

AGREEMENT

Between

PINELANDS REGIONAL BOARD OF EDUCATION

and

PINELANDS EDUCATION ASSOCIATION

July 1, 2011 – June 30, 2014

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Preamble

This Agreement is entered into this 27th day of September, 2012, by and between the Pinelands Regional Board of Education, hereinafter called the "Board", and the Pinelands Education Association, hereinafter called the "Association".

Article 1 Recognition

- A. The Board recognizes the Association as the exclusive bargaining agent for collective negotiations with respect to terms and conditions of employment for regularly employed teaching staff members, special services staff, library/media specialists, school nurses, guidance counselors, secretaries, bookkeepers, accounting clerks, attendance officers, clerk typists, teacher aides, custodial staff, maintenance staff, and receiving personnel. Excluded from the bargaining unit are supervisors within the meaning of the Act, and confidential employees, cafeteria employees, bus drivers, and per diem employees.
- B. References to male employees shall include female employees and vice versa.
- C. References to "support staff members" in this Agreement refer to secretaries, bookkeepers, accounting clerks, attendance officers, clerk typists, and teacher aides.

Article 2 Negotiation of Successor Agreement

- A. Not later than 120 days prior to the budget election date, the Board agrees to initiate negotiations with the Association over a Successor Agreement in accordance with the procedure set forth herein. Good faith efforts will be made by both sides to reach a continuing agreement on salaries and other conditions of employment. Any agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing and signed by all parties.
- B. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen (15) days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time.
- C. The Board shall provide the Association with information in the possession of the Board which is required by the Association to carry out its duty to negotiate on behalf of the bargaining unit and to process grievances arising under this Agreement.
- D. 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.

- E. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- F. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge of contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- G. The Board agrees to meet and discuss any areas that may become negotiable during the successor Agreement.

Article 3
Grievance Procedure

A. Definitions

1. Grievance – A grievance is a claim by an employee or the Association based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting terms and conditions of employment of bargaining unit members.
2. Aggrieved Person – An “aggrieved person” is the person or persons or the Association making the claim.
3. Party in Interest – 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.
4. Working Days – As in this Article means the days on which the grievant normally expects to work.
5. No reprisals of any kind shall be taken by the Board, its administrators, or the Association against any grievant or his representatives by reason of his participation in the grievance procedure.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, resolution of grievances. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Informal Discussions

Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her immediate supervisor and having the grievance adjusted without the intervention of the Association.



D. Procedural Matters

1. Time Limits

- a. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however be extended by mutual agreement.
- b. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be considered an abandonment of the specific grievance.
- c. Year-End Grievance. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

2. Form of Grievance

All grievances under Steps 2, 3, and 4 shall be in writing, shall specify the section or article of the contract, the Board policy or the administrative decisions of a "grievance" under A.1 above, the date of the violation, and the relief sought.

E. Procedure

A grievance to be considered under this procedure must be initiated by the grievant within twenty (20) working days from the time of its occurrence or the time when the aggrieved person became aware, or should have become aware of the alleged grievance.

Step 1: An employee shall discuss his grievance with his immediate supervisor in an attempt to resolve the matter informally. The supervisor shall attempt to adjust the matter and shall respond orally to the grievant within five (5) working days.

Step 2: If the grievance has not been settled through discussions with the immediate supervisor, the grievant shall present the grievance in writing under the provisions of D.1, D.2, and E.1 above to the Principal within ten (10) working days. The Principal shall communicate his decision in writing to the grievant within ten (10) working days after he received the written grievance.



- Step 3: If the grievance is not settled to the resolution of the grievant at Step 2, the grievant may appeal the decision in writing to the Superintendent of Schools within ten (10) working days. The Superintendent shall respond in writing to the grievant within ten (10) working days.
- Step 4: If the grievance is not resolved at Step 3, the grievant may request no later than ten (10) working days after receipt of the Superintendent's decision, a review by the Board. The request shall be submitted in writing through the Superintendent, and the Board shall render a decision in writing within one (1) week after their next regularly scheduled meeting if the Superintendent has received the grievance no later than five (5) working days prior to the meeting.
- Step 5: If the grievance is not resolved at Step 4, and if the grievance is based upon the express, written terms of this Agreement, the Association may proceed to arbitration under PERC rules. Such an application must be made to PERC within twenty (20) calendar days from the date when the Board made its decision under Step 4 or from the date when the Board should have made its decision.

The Arbitrator selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings, or, if oral hearings have been waived, then from the date of the final statements and proofs on the issues are submitted to him. The Arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted. The Arbitrator, in his decision, shall be without the power or authorization to amend, modify, nullify, subtract or add to the provisions of this Agreement. His authority will be strictly limited to the issue or issues presented. The decision of the Arbitrator shall be submitted in writing to the Board and the Association and shall be binding.

The costs for the services of the Arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring same.

F. Rights of Employee to Representation

1. Employee and Association – Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall



have the right to be present and to state its views at all stages of the grievance procedure.

2. Written Decisions – Decisions rendered at Step 2, 3, and 4 of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association.
3. Separate Grievance File – All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. Forms – Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and any other necessary documents shall be prepared jointly by the Superintendent and the Association.
5. Meetings and Hearings – All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.
6. Employees are required to carry out all administrative directives despite an alleged contract violation or the pendency of a grievance.
7. Work Rules – The Board may adopt and post or otherwise disseminate such rules and regulations as it may desire, provided that the same are not contrary to the specific provisions of this Agreement.
8. No Strike/No Lock Out
 - a. The Association covenants and agrees that during the term of this Agreement neither the Association nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employment), work stoppage, slowdown, walkout or other action against the school district. The Union agrees that such action would constitute a material breach of this Agreement.
 - b. The Association will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Board.

- c. The School Board covenants and agrees that during the term of this Agreement, neither the Board nor any of its agents will cause, authorize or support the locking out of the employees in this bargaining unit.

Article 4
Employee Rights and Privileges

- A. No employee shall be prevented from wearing pins or other identification of the membership in the Association or its affiliates.
- B. Whenever an employee is required to appear before the Board of Education or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary of any increments pertaining thereto, then he/she shall be given prior written notice of the reason for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.
- C. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health and safety.
- D. Employees shall not be required to correct District and State mandated standardized tests.
- E. No support staff member who has been continuously employed in the District in a unit position for three (3) years shall be disciplined, reduced in rank or reduced in compensation without just cause. Discipline shall be progressive, if warranted by the infraction. Disputes over this section are subject to the grievance procedure set forth in Article 3.
- F. Any employee shall not be criticized in the present of a student, member of the public or other member of the District's staff by any administrator.
- G. Employees who are required to utilize their personal vehicles in the performance of school business shall be reimbursed for mileage at the current rate established by applicable State law.
- H. Effective July 1, 2004, no employee, with the exception of Attendance Officer(s) shall be required to transport students either by vehicle or on foot to or from school or from sporting events or from building to building.



I. Custodial and Maintenance Staff

1. Shoes

The Board will reimburse each employee a maximum of \$125 per year for work shoes for the duration of this contract. The shoes shall be purchased by the employee and the employee shall provide a sales slip indicating the date of purchase, complete description of the shoe/boot and the price paid. Each employee should purchase a quality work shoe/boot that will afford proper protection.

2. Work Jackets

The Board shall provide employees with two (2) work jackets. These jackets shall be purchased by the District with a maximum cost of \$25 per jacket. Added to the regular distribution of jackets, all employees in custodial and maintenance shall receive one (1) winter jacket. The employee may choose to purchase a pair of coveralls and apply the cost of the winter jacket to the cost of the coveralls. There is a distribution of one (1) winter jacket every three (3) years. Replacements jackets will be provided when they are demonstrated to be no longer wearable due to damage or normal wear and tear.

3. Safety Glasses

The Board will provide all maintenance employees with safety glasses and will require that these glasses be worn at all times. The safety glasses may be either of the prescription or non-prescription type. Safety glasses will be replaced if prescription must be modified or if broken/damaged during the course of the workday, unless damage is due to carelessness.

4. T-Shirts

For each of the three years of this Agreement, the Board will provide each employee with summer t-shirts at Board expense.

Article 5

Association Rights and Privileges

- A. Whenever representatives of the Association are mutually scheduled by the parties hereto to participate during working hours in conferences, meetings or in negotiations respecting the Collective Bargaining Agreement, they will suffer no loss in pay.
- B. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The Principal of the building in question shall be notified one (1) week in advance of the time and place of

Association meetings which require the use of school facilities which are normally available to be used by other in-school or out-of-school groups. Notification can be waived by the Superintendent. The Principal of the building in question shall be notified in advance of the time and place of all other Association general membership meetings.

- D. All orientation programs for new staff shall provide a time at the end of the compulsory part of the program where the Association officers will be introduced and will be permitted to conduct an Association orientation program.
- E. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use.
- F. The Association shall have the right to use the inter-school mail facilities and school mailboxes as it deems necessary and without the approval of the building Principal or other members of the administration. The Association shall notify the Superintendent in writing of the names of its officers (and one additional employee on each floor who shall have access to school mailboxes).
- G. The Board will provide for a reasonable amount of bulletin board space for use by the Association. These bulletin boards will be located where employees covered by this contract frequent, with the exception of classrooms.
- H. The Superintendent shall inform the Association of the names and job titles of all new unit employees. New employees shall be given information which allows them to meet on a voluntary basis with Association representatives.
- I. Any unit member who attends the annual N.J.E.A. Convention may do so without loss of compensation pursuant to the terms of *N.J.S.A. 18A:31.2*.
- J. The rights and privileges granted herein will be granted to the Association exclusively.
- K. Board meeting agendas and minutes shall be made available to the Association President on the day before the regularly scheduled monthly Board meeting.

