

C. NOTIFICATION OF ACCUMULATION

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

D. SICK LEAVE REIMBURSEMENT

Upon simultaneous retirement from the teaching profession and retirement from the services of the Board, or retirement from the services of the Board, as confirmed by the New Jersey Teacher's Pension and Annuity Fund, Public Employee's Retirement System, or death, payment for unused sick leave will be made as per the following:

Eligibility for this plan begins upon reaching 100 unused sick days. Each eligible individual will receive payment as stated below for all unused sick days.

Teaching Unit - 25% of per diem

Instructional Aides - 25% of per diem

Custodial/ Secretarial Units - 25% of per diem

All payments are contingent upon notice of retirement filed with the Board of Education prior to March 1 of the final year of service. Failure to meet this requirement will result in payment in July of the year following retirement. If an employee dies while in the employ of the Board, or before such monies are paid, the above shall be paid to the employee's estate.

Note: All employees hired on or after May 21, 2010 are subject to requirements under statute 18A:30-3.6.

E. FAMILY ILLNESS

Staff shall be granted caregiver release for up to 50% of the annual allotment of sick day leave for an employee's absence related to the employee's health and wellness concerning needed care for



the employee's child, spouse, or parent. A caregiver release note, identifying the employee as present or attending to the needed care and signed by a medical provider, shall be required for any day before or after a holiday or school closing, or any absence exceeding three consecutive days.

Should this language be deemed contradictory to statute 18A:30-2 or other statutes or regulations defining sick leave allowability, this sick leave shall revert to the language in the 2017-2020 contract. The annual allotment of sick leave shall remain at 10 days for 10-month employees or 12 days for 12-month employees.

## ARTICLE XXVIII

### TEMPORARY LEAVES OF ABSENCE

#### A. TYPES OF LEAVES

Employees, covered by this Agreement, shall be entitled to the following temporary leaves of absence with full pay each school year:

##### 1. Personal

Three personal days without giving reason therefore shall be granted per year. Unused personal days shall accumulate as sick days. Personal days may not be taken on days preceding or after a holiday unless they are of an emergency nature and approved by the Superintendent.

- a. At no time will more than 6% of the teaching staff take personal days on any given day when school is in session. Personal days will be granted on a first come first serve basis. The emergency use of a personal day in excess of 6% of the teaching staff may be granted with prior approval of the Superintendent.

##### 2. Professional Visitation

The Superintendent may approve up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature. These days are discretionary and approval shall be made on a case by case basis.

##### 3. Death in Immediate Family

Five consecutive days per occurrence in the event of death of parent, husband, wife, child, brother or sister, mother-in-law, or father-in-law, or other member of immediate household.

##### 4. Death of a Relative

At the time of the death, an employee, covered by this Agreement, shall be entitled to two consecutive days in the event of grandparents, aunt, uncle, niece, nephew, first cousin or in-law not covered by the preceding paragraph.

5. Legal

Time necessary for required actual court appearances, in any court, except in the case of a suit against the Board, shall be granted according to the schedule below. In cases involving moral turpitude, the leave shall be without pay unless the individual is cleared of charges or otherwise proven innocent. Days restored in pay will be deducted from the legal day bank or from accumulated leave as appropriate.

A legal bank of 50 days will be established annually on July 1. Unit members may utilize up to a maximum of 3 days per fiscal year for personal legal matters. Documentation of the court appearance, summons, etc. must be provided with the request for absence.

In the event that the legal day bank is exhausted, each unit member shall use the unit member's accumulated leave for this type of absence.

Days remaining in the legal day bank as of June 30 will be removed. There will be no carryover or accumulation of these days from one year to the next.

Court appearances required for district related matters will not count against the legal day bank.

B. Military

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

C. Maternity

An employee who chooses to invoke Federal or State Family Medical Leave Act during any leave period shall be entitled to follow the provisions and notification established by law. In all other circumstances, an employee, covered by this Agreement, shall notify the Superintendent, in writing, of the employee's pregnancy as soon as it is medically confirmed. The employee shall further submit a written request to the Superintendent for any maternity leave or child rearing leave of absence 50 days prior to the anticipated birth. Accumulated sick leave time shall be available to said employees who suffer disability on account of pregnancy for thirty (30) calendar days prior to the birth and thirty (30) calendar days following the birth, and shall be requested in writing with a supporting doctor's note. Use of accumulated sick leave beyond these parameters must be submitted in writing and include a doctor's note to support the request. The same type of physician's certificate may be required under N.J.S.A. 18A:30-4 for pregnancy as for other disabilities.

An employee covered by this Agreement and returning from a leave of absence caused by pregnancy or birth shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled. No employee, covered by this Agreement, shall be barred from returning to work after the birth of the employee's child solely on the ground that there has not been a stated or prescribed lapse of time between the birth and the employee's desired date of return.

D. RETURN FROM LEAVE

All benefits to which said employee was entitled at the time of absence commenced, including unused accumulated sick leave shall be restored to the employee upon the employee's return, and the employee shall be assigned to the same position which was held at the time said leave commenced, if available or, if not, to a substantially equivalent position.

E. EXTENSIONS AND RENEWALS

All applications for extensions or renewals of leaves shall be in writing.

F. GOOD CAUSE

Other leaves of absence, with or without pay, may be granted by the Board.

G. CHILD REARING LEAVE

In all other circumstances, all requests for child rearing leave must be submitted in writing to the Superintendent 50 days prior to the anticipated leave. The unpaid leave shall terminate at the end of the semester or a full year only. Employees on extended leaves of absence shall notify the Superintendent in writing no later than November 1, of their intention to return or not to return for the second semester, or on April 1, of their intention to return or not return in the following school year.

H. PERSONAL LEAVE

The Board shall grant one unpaid leave per school year per person for a serious illness in the immediate family, with a maximum of three (3) of said leaves per school year for the entire unit.

ARTICLE XXIX



## PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

### A. PURPOSE

In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board of Education and the Association support the principle of continuing training of teachers and the improvement of instruction within a professional learning community committed to all students learning. The Board and the Association also recognize the need for all staff to remain current in appropriate skills and knowledge.

#### 1. Professional Learning Period

Classroom teachers shall, in addition to their daily lunch period and daily preparation period, be assigned to a professional learning period one (1) period per four-day cycle, unless it is determined by the Principal to assign a teacher as a substitute in an emergency situation.

- a. Teachers, individually and collaboratively, shall plan the use of the professional learning period, in consultation with the Principal or the Principal's designee, to achieve individual, department, school, or district initiatives and goals.

### B. PROGRAMS

#### 1. Tuition-Teachers

The Board shall pay up to \$2,295 per fiscal year during the life of the agreement, to any teacher subject to prior approval by the Superintendent in accordance with any one of the below listed criteria:

- a. Graduate courses in the teacher's area of instruction granted by an accredited college or university completed with a "B" or better average.
- b. Graduate courses accepted by the State Board of Examiners for certification required for public school employment completed with a "B" or better average.
- c. Courses in education, the teacher's discipline, or that improve the teaching skills of the teacher. These courses must be approved by the Superintendent and completed with a "B" or better average.
- d. Graduate credits associated with workshops and seminars will not be eligible for tuition reimbursement.
- e. Any non-tenured staff member who began employment in the district on or after July 1, 2014 will not be eligible for tuition reimbursement until they achieve tenure.

- f. All coursework for reimbursement must be from a duly authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.

2. Tuition-Teachers: Matriculated Program

The Board shall pay up to \$4,000 per fiscal year during the life of the agreement to any teacher subject to prior approval by the Superintendent in accordance with the below listed criteria:

- a. Tuition reimbursement for a matriculated program shall be available after one calendar year of employment at Eastern Camden County Regional School District.
- b. Graduate courses in a matriculated master’s degree program, evinced by an acceptance letter or like, aligned to the teacher’s content area of instruction granted by an accredited college or university completed with a “B” or better.
- c. Courses in a matriculated special education certification program, evinced by an acceptance letter or like, granted by an accredited college or university completed with a “B” or better. Teachers employed as a condition of employment to secure standard special education certification are ineligible.
- d. All coursework for reimbursement must be from a duly authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.
- e. A teaching staff member who voluntarily leaves the district within two years of receiving the tuition reimbursement compensation must repay the Board in full the amount of reimbursement. A signed promissory note is due at time of application and approval for tuition reimbursement.

2a. Tuition and Fees – Staff

The Board shall pay up to the following limits per fiscal year during the life of the agreement for tuition reimbursement provided that the Superintendent approves the course prior to the beginning of classes and the employee receives a “B” or better grade in the course or “pass” for a “pass/fail” course. The Superintendent’s decision on the validity of the course to be reimbursable under this article shall be final.

All coursework for reimbursement must be from a duly authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.

<u>Secretaries</u>	<u>Custodial / Maintenance</u>	<u>Instructional Assistants</u>
\$530.00	\$396.00	\$396.00

3. Professional Library

Teachers may requisition education resource materials through and with approval by the administration during the school year.

4. Summer Work for Professional Development

When the Board offers a teacher employment during the summer recess to perform the same type of work as during the school year, the rate of pay shall be computed as it would during the regular school year. In the event a teacher works a portion of a day, the teacher's compensation shall be prorated as it relates to the length of a teacher's day as defined in the appropriate Article. Such rate of pay shall not apply to teachers hired during the summer recess, as driver education instructors, to write curriculum, or for custodial or maintenance work.

5. Professional Development Workshop

The parties agree that the Board shall grant a comp day, of the teacher's choice, in exchange for participation in a professional development workshop that is scheduled on a day when school is not in session. The participation must be at the request of the staff member's Supervisor, will be voluntary to the staff member, and must be approved by the Superintendent.

