

AGREEMENT
BETWEEN
THE HILLSBOROUGH EDUCATION ASSOCIATION
AND
THE BOARD OF EDUCATION
OF THE
TOWNSHIP OF HILLSBOROUGH
Effective
July 1, 2013
through
June 30, 2016

THIS AGREEMENT ENTERED INTO THIS ___ day of _____, 2013
BY AND BETWEEN THE HILLSBOROUGH EDUCATION ASSOCIATION,
hereinafter called the "Association", AND THE BOARD OF EDUCATION
OF THE TOWNSHIP OF HILLSBOROUGH, Somerset County, New Jersey,
hereinafter called the "Board", to be effective July 1, 2013 and
to continue in effect until June 30, 2016.

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SECTION ONE

General

Applies to All Recognized Employees

**ARTICLE 1
RECOGNITION**

1.1. Pursuant to Chapter 303, Laws of 1968, State of New Jersey Employer-Employee Relations Act, the Hillsborough Board of Education recognizes the Hillsborough Education Association as the exclusive representative for the purpose of collective negotiations concerning the terms and conditions of employment for all personnel whether under contract or on leave employed by the Board as included herein:

- a. Teachers
- b. Nurses
- c. Librarians
- d. Social Workers
- e. School Psychologists employed after June 30, 1991
- f. Home Instruction Teachers
- g. Learning Disability Specialists
- h. Occupational Therapists (HEA Members or Salary only)
- i. Physical Therapists
- j. Special Education Teachers
- k. Ten and Twelve Month Office Personnel
- l. Athletic Trainers
- m. Instructional Assistants
- n. Coaches
- o. Accounting Clerks
- p. Custodians (HEA Members or Salary only)
- q. Maintenance Personnel
- r. Pupil Transportation Drivers
- s. Mechanics
- t. Guidance Counselors
- u. Student Assistance Counselors
- v. Payroll Bookkeeper
- w. Head Bookkeeper
- x. Clerical Assistants
- y. Lunch Aides
- z. Speech Language Specialists
- aa. High School Parking Lot Attendants
- bb. District Behaviorists
- cc. Transportation Aides

but excluding

- a. Superintendent
- b. Board Secretary-Business Administrator
- c. Assistant Superintendent
- d. Principals
- e. Vice-Principals
- f. Directors
- g. School Psychologists employed on or before June 30, 1991
- h. Board Office Supervisory Personnel
- i. Secretaries to Superintendent
- j. Secretary to Board Secretary-Business Administrator
- k. Coordinators
- l. Secretary to Assistant Superintendent
- m. Personnel Assistant
- n. Clerk/Secretary to Personnel Assistant
- o. District Data Manager
- p. All other positions not listed as included

1.2. Unless otherwise indicated, reference to employees shall be deemed to include both male and female except where a context clearly limits the intent to one sex, and the words used in the singular shall include words in the plural as the text so requires. (Example: the provision for leaves of absence on account of pregnancy).

1.3. Definition of Full-Time Personnel (Custodial, Maintenance, and Transportation)

1.3.1. Unless otherwise indicated, the term "full-time personnel", who are represented by the Association in the negotiating unit as defined above, when used in this Agreement, shall refer to such persons steadily employed by the Board and who work not less than forty (40) hours per calendar week in the case of custodial and maintenance personnel, and in the case of pupil transportation drivers, those steadily employed on regularly scheduled routes, who work not less than forth (40) hours per calendar week.

1.4. Limited Benefits to Part-Time Transportation Personnel

- 1.4.1. Pupil transportation drivers, steadily employed by the Board on regular routes, who work less than forty (40) hours per calendar week shall be included in the negotiating unit for all purposes and shall receive prorated leaves of absence benefits and sick leave benefits (based on 40-hour calendar week, under Articles 32 and 33 and insurance benefits subject to the conditions of Article 31).

ARTICLE 2
AGENCY FEE

- 2.1. Upon receipt of written authorization from the Association, the Board shall deduct a representation fee from the wages of each employee who is not a member of the Association and shall remit the moneys collected to the Association once each month, not later than the 15th of the month.
- 2.2. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the Board in conformance with this provision.
- 2.3. Effective July 1, 1984, any employee in the bargaining unit on the effective date of this Agreement who does not join the Association within thirty (30) days thereafter, any new employee who does not join within thirty (30) days of initial employment within the unit and any employee previously employed within the unit who does not join within ten (10) days of reentry into employment within the unit shall as a condition of employment pay a representation fee to the Association by automatic payroll deduction.
- 2.4. The representation fee shall be in the amount permitted by law as certified to the Board by the Association. The Association will certify to the Board prior to the start of each membership year that the amount of the representation fee to be assessed does not exceed eighty-five percent (85%) of dues, fees, and assessments and does not include any amount of dues, fees, and assessments that are

expended (1) for partisan, political, or ideological activities or causes that are only incidentally related to terms and conditions of employment or (2) applied toward the cost of benefits available only to members of the Association.

The Association may revise its certification of the amount of the representation fee prior to the start of each membership year to reflect changes in the Association membership dues, fees and assessments.

- 2.5. For the purposes of this provision, employees who are reappointed from year to year shall be considered to be in continuous employment.
- 2.6. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:15A-5.4(2)(c) and (3) (L1979,c.477), and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the Board shall immediately cease making said deductions. The Association shall provide evidence of the existence of this system to the Board and to all non-Association members before any deductions are made.
- 2.7. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.
- 2.8. The Association agrees that any moneys collected under provisions for Agency Fee shall be held in a special account by the Board of Education until such time as legal questions currently under consideration are decided.

ARTICLE 3 VANDALISM REIMBURSEMENT FUND

- 3.1. The Board shall establish each year a fund of five hundred dollars (\$500.00) to be used to reimburse

employees as authorized by the Superintendent for damage caused by vandalism committed on their cars while in school district parking facilities. At the end of each year, unused moneys (if there are any) will be continued in the fund, but only until the fund reaches a maximum of one thousand dollars (\$1,000.00).

ARTICLE 4 NEGOTIATION PROCEDURE

- 4.1. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968 in a good-faith effort to reach agreement on matters concerning the terms and conditions of teachers' employment. Such negotiations shall be scheduled in accordance with the timetable established by the Public Employment Relations Commission during the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all recognized personnel under Article 1, Paragraph 1 and shall be reduced to writing, approved and signed by the Board and the Association.
- 4.2. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available to the Association for inspection all records, data, and information of the Hillsborough Township School District that are in the public domain.
- 4.3. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations. The full Board retains the right to ratify or reject any agreements reached during negotiations.
- 4.4. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined as Article 1 of this Agreement, with any organization

other than the Association for the duration of this Agreement.

- 4.5. This Agreement shall not be modified in whole or in part unless both parties negotiate a mutually acceptable amendment to this Agreement. Said amendment shall be reduced to writing, be approved and be signed by the Board and the Association.

**ARTICLE 5
MANAGEMENT RIGHTS**

- 5.1. Subject to the express provisions of the Agreement and in compliance with law, the Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all 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, including all decisional law and rules and regulations of the State Department of Education of the State of New Jersey, including, but not limited to, the following:
- 5.1.1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees in the performance of their employment;
- 5.1.2. To hire, direct, promote, transfer, assign, and retain employees in positions within the school district, and to determine their qualifications and the conditions for their dismissal or demotion, and to relieve employees from duties because of lack of work or for other legitimate reasons pursuant to rules and regulations of the Board;
- 5.1.3. To maintain the efficiency of the school district operations entrusted to the Board, and to determine the methods, means and personnel by which such operations are to be conducted;
- 5.1.4. To determine work schedules, the hours of work, and the duties, responsibilities and assignments of employees with respect thereto;

- 5.1.5. To take what actions as may be necessary to carry out the functions of the school district in emergency situations.
- 5.2. The Association agrees that it will not engage in any slow down, job action, or other retaliatory practice, including withholding labor and services during the duration of this Agreement.

**ARTICLE 6
MISCELLANEOUS**

- 6.1. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by the Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement, except that proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Association as may be required by N.J.S.A. 34:13A-5.3.
- 6.1.1. The Board agrees that its employees shall have the right to freely organize, join, and support the Association and its affiliates and that it shall not discriminate against any employee on the basis of his involvement with the Association and its affiliates.
- 6.2. Association Business and Meetings
- 6.2.1. The Board shall grant full time leave to the Association President for the term of this Agreement only. The terms of the Association President's release time, including reimbursing the Board for the President's salary and benefits, shall be in accordance with the terms of the parties' Sidebar Agreement, dated May 24, 2007. Article 6.2.1 shall be automatically eliminated in its entirety if the Association has not successfully negotiated a continuation of the provision in the successor agreement. Failure to reach an agreement in the

successor agreement shall not result in a continuation of the benefits set forth in Article 6.2.1; instead, this Article shall remain as the status quo until a successor agreement has been reached, and thereafter shall only be continued if the Association has successfully negotiated its continuation.

- 6.2.2. In the event that Article 6.2.1 is not renewed or otherwise modified, the Association President's release time shall be as follows: The Association President shall be excused from one duty period per day at the middle and high school levels or from forty (40) non-instructional/non-assigned consecutive minutes per day at the elementary school/support staff levels for purposes of conducting Association business.
- 6.2.2.1. The Board shall ensure that the daily schedule of the Association First Vice-President will have his/her contractual duty period at the end of the day, and that he or she will be released from said duty period on a daily basis for Association business.
- 6.2.3. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or disrupt normal school operations or interfere with the assigned duties of school personnel. The Association and its representatives shall have the privilege to use school buildings for meetings upon prior notice and approval consistent with the present Board policies as to the use of the schools. The Association shall have the right to use the inter-school mail facilities and school mail boxes in accord with reasonable regulations to be adopted by the Superintendent of Schools.
- 6.3. The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on

the basis of race, creed, color, religion, national origin, gender, domicile, marital status, age, or sexual orientation.

SECTION TWO

Applies to Teachers, Nurses, Librarians, Social Workers, Home Instruction Teachers, Learning Disability Specialists, Special Education Teachers, School Psychologists employed after June 30, 1991, Occupational Therapists, Physical Therapists, Coaches, Ten and Twelve Month Office Personnel, Athletic Trainers, Lunch Aides, Instructional Assistants, Accounting Clerks, Guidance Counselors, Student Assistance Counselors, Clerical Assistants, Payroll Bookkeeper, Head Bookkeeper, Speech Language Therapists, High School Parking Lot Attendants, District Behaviorists, and Transportation Aides.

**ARTICLE 7
GRIEVANCE PROCEDURE**

- 7.1. Definition:
- 7.1.1. A "grievance" shall mean a claim by an employee that there has been a misinterpretation, misapplication, or a violation of Board Policy, this Agreement, or an administrative decision resulting in personal loss or injury or otherwise adversely affecting his terms and conditions of employment.
- 7.1.2. An "aggrieved person" is the person or persons making the claim.
- 7.2. General Conditions
- 7.2.1. It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.
- 7.2.2. A grievance, to be considered under this procedure, must be initiated by the employee within twenty (20) calendar days of the time the employee knew or should reasonably have known of its occurrence.
- 7.2.3. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance by the grievant of the decision rendered at that step.
- 7.2.4. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 7.2.5. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. The time limits specified may be extended by mutual agreement of the parties hereto in writing.

- 7.2.6. School days when used in this Article refer to days when school is in session, and during the summer, to days when the Central Office is open for the transaction of business, whether or not students or employees are in scheduled attendance.
- 7.3. Right of Employees to Representation
- 7.3.1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association.
- 7.3.2. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance at Level Two be notified that the grievance is in process, have the right to be present and present its position in writing at all meetings with the employee held concerning the grievance, and shall receive a copy of all decisions rendered.
- 7.4. Procedure
- 7.4.1. Level One - Any employee who has a grievance shall discuss it first with his Principal, or immediate superior, in an attempt to resolve the matter informally at that level.
- 7.4.2. Level Two - If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he may set forth his grievance in writing to his Principal on the grievance forms provided. The Principal shall communicate his decision to the employee in writing within five (5) school days of receipt of the written grievance.
- 7.4.3. Level Three - The employee, no later than five (5) school days after receipt of the Principal's decision, may appeal the Principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Principal as specified above, and his 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.

The Superintendent shall communicate his decision in writing to the employee and the Principal.

7.4.4. Level Four - If the grievance is not resolved to the employee's satisfaction, he, no later 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 Superintendent of Schools who shall attach all related papers and forward the request within five (5) school days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon request of the employee, hold a hearing with the employee and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board or of the date of the hearing with the employee, whichever comes later.

7.4.5. Level Five - No claim by an employee shall constitute a grievance matter beyond Level Four or be processed beyond Level Four if it pertains to (a) any matter for which a detailed method of review is prescribed by law; or (b) any rule or regulation of the State Commissioner of Education; or (c) any existing by-laws of the Board of Education; or (d) any matter which according to law is beyond the scope of Board authority or limited to unilateral action of the Board alone; or (e) any complaint of a non-tenure employee which arises by reason of his not being reemployed. However, a non-tenure employee shall have the right to a hearing before the Board of Education, wherein a decision shall be rendered to the non-tenure employee forthwith (due process shall be adhered to by the parties); or (f) a complaint by any certified personnel occasioned by lack of appointment to or lack of retention in any position for which tenure is either not possible or not required. However, in all situations, due process shall be guaranteed.

If the employee is dissatisfied with the decision of the Board of Education and only if the grievance pertains to an alleged violation of this Agreement between the Board and the Association, the employee may request the appointment of an arbitrator, such request to be made in writing to the Superintendent no later than two (2) calendar weeks after receipt of the decision of the Board of Education. An

employee, in order to process his grievance beyond Level Four, must have his request for such action accompanied by the written recommendation for such action by the Association. Such request can be honored only if the grievant or grievants and the Association representing them waive the right, if any, in writing of said grievant or grievants and the Association representing them to submit the underlying dispute to any other administration or judicial tribunal, except for the purpose of enforcing the arbitrator's report.

- 7.5. Procedure for Securing the Services of an Arbitrator.
- 7.5.1. The following procedure will be used to secure the services of an arbitrator:
- 7.5.2. A request will be made to the Public Employment Relations Commission ("PERC") to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- 7.5.3. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request PERC to submit a second roster of names. If the parties are unable to determine within ten (10) school days (within ten (10) calendar days for those employees included in Section Three of this Agreement) of the initial request for arbitration a mutually satisfactory arbitrator from the second submitted list, PERC may be requested by either party to designate an arbitrator.
- 7.5.4. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from, the Agreement between the parties or any policy of the Board of Education. The findings of the arbitrator shall be binding to the parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's report and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearings.