Article 6
Association Payroll Dues Deduction and Agency Fee

A. Determination of Fee

Prior to the beginning of each academic year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for the academic year.

B. Deduction and Transmission of Fee

1. Notification – Once during each academic year the Association will submit to the Board a list of those employees who have not become members of the Association for the then current academic year. The Board will deduct from the salaries of such employees, in accordance with 2. below.
2. Payroll Deduction Schedule – The Board will deduct the agency fee from the paychecks paid to each employee on the aforesaid list during the remainder of the academic year in question.
3. Termination of Employment – If any employee terminates his or her employment with the Board before the Association has received the full amount of the agency 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 academic year in question.
4. Employees who leave during the work year, whether they voluntarily pay dues or are agency fee payers, shall be treated identically with regard to the payment of dues/fees. Upon termination of employment, the disbursing officer shall deduct any remaining amount owed under the terms of statute for the current year.
5. Mechanics – The mechanics for the deduction of agency 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.
6. New Employees – Representatives of the Association shall receive, upon request, a written list of names, job titles and dates of employment of any new employees.

C. Indemnification

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of any action taken or not taken by the Board in conformance with this provision.

Article 7
Evaluation of Employees

A. Open Evaluations

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

B. Definitions

1. Evaluation – “Evaluation” shall mean a written evaluation prepared by the member of the administrative or supervisory staff who observed the performance of an employee.
2. Annual Evaluation - “Annual evaluation” shall mean an annual, written summary of the performance of an employee and shall include all previous observations and evaluations for that year.

C. Evaluation by Certificated Supervisors

Employees shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

D. Copies of Evaluation

An employee shall be given a copy of the district-approved evaluation form prepared by his/her 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 employee’s file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form. A district-approved evaluation form shall be presented to an employee no later than five (5) working days following the observation. The employee shall sign a copy of the district-approved evaluation form, acknowledging its receipt, and return it to his/her evaluator no later than five (5) working days following its receipt by the employee.

E. Employee Response

All employee evaluations will be reduced to writing on the district employee evaluation report form. The employee may respond to the evaluation with a written response within fifteen (15) days of the post evaluation conference.

F. Additional Observation

Any employee shall have the right to make a request in writing for one additional observation of his/her work for the purpose of personal improvement of performance.

G. Copies of job descriptions, observations and evaluation form and prepared evaluation criteria shall be given to each unit employee at the beginning of each year.

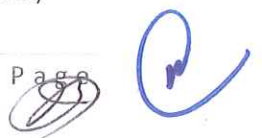


Article 8
Personnel Records

- A. File
An employee shall have the right, upon request, to review the contents of his/her personnel file and receive copies at his/her expense of any documents contained therein. An employee shall be entitled to have representative(s) of the Association accompany him/her during such review.
- B. Derogatory Material
No material derogatory to an employee's conduct, service, character, or personality or any material which could have an adverse effect on an employee's status shall be placed in his/her personnel file unless the employee has had an opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The failure of the employee to affix his or her signature to said material after review may not preclude that material from being placed into the employee's file. The employee shall also have the right to submit a written answer to such material within ten (10) working days and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
- C. No Separate File
Except for personal references, and other similar documents used in the hiring process, the Board shall not establish any separate personnel file which is not available for the employee's inspection.
- D. Termination of Employment
Any evaluation of an employee upon termination of his/her employment shall be concluded prior to any recommendation for severance.

Article 9
Employee Work Day

- A. Teachers
1. The workday for full-time teaching staff members shall be seven (7) hours and fifteen (15) minutes inclusive of a duty-free lunch of twenty-five (25) minutes. Work performed pursuant to "coaches' salaries" and "extracurricular honoraria" and assigned meetings shall not be computed within this time.
 2. Commencing with July 1, 2012 the middle school shall utilize a seven (7) period per day instructional schedule. Effective July 1, 2012, the instructional period in the middle school facility shall be 47 minutes per period. No teacher shall be assigned more than three classes in a row,



where administratively feasible. The terms and conditions of this subparagraph apply except during half-day schedules, early dismissals, and/or late arrivals.

3. Commencing with July 1, 2012 the high school shall utilize an 8 period rotational schedule in a six (6) period per day instructional schedule inclusive of an additional twenty-five (25) minute Duty/PLC period. Effective July 1, 2012, the instructional period in the high school facility shall be 53 minutes for 5 periods and one instructional period of 57 minutes. No teacher shall be assigned more than three classes in a row, where administratively feasible. For instructional continuity 8 shortened periods may be substituted for the 6 instructional periods defined in the schedule no more than 5 days in a year without Pinelands Education Association approval. The terms and conditions of this subparagraph apply except during half-day schedules, early dismissals, and/or late arrivals.
4. No teacher shall be required to have more than three preparations, where administratively feasible.
5. Traveling Teachers -Where administratively feasible, teachers who are assigned to more than one school shall begin their day in one school and travel to the other where they will end their day. No teacher shall be required to travel back and forth between schools. Traveling teachers must be allowed twenty-five minutes to travel which will be designated as their duty period. This time shall not encroach on either the teacher's lunch or unassigned period.
6. During each regular school day, full-time classroom teachers shall receive one (1) unassigned period in addition to the lunch period. If a teacher is required to teach six (6) periods in the high school facility in the same instructional day, the twenty-five (25) minute Duty/PLC period shall be unassigned during that instructional day.
7. Employees may be required to attend three (3) after-school meetings per month. One meeting shall not exceed one (1) hour and ten (10) minutes after departure of regular-run student buses and two (2) meetings not to exceed forty (40) minutes after departure of regular-run student buses.
8. A list of teachers who are willing to forfeit their unassigned period to do class coverages which occur during another teacher's absence shall be established by the building administrator in each building. If involuntary assignment is necessary, the administration shall rotate such assignment among teachers who have duty periods during the period when the coverage is required.
9. Effective July 1, 2012, a teacher who covers a class during his/her unassigned period or PLC period shall be compensated at the rate of \$35.00 per period.



10. PLC periods are non-instructional periods that will not require supervision of students. Teachers may be assigned to parent conferences or administrative conferences during these periods. The purpose of PLC periods is for professional work and collaboration.
11. Effective July 1, 2012, non-grant, non-stipend afterschool activities will be compensated at \$35.00 per hour.
12. At least seventy percent (70%) of classroom teachers shall be assigned no more than five (5) teaching periods. If administratively possible, this percentage will be higher.
13. Effective July 1, 2011, all employees teaching a sixth period in the junior high or high school shall be compensated as follows:

<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
\$1,000 per quarter	\$1,050 per quarter	\$1,100 per quarter

The administration shall make every reasonable effort to insure that sixth (6th) class teaching assignments are "rotated" between and among the teaching staff members of each department. While this may require adjustments to curricular teaching assignments, every reasonable effort will be made to insure that no teacher teaches a sixth (6th) class assignment more than two years in a row, if administratively feasible. The 2012-2013 school year shall serve as Year One for this determination. The above rates shall not be pro-rated, any sixth (6th) class assignment during a quarter year shall result in compensation at the above rate.

If a sixth period teaching day is required in the junior high or high school for scheduling purposes, the number of teaching assignments as described herein shall not exceed (4) in any one discipline.

14. A sixth (6th) class assignment shall be defined as a 6th instructional period or a 6th In-Class Support (ICS) period assignment or any combination.
15. Certified Instructional staff shall not perform as Teacher Aides for an assigned duty. If an emergency aide assignment occurs, it will be compensated at rate of \$20.00 per period.
16. The term "classroom teachers" when used this article is defined to mean those unit members who are regularly assigned to instruct pupils. This term does not include guidance counselors, school nurses, library/media specialists or special services personnel.
17. Nothing in this subsection affects the assignment of duty periods to classroom teachers.
18. It is understood by the parties that any change from the language in the current scheduling approach may require redrafting of the language in this



article. Both parties agree that a formal request to redraft must commence by March 1st of the respective school year and conclude with an agreement prior to May 15th of the same year. In event an agreement cannot be reached by the May 15th deadline, the current language shall be maintained or the language of the Agreement Between the Pinelands Regional Board of Education and the Pinelands Educational Association July 1, 2008 – June 30, 2011 as on file with the Public Employees Relation Commission shall be restored and replace this Article. Both the percentage of commitments and the average five (5) teaching period per full work day shall be maintained.

19. The administration will eliminate separate bus duty, hall duty and bathroom duty for all staff with a 6th Instructional period or ICS period assignment in the same day beginning with the 2012-2013 school year.

B. Teacher Aides

1. During the employee work year, the normal workday for full-time teacher aides shall be seven (7) hours or eight (8) hours inclusive of a duty-free lunch of twenty-five minutes.
2. B.1. shall not preclude the assignment of overtime work. Overtime shall be distributed as equitably as possible subject to the needs of the District all employees shall be expected to work a reasonable amount of overtime, when needed. Overtime compensation is defined as one and one-half (1 ½) times the straight time hourly rate which shall be paid to an employee for all hours s/he works in excess of forty (40) hours in any one (1) week.”
3. During the employee work year, full-time teacher aides shall receive a ten (10) minute break in the morning and a ten (10) minute break in the afternoon.

C. Secretaries, Clerk Typists, and Accounting Clerks

1. Between September 1 and June 30, the normal workday for full-time secretaries, clerk typists and accounting clerks, shall be eight (8) hours inclusive of a thirty (30) minute duty-free lunch period.
2. The provision of B.2. above shall apply to secretaries, clerk typists, and accounting clerks.
3. Between September 1 and June 30, full-time secretaries, clerk typists, and accounting clerks shall receive a ten (10) minute break in the morning and a ten (10) minute break in the afternoon.
4. Summer working hours shall begin the last week in June through August 24th each year. The 12-month employees will work a four-day work week



consisting of eight (8) hours each day, inclusive of a duty-free lunch period of thirty (30) minutes.