C. TEACHER PREP FOR TURNKEY TRAINING

Staff will be compensated 1.5 hours at the curriculum rate or provided with two (2) coverage periods to prepare for each hour of training. The decision on whether to provide compensation or coverage periods will be at administrative discretion. The staff member will only be compensated for preparation for the training one time, even if that same training is given on multiple occasions.

ARTICLE XXX

MOVEMENT ON TEACHER SALARY GUIDE



Courses to provide lateral movement on the Teacher's Salary Guide shall meet any one of the below listed criteria:

1. Graduate courses in the Teacher's area of instruction or instructional methodologies or that improve the instructional skills of the teacher granted by an accredited college or university completed with a "B" or better average and with prior approval by the Superintendent.
2. Graduate courses accepted by the State Board of Examiners for certification required for public school employment completed with a "B" or better average and with prior approval by the Superintendent.
3. Graduate courses in the field of education completed with a "B" or better average and with prior approval by the Superintendent.
4. Courses of credit completed with a "B" or better average and with prior approval by the Superintendent.
5. After initial placement, the date of degree shall determine lateral movement for the BA and Masters guide for employees hired after July 1, 2002.
6. Graduate credits associated with workshops and seminars will not be eligible for lateral movement on the salary guide.
7. All coursework for lateral movement on the salary guides must be from a duly authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.
8. All Lateral Movement will be effective only on September 1 and March 1, with prior Board of Education approval.
9. Attainment of credits eligible for lateral movement will be capped at 15 credit hours in a 12 month period coinciding with the contract year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.
10. Teachers who begin employment in the district on or after July 1, 2014, will only be eligible for the MA60/Doctorate column if they have a Doctorate degree.

Teachers working in the district prior to July 1, 2014, will be placed on the MA60/Doctorate column if they have a Master's Degree plus 60 credits as of June 30, 2024. After that date, teachers must have a Doctorate degree to be placed on that column.

#### ARTICLE XXXI

#### PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

A. In the event the Administration or Board or both shall determine that conditions in the school system or a portion thereof are unsafe or hazardous for the health, safety or well-being of students and employees, the Association shall be consulted immediately for its advice as to the development of programs that will attempt to promote the safety of students, employees and property. In such events, employees may not be required to perform their regular duties and Association representatives shall be permitted full access to school facilities and teachers.

B. The above procedures are subject to such laws, rules and regulations as may be imposed by law enforcement officials and are further subject to such time limitations as may be appropriate because of the emerging nature of the conditions that may exist.

C. REASONABLE FORCE

As specified in N.J.S.A. 18A: 6-1, an employee may, within the scope of the employee's employment use and apply such amount of force as is reasonable and necessary: To quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.

D. REPORTING ASSAULTS

1. All employees, covered by this Agreement, shall immediately report cases of assault, vandalism or violence suffered by them in connection with their employment or witnessed by them to the Principal.

2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from said employee for information in the possession of the Superintendent relating to the incident or the persons involved.

E. NURSE

Nurses may leave the building during their scheduled duty free preparation upon advising their supervisor or the supervisor's designee as well as the other nurse. Any day the nurse chooses not to leave the building, sign out may be 15 minutes prior to the end of the day. On any day the nurse chooses to leave the building, sign out will be at the regularly scheduled time. In the absence of a nurse or substitute, the nurse in attendance may not opt to leave the building during their preparation time unless there is an emergency.

ARTICLE XXXII

MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

A. SPECIAL ASSISTANCE

When, in the judgment of a teacher, a student appears to require special assistance, the teacher shall be free to avail himself of the service of the Superintendent, Principal, Vice Principal, Assistant Principal, Counselor, Psychologist, or other specialist.

B. DISRUPTIVE STUDENTS

When, in the judgment of a teacher, a student is, by the student's behavior, seriously disrupting the instructional program to the detriment of other students, the teacher may temporarily exclude the student from the classroom and refer the student to the Assistant Principal. In such cases the Assistant Principal shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following school day, a conference among the student, the teacher and possibly an appropriate specialist as prescribed by the Assistant Principal to discuss the problem and to decide upon appropriate steps for its resolution.

C. SCHOOL PROCEDURES

A student handbook, which includes disciplinary procedures, shall be supplied to each student and each teacher. Modifications of same shall be made only after consultation with parents, students and faculty representatives.

ARTICLE XXXIII

INSTRUCTIONAL ADVISORY COUNCIL

A. ORGANIZATION

1. Purpose

An Instructional Advisory Council shall be established and shall meet no later than October 1 of each school year. The purpose of the council shall be to strengthen the educational program through recommendations, research, implementation, and evaluation by the Superintendent and the Association to best meet the needs of the students, the schools, and the community. The council may advise the Board and the Association on such matters as curriculum improvements, teaching techniques, instructional organizational patterns, experimentation, extra-curricular programs, in-service training and staff development, pupil testing and evaluation, philosophy and educational goals of the district, teacher recruitment, research, educational specifications for buildings, school policy manual and other related matters regarding the effective operation of the Eastern High School District.

2. Membership



The council shall consist of at least one (1) representative from each department as recommended by the Subject Area Supervisor and/or appointed by the Superintendent who shall act as chairperson or appoint a chairperson.

3. Rules of Procedure

The council shall establish its own rules of procedure.

B. RULES OF PROCEDURE

1. Board and Association Action

The Board and the Association shall consider and study all written recommendations submitted by the council for action. If the Board or the Association refuses to adopt any such recommendations, it shall state the reasons for such refusal to the council.

2. Minority Reports

Reports of the council may include minority as well as majority views.

C. BUDGET

The Board shall consider requests for funds by Instructional Council for the purpose of assisting said council in carrying out its stated purpose.

ARTICLE XXXIV

PERSONAL FREEDOM

A. PERSONAL

The personal life of an employee is not an appropriate concern for attention of the Board except as it may prevent the employee from performing properly the employee's assigned functions during the work day.

B. CITIZENSHIP

Employees shall be entitled to full rights of citizenship, and no personal, religious, or political activities of any employee outside the area of employment or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employee, providing said activities do not violate any local, state, or federal law.

ARTICLE XXXV

## DEDUCTION FROM SALARY

### A. ASSOCIATION PAYROLL DUES DEDUCTION

1. The Board agrees to deduct from the salaries of employees covered by this Agreement dues for the Eastern Education Association, the Camden County Education Association, the New Jersey Education Association and the National Education Association, or any one of any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A. 52:14- 15.99e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such persons as may from time to time be designated by the Eastern Education Association by the 15th of each month following the monthly pay period in which deductions are made. The person designated shall disburse such monies to the appropriate association or associations.
  
2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

## ARTICLE XXXVI

### INSURANCE PROTECTION

- A. Effective July 1, 2017 and continuing for the remainder of this contract, the Board of Education shall provide medical and prescription coverage equal to or better than the Direct Access 10 Plan and continue dental and vision plans at equal or better levels of coverage than the current levels. The Board will provide up to and including full family coverage for dental and vision under the provider it selects.

Health benefit coverages, unless specifically restricted, will be granted to teachers employed for a minimum of 25 hours per week. All other employees must be employed for a minimum of 30 hours per week to receive health benefit coverages.

Employees will contribute an amount toward their health benefit premiums in accordance with the New Jersey state statutes for the duration of this agreement unless otherwise changed by future negotiations or state law. The amount of the contribution will be determined by the type of coverage (single; parent and child; two party; or family), the amount of the total premium assessed for that coverage and the amount of the employee's annual salary.

1. Retirement Coverage

According to New Jersey Statute.

2. Income Protection Plan

For employees selecting single medical coverage, the Board will provide Income Protection to an annual maximum of \$1,124 in 2021-2024.

3. Dental

The Board shall provide up to full family dental coverage as listed. Instructional Aides will be eligible for up to full family dental benefits after one year of service in the district.

Preventive & Diagnostic	UCR-100%
Remaining Basic	UCR-100%
Crowns	UCR-100%
Prosthodontics	UCR-75% / 25%
Orthodontics	UCR-50% / 50%
No deductible	
Maximum yearly coverage	\$1,500
Maximum orthodontic coverage (Dependent children only)	\$1,500

4. Vision Plan

The Board shall provide up to full family vision coverage. Instructional Aides will be eligible for up to full family vision coverage after one year of service in the district.

Vision coverage will consist of an examination every 12 months beginning in July (no co-pay) and a hardware allotment every 24 months (\$20.00 co-pay).

5. Section 125 Plan

During the term of this contract, the Board will maintain a Section 125 Plan (Plan) as defined by the Internal Revenue Service Code. At a minimum, the Plan will include options required under the New Jersey laws governing local Boards of Education.

a. Cash Option:

The annual amounts of \$2,616.00 (for single coverages) and \$3,491.00 (for all other coverages), unless limited by the laws of New Jersey, shall establish the minimum compensation rates. The total number of district employees (28 as of June 30, 2021) utilizing the *Section 125 Plan*, as of June 30<sup>th</sup> 2021, shall constitute the base for the Agreement. For each additional employee who chooses



the cash option above the established base, there shall be an additional \$100 compensation granted to all employees utilizing the option, with an amount not to exceed \$4,100.00 (for single coverages) or \$5,000.00 (for all other coverages).

The payments for waiver of health coverage will be paid in six month installments beginning December, 2011. For the period of July through December, one-half of the stipend will be paid on the last working day in December, and for the period of January through June, one-half of the stipend will be paid on the last working day in June. The waiver period will be effective for one full year which will coincide with the State's benefit period.

Employees with multiple health coverages will be required to either choose one coverage combination (medical and prescription) and terminate any other coverage, or individually maintain coverage in a manner that will not provide multiple coverages for the employee or any dependent. Additionally, coverage that is terminated as described in this paragraph will not be eligible for the cash payment in lieu of benefits. However, the employee will be eligible for up to and including full family dental and vision coverage offered by the district.