7.6. Miscellaneous

7.6.1. Forms pertaining to the filing of grievances shall be prepared jointly by the Association and Superintendent, and shall require the employee to specify the exact nature of the alleged misinterpretation, misapplication, or violation of the Board policy, this Agreement, or administrative decision adversely affecting his terms and conditions of employment. Forms shall require the employee to identify the specific provisions of this Agreement or principal areas that allegedly were violated and how they were violated. Further, the forms shall require the employee to specify the exact remedy sought. See Section Four, Schedule A.

7.7. Costs

7.7.1. Each party shall bear the total cost incurred by itself.

7.7.2. The fees and expenses of the arbitrator shall be paid by the losing party.

7.8. 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.

7.9. No employee shall be disciplined without just cause.

**ARTICLE 8
SCHOOL CALENDAR**

Parties agree to:

8.1. Representatives of the Association are to meet with the Superintendent at a time prior to formal acceptance of the school calendar for the subsequent school year(s). At that time the Superintendent will consult with the representatives of the Association on the specifics of the school calendar.

8.2. The teacher in school work year will be one hundred eighty-five (185) days long. New teachers will be required to attend additional orientation days as provided for by the Board, as existed in prior practice.

8.2.1. Effective July 1, 2008, the school year for school nurses will be extended five (5) days to one hundred ninety (190) days. The additional five (5) days will be scheduled in conjunction with the building principal and/or Assistant Superintendent between the end of each school year in June and the start of each new school year in September. The additional five (5) days shall be paid pro rata in accordance with District practice.

8.3. The Board reserves the right to make modifications in the school calendar, after consultation with the Association. The Board further reserves the right to terminate school in the event of an emergency without prior consultation with the Association.

**ARTICLE 9
TEACHING HOURS AND TEACHING LOAD**

9.1. Teachers will be required to report to work fifteen (15) minutes before the start of the scheduled school day in the morning. The teacher working day will end ten (10) minutes after the scheduled departure of the last bus in the afternoon. The teacher will continue to perform in a professional manner as currently practiced.

In case of an emergency delay or unusual circumstance in the arrival of one or more buses, the Principal may require the number of teachers he deems necessary to remain with the pupils to provide the necessary supervision until the buses arrive.

9.1.1. Teachers may be required to work a flexible schedule. The flexible schedule is subject to annual review and approval by the Administration. In those cases, the teachers' in-school workday shall be the same number of hours as the teachers' regular work day.

9.1.2. The Athletic Trainer's work day and work week shall be consistent with current practice.

9.2. Classroom teachers will receive at least five (5) conference/preparation periods per week except in cases of emergency.

- 9.3. Elementary teachers will receive approximately the same gross preparation time per week as afforded them in past practice.
- 9.4. Meetings
- 9.4.1. The Administration and the Hillsborough Education Association recognize the value of Professional Learning Communities (PLCs) as a professional development opportunity. For the exclusive purpose of conducting PLCs, professional development, and other professional activities, there shall be, in the 2013-2014 school year, a total of four (4) minimum days; in the 2014-2015 school year, a total of three (3) minimum days; in the 2015-2016 school year, the number of minimum days will be determined at the administration's discretion.
- 9.4.2. For the 2013-2014 school year, PLCs will take place on two (2) Monday meetings per month. In addition, one (1) faculty/departmental meeting per month shall be scheduled on Mondays, with at least forty-eight (48) hours notice, unless there is an emergency.
- 9.4.3. In addition to PLCs scheduled pursuant to Article 9.4.1, beginning in the 2014-2015 school year, there shall be one (1) faculty meeting and one (1) PLC or departmental meeting per month.
- 9.4.4. Beginning in the 2014-2015 school year, in months where no minimum days are scheduled, there shall be one (1) additional PLC.
- 9.4.5. Beginning in the 2014-2015 school year, meetings and PLCs scheduled pursuant to Articles 9.4.3 and 9.4.4 shall occur as follows: Hillsborough High School employees shall meet on Mondays; Hillsborough Middle School employees shall meet on Tuesdays; Auten Road Intermediate School employees shall meet on Wednesdays; Elementary School employees shall meet on Thursdays.
- 9.4.6. The Administration will make every effort to begin meetings no later than twenty (20) minutes after dismissal of the students, provided, however, that nothing contained herein shall prohibit the Administration from scheduling meetings before the day begins, consistent with past practice.

- 9.5. Teachers are required to attend Back to School Night event(s) on a date(s) designated by the Superintendent's office. Any teacher who is required to attend more than one (1) Back to School Night event shall be compensated with an early release day.

A staff member who is unable to attend a Back to School night event for any reason shall be required, within two (2) weeks of the missed event, to schedule and complete a two (2) hour "make-up" session, to which the parents of all students in the teacher's class(es) shall be invited. The teacher shall be required to remain present at the location of the session for the entire two (2) hour duration irrespective of parental attendance.

- 9.6. In the event of an emergency during the teaching day or at the close of the teaching day during which students are ordered out of the building (e.g. bomb threat, fire, fire drill), the teachers shall remain to assist in the control of the students as long as the students remain on the school premises.

- 9.7. Elementary teachers shall receive, on a daily basis, a duty-free lunch period of at least forty (40) minutes, unless the lunch period allotted to pupils is less than forty (40) minutes, due to such items as half-day session, delayed opening, or early dismissal, in which case the teachers shall receive the same amount of time as the pupils.

- 9.8. Sixth Instructional Period

- 9.8.1. The Board may assign a sixth instructional period to high school teachers who volunteer for a sixth period teaching assignment.

- 9.8.2. Compensation for the sixth instructional period shall be paid to the high school teachers on a per diem basis in the amount of twenty percent (20%) of the teachers' respective daily base salaries for those teachers teaching a full sixth instructional period, i.e., thirty-six (36) classes per six (6) day cycle.

9.8.3. High School teachers who teach less than thirty-six (36) classes per six (6) day cycle, but more than thirty (30) classes per six (6) day cycle, shall be compensated on a per diem basis in accordance with the following schedule:

<u>Periods</u>	<u>Rate</u>
31 periods/6 day cycle.....	3.33%
32 periods/6 day cycle.....	6.66%
33 periods/6 day cycle.....	10.00%
34 periods/6 day cycle.....	13.33%
35 periods/6 day cycle.....	16.66%

9.8.4. Any District speech therapist who absorbs the caseload of a vacant position would be compensated at the above sixth period rate set forth in Article 9.8.2.

9.8.5. Any Speech Language Therapist voluntarily performing requested speech therapy services outside of their negotiated teaching hours and teaching load shall be compensated for said services at an hourly rate equivalent to 1/185th of the Speech Language Therapist's annual salary divided by the hours of the regular school day.

9.8.6. The parties understand and agree that any high school teacher who ceases to teach six (6) periods per day as part of his or her regular teaching load in any year will cease to receive the benefits described herein and shall receive the compensation level that would apply if said teacher had not been carrying a six-period teaching load in that year.

9.8.7. The parties understand and agree that neither the receipt of the benefits described herein, nor the fact that a high school teacher is teaching or has taught a sixth period per day will have any effect on that teacher's step level assignment, entitlement to seniority, entitlement to tenure, or entitlement to assignment or any other right or benefit that may be available to employees of the Board.

9.8.8. High school teachers who agree to mentor an Independent Study Enrichment Course shall be compensated according to the home instruction rate set forth in the "Additional Items" section of this Agreement for those hours approved by the principal.

- 9.9. Seventh Instructional Period
- 9.9.1. The Board may assign a seventh instructional period to middle school teachers who volunteer for a seventh period teaching assignment.
- 9.9.2. Compensation for the seventh instructional period shall be paid to the middle school teachers on a per diem basis in the amount of one sixth (1/6) of the teachers' respective daily base salaries.
- 9.9.3. The parties understand and agree that any middle school teacher who ceases to teach seven (7) periods per day as part of his or her regular teaching load in any year will cease to receive the benefits described herein and shall receive the compensation level that would apply if said teacher had not been carrying a seven-period teaching load in that year.
- 9.9.4. The parties understand and agree that neither the receipt of the compensation described herein, nor the fact that a middle school teacher is teaching or has taught a seventh period per day will have any effect on that teacher's step level assignment, entitlement to seniority, entitlement to tenure, or entitlement to assignment or any other right or benefit that may be available to employees of the Board.

**ARTICLE 10
TEACHER ASSIGNMENT**

- 10.1. All teachers shall be given a tentative, written notice of their salary schedules, K-12 subject and building assignment, and K-6 assignments for the forthcoming year by June 15, but in no case later than two (2) days prior to the close of school.
- 10.2. The Superintendent shall notify all newly appointed personnel of their specific positions within that subject area and/or grade level for which the Board has appointed the teacher. The Superintendent shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency not later than June 30. This does not apply to teachers who are unassigned.

10.3. In the event that changes in such schedules, subject assignments, and/or building assignments are proposed after the deadline date as specified in Articles 10.1 and 10.2 above, any teacher affected shall be notified in writing and upon request of the teacher the changes shall be reviewed between the Superintendent or his designee and the teacher affected.

10.4. Teachers who may be required to use their own automobiles in the performance of their duties and teachers who are assigned to more than one (1) school per day shall be reimbursed for all such travel in accordance with the provisions of Article 20.8.

ARTICLE 11 TRANSFERS AND REASSIGNMENTS

11.1. Voluntary Transfers and Reassignments

11.1.1. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent not later than February 1. Such statements shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he desires to be transferred, in order of preference if there is a vacancy foreseen as of that date.

11.2. Involuntary Transfers and Reassignments

11.2.1. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency not later than May 20.

ARTICLE 12 PROMOTIONS

12.1. Notice of all open positions (except those of classroom teachers) in the Hillsborough Schools shall be posted in all schools and sent to the Hillsborough Education Association President. The posting notice shall set forth qualifications for the position and the minimum salary the Board

expects to pay. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within fifteen (15) calendar days after the date of the notice. No permanent appointment to the position posted shall be made until twenty (20) calendar days after the posting notice has been issued.

- 12.2. Employees who desire to apply for a promotional position which may be filled during the summer months, when school is not in session, shall submit their names to the Superintendent, together with the positions for which they wish to apply, and an address where they can be reached during the summer. The Superintendent shall notify such employees of any vacancy in a position for which they wish to apply. Employees interested in applying for the positions shall do so within fifteen (15) calendar days of the date of such notification. No appointment shall be made until twenty (20) calendar days after the date of such notification.

ARTICLE 13 TEACHER EVALUATION

- 13.1. A non-tenured teacher shall be given a copy of any class observation report or annual evaluation report prepared by his evaluators in accordance with the applicable provisions of Title 6A. No written notice shall be submitted to the Central Office, placed in the teacher's file or otherwise acted upon without an opportunity for prior conference being afforded to the teacher. After this conference, the teacher shall be permitted five (5) school days in which to make written comments on the observation report or evaluation report before signing the form. No teacher shall be required to sign a blank or incomplete evaluation form. If the teacher refuses to sign material to be filed, the teacher shall notify the Association President of such action, and said material shall be filed, signature notwithstanding.
- 13.2. A teacher shall have the right, upon request, to review the contents of his personnel file, with the exception of references and recommendations that were made by previous employers. A teacher shall be

entitled to have one of his colleagues accompany him during such review.

- 13.3. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in his personnel file unless the teacher has had the opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material within thirty (30) calendar days and his answer shall be received by the Superintendent or his designee and attached to the file.
- 13.4. Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating a teacher shall be related to the teacher and he shall be given an opportunity to respond to and/or rebut such a complaint.
- 13.5. Supervisory reports on teacher performance shall include, but not be limited to:
- 13.5.1. Strengths of the teacher as evidenced during the time observed.
- 13.5.2. Improvements noticed since the previous report.
- 13.5.3. Weaknesses of the teacher or of the procedures used during the time observed.
- 13.5.4. Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.
- 13.6. Such supervisory reports should be provided for non-tenured teachers at least three (3) times a year; the first no later than December 15, and the last not later than April 1. In addition, an annual evaluation report will be completed on every non-tenured teacher no later than April 30th.
- 13.7. Nothing contained herein shall be interpreted as to conflict with the requirements of the Teacher

Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ), P.L. 2012, c.26.

ARTICLE 14
SICK LEAVE

- 14.1. All ten-month employees shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year. Twelve-month employees shall be entitled to fourteen (14) sick leave days. Unused sick days shall be accumulated from year to year with no maximum limit, for only those employees who are included in Section Two of this Agreement.
- 14.2. "Sick Leave" herein shall be defined by N.J.S.A. 18A:30-1.
- 14.3. In the case of sick leave claimed, the Board may require a physician's certificate to be filed with the Secretary of the Board, as provided for in N.J.S.A. 18A:30-4.
- 14.4. Ten (10) month employees who begin employment after September 1, and twelve (12) month employees who begin employment after July 1, will have their sick leave prorated.
- 14.5. Arrangements of additional sick leave in cases of emergency may be made at the discretion of the Board.
- 14.6. Sick Leave Bank
- 14.6.1. The Sick Leave Bank will be operated by Trustees made up of three (3) Association and three (3) Board member representatives. No days may be drawn from the bank unless authorized by the Trustees and approved by the Board.
- 14.6.2. Any Association member may voluntarily join the Bank who is willing to contribute two (2) of his/her personal sick days to the Bank during the enrollment period to be determined by the Trustees from time to time when the Trustees determine the Bank so requires. Said enrollment period shall be from September 1 to September 30 of any school year. New Association members must apply within thirty (30) days of initial employment.

- 14.6.3. Participation withdrawal from the Bank may be at any time after donation. Said individual may not withdraw his/her donated sick days. Withdrawal must be done in writing.
- 14.6.4. Individuals may withdraw Bank days from the Bank only after all personal sick days have been used and withdrawal is authorized by the Trustees of the Association and approved by the Board.
- 14.6.5. Application for Bank days may be made only when an individual is affected by a catastrophic illness or accident determined by medical certification. Application will be made to the Trustees.
- 14.6.6. Beginning each school year, an individual unable to return to active duty who is entitled to annual sick leave must draw from his/her annual sick leave accumulation before reapplying to the Bank.
- 14.6.7. At the end of the school year, any unused sick days remaining in the Bank will be carried over to the next year.
- 14.6.8. If, in the judgment of the Trustees, the employee qualifies, the Trustees shall submit the request to the Board of Education. If the Board agrees with the Trustees, the Board will arrange payment to the employee. If the Board rejects the request, the Board will notify the Trustees of the Bank.
- 14.6.9. A contributor will be entitled to withdraw up to ninety (90) Bank days in a school year at which time an individual may reapply. N.J.S.A. 18:30-6 will apply when Sick Leave Bank days have been exhausted.
- 14.6.10. Should the Bank be dissolved, each contributing member will receive an equal amount, or fraction thereof, of the remaining Sick Leave Bank days not to exceed the original amount each individual contributed.
- 14.6.11. The parties acknowledge that the decision of the Board shall be final and binding and shall not be reviewable by a court or agency of competent jurisdiction or subject to the grievance procedure of the Agreement.