5. Definition of "Overtime" – Time and one-half (1½) at the rate of the employee's regular rate of pay shall be paid when the employee's hours exceed forty (40) hours in any calendar week or eight (8) hours in any day.

D. Custodial and Maintenance Staff

1. Employee contracts for individuals covered under this Agreement shall be limited to a period not to exceed one (1) calendar year commencing with the date of employment through the next ensuing June 30th. Successor contracts shall stipulate July 1st through June 30th next ensuing.
2. The normal work week for an employee shall consist of five (5) consecutive days of eight (8) hours each, inclusive of lunch.
3. As a general rule, there shall be two (2) work shifts each day with a shift from 7:00 AM to 3:00 PM and a shift from 3:00 PM to 11:00 PM, Monday through Friday. Additionally, the Board reserves the right to assign custodians or maintenance staff to a Tuesday through Saturday shift which shall have shift hours of 3:00 PM to 11:00 PM Tuesday through Friday and Custodians 7:00 AM to 3:00 PM on Saturday or Maintenance 9:00 AM to 5:00 PM on Saturday.
 - a. Coffee Break – Ten (10) minutes per each half shift generally at mid-point but as scheduled by the supervisor.
 - b. Clean-Up Time – To return equipment and supplies. Not intended for personal hygiene unless inordinate job requirement. The decision for clean-up shall rest with the supervisor or foreman.
4. One and one-half (1½) times the straight time hourly rate shall be paid an employee for all hours s/he works in excess of forty (40) hours in any one week. Also, one and one-half (1½) times the straight time hourly rate shall be paid an employee for all hours s/he works in excess of eight (8) hours in any work day.
5. Any employee called from home (1) after completing his/her regular eight (8) hour work day, or (2) on an unscheduled work day shall be paid a minimum of four (4) hours at the rate of one and one-half (1½) times his/her straight time rate.
6. When overtime is required, not less than one (1) custodian shall be assigned, providing that a maintenance staff member or other district employee is present when overtime includes "evening" hours. Said



person shall remain in the building until it has been secured and the custodian has completed an outside security check of the building.

7. Overtime shall be assigned by the Supervisor of Buildings & Grounds who will insure that the overtime assignment does not jeopardize the safety of the custodian or other non-district employees in the facility.
 8. When administratively possible, the district will seek to have a maintenance person on every night.
- E. All employees shall be able to leave the building during the duty-free lunch period.

Article 10 **Employee Work Year**

A. Vacations

1. **Twelve (12) Month Non-Certified Personnel**
The Board shall provide for ten (10) vacation days per annum through the first three (3) years of employment (July 1st through June 30th). These days may be applied as they accrue at the rate of one (1) day per month through and including ten (10) full days per year.
2. The application of vacation time as identified above commences on the first day of the month following the first full month of employment.
3. Beginning with the fourth (4th) full year of employment, the Board shall provide fifteen (15) days vacation per annum which shall accrue at the rate of one and one-quarter (1¼) days per month.
4. After ten (10) years of employment, the Board shall provide twenty (20) days vacation per annum, which shall accrue at the rate of one and two-thirds (1 2/3) days per month.
5. Vacation time may be accumulated to a maximum of twenty (20) days above the continuing accrual and will only be entitled as a result of written authorization from the Superintendent.

B. Length of Work Year – Teachers, Secretaries, Aides, Clerk Typists, Accounting Clerks and Attendance Officers on Ten-Month Contracts

The work year shall not exceed One-Hundred Eighty Four (184) days for employees except for new employees who may be required to attend an additional two (2) days for orientation. The school calendar shall reflect a half (½) work day for staff on the Wednesday before Thanksgiving Day and the day

prior to the onset of the Winter Break, only when Christmas Day is a Wednesday, Thursday, or Friday and school is in session that week.

- C. Prior to November 15th, the Association shall supply to the Superintendent its recommendations regarding the school calendar for the following school year. The Superintendent will supply the Association with a draft proposed school calendar by January 15th. The Superintendent will meet with representatives of the Association at their request during the month of February to discuss Association concerns with the draft-proposed calendar. The Board shall act upon the school year calendar in March or April. The Superintendent will meet with representatives of the Association at their request during the month of May to explain the adopted calendar.

D. Custodial and Maintenance Staff

Provided that they appear in the annual school calendar, approved by the Board of Education as days when school is not in session for all employees, the following shall be considered as paid holidays: New Year's Eve Day, New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday*, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, and Thanksgiving Friday, Christmas Eve or the day after Christmas, and Christmas Day.

* During the annual "spring vacation break", each member of the Custodial Association shall be granted not more than one (1) additional day off.

Holidays falling on Saturday or Sunday will have either the previous Friday or the following Monday provided as days off. This provision is in effect only during times when school would not be in session.

Article 11
Salaries

- A. Salaries for all staff for each year of this Agreement are set forth in the Appendixes. The attached guide for all staff, except all support staff, custodial and maintenance employees, shall represent salaries effective July 1, 2011 through June 30, 2014 and reflect 2.0%; 2.0%; 2.0% increases for the 2011-2012; 2012-2013; and 2013-2014 school years respectively.
- B. Salaries for all support staff, custodial and maintenance employees are set forth in the Appendixes, which shall represent salaries with increases of 3.0%; 3.0%; 3.0% for the 2011-2012; 2012-2013; and 2013-2014 school years respectively.
- C. The Athletic Trainer will be paid for summer work on a per diem rate basis.

- D. Coaches' salaries for each year of this Agreement are set forth in the Appendixes and reflect 2.0%; 2.0%; 2.0% increases for the 2011-2012; 2012-2013; and 2013-2014 school years respectively.
- E. Honoraria for student activities for each year of this Agreement are set forth in the Appendixes and reflect 2.0%; 2.0%; 2.0% increases for the 2011-2012; 2012-2013; and 2013-2014 school years respectively.
- F. Employees may elect to have up to the statutory maximum percentage of their salary deducted from their pay and transmitted to their designated Credit Union, an IRA, or tax shelter.
- G. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day.
- H. All ten-month employees shall receive their final pay not later than five (5) working days following the employee's last working day in June.
- I. The normal salary check will not contain supplemental compensation, such as coaching, honoraria, after-school activities, homebound instruction. The compensation will be issued by a separate check collectively. Coaches will be paid according to the following schedule:

Pay dates in A and B below will be whenever the normal salary check is distributed.

	<u>Payment</u>	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
A	1/3 stipend	September 30 th	December 30 th	March 30 th
B	1/3 stipend	October 30 th	January 30 th	April 30 th
C	1/3 stipend	Awards function	Awards function	Awards function

- J. The steps in the attached salary guide are not representative of actual years of experience.
- K. The Board shall reimburse all coaches for any reasonable expenses arising from scouting trips, clinics or other coaching-related activity up to the maximum expenditure approved by the Superintendent in advance of the activity.
- L. An employee in any unit subgroup who is on the last numbered step of his/her guide in the last year of any Agreement shall only move to a new salary level for the first year of a Successor Agreement after the mutual ratification of an express, written agreement.

M. The Board shall provide written notification of reappointments and non-reappointments for all coaches and activity sponsors for Fall or Winter sports/activities by the last working day of the prior school year and for the Spring sports/activities by September 30th.

N. Custodial and Maintenance Staff Salaries

1. Custodial and Maintenance staff overtime is calculated at the rate of one and one-half (1½) times the Annual Contract Salary divided by 2080.
2. Foreman, Shift and Black Seal premiums shall be included in the overtime computations.
3. The following premiums will be compensated as follows:

Black Seal	\$1,103
2 nd Shift-Custodian	\$1,416
2 nd Shift-Maintenance	\$1,224
Foreman	\$2,753

O. Longevity

1. A longevity increment of \$500 will be paid to each teaching staff member who has fifteen (15) or more full years actually worked in public schools under teacher certification. No teacher shall begin to receive their payment after June 30, 1998.
2. District Longevity
There shall be a District longevity stipend for full-time teaching staff and support staff completing full years of service to the District by June 30 as follows:

<u>4 Years</u>	<u>8 Years</u>	<u>12 Years</u>
\$225	\$600	\$1,000

Movement to or within District Longevity shall occur on July 1st following attainment of the requisite time needed to qualify for longevity. Work in a year (July 1 through June 30) qualifies as a "year" for longevity purposes when the employee has worked or has on been on an approved paid leave of absence (under the terms of this contract) for one-half of the scheduled work days for the employee's category plus one day during a year

3. Effective July 1, 2003, an additional annual longevity payment of \$500 will be made to all eligible P.E.A. staff who have accrued 20 years or more of

service with the school district. All other eligible P.E.A. staff shall receive this additional longevity payment at the commencement of their 21st contract with the school district.

4. All staff (professional and support) hired after July 1, 1998 shall not be eligible for any longevity payments.

5. Custodial and Maintenance Longevity

Effective July 1, 1998, all newly employed Custodial and Maintenance members shall NOT be eligible for longevity payments. Additionally, current personnel will be eligible for accumulative longevity payments up to a maximum of \$1,000 per year per the following schedule:

- at 4th consecutive school year contract - \$100
- at 7th consecutive school year contract - \$150
- at 10th consecutive school year contract - \$200
- at 13th consecutive school year contract - \$250
- at 16th consecutive school year contract - \$300

P. Effective July 1, 1986, in order to be eligible for an increment, a full-time or daily-employed part-time employee must have worked and/or been on an approved leave of absence (under the terms of this contract) for one-half (½) of the scheduled work days for the employee's category plus one day during the previous contract year.

Q. Teacher Aides, Secretaries, Clerk Typists and Accounting Clerks

An employee promoted to a position in a higher salary level shall be placed on the first step within the new level which shall result in at least an eight percent (8%) increase in salary over the employee's current salary. If the employee is promoted to a position which requires more months during the work year or more hours during the work day, the employee's current salary shall be calculated at the relevant higher proportionate rate of pay before the eight percent (8%) minimum calculation is made.

R. Replacement Compensation

An employee who is assigned and assumes the duties of another employee who is absent for reasons other than vacation and who has not been replaced by a substitute shall recient Twenty-five Dollars (\$25) per day for each day worked. This clause shall also be effective when an employee is assigned and carries out the duties of a vacant position.

S. Replacement Compensation for Custodial and Maintenance Staff

1. Custodians replacing a foreman shall receive the appropriate foreman's premium rate pro-rated on a diem basis.
2. A maintenance foreman replacing the Supervisor of Buildings & Grounds (due to absence and per direction of the Superintendent of Schools) shall



receive an additional stipend equal to twenty percent (20%) of the Supervisor of Buildings & Grounds' hourly rate.

- T. Effective July 1, 2011, all employees must enroll in direct deposit.

Article 12

Seniority and Job Security – Secretaries, Clerk Typists, Aides, and Accounting Clerks

- A. School District seniority is defined as service by an employee within a specified job title in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated School District seniority only if the employee resigns or is discharged for cause, irrespective of whether the employee is subsequently rehired by the School District.
- B. New employees must have worked three (3) years in a bargaining unit position(s) prior to the application of the seniority protection in C. and D. below.
- C. In the event of a reduction in force, employees shall be laid off in the inverse order of seniority of all employees within the specific job title.
- D. In the event that within three (3) years from the date of an employee's layoff a vacancy occurs in the classification of the employee's specific job title, the employee shall be entitled to recall thereto in order of specific job title seniority.
- E. Notice of recall to work shall be addressed to the employee's last address appearing on the records of the School District, by certified mail, return receipt requested. Within one (1) week from receipt of such notice of recall, the employee shall notify the Superintendent in writing, whether or not the employee desires to return to the work involved in the recall. If the employee fails to reply or indicates that he/she does not desire to return to such work, the employee shall forfeit all seniority and all right to recall. If the employee indicates that he/she desires to return to the work involved in the recall notice, then the employee shall report for such work within two (2) weeks from the date of receipt of the recall notice or within such period of time as is set forth in a written extension of time.
- F. Custodial and Maintenance Staff Seniority
1. Seniority is defined for purposes of this Article as an employee's total length of continued service as an employee of the Board in the employee category specifically covered by this Agreement.
 2. Each time a question as to seniority arises between two or more qualified employees having the same total length of continuous contractual service,

those employees shall draw to determine seniority rank for the purpose in question.

3. In all cases of layoff, recall and vacation schedules, employees with the greatest amount of seniority shall be given preference. In the case of a layoff due to reduction in the number of employees, the last employee hired shall be the first employee to be laid off. The Custodial and/or Maintenance Foreman shall be excluded from this seniority rule.
4. The Board shall maintain an accurate up-to-date seniority roster showing the date on which each employee's continuous contractual service began, his classification and pay rate, and a copy of same shall be made available to the Association representative.
5. The assignment of overtime duties will be offered to employees on the basis of rotation inasmuch as time frames will permit except for emergency situations.
6. Written job descriptions will be provided to employees. New positions or job titles must be negotiated.

Article 13
Assignments and Posting of Vacancies

- A. All teachers shall be given written notice of their class, subject, building and room assignment for the forthcoming year as near to July 15th as possible, but not later than September 1st.
- B. The parties recognize that changes in subject assignments and transfers between schools may be necessary. No transfer or change in assignment shall be made without a prior meeting between the Supervisor, a Principal, an Assistant Principal or the Superintendent and the affected teacher.
- C. When an involuntary change or reassignment to another building is to be made, the best interests of the educational program, a teacher's area of competence, major and minor field of study, length of service in the Pinelands Regional School District, length of service in the particular school building and other relevant factors, including among other things, state and/or federal laws, rules, regulations or administrative directives, shall be considered in determining said transfer or reassignment. This clause is not arbitrable.
- D. 1. All notices for job opportunities within the negotiating unit shall be posted in all departmental work locations on the official bulletin board at least five (5) working days before the closing date for applications, except in emergencies.



2. The Board shall provide the President of the Association a copy of each vacancy. During the period between the last day of school and the first day of school, the copy shall be mailed to the Association President's home address.
- E.
1. The Board shall adopt job descriptions for each support staff position (by job title, not location).
 2. The Superintendent shall provide the Association with draft job descriptions before they are adopted by the Board. The Association may comment on the job description(s) in writing to the Superintendent.
- F.
1. Using the 2003-04 as the teaching assignment base, a teacher who meets highly qualified status in a subject area shall not be assigned to teach outside their "highly qualified" status.
 2. Using the 2003-04 as the base year, those teachers who are pursuing "highly qualified" status in a given content area cannot be assigned to teach outside of that content area, providing course work is completed not later than July 1, 2005.
- G. When maintenance positions become available, the Supervisor of Buildings & Grounds shall recommend a custodial to fill the position, providing the custodian is the "most qualified" of those in the candidates' pool.

Article 14
Sick Leave

- A.
1. All twelve (12) month employees under contract shall be granted twelve (12) sick leave days per year.
 2. All ten (10) month employees under contract shall be granted ten (10) sick leave days per year.
- B. Bargaining unit members newly employed after the beginning of any school year shall, at the time of employment, be credited with sick leave at the rate of one (1) day for each month or portion of a month remaining in the school year. Any portion of a month shall be considered as a full month.
- C. Sick leave days shall be accumulative throughout the course of employment in the District and may be used for illness in subsequent years.

D. Sick Leave Bank

1. The provisions of the Sick Leave Bank will be dictated by N.J.S.A. 18A:30-10 and 11.
2. The sick leave days available to an employee from the Sick Leave Bank shall be days previously donated to the bank by the employees.
3. A six (6) person committee will administer the Sick Leave Bank. The Committee will consist of: three (3) Association representatives and three (3) Board representatives.
4. No days may be drawn from the Bank without authorization of the Committee.
5. The Committee will also establish standards and procedures for the operation of the Bank.
6. New unit employees hired on July 1, 1994 and later will have one less personal day available in their first year of employment (July 1 through June 30) under Article 15A.1.
7. Each September, the administration will advise the Association of the number of new staff hired in the district.

E. Employees may be required to provide medical proof of illness upon the request of the Superintendent.

F. Payment for Unused Sick Leave Upon Retirement

1. Employees must be eligible for and actually retire under the auspices of the T.P.A.F. and/or P.E.R.S. system.
2. In order to be eligible for said payment, the employee must give written notice of intention to retire by February 1st of the retiring year. Written notice after February 1st, payment for unused sick leave will be issued the following year. In cases of disability, certified for the purposes of retirement, the notice will be waived. The Board may waive the notice requirement in other cases at its own discretion. Such waiver or its denial is not grievable.
3. In order to be eligible for said payment, the unused sick leave days of a retiring employee (defined in 4. below) shall be at least sixty percent (60%) of the available accumulated sick leave days (defined in 5. and 6. below). Effective July 1, 2002, the minimum required available sick time will be reduced from sixty percent (60%) to fifty percent (50%).



4. "Unused sick leave days" is defined to mean a maximum of 180 sick leave days available to the employee at the time of retirement including converted unused personal leave days. Personal days converted to sick days will be counted only as remaining sick time, and will not be used in determining the total available sick time credited to the employee.
5. "Available accumulated sick leave days" is defined to mean all sick leave days credited upon initial employment and those credited to the employee annually under the terms of Article 14 A. and B.
6. Employee absences of ten (10) consecutive days or more which have been certified by a physician at the time of the absence will be credited toward the percentage as determined in 3. above, but such days will not be compensated.
7. For any employee who meets the terms of the above provisions the District shall make a non-elective employer contribution to the employee's existing 403(b) for all unused sick leave days in an amount equal to the following per diem rates:

Professional Staff	\$130
Support Staff	\$105

8. Upon the death of an employee who has, at the time of death, met the terms of G3. above, the Board shall make the payment to a designated beneficiary or to no more than two (2) designated beneficiaries in equal payments. Beneficiaries shall be the same as those listed to receive pension death benefits.
- G. The Board shall review any case where an employee has exceeded his/her accumulated personal illness days, and the Board may grant, on an individual case by case basis, up to an addition 10 days per year, which shall be provided at the employee's rate of pay, less appropriate substitute's pay, should the Board deem it appropriate.

Article 15
Temporary Leaves of Absence

A. Personal Leave

1. The Board shall provide three (3) non-accruing personal days per year to each employee for which no specific reason need be given. These personal days shall not be taken on days before or after holidays unless approved by the Superintendent. The number of personal leave days for new employees in the first year of employment is controlled by Article 14D6.



2. Requests for personal days under A.1 above must be filed with the Superintendent at least five (5) working days prior to the day to be taken and must be approved by him/her. The notice provision will be waived in the event of an emergency. Emergency personal leave requests must include the specific reason for the request.
3. Unused personal leave day shall be converted each July 1st to sick leave days. Thereafter, these days are available for employee use under the terms of Article 14C, E and F and applicable statutes and regulations.

B. Legal

1. All employees shall be compensated at their full rate of pay for each day the employee's presence in court is required by subpoena as a witness. This benefit shall not apply if the employee(s) is a party to an action if that action is instituted by the Board against said employee or by an employee(s) against the Board of its agents.
2. Employees shall be compensated at their full rate of pay for each full day that the employee is required by the court to be in attendance on a jury.
3. The total combined compensation under the above shall not exceed ten (10) days during any school year, unless by special request from the court. If the court does specially request additional time, such request shall be viewed by the Board on a case-by-case basis.

C. Temporary Military

1. Employees assigned to participate in training exercises of official branches of the armed services shall receive full compensation during their absence from the District for a period not to exceed two (2) weeks per contract year of employment.
2. A certified copy of the order for active duty must accompany each request. It is expected that employees will advise their supervisor within three (3) working days of notification in order that the District may schedule to its requirements.
3. In the event that New Jersey's statutory requirements are altered to provide for employer pay less military compensation, said alteration shall be adopted as the controlling provision of this Agreement.

D. Death

1. The Board of Education shall provide for five (5) non-accruing days per incident for attendance services as a result of death in the immediate family (spouse, child, parents, parents-in-law, grandparents, grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law).
2. The Board of Education shall provide for three (3) non-accruing days per incident for attendance services as a result of death in the family (aunt, uncle, niece, nephew).
3. Two (2) additional days may be taken for death of a parent, spouse, child or sibling which shall be deducted from the employee's accumulated sick leave days.

Article 16
Insurance Coverage

A. Medical

1. Effective May 21, 2010, in accordance with Chapter 2, P.L. 2, a full-time employee will be required to work a minimum of 25 hours per week to qualify for employer-provided health benefits.
2. Each such employee may also enroll his/her spouse and dependent child(ren), under the State Health Benefits Plan definition of that term, in the group health insurance coverage.
3. As of the beginning of each school year, the Board shall provide health care insurance protection covered by the New Jersey State Health Benefits Program. The Board's maximum premium contribution toward insurance for those enrolled in single coverage shall be 100% of the single premium for the NJ Direct 10 plan. The Board's maximum premium contribution at all other enrollment levels for the NJ Direct 10, NJ Direct 15, or HMO plans shall not exceed 100% of the NJ Direct 15 premium at the relevant enrollment level. Employee contributions over the Board maximum shall be made through equal deductions spread over all pay periods. Employees shall be required to make contributions to the costs of their health insurance in accordance with the provisions of current State law set forth in Chapter 78. Health benefits entitlements are subject to the regulations of the State Health Benefits Plan.

B. Prescription Plan

The board shall contribute a maximum of three hundred dollars (\$300.00) average per unit employee to a family prescription plan.

C. Dental Plan

The Board's contribution will be equal to 100% of the annual premium for the Horizon Dental Option Program.

D. Optical

Effective July 1, 1996, there shall be an optical plan covering eligible employees and eligible family members. Effective May 21, 2010, in accordance with Chapter 2, P.L. 2, a full-time employee will be required to work a minimum of 25 hours per week to qualify for employer-provided health benefits. "Eligible family members" are those dependent family members as defined by the carrier's rules. The Board's maximum contribution toward any employee's optical plan shall be \$115.00 for each year of the Agreement.

E. Miscellaneous

1. Registration for the above insurance plans is the responsibility of the employee. Application for enrollment in the plans shall be made in the offices of the Superintendent.
2. The Board reserves the right to change insurance carriers at any time, and the Board shall maintain substantially similar benefits. In no case will the Board offer less coverage than presently exists.
3. Group benefits shall be provided only in accordance with the terms of each individual plan and its rules, regulations and procedures.
4. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31.
5. All employees will be enrolled in a pre-tax deduction which allows employees to pay medical and/or dental deductions in a pre-tax format (125 Plan).

F. Liability Insurance

1. All employees shall be provided, at Board expense, with a liability protection policy which will afford personal liability and legal expense protection for the employee in the amount of up to \$100,000 per employee per year and to an aggregate of \$1,000,000 per year as regards to actions to employee(s) in the course of their work.
2. The Board reserves the right to change carriers and shall endeavor to maintain a benefit level consistent with the above.



Article 17
FMLA / Child Rearing Leave

- A. Applications for child rearing leave shall be made by the employee to the Superintendent on forms provided by the board at least three (3) months prior to the anticipated birth of the child.
- B. Child rearing leave shall be granted to tenured employees or after three (3) years' employment for a period of six (6) months from the date of the child's birth (July and August are excluded in the calculation). Tenured staff, experiencing medical hardship conditions/circumstances may make a direct request to the Board for other non-paid personal leave.
- C. Any employee adopting a child shall be granted a child rearing leave in conformity with the provisions in B. above which shall commence upon the date such employee obtains custody of the child. Notice shall be given to the Superintendent at least sixty (60) days prior to the anticipated date of custody if possible, and if not, as soon as practicable.
- D. Upon return from a child rearing leave, all benefits to which the employee was entitled at the time of the commencement of leave, including unused accumulated sick leave, shall be restored.
- E. Consecutive leave under B/C above shall not be granted to any employee.
- F. 1. If during the term of any leave under B or C an employee is employed full-time by another employer during any portion of the regular school day, he or she will be deemed to have terminated leave under said provisions and to have abandoned his or her position.
2. Under this clause, an employee may accept part-time employment and may substitute in the Pinelands Regional School District.
3. Employees may sub in other school districts. Employees wishing to sub in other school districts shall provide the Board with two phone numbers where they may be reached in the evening. The Board may call the employee before 11:00 p.m. of the evening preceding the next workday to inform the employee of the Pinelands substitute assignment. If no call is received by 11:00 p.m., the employee is free to substitute elsewhere.
- G. All employees shall receive the benefits of the FMLA. All tenured employees shall continue to receive benefits under Article 17B. and 17C.

Article 18
Tuition Reimbursement

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, in-service training sessions or other such sessions which an employee is required by the administration to take.
- B.
1. Effective July 1, 2007, the Board shall provide a pool of monies for tuition and fees reimbursement for graduate level courses for professional staff totaling \$40,000 per semester.
 2. The Board agrees to reimburse support staff for the cost of tuition and fees for approved courses up to a maximum annual reimbursement of \$400.00 for support staff.
 3. In order for a board of education to provide to an employee tuition assistance for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education:
 - a. The institution shall be a duly authorized institution of higher education as defined in section 3 of P.L. 1986, c. 87 (C. 18A:3-15.3);
 - b. The employee shall obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event that the Superintendent denies the approval, the employee may appeal the denial to the Board of Education.
 - c. The tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.
 - d. The deadline to request reimbursement for the first semester (summer and fall courses) shall be September 15th; and the deadline for second semester reimbursement shall be February 1st. An employee must gain a grade of "B" or better in a course. If the course is "Pass-Fail", the employee must Pass. Reimbursement shall be made after the employee submits verifiable proof of completion of the course indicating the grade earned
- C. Custodial and Maintenance Staff
The Board will agree to pay the tuition and cost of course texts/materials which could enhance an employee's performance provided:
1. The course is approved by the Supervisor of Buildings & Grounds, and,
 2. The course is taken at Pinelands Regional High School

Article 19
Committees

- A. The Board and the Association agree to establish a committee to meet to discuss areas of mutual concern. The Board and the Association agree to meet at least once quarterly throughout the regular school year. The Committee shall consist of Board members, Association members, and the Superintendent. The make-up of the committee shall be flexible enough to include whatever persons shall be appropriate to the issues to be discussed. The purpose of this committee shall be to establish a vehicle for the Board, the Association and the Superintendent to meet at least once quarterly throughout the regular school year and keep open valuable lines of communication. Matters pertaining to grievances or negotiations shall not be subjects of these meetings.
- B. A joint Health & Safety Committee shall be established and consist of four members appointed by the Association President, four board members and the Superintendent. The Committee shall meet at least three times each year to discuss, review and implement programs and procedures in areas of concern to the parties. The purpose of the Committee is to reduce grievances pertaining to unsafe or hazardous conditions which may endanger personnel's health and safety. All staff issues and concerns relating to health and safety must be submitted to this Committee.

Article 20
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 the responsibility for the upgrading and updating of teacher performance and methodology. The Board and the Association support the principal of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his/her own problems, functions, interests, and needs.

The Board agrees to implement the following commencing with the 2001-2002 school year:

- B. Professional Development Committee (Local Board)
1. Role of the Committee - The Committee, as established by the Department of Education's regulations, shall be empowered to work in conjunction with the district superintendent, to assess in-service needs and professional development opportunities and to plan and implement professional development programs in accordance with the needs.



2. The Professional Development Committee shall establish its own rules and procedures. The Committee will develop the appropriate forms needed to conduct its business and meet its responsibilities to the district and individuals. Said forms will include, but not be limited to application forms, payment requests and maintenance of individual training hours.
3. Release time shall be provided for all members of the Local Professional Development Board to work on the professional development program and needs.

C. Programs

1. Professional Days - The Board will pay the full cost of tuition and other reasonable expenses incurred with any workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher attends as part of his/her continuing education plan and/or is required and/or requested to attend by the administration. Said expenses include, but are not limited to registration fees, transportation and materials.
2. In-Service Workshops, Conferences, Programs - The board may, at its discretion, consult with the Association on matters pertaining to in-service workshops, conferences, and programs designed to improve the quality of instruction within the school district.
3. In any given year, the Board will provide 15 to 20 hours of in-service professional development experiences that will assist the teacher in attaining the required 100 hours of continuing education.
4. In-Service programs shall be conducted during the teacher workday and work year when teacher attendance is required.
5. All certified staff will have the opportunity to complete the in-district professional development workshops. Credit toward the 100-hour requirement will be awarded for seminars/workshops that are approved by the superintendent in consultation with the local professional development board. To receive credit the staff member must satisfactorily complete the seminar/workshop.
6. Staff members who are serving as instructors for in-service seminars/workshops will receive a \$30.00 per hour stipend for the presentation as well as clock hours credited towards the 100-hour requirement. Staff member preparation time for each workshop will be included in the \$30.00 stipend. The teacher or presenter of the same or similar course or workshop shall count only once in a five-year cycle.

7. Hours toward professional development requirements will be awarded as per state statute.
- D. Record Keeping - The District will maintain a record of the number of hours of continuing education for each employee and provide each with an account of accumulated hours each September. Any discrepancies between the district record and the employee's record should be noted within 30 days of receipt of the Board's records.
- E. Professional Improvement Plans - The development of the employee's Individual Improvement Plan (PIP) shall be recorded on the form provided for this purpose by the Professional Teaching Standards Board (PTSB). A copy of this form shall be kept in the employee's personnel file.

Article 21
Mentors and Provisional Teachers

A. Mentors

1. All vacancies for mentoring positions shall be posted as early as the district is ware of its needs. The posting shall include the qualifications for the positions.
2. No employee shall be assigned to serve as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.
3. No teacher shall serve as a mentor unless tenured by the district.
4. No teacher shall serve as a mentor to more than one (1) provisional/alternate route teacher simultaneously.
5. The Board shall provide training for all teachers who serve as mentors before the start of their assignments. Whenever possible, such training shall be scheduled during the regular work day. If training is scheduled for hours outside the regular work day, the teacher shall be compensated at \$23.00 per hour. The district shall pay all costs connected with said training, including travel to any out-of-district training site, meals, lodging and miscellaneous fees.
6. The administration will make every effort to insure that mentors and provisional teachers are assigned a common UCP in addition to a five class per day teaching schedule.



7. Any mentoring stipend provided by the State will be given to the mentor teacher. The mentoring fee of \$550.00 for traditional route candidates and \$1,000 for alternate route candidates will be deducted from the provisional teacher's paycheck and given to the mentor teacher at the end of the mentoring period.
8. The Board will reimburse the provisional teacher the appropriate mentoring fee he/she paid to mentor teacher upon his/her attainment of tenure in the district.

Article 23
Miscellaneous Provisions

- A. There shall be no discrimination by the Board or the Association against any employee on the basis of race, color, creed, sex, age, national origin, religious or political affiliation.
- B. Board Policy
This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- C. 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 applications shall continue in full force and effect.
- D. Compliance Between Contract and Master Agreement
Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- E. Annually, the Superintendent will meet with the Association President to prepare a "Years of Experience" chart to be used to place new employees on the appropriate salary guide step.
- F. Printing
Copies of this Agreement shall be printed at the expense of the Board and the Association after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed or hereafter employed. The number of copies printed

for the Association shall be equal to the number of unit employees plus fifty (50) copies.

G. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified letter at the following address:

1. If by Association, to Board at:

Pinelands Regional Board of Education
P.O. Box 248
Little Egg Harbor Township, NJ 08087

2. If by Board, to Association at:

President, Pinelands Education Association
c/o Pinelands Regional School District
P.O. Box 248
Little Egg Harbor Township, NJ 08087

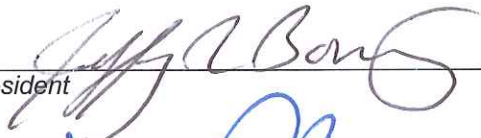
Article 24
Duration

1. This Agreement shall be effective as of July 1, 2011 and shall continue in effect until June 30, 2014. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless an extension is agreed to by both parties and expressed in writing prior to such a date.
2. *IN WITNESS THEREOF*, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respecting secretaries, and their corporate seals to be placed hereon, all on the date and year first above.

**PINELANDS REGIONAL
BOARD OF EDUCATION**

PINELANDS EDUCATION ASSOCIATION

President



Secretary



President



Secretary



PINELANDS REGIONAL SCHOOL DISTRICT
INSTRUCTIONAL STAFF - 2011/2012
FOR CONTRACT YEAR ENDED 6/30/14
 Year 1

STEP	BA	BA15	MA	MA15	MA30	DOC
1	48,000	48,500	49,200	49,900	50,600	51,300
2	48,869	49,376	50,087	50,797	51,508	52,691
3	48,970	49,478	50,188	50,899	51,609	52,793
4	49,072	49,579	50,290	51,000	51,711	52,894
5	50,954	51,461	52,172	52,882	53,593	54,776
6	51,715	52,222	52,933	53,643	54,354	55,537
7	52,552	53,060	53,770	54,481	55,191	56,375
8	53,364	53,872	54,582	55,293	56,003	57,187
9	54,335	54,842	55,553	56,263	56,974	58,157
10	55,394	55,902	56,612	57,323	58,033	59,217
11	56,511	57,018	57,729	58,439	59,150	60,333
12	57,805	58,312	59,023	59,733	60,444	61,627
13	59,175	59,683	60,393	61,104	61,814	62,998
14	60,571	61,078	61,789	62,499	63,210	64,393
15	62,448	62,956	63,666	64,377	65,087	66,271
16	64,352	64,859	65,570	66,280	66,991	68,174
17	66,686	67,194	67,904	68,615	69,325	70,509
18	69,198	69,706	70,416	71,127	71,837	73,021
19	72,167	72,675	73,385	74,096	74,806	75,990
20	74,425	74,933	75,643	76,354	77,064	78,248
21	77,217	77,724	78,435	79,145	79,856	81,039
22	79,931	80,438	81,149	81,860	82,570	84,054

PINELANDS REGIONAL SCHOOL DISTRICT
INSTRUCTIONAL STAFF - 2012/2013
FOR CONTRACT YEAR ENDED 6/30/14
 Year 2

STEP	BA	BA15	MA	MA15	MA30	DOC
1	48,200	48,700	49,400	50,100	50,900	51,900
2	48,200	48,700	49,400	50,100	50,900	51,900
3	49,974	50,487	51,205	51,922	52,674	53,674
4	50,077	50,590	51,307	52,025	52,777	53,777
5	50,179	50,692	51,410	52,127	52,879	53,879
6	52,080	52,593	53,310	54,028	54,780	55,780
7	52,849	53,362	54,079	54,797	55,549	56,549
8	53,695	54,207	54,925	55,643	56,395	57,395
9	54,515	55,027	55,745	56,463	57,215	58,215
10	55,495	56,007	56,725	57,443	58,195	59,195
11	56,565	57,078	57,795	58,513	59,265	60,265
12	57,693	58,205	58,923	59,641	60,393	61,393
13	59,000	59,512	60,230	60,948	61,700	62,700
14	60,384	60,896	61,614	62,332	63,084	64,084
15	61,793	62,306	63,024	63,741	64,493	65,493
16	63,690	64,203	64,920	65,638	66,390	67,390
17	65,612	66,125	66,842	67,560	68,312	69,312
18	67,970	68,483	69,200	69,918	70,670	71,670
19	70,507	71,020	71,737	72,455	73,207	74,207
20	73,506	74,018	74,736	75,454	76,206	77,206
21	75,787	76,299	77,017	77,736	78,487	79,487
22	80,100	80,600	81,300	82,000	82,800	83,800



PINELANDS REGIONAL SCHOOL DISTRICT
INSTRUCTIONAL STAFF - 2013/2014
FOR CONTRACT YEAR ENDED 6/30/14
 Year 3

STEP	BA	BA15	MA	MA15	MA30	DOC
1	48,358	48,858	49,558	50,258	50,858	51,658
2	48,358	48,858	49,558	50,258	50,858	51,658
3	49,358	49,878	50,558	51,258	51,958	52,658
4	51,183	51,703	52,432	53,160	53,888	55,151
5	51,183	51,703	52,432	53,160	53,888	55,151
6	51,787	52,307	53,036	53,764	54,493	55,756
7	53,216	53,737	54,465	55,193	55,922	57,185
8	53,997	54,517	55,245	55,974	56,702	57,965
9	54,855	55,375	56,104	56,832	57,561	58,824
10	55,688	56,208	56,936	57,665	58,393	59,656
11	56,682	57,203	57,931	58,659	59,388	60,651
12	57,769	58,289	59,017	59,746	60,474	61,737
13	58,913	59,433	60,162	60,890	61,619	62,882
14	60,240	60,760	61,489	62,217	62,945	64,208
15	61,645	62,165	62,893	63,622	64,350	65,613
16	63,075	63,596	64,324	65,052	65,781	67,044
17	65,000	65,521	66,249	66,977	67,706	68,969
18	66,951	67,472	68,200	68,928	69,657	70,920
19	69,344	69,865	70,593	71,321	72,050	73,313
20	71,920	72,440	73,168	73,897	74,625	75,888
21	74,963	75,484	76,212	76,940	77,669	78,932
22	76,924	77,444	78,172	78,901	79,629	80,892
23	80,600	81,100	81,800	82,500	83,200	83,900

PINELANDS REGIONAL SCHOOL DISTRICT
 Secretaries
 FOR CONTRACT YEAR ENDED 6/30/14
 Year 1

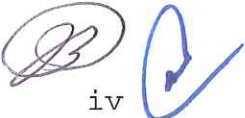
SECRETARY-LEVEL I

SECRETARY-LEVEL II

<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	28,000	1	33,200
2	28,686	2	33,938
3	29,600	3	34,642
4	30,340	4	35,846
5	31,415	5	36,902
6	32,219	6	37,672
7	33,909	7	38,240
8	35,375	8	39,251
9	36,993	9	40,111
10	38,111	10	41,731
11	39,810	11	42,465
12	41,357	12	44,198
13	42,979	13	46,704
14	44,603	14	48,667
15	46,895	15	50,000
16	49,153	16	52,133
17	50,440	17	54,454
18		18	55,998
19		19	59,123

SECRETARY-10 Month

<u>Step</u>	<u>Rate</u>
1	23,300
2	23,904
3	24,660
4	25,780
5	26,230
6	26,849
7	27,988
8	29,535
9	30,889
10	31,665
11	33,112
12	34,398
13	35,816
14	37,163
15	39,005
16	41,000
17	42,437
18	45,117


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PINELANDS REGIONAL SCHOOL DISTRICT

Secretaries

FOR CONTRACT YEAR ENDED 6/30/14

Year 2

SECRETARY-LEVEL I

SECRETARY-LEVEL II

Step	Rate
1	28,300
2	28,850
3	29,546
4	30,488
5	31,250
6	32,357
7	33,186
8	34,927
9	36,436
10	38,103
11	39,254
12	41,004
13	42,597
14	44,268
15	45,941
16	48,302
17	50,627
18	51,340
19	
20	

Step	Rate
1	33,500
2	34,196
3	34,957
4	35,681
5	36,921
6	38,009
7	38,802
8	39,196
9	40,629
10	41,460
11	42,983
12	44,269
13	46,554
14	47,872
15	50,126
16	51,911
17	53,697
18	56,088
19	58,632
20	61,176

SECRETARY-10 Month

Step	Rate
1	23,500
2	24,000
3	24,621
4	25,406
5	26,553
6	27,017
7	27,654
8	28,743
9	30,421
10	31,815
11	32,520
12	34,106
13	35,430
14	36,890
15	38,278
16	40,175
17	42,230
18	43,710
19	46,650



PINELANDS REGIONAL SCHOOL DISTRICT
 Secretaries
 FOR CONTRACT YEAR ENDED 6/30/14
 Year 3

SECRETARY-LEVEL I

SECRETARY-LEVEL II

<u>Step</u>	<u>Rate</u>
1	28,500
2	29,150
3	29,700
4	30,432
5	31,403
6	32,187
7	33,328
8	34,182
9	35,975
10	37,529
11	39,246
12	40,432
13	42,235
14	43,875
15	45,596
16	47,319
17	49,750
18	52,146
19	52,240

<u>Step</u>	<u>Rate</u>
1	33,750
2	34,505
3	35,221
4	36,005
5	36,752
6	38,029
7	39,149
8	39,966
9	40,176
10	41,941
11	42,849
12	44,273
13	46,112
14	47,951
15	49,068
16	51,630
17	53,496
18	55,308
19	58,722
20	61,012
21	63,302

SECRETARY-10 Month

<u>Step</u>	<u>Rate</u>
1	23,700
2	24,300
3	24,725
4	25,360
5	26,169
6	27,350
7	27,827
8	28,484
9	29,519
10	31,334
11	32,770
12	33,398
13	35,129
14	36,493
15	37,997
16	39,427
17	41,380
18	43,497
19	45,021
20	48,233

PINELANDS REGIONAL SCHOOL DISTRICT
Maintenance/Custodial
FOR CONTRACT YEAR ENDED 6/30/14
Year 1

Maintenance		Custodial	
<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	31,520	1	22,500
2	31,740	2	22,660
3	32,803	3	23,087
4	32,440	4	23,748
5	33,141	5	23,882
6	33,728	6	24,171
7	34,314	7	24,397
8	37,044	8	25,060
9	41,765	9	25,770
10	46,274	10	26,780
11	50,780	11	27,560
12	56,783	12	28,365
13	59,993	13	29,142
		14	29,941
		15	31,181
		16	32,047
		17	34,547
		18	37,315
		19	39,602
		20	42,276
		21	44,076
		22	47,305
		23	50,534
		24	55,200

Receiving

<u>Step</u>	<u>Rate</u>
1	39,000
2	39,531
3	39,634
4	39,742
5	39,854
6	39,972
7	40,089
8	40,206
9	40,323

PINELANDS REGIONAL SCHOOL DISTRICT
Maintenance/Custodial
FOR CONTRACT YEAR ENDED 6/30/14
Year 2

Maintenance

Custodial

Step	Rate	Step	Rate
1	31,790	1	22,750
2	32,485	2	23,175
3	32,553	3	23,340
4	33,188	4	23,780
5	33,432	5	24,462
6	34,155	6	24,600
7	34,759	7	24,896
8	35,363	8	25,000
9	37,990	9	25,813
10	43,038	10	26,552
11	47,682	11	27,583
12	52,070	12	28,387
13	58,722	13	29,216
14	62,350	14	30,017
		15	30,839
		16	32,116
		17	33,008
		18	35,583
		19	38,435
		20	40,592
		21	43,544
		22	45,399
		23	48,725
		24	52,050
		25	57,147
		26	

Receiving

Step	Rate
1	39,000
2	39,531
3	40,717
4	40,823
5	40,934
6	41,050
7	41,171
8	41,292
9	41,412
10	41,533


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PINELANDS REGIONAL SCHOOL DISTRICT
 Maintenance/Custodial
 FOR CONTRACT YEAR ENDED 6/30/14
 Year 3

Maintenance

Custodial

Step	Rate	Step	Rate
1	32,110	1	23,000
2	32,610	2	23,432
3	33,110	3	23,870
4	33,435	4	24,040
5	34,253	5	24,493
6	34,504	6	25,195
7	35,249	7	25,337
8	35,870	8	25,543
9	36,492	9	25,632
10	39,008	10	26,588
11	44,397	11	27,348
12	49,182	12	28,410
13	53,577	13	29,239
14	60,310	14	30,092
15	64,790	15	30,917
		16	31,764
		17	33,080
		18	34,000
		19	36,651
		20	39,588
		21	41,607
		22	44,850
		23	46,760
		24	50,186
		25	53,612
		26	59,192

Receiving

Step	Rate
1	39,000
2	39,531
3	40,717
4	41,707
5	42,048
6	42,162
7	42,281
8	42,406
9	42,531
10	42,651
11	42,779

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PINELANDS REGIONAL SCHOOL DISTRICT

Other Support

FOR CONTRACT YEAR ENDED 6/30/14

Year 1

CLERK - 10 MONTH

CLERK-12 Month

<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	23,062	1	24,000
2	24,067	2	24,514
3	24,280	3	25,079
4	24,784	4	25,732
5	25,437	5	26,104
6	26,648	6	27,886
7	27,930	7	29,433
8	28,287	8	30,465
9	28,822	9	31,321
10	29,355	10	33,766
11	29,786	11	36,210
12	31,796	12	37,113
13	33,636	13	38,017
14	35,836	14	38,920
15	37,971	15	39,823
16	39,852	16	40,728
17	40,322		
18	40,643		

Attendance Officer

Teacher Aide - 7 hours

<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	35,000	1	20,250
2	35,750	2	20,600
3	36,250	3	21,190
4	37,000	4	21,760
5	38,000	5	22,158
6	39,000	6	22,443
7	40,000	7	22,782
8	41,900	8	23,838
9	43,000	9	24,884
10	44,250	10	26,450
11	46,150	11	27,550
12	48,400	12	28,727
		13	29,905
		14	30,894
		15	32,257
		16	33,965

PINELANDS REGIONAL SCHOOL DISTRICT
 Other Support
 FOR CONTRACT YEAR ENDED 6/30/14
 Year 2

CLERK - 10 MONTH

CLERK-12 Month

<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	23,095	1	24,200
2	24,100	2	24,720
3	24,912	3	25,249
4	25,040	4	25,832
5	25,559	5	26,504
6	26,303	6	26,887
7	27,479	7	28,723
8	28,833	8	30,316
9	29,122	9	31,379
10	29,717	10	32,260
11	30,267	11	34,780
12	30,716	12	37,297
13	32,781	13	38,226
14	34,625	14	39,157
15	36,942	15	40,087
16	39,141	16	41,017
17	41,078	17	41,950
18	41,563		
19	41,676		

Attendance Officer

Teacher Aide - 7 hours

<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	35,500	1	20,400
2	36,000	2	20,857
3	36,500	3	21,278
4	37,325	4	21,825
5	38,500	5	22,414
6	39,750	6	22,823
7	41,175	7	23,340
8	42,500	8	23,465
9	43,500	9	24,553
10	44,750	10	25,312
11	46,650	11	27,244
12	48,250	12	28,337
13	49,400	13	29,588
		14	30,802
		15	31,394
		16	33,224
		17	35,325

PINELANDS REGIONAL SCHOOL DISTRICT
 Other Support
 FOR CONTRACT YEAR ENDED 6/30/14
 Year 3

CLERK - 10 MONTH

CLERK-12 Month

<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	23,155	1	24,400
2	24,160	2	24,920
3	24,972	3	25,462
4	25,810	4	26,007
5	25,848	5	26,606
6	26,383	6	27,300
7	27,222	7	27,694
8	28,360	8	29,584
9	29,790	9	31,225
10	30,099	10	32,320
11	30,666	11	33,228
12	31,232	12	35,822
13	31,701	13	38,416
14	33,822	14	39,373
15	35,669	15	40,332
16	38,108	16	41,290
17	40,373	17	42,248
18	42,368	18	43,209
19	42,868		
20	42,636		

Attendance Officer

Teacher Aide - 7 hours

<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	36,000	1	20,600
2	36,565	2	21,012
3	37,130	3	21,483
4	37,595	4	21,885
5	38,500	5	22,481
6	40,000	6	23,086
7	41,250	7	23,508
8	42,750	8	24,268
9	43,950	9	24,768
10	45,250	10	25,298
11	46,700	11	25,890
12	47,950	12	28,061
13	49,000	13	29,228
14	50,300	14	30,476
		15	31,726
		16	32,022
		17	34,221
		18	36,737

PINELANDS REGIONAL EDUCATION ASSOCIATION

Coaches Stipend Guides

For contract period ending June 30, 2014

Sport	Position	Type	6/30/2012	6/30/2013	6/30/2014	
Baseball	Head	Boys	7,805	7,962	8,121	
	Assistant-1	Boys	5,292	5,398	5,506	
	Assistant-2	Boys	5,292	5,398	5,506	
	Freshman	Boys	5,117	5,219	5,324	
	7/8 Head	Boys	4,614	4,706	4,800	
	7/8 Asst	Boys	2,098	2,140	2,183	
Basketball	Head	Boys	8,506	8,676	8,849	
		Girls	8,506	8,676	8,849	
	Assistant	Boys	5,712	5,826	5,943	
		Girls	5,712	5,826	5,943	
	Freshman	Boys	5,518	5,629	5,741	
		Girls	5,518	5,629	5,741	
	7/8 Head	Boys	4,892	4,990	5,090	
		Girls	4,892	4,990	5,090	
	7/8 Asst	Boys	2,098	2,140	2,183	
		Girls	2,098	2,140	2,183	
Bowling	Head	Boys	4,614	4,706	4,800	
		Girls	4,614	4,706	4,800	
Cheerleading-Fall	Head	Girls	6,270	6,395	6,523	
	Assistant	Girls	2,087	2,129	2,172	
Cheerleading-Winter	Head	Girls	6,270	6,395	6,523	
	Assistant	Girls	2,087	2,129	2,172	
	7/8 Head	Girls	1,813	1,849	1,886	
Cross Country	Head	Boys	5,712	5,826	5,943	
		Girls	5,712	5,826	5,943	
	7/8 Head	Boys/Girls	4,614	4,706	4,800	
Field Hockey	Head	Girls	7,805	7,962	8,121	
	Assistant	Girls	5,292	5,398	5,506	
	7/8 Head	Girls	4,614	4,706	4,800	
	7/8 Asst	Girls	2,098	2,140	2,183	
Football	Head	Boys	8,604	8,776	8,951	
	Assistant-1	Boys	6,230	6,354	6,481	
	Assistant-2	Boys	6,230	6,354	6,481	
	Assistant-3	Boys	6,230	6,354	6,481	
	Assistant-4	Boys	6,230	6,354	6,481	
	Assistant-5	Boys	6,230	6,354	6,481	
	Freshman-1	Boys	5,747	5,862	5,979	
	Freshman-2	Boys	5,747	5,862	5,979	
	7/8 Head	Boys	5,073	5,175	5,278	
	7/8 Asst-1	Boys	2,098	2,140	2,183	
	7/8 Asst-2	Boys	2,098	2,140	2,183	
	Golf	Head	Boys	4,614	4,706	4,800
		Assistant	Boys	2,482	2,531	2,582
Intramurals	Fall	Boys/Girls	3,479	3,549	3,620	
	Winter	Boys/Girls	3,479	3,549	3,620	
	Spring	Boys/Girls	3,479	3,549	3,620	
Lacrosse	Head	Girls	7,805	7,962	8,121	
	Assistant	Girls	5,292	5,398	5,506	
Soccer	Head	Boys	7,805	7,962	8,121	
		Girls	7,805	7,962	8,121	
	Assistant	Boys	5,292	5,398	5,506	
		Girls	5,292	5,398	5,506	

PINELANDS REGIONAL EDUCATION ASSOCIATION

Coaches Stipend Guides

For contract period ending June 30, 2014

Sport	Position	Type	6/30/2012	6/30/2013	6/30/2014
Soccer	7/8 Head	Boys	4,614	4,706	4,800
		Girls	4,614	4,706	4,800
	7/8 Asst	Boys	2,098	2,140	2,183
		Girls	2,098	2,140	2,183
Softball	Head	Girls	7,805	7,962	8,121
	Assistant-1	Girls	5,292	5,398	5,506
	Assistant-2	Girls	5,292	5,398	5,506
	Freshman	Girls	5,117	5,219	5,324
	7/8 Head	Girls	4,614	4,706	4,800
	7/8 Asst	Girls	2,098	2,140	2,183
Spring Track	Head	Boys	7,805	7,962	8,121
		Girls	7,805	7,962	8,121
	Assistant-1	Boys	5,292	5,398	5,506
		Girls	5,292	5,398	5,506
	Assistant-2	Boys	5,292	5,398	5,506
		Girls	5,292	5,398	5,506
	7/8 Head	Boys	4,614	4,706	4,800
		Girls	4,614	4,706	4,800
	7/8 Asst	Boys	2,098	2,140	2,183
		Girls	2,098	2,140	2,183
Tennis	Head	Boys	5,712	5,826	5,943
		Girls	5,712	5,826	5,943
	Assistant	Boys	3,880	3,957	4,036
		Girls	3,880	3,957	4,036
Winter Track	Head	Boys	6,107	6,230	6,354
		Girls	6,107	6,230	6,354
	Assistant	Boys/Girls	5,292	5,398	5,506
Wrestling	Head	Boys	8,506	8,676	8,849
	Assistant-1	Boys	5,712	5,826	5,943
	Assistant-2	Boys	5,712	5,826	5,943
	7/8 Head	Boys	4,892	4,990	5,090
	7/8 Asst	Boys	2,098	2,140	2,183
Volleyball	7/8 Head	Girls	4,614	4,706	4,800

PINELANDS REGIONAL EDUCATION ASSOCIATION
ADVISOR Stipend Guide
For contract period ending June 30, 2014

Category	Club	6/30/2012	6/30/2013	6/30/2014
Category A	Thespian Society	4,335	4,422	4,510
Category B	H.S. SADD	3,612	3,685	3,758
	Student Government	3,612	3,685	3,758
	Webmaster	3,612	3,685	3,758
	Yearbook (H.S. Production)	3,612	3,685	3,758
Category C	Academic Competition	2,890	2,947	3,006
	Asst. Thespian Society	2,890	2,947	3,006
	Choral (HS)	2,890	2,947	3,006
	Choral (JHS)	2,890	2,947	3,006
	Junior Class Advisor-1	2,890	2,947	3,006
	Junior Class Advisor-2	2,890	2,947	3,006
	Lighting Coordinator	2,890	2,947	3,006
	Mock Trial	2,890	2,947	3,006
	Pep Band	2,890	2,947	3,006
	Project Graduation	2,890	2,947	3,006
	School Banker	2,890	2,947	3,006
	School Store (HS)	2,890	2,947	3,006
	Senior Class Advisor-1	2,890	2,947	3,006
	Senior Class Advisor-2	2,890	2,947	3,006
Video/TV Production Club (HS)	2,890	2,947	3,006	
Category D	Asst. Pep Band	2,164	2,208	2,252
	Band Props	2,164	2,208	2,252
	Freshman Class	2,164	2,208	2,252
	HS Newspaper	2,164	2,208	2,252
	JHS SADD Club	2,164	2,208	2,252
	Math Club (HS)	2,164	2,208	2,252
	Sophomore Class Advisor-1	2,164	2,208	2,252
	Sophomore Class Advisor-2	2,164	2,208	2,252
	Yearbook (HS Business)	2,164	2,208	2,252
Category E	7th Grade Class	1,623	1,656	1,689
	8th Grade Class	1,623	1,656	1,689
	H.S. PRIDE Club	1,623	1,656	1,689
	Math Club (JHS)	1,623	1,656	1,689
	National Honor Society	1,623	1,656	1,689
	Yearbook (JHS)	1,623	1,656	1,689
Category F	FCCLA Club	1,443	1,472	1,501
	French Club	1,443	1,472	1,501
	Habitat for Humanities	1,443	1,472	1,501
	HS Computer Club	1,443	1,472	1,501
	HS English Club	1,443	1,472	1,501
	HS Science Club	1,443	1,472	1,501
	JHS Art Club	1,443	1,472	1,501
	JHS Computer Club	1,443	1,472	1,501
	JHS Foreign Language Club	1,443	1,472	1,501

PINELANDS REGIONAL EDUCATION ASSOCIATION
ADVISOR Stipend Guide
For contract period ending June 30, 2014

Category	Club	6/30/2012	6/30/2013	6/30/2014
	JHS Media Club	1,443	1,472	1,501
	JHS Newspaper	1,443	1,472	1,501
	JHS PRIDE Club	1,443	1,472	1,501
	JHS Science Club	1,443	1,472	1,501
	Junior National Honor Society	1,443	1,472	1,501
	Library/Media Club	1,443	1,472	1,501
	Radio Club	1,443	1,472	1,501
	Russian Club	1,443	1,472	1,501
	Stage Crew Club	1,443	1,472	1,501
	Unified Arts Club	1,443	1,472	1,501
	JHS Builders/Interact Club	1,443	1,472	1,501
	HS Spanish Club	1,443	1,472	1,501
	HS-History Club	1,443	1,472	1,501
	HS Interact Club	1,443	1,472	1,501
	HS-FBLA	1,443	1,472	1,501
Category Other	Pinelands Experience Home	735	750	764
	Pinelands Experience-Asst	1,718	1,752	1,787
	Pinelands Experience-Primary	2,453	2,502	2,552
	Drama Director	5,100	5,202	5,306
	Drama Assistant Director	2,550	2,601	2,653
	Drama Assistant 5	2,040	2,081	2,122
	Drama Assistant 4	1,785	1,821	1,857
	Drama Assistant 3	1,020	1,040	1,061
	Drama Assistant 2	510	520	531
	Drama Assistant 1	204	208	212
Volunteer	Character Counts			
	Dance Club			
	Drama Club			
	Economics Club			
	English Club-JHS			
	FCCLA Club-JHS			
	French NHS			
	Psychology Club			
	Random Acts of Kindess			
	Roller Hockey			
	Spanish NHS			
	Volunteer Pool	1,273	1,299	1,325