Notwithstanding the above, employees who have a change in status (e.g., termination of employment, divorce [copy of decree required], legal separation [copy of decree required], death [copy of certificate required], group contract/policy terminated, military discharge [form DD214 required]), which causes them to lose coverage elsewhere shall be entitled to re-enroll in the health plan during the plan year provided the employee gives the Board notice of the change in status within sixty days of the event causing the change. Otherwise all elections for a cash option shall be in effect for the entire twelve month benefit period. The Board's obligation for the cash option shall be prorated for those employees subject to a change in status. Return to the benefits plan for reasons other than change of status is subject to the terms of the carrier.

b. Premium Option Plan:

In accordance with P.L. 2011, c.78, the Board will offer a premium option plan which allows an employee to elect the employee's health benefit premium contribution to be deducted from salary on a pre-tax basis for federal income tax purposes (does not apply to state income tax).

c. Flexible Spending Account – Medical Expenses:

In accordance with P.L. 2011, c.78, the Board will offer a flexible spending account for qualified medical expenses. The annual amount elected by the employee will be deducted from salary on a pre-tax basis for federal income tax purposes (does not apply to state income tax).

d. Flexible Spending Account – Dependent Care:

In accordance with P.L. 2011, c.78, the Board will offer a flexible spending account for dependent care expenses. The annual amount elected by the employee will be deducted from salary on a pre-tax basis for federal income tax purposes (does not apply to state income tax).

ARTICLE XXXVII

MISCELLANEOUS PROVISIONS

A. SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or application shall continue in full force and effect for the duration of this Agreement.

B. COMPLIANCE BETWEEN INDIVIDUAL CONTRACT AND MASTER AGREEMENT

Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with Agreement, this Agreement, during its duration shall be controlling.

C. FULLY BARGAINED PROVISION

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues, which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Except as this Agreement herein before provides, all terms and conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable during the term of this Agreement.

D. RIGHTS OF THE BOARD

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or other legitimate reasons; (d) to maintain efficiency of the



school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to establish reasonable work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

E. CLOTHING ALLOWANCE

The Board will provide buildings and grounds staff members with five standard work t-shirts and five blue collared shirts each year. New staff will receive five standard work t-shirts upon their hire and five blue collared shirts upon the completion of their probationary period. Shirts shall be worn during all shifts during the school year (Sept 1<sup>st</sup> through the last day for teachers). The Board will provide reimbursement each year to buildings and grounds staff members for purchase of other work garments or appropriate work shoes.

2021-2022	\$105 per year
2022-2023	\$130 per year
2023-2024	\$155 per year

Allowable clothing will include the following:

- Shirt: District provided shirt
- Pants: Dark blue work pants  
(Jeans may be worn, but are not eligible for reimbursement)
- Shoes: Appropriate for assignment. At no time will slippers, sandals, clogs, or bare feet be acceptable.

ARTICLE XXXVIII

REPRESENTATION

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

1. 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. Fees to be paid by non-members will be equal to the maximum allowed by law.



2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee has been set at the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be changed to the maximum allowed, said change to become effective as of the earliest effective date set by law.

C. DEDUCTION AND TRANSMISSION OF FEE

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

- a. ten (10) days after receipt of the aforesaid list by the Board; or
- b. thirty (30) days after the employee begins their employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Termination of Employment

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

4. Mechanics

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

5. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 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 received said notice.

6. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and dates of employment from all such employees.

D. INDEMNIFICATION AND SAVE HARMLESS PROVISION

1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

- a. The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- b. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

ARTICLE XXXIX

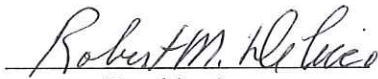
DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 2021, and shall continue in effect until June 30, 2024, subject to no reopener clauses. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

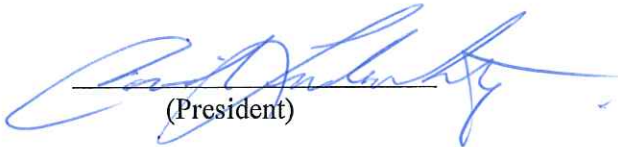
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents all on the day and the year first written.

Representatives of the Board of Education

  
\_\_\_\_\_  
(President)

  
\_\_\_\_\_  
(Board Secretary)

Representatives of the Eastern Education Association

  
\_\_\_\_\_  
(President)

  
\_\_\_\_\_  
(Lead Negotiator)



Appendix A - Custodial Overtime Notice and Sign Up Sheet  
**CUSTODIAL/MAINTENANCE OVERTIME**

**NOTICE AND SIGN UP SHEET**

Name	Class * or Black Seal	Date Available	Status	Date Available	Status

When overtime is posted under "AVAILABLE" each employee shall write in "Yes" or "No" as to their willingness to work. A "No" will be considered as working and the employee shall be passed over until the employee's name reappears at the top of the list.

\* List category – Custodian, Maintenance or Specialized Maintenance.

**Teacher's Salary Guide - Schedule A**

<b>2021-22</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
STEP								
1	49,814	51,090	52,366	54,105	55,497	56,890	58,750	60,750
2	50,214	51,490	52,766	54,505	55,897	57,290	59,150	61,150
3-4	50,714	51,990	53,266	55,005	56,397	57,790	59,650	61,650
5	51,214	52,490	53,766	55,505	56,897	58,290	60,150	62,150
6	51,864	53,140	54,416	56,155	57,547	58,940	60,800	62,800
7	52,819	54,095	55,371	57,110	58,502	59,895	61,755	63,755
8	53,819	55,095	56,371	58,110	59,502	60,895	62,755	64,755
9	56,035	57,311	58,587	60,326	61,718	63,111	64,971	66,971
10	60,360	61,636	62,912	64,651	66,043	67,436	69,296	71,296
11	66,260	67,536	68,812	70,551	71,943	73,336	75,196	77,196
12	69,960	71,236	72,512	74,251	75,643	77,036	78,896	80,896
13	73,260	74,536	75,812	77,551	78,943	80,336	82,196	84,196
14	78,370	79,646	80,922	82,661	84,053	85,446	87,306	89,306
15	83,245	84,521	85,797	87,536	88,928	90,321	92,181	94,181
15a	88,620	89,896	91,172	92,911	94,303	95,696	97,556	99,556
16	94,370	95,646	96,922	98,661	100,053	101,446	103,306	105,306
<b>2022-23</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
STEP								
1	50,414	51,690	52,966	54,705	56,097	57,490	59,350	61,350
2	50,814	52,090	53,366	55,105	56,497	57,890	59,750	61,750
3	51,314	52,590	53,866	55,605	56,997	58,390	60,250	62,250
4-5	51,814	53,090	54,366	56,105	57,497	58,890	60,750	62,750
6	52,464	53,740	55,016	56,755	58,147	59,540	61,400	63,400
7	53,419	54,695	55,971	57,710	59,102	60,495	62,355	64,355
8	54,419	55,695	56,971	58,710	60,102	61,495	63,355	65,355
9	56,635	57,911	59,187	60,926	62,318	63,711	65,571	67,571
10	60,360	61,636	62,912	64,651	66,043	67,436	69,296	71,296
11	66,260	67,536	68,812	70,551	71,943	73,336	75,196	77,196
12	69,960	71,236	72,512	74,251	75,643	77,036	78,896	80,896
13	73,860	75,136	76,412	78,151	79,543	80,936	82,796	84,796
14	78,970	80,246	81,522	83,261	84,653	86,046	87,906	89,906
15	83,845	85,121	86,397	88,136	89,528	90,921	92,781	94,781
15a	89,520	90,796	92,072	93,811	95,203	96,596	98,456	100,456
16	95,570	96,846	98,122	99,861	101,253	102,646	104,506	106,506
<b>2023-24</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
STEP								
1	51,564	52,840	54,116	55,855	57,247	58,640	60,500	62,500
2	51,964	53,240	54,516	56,255	57,647	59,040	60,900	62,900
3	52,464	53,740	55,016	56,755	58,147	59,540	61,400	63,400
4	52,964	54,240	55,516	57,255	58,647	60,040	61,900	63,900
5-6	53,614	54,890	56,166	57,905	59,297	60,690	62,550	64,550
7	54,569	55,845	57,121	58,860	60,252	61,645	63,505	65,505
8	55,569	56,845	58,121	59,860	61,252	62,645	64,505	66,505
9	57,785	59,061	60,337	62,076	63,468	64,861	66,721	68,721
10	61,510	62,786	64,062	65,801	67,193	68,586	70,446	72,446
11	67,360	68,636	69,912	71,651	73,043	74,436	76,296	78,296
12	71,060	72,336	73,612	75,351	76,743	78,136	79,996	81,996
13	74,960	76,236	77,512	79,251	80,643	82,036	83,896	85,896
14	80,070	81,346	82,622	84,361	85,753	87,146	89,006	91,006
15	84,945	86,221	87,497	89,236	90,628	92,021	93,881	95,881
15a	90,620	91,896	93,172	94,911	96,303	97,696	99,556	101,556
16	96,720	97,996	99,272	101,011	102,403	103,796	105,656	107,656



**Teacher's Salary Guide - Schedule B  
Second Duty Assignment (\$1,917)**

<b>2021-22</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60</b>
<b>STEP</b>								
1	51,731	53,007	54,283	56,022	57,414	58,807	60,667	62,667
2	52,131	53,407	54,683	56,422	57,814	59,207	61,067	63,067
3-4	52,631	53,907	55,183	56,922	58,314	59,707	61,567	63,567
5	53,131	54,407	55,683	57,422	58,814	60,207	62,067	64,067
6	53,781	55,057	56,333	58,072	59,464	60,857	62,717	64,717
7	54,736	56,012	57,288	59,027	60,419	61,812	63,672	65,672
8	55,736	57,012	58,288	60,027	61,419	62,812	64,672	66,672
9	57,952	59,228	60,504	62,243	63,635	65,028	66,888	68,888
10	62,277	63,553	64,829	66,568	67,960	69,353	71,213	73,213
11	68,177	69,453	70,729	72,468	73,860	75,253	77,113	79,113
12	71,877	73,153	74,429	76,168	77,560	78,953	80,813	82,813
13	75,177	76,453	77,729	79,468	80,860	82,253	84,113	86,113
14	80,287	81,563	82,839	84,578	85,970	87,363	89,223	91,223
15	85,162	86,438	87,714	89,453	90,845	92,238	94,098	96,098
15a	90,537	91,813	93,089	94,828	96,220	97,613	99,473	101,473
16	96,287	97,563	98,839	100,578	101,970	103,363	105,223	107,223
<b>2022-23</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60</b>
<b>STEP</b>								
1	52,331	53,607	54,883	56,622	58,014	59,407	61,267	63,267
2	52,731	54,007	55,283	57,022	58,414	59,807	61,667	63,667
3	53,231	54,507	55,783	57,522	58,914	60,307	62,167	64,167
4-5	53,731	55,007	56,283	58,022	59,414	60,807	62,667	64,667
6	54,381	55,657	56,933	58,672	60,064	61,457	63,317	65,317
7	55,336	56,612	57,888	59,627	61,019	62,412	64,272	66,272
8	56,336	57,612	58,888	60,627	62,019	63,412	65,272	67,272
9	58,552	59,828	61,104	62,843	64,235	65,628	67,488	69,488
10	62,277	63,553	64,829	66,568	67,960	69,353	71,213	73,213
11	68,177	69,453	70,729	72,468	73,860	75,253	77,113	79,113
12	71,877	73,153	74,429	76,168	77,560	78,953	80,813	82,813
13	75,777	77,053	78,329	80,068	81,460	82,853	84,713	86,713
14	80,887	82,163	83,439	85,178	86,570	87,963	89,823	91,823
15	85,762	87,038	88,314	90,053	91,445	92,838	94,698	96,698
15a	91,437	92,713	93,989	95,728	97,120	98,513	100,373	102,373
16	97,487	98,763	100,039	101,778	103,170	104,563	106,423	108,423
<b>2023-24</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60</b>
<b>STEP</b>								
1	53,481	54,757	56,033	57,772	59,164	60,557	62,417	64,417
2	53,881	55,157	56,433	58,172	59,564	60,957	62,817	64,817
3	54,381	55,657	56,933	58,672	60,064	61,457	63,317	65,317
4	54,881	56,157	57,433	59,172	60,564	61,957	63,817	65,817
5-6	55,531	56,807	58,083	59,822	61,214	62,607	64,467	66,467
7	56,486	57,762	59,038	60,777	62,169	63,562	65,422	67,422
8	57,486	58,762	60,038	61,777	63,169	64,562	66,422	68,422
9	59,702	60,978	62,254	63,993	65,385	66,778	68,638	70,638
10	63,427	64,703	65,979	67,718	69,110	70,503	72,363	74,363
11	69,277	70,553	71,829	73,568	74,960	76,353	78,213	80,213
12	72,977	74,253	75,529	77,268	78,660	80,053	81,913	83,913
13	76,877	78,153	79,429	81,168	82,560	83,953	85,813	87,813
14	81,987	83,263	84,539	86,278	87,670	89,063	90,923	92,923
15	86,862	88,138	89,414	91,153	92,545	93,938	95,798	97,798
15a	92,537	93,813	95,089	96,828	98,220	99,613	101,473	103,473
16	98,637	99,913	101,189	102,928	104,320	105,713	107,573	109,573



**Teacher's Salary Guide - Schedule C**  
**Additional Class Assignment (\$7,321)**

<b>2021-22</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
<b>STEP</b>								
1	57,135	58,411	59,687	61,426	62,818	64,211	66,071	68,071
2	57,535	58,811	60,087	61,826	63,218	64,611	66,471	68,471
3-4	58,035	59,311	60,587	62,326	63,718	65,111	66,971	68,971
5	58,535	59,811	61,087	62,826	64,218	65,611	67,471	69,471
6	59,185	60,461	61,737	63,476	64,868	66,261	68,121	70,121
7	60,140	61,416	62,692	64,431	65,823	67,216	69,076	71,076
8	61,140	62,416	63,692	65,431	66,823	68,216	70,076	72,076
9	63,356	64,632	65,908	67,647	69,039	70,432	72,292	74,292
10	67,681	68,957	70,233	71,972	73,364	74,757	76,617	78,617
11	73,581	74,857	76,133	77,872	79,264	80,657	82,517	84,517
12	77,281	78,557	79,833	81,572	82,964	84,357	86,217	88,217
13	80,581	81,857	83,133	84,872	86,264	87,657	89,517	91,517
14	85,691	86,967	88,243	89,982	91,374	92,767	94,627	96,627
15	90,566	91,842	93,118	94,857	96,249	97,642	99,502	101,502
15a	95,941	97,217	98,493	100,232	101,624	103,017	104,877	106,877
16	101,691	102,967	104,243	105,982	107,374	108,767	110,627	112,627
<b>2022-23</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
<b>STEP</b>								
1	57,735	59,011	60,287	62,026	63,418	64,811	66,671	68,671
2	58,135	59,411	60,687	62,426	63,818	65,211	67,071	69,071
3	58,635	59,911	61,187	62,926	64,318	65,711	67,571	69,571
4-5	59,135	60,411	61,687	63,426	64,818	66,211	68,071	70,071
6	59,785	61,061	62,337	64,076	65,468	66,861	68,721	70,721
7	60,740	62,016	63,292	65,031	66,423	67,816	69,676	71,676
8	61,740	63,016	64,292	66,031	67,423	68,816	70,676	72,676
9	63,956	65,232	66,508	68,247	69,639	71,032	72,892	74,892
10	67,681	68,957	70,233	71,972	73,364	74,757	76,617	78,617
11	73,581	74,857	76,133	77,872	79,264	80,657	82,517	84,517
12	77,281	78,557	79,833	81,572	82,964	84,357	86,217	88,217
13	81,181	82,457	83,733	85,472	86,864	88,257	90,117	92,117
14	86,291	87,567	88,843	90,582	91,974	93,367	95,227	97,227
15	91,166	92,442	93,718	95,457	96,849	98,242	100,102	102,102
15a	96,841	98,117	99,393	101,132	102,524	103,917	105,777	107,777
16	102,891	104,167	105,443	107,182	108,574	109,967	111,827	113,827
<b>2023-24</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
<b>STEP</b>								
1	58,885	60,161	61,437	63,176	64,568	65,961	67,821	69,821
2	59,285	60,561	61,837	63,576	64,968	66,361	68,221	70,221
3	59,785	61,061	62,337	64,076	65,468	66,861	68,721	70,721
4	60,285	61,561	62,837	64,576	65,968	67,361	69,221	71,221
5-6	60,935	62,211	63,487	65,226	66,618	68,011	69,871	71,871
7	61,890	63,166	64,442	66,181	67,573	68,966	70,826	72,826
8	62,890	64,166	65,442	67,181	68,573	69,966	71,826	73,826
9	65,106	66,382	67,658	69,397	70,789	72,182	74,042	76,042
10	68,831	70,107	71,383	73,122	74,514	75,907	77,767	79,767
11	74,681	75,957	77,233	78,972	80,364	81,757	83,617	85,617
12	78,381	79,657	80,933	82,672	84,064	85,457	87,317	89,317
13	82,281	83,557	84,833	86,572	87,964	89,357	91,217	93,217
14	87,391	88,667	89,943	91,682	93,074	94,467	96,327	98,327
15	92,266	93,542	94,818	96,557	97,949	99,342	101,202	103,202
15a	97,941	99,217	100,493	102,232	103,624	105,017	106,877	108,877
16	104,041	105,317	106,593	108,332	109,724	111,117	112,977	114,977



**Teacher's Salary Guide - Schedule D**  
**Early Duty Assignment (\$2,130)**

<b>2021-22</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
STEP								
1	51,944	53,220	54,496	56,235	57,627	59,020	60,880	62,880
2	52,344	53,620	54,896	56,635	58,027	59,420	61,280	63,280
3-4	52,844	54,120	55,396	57,135	58,527	59,920	61,780	63,780
5	53,344	54,620	55,896	57,635	59,027	60,420	62,280	64,280
6	53,994	55,270	56,546	58,285	59,677	61,070	62,930	64,930
7	54,949	56,225	57,501	59,240	60,632	62,025	63,885	65,885
8	55,949	57,225	58,501	60,240	61,632	63,025	64,885	66,885
9	58,165	59,441	60,717	62,456	63,848	65,241	67,101	69,101
10	62,490	63,766	65,042	66,781	68,173	69,566	71,426	73,426
11	68,390	69,666	70,942	72,681	74,073	75,466	77,326	79,326
12	72,090	73,366	74,642	76,381	77,773	79,166	81,026	83,026
13	75,390	76,666	77,942	79,681	81,073	82,466	84,326	86,326
14	80,500	81,776	83,052	84,791	86,183	87,576	89,436	91,436
15	85,375	86,651	87,927	89,666	91,058	92,451	94,311	96,311
15a	90,750	92,026	93,302	95,041	96,433	97,826	99,686	101,686
16	96,500	97,776	99,052	100,791	102,183	103,576	105,436	107,436
<b>2022-23</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
STEP								
1	52,544	53,820	55,096	56,835	58,227	59,620	61,480	63,480
2	52,944	54,220	55,496	57,235	58,627	60,020	61,880	63,880
3	53,444	54,720	55,996	57,735	59,127	60,520	62,380	64,380
4-5	53,944	55,220	56,496	58,235	59,627	61,020	62,880	64,880
6	54,594	55,870	57,146	58,885	60,277	61,670	63,530	65,530
7	55,549	56,825	58,101	59,840	61,232	62,625	64,485	66,485
8	56,549	57,825	59,101	60,840	62,232	63,625	65,485	67,485
9	58,765	60,041	61,317	63,056	64,448	65,841	67,701	69,701
10	62,490	63,766	65,042	66,781	68,173	69,566	71,426	73,426
11	68,390	69,666	70,942	72,681	74,073	75,466	77,326	79,326
12	72,090	73,366	74,642	76,381	77,773	79,166	81,026	83,026
13	75,990	77,266	78,542	80,281	81,673	83,066	84,926	86,926
14	81,100	82,376	83,652	85,391	86,783	88,176	90,036	92,036
15	85,975	87,251	88,527	90,266	91,658	93,051	94,911	96,911
15a	91,650	92,926	94,202	95,941	97,333	98,726	100,586	102,586
16	97,700	98,976	100,252	101,991	103,383	104,776	106,636	108,636
<b>2023-24</b>	BA	BA + 15	BA + 30	MA	MA + 15	MA + 30	MA + 45	MA + 60
STEP								
1	53,694	54,970	56,246	57,985	59,377	60,770	62,630	64,630
2	54,094	55,370	56,646	58,385	59,777	61,170	63,030	65,030
3	54,594	55,870	57,146	58,885	60,277	61,670	63,530	65,530
4	55,094	56,370	57,646	59,385	60,777	62,170	64,030	66,030
5-6	55,744	57,020	58,296	60,035	61,427	62,820	64,680	66,680
7	56,699	57,975	59,251	60,990	62,382	63,775	65,635	67,635
8	57,699	58,975	60,251	61,990	63,382	64,775	66,635	68,635
9	59,915	61,191	62,467	64,206	65,598	66,991	68,851	70,851
10	63,640	64,916	66,192	67,931	69,323	70,716	72,576	74,576
11	69,490	70,766	72,042	73,781	75,173	76,566	78,426	80,426
12	73,190	74,466	75,742	77,481	78,873	80,266	82,126	84,126
13	77,090	78,366	79,642	81,381	82,773	84,166	86,026	88,026
14	82,200	83,476	84,752	86,491	87,883	89,276	91,136	93,136
15	87,075	88,351	89,627	91,366	92,758	94,151	96,011	98,011
15a	92,750	94,026	95,302	97,041	98,433	99,826	101,686	103,686
16	98,850	100,126	101,402	103,141	104,533	105,926	107,786	109,786



**Teacher's Salary Guide - Schedule E**  
**Department Facilitator (\$7,121)**

<b>2021-22</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60</b>
<b>STEP</b>								
1	56,935	58,211	59,487	61,226	62,618	64,011	65,871	67,871
2	57,335	58,611	59,887	61,626	63,018	64,411	66,271	68,271
3-4	57,835	59,111	60,387	62,126	63,518	64,911	66,771	68,771
5	58,335	59,611	60,887	62,626	64,018	65,411	67,271	69,271
6	58,985	60,261	61,537	63,276	64,668	66,061	67,921	69,921
7	59,940	61,216	62,492	64,231	65,623	67,016	68,876	70,876
8	60,940	62,216	63,492	65,231	66,623	68,016	69,876	71,876
9	63,156	64,432	65,708	67,447	68,839	70,232	72,092	74,092
10	67,481	68,757	70,033	71,772	73,164	74,557	76,417	78,417
11	73,381	74,657	75,933	77,672	79,064	80,457	82,317	84,317
12	77,081	78,357	79,633	81,372	82,764	84,157	86,017	88,017
13	80,381	81,657	82,933	84,672	86,064	87,457	89,317	91,317
14	85,491	86,767	88,043	89,782	91,174	92,567	94,427	96,427
15	90,366	91,642	92,918	94,657	96,049	97,442	99,302	101,302
15a	95,741	97,017	98,293	100,032	101,424	102,817	104,677	106,677
16	101,491	102,767	104,043	105,782	107,174	108,567	110,427	112,427
<b>2022-23</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60</b>
<b>STEP</b>								
1	57,535	58,811	60,087	61,826	63,218	64,611	66,471	68,471
2	57,935	59,211	60,487	62,226	63,618	65,011	66,871	68,871
3	58,435	59,711	60,987	62,726	64,118	65,511	67,371	69,371
4-5	58,935	60,211	61,487	63,226	64,618	66,011	67,871	69,871
6	59,585	60,861	62,137	63,876	65,268	66,661	68,521	70,521
7	60,540	61,816	63,092	64,831	66,223	67,616	69,476	71,476
8	61,540	62,816	64,092	65,831	67,223	68,616	70,476	72,476
9	63,756	65,032	66,308	68,047	69,439	70,832	72,692	74,692
10	67,481	68,757	70,033	71,772	73,164	74,557	76,417	78,417
11	73,381	74,657	75,933	77,672	79,064	80,457	82,317	84,317
12	77,081	78,357	79,633	81,372	82,764	84,157	86,017	88,017
13	80,981	82,257	83,533	85,272	86,664	88,057	89,917	91,917
14	86,091	87,367	88,643	90,382	91,774	93,167	95,027	97,027
15	90,966	92,242	93,518	95,257	96,649	98,042	99,902	101,902
15a	96,641	97,917	99,193	100,932	102,324	103,717	105,577	107,577
16	102,691	103,967	105,243	106,982	108,374	109,767	111,627	113,627
<b>2023-24</b>	<b>BA</b>	<b>BA + 15</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 15</b>	<b>MA + 30</b>	<b>MA + 45</b>	<b>MA + 60</b>
<b>STEP</b>								
1	58,685	59,961	61,237	62,976	64,368	65,761	67,621	69,621
2	59,085	60,361	61,637	63,376	64,768	66,161	68,021	70,021
3	59,585	60,861	62,137	63,876	65,268	66,661	68,521	70,521
4	60,085	61,361	62,637	64,376	65,768	67,161	69,021	71,021
5-6	60,735	62,011	63,287	65,026	66,418	67,811	69,671	71,671
7	61,690	62,966	64,242	65,981	67,373	68,766	70,626	72,626
8	62,690	63,966	65,242	66,981	68,373	69,766	71,626	73,626
9	64,906	66,182	67,458	69,197	70,589	71,982	73,842	75,842
10	68,631	69,907	71,183	72,922	74,314	75,707	77,567	79,567
11	74,481	75,757	77,033	78,772	80,164	81,557	83,417	85,417
12	78,181	79,457	80,733	82,472	83,864	85,257	87,117	89,117
13	82,081	83,357	84,633	86,372	87,764	89,157	91,017	93,017
14	87,191	88,467	89,743	91,482	92,874	94,267	96,127	98,127
15	92,066	93,342	94,618	96,357	97,749	99,142	101,002	103,002
15a	97,741	99,017	100,293	102,032	103,424	104,817	106,677	108,677
16	103,841	105,117	106,393	108,132	109,524	110,917	112,777	114,777



2021-2022 SECRETARIAL SALARY GUIDE		
STEP		
1		\$ 41,916
2		\$ 42,439
3		\$ 42,961
4		\$ 43,484
5		\$ 44,006
6		\$ 44,529
7		\$ 45,051
8		\$ 46,336
9		\$ 47,750
10		\$ 49,165
11		\$ 50,578
12		\$ 51,992
13		\$ 53,406
14		\$ 54,006
15		\$ 54,591
16		\$ 55,176
2022-2023 SECRETARIAL SALARY GUIDE		
STEP		
1		\$ 43,134
2		\$ 43,657
3		\$ 44,179
4		\$ 44,702
5		\$ 45,224
6		\$ 45,747
7		\$ 46,269
8		\$ 47,554
9		\$ 48,968
10		\$ 50,383
11		\$ 51,796
12		\$ 53,210
13		\$ 54,624
14		\$ 55,224
15		\$ 55,809
16		\$ 56,394
2023-2024 SECRETARIAL SALARY GUIDE		
STEP		
1		\$ 44,549
2		\$ 45,072
3		\$ 45,594
4		\$ 46,117
5		\$ 46,639
6		\$ 47,162
7		\$ 47,684
8		\$ 48,969
9		\$ 50,383
10		\$ 51,798
11		\$ 53,211
12		\$ 54,625
13		\$ 56,039
14		\$ 56,639
15		\$ 57,224
16		\$ 57,809

<b>2021-2022 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE A</b>			
STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	30,385	35,385	38,285
2	30,885	35,885	38,785
3	31,385	36,385	39,285
4	31,895	36,895	39,795
5	32,510	37,510	40,410
6	33,569	38,569	41,469
7	34,710	39,710	42,610
8	36,010	41,010	43,910
9	37,310	42,310	45,210
10	39,245	44,245	47,145
11	41,465	46,465	49,365
12	43,735	48,735	51,635
13	45,935	50,935	53,835
14	48,235	53,235	56,135
15	51,505	56,505	59,405
16	55,341	59,920	62,822

<b>2022-2023 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE A</b>			
STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	30,810	35,810	38,710
2	31,310	36,310	39,210
3	31,810	36,810	39,710
4	32,320	37,320	40,220
5	32,935	37,935	40,835
6	33,994	38,994	41,894
7	35,135	40,135	43,035
8	36,435	41,435	44,335
9	37,735	42,735	45,635
10	39,670	44,670	47,570
11	41,965	46,965	49,865
12	44,235	49,235	52,135
13	46,485	51,485	54,385
14	48,785	53,785	56,685
15	52,080	57,080	59,980
16	55,941	60,520	63,422

<b>2023-2024 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE A</b>			
STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	31,310	36,310	39,210
2	31,810	36,810	39,710
3	32,310	37,310	40,210
4	32,820	37,820	40,720
5	33,435	38,435	41,335
6	34,494	39,494	42,394
7	35,635	40,635	43,535
8	36,935	41,935	44,835
9	38,235	43,235	46,135
10	40,170	45,170	48,070
11	42,465	47,465	50,365
12	44,835	49,835	52,735
13	47,110	52,110	55,010
14	49,410	54,410	57,310
15	52,705	57,705	60,605
16	56,586	61,165	64,067

<b>2021-2022 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE B</b>			
<b>STEP</b>	<b>CUSTODIANS</b>	<b>MAINTENANCE</b>	<b>SPECIALIZED MAINTENANCE</b>
1	31,917	36,917	39,817
2	32,417	37,417	40,317
3	32,917	37,917	40,817
4	33,427	38,427	41,327
5	34,042	39,042	41,942
6	35,101	40,101	43,001
7	36,242	41,242	44,142
8	37,542	42,542	45,442
9	38,842	43,842	46,742
10	40,777	45,777	48,677
11	42,997	47,997	50,897
12	45,267	50,267	53,167
13	47,467	52,467	55,367
14	49,767	54,767	57,667
15	53,037	58,037	60,937
16	56,873	61,452	64,354

<b>2022-2023 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE B</b>			
<b>STEP</b>	<b>CUSTODIANS</b>	<b>MAINTENANCE</b>	<b>SPECIALIZED MAINTENANCE</b>
1	32,342	37,342	40,242
2	32,842	37,842	40,742
3	33,342	38,342	41,242
4	33,852	38,852	41,752
5	34,467	39,467	42,367
6	35,526	40,526	43,426
7	36,667	41,667	44,567
8	37,967	42,967	45,867
9	39,267	44,267	47,167
10	41,202	46,202	49,102
11	43,497	48,497	51,397
12	45,767	50,767	53,667
13	48,017	53,017	55,917
14	50,317	55,317	58,217
15	53,612	58,612	61,512
16	57,473	62,052	64,954

<b>2023-2024 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE B</b>			
<b>STEP</b>	<b>CUSTODIANS</b>	<b>MAINTENANCE</b>	<b>SPECIALIZED MAINTENANCE</b>
1	32,842	37,842	40,742
2	33,342	38,342	41,242
3	33,842	38,842	41,742
4	34,352	39,352	42,252
5	34,967	39,967	42,867
6	36,026	41,026	43,926
7	37,167	42,167	45,067
8	38,467	43,467	46,367
9	39,767	44,767	47,667
10	41,702	46,702	49,602
11	43,997	48,997	51,897
12	46,367	51,367	54,267
13	48,642	53,642	56,542
14	50,942	55,942	58,842
15	54,237	59,237	62,137
16	58,118	62,697	65,599



<b>2021-2022 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE C</b>			
<b>Includes Salary Adjustment for Forman with a Black Seal License (+\$3,878)</b>			
STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	34,263	39,263	42,163
2	34,763	39,763	42,663
3	35,263	40,263	43,163
4	35,773	40,773	43,673
5	36,388	41,388	44,288
6	37,447	42,447	45,347
7	38,588	43,588	46,488
8	39,888	44,888	47,788
9	41,188	46,188	49,088
10	43,123	48,123	51,023
11	45,343	50,343	53,243
12	47,613	52,613	55,513
13	49,813	54,813	57,713
14	52,113	57,113	60,013
15	55,383	60,383	63,283
16	59,219	63,798	66,700

<b>2022-2023 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE C</b>			
<b>Includes Salary Adjustment for Forman with a Black Seal License (+\$3,878)</b>			
STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	34,688	39,688	42,588
2	35,188	40,188	43,088
3	35,688	40,688	43,588
4	36,198	41,198	44,098
5	36,813	41,813	44,713
6	37,872	42,872	45,772
7	39,013	44,013	46,913
8	40,313	45,313	48,213
9	41,613	46,613	49,513
10	43,548	48,548	51,448
11	45,843	50,843	53,743
12	48,113	53,113	56,013
13	50,363	55,363	58,263
14	52,663	57,663	60,563
15	55,958	60,958	63,858
16	59,819	64,398	67,300

<b>2023-2024 CUSTODIAL/MAINTENANCE SALARY GUIDE</b>			
<b>SCHEDULE C</b>			
<b>Includes Salary Adjustment for Forman with a Black Seal License (+\$3,878)</b>			
STEP	CUSTODIANS	MAINTENANCE	SPECIALIZED MAINTENANCE
1	35,188	40,188	43,088
2	35,688	40,688	43,588
3	36,188	41,188	44,088
4	36,698	41,698	44,598
5	37,313	42,313	45,213
6	38,372	43,372	46,272
7	39,513	44,513	47,413
8	40,813	45,813	48,713
9	42,113	47,113	50,013
10	44,048	49,048	51,948
11	46,343	51,343	54,243
12	48,713	53,713	56,613
13	50,988	55,988	58,888
14	53,288	58,288	61,188
15	56,583	61,583	64,483
16	60,464	65,043	67,945

2021-2022 SALARIES AND HOURLY RATES FOR INSTRUCTIONAL AIDES				
STEP	BASE SALARY	BASE RATE	ABA SALARY	ABA RATE
1	\$20,228	14.50	\$22,669	16.25
2	\$20,576	14.75	\$23,018	16.50
3	\$21,176	15.18	\$23,617	16.93
4	\$21,874	15.68	\$24,315	17.43
5	\$22,571	16.18	\$25,012	17.93
6	\$23,269	16.68	\$25,710	18.43
7	\$23,966	17.18	\$26,407	18.93
8	\$24,664	17.68	\$27,105	19.43
9	\$25,361	18.18	\$27,802	19.93
10	\$26,059	18.68	\$28,500	20.43
11	\$27,105	19.43	\$29,546	21.18
12	\$27,900	20.00	\$30,341	21.75
13	\$28,598	20.50	\$31,039	22.25
14	\$29,295	21.00	\$31,736	22.75
15	\$29,993	21.50	\$32,434	23.25
16	\$30,690	22.00	\$33,131	23.75

2022-2023 SALARIES AND HOURLY RATES FOR INSTRUCTIONAL AIDES				
STEP	BASE SALARY	BASE RATE	ABA SALARY	ABA RATE
1	\$20,576	14.75	\$23,018	16.50
2	\$20,925	15.00	\$23,366	16.75
3	\$21,525	15.43	\$23,966	17.18
4	\$22,222	15.93	\$24,664	17.68
5	\$22,920	16.43	\$25,361	18.18
6	\$23,617	16.93	\$26,059	18.68
7	\$24,315	17.43	\$26,756	19.18
8	\$25,012	17.93	\$27,454	19.68
9	\$25,710	18.43	\$28,151	20.18
10	\$26,407	18.93	\$28,849	20.68
11	\$27,454	19.68	\$29,895	21.43
12	\$28,249	20.25	\$30,690	22.00
13	\$28,946	20.75	\$31,388	22.50
14	\$29,644	21.25	\$32,085	23.00
15	\$30,341	21.75	\$32,783	23.50
16	\$31,039	22.25	\$33,480	24.00

2023-2024 SALARIES AND HOURLY RATES FOR INSTRUCTIONAL AIDES				
STEP	BASE SALARY	BASE RATE	ABA SALARY	ABA RATE
1	\$20,925	15.00	\$23,366	16.75
2	\$21,274	15.25	\$23,715	17.00
3	\$21,874	15.68	\$24,315	17.43
4	\$22,571	16.18	\$25,012	17.93
5	\$23,269	16.68	\$25,710	18.43
6	\$23,966	17.18	\$26,407	18.93
7	\$24,664	17.68	\$27,105	19.43
8	\$25,361	18.18	\$27,802	19.93
9	\$26,059	18.68	\$28,500	20.43
10	\$26,756	19.18	\$29,197	20.93
11	\$27,802	19.93	\$30,244	21.68
12	\$28,598	20.50	\$31,039	22.25
13	\$29,295	21.00	\$31,736	22.75
14	\$29,993	21.50	\$32,434	23.25
15	\$30,690	22.00	\$33,131	23.75
16	\$31,388	22.50	\$33,829	24.25



**ACTIVITY SALARY GUIDES**

**ANNUAL STIPENDS FOR 2021-2022**

**Clubs**

<b>A</b>	<b>3,774</b>
<b>B</b>	<b>2,024</b>

Academic Challenge	A	Interact - Assistant	B
American Cultures	B	Junior Classical League	B
Chess	A	Key Club	B
Coding	B	Mathematics	B
Debate	A	Medical	B
DECA	A	Mock Trial	B
DECA Assistant	B	Newspaper	A
ESCAPE	B	School Store	B
GSA Network	B	Sound & Lighting	A
Girls Who Start Business	B	SUCCESS	B
Honor Societies	B	Science league	B
Interact	A	TV Media	A

**Student Activities**

<b>A</b>	<b>6,211</b>
<b>B</b>	<b>4,690</b>
<b>C</b>	<b>3,319</b>

Senior Advisor	A	Robotics Assistant	C
Junior Advisor	B	STEAM Advisor	A
Sophomore Advisor	C	Student Alliance	A
Freshman Advisor	C	Student Alliance Asst.	C
Freshman Supports Coord.	A	Student Council	B
Model UN	B	Student Council Asst.	C
Robotics	A		

Gifted & Talented Advisor	5,438	Gifted & Talented Asst.	2,331
		Academic Study Hall	2,331

**Athletic Activities**

<b>A</b>	<b>4,690</b>
<b>B</b>	<b>2,560</b>
<b>C</b>	<b>2,406</b>

Cheerleader - Head	A	Choreographer	C
Cheerleader - Assistant	C	Weightlifting	C



**ACTIVITY SALARY GUIDES**

**ANNUAL STIPENDS FOR 2021-2022**

**Arts**

<b>A</b>	<b>7,247</b>
<b>B</b>	<b>3,394</b>
<b>C</b>	<b>2,634</b>
<b>D</b>	<b>1,948</b>
<b>E</b>	<b>5,526</b>
<b>F</b>	<b>7,734</b>

<b>Marching Band</b>			<b>Theatre</b>	
Director	A	Advisor		E
Assistant	B	Assistant		0.5 B
Assistant Band Director	E	Business Manager Associate		D
<b>School Musical</b>		<b>Winter Guard</b>		
Director	A	Director		B
Assistant/Vocal	E	Associate		D
Assistant	B	<b>Drum Line</b>		
Associate	C	Director		B
<b>Co-Curricular</b>		Assistant		C
Vocal	C	Associate		D
Instrumental	D	<b>Yearbook</b>		
String	C	Advisor		F
<b>Team Theatre</b>		Business		C
Advisor	D			
Assistant	0.5 C			

**Supervision**

Late/Early Bus	<b>1,896</b>
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**Miscellaneous**

Extended Day Supervision	<b>\$128.8 per day</b>
Homebound Instruction	<b>\$61.80 per hr</b>
Summer Curriculum Work	<b>\$53.91 per hr</b>

**Athletic Trainer Stipend**

<b>5,386</b>
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**Athletic Site Supervisor**

<b>4,300</b>
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**ACTIVITY SALARY GUIDES**

**ANNUAL STIPENDS FOR 2022-2023**

**Clubs**

<b>A</b>	<b>3,887</b>
<b>B</b>	<b>2,085</b>

Academic Challenge	A	Interact - Assistant	B
American Cultures	B	Junior Classical League	B
Chess	A	Key Club	B
Coding	B	Mathematics	B
Debate	A	Medical	B
DECA	A	Mock Trial	B
DECA Assistant	B	Newspaper	A
ESCAPE	B	School Store	B
GSA Network	B	Sound & Lighting	A
Girls Who Start Business	B	SUCCESS	B
Honor Societies	B	Science league	B
Interact	A	TV Media	A

**Student Activities**

<b>A</b>	<b>6,397</b>
<b>B</b>	<b>4,830</b>
<b>C</b>	<b>3,418</b>

Senior Advisor	A	Robotics Assistant	C
Junior Advisor	B	STEAM Advisor	A
Sophomore Advisor	C	Student Alliance	A
Freshman Advisor	C	Student Alliance Asst.	C
Freshman Supports Coord.	A	Student Council	B
Model UN	B	Student Council Asst.	C
Robotics	A		

Gifted & Talented Advisor	5,602	Gifted & Talented Asst.	2,401
		Academic Study Hall	2,401

**Athletic Activities**

<b>A</b>	<b>4,830</b>
<b>B</b>	<b>2,636</b>
<b>C</b>	<b>2,478</b>

Cheerleader - Head	A	Choreographer	C
Cheerleader - Assistant	C	Weightlifting	C

**ACTIVITY SALARY GUIDES**

**ANNUAL STIPENDS FOR 2022-2023**

**Arts**

<b>A</b>	<b>7,464</b>
<b>B</b>	<b>3,496</b>
<b>C</b>	<b>2,713</b>
<b>D</b>	<b>2,006</b>
<b>E</b>	<b>5,692</b>
<b>F</b>	<b>7,966</b>

<b>Marching Band</b>		<b>Theatre</b>	
Director	A	Advisor	E
Assistant	B	Assistant	0.5 B
Assistant Band Director	E	Business Manager Associate	D
<b>School Musical</b>		<b>Winter Guard</b>	
Director	A	Director	B
Assistant/Vocal	E	Associate	D
Assistant	B	<b>Drum Line</b>	
Associate	C	Director	B
<b>Co-Curricular</b>		Assistant	C
Vocal	C	Associate	D
Instrumental	D	<b>Yearbook</b>	
String	C	Advisor	F
<b>Team Theatre</b>		Business	C
Advisor	D		
Assistant	0.5 C		

**Supervision**

Late/Early Bus	<b>1,953</b>
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**Miscellaneous**

Extended Day Supervision	<b>\$132.6 per day</b>
Homebound Instruction	<b>\$63.65 per hr</b>
Summer Curriculum Work	<b>\$55.53 per hr</b>

**Athletic Trainer Stipend**

<b>5,547</b>
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**Athletic Site Supervisor**

<b>4,429</b>
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**ACTIVITY SALARY GUIDES**

**ANNUAL STIPENDS FOR 2023-2024**

**Clubs**

<b>A</b>	<b>3,965</b>
<b>B</b>	<b>2,126</b>

Academic Challenge	A	Interact - Assistant	B
American Cultures	B	Junior Classical League	B
Chess	A	Key Club	B
Coding	B	Mathematics	B
Debate	A	Medical	B
DECA	A	Mock Trial	B
DECA Assistant	B	Newspaper	A
ESCAPE	B	School Store	B
GSA Network	B	Sound & Lighting	A
Girls Who Start Business	B	SUCCESS	B
Honor Societies	B	Science league	B
Interact	A	TV Media	A

**Student Activities**

<b>A</b>	<b>6,525</b>
<b>B</b>	<b>4,927</b>
<b>C</b>	<b>3,487</b>

Senior Advisor	A	Robotics Assistant	C
Junior Advisor	B	STEAM Advisor	A
Sophomore Advisor	C	Student Alliance	A
Freshman Advisor	C	Student Alliance Asst.	C
Freshman Supports Coord.	A	Student Council	B
Model UN	B	Student Council Asst.	C
Robotics	A		

Gifted & Talented Advisor	5,714	Gifted & Talented Asst.	2,449
		Academic Study Hall	2,449

**Athletic Activities**

<b>A</b>	<b>4,927</b>
<b>B</b>	<b>2,689</b>
<b>C</b>	<b>2,528</b>

Cheerleader - Head	A	Choreographer	C
Cheerleader - Assistant	C	Weightlifting	C

**ACTIVITY SALARY GUIDES**

**ANNUAL STIPENDS FOR 2023-2024**

**Arts**

<b>A</b>	<b>7,614</b>
<b>B</b>	<b>3,566</b>
<b>C</b>	<b>2,767</b>
<b>D</b>	<b>2,046</b>
<b>E</b>	<b>5,806</b>
<b>F</b>	<b>8,126</b>

<b>Marching Band</b>			<b>Theatre</b>	
Director	A	Advisor		E
Assistant	B	Assistant		0.5 B
Assistant Band Director	E	Business Manager Associate		D
<b>School Musical</b>			<b>Winter Guard</b>	
Director	A	Director		B
Assistant/Vocal	E	Associate		D
Assistant	B	<b>Drum Line</b>		
Associate	C	Director		B
<b>Co-Curricular</b>		Assistant		C
Vocal	C	Associate		D
Instrumental	D	<b>Yearbook</b>		
String	C	Advisor		F
<b>Team Theatre</b>		Business		C
Advisor	D			
Assistant	0.5 C			

**Supervision**

Late/Early Bus	<b>1,992</b>
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**Miscellaneous**

Extended Day Supervision	<b>\$135.3 per day</b>
Homebound Instruction	<b>\$64.93 per hr</b>
Summer Curriculum Work	<b>\$56.64 per hr</b>

**Athletic Trainer Stipend**

<b>5,658</b>
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**Athletic Site Supervisor**

<b>4,518</b>
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2021-2022				
Sport	Step 1	Step 2	Step 3	Step 4
<b>Football</b>				
Head	\$ 7,625.00	\$ 8,125.00	\$ 8,625.00	\$ 9,281.00
Assistant	\$ 5,025.00	\$ 5,525.00	\$ 6,025.00	\$ 6,645.00
<b>Wrestling</b>				
Head	\$ 7,175.00	\$ 7,675.00	\$ 8,175.00	\$ 8,831.00
Assistant	\$ 4,875.00	\$ 5,375.00	\$ 5,875.00	\$ 6,495.00
<b>Basketball</b>				
Head	\$ 7,175.00	\$ 7,675.00	\$ 8,175.00	\$ 8,831.00
Assistant	\$ 4,875.00	\$ 5,375.00	\$ 5,875.00	\$ 6,495.00
<b>Baseball</b>				
Head	\$ 6,475.00	\$ 6,975.00	\$ 7,475.00	\$ 8,117.00
Assistant	\$ 4,375.00	\$ 4,875.00	\$ 5,375.00	\$ 5,985.00
<b>Soccer</b>				
Head	\$ 6,475.00	\$ 6,975.00	\$ 7,475.00	\$ 8,117.00
Assistant	\$ 4,375.00	\$ 4,875.00	\$ 5,375.00	\$ 5,985.00
<b>Lacrosse</b>				
Head	\$ 6,475.00	\$ 6,975.00	\$ 7,475.00	\$ 8,117.00
Assistant	\$ 4,375.00	\$ 4,875.00	\$ 5,375.00	\$ 5,985.00
<b>Field Hockey</b>				
Head	\$ 6,475.00	\$ 6,975.00	\$ 7,475.00	\$ 8,117.00
Assistant	\$ 4,375.00	\$ 4,875.00	\$ 5,375.00	\$ 5,985.00
<b>Swimming</b>				
Head	\$ 7,275.00	\$ 7,775.00	\$ 8,275.00	\$ 8,931.00
Assistant	\$ 4,725.00	\$ 5,225.00	\$ 5,725.00	\$ 6,345.00
<b>Tennis</b>				
Head	\$ 5,875.00	\$ 6,375.00	\$ 6,875.00	\$ 7,517.00
Assistant	\$ 4,075.00	\$ 4,575.00	\$ 5,075.00	\$ 5,685.00
<b>Track</b>				
Head	\$ 6,475.00	\$ 6,975.00	\$ 7,475.00	\$ 8,117.00
Assistant	\$ 4,375.00	\$ 4,875.00	\$ 5,375.00	\$ 5,985.00
<b>Softball</b>				
Head	\$ 6,475.00	\$ 6,975.00	\$ 7,475.00	\$ 8,117.00
Assistant	\$ 4,375.00	\$ 4,875.00	\$ 5,375.00	\$ 5,985.00
<b>Volleyball</b>				
Head	\$ 5,875.00	\$ 6,375.00	\$ 6,875.00	\$ 7,517.00
Assistant	\$ 4,075.00	\$ 4,575.00	\$ 5,075.00	\$ 5,685.00
<b>Cross Country</b>				
Head	\$ 5,875.00	\$ 6,375.00	\$ 6,875.00	\$ 7,517.00
Assistant	\$ 4,075.00	\$ 4,575.00	\$ 5,075.00	\$ 5,685.00
<b>Winter Track</b>				
Head	\$ 5,875.00	\$ 6,375.00	\$ 6,875.00	\$ 7,517.00
Assistant	\$ 4,075.00	\$ 4,575.00	\$ 5,075.00	\$ 5,685.00
<b>Golf</b>				
Head	\$ 5,875.00	\$ 6,375.00	\$ 6,875.00	\$ 7,517.00
Assistant	\$ 4,075.00	\$ 4,575.00	\$ 5,075.00	\$ 5,685.00
<b>Bowling</b>				
Head	\$ 5,875.00	\$ 6,375.00	\$ 6,875.00	\$ 7,517.00
Assistant	\$ 4,075.00	\$ 4,575.00	\$ 5,075.00	\$ 5,685.00



2022-2023				
Sport				
	Step 1	Step 2	Step 3	Step 4
<b>Football</b>				
Head	\$ 7,825.00	\$ 8,325.00	\$ 8,825.00	\$ 9,481.00
Assistant	\$ 5,150.00	\$ 5,650.00	\$ 6,150.00	\$ 6,770.00
<b>Wrestling</b>				
Head	\$ 7,375.00	\$ 7,875.00	\$ 8,375.00	\$ 9,031.00
Assistant	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00	\$ 6,620.00
<b>Basketball</b>				
Head	\$ 7,375.00	\$ 7,875.00	\$ 8,375.00	\$ 9,031.00
Assistant	\$ 5,000.00	\$ 5,500.00	\$ 6,000.00	\$ 6,620.00
<b>Baseball</b>				
Head	\$ 6,675.00	\$ 7,175.00	\$ 7,675.00	\$ 8,317.00
Assistant	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,110.00
<b>Soccer</b>				
Head	\$ 6,675.00	\$ 7,175.00	\$ 7,675.00	\$ 8,317.00
Assistant	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,110.00
<b>Lacrosse</b>				
Head	\$ 6,675.00	\$ 7,175.00	\$ 7,675.00	\$ 8,317.00
Assistant	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,110.00
<b>Field Hockey</b>				
Head	\$ 6,675.00	\$ 7,175.00	\$ 7,675.00	\$ 8,317.00
Assistant	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,110.00
<b>Swimming</b>				
Head	\$ 7,475.00	\$ 7,975.00	\$ 8,475.00	\$ 9,131.00
Assistant	\$ 4,850.00	\$ 5,350.00	\$ 5,850.00	\$ 6,470.00
<b>Tennis</b>				
Head	\$ 6,075.00	\$ 6,575.00	\$ 7,075.00	\$ 7,717.00
Assistant	\$ 4,200.00	\$ 4,700.00	\$ 5,200.00	\$ 5,810.00
<b>Track</b>				
Head	\$ 6,675.00	\$ 7,175.00	\$ 7,675.00	\$ 8,317.00
Assistant	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,110.00
<b>Softball</b>				
Head	\$ 6,675.00	\$ 7,175.00	\$ 7,675.00	\$ 8,317.00
Assistant	\$ 4,500.00	\$ 5,000.00	\$ 5,500.00	\$ 6,110.00
<b>Volleyball</b>				
Head	\$ 6,075.00	\$ 6,575.00	\$ 7,075.00	\$ 7,717.00
Assistant	\$ 4,200.00	\$ 4,700.00	\$ 5,200.00	\$ 5,810.00
<b>Cross Country</b>				
Head	\$ 6,075.00	\$ 6,575.00	\$ 7,075.00	\$ 7,717.00
Assistant	\$ 4,200.00	\$ 4,700.00	\$ 5,200.00	\$ 5,810.00
<b>Winter Track</b>				
Head	\$ 6,075.00	\$ 6,575.00	\$ 7,075.00	\$ 7,717.00
Assistant	\$ 4,200.00	\$ 4,700.00	\$ 5,200.00	\$ 5,810.00
<b>Golf</b>				
Head	\$ 6,075.00	\$ 6,575.00	\$ 7,075.00	\$ 7,717.00
Assistant	\$ 4,200.00	\$ 4,700.00	\$ 5,200.00	\$ 5,810.00
<b>Bowling</b>				
Head	\$ 6,075.00	\$ 6,575.00	\$ 7,075.00	\$ 7,717.00
Assistant	\$ 4,200.00	\$ 4,700.00	\$ 5,200.00	\$ 5,810.00

2023-2024				
Sport				
	Step 1	Step 2	Step 3	Step 4
<b>Football</b>				
Head	\$ 7,950.00	\$ 8,450.00	\$ 8,950.00	\$ 9,606.00
Assistant	\$ 5,250.00	\$ 5,750.00	\$ 6,250.00	\$ 6,870.00
<b>Wrestling</b>				
Head	\$ 7,500.00	\$ 8,000.00	\$ 8,500.00	\$ 9,156.00
Assistant	\$ 5,100.00	\$ 5,600.00	\$ 6,100.00	\$ 6,720.00
<b>Basketball</b>				
Head	\$ 7,500.00	\$ 8,000.00	\$ 8,500.00	\$ 9,156.00
Assistant	\$ 5,100.00	\$ 5,600.00	\$ 6,100.00	\$ 6,720.00
<b>Baseball</b>				
Head	\$ 6,800.00	\$ 7,300.00	\$ 7,800.00	\$ 8,442.00
Assistant	\$ 4,600.00	\$ 5,100.00	\$ 5,600.00	\$ 6,210.00
<b>Soccer</b>				
Head	\$ 6,800.00	\$ 7,300.00	\$ 7,800.00	\$ 8,442.00
Assistant	\$ 4,600.00	\$ 5,100.00	\$ 5,600.00	\$ 6,210.00
<b>Lacrosse</b>				
Head	\$ 6,800.00	\$ 7,300.00	\$ 7,800.00	\$ 8,442.00
Assistant	\$ 4,600.00	\$ 5,100.00	\$ 5,600.00	\$ 6,210.00
<b>Field Hockey</b>				
Head	\$ 6,800.00	\$ 7,300.00	\$ 7,800.00	\$ 8,442.00
Assistant	\$ 4,600.00	\$ 5,100.00	\$ 5,600.00	\$ 6,210.00
<b>Swimming</b>				
Head	\$ 7,600.00	\$ 8,100.00	\$ 8,600.00	\$ 9,256.00
Assistant	\$ 4,950.00	\$ 5,450.00	\$ 5,950.00	\$ 6,570.00
<b>Tennis</b>				
Head	\$ 6,200.00	\$ 6,700.00	\$ 7,200.00	\$ 7,842.00
Assistant	\$ 4,300.00	\$ 4,800.00	\$ 5,300.00	\$ 5,910.00
<b>Track</b>				
Head	\$ 6,800.00	\$ 7,300.00	\$ 7,800.00	\$ 8,442.00
Assistant	\$ 4,600.00	\$ 5,100.00	\$ 5,600.00	\$ 6,210.00
<b>Softball</b>				
Head	\$ 6,800.00	\$ 7,300.00	\$ 7,800.00	\$ 8,442.00
Assistant	\$ 4,600.00	\$ 5,100.00	\$ 5,600.00	\$ 6,210.00
<b>Volleyball</b>				
Head	\$ 6,200.00	\$ 6,700.00	\$ 7,200.00	\$ 7,842.00
Assistant	\$ 4,300.00	\$ 4,800.00	\$ 5,300.00	\$ 5,910.00
<b>Cross Country</b>				
Head	\$ 6,200.00	\$ 6,700.00	\$ 7,200.00	\$ 7,842.00
Assistant	\$ 4,300.00	\$ 4,800.00	\$ 5,300.00	\$ 5,910.00
<b>Winter Track</b>				
Head	\$ 6,200.00	\$ 6,700.00	\$ 7,200.00	\$ 7,842.00
Assistant	\$ 4,300.00	\$ 4,800.00	\$ 5,300.00	\$ 5,910.00
<b>Golf</b>				
Head	\$ 6,200.00	\$ 6,700.00	\$ 7,200.00	\$ 7,842.00
Assistant	\$ 4,300.00	\$ 4,800.00	\$ 5,300.00	\$ 5,910.00
<b>Bowling</b>				
Head	\$ 6,200.00	\$ 6,700.00	\$ 7,200.00	\$ 7,842.00
Assistant	\$ 4,300.00	\$ 4,800.00	\$ 5,300.00	\$ 5,910.00

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