- 14.6.12. The cost of the substitute or the estimated cost of the substitute shall be deducted from each additional sick day granted. A day's salary for sick bank calculation is defined as 1/200th of the annual salary for those employees who are included in Section Two of this Agreement. A day's salary for sick bank calculation is defined as 1/240th of the annual salary for those employees who are included in Section Three of this Agreement.
- 14.6.13. The Board and the Association shall maintain a current accounting of the Bank, to include members who have joined, sick leave days utilized, and sick leave days on deposit in the Bank. A joint accounting will take place in June of each year.

ARTICLE 15
LEAVES OF ABSENCE

- 15.1. Extended Leaves of Absence Without Pay
- 15.1.1. A leave of absence without pay of up to two (2) years shall be granted to any tenure teacher who joins the Peace Corps, VISTA, National Teachers Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in any such programs, or accepts a Fulbright Scholarship. Note: This must be a bona fide teaching assignment and will be granted at the discretion of the Superintendent.
- 15.1.2. A tenured teacher shall be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university. Such leave is subject to the approval of the Superintendent, and may be renewed.
- 15.1.3. Military leave up to three (3) years without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of such induction or initial enlistment.
- 15.1.4.1. Any tenured teacher or any teacher who has been or would have been recommended for tenure, may request a child care leave by applying to the Board of Education for said leave ninety (90) calendar days before the day on which said leave is to commence.

Said teacher must supply the Board with the date on which said leave is to commence and the date on which he/she expects to return to work. If an employee begins a child care leave prior to January 1, the leave may extend only to the remainder of the school year in which it was granted. If the child care leave commences after January 1, the leave must terminate no later than June 30 of the following school year. Said dates may be further extended or reduced for medical reasons upon application by the teacher to the Board together with a certificate from her physician in support thereof. Said child care leave is to be without pay. The Board may change the requested dates upon finding that the grant of a leave for those days would substantially interfere with the administration of the school, provided that such date changes by the Board if any, are not medically contraindicated.

15.1.4.2. A pregnant employee may work until any time before the expected birth, provided that her ability to work effectively is not impaired due to her pregnancy, and, at the discretion of the Superintendent, the employee's requested date of leave commencement does not interfere with the continuity of her duties. Sick leave pay may be applied to that period during the leave of absence which qualifies as medical disability due to pregnancy or childbirth. The Board may require certificates from the employee's physician and the Board's physician as to her physical ability to continue working during the period of pregnancy. In the event that the employee's physician and the Board's physician disagree as to her physical ability to fulfill her duties, the Board may request expert consultations, in which case, the Somerset County Medical Society shall appoint an impartial third physician whose medical opinion shall be conclusive and binding. Such examinations shall be conducted expediently and without undue delay. The expense of such third examination shall be shared equally by the employee and the Board.

15.1.4.3. Any tenured teacher or any teacher who has been or would have been recommended for tenure adopting an infant child may receive leave similar to a natural parent which shall commence upon receiving de facto

custody of said infant or earlier if necessary to fulfill the requirements for the adoption.

- 15.1.4.4. Any employee on child care leave shall have the opportunity to substitute, if qualified.
- 15.1.4.5. The Board will comply with the provisions of the New Jersey Family Leave Act (FLA) and the Federal Family and Medical Leave Act (FMLA).

Upon written request at least thirty (30) days in advance, whenever possible, the Board will grant leave pursuant to FLA or FMLA to eligible employees. (Eligibility criteria will be centrally posted in each work location.)

- 15.1.5. A leave of absence without pay of up to one (1) year may be granted to an employee for the purpose of caring for a sick member of the immediate family at the discretion of the Board, upon recommendation of the Superintendent. Additional leave may be granted at the discretion of the Board, upon recommendation of the Superintendent. The employee shall apply for readmission by February 1, prior to the school year in question.
- 15.1.6. Other leaves of absence without pay may be granted by the Board for good reason.
- 15.1.7. Upon return from leave granted pursuant to Paragraph 15.1.1, 15.1.2, and 15.1.3, an employee shall be considered as if he were actively employed by the Board during leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee does not receive increment credit for time spent on a leave granted pursuant to Paragraph 15.1.4, 15.1.5, and 15.1.6, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure. To be eligible for increment credit, the employee must have worked at least one half of the preceding contractual year.
- 15.1.8. All benefits to which an employee was entitled at the time the leave of absence commenced, including unused accumulated sick leave and credits toward

sabbatical eligibility, shall be restored upon the employee's return to work.

15.1.9. All extensions or renewals of leaves shall be applied for in writing by February 1 and shall be answered within one (1) month or sooner if possible.

15.2. Temporary Leaves of Absence With Full Pay

15.2.1. Employees shall be entitled to the following non-accumulative leaves of absence with full pay each school year.

15.2.2. Two (2) days personal leave without reason shall be granted, as authorized by the Superintendent, for matters which require absence from work. Application to the Superintendent for personal leave shall be made at least three (3) work days before such leave is to be taken. One (1) of the two (2) personal days, however, may be used for a personal emergency day without the three (3) work days notice with the approval of the Superintendent. A personal emergency day is defined as an unexpected or sudden emergency that impacts an employee's attendance that day. If the anticipated absentee rate on any given day may exceed five percent (5%) of the entire staff, then requests for personal days shall be granted on a first-come first-serve basis, up to the maximum five percent (5%). If not taken, personal leave shall be added to the sick day accumulation for retirement, provided that the number of days does not exceed the fifteen (15) day statutory maximum.

Staff will use the AESOP system or current system utilized by the Board to make requests for personal/personal emergency days.

15.2.2.1. Personal leave on days immediately preceding or following scheduled school holidays may be granted only for extenuating circumstances, such as marriage of employee; high school or college graduation of the employee, spouse, or his/her child; examination for degree; marriage in immediate family; religious holiday, at the discretion of the Superintendent.

15.2.3. Provision may be made for excused absences for the purpose of visiting other schools or attending meetings or conferences of an educational nature by

applying to the Superintendent. This leave may be granted at the discretion of the Superintendent.

15.2.4. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system or in any other legal proceeding for which the employee has been subpoenaed to attend will be granted upon request by the employee who will give reasonable notice.

15.2.5. Emergency Days:

15.2.5.1. In the case of emergency, notification shall be given through AESOP or the current system utilized by the Board, with documentation presented upon return if requested.

15.2.5.2. Up to a maximum of five (5) days in the event of the death of an employee's spouse, brother, sister, child, step-child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, step-parent, step-sibling, domestic partner or civil union, and any other member of the immediate household (hereinafter referred to as "Bereavement Event").

Up to a maximum of three (3) days in a school year may be used for the above named persons in the event of a serious injury or illness.

15.2.5.3. Additional leave may be applied for in accordance with 15.2.5. Employees may be granted, at the discretion of the Superintendent, up to two (2) days during one school year in the event of the death of a friend or relative outside the employee's immediate family as defined above. In the event of the death of an employee in the Hillsborough School District, the Superintendent, may, at his discretion, grant to an appropriate number of employees sufficient time off to attend the funeral.

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

15.3. Temporary Military Leaves of Absence

15.3.1. A temporary leave of absence shall be granted to persons called into active duty for two weeks or less during any one calendar year in any unit of the

**ARTICLE 17
SUBSTITUTES**

- 17.1. The Board will endeavor to provide to the best of its ability, qualified substitutes for special teachers. If this cannot be done, the individual K-5 teacher will be required to assume the responsibility of the class or, in the case of the high school and middle school, a teacher will be required to take over that particular area of responsibility.

**ARTICLE 18
PROFESSIONAL IMPROVEMENT**

- 18.1. Upon successful completion of courses for which graduate credits have been granted, authorized in advance, whenever possible, by the Superintendent or his designee, and granted at an institution of higher learning recognized by the State of New Jersey, the Board will reimburse tuition costs up to nine (9) credits per year per teacher, or up to thirty (30) credits per year per teacher involved in full-time study during approved sabbatical leave. Reimbursement per graduate course will not exceed tuition costs of the New Jersey State Colleges or State University. The teacher must possess a New Jersey Standard or Permanent Teaching Certificate in the area of his current teaching assignment to be eligible. Teachers taking administrative courses will be reimbursed up to fifty percent (50%) of the maximum allowable costs. The Board shall also set aside \$5,000 per year for tuition or training for office personnel for job improvement skills. These courses will be approved at the discretion of the Superintendent.
- 18.1.1. Teachers and office personnel will not be eligible for tuition reimbursement until they have completed two (2) years of service in the District.
- 18.1.2. Teachers and office personnel must remain employed by the District for a minimum of one (1) year following the completion of the coursework for which they received reimbursement or they shall be required to return the amount of reimbursement to

the District unless the District does not offer continued employment.

- 18.1.3. The provisions in this Article shall only be implemented to the extent permitted by N.J.S.A. 18A:6-8.5, or any other statutory provision or administrative regulation.
- 18.2. Compensation shall be available for expenses incurred in attendance at workshops, seminars, conferences, authorized in advance by the Superintendent, and pursuant to Article 15.2.3 under Temporary Leaves of Absence for:
 - 18.2.1. Registration Fee;
 - 18.2.2. Mileage in accordance with the provision of Article 20.8;
 - 18.2.3. Meals;
 - 18.2.4. Lodging, if necessary
 - 18.2.5. Receipts for all authorized expenses must be submitted to the Superintendent in order to be reimbursed for those expenses.
- 18.3. The Board shall work cooperatively with the local Professional Development Committee so that one of the District's professional development days may be eligible for credit to the teachers' state mandated continuing education requirement.
- 18.4. Noncertificated employees may attend continuing education programs that are offered for all employees by the Board at no cost to the employee. School Health Services Personnel may apply to the Superintendent to transfer professional hours into CEU credits. Thirteen (13) professional hours shall earn one (1) CEU credit which equates to one (1) graduate credit to be counted toward guide movement.
- 18.5. Mentor Teachers
 - 18.5.1. The Board will accept applications throughout the year from all teachers interested in mentoring.
 - 18.5.2. All vacancies for mentoring positions shall be posted as early as the District is aware of its

needs. The posting shall include the qualifications for the position.

- 18.5.3. The eligibility of teachers applying to serve as mentor teachers shall be based upon the criteria set forth in N.J.A.C. 6:11-14.5(a)(1).
- 18.5.4. Mentor teachers shall receive appropriate training prior to beginning mentoring assignments.
- 18.5.5. Mentor teachers shall be selected from qualified volunteers whenever possible.
- 18.5.6. Mentor teachers shall not be responsible for any of the following duties:
 - 18.5.6.1. Direct or indirect evaluations of the provisional/alternate route teacher;
 - 18.5.6.2. Completing notes regarding the provisional/alternate route teacher, except as required by law.
- 18.5.7. Mentor teachers shall maintain a confidential relationship with the provisional/alternate route teacher. Mentor teachers shall not share any notes taken regarding the provisional/alternate route teacher with a third party unless permission is directly granted by the provisional/alternate route teacher.
- 18.5.8. The parties agree that any teacher who mentors a first year teacher who is required to be mentored by the State shall be compensated by the Board at the annual prorated amount of Five Hundred Fifty Dollars (\$550).
- 18.5.9. No teacher shall involuntarily serve as a mentor unless tenured by the Board of Education.
- 18.5.10. Such training may be scheduled during the regular work day.

ARTICLE 19 SUBCONTRACTING

- 19.1. The Board will notify the Association in advance of its intention to subcontract any of the jobs currently held by the Association members and agrees to meet with the Association to discuss its

consideration of subcontracting and to allow the Association to express its position and to offer alternatives.

ARTICLE 20
SALARIES AND INSURANCE

20.1. The salaries of all teachers covered by this Agreement are set forth in Schedule C for the 2013-2014, 2014-2015 and 2015-2016 school years, which is attached hereto and made a part hereof. Any teacher's position on said guides may be adjusted laterally twice per year, on September 1 and February 1. A teacher shall be eligible for such lateral movement upon presenting a verified application to the Superintendent before September 1 or February 1, if possible, that the number of graduate course credits as specified in the appropriate salary guide has been earned. Lateral movement on the guide shall be approved at the next Board meeting following presentation of the transcript certifying that the number of graduate credits, as specified in the verified application, have been earned and the teacher shall be paid retroactive to February 1 or September 1, as appropriate. In addition to the amounts reflected on the salary guides, longevity in the amount of \$3,500.00 shall be added to all teachers' pensionable salaries after twenty (20) years experience, ten (10) of which are in the District. A longevity increment in the amount of \$6,500.00 shall be added to all teachers' pensionable salaries after twenty-five (25) years experience, fifteen (15) of which are in the District, while a longevity increment in the amount of \$12,500.00 shall be added to all teachers' pensionable salaries after thirty (30) years experience, twenty (20) of which are in the District.

20.1.1. For example, teachers with twenty (20) years of experience, ten (10) of which are in the District, shall receive a salary of Step 18 at his/her level of education plus \$3,500.00. Teachers with twenty-five (25) years of experience, fifteen (15) of which are in the District, shall receive a salary of Step 18 at his/her level of education plus \$6,500.00. Teachers with thirty (30) years of experience, twenty (20) of which are in the District, shall

receive a salary of Step 18 of his/her level of education plus \$12,500.00.

20.1.2. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in The Board of Education of Neptune v. Neptune Township Education Association, 144 N.J. 16 (1996).

20.2. Employees employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.

20.3. Employees employed on a ten (10) month basis may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the employee on the final payday of the work year. Interest on these funds shall be paid to the Hillsborough Education Association (HEA) Scholarship Fund.

20.3.1. Employees may individually elect to have deducted from their monthly salary specified amounts to be contributed to (invested in) the Teachers' Credit Union.

20.4. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.

20.5. Ten-month employees shall receive their final checks and the pay schedule for the following year by the last working day.

20.6. The Board shall provide the health-care insurance protection designated hereinafter.

20.6.1. All full-time employees are eligible for health-care insurance protection. A full-time employee is an employee who works thirty (30) hours or more per week on a regular basis.

From July 1, 2013 until April 30, 2014, the Board shall provide coverage for eligible employees through Horizon Blue Cross Blue Shield of New Jersey. During that time, all eligible employees hired on or before June 30, 2013 shall contribute towards the cost of health insurance either one and one-half percent (1.5%) of their annual base salary, eighteen percent (18%) of premium, or the percentage of

premium established in accordance with Tier 1 of Chapter 78, P.L. 2011, whichever is greater. Eligible employees hired on or after July 1, 2013 shall contribute towards the cost of health insurance either one and one-half percent (1.5%) of their annual base salary, eighteen percent (18%) of premium, or the percentage of premium established in accordance with Tier 4 of Chapter 78, P.L. 2011, whichever is greater.

Effective May 1, 2014, the Board shall pay a portion of the premium cost for all eligible employees for health benefits in accordance with the NJ Direct 15 plan offered by the School Employees' Health Benefits Program ("SEHBP"). Employees shall be able to enroll in any of plans offered by the SEHBP, provided that the Board shall be required to pay the premium cost for all employees for health benefits in accordance with the NJ Direct 15 plan, with the employee paying one hundred percent (100%) of any premium cost that exceeds the cost of the NJ Direct 15 plan. Effective May 1, 2014, the eighteen (18%) contribution toward the cost of health premiums shall terminate and employees hired on or before June 30, 2013 shall contribute towards the cost of health insurance either one and one-half percent (1.5%) of their annual base salary or the percentage of premium established in accordance with Tier 2 of Chapter 78, P.L. 2011, whichever is greater. Effective July 1, 2014, employees hired on or before June 30, 2013 shall contribute towards the cost of health insurance either one and one-half percent (1.5%) of their annual base salary or the percentage of premium established in accordance with Tier 3 of Chapter 78, P.L. 2011, whichever is greater. Effective July 1, 2015, employees hired on or before June 30, 2013 shall contribute towards the cost of health insurance either one and one-half percent (1.5%) of their annual base salary or the percentage of premium established in accordance with Tier 4 of Chapter 78, P.L. 2011, whichever is greater.

Effective May 1, 2014, eligible employees hired on or after July 1, 2013 shall contribute towards the cost of health insurance either one and one-half percent (1.5%) of their annual base salary or the percentage of premium established in accordance with Tier 4 of Chapter 78, P.L. 2011, whichever is greater.

Effective May 1, 2014, all employees will be enrolled in the SEHBP Major Medical Prescription Plan and the employees' benefits shall be determined by said plan. Effective July 1, 2014, the Board, through a third-party administrator, shall reimburse the ten percent (10%) co-pay contribution to employees who thereafter receive eligible mail order prescriptions, subject to the employees' maximum out-of-pocket deductible expenses. Upon completion and submission of all required documentation, reimbursement by the third-party administrator should not exceed sixty (60) days. This provision shall sunset with the expiration of this Agreement on June 30, 2016 and, thereafter the employees' benefits shall be determined by said plan.

- 20.6.2. Of the costs of coverage for dental treatment, the Board shall pay one hundred percent (100%) of the premium. The deductible under the dental benefits is seventy-five dollars (\$75.00) per calendar year, individual and family. Said coverage shall basically provide for the following, although more particularly set forth in the appropriate policy:

One Thousand Five Hundred Dollar (\$1,500.00) maximum coverage per year; eighty percent (80%) payment for inlays, gold fillings, crowns and precision attachments for dentures; one hundred percent (100%) payment for all other necessary and reasonable dental expenses; One Thousand Two Hundred Dollars (\$1,200.00) lifetime orthodontic benefit with fifty percent (50%) coinsurance.

If the Board leaves the SEHBP, eligible employees shall contribute towards the cost of dental insurance consistent with the provisions of Chapter 78, P.L. 2011.

- 20.6.3. Effective July 1, 2005, the Board shall pay one hundred percent (100%) of the premium cost for employees and their eligible dependents for an optical plan. The optical plan shall provide a ten dollar (\$10.00) co-pay for examinations and a twenty-five dollar (\$25.00) co-pay for lenses and frames.

If the Board leaves the SEHBP, eligible employees shall contribute towards the cost of vision

insurance consistent with the provisions of Chapter 78, P.L. 2011.

- 20.7. Selection of Carrier/Change in Coverage.
 - 20.7.1. The Board shall have the right to select the insurance carrier, but shall at all times maintain insurance coverage substantially equal to the coverages presently in existence.
 - 20.7.2. Prior to making any change in carrier or coverage, the Board shall review the said change with the Association.
- 20.8. Recognized persons shall be compensated at the OMB allowance for any school related travel in the employee's vehicle which the Superintendent or his/her designee requires.
- 20.9. Effective July 1, 2003, the Board will provide Section 125 plans for the Association membership.
 - 20.9.1. A premium conversion plan will be made available through payroll deduction for all employees for the amount of their contribution toward medical program premiums. All contributions made through this program are done on a pre-tax basis for federal purposes in accordance with Section 125 laws.
 - 20.9.2. A flexible spending account plan will be made available through payroll deduction for any annually contracted employee who wishes to direct an annual amount not to exceed One Thousand Five Hundred Dollars (\$1,500) paid over a monthly basis toward uninsured medical/dental expenses and/or an amount not to exceed that permitted by Section 125 laws for elder/dependent care expenses. The Board will develop a form for an annual selection for any interested employee. The annual selection made by the employee can not be modified during the year. The employee will be responsible for filing for reimbursement for eligible expenses through a third party administrator up to the annual amount specified by the employee. Any funds left over at the end of the each year (June 30) will be returned to the Board. The Board will be responsible for the cost of the third party administrator. The Board shall have the right to select the third party administrator. All contributions made through this

program are done on a pre-tax basis for federal purposes in accordance with Section 125 laws.

**ARTICLE 21
TEACHER RETIREMENT PLAN**

- 21.1. Any teacher who retires from the School District with twenty (20) or more years of service in this District shall be eligible for terminal leave pay to be computed using the ratio of one (1) day's pay for every five (5) days of accumulated sick leave subject to the following procedures.
 - 21.1.1. Notice of intention to retire shall be submitted to the Superintendent of Schools at least two (2) months before the final budget involving the year of retirement; and
 - 21.1.2. Accumulated sick leave under the Agreement formula shall be capped at the maximum amount a teacher is entitled to on June 30, 1999 or \$13,500.00, whichever is greater.

**ARTICLE 22
OFFICE PERSONNEL**

- 22.1. Classification
 - 22.1.1. Ten (10) month office personnel to include:
 - 22.1.1.1. Secretary to Building Principals and Vice Principals
 - 22.1.1.2. Secretary to Child Study Team
 - 22.1.1.3. Guidance Secretary
 - 22.1.1.4. Secretary to Curriculum Department
 - 22.2. Twelve (12) month Office Personnel to include:
 - 22.2.1. Secretary to Buildings and Grounds Department
 - 22.2.2. Secretary to Transportation Department
 - 22.2.3. Secretary to High School Administrators
 - 22.2.4. Secretary to Purchasing Department

- 22.3. Central Office Personnel
 - 22.3.1. Head Bookkeeper
 - 22.3.2. Payroll/Bookkeeper
 - 22.3.3. Accounting Clerk
- 22.4. Contracts
 - 22.4.1. Ten (10) month office personnel will report to work five (5) working days prior to the new teachers' orientation and shall be paid for these days, pro rata, based on annual salary.
- 22.5. Work Schedule
 - 22.5.1. Ten (10) month office personnel shall have a similar work schedule as teachers during actual school operation, except as modified in this Agreement.
 - 22.5.2. Twelve (12) month office personnel shall have a work year that consists of two hundred forty-five (245) work days.
- 22.6. Work Week
 - 22.6.1. A work week shall consist of thirty-five (35) hours per week with straight time up to forty (40) hours.
 - 22.6.2. The duration of the lunch period will be at the discretion of the Building Principal or of the immediate supervisor, with the approval of the Superintendent. But in no case will the lunch period exceed one (1) hour in duration.
- 22.7. Overtime Schedule
 - 22.7.1. Time and a half (1 1/2) shall be paid for work in excess of forty (40) hours.
 - 22.7.2. Double time (2x) shall be paid for work on Sundays or on holidays specified in the school calendar.
- 22.8. Other Benefits
 - 22.8.1. No office personnel who are included in the negotiations unit shall be required to report to work and/or are excused from reporting to work when school is closed because of inclement weather.

- 22.8.2. All office personnel shall on days of emergency closing be allowed to leave their posts five (5) minutes after the last bus leaves their individual school building. Central office personnel follow the same schedule as the middle school.
- 22.8.3. Any office personnel, bookkeeper, district data manager, or accounting clerk who retires from the School District with fifteen (15) or more years of service in this District shall be eligible for terminal leave pay to be computed using the ratio of one (1) day's pay for every five (5) days of accumulated unused sick leave subject to the procedures of Article 21.1.1.
- 22.8.4. Accumulated sick leave under the Agreement formula shall be capped for all support staff at the maximum amount the employee is entitled to on June 30, 1999 or \$10,000.00, whichever is greater.
- 22.8.5. Ten (10) month secretaries and clerks shall receive advance notice of summer work. If hired, secretaries shall be paid at their annual salary on a pro-rata basis while clerical positions will be paid at the posted rate. Effective beginning with the summer of 2006, secretaries and clerks shall have the right of first refusal for summer work.
- 22.9. Salary Guide
(See Schedule "D" for years 2013-2014, 2014-2015 and 2015-2016)
- 22.9.1 No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in The Board of Education of Neptune v. Neptune Township Education Association, 144 N.J. 16 (1996).
- 22.10. Vacations for twelve-month office personnel
- 22.10.1. Any twelve-month member will be required to use his/her annual vacation allocation within fourteen (14) months of the allocation. Vacation days shall be earned at the rate set forth in Articles 22.10 through 22.10.11, beginning with the member's date of hire until June 30 of that same school year and from July 1 until June 30 of every subsequent year. Such annual accumulation will be required to be used by August 31st of the following year (for example:

all annual vacation accrued from July 1, 2013 to June 30, 2014 must be used by August 30, 2015).

Should extenuating circumstances develop which make this provision impossible to achieve, the individual member may appeal to the Superintendent, whose permission may be granted at his/her sole discretion.

All vacation days accumulated by a member prior to June 30, 2008 can remain in the member's vacation bank and will not be subjected to the limitation described in the above paragraph.

- 22.10.2. First year: One (1) day for each month of service up to a maximum of ten (10) days.
- 22.10.3. One (1) year of service, ten (10) working days.
- 22.10.4. After five (5) years of service, fifteen (15) working days shall be granted.
- 22.10.5. After fifteen (15) years of service, one (1) additional day of vacation shall be added to the fifteen (15) working days for each year up to seventeen (17) years of service.
- 22.10.6. At seventeen (17) years of service, twenty (20) working days of vacation shall be granted.
- 22.10.7. At seventeen (17) years of service, one (1) additional day of vacation shall be added to the twenty (20) working days for each year up to twenty-two (22) years of service.
- 22.10.8. At twenty-two (22) years of service, twenty-five (25) working days of vacation shall be granted.
- 22.10.9. The following table illustrates how employee vacation days are earned, as set forth in Article 22.10.1 through Article 22.10.8.

Yr	Vacation Days	Yr	Vacation Days	Yr	Vacation Days	Yr	Vacation Days	Yr	Vacation Days
1	10	6	15	11	15	16	16	21	24
2	10	7	15	12	15	17	20	22	25
3	10	8	15	13	15	18	21	+	25
4	10	9	15	14	15	19	22		
5	10	10	15	15	15	20	23		

22.10.10. Any person employed between July 1 and December 1, shall, upon the anniversary of the fifth year of employment, be granted a third week of vacation to be taken during the summer vacation period during that year in which the fifth anniversary is observed.

22.10.11. Any person employed from January 1 to June 30 shall receive the third week of vacation during the summer vacation period of that year in which the anniversary of the fifth year is observed.

Example: Employee hired November, 1993, shall be eligible for third week of vacation during July and August of 1998. Employee hired March, 1994, shall be eligible for third week during the months of July and August of 1999.

22.11. Holidays for twelve-month office personnel

22.11.1. Sixteen (16) holidays shall be granted during the school year in accordance with the schedule designated for Central Office personnel.

22.12. Only the following Articles of this Agreement shall apply to office personnel:

- Article 1
- Article 2
- Article 3
- Article 4
- Article 5
- Article 6
- Article 7
- Article 12
- Article 14
- Article 15 (Except 15.1.1 and 15.1.2)

Article 18
Article 19
Article 20 (Except 20.1)

**ARTICLE 23
CLERICAL ASSISTANTS**

- 23.1. The contract for Clerical Assistants shall be a ten (10) month contract from September 1 to June 30.
- 23.2. Clerical Assistants will report to work five (5) working days prior to new teachers' orientation and shall be paid for these days, pro rata, based on annual salary.
- 23.3. Clerical Assistants work year and daily schedule will be regulated by the language of their personal contract.
- 23.4. All Clerical Assistants who are assigned a full day of work may leave their post on days of emergency closing when office personnel is dismissed. They will also not be required to report to work when school is closed due to inclement weather.
- 23.5. The duration of the lunch period will be at the discretion of the Building Principal or of the immediate supervisor, with the approval of the Superintendent. But in no case will the lunch period exceed one (1) hour in duration.
- 23.6. Salaries for Clerical Assistants shall be listed in Schedule F of this Agreement.
- 23.6.1. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in The Board of Education of Neptune v. Neptune Township Education Association, 144 N.J. 16 (1996).
- 23.7. Only the following articles of this Agreement shall apply to Clerical Assistants:

Article 1
Article 2
Article 3
Article 4

Article 5
Article 6
Article 7
Article 12
Article 14
Article 15 (except 15.1.1 and 15.1.2)
Article 19
Article 20 (except 20.1)
Article 22.8.3 and 22.8.4
Article 23

ARTICLE 24
INSTRUCTIONAL ASSISTANTS

- 24.1. The contract for Instructional Assistants shall be a ten (10) month contract from September 1 to June 30.
- 24.2. Instructional Assistants shall work the same length day as the teacher(s) to whom they are assigned.
- 24.3. The Instructional Assistants' work year will be 182 days. The two (2) extra days beyond the pupil's school year will be determined by June 30 of the previous school year.
- 24.4. Salaries for Instructional Assistants shall be listed in Schedule E of this Agreement.
- 24.4.1. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in The Board of Education of Neptune v. Neptune Township Education Association, 144 N.J. 16 (1996).
- 24.5. Instructional Assistants are eligible for reimbursement of tuition costs up to three (3) credits per year at a college or university recognized by the State of New Jersey. Reimbursement shall not exceed tuition costs of the New Jersey State Colleges or State University rate. Instructional Assistants must be enrolled in a Teacher Certification Program approved by the State of New Jersey. For every year of tuition reimbursement, the Instructional Assistant, if offered reemployment, must accept employment for the following year or repay the tuition cost for the previous year within thirty (30) days. If the Board must pursue collection, the Instructional Assistant

will indemnify the Board, including, but not limited to, attorneys' fees, unless the reason the employee does not return is for the reasons which would otherwise excuse an employee's repayment of health premiums under Section 825.213(a)(1) and (2) of the Family and Medical Leave Act of 1993.

24.5.1. The provisions in this Article shall only be implemented to the extent permitted by N.J.S.A. 18A:6-8.5, or any other statutory provision or administrative regulations.

24.6. Only the following articles of this agreement shall apply to Instructional Assistants:

Article 1
Article 2
Article 3
Article 4
Article 5
Article 6
Article 7
Article 12
Article 14
Article 15 (Except 15.1.1 and 15.1.2)
Article 19
Article 20 (Except 20.1)
Article 22.8.3 and 22.8.4
Article 24

ARTICLE 25 LUNCH AIDES AND TRANSPORTATION AIDES

25.1. Lunch Aides and Transportation Aides are employed on days that students are in session.

25.2. The length of the work day for Lunch Aides is based on the school need as determined by the Building Principal, while the length of the work day for Transportation Aides shall be determined by the Supervisor of Transportation.

25.3. Salary .Guide: The salaries for Lunch Aides and Transportation Aides for the 2013-2014, 2014-2015, and 2015-2016 school years are set forth in Schedules "G" and "I," respectively.

- 25.3.1. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in The Board of Education of Neptune v. Neptune Township Education Association, 144 N.J. 16 (1996).
- 25.4. Lunch Aides' time sheets are completed and submitted through the Building Principal's office, whereas Transportation Aides' time sheets shall be submitted through the Supervisor of Transportation's Office. Both Lunch Aides and Transportation Aides are paid twice per month.
- 25.5. Only the following articles of this Agreement shall apply to Lunch Aides and Transportation Aides:

Article 1
Article 2
Article 3
Article 4
Article 5
Article 6
Article 7
Article 12
Article 14
Article 15 (except 15.1.1 and 15.1.2)
Article 19
Article 20 (except 20.1)
Article 22.8.3 and 22.8.4
Article 25

SECTION THREE

Applies to Custodians, Maintenance Personnel, Pupil
Transportation Drivers, and Mechanics

ARTICLE 26
GRIEVANCE PROCEDURE

- 26.1. Definitions and General Conditions - As set forth in Articles 7.1.1, 7.1.2, and Articles 7.2.1, 7.2.2, 7.2.3, 7.2.4, and 7.2.5.
- 26.1.1. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
- 26.2. Formal Procedure
- 26.2.1. Level One - Business Administrator
- 26.2.1.1. An employee with a grievance, who after first discussing same with his immediate supervisor, and is dissatisfied with the informal disposition of same shall either directly or through the Association's designated representative submit same in writing on the appropriate form, to the Business Administrator. The Business Administrator shall render a written decision within fifteen (15) calendar days after the grievance is presented.
- 26.2.2. Level Two - Superintendent of Schools
- 26.2.2.1. If the aggrieved person is not satisfied with the disposition of his grievance at Level One or if no decision has been rendered within fifteen (15) calendar days after submission at Level One, he may present it in writing on the appropriate form to the Superintendent of Schools within ten (10) calendar days thereafter.
- 26.2.3. Level Three - Board of Education
- 26.2.3.1. If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within fifteen (15) calendar days after the grievance was delivered to the Superintendent of Schools, he may, within ten (10) calendar days thereafter, request in writing that the Association submit the grievance to the

Board of Education within five (5) calendar days thereafter, no further action on such grievance shall be taken.

No claim by a grievant shall go beyond Level Three if it pertains to (a) any matter for which a detailed method of review is prescribed by law; or (b) any rule or regulation of the State or Commissioner of Education or State Board of Education; or (c) any existing By-laws is beyond the scope of Board authority or limited to unilateral action of the Board.

- 26.2.4. Level Four - Advisory Arbitration Request
 - 26.2.4.1. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within thirty (30) calendar days after the grievance was delivered to the Board of Education, he may request in writing within ten (10) days, advisory arbitration.
- 26.2.5. Advisory Arbitration
 - 26.2.5.1. The procedures as set forth in Articles 7.5.2, 7.5.3, and 7.5.4 will be used to secure the services of an arbitrator, except that the findings and recommendations of the arbitrator shall be advisory.
 - 26.2.5.2. The Board shall render its final decision within thirty (30) calendar days after receipt of the arbitrator's recommendation. Copies of said decision shall be forwarded to the aggrieved, his/her representatives, and the Association.
 - 26.2.5.3. The fees and expenses of the arbitrator shall be paid by the losing party.
- 26.3. Rights of Employees to Representation - As set forth in Articles 7.3.1 and 7.3.2.
 - 26.3.1. Reprisals
 - 26.3.1.1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

- 26.4. Miscellaneous
- 26.4.1. Group Grievance
 - 26.4.1.1. If in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
- 26.4.2. Written Decisions
 - 26.4.2.1. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three 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.
- 26.4.3. Separate Grievance File - As set forth in Article 7.8
- 26.4.4. Forms - As set forth in Article 7.6.1.
- 26.4.5. Meetings and Hearings
 - 26.4.5.1. 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, hereto referred to in this Article.

ARTICLE 27
RIGHTS AND PRIVILEGES OF THE PARTIES

- 27.1. Discipline, Reduction in Job Classification or Involuntary Transfer of Employee
 - 27.1.1. No employee shall be disciplined, reduced in job classification or involuntarily transferred without just cause and any such action taken shall be subject to due process of law, as provided for in the grievance procedure. Any employee covered hereunder who is required to appear before the

Superintendent of Schools, which could adversely affect the continuation of that employee in his position or employment or compensation pertaining thereto, shall be given prior written notice of reasons for such meeting and shall be entitled, at his option, to have a representative of his own choosing. This provision shall in no way restrict or limit the Superintendent of Schools, Board or Supervisors from holding meetings or discussions with employees.

- 27.1.2. Notice of an involuntary transfer of a custodial/maintenance employee shall be given to the Association President as soon as practicable.
- 27.2. Managerial Prerogatives of Board - As set forth in Articles 5.1, 5.1.1, 5.1.2, 5.1.3, 5.1.4, and 5.1.5.
 - 27.2.1.1. Managerial Prerogatives of Board shall also include the right to decide upon the means and methods of cleaning and maintaining the buildings, the selection of supplies and other materials, and conduct of the transportation system and routes relating thereto;
- 27.3. The Association agrees that it will not engage in any slow down, job action, or other retaliatory practice, including withholding labor and services during the duration of this Agreement.

**ARTICLE 28
CUSTODIAL PERSONNEL, MAINTENANCE PERSONNEL AND MECHANICS**

- 28.1. Work Day and Work Year
 - 28.1.1. All custodial personnel, maintenance personnel and mechanics shall be employed on a forty (40) hour week, 12 months school year basis.
 - 28.1.2. Job Responsibility: At the completion of a job or repair, or leaving a job site, a supervisor is to be contacted.
 - 28.1.3. The work week for custodial personnel, maintenance personnel, and mechanics shall be scheduled from Sunday to Saturday to mitigate overtime expenses.

28.1.4. Break time consists of two (2) fifteen (15) minute breaks per day as designated by a supervisor. Employees shall take break at the building they are at during break time and are not to leave that location to take break at another building, facility, or local establishment. Break times may vary but are at the discretion of the immediate supervisor of the shift worked. Break time shall not be used to cover late arrival to work or early departure from work and can not be used to extend the lunch break.

28.1.5. Under no circumstances shall custodial personnel, maintenance personnel, or mechanics be permitted to aggregate their thirty (30) minute lunch or dinner break with either of the two(2) fifteen (15) minute breaks provided in accordance with this Agreement.

28.2. Holidays

28.2.1. All custodial personnel, maintenance personnel and mechanics shall be granted the following fifteen (15) holidays with pay:

July 4th	Day before New Year's
Labor Day	New Year's Day
Thanksgiving	
Day after Thanksgiving	Presidents' Day
Day before Christmas	Good Friday
Christmas Day	
Day after Christmas	Memorial Day

Three (3) additional days scheduled at the discretion of the administration.

28.2.2. In the event a holiday shall occur on a weekend, the holiday authorized in this Agreement shall be taken on the day that school is officially closed for that holiday.

28.2.3. In the event a holiday is authorized by this Agreement and school is not closed in observance of that holiday, the authorized holiday shall be taken on the next non-pupil day.

28.3. Weekend Inspection

28.3.1. The building custodian or a designee appointed by the Superintendent of Schools shall make an inspection each weekend for which he will be paid

the sum of \$37.14 per inspection during the term of this Agreement.

28.3.2. Any employee called in because of an emergency shall be guaranteed at least two (2) hours time when he responds. Whenever schools are closed due to an emergency, either weather or facility related, declared by the Superintendent, the nature of the maintenance/custodial position would require staff as-needed to report as part of a job specific requirement to help prepare the schools to open as soon as possible. When required to perform the duty and the employee is unavailable, appropriate documentation will be requested by the administration. If necessary, disciplinary action will be implemented if documentation is not provided.

28.4. Overtime

28.4.1. Custodial personnel, maintenance personnel or mechanics shall be paid for overtime (beyond forty (40) hours per week or beyond eight (8) hours per day) at the rate of time and one half. No overtime, whether in an emergency or otherwise, shall be paid unless prior approval is given by the Superintendent of Schools.

28.4.2. All overtime hours which are worked or which an employee is given an opportunity to work shall be equalized insofar as practicable. In the event that special skills are required for a specific project requiring overtime work, the Superintendent or School Business Administrator shall have the authority to assign said work to the employee he deems most qualified.

28.4.3. All overtime worked by each employee shall be posted in a conspicuous place.

28.4.4. There will be no change in the present practice regarding payment of overtime.

28.5. Custodial Personnel's, Maintenance Personnel's, and Mechanics' Vacations

28.5.1. Any twelve (12) month member will be required to use his/her annual vacation allocation within fourteen (14) months of the allocation. Vacation days shall be earned at the rate set forth in Articles 28.5.1

though 28.5.1.10, beginning with the member's date of hire until June 30 of that same school year and from July 1 until June 30 of every subsequent year. Such annual accumulation will be required to be used by August 31st of the following year (for example: all annual vacation accrued from July 1, 2013 to June 30, 2014 must be used by August 30, 2015).

Should extenuating circumstances develop which make this provision impossible to achieve, the individual member may appeal to the Superintendent, whose permission may be granted at his/her sole discretion.

All vacation days accumulated by a member prior to June 30, 2008 can remain in the member's vacation bank and will not be subject to the limitation described in the above paragraph.

- 28.5.1.1. First year: One (1) day for each month of service up to a maximum of ten (10) days.
- 28.5.1.2. One (1) year of service, ten (10) working days.
- 28.5.1.3. After five (5) years of service, fifteen (15) working days of vacation shall be granted.
- 28.5.1.4. After fifteen (15) years of service, one (1) additional day of vacation shall be added to the fifteen (15) working days for each year up to seventeen (17) years of service.
- 28.5.1.5. At seventeen (17) years of service, twenty (20) working days of vacation shall be granted.
- 28.5.1.6. At seventeen (17) years of service, one (1) additional day of vacation shall be added to the twenty (20) working days for each year up to twenty-two years (22) of service.
- 28.5.1.7. At twenty-two (22) years of service, twenty-five (25) working days of vacation shall be granted.
- 28.5.1.8. The following table illustrates how employee vacation days are earned, as set forth in Article 28.5.1 through Article 28.5.1.7.

Yr	Vacation Days	Yr	Vacation Days	Yr	Vacation Days	Yr	Vacation Days	Yr	Vacation Days
1	10	6	15	11	15	16	16	21	24
2	10	7	15	12	15	17	20	22	25
3	10	8	15	13	15	18	21	+	25
4	10	9	15	14	15	19	22		
5	10	10	15	15	15	20	23		

28.5.1.9. Any person employed between July 1 and December 31 shall, upon the anniversary of the fifth year of employment, be granted five (5) additional vacation days to be taken during the summer vacation period during that year in which the fifth anniversary is observed.

28.5.1.10. Any person employed from January 1 to June 30 shall receive five (5) additional vacation days during the summer vacation period of that year in which the anniversary of the fifth year is observed.

Example: Employee hired November, 1991, shall be eligible for these additional vacation days during July and August of 1996. Employee hired March, 1992, shall be eligible for these additional vacation days during the months of July and August of 1997.

28.6. Equipment

28.6.1. The Board shall provide:

28.6.1.1. Five (5) uniforms, one (1) pair of coveralls, one (1) jacket, one (1) set of foul weather over-garments, and one (1) set of insulated garments per year at no cost to maintenance personnel and mechanics no later than August 1 of each year;

28.6.1.2. Five (5) uniforms per year at no cost to custodial personnel no later than August 1 of each year that shall be worn daily;

28.6.1.3. One (1) set of foul weather over-garments for each elementary school, two (2) for the middle school, and three (3) for the high school for use by the

building custodial personnel no later than August 1 of each year;

- 28.6.1.4. Two (2) pairs of safety goggles in each school;
- 28.6.1.5. One (1) set of insulated garments in each school;
- 28.6.1.6. One (1) pair of safety shoes, which shall be worn daily;
- 28.6.2. One (1) set of basic tools sufficient to complete assigned tasks in a competent and professional manner subject to yearly inspection for each mechanic, maintenance worker, and building (Head) custodian. Replacement of missing tools shall be the responsibility of the mechanic, maintenance worker, and building custodian; however, replacement of worn tools shall be at the expense of the Board. The Board shall be responsible to provide and supply any specialized tools as approved by the School Business Administrator and Director of Environmental Services needed for the performance of assigned tasks.
- 28.6.3. All items in Article 28.6 remain the property of the Board of Education with the exception of the jacket, shoes, uniforms, and coveralls.
- 28.7. Course Reimbursement
 - 28.7.1. The Board of Education will reimburse custodial and maintenance employees for the costs of all courses successfully completed and licenses or certificates obtained which the Board requests or requires them to complete or obtain.
- 28.8. Salary Guide
 - 28.8.1. Schedule K attached hereto shall constitute the salary guide for the term of this Agreement and shall be incorporated as an integral part of this Agreement.
 - 28.8.2. No increments shall be paid upon the expiration of this Agreement until a successor agreement, is finalized, consistent with the holding in The Board of Education of Neptune v. Neptune Township Education Association, 144 N.J. 16 (1996).

- 28.9. Any custodial, maintenance, or mechanic worker who leaves the School District after fifteen (15) or more years of service in the District shall be eligible for terminal leave pay to be computed using the ratio of one (1) day's pay for every five (5) days of accumulated unused sick leave subject to the procedures of 21.1.1. Custodial, maintenance or mechanic workers hired after July 1, 2005 shall be entitled to payment for accumulated sick leave in accordance with this section only upon retirement.
- 28.9.1. Accumulated sick leave under the Agreement formula shall be capped for all custodial and maintenance personnel at the maximum amount the employee is entitled to on June 30, 1999 or \$10,000.00, whichever is greater.
- 28.9.2. The Board agrees to reimburse maintenance, custodial and mechanic employees at the Internal Revenue Service allowance for any school related travel in the employee's vehicle which the Superintendent or his/her designee requires.

ARTICLE 29
TRANSPORTATION PERSONNEL

- 29.1. Work Year
- 29.1.1. All pupil transportation drivers shall be employed on a ten (10) month school year basis at an hourly rate based on routes as determined by the Board of Education. The District will pay the cost associated with annual relicensing of the employees' Commercial Drivers' License.
- 29.2. Salaries
- 29.2.1. Salaries shall be paid on the following basis: in twenty (20) equal installments at regular intervals.
- 29.2.2. Overtime shall be paid at one and one half times the regular hourly pay for each hour over forty (40) hours per week. Contracted time lost because of school closings in any week during the school year (except during scheduled Christmas and Easter vacations) shall be counted toward the forty (40) hours required to achieve the overtime rate, but

transportation personnel shall not be paid for this loss of time.

29.2.3. Individual contracts shall be reviewed in January, and adjustments, if required, made effective February 1st.

29.3. Non-Regular Routes

29.3.1. Assignment to non-regular routes shall be made in a fair manner on the basis of seniority.

29.3.2. "Class A" routes shall be interpreted as a regular school run (except kindergarten) operated on a continuous daily basis by which pupils are taken to and from school. Class A routes shall be assigned to drivers at the beginning of each school year, and shall be assigned to drivers on the basis of previous operation of the routes by the driver. If a vacancy exists, drivers will have the choice of filling new runs or vacant runs on the basis of seniority. New drivers will fill any vacancies left.

"Class B" routes shall be interpreted as adjunct routes (examples: ESL, kindergarten, late bus routes). These routes are to be granted on the basis of seniority. Any Class B route arising during the school year shall be posted a minimum of five (5) working days in advance.

Extra runs (field trips, etc.) shall be posted within forty-eight (48) hours in advance when possible. Extra runs will be given on a rotating seniority basis. If a driver will not operate the extra run, he or she will be charged with a turn.

Weekdays:

The Supervisor-dispatcher will ask each driver on the seniority list, beginning with their appropriate place on the list, to work extra runs beginning with Monday's extra runs. The driver will be asked to work the next day's extra runs once the preceding day's runs are assigned. If more than one extra run is available on a weekday, the first driver to be asked to work will have her/his choice of that day's extra run. If unanticipated weekday runs occur, the driver at the appropriate place on the seniority list will be asked to work.

Weekends:

The Supervisor-dispatcher will ask each driver on the seniority list weekend schedule, beginning with the appropriate place on the list, to work extra runs, beginning with Saturday runs. The driver will be asked to work Sunday's extra runs once Saturday's runs are assigned. If more than one extra run is available on a weekend day, the first driver to be asked to work will have his/her choice of that day's extra run. If unanticipated weekend day runs occur, the driver at the appropriate place on the seniority list will be asked to work.

Daytime:

Field trips that occur during the hours school is in session will be assigned to drivers who are available (not during regularly scheduled school routes) based on seniority.

Discontinued Routes:

When a run is discontinued, the driver of the discontinued run will have the option of assuming the route of the lowest seniority driver, if he or she is qualified and able to perform the duties the routes will require.

Cancellations:

When an extra run is canceled, the canceled driver will be the first to be asked for the next available extra run. All extra runs worked shall be posted in a conspicuous place, showing name of employee who works that run.

Termination of Employment:

In the event that a driver leaves the Board's employ, his or her entire assignment shall be made available to all remaining drivers interested and shall be filled on the basis of seniority.

- 29.3.3. When required to attend meetings, transportation personnel shall be compensated at their normal hourly rate.

- 29.4. Resignation
- 29.4.1. Any pupil transportation driver, who wishes to resign his employment, shall furnish the Board of Education with a two (2) week advance notice of intention to resign, which notice shall be in writing, dated and signed by the employee in question and delivered personally to the Superintendent of Schools or School Business Administrator or mailed certified mail, return receipt requested. Such notice shall become effective upon receipt by the Board of Education or Superintendent of Schools or School Business Administrator. Termination of employment initiated by the Board of Education shall include a two (2) week advance notice to the employee being terminated.
- 29.5. Salary Guide
- 29.5.1. Schedule L attached hereto shall constitute the salary guide for the term of this Agreement and shall be incorporated as an integral part of this Agreement.
- 29.5.2. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in The Board of Education of Neptune v. Neptune Township Education Association, 144 N.J. 16 (1996).
- 29.6. Transportation personnel shall be compensated at their normal hourly rate of pay for all meetings except for those meetings relative to disciplinary actions at which their attendance is required by the administration.
- 29.7. Any transportation employee called from home to return to work outside of his/her regular schedule shall be paid a minimum equivalent to one (1) hour at the normal pay rate.
- 29.8. All pupil transportation drivers shall receive payment of one (1) hour per month at their regular rate for drivers' route report paper work time. To be eligible the driver must work the entire school year.

- 29.9. Any transportation worker who leaves the School District after fifteen (15) or more years of service in the District shall be eligible for terminal leave pay to be computed using the ratio of one (1) day's pay for every five (5) days of accumulated unused sick leave subject to the procedures of 21.1.1.
- 29.9.1. Accumulated sick leave under the Agreement formula shall be capped for all transportation workers at the maximum amount the employee is entitled to on June 30, 1999 or \$10,000.00, whichever is greater. Transportation workers hired after July 1, 2005 shall be entitled to payment for accumulated sick leave in accordance with this section only upon retirement.
- 29.10. Physical Exams for Pupil Transportation Drivers
- 29.10.1. The Board, at its sole cost and expense, shall provide for physical examination for pupil transportation drivers employed by the Board. Such examination shall be given each driver once every two (2) years and shall be done by a physician chosen by the Board. Said examinations shall be limited strictly to those matters required to operate a school bus or van in a public school system in the State of New Jersey.
- 29.10.2. Drivers electing to have physical examination by a physician other than the one chosen by the Board will be reimbursed in an amount not to exceed the fee currently charged by the Board physician.

ARTICLE 30
INSURANCE

- 30.1. The Board shall provide health-care insurance protection to eligible employees, as set forth in Articles 20.6.1, 20.6.2, and 20.6.3.
- 30.2. "Eligible Employees" shall be defined in the context of this Article as full-time personnel, steadily employed by the Board who work not less than thirty (30) hours per calendar week on a regular basis.
- 30.3. Selection of Carrier/Change in Coverage - As set forth in Articles 20.7.1 and 20.7.2.

- 30.4. Section 125 plans - As set forth in Articles 20.9, 20.9.1, and 20.9.2.

**ARTICLE 31
VOLUNTARY TRANSFERS**

- 31.1. Voluntary Transfers
- 31.1.1. No later than five (5) working days following the known availability of any position in the District all members of the units shall receive notice, by posting the same in a conspicuous place, regarding the opening. If no application is received within ten (10) days of notice, the position will be filled from the outside.
- 31.2. Employees who desire a change in assignment or who desire to transfer to another position may file a written statement of such preference at any time with the Superintendent or School Business Administrator. Such statement shall include the present position and the assignment to which he desires to be transferred.
- 31.3. In the determination of requests for voluntary transfer, the wishes of the individual employee shall be considered to the extent that the transfer does not conflict with the best interest of the school system, and no such request shall be denied arbitrarily or capriciously.
- 31.4. If a request for voluntary transfer is denied, the employee shall be given the reasons.

**ARTICLE 32
SICK LEAVE**

- 32.1. Except as otherwise noted, the provisions of Article 14 shall apply to those employees included in Section Three of this Agreement.

ARTICLE 33
LEAVES OF ABSENCE

- 33.1. Temporary Leaves of Absence
 - 33.1.1. Personal leave - As set forth in Articles 15.2.2 and 15.2.2.1.
 - 33.1.2. Legal - As set forth in Article 15.2.4.
 - 33.1.3. Emergency Days - As set forth in Articles 15.2.5.1, 15.2.5.2, and 15.2.5.3.
 - 33.1.4. Good Cause - As set forth in Article 15.2.6.
- 33.2. Temporary Military Leaves of Absence - As set forth in Article 15.3.1. Additionally, an employee included in Section Three of this Agreement shall be paid the difference between his regular salary and his military pay.
- 33.3. Extended Leaves of Absence
 - 33.3.1. Military - As set forth in Article 15.1.3.
 - 33.3.2. The Board hereby agrees to consider each employee requesting child care leave on an individual basis.
 - 33.3.3. A pregnant employee's leave shall be the same as set forth in Article 15.1.4.2.
 - 33.3.4. The provisions of Article 15.1.4.5 will apply to employees included in Section Three of this Agreement.
 - 33.3.5. Good Cause - As set forth in Article 15.1.6.
 - 33.3.6. Return from Leave - Upon return from leave granted pursuant to Section 33.3 of this Article (extended leaves of absences), an employee shall be considered as if he were actively employed by the Board during the period of such leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent. To be eligible for increment credit, the employee must have worked at least one-half of the preceding contractual year.

ARTICLE 34
TRANSFERS BETWEEN POSITIONS

34.1. In the event an employee shall transfer between various positions in the district, that employee shall be granted the corresponding step on the salary guide applicable to his new position.

SECTION FOUR

Forms And Salary Guides For All Unit Members

**SCHEDULE A
GRIEVANCE FORM**

Grievant's Name: _____ Grievance No.: _____

Work Location: _____ Job Title and Grade/Subject: _____

Immediate Supervisor: _____

Description of Alleged Violation: _____

Specific Provision of Agreement or Principal Areas Violated: _____

Date of Occurrence of Alleged Violation: _____

Remedy Sought: _____

LEVEL ONE: Informal Discussion _____

Date of Level One Informal Discussion: _____

The Grievant is not satisfied with the outcome of Level One and wishes to proceed to Level Two.

Signature of Grievant or Representative: _____ Date: _____

LEVEL TWO: Principal or Supervisor _____

Date Received: _____ Date Answered: _____

Disposition: Denied _____ Granted _____

Reason: _____

Principal or Supervisor's Signature _____

The Grievant is not satisfied with the outcome of Level Two and wishes to proceed to Level Three.

Signature of Grievant or Representative: _____ Date: _____

LEVEL THREE: Superintendent _____

Date Received: _____ Date Answered: _____

Disposition: Denied _____ Granted _____

Reason: _____

Superintendent's Signature _____

The Grievant is not satisfied with the outcome of Level Three and wishes to proceed to Level Four.

Signature of Grievant or Representative: _____ Date: _____

LEVEL FOUR: School Board _____

Date Received: _____ Board Hearing Date: _____

Date Answered: _____

Disposition: Denied _____ Granted _____

Reason: _____

The Grievant is not satisfied with the outcome of Level Four and wishes to proceed to Level Five.

Signature of Grievant or Representative: _____ Date: _____

LEVEL FIVE: The grievant is not satisfied with the outcome at Level Four and the association wishes to proceed to arbitration.

Grievant's Signature: _____ Date: _____

H.E.A. Representative's Signature: _____ Date: _____

**SCHEDULE B
REQUEST FOR PERSONAL/EMERGENCY DAY**

Please print

Name _____ Date of Submission _____

School _____ Position _____

A. PERSONAL DAY(S)

Date of Personal Day requested at this time _____

This day of personal leave is for a matter(s) which require(s) my absence during the school hours indicated. Application to the Superintendent for personal leave shall be made at least five (5) work days before such leave is to be taken. Further I understand that approval of personal days is subject to the terms of the agreement between the HEA and the HBOE.

Employee's Signature

B. PERSONAL EMERGENCY DAY

Date of Personal Emergency _____

Reason _____

Employee's Signature

C. EMERGENCY DAY(S)

Date(s) of Emergency Absence _____

The Emergency Day(s) absence was due to:

Serious family illness (specify relationship) _____

Funeral (specify relationship) _____

Employee's Signature

D. FOR ADMINISTRATIVE USE ONLY

Date(s) Previously Granted as Personal Days this year _____

Date(s) Previously Granted as Personal Emergency Days this year _____

Date(s) Previously Granted as Emergency Days this year _____

Principal's Approval

Date

Initials of Personnel Assistant

Superintendent's Approval

**SCHEDULE C-1
TEACHERS SALARY GUIDE 2013--2014**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1-2	\$54,160	\$55,560	\$56,260	\$58,360	\$60,460	\$62,560	\$64,660	\$66,760	\$68,860
3-4	\$54,660	\$56,060	\$56,760	\$58,860	\$60,960	\$63,060	\$65,160	\$67,260	\$69,360
5	\$55,155	\$56,555	\$57,255	\$59,355	\$61,455	\$63,555	\$65,655	\$67,755	\$69,855
6	\$55,655	\$57,055	\$57,755	\$59,855	\$61,955	\$64,055	\$66,155	\$68,255	\$70,355
7	\$56,155	\$57,555	\$58,255	\$60,355	\$62,455	\$64,555	\$66,655	\$68,755	\$70,855
8	\$57,235	\$58,635	\$59,335	\$61,435	\$63,535	\$65,635	\$67,735	\$69,835	\$71,935
9	\$58,315	\$59,715	\$60,415	\$62,515	\$64,615	\$66,715	\$68,815	\$70,915	\$73,015
10-11	\$59,405	\$60,805	\$61,505	\$63,605	\$65,705	\$67,805	\$69,905	\$72,005	\$74,105
12-13	\$61,415	\$62,815	\$63,515	\$65,615	\$67,715	\$69,815	\$71,915	\$74,015	\$76,115
14	\$63,525	\$64,925	\$65,625	\$67,725	\$69,825	\$71,925	\$74,025	\$76,125	\$78,225
15	\$65,735	\$67,135	\$67,835	\$69,935	\$72,035	\$74,135	\$76,235	\$78,335	\$80,435
16	\$68,045	\$69,445	\$70,145	\$72,245	\$74,345	\$76,445	\$78,545	\$80,645	\$82,745
17	\$70,455	\$71,855	\$72,555	\$74,655	\$76,755	\$78,855	\$80,955	\$83,055	\$85,155
18	\$72,965	\$74,365	\$75,065	\$77,165	\$79,265	\$81,365	\$83,465	\$85,565	\$87,665

Longevity Pay

Longevity pay will be added to teachers' pensionable salaries based on the following criteria:

\$3,500	After 20 years of experience, 10 of which are in the Hillsborough School District
\$6,500	After 25 years of experience, 15 of which are in the Hillsborough School District
\$12,500	After 30 years of experience, 20 of which are in the Hillsborough School District

SCHEDULE C-1
TEACHERS SALARY GUIDE 2014-2015

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	\$54,620	\$56,020	\$56,720	\$58,820	\$60,920	\$63,020	\$65,120	\$67,220	\$69,320
2-3	\$54,870	\$56,270	\$56,970	\$59,070	\$61,170	\$63,270	\$65,370	\$67,470	\$69,570
4-5	\$55,365	\$56,765	\$57,465	\$59,565	\$61,665	\$63,765	\$65,865	\$67,965	\$70,065
6	\$55,865	\$57,265	\$57,965	\$60,065	\$62,165	\$64,265	\$66,365	\$68,465	\$70,565
7	\$56,365	\$57,765	\$58,465	\$60,565	\$62,665	\$64,765	\$66,865	\$68,965	\$71,065
8	\$57,445	\$58,845	\$59,545	\$61,645	\$63,745	\$65,845	\$67,945	\$70,045	\$72,145
9	\$58,525	\$59,925	\$60,625	\$62,725	\$64,825	\$66,925	\$69,025	\$71,125	\$73,225
10	\$59,605	\$61,005	\$61,705	\$63,805	\$65,905	\$68,005	\$70,105	\$72,205	\$74,305
11-12	\$61,665	\$63,065	\$63,765	\$65,865	\$67,965	\$70,065	\$72,165	\$74,265	\$76,365
13-14	\$63,825	\$65,225	\$65,925	\$68,025	\$70,125	\$72,225	\$74,325	\$76,425	\$78,525
15	\$66,085	\$67,485	\$68,185	\$70,285	\$72,385	\$74,485	\$76,585	\$78,685	\$80,785
16	\$68,445	\$69,845	\$70,545	\$72,645	\$74,745	\$76,845	\$78,945	\$81,045	\$83,145
17	\$70,905	\$72,305	\$73,005	\$75,105	\$77,205	\$79,305	\$81,405	\$83,505	\$85,605
18	\$73,465	\$74,865	\$75,565	\$77,665	\$79,765	\$81,865	\$83,965	\$86,065	\$88,165

Longevity Pay

Longevity pay will be added to teachers' pensionable salaries based on the following criteria:

\$3,500	After 20 years of experience, 10 of which are in the Hillsborough School District
\$6,500	After 25 years of experience, 15 of which are in the Hillsborough School District
\$12,500	After 30 years of experience, 20 of which are in the Hillsborough School District

SCHEDULE C-1
TEACHERS SALARY GUIDE 2015-2016

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	\$55,545	\$56,945	\$57,645	\$59,745	\$61,845	\$63,945	\$66,045	\$68,145	\$70,245
2	\$55,795	\$57,195	\$57,895	\$59,995	\$62,095	\$64,195	\$66,295	\$68,395	\$70,495
3-4	\$56,045	\$57,445	\$58,145	\$60,245	\$62,345	\$64,445	\$66,545	\$68,645	\$70,745
5-6	\$56,545	\$57,945	\$58,645	\$60,745	\$62,845	\$64,945	\$67,045	\$69,145	\$71,245
7	\$57,045	\$58,445	\$59,145	\$61,245	\$63,345	\$65,445	\$67,545	\$69,645	\$71,745
8	\$58,125	\$59,525	\$60,225	\$62,325	\$64,425	\$66,525	\$68,625	\$70,725	\$72,825
9	\$59,205	\$60,605	\$61,305	\$63,405	\$65,505	\$67,605	\$69,705	\$71,805	\$73,905
10	\$60,285	\$61,685	\$62,385	\$64,485	\$66,585	\$68,685	\$70,785	\$72,885	\$74,985
11	\$62,315	\$63,715	\$64,415	\$66,515	\$68,615	\$70,715	\$72,815	\$74,915	\$77,015
12-13	\$64,445	\$65,845	\$66,545	\$68,645	\$70,745	\$72,845	\$74,945	\$77,045	\$79,145
14-15	\$66,675	\$68,075	\$68,775	\$70,875	\$72,975	\$75,075	\$77,175	\$79,275	\$81,375
16	\$69,005	\$70,405	\$71,105	\$73,205	\$75,305	\$77,405	\$79,505	\$81,605	\$83,705
17	\$71,435	\$72,835	\$73,535	\$75,635	\$77,735	\$79,835	\$81,935	\$84,035	\$86,135
18	\$73,965	\$75,365	\$76,065	\$78,165	\$80,265	\$82,365	\$84,465	\$86,565	\$88,665

Longevity Pay

Longevity pay will be added to teachers' pensionable salaries based on the following criteria:

\$3,500	After 20 years of experience, 10 of which are in the Hillsborough School District
\$6,500	After 25 years of experience, 15 of which are in the Hillsborough School District
\$12,500	After 30 years of experience, 20 of which are in the Hillsborough School District

**SCHEDULE C-2
TEACHERS ADVANCEMENT/PLACEMENT CHART**

(Read directly across the line to track advancement/placement)

2012-2013 Step		2013-2014 Step		2014-2015 Step		2015-2016 Step
				1	----->	1
1	----->	1-2	----->	2-3	----->	2
2-3	----->	3-4	----->	4-5	----->	3-4
4	----->	5	----->	6	----->	5-6
5	----->	6	----->	7	----->	7
6	----->	7	----->	8	----->	8
7	----->	8	----->	9	----->	9
8	----->	9	----->	10	----->	10
9-10	----->	10-11	----->	11-12	----->	11
11-12	----->	12-13	----->	13-14	----->	12-13
13	----->	14	----->	15	----->	14-15
14	----->	15	----->	16	----->	16
15	----->	16	----->	17	----->	17
16	----->	17	----->	18	----->	18
17	----->	18	----->	18	----->	18

SCHEDULE D-1
TEN AND TWELVE MONTH OFFICE PERSONNEL SALARY GUIDE 2013-2014

Step	12 Month Secretary	10 Month Secretary	Accounting Clerk	12 Month Data Entry Operator	Head Bookkeeper
1-2	\$42,547	\$34,676	\$43,247	\$52,737	\$46,458
3-4	\$42,797	\$34,880	\$43,497	\$53,047	\$46,708
5	\$43,297	\$35,287	\$43,997	\$53,667	\$47,208
6	\$43,797	\$35,695	\$44,497	\$54,286	\$47,708
7	\$44,297	\$36,102	\$44,997	\$54,906	\$48,208
8	\$44,797	\$36,510	\$45,497	\$55,526	\$48,708
9	\$45,302	\$36,921	\$46,002	\$56,152	\$49,213
10-11	\$45,807	\$37,333	\$46,507	\$56,778	\$49,718
12-13	\$46,312	\$37,744	\$47,012	\$57,404	\$50,223
14	\$47,447	\$38,669	\$48,147	\$58,811	\$51,358
15	\$48,632	\$39,635	\$49,332	\$60,279	\$52,543
16	\$49,867	\$40,642	\$50,567	\$61,810	\$53,778
17	\$51,152	\$41,689	\$51,852	\$63,403	\$55,063
18-22	\$52,487	\$42,777	\$53,187	\$65,058	\$56,398
23-27	\$53,872	\$43,906	\$54,572	\$66,774	\$57,783
28-32	\$55,307	\$45,075	\$56,007	\$68,553	\$59,218
33+	\$56,242	\$45,837	\$56,942	\$69,712	\$60,153

SCHEDULE D-1
TEN AND TWELVE MONTH OFFICE PERSONNEL SALARY GUIDE 2014-2015

Step	12 Month Secretary	10 Month Secretary	Accounting Clerk	12 Month Data Entry Operator	Head Bookkeeper
1	\$43,498	\$35,451	\$44,198	\$53,916	\$47,409
2-3	\$43,748	\$35,655	\$44,448	\$54,226	\$47,659
4-5	\$43,998	\$35,858	\$44,698	\$54,536	\$47,909
6	\$44,498	\$36,266	\$45,198	\$55,155	\$48,409
7	\$45,002	\$36,677	\$45,702	\$55,780	\$48,913
8	\$45,502	\$37,084	\$46,202	\$56,400	\$49,413
9	\$46,002	\$37,492	\$46,702	\$57,019	\$49,913
10	\$46,502	\$37,899	\$47,202	\$57,639	\$50,413
11-12	\$47,002	\$38,307	\$47,702	\$58,259	\$50,913
13-14	\$47,502	\$38,714	\$48,202	\$58,879	\$51,413
15	\$48,627	\$39,631	\$49,327	\$60,273	\$52,538
16	\$49,812	\$40,597	\$50,512	\$61,742	\$53,723
17	\$51,047	\$41,603	\$51,747	\$63,273	\$54,958
18	\$52,332	\$42,651	\$53,032	\$64,866	\$56,243
19-23	\$53,667	\$43,739	\$54,367	\$66,520	\$57,578
24-28	\$55,052	\$44,867	\$55,752	\$68,237	\$58,963
29-33	\$56,487	\$46,037	\$57,187	\$70,016	\$60,398
34+	\$56,742	\$46,245	\$57,442	\$70,332	\$60,653

SCHEDULE D-1
TEN AND TWELVE MONTH OFFICE PERSONNEL SALARY GUIDE 2015-2016

Step	12 Month Secretary	10 Month Secretary	Accounting Clerk	12 Month Data Entry Operator	Head Bookkeeper
1-2	\$45,147	\$36,795	\$45,847	\$55,960	\$49,058
3-4	\$45,397	\$36,999	\$46,097	\$56,270	\$49,308
5-6	\$45,647	\$37,202	\$46,347	\$56,579	\$49,558
7	\$46,122	\$37,589	\$46,822	\$57,168	\$50,033
8	\$46,607	\$37,985	\$47,307	\$57,769	\$50,518
9	\$47,107	\$38,392	\$47,807	\$58,389	\$51,018
10	\$47,607	\$38,800	\$48,307	\$59,009	\$51,518
11	\$48,107	\$39,207	\$48,807	\$59,629	\$52,018
12-13	\$48,922	\$39,871	\$49,622	\$60,639	\$52,833
14-15	\$49,787	\$40,576	\$50,487	\$61,711	\$53,698
16	\$50,702	\$41,322	\$51,402	\$62,845	\$54,613
17	\$51,667	\$42,109	\$52,367	\$64,041	\$55,578
18	\$52,682	\$42,936	\$53,382	\$65,299	\$56,593
19	\$53,747	\$43,804	\$54,447	\$66,619	\$57,658
20-24	\$54,862	\$44,713	\$55,562	\$68,001	\$58,773
25-29	\$56,027	\$45,662	\$56,727	\$69,445	\$59,938
30+	\$57,242	\$46,652	\$57,942	\$70,951	\$61,153

SCHEDULE D-2
TEN AND TWELVE MONTH OFFICE PERSONNEL ADVANCEMENT/PLACEMENT
CHART

(Read directly across the line to track advancement/placement)

2012-2013 Step		2013-2014 Step		2014-2015 Step		2015-2016 Step
				1	----->	1-2
1	----->	1-2	----->	2-3	----->	3-4
2-3	----->	3-4	----->	4-6	----->	5-6
4	----->	5	----->	6	----->	7
5	----->	6	----->	7	----->	8
6	----->	7	----->	8	----->	9
7	----->	8	----->	9	----->	10
8	----->	9	----->	10	----->	11
9-10	----->	10-11	----->	11-12	----->	12-13
11-2	----->	12-15	----->	13-14	----->	14-15
13	----->	14	----->	15	----->	16
14	----->	15	----->	16	----->	17
15	----->	16	----->	17	----->	18
16	----->	17	----->	18	----->	19
17-21	----->	18-22	----->	19-23	----->	20-24
22-26	----->	23-27	----->	24-28	----->	25-29
27-31	----->	28-32	----->	29-33	----->	30+
32 +	----->	33+	----->	34+	----->	30+

SCHEDULE E-1
INSTRUCTIONAL ASSISTANTS
SALARY GUIDE

2013-2014		2014-2015		2015-2016	
Step	Salary	Step	Salary	Step	Salary
1	\$28,978	1	\$29,602	1	\$30,327
2	\$29,478	2	\$30,102	2	\$30,827
3	\$29,978	3	\$30,602	3	\$31,327
4	\$30,478	4	\$31,102	4	\$31,827

SCHEDULE E-2
INSTRUCTIONAL ASSISTANTS ADVANCEMENT/PLACEMENT CHART

(Read Directly Across a Horizontal Line to Track Advancement)

2013-2014 Step		2014-2015 Step		2015-2016 Step
		1	⇒	2
1	⇒	2	⇒	3
2	⇒	3	⇒	4
3	⇒	4	⇒	4
4	⇒	4	⇒	4

SCHEDULE F-1
 TEN MONTH CLERICAL ASSISTANTS
 SALARY GUIDE

2013-2014		2014-2015		2015-2016	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$22.39	1	\$22.86	1	\$23.41
2	\$22.54	2	\$23.01	2	\$23.56
3	\$22.69	3	\$23.16	3	\$23.71

SCHEDULE F-1
TWELVE MONTH CLERICAL ASSISTANTS
SALARY GUIDE

2013-2014		2014-2015		2015-2016	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$22.39	1	\$22.86	1	\$23.41
2	\$22.54	2	\$23.01	2	\$23.56
3	\$22.78	3	\$23.28	3	\$23.84

**SCHEDULE G
LUNCH AIDES
SALARY GUIDE**

2013-2014		2014-2015		2015-2016	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$17.21	1	\$17.47	1	\$18.02
2	\$17.71	2	\$17.97	2	\$18.52
3	\$18.36	3	\$18.47	3	\$19.02
4	\$19.11	4	\$19.27	4	\$19.52
5	\$19.97	5	\$20.17	5	\$20.42

SCHEDULE H
PARKING LOT ATTENDANT
SALARY GUIDE

2013-2014	2014-2015	2015-2016
Hourly Rate	Hourly Rate	Hourly Rate
\$21.48	\$21.95	\$22.48

SCHEDULE I
TRANSPORTATION AIDES
SALARY GUIDE

2013-2014

2014-2015

2015-2016

Hourly Rate

Hourly Rate

Hourly Rate

\$21.94

\$22.42

\$22.96

HEAD COACHES FIRST ASSISTANTS ASSISTANT COACHES MIDDLE SCHOOL COACHES

Step 1 Step 2 Step 3 Step 1 Step 2 Step 3 Step 1 Step 2 Step 3 Step 1 Step 2 Step 3

LEVEL VIII											
Swimming	\$6,980	\$7,189	\$7,405	\$4,537	\$4,674	\$4,813					
LEVEL IX											
Boys Cross Country	\$6,781	\$6,985	\$7,195	\$4,747	\$4,890	\$5,036	\$4,408	\$4,540	\$4,676	\$3,526	\$3,632
Girls Cross Country											\$3,740
Field Hockey											
Ice Hockey											
LEVEL X											
No current sports	\$6,183	\$6,368	\$6,560	\$4,019	\$4,139	\$4,264					
LEVEL XI											
Girls Tennis	\$5,185	\$5,341	\$5,501	\$3,370	\$3,472	\$3,575					
Boys Tennis											
LEVEL XII											
Gymnastics	\$4,787	\$4,930	\$5,078								
Fall Cheerleading											
Spring Cheerleading											
Boys Volleyball											
Girls Volleyball											
LEVEL XIII											
Golf	\$4,387	\$4,520	\$4,654								

Entry level shall be established by superintendent in consultation with principals and athletic director. There are three (3) years between steps; therefore, it takes seven (7) years to reach Step 3.

First Assistants received 70% of the head coaching position at their own level of experience. All other Assistants receive 65% of the head coaching position at their own level of experience. Middle School coaches will receive 80% of the asst coaching position at their own level of experience.

By way of example: If the football coach were on Step 1 @ \$9,971 but the First Assistant had been in the position for seven or more years, his/her rate of pay would be based upon 70% of the head coaching stipend @ Step 3.

SCHEDULE J
ATHLETIC COACHES SALARY GUIDE - 2013-2016

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
LEVEL I												
Football	\$9,971	\$10,272	\$10,580	\$6,980	\$7,190	\$7,405	\$6,481	\$6,677	\$6,877			
LEVEL II												
Girls Track	\$8,379	\$8,628	\$8,886				\$5,445	\$5,608	\$5,776			
Boys Track												
LEVEL III												
Winter Track	\$8,177	\$8,422	\$8,675	\$5,724	\$5,895	\$6,073	\$5,315	\$5,475	\$5,640			
LEVEL IV												
Boys Basketball	\$7,977	\$8,217	\$8,464				\$5,185	\$5,341	\$5,502	\$4,148	\$4,273	\$4,402
Girls Basketball												
Baseball												
Softball												
LEVEL V												
Wrestling	\$7,777	\$8,011	\$8,251				\$5,055	\$5,207	\$5,363	\$4,044	\$4,165	\$4,291
LEVEL VI												
Boys Lacrosse	\$7,578	\$7,805	\$8,040	\$5,305	\$5,464	\$5,628	\$4,926	\$5,074	\$5,227	\$3,940	\$4,059	\$4,181
Girls Lacrosse												
LEVEL VII												
Boys Soccer	\$7,379	\$7,601	\$7,828	\$5,165	\$5,320	\$5,480	\$4,797	\$4,940	\$5,089	\$3,838	\$3,952	\$4,070
Girls Soccer												

SCHEDULE K-1
CUSTODIANS AND MAINTENANCE PERSONNEL SALARY GUIDE

2013-2014

Step	Custodian	E. S. Custodian	M. S. Custodian Maintenance Mechanic	H. S. Custodian
1	\$32,294	\$35,594	\$39,594	\$40,194
2-3	\$32,694	\$35,994	\$39,994	\$40,594
4	\$33,102	\$36,402	\$40,402	\$41,002
5	\$33,502	\$36,802	\$40,802	\$41,402
6	\$33,902	\$37,202	\$41,202	\$41,802
7	\$34,302	\$37,602	\$41,602	\$42,202
8	\$34,802	\$38,102	\$42,102	\$42,702
9	\$35,352	\$38,652	\$42,652	\$43,252
10	\$36,052	\$39,352	\$43,352	\$43,952
10A	\$36,852	\$40,152	\$44,152	\$44,752
10B	\$38,022	\$41,322	\$45,322	\$45,922
11	\$39,297	\$42,597	\$46,597	\$47,197
12	\$40,672	\$43,972	\$47,972	\$48,572
12A	\$42,747	\$46,047	\$50,047	\$50,647
13	\$44,922	\$48,222	\$52,222	\$52,822
13A	\$47,147	\$50,447	\$54,447	\$55,047
14	\$49,422	\$52,722	\$56,722	\$57,322
15	\$51,747	\$55,047	\$59,047	\$59,647
16	\$54,122	\$57,422	\$61,422	\$62,022
17	\$56,172	\$59,472	\$63,472	\$64,072

SCHEDULE K-1
 CUSTODIANS AND MAINTENANCE PERSONNEL SALARY GUIDE
 2014-2015

Step	Custodian	E. S. Custodian	M. S. Custodian	
			Maintenance	Mechanic
				H. S. Custodian
1-2	\$33,295	\$36,595	\$40,595	\$41,195
3-4	\$33,695	\$36,995	\$40,995	\$41,595
5	\$34,097	\$37,397	\$41,397	\$41,997
6	\$34,497	\$37,797	\$41,797	\$42,397
7	\$34,897	\$38,197	\$42,197	\$42,797
8	\$35,297	\$38,597	\$42,597	\$43,197
9	\$35,797	\$39,097	\$43,097	\$43,697
10	\$36,342	\$39,642	\$43,642	\$44,242
11	\$37,042	\$40,342	\$44,342	\$44,942
11A	\$37,842	\$41,142	\$45,142	\$45,742
11B	\$39,012	\$42,312	\$46,312	\$46,912
12	\$40,287	\$43,587	\$47,587	\$48,187
13	\$41,662	\$44,962	\$48,962	\$49,562
13A	\$43,737	\$47,037	\$51,037	\$51,637
14	\$45,912	\$49,212	\$53,212	\$53,812
14A	\$48,137	\$51,437	\$55,437	\$56,037
15	\$50,412	\$53,712	\$57,712	\$58,312
16	\$52,737	\$56,037	\$60,037	\$60,637
17	\$55,112	\$58,412	\$62,412	\$63,012
18	\$56,672	\$59,972	\$63,972	\$64,572

SCHEDULE K-1
 CUSTODIANS AND MAINTENANCE PERSONNEL SALARY GUIDE
 2015-2016

Step	Custodian	E. S. Custodian	M. S. Custodian Maintenance Mechanic	H. S. Custodian
1-3	\$34,443	\$37,743	\$41,743	\$42,343
4-5	\$34,818	\$38,118	\$42,118	\$42,718
6	\$35,207	\$38,507	\$42,507	\$43,107
7	\$35,607	\$38,907	\$42,907	\$43,507
8	\$36,007	\$39,307	\$43,307	\$43,907
9	\$36,407	\$39,707	\$43,707	\$44,307
10	\$36,907	\$40,207	\$44,207	\$44,807
11	\$37,457	\$40,757	\$44,757	\$45,357
12	\$38,157	\$41,457	\$45,457	\$46,057
12A	\$38,957	\$42,257	\$46,257	\$46,857
12B	\$40,122	\$43,422	\$47,422	\$48,022
13	\$41,397	\$44,697	\$48,697	\$49,297
14	\$42,772	\$46,072	\$50,072	\$50,672
14A	\$44,847	\$48,147	\$52,147	\$52,747
15	\$47,022	\$50,322	\$54,322	\$54,922
15A	\$49,247	\$52,547	\$56,547	\$57,147
16	\$51,522	\$54,822	\$58,822	\$59,422
17	\$53,847	\$57,147	\$61,147	\$61,747
18	\$56,222	\$59,522	\$63,522	\$64,122
19	\$57,172	\$60,472	\$64,472	\$65,072

SCHEDULE K-2

CUSTODIANS AND MAINTENANCE PERSONNEL ADVANCEMENT/PLACEMENT CHART

(Read directly across the line to track advancement/placement)

<u>2012-2013 Step</u>		<u>2013-2014 Step</u>		<u>2014-2015 Step</u>		<u>2015-2016 Step</u>
		1		1-2	----->	1-3
1-2	----->	2-3	----->	3-4	----->	4-5
3	----->	4	----->	5	----->	6
4	----->	5	----->	6	----->	7
5	----->	6	----->	7	----->	8
6	----->	7	----->	8	----->	9
7	----->	8	----->	9	----->	10
8	----->	9	----->	10	----->	11
9	----->	10	----->	11	----->	12
9A	----->	10A	----->	11A	----->	12A
9B	----->	10B	----->	11B	----->	12B
10	----->	11	----->	12	----->	13
11	----->	12	----->	13	----->	14
11A	----->	12A	----->	13A	----->	14A
12	----->	13	----->	14	----->	15
12A	----->	13A	----->	14A	----->	15A
13	----->	14	----->	15	----->	16
14	----->	15	----->	16	----->	17
15	----->	16	----->	17	----->	18
16	----->	17	----->	18	----->	19

SCHEDULE L-1
 TRANSPORTATION DRIVERS
 SALARY GUIDE

2013-2014		2014-2015		2015-2016	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	\$28.25	1	\$28.70	1	\$29.25
2	\$28.55	2	\$29.00	2	\$29.55
3	\$28.85	3	\$29.30	3	\$29.85
4	\$29.15	4	\$29.61	4	\$30.15
5	\$29.45	5	\$29.91	5	\$30.44
6	\$29.75	6	\$30.21	6	\$30.74
7	\$30.05	7	\$30.51	7	\$31.04
8	\$30.35	8	\$30.81	8	\$31.34
9	\$30.65	9	\$31.11	9	\$31.64
10	\$30.95	10	\$31.41	10	\$31.94

SCHEDULE L-2

TRANSPORTATION DRIVERS ADVANCEMENT/PLACEMENT CHART

(Read Directly Across a Horizontal Line to Track Advancement)

2013-2014 Step		2014-2015 Step		2015-2016 Step
				1
		1	⇒	2
1	⇒	2	⇒	3
2	⇒	3	⇒	4
3	⇒	4	⇒	5
4	⇒	5	⇒	6
5	⇒	6	⇒	7
6	⇒	7	⇒	8
7	⇒	8	⇒	9
8	⇒	9	⇒	10
9	⇒	10	⇒	10
10	⇒	10	⇒	10

**SCHEDULE M
CO-CURRICULAR ACTIVITIES
STIPENDS**

CLUB	2013-2016
HIGH SCHOOL	
Academic Team	\$ 2,187
Affirmative Action	\$ 1,037
Amnesty International (2)	\$ 1,037
Assistant Band Director	\$ 3,062
Assistant Robotics	\$ 1,311
Band Director	\$ 5,092
Band Front (2)	\$ 2,451
Biology Team	\$ 2,187
Bursar	\$ 4,811
Channel 14	\$ 2,101
Chemistry Team	\$ 2,187
Choreographer	\$ 2,626
COTIC/STAND	\$ 1,037
Drill Team	\$ 1,414
Earth Science Team	\$ 2,187
Fencing	\$ 1,414
Fine Arts Calendar	\$ 827
French Honor Society	\$ 552
Freshman Class	\$ 2,101
Freshman Transition/Peer Mentor Advisors (4)	\$ 725
Future Educators of America	\$ 1,037
Gay-Straight Alliance	\$ 1,037
German Honor Society	\$ 552
HHS Debate/Model Congress (3)	\$ 1,414
HHS Debate/Model U.N. (3)	\$ 1,796
Interact	\$ 1,037
Internship Advisor	\$ 2,187
Italian Honor Society	\$ 552
Jazz Band	\$ 2,901
Junior Class (2)	\$ 2,451
Junior Drama (Fall)	\$ 1,268
Junior Drama (Spring)	\$ 1,268
Latin Honor Society	\$ 552
Literary Magazine	\$ 1,925
Math Team	\$ 2,187
Mock Trial	\$ 1,243
Musical Set Construction	\$ 1,925
Musical Stage Director	\$ 2,537
National Art Honor Society	\$ 827

CLUB			2013-2016
National Honor Society			\$ 3,234
Newspaper Advisor (Voice)			\$ 2,798
Olympic Weightlifting			\$ 1,414
PALS (Peers Assisting Learning Support)			\$ 1,243
Philosophy			\$ 997
Physics Team			\$ 2,187
Ping Pong			\$ 990
Powerlifting			\$ 2,187
PUSH			\$ 1,161
Regional/All State Band			\$ 746
Regional/All State Chorus			\$ 746
Robotics			\$ 2,187
Rugby			\$ 1,414
School Musical			\$ 4,462
Science Olympiad			\$ 2,187
Senior Class (2)			\$ 2,974
Sophomore Class (2)			\$ 2,101
Spanish Honor Society			\$ 552
Stage Equipment			\$ 827
Student Council (2)			\$ 2,263
Tri-M National Music Honor Society			\$ 827
Waksman Scholar			\$ 2,187
Writer's Circle			\$ 1,037
Yearbook			\$ 4,025
MIDDLE SCHOOL			
Drama Club 2 @			\$ 1,825
Future Teachers of America			\$ 994
Grade 8 Class			\$ 3,589
Jazz Band			\$ 1,990
Newspaper			\$ 2,360
Regional Intermediate Band			\$ 746
Regional Intermediate Chorus			\$ 746
Robotics			\$ 1,750
Student Council (2) @			\$ 1,809
Science Olympiad			\$ 3,589
Yearbook			\$ 2,626
AUTEN ROAD INTERMEDIATE SCHOOL			
Band/Orchestra			\$ 1,292
Chorus			\$ 646
Student Council			\$ 1,292
Yearbook			\$ 1,164

CLUB			2013-2016
ELEMENTARY			
Family Math (Per Teacher - Session)			\$ 124
Family Science (Per Teacher - Session)			\$ 124
Family Tools & Technology (Per Teacher - Session)			\$ 124
DISTRICT			
Intramurals (12-1/3)			\$ 3,589
Web Site Manager			\$ 4,525

ADDITIONAL ITEMS

I. Class Coverage

- A. Teachers will receive the following amounts per class during their conference and preparation time during the term of the Agreement: \$21.12 for the High School (50 minutes) and \$16.93 for the Middle and Elementary Schools (40 minutes).


II. Chaperone Stipend


The following stipend per event shall be paid during the time of this Agreement: \$47.03 for the duration of the agreement.

III. Home Instruction and Curriculum Development

Teachers shall receive compensation at the rate of \$39.26 for any home instruction and for curriculum development authorized by the Board through the Superintendent during the term of this Agreement. A teacher who attends a scheduled home instruction session shall receive no less than one hour's payment even if the student fails to attend such session.

IN WITNESS THEREOF we have hereunto set our hands and seals the day and year first above written, and all officers whose signatures are affixed hereto verify that this Agreement has been ratified by each respective party and such officer is authorized to affix his signature hereto.


Hillsborough Education
Association


Board of Education of
the Township of Hillsborