
AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

OF

HARRINGTON PARK, NEW JERSEY

IN

THE COUNTY OF BERGEN

AND

THE HARRINGTON PARK EDUCATION
ASSOCIATION

FOR

JULY 1, 2002 - JUNE 30, 2005

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HISTORICAL NOTE

The 1996-1999 agreement no longer contains language referring to custodial employees. It is agreed by the parties that in the event that the Board again employs its own custodial employees that the prior contractual language, found in the predecessor contract, will continue to be viable. Either party may, within 90 days of the reemployment of custodial personnel, request that the prior language or salary schedules be negotiated.

PREAMBLE

This Agreement entered into this ____ day of September, 2002, by and between the Board of Education of Harrington Park, Bergen County, New Jersey, hereinafter called the "Board" and Harrington Park Education Association, hereinafter called the "Association."

W I T N E S S E T H

WHEREAS, the Board and the Association, as the representative of employees hereinafter designated, have negotiated with each other pursuant to Chapter 123, Public Laws of 1974 with respect to the terms and conditions of employment; and

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

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

ARTICLE I

A. Recognition--Professional Staff

The Board recognizes the Association as the exclusive representative for collective negotiations concerning terms and conditions of employment of all regularly employed certificated personnel, hereafter and for the purpose of this contract referred to as teachers, exercising non-supervisory positions and excluding confidential employees with access to Board information. Persons not covered under this article and contract include, but are not limited to the following:

Superintendent

Principal

Business Manager/Board Secretary

Classroom Aide(s)

B. Recognition--Support Staff

The Board of Education recognizes the Association as the exclusive representative for collective

negotiations concerning terms and conditions of employment for all regularly employed secretarial, maintenance and custodial personnel, hereafter referred to for the purposes of this contract as support staff, excluding supervisors and confidential employees. Persons excluded from this category and this contract include but are not limited to:

Administrative Secretary to the Superintendent

Administrative Secretary to the Business Administrator/Board Secretary

Secretary to the Business Administrator/Board Secretary

Supervisor of Buildings and Grounds

Assistant Supervisor of Buildings and Grounds

Evening Assistant Supervisor of Buildings and Grounds

Lunch Room Aides

Part-time Attendance Clerk

C. Representation Fee

1. If a full-time certified staff member of the bargaining unit represented by the Association does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, that bargaining unit member will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

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

3. The Board agrees to deduct from the salary of any full-time certificated staff member of the bargaining unit represented by the Association who is not a member of the Association for the current

membership year the full amount of the representation fee set forth above and promptly to transmit the amount so deducted to the Association. The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks of those concerned during the remainder of the membership year in question. The deduction for a particular person will begin no longer than thirty (30) days after that person fills a bargaining unit position.

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

5. The Association agrees to indemnify and hold the Board harmless against any liability for damages and legal fees, which may arise by reason of any action taken by the Board in complying with the provisions of this Article.

ARTICLE II--NEGOTIATION PROCEDURE

A. Agreement

The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in good faith on all matters concerning the terms and conditions of employment.

B. Procedure

During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available to the Association for inspection all pertinent public records, public data and public information of the Harrington Park School District.

The parties shall mutually agree that their representative negotiating teams can make tentative agreements, but that only the full Board by resolution, and the full representative membership of the Association by vote, can ratify the final contract.

ARTICLE III--GRIEVANCE PROCEDURE

The parties shall be governed by the grievance procedure, Schedule A, which is attached hereto and made a part hereof. All grievants should use the grievance form, Schedule B, which is attached hereto.

ARTICLE IV--SALARIES

A. Salaries

The salaries of all teachers covered by this Agreement are set forth in Schedule D or the initial salary guide, which is attached hereto and made a part hereof.

The salaries for co-curricular positions are set forth in Schedule E. which is attached hereto and made a part hereof.

The salaries of all secretarial personnel covered by this Agreement are set forth in Schedule F, which is attached hereto and made a part hereof.

B. Time of Payment

When a pay day falls on or during a school holiday or vacation, teachers and support staff shall receive their paychecks on the last previous working day.

C. Summer Payment Plan Option

All employees participating in the Summer Payment Plan shall be paid on a 10 month, 21 payment plan. If fewer than 14 employees choose to participate in the plan during a school year, it will become inoperable for that school year. It will become operable, if by June 1 of a school year, 14 or more employees choose to participate in the following year.

ARTICLE V

A. Insurance Protection

1. The Board shall provide health insurance for all personnel covered by this agreement that shall be equal to or better than the State Health Benefits Plan. The Board reserves the right to change the carrier.*

2. Beginning July 1, 1997, any recipient of medical benefits may formally withdraw from coverage. Upon so electing, the employee shall receive, no later than the end of the school year of the election, a payment of one third (1/3) of the savings generated to the Board by the withdrawal of coverage, if permitted by law and if permitted by plan.

3. In addition, as an inducement to encourage employees to enroll in HMO coverage, the Board will share with the employee on an equal basis the cost savings to it generated by the selection of HMO coverage as opposed to the traditional indemnity insurance plan, if permitted by law and if permitted by plan.

4. The Board will, no later than July 1, 1997, establish a "125 Plan" to administer the payments contemplated by paragraphs 2 and 3 above, if permitted by law and if permitted by plan.

B. Course Approval

Courses for additional credits earned on degrees received for advancement on the salary guide shall be approved in advance of enrolling in the course by the Superintendent as relevant to professional development in Grades K-8.

The teacher shall submit the Request for Course Approval to the Superintendent in triplicate not less than twenty-one (21) days in advance of the starting date of the requested course. The teacher shall receive the triplicate copy stamped with the date and time of submission for approval. This date will govern

* Earlier contracts had illegally referenced that carrier was to be "mutually chosen and agreed upon." It is recognized that if the law subsequently changes to allow such language, it will be returned to the text at that time. This agreement also applies to Article V D.

entitlement to available funds if the pool of funds for course reimbursement is oversubscribed. See paragraph C (2) below. The Request for Course Approval shall be reviewed promptly by the Superintendent. The Superintendent shall notify the teacher within five (5) school days after submission whether the Request for Course Approval has been approved.

The number of credits to be earned in special circumstances shall be limited in accordance with the following schedule:

- a. Courses taken with a degree program and required for the degree, but taken outside of a teacher's area of certification, will be limited to nine (9) credits.
- b. In order to qualify for credit, any course must meet on at least five separate occasions. Only three credits of the 15 required to move to a new salary category can be earned in courses meeting a minimum of five times. Full semester course credits accrue without this restriction.
- c. Courses Taken For Movement on the Guide

Courses taken for movement to training levels beyond BS+30 or MA+45, when established, shall be limited to full semester programs, full summer courses of at least four weeks duration, and up to five (5) credits earned for attendance at:

1. in-service workshops developed by the NVRHS Director of Curriculum and Instruction;
2. International Reading Association workshops;
3. a regionally accredited four-year college or university (although the teacher may choose not to take the course for credit); and,
4. the superintendent may grant credit for in-service programs presented by other providers.

The following conditions will apply for all five (5) credits taken for salary guide movement:

1. All attendance at the above listed workshops will be outside the teacher workday.
2. Attendance at the above listed workshops will not be conducted during release time granted by the district.

3. Each one (1) credit earned will require a minimum of 10 hours of in class time or interactive distance learning.
4. The superintendent must grant prior approval of any workshop requested for movement on the salary guide based upon
 - a. the requested course's relevance to the teacher's current job assignment or for a special, identified, district need; and,
 - b. the anticipated quality of the workshop experience as determined by
 - i. a review of the workshop literature detailing the instructional methodology and expected outcomes for participants;
 - ii. prior experience or knowledge of the workshop provider.

C. Tuition Aid

1. The Board agrees to reimburse members of the teaching staff for accredited college courses as determined in accordance with Article V (B) Course Approval in an amount of \$1,000.00 per year, per staff member. These funds are noncumulative.

Reimbursement for a successfully completed and approved course shall be made upon presentation of documentation from the College or University to substantiate the course taken and the grade obtained. The teacher request for reimbursement shall be approved on a calendar quarterly basis at the next regularly scheduled Board meeting following the submission of course completion documentation to the Business Administrator/Board Secretary. Payment shall be made within thirty (30) days after the Board approval date of the teacher reimbursement request.

Any teacher who leaves the district on his/her own volition and receives tuition aid during that school year shall reimburse the Board any monies received under this article.

2. The tuition reimbursement pool is limited to \$17,500 per year. Eligibility for these funds shall be on a first come first served basis as indicated by the time/date stamp of the request as maintained in the Superintendent's Office.

If the \$17,500.00 is not fully utilized, teachers qualifying for payments shall be entitled to additional reimbursement up to an additional \$250.00 per year. Any such payments shall be distributed equally.

D. Dental Insurance

The Board shall provide and administer for the personnel covered by this Agreement a dental coverage program. The premiums shall be split between the Board and the employee on the basis of 65% to be paid by the Board and 35% to be paid by the employee. The Board shall provide for the payment of the monthly payroll deduction to the insurance carrier. The Board reserves the right to change the carrier.

ARTICLE VI--BOARD RIGHTS

A. Statement

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains and reserves unto itself, without limitations except as specifically granted in this Agreement and under the provisions of Chapter 123, Public Laws 1974, all the powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, by the decision of the Federal and New Jersey State Courts, the Commissioner of Education and the New Jersey State Board of Education.

The Board's right to make such reasonable rules and regulations, as it may from time to time deem best for the purposes of maintaining order, safety, a high level of education and an effective operation of the school system after advance notice thereof to the employees to require compliance by the employees, is recognized except as this Agreement shall otherwise provide.

B. Willingness to Discuss

The willingness of the Board to discuss matters which are within the sole prerogatives of the Board shall not be deemed to constitute a waiver or relinquishment of any such prerogatives.

C. Fully Bargained Clause

This Agreement represents and incorporates the complete and final understanding and settlement by

the parties of all bargainable issues which were or could have been the subject of negotiations.

During the terms of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

This clause shall not preclude the introduction of any new items in subsequent contract negotiations.

ARTICLE VII--TEACHER RIGHTS*

A. Just Cause Provision

No tenured teacher or member secretary shall be reduced in rank or compensation, or deprived of any professional advantage, or given an adverse evaluation of his professional services without cause, provided such action relates to the terms and conditions of employment. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. No non-tenured teacher shall be reduced in rank or compensation during the school year without just cause.

B. Required Meetings or Hearings

Whenever any teacher is required to appear before the Board whose function it shall be to determine at such time whether just cause exists for the discontinuance of that teacher in his/her office, position or employment or the salary pertaining thereto, then said teacher shall be given prior written notice of the reasons for such meeting or interview. Whether compensation shall be paid to any teacher on suspension and pending charges shall be determined by the Board.

C. Criticism

Any question or criticism by a supervisor or administrator of a teacher's instructional methodology shall not be made in the presence of students, parents or other members of the staff. In the event a complaint regarding a teacher is made by a parent which could adversely affect the teacher's position in the school system and

* Applies to certificated staff only.

such complaint is brought to the attention of the teacher, said teacher shall be informed of all the facts and details available and shall have the opportunity to process his position on the matter through administrative channels, grievance procedures, courts and/or Commissioner of Education.

In addition, any question or criticism by any staff member of the administration or school board policy or procedure, shall not be made in the presence of students or parents unless previously discussed with the administration or Board.

D. Personnel Records

This article refers to teachers covered by this Agreement.

1. File

A teacher shall have the right, upon request, to review the contents of his/her personnel file and to make copies of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such review.

2. Contents of File

No material shall be placed in the personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature thereon. The teacher's signature does not indicate agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

3 Parent Complaints

To the extent permitted by law, no parental complaint involving a teacher shall become a matter of record contained in the personnel file unless the complaint is reduced to writing and discussed in the presence of the teacher involved. The teacher must know the nature of the complaint and the complaining party. The writing can be prepared by either a parent or the administrator. The teacher shall be afforded an opportunity to answer such complaint and to confer with the appropriate administrator concerning it. At the teacher's request, a representative of the Association shall be present when the complaint is discussed with the

administration. Should the administration decide to make the complaint a matter for the personnel file, the report of the incident may include the teacher's explanation and a written acknowledgement of such explanation. At the teacher's request, the Association shall be furnished with a copy of the report. The Administration shall provide notice of the complaint to the teacher within seven (7) days of the receipt of the complaint.

4. No Separate File

The Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents. The Board shall not establish any separate personnel file which is not available for the teacher's inspection.

E. Exclusive Rights

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers, and to no other organization unless such other organization shall be recognized by the Board.

ARTICLE VIII--TEACHER WORK YEAR

In-School Work Year

A. Ten (10) Month Personnel

The in-school work year for teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional two [2] days of orientation) shall not exceed 183 work days. The student calendar shall not exceed 181 school days.

B. Part-Time Teachers

In accordance with Board policy, part-time teachers shall receive consistent treatment in salary level, prep time, sick leave and other benefits, the specifics of which shall be promulgated by the Superintendent based upon the relationship of the part-time schedule to the seven hour-nine minute day.

C. Ancillary Compensation/Conditions*

SICK LEAVE ALLOWANCE	PERSONAL LEAVE ALLOWANCE	PREP TIME																																																								
<p>Based on full time employment allowances of compensated days for sick leave, the following schedule has been developed to equitably provide part time employees with compensated days for sick leave relative to their contracted term of employment:</p> <table border="0"> <tr><td>.1 assignment</td><td>1 day</td></tr> <tr><td>.2 assignment</td><td>2 days</td></tr> <tr><td>.3 assignment</td><td>3 days</td></tr> <tr><td>.4 assignment</td><td>4 days</td></tr> <tr><td>.5 assignment</td><td>5 days</td></tr> <tr><td>.6 assignment</td><td>6 days</td></tr> <tr><td>.7 assignment</td><td>7 days</td></tr> <tr><td>.8 assignment</td><td>8 days</td></tr> <tr><td>.9 assignment</td><td>9 days</td></tr> <tr><td>1.0 assignment</td><td>10 days</td></tr> </table>	.1 assignment	1 day	.2 assignment	2 days	.3 assignment	3 days	.4 assignment	4 days	.5 assignment	5 days	.6 assignment	6 days	.7 assignment	7 days	.8 assignment	8 days	.9 assignment	9 days	1.0 assignment	10 days	<p>Based on full time employment allowances of compensated days for personal leave, the following schedule has been developed to equitably provide part time employees with compensated days for personal leave relative to their contracted term of employment:</p> <p style="text-align: center;">Death in the Family and Serious illness in the Family</p> <table border="0"> <tr><td>.1-.3 assignment</td><td>= 1 day</td></tr> <tr><td>.4-.5 assignment</td><td>= 2 days</td></tr> <tr><td>.6-.7 assignment</td><td>= 3 days</td></tr> <tr><td>.8-.9 assignment</td><td>= 4 days</td></tr> <tr><td>1.0 assignment</td><td>= 5 days</td></tr> </table> <p style="text-align: center;">Other Personal Leave</p> <p>Part time employees are entitled to "Other Personal Leave" benefits on a prorated basis. Proration will be based on full time employees' leave benefits. Any member entitled to less than one full personal day, who needs the entire day for personal reasons may take the entire day and be docked for the portion of the day to which he or she is not entitled or may request to take the entire day and make it up on another day, at a time mutually arranged by the supervisor and the member.</p>	.1-.3 assignment	= 1 day	.4-.5 assignment	= 2 days	.6-.7 assignment	= 3 days	.8-.9 assignment	= 4 days	1.0 assignment	= 5 days	<p>Based on full time employment allowances for prep time, the following schedule has been developed to equitably provide part time employees with prep time in proportion to their contracted term of employment.</p> <p>Allocations per week:</p> <table border="0"> <tr><td>.1</td><td>= .1 full time assignment</td></tr> <tr><td>.2</td><td>= .2 full time assignment</td></tr> <tr><td>.3</td><td>= .3 full time assignment</td></tr> <tr><td>.4</td><td>= .4 full time assignment</td></tr> <tr><td>.5</td><td>= .5 full time assignment</td></tr> <tr><td>.6</td><td>= .6 full time assignment</td></tr> <tr><td>.7</td><td>= .7 full time assignment</td></tr> <tr><td>.8</td><td>= .8 full time assignment</td></tr> <tr><td>.9</td><td>= .9 full time assignment</td></tr> <tr><td>1.0</td><td>= 1 full time assignment</td></tr> </table> <p style="text-align: center;">AFTER SCHOOL ASSIGNMENTS</p> <p>Teachers may be required to attend afternoon / evening assignments each school year without additional compensation according to the following schedule:</p> <table border="0"> <tr><td>.1 - .4</td><td>= 1 assignment</td></tr> <tr><td>.5 - .7</td><td>= 2 assignments</td></tr> <tr><td>.8 - 1.0</td><td>= 3 assignments*</td></tr> </table> <p>* with exception of: K-4 teachers (max of 2 assignments) HPEA President(s) (duty free)</p>	.1	= .1 full time assignment	.2	= .2 full time assignment	.3	= .3 full time assignment	.4	= .4 full time assignment	.5	= .5 full time assignment	.6	= .6 full time assignment	.7	= .7 full time assignment	.8	= .8 full time assignment	.9	= .9 full time assignment	1.0	= 1 full time assignment	.1 - .4	= 1 assignment	.5 - .7	= 2 assignments	.8 - 1.0	= 3 assignments*
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<p style="text-align: center;">MEDICAL BENEFITS (includes Dental)</p> <p>As of the school year 1996-1997, new hires contracted for less than 22 hours and 30 minutes service per week <u>will not</u> be entitled to medical benefits.</p> <p>Revised per HPBOE and HPEA negotiations - 6/02</p>																																																										

* The above leave provisions are subject to the approval process provided within Schedule C of this agreement.

ARTICLE IX--TEACHING HOURS AND TEACHING LOAD

A. Teacher Day

1. Teachers shall indicate their presence for duty by placing a check in the appropriate column of the faculty "sign-in" roster.

2(a). Teachers shall have a duty-free lunch period equal in time to one normal instructional period.

2(b). The teacher work day shall be 7 hours 9 minutes.

The teacher work day includes prep time of 240 minutes per week and the lunch as established in Article IX-A, 2a. The work day is extended for faculty meetings and other official meetings as authorized by Article IX-C-1 of this contract. If there is a change in the structure of the schedule, the HPEA and the HPBOE agree to reopen negotiations for the sole purpose of making any necessary adjustments to planning and preparation time and teaching load.

In case of necessity and upon application to the Superintendent or his/her designee, whose approval shall not be unreasonably withheld, the teacher may leave at the end of the pupil school day.

3(a). Teachers in grades K-4 shall conduct parent conferences with parents of all students in their homeroom classes during a two week period to be designated by the Board. Additional conferences shall be scheduled on an as needed basis. Teachers in grades 5-8 shall conduct parent conferences on an as needed basis, at mutually convenient times, in any part of the school day, or in the evening, and at any time during the school year.

3(b) Teachers in grades 5-8 and specialist teachers may be required to attend no more than three (3) afternoon/evening duty assignments each school year without additional compensation. Teachers in grades K-4 may be required to attend no more than two (2) afternoon/evening duty assignments each school year without additional compensation.

3(c) The HPEA President shall not be required to attend any afternoon/evening duty assignments. The HPEA President shall also be relieved of additional assignments during the day, such as door duty, hall

duty or lunch duty. If the HPEA President is a 5-8 or specialist teacher, he/she shall not be assigned a homeroom. In case of multiple presidents, the relief shall be shared (e.g. co-presidents, one-half year of relief per person).

4. Co-Curricular Activity

Teachers may be required to sponsor a co-curricular activity after school, such as a sport or a club, for compensation according to a salary guide agreed to by the Board and the Association as set forth in Schedule E which is attached hereto and made a part hereof.

Up to four (4) co-curricular stipend positions for morning duty may be created. These positions would require no more than seven (7) additional minutes prior to the start of the school day. If certified HPEA members do not apply, the administration has the right to assign this co-curricular position, with consultation from the HPEA. The duties for this position are as defined in the Harrington Park School Handbook for Teachers.

B. Minimum Session Days

The work day immediately preceding the closing of school for the December holiday recess shall be a minimum session day. No lunch period will be held on that day. The work day scheduled for the last two (2) days of school shall be minimum session days and no lunch period will be held. The work day for minimum session days shall be as defined in NJ Statute or regulations.

C. Meetings

1. Faculty and Other

Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending faculty or other professional meetings a maximum of five (5) days per month at the discretion of the administration. Such meetings shall begin no later than fifteen (15) minutes after the student dismissal time and shall run for no more than sixty (60) minutes, with the exception of those meetings involving released time.

2. Prior to Holidays and Weekends

Meetings which take place after the regular in-school work day and which require attendance shall not be called on Fridays or on any day prior to a legal holiday.

D. Preparation Time

Classroom and full time special subject teachers shall, in addition to their lunch period, have 240 minutes preparation time per week, based on a full work week during which time teachers shall not be assigned to any other duties with the exception of emergency situations. Future adjustments may be made in accordance with subparagraph A. 2(b) above.

E. Leaves of Absence

Teacher leaves of absence shall be in accordance with applicable Board policy.

F. Absence from Work

The parties shall be governed by the absence from work policy, Schedule C, which is attached hereto and made a part thereof.

G. Class Coverage

It is desirable for each teacher to have an uninterrupted preparation period as scheduled. In those cases in which regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Such volunteers and assigned teachers shall be paid at the rate of \$30.00 per period. Such coverage shall be arranged by the Principal and shall be assigned as equitably as possible.

ARTICLE X--TEACHER ASSIGNMENT

A. Dates for Notification

Non-tenured teachers will be notified no later than the date specified in Title 18A:27-10 whether a contract for employment will be offered for the next school year. Grade, room and subject assignments will be released on or before June 1, whenever possible.

B. Expenses

Teachers who may be required to use their own automobiles in the performance of their duties shall be reimbursed for all such travel. The reimbursement rate shall be adjusted annually to conform with the mileage reimbursement rates as established by the Internal Revenue Service. Such reimbursements shall be made for all driving related to assigned duties upon submission of the required voucher, except to and from locations within the Northern Valley Regional School District.

C. New Positions: Posting

Whenever a new position is to be created, or a vacancy becomes available, such position shall be announced in writing and provided to HPEA President for posting.

ARTICLE XI--TEACHER EVALUATION

Teacher evaluations shall be conducted in accordance with applicable Board policies.

ARTICLE XII--PROFESSIONAL DEVELOPMENT EXPENSES

A. Reimbursement of Expenses

Payment will be made for reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend workshops, seminars, conferences and in-service training sessions assigned by the Superintendent upon submission of proper receipts.

B. Improvement of Quality of Instruction

In-service Workshops, Conferences, Programs

The Board will cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction. All such programs conducted during the summer shall be voluntary.

C. Special Assignment Compensation

Special assignments, such as curriculum, scheduling, the preparation for In-Service presentations, etc. designated for compensation by the Board, shall be paid at the rate of \$35.00 per hour.

ARTICLE XIII--SUPERVISION OF STUDENT TEACHERS

A. Procedures--Released Time

Each cooperating teacher shall be provided with released time to permit attendance at regularly scheduled orientation and evaluation sessions sponsored by a student teacher's college or university.

ARTICLE XIV--WORK SCHEDULE FOR SECRETARIAL EMPLOYEES

A. Work Day

1. The work day for all secretarial employees will be from 8:00 a.m. to 4:30 p.m. and will include a sixty (60) minute unpaid lunch period during the months that school is in session.

The work day for all 12 month secretarial employees during the period in which school is not in session in the summer and during recess weeks will be as follows:

8:00 a.m. to 4:30 p.m. Monday through Thursday (1 hour lunch)

8:00 a.m. to 12:00 p.m. Friday

B. Work Week

The work week during the school year will be 37.5 hours per week, Monday through Friday.

C. Overtime

Overtime shall be at the rate of time and a half for hours worked in excess of forty (40) hours in one calendar week. The rate paid for work on Sundays and holidays will be double time. Any secretary working overtime shall be entitled to overtime compensation for a minimum of one hour.

D. Compensatory Time

Compensatory time will not be granted in lieu of overtime compensation unless the secretary's immediate supervisor has agreed to grant the employee compensatory time prior to assigning the employee overtime work, and the employee agrees to such compensatory time.

ARTICLE XV--HOLIDAYS FOR SECRETARIAL EMPLOYEES

A. All Employees

1. All secretaries will have the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

2. In the event that school is open on any of the above holidays all secretaries will be entitled to a floating holiday.

3. The schedule may be revised to correspond with school holidays, but in no event shall employees have fewer than 12 paid holidays per year.

4. If Independence Day falls on a Saturday, the preceding Friday will be granted as a holiday. If Independence Day falls on a Sunday, the following Monday will be granted as a holiday.

ARTICLE XVI--VACATION FOR SECRETARIAL EMPLOYEES

A. 12 month secretaries will be entitled to paid vacation.

B. Employees will earn vacation time from July of each year as follows:

During the first year of hire, member secretaries are entitled to the December holiday recess.

15 paid vacation days, inclusive of the December holiday recess upon completion of one (1) year of service;

20 paid vacation days, inclusive of the December holiday recess upon completion of four (4) years of service;

25 paid vacation days, inclusive of the December holiday recess upon completion of ten (10) year of service;

30 paid vacation days, inclusive of the December holiday recess upon completion of twenty (20) years of service.

- C. Vacation schedules will be posted no later than May 1.
- D. No vacation may be scheduled during the week before Labor Day.
- E. Unused vacation time will not accrue from year to year and employees will not be paid for vacation time not taken.

ARTICLE XVII--TENURE FOR SECRETARIAL EMPLOYEES

Tenure for all secretaries shall be obtained after three full years and one day of employment by the Harrington Park Board of Education.

**ARTICLE XVIII--SALARY GUIDE INCENTIVE FOR JOB-RELATED EDUCATION--
SECRETARIES**

A. Additional monies per annum shall be added to a secretarial employee's salary in the event that the employee successfully completes a Board-approved, job-related educational program sponsored by the New Jersey Association of Educational Office Professionals as follows:

1st Certificate--9 Credit Hours	\$300.00
2nd Certificate--30 Credit Hours	\$300.00 (Total \$600.00)
3rd Certificate--2 Year Degree	\$300.00 (Total \$900.00)

B. The Board agrees to reimburse members of the secretarial staff for accredited college courses as defined in "A" above in the amount of \$375.00 per semester, per secretarial staff member. These funds are noncumulative.

ARTICLE XIX--MISCELLANEOUS PROVISIONS

A. Saving Clause

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit or Board

right, power, or privilege existing prior to its effective date.

B. Printing Agreement

Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all unit employees now employed, and those hereafter employed.

ARTICLE XX--SEPARABILITY CLAUSE

If any part of this Agreement shall be deemed to be illegal, that article will not be enforceable. However, all other articles deemed to be legal will continue in force even though one or more articles may not be legal.

ARTICLE XXI--DURATION OF AGREEMENT

This Agreement shall be effective July 1, 2002 and shall continue in effect until June 30, 2005 unless amended by mutual agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon all on the day and year first above written.

ATTEST: HARRINGTON PARK EDUCATION ASSOCIATION

Secretary

Co-President

Co-President

ATTEST: BOARD OF EDUCATION OF HARRINGTON PARK

Secretary

President

SCHEDULE A--GRIEVANCE PROCEDURE

A. Definition

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

2. A grievant is the employee or employees on behalf of whom the Association is filing the grievance.

3. A grievance to be considered under this procedure must be initiated within twenty (20) school days from the time when the grievant knew of its occurrence.

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

5. It is understood that an employee shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.

B. Procedure

Level 1--Initial Level

1. Any employee grievant who has a grievance shall discuss it first with the principal or immediate superior and the Association's designated representative if desired, in an attempt to resolve the matter informally at that level. The principal or immediate superior shall render a decision within five (5) school days.

Level 2--Superintendent's Level

2. The employee grievant, no later than five (5) school days after receipt of the decision of his/her principal or other immediate superior may appeal the decision to the School Superintendent. The

appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss or inconvenience; (c) the results of previous discussions; (d) his/her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the employee grievant, to the Association and to the Principal or other immediate superior.

Level 3--Board of Education Level

3. If the grievance is not resolved to the grievant's satisfaction, he/she no longer than ten (10) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the School Superintendent who shall attach all related papers and forward the request to the Board of Education. A hearing shall be held within a reasonably expeditious time, but not to exceed thirty-one (31) calendar days after receipt of the appeal notice. The Board, or a committee thereof, shall review the grievance, shall hold a hearing with the employee grievant, shall render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) school days of the date of the hearing.

Level 4--Advisory Arbitration

A. The Board and the Association shall, within ten (10) school days after the receipt of the Request for Arbitration, separately name their own representative to serve on an advisory arbitration panel. The grievance shall be submitted to the panel within ten (10) school days after the Request for Arbitration is received from the Association. The two representatives on the panel, shall within twenty (20) school days from the date of their appointment, choose a person from the American Arbitration Association list of arbitrators to serve as chairperson of the Advisory Arbitration Panel. The record of the Advisory Arbitration Panel shall be made public.

SCHEDULE B

HARRINGTON PARK SCHOOL

GRIEVANCE FORM

GRIEVANT _____ DATE SUBMITTED _____

POSITION _____ SUBMITTED TO _____

GRIEVANCE STATEMENT:

RELIEF SOUGHT:

DETERMINATION:

SIGNED _____ DATE _____

SIGNED _____ DATE _____

SCHEDULE C--ABSENCE FROM WORK POLICY

I. Sick Leave

A. Definition (18A:30-1)

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

B. Annual Allowance (18A:30-2)

10 month employees.....10 days

12 month employees.....12 days

1. Each person regularly employed shall be granted the annual allowance set forth above. All unused days during each school calendar year will be accumulated without limit for additional sick leave as needed in subsequent years.

2. Absences for which payment will be made in any school year in excess of accumulated sick leave shall require the recommendation of the Superintendent and the approval of the Board.

C. Accounting

1. Employees shall be given a written accounting of accumulated sick leave days no later than September 30 of each school year.

D. Sick Leave Payment

1. Payment for sick leave for service connected disability shall be in compliance with 18A:30-2.1.

II. Absence for Personal Reasons, Other Than Sick Leave

A. Definitions

1. "Immediate family" means husband, wife, child, father, mother, brother, sister, grandfather, grandmother, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, or anyone making his or her home with the employee's family or in custody of the employee and regarded as a member of the family.

B. Allowance (non-cumulative)

1. Serious illness in immediate family.....up to 5 days*

2. Death in immediate family.....5 days

2(a). Requests for leave involving a death in the extended family or personal friend, beyond the immediate family identified in SECTION A, PART 1 may be granted by the administration. Unused personal days will be applied and any additional days may be granted at the discretion of the Superintendent upon written application.

3. Absence for compulsory military service. An employee who must fulfill his/her annual military obligation during the course of the regular school year will receive compensation equal to the difference between his/her normal school salary and the amount of military pay received for the period of absence.....up to 10 days maximum allowance.

4. All teachers shall be allowed two days, without loss of pay, for personal business during the school year, upon application to the Superintendent. Leave requests must be submitted three days in advance of requested leave date (non-cumulative leave). Emergency leave is excepted.

5. Personal leave requests must be limited to personal, legal or business matters which cannot be conducted outside of the school day.

* While the normal allowance will be two (2) days, written application to the Superintendent can be made for the five (5) days.

6. Personal leave may not be granted to extend any school holiday, recess or vacation days.

7. Personal leave will not be granted during the first five days of the school year calendar for any employee.

8. Emergency leave requests or special requests with written reasons may be presented to the Superintendent for consideration (i.e. graduations, weddings).

9. Unused personal days will be exchanged for and added to the total of sick days. These transferred days may only be used in case of actual illness and may not be "cashed in" or exchanged for any other benefit.

III. Deductions

Whenever absence from work exceeds the allowance or whenever a person is absent for reasons other than stated above, a deduction from salary will be made for each day's absence:

10 months personnel.....1/200th of annual salary

12 months personnel.....1/240th of annual salary

IV. Military

Benefits shall be established in accordance with Titles 38 and 38A.

V. Illness in Family

A leave of absence without pay or fringe benefits of up to one (1) year shall be granted for the purpose of caring for a sick member of a tenured teacher's immediate family. Additional leave may be granted at the discretion of the Board. All benefits to which a teacher was entitled to at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return to work. The teacher shall be assigned to the same position which was held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.

VI. Exclusions

The above policy shall not apply in the case of substitute teachers or individuals substituting for other personnel covered by the regulations. No payment for absence of substitutes is authorized.

VII. Payout for Unused Sick Leave

A. Any teacher who was employed by the Board as a teacher on or before June 30, 1990 and who remains so employed as a teacher in the Harrington Park School District on September 1, 1990 shall receive at the time of resignation from employment in the district compensation for unused, accumulated sick days he or she had as of June 30, 1990 up to a maximum of 180 days as follows:

1. Teachers with 1-5 years of service in the Harrington Park School District as of June 30, 1990 will receive twenty percent (20%) of their average per diem salary** for the period of their employment in the Harrington Park School District multiplied by the number of unused, accumulated sick days they had as of June 30, 1990.

2. Teachers with 6-10 years of service in the Harrington Park School District as of June 30, 1990 will receive forty percent (40%) of their average per diem salary* for the 1985-86, 1986-87, 1987-88, 1988-89 and 1989-90 school years multiplied by the number of unused, accumulated sick days they had as of June 30, 1990.

3. Teachers with 11-15 years of service in the Harrington Park School District as of June 30, 1990 will receive sixty percent (60%) of their average per diem salary* for the 1985-86, 1986-87, 1987-88, 1988-89 and 1989-90 school years multiplied by the number of unused, accumulated sick days they had as of June 30, 1990.

4. Teachers with 16-20 years of service in the Harrington Park School District as of June 30, 1990 will receive eighty percent (80%) of their average per diem salary* for the 1985-86, 1986-87, 1987-88, 1988-89 and 1989-90 school years multiplied by the number of unused, accumulated sick days they had as of June 30, 1990.

* Per diem salary for each school year is equivalent to 1/180 of the teacher's annual salary. The per diem salary calculation of 1/180 is only applicable to Paragraph VII of Schedule C.

5. Teachers with 21 or more years of service in the Harrington Park School District as of June 30, 1990 will receive one hundred percent (100%) of their average per diem salary* for the 1985-86, 1986-87, 1987-88, 1988-89 and 1989-90 school years multiplied by the number of unused, accumulated sick days they had as of June 30, 1990.

6. For all teachers in categories detailed in Paragraphs 2-5 who have accrued a minimum of 80 unused sick days during their service in Harrington Park, teaching experience in other school districts in New Jersey will be used to determine the years of service for the payment calculation.

B. Any payouts for unused, accumulated sick days will be limited to \$100,000.00 in any given fiscal year. The payouts will be made to teachers in the order in which they apply for the benefit. Any teacher who applies for the benefit but does not receive any or all of it because the \$100,000.00 limit has already been reached, will be given first priority in the following year. The Board, at its discretion, may pay out more than \$100,000.00 of the sick leave benefit in one fiscal year without establishing a precedent or past practice.

1. The person receiving the benefit may elect to receive the payment over a period of up to three years.

C. A teacher's sick leave bank as of September 1, 1990 shall include the number of sick days which the teacher had in excess of 180 as of June 30, 1990. These excess sick days may be designated by the teacher for sick leave taken after September 1, 1990 and will be used in the calculation of the benefit provided for in Paragraph G subject to the limitations contained therein.

Example: A teacher who had 200 sick days as of June 30, 1990 shall be entitled at the time of his or her resignation from the Harrington Park School District to the benefit provided for in Paragraph A based upon 180 unused, accumulated sick days and shall be credited with 20 sick days on September 1, 1990 in addition to his or her allotment of 10 sick days for the 1990 school year which may be designated by the teacher for sick leave days taken on or after September 1, 1990.

D. The Board and the Association have agreed, and have signed a letter memorandum, setting forth the precise present entitlement of all current staff members under Paragraph A.

E. Commencing in the 1990-91 school year, sick days used by teachers will be deducted from sick days earned on or after September 1, 1990. If a teacher requires sick days in excess of the number he or she has accrued after September 1, 1990, the previously agreed benefit accruing under Paragraph A shall be reduced on a day-to-day basis by the applicable per diem rate set forth under Paragraph A. However, no deduction in the aforementioned benefit will be made if the teacher's absence was a result of a serious, long term or serious, diagnosed intermittent health problem, and the Board, in accordance with statute, agrees to extend the paid sick leave available. For purposes of Paragraphs E and F, serious health problems shall be defined as an illness or injury requiring continuing medical treatment or continuing supervision by a health care provider.

F. If a teacher has used all of his sick days earned after September 1, 1990 and claims an exemption from reduction in his or her sick leave payout entitlement under Paragraph A and the Board does not agree that the teacher has demonstrated the basis for such exemption as set forth in Paragraph E, the parties agree to submit to binding arbitration the issue of whether the absences were a result of a serious, long term or serious, diagnosed intermittent health problem.

G. Any teacher who resigns his or her employment in the district after June 30, 1990, after having taught a minimum of ten (10) years in the Harrington Park School District, shall be compensated for his or her unused sick days accrued on or after September 1, 1990 (as of the date of resignation from employment) at the rate of \$30.00 per day, but in no event shall any compensation exceed \$5,400.00. This benefit shall be in addition to any accrued benefit under Paragraph A and shall include sick days which a teacher had in excess of 180 as of June 30, 1990 as provided for in Paragraph C.

Example: A teacher who had 10 years of service and 100 unused, accumulated sick days as of June 30, 1990 will be entitled to the benefit under Paragraph A based upon 100 sick days. If this teacher retires in 2001 with an additional 100 unused sick days accrued on or after

September 1, 1990, the teacher would be entitled to the benefit under Paragraph G based on 100 days or \$3,000.00 in addition to the benefit under Paragraph A.

H. The parties to this agreement acknowledge that it is their intent that the benefit provided for in Paragraph A remain in full force and effect through subsequently negotiated collective bargaining agreements during the course of employment in Harrington Park of teachers covered under this agreement. The parties further acknowledge that it is their intent that neither party will attempt to negotiate a modification, reduction, increase, or deletion of this benefit as it pertains to these teachers.

SCHEDULE D-1--HARRINGTON PARK 2002-2003 TEACHERS' GUIDE

Step	BA	BA 15	BA 30	MA	MA 15	MA 30	MA 45
1	\$35,048	\$35,853	\$36,696	\$37,768	\$38,839	\$39,950	\$41,431
2	\$35,348	\$36,153	\$36,996	\$38,068	\$39,139	\$40,250	\$41,661
3	\$37,234	\$37,799	\$38,685	\$39,805	\$40,931	\$42,095	\$43,569
4	\$38,273	\$39,169	\$40,095	\$41,290	\$42,488	\$43,712	\$45,269
5	\$39,589	\$40,539	\$41,504	\$42,776	\$44,046	\$45,328	\$46,968
6	\$40,903	\$41,909	\$42,915	\$44,261	\$45,602	\$46,944	\$48,668
7	\$42,412	\$43,418	\$44,426	\$45,935	\$47,279	\$48,620	\$50,346
8	\$43,924	\$44,929	\$46,104	\$47,616	\$48,957	\$50,467	\$52,191
9	\$45,602	\$46,609	\$47,784	\$49,293	\$50,804	\$52,316	\$54,037
10	\$47,279	\$48,286	\$49,629	\$51,138	\$52,650	\$54,324	\$56,051
11	\$48,957	\$50,130	\$51,474	\$52,982	\$54,662	\$56,342	\$58,065
12	\$50,804	\$51,979	\$53,322	\$54,999	\$56,769	\$58,524	\$60,247
13	\$52,650	\$53,994	\$55,334	\$57,011	\$58,858	\$60,706	\$62,430
14	\$54,662	\$56,004	\$57,517	\$59,193	\$61,040	\$63,055	\$64,777
15	\$56,678	\$58,187	\$59,698	\$61,376	\$63,389	\$65,572	\$67,294
16	\$59,018	\$60,529	\$62,040	\$63,725	\$65,906	\$68,086	\$69,815
17	\$62,432	\$64,056	\$65,679	\$66,405	\$68,583	\$71,487	\$72,657
18	\$66,574	\$68,334	\$70,085	\$70,292	\$72,686	\$75,440	\$76,917
19				\$74,994	\$77,619	\$80,248	\$82,060

The following longevity increment will be given to all teachers, hired before July 1, 1996, who have completed the specified years of consecutive service in the Harrington Park School as of September 1, 2000.

Years Of Service	Amount
After 3 Years	\$200.00
After 10 Years	\$800.00
After 15 Years	\$1,200.00
After 20 Years	\$2,000.00
After 25 Years	\$3,000.00

The following longevity increment will be given to all teachers hired to begin work after July 1, 1996, who have completed the specified years of consecutive service in the Harrington Park School.

Years Of Service	Amount
After 10 Years	\$400.00
After 15 Years	\$800.00
After 20 Years	\$1,600.00
After 25 Years	\$2,600.00

SCHEDULE D-2--HARRINGTON PARK 2003-2004

Step	BA	BA 15	BA 30	MA	MA 15	MA 30	MA 45
1	\$38,344	\$38,909	\$39,795	\$40,915	\$42,041	\$43,205	\$44,679
2	\$38,644	\$39,209	\$40,095	\$41,215	\$42,341	\$43,505	\$44,979
3	\$38,944	\$39,509	\$40,395	\$41,515	\$42,641	\$43,805	\$45,279
4	\$40,244	\$40,879	\$41,805	\$43,000	\$44,198	\$45,422	\$46,979
5	\$41,299	\$42,249	\$43,214	\$44,486	\$45,756	\$47,038	\$48,678
6	\$42,613	\$43,619	\$44,625	\$45,971	\$47,312	\$48,654	\$50,378
7	\$44,122	\$45,128	\$46,136	\$47,645	\$48,989	\$50,330	\$52,056
8	\$45,634	\$46,639	\$47,814	\$49,326	\$50,667	\$52,177	\$53,901
9	\$47,312	\$48,319	\$49,494	\$51,003	\$52,514	\$54,026	\$55,747
10	\$48,989	\$49,996	\$51,339	\$52,848	\$54,360	\$56,034	\$57,761
11	\$50,667	\$51,840	\$53,184	\$54,692	\$56,372	\$58,052	\$59,775
12	\$52,514	\$53,689	\$55,032	\$56,709	\$58,479	\$60,234	\$61,957
13	\$54,360	\$55,704	\$57,044	\$58,721	\$60,568	\$62,416	\$64,140
14	\$56,372	\$57,714	\$59,227	\$60,903	\$62,750	\$64,765	\$66,487
15	\$58,388	\$59,897	\$61,408	\$63,086	\$65,099	\$67,282	\$69,004
16	\$61,178	\$62,689	\$64,200	\$65,435	\$67,616	\$69,796	\$71,525
17	\$64,522	\$66,146	\$67,769	\$68,565	\$70,743	\$73,647	\$74,817
18	\$68,904	\$70,664	\$72,415	\$72,382	\$74,776	\$77,530	\$79,007
19				\$77,324	\$79,949	\$82,578	\$84,390

The following longevity increment will be given to all teachers, hired before July 1, 1996, who have completed the specified years of consecutive service in the Harrington Park School as of September 1, 2000.

Years Of Service	Amount
After 3 Years	\$200.00
After 10 Years	\$800.00
After 15 Years	\$1,200.00
After 20 Years	\$2,000.00
After 25 Years	\$3,000.00

The following longevity increment will be given to all teachers hired to begin work after July 1, 1996, who have completed the specified years of consecutive service in the Harrington Park School.

Years Of Service	Amount
After 10 Years	\$400.00
After 15 Years	\$800.00
After 20 Years	\$1,600.00
After 25 Years	\$2,600.00

SCHEDULE D-3--HARRINGTON PARK 2004-2005 TEACHERS' GUIDE

Step	BA	BA 15	BA 30	MA	MA 15	MA 30	MA 45
1	\$41,564	\$42,209	\$43,135	\$44,330	\$45,528	\$46,752	\$48,309
2	\$41,874	\$42,509	\$43,435	\$44,630	\$45,828	\$47,052	\$48,609
3	\$42,174	\$42,809	\$43,735	\$44,930	\$46,128	\$47,352	\$48,909
4	\$42,474	\$43,109	\$44,035	\$45,230	\$46,428	\$47,652	\$49,209
5	\$43,774	\$44,479	\$45,444	\$46,716	\$47,986	\$49,268	\$50,908
6	\$44,843	\$45,849	\$46,855	\$48,201	\$49,542	\$50,884	\$52,608
7	\$46,352	\$47,358	\$48,366	\$49,875	\$51,219	\$52,560	\$54,286
8	\$47,864	\$48,869	\$50,044	\$51,556	\$52,897	\$54,407	\$56,131
9	\$49,542	\$50,549	\$51,724	\$53,233	\$54,744	\$56,256	\$57,977
10	\$51,219	\$52,226	\$53,569	\$55,078	\$56,590	\$58,264	\$59,991
11	\$52,897	\$54,070	\$55,414	\$56,922	\$58,602	\$60,282	\$62,005
12	\$54,744	\$55,919	\$57,262	\$58,939	\$60,709	\$62,464	\$64,187
13	\$56,590	\$57,934	\$59,274	\$60,951	\$62,798	\$64,646	\$66,370
14	\$58,602	\$59,944	\$61,457	\$63,133	\$64,980	\$66,995	\$68,717
15	\$60,808	\$62,317	\$63,828	\$65,316	\$67,329	\$69,512	\$71,234
16	\$63,588	\$65,099	\$66,610	\$67,855	\$70,036	\$72,216	\$73,945
17	\$66,932	\$68,556	\$70,179	\$70,975	\$73,153	\$76,057	\$77,227
18	\$71,234	\$72,994	\$74,745	\$74,792	\$77,186	\$79,940	\$81,417
19				\$79,654	\$82,279	\$84,908	\$86,720

The following longevity increment will be given to all teachers, hired before July 1, 1996, who have completed the specified years of consecutive service in the Harrington Park School as of September 1, 2000.

Years Of Service	Amount
After 3 Years	\$200.00
After 10 Years	\$800.00
After 15 Years	\$1,200.00
After 20 Years	\$2,000.00
After 25 Years	\$3,000.00

The following longevity increment will be given to all teachers hired to begin work after July 1, 1996, who have completed the specified years of consecutive service in the Harrington Park School.

Years Of Service	Amount
After 10 Years	\$400.00
After 15 Years	\$800.00
After 20 Years	\$1,600.00
After 25 Years	\$2,600.00

SCHEDULE D (Continued)

It shall be clearly understood by both parties that the salary schedule (e.g., designated as Schedule D included in this agreement) does not guarantee an automatic salary increase. The Board reserves the right to withhold for inefficiency or other good cause, any and all employment, adjustment and merit increments. In the event the Board wishes to exercise such a right, it does hereby agree to follow this procedure:

1. Whenever the Superintendent decides to submit a recommendation to the Board to withhold a salary increment, the employee to be so deprived shall be put on notice of this recommendation.
2. Arrangements shall be made to afford said employee a reasonable opportunity to speak in his own behalf before the Board. Such a meeting before the Board shall not constitute a plenary hearing.
3. The Board will not take necessary formal action until a date subsequent to the above meeting.
4. If the resultant action of the Board is to withhold an increment, it shall, within ten (10) days, give written notice of such action, together with the reasons therefore, to the employee concerned.

SCHEDULE E--CO-CURRICULAR SALARY GUIDE

Sport/Activity	2002-03	2003-04	2004-05
Soccer	\$2,539	\$2,679	\$2,826
Volleyball	\$2,539	\$2,679	\$2,826
Basketball (Boys)	\$2,539	\$2,679	\$2,826
Basketball (Girls)	\$2,539	\$2,679	\$2,826
Track/spring	\$2,000	\$2,110	\$2,226
Cheerleading	\$1,462	\$1,542	\$1,627
Student Council	\$2,466	\$2,602	\$2,745
Yearbook	\$1,695	\$1,788	\$1,886
Drama (3 positions)	\$1,768	\$1,865	\$1,968
Art/Lit	\$1,309	\$1,381	\$1,457
Chaperone	\$153	\$162	\$171
Wee Deliver	\$1,695	\$1,788	\$1,886
5-8 band Director	\$3,500	\$3,693	\$3,896
Choral Director	\$2,000	\$2,110	\$2,226
CST Chairperson	\$2,500	\$2,638	\$2,783
Morning supervision (up to 4)	\$750	\$791	\$835

LONGEVITY STIPEND

Experience in a position (i.e. coaching) will be dignified via a longevity stipend.

Years In Position	Amount
After 5 years	\$275.00 (Total)
After 10 years	\$325.00 (Total)
After 15 years	\$375.00 (Total)

The longevity stipend is non-accumulative and awarded after completion of the required years in the position, those years not necessarily being consecutive.

Payment for coaching and any other co-curricular positions which do not encompass the full school year shall be made in the pay period immediately following the last date of the activity.

Payment for co-curricular positions encompassing the full year shall be made twice, one-half payment in December and one-half payment in June.

SCHEDULE F--HARRINGTON PARK 12 MONTH SECRETARIAL SALARY GUIDE

Step	2002-03	2003-04	2004-05
1	\$25,830	\$26,850	\$27,985
2	\$26,751	\$27,771	\$28,906
3	\$27,670	\$28,690	\$29,825
4	\$28,591	\$29,611	\$30,746
5	\$29,511	\$30,531	\$31,666
6	\$30,432	\$31,452	\$32,587
7	\$31,408	\$32,428	\$33,563
8	\$32,384	\$33,457	\$34,592
9	\$33,360	\$34,486	\$35,668
10	\$34,336	\$35,515	\$36,744
11	\$35,312	\$36,544	\$37,820
12	\$36,288	\$37,573	\$38,896
13	\$37,264	\$38,602	\$39,972
14	\$38,240	\$39,631	\$41,048
15	\$39,216	\$40,660	\$42,124
16	\$40,192	\$41,689	\$43,200
17	\$41,168	\$42,718	\$44,276
18	\$42,144	\$43,747	\$45,352
19	\$43,127	\$44,777	\$46,427

The Board reserves to itself the right to award or withhold increment.

Secretaries who have completed ten (10) years of service and were hired after January 1, 1998, shall receive a longevity increment of four hundred (400) dollars per year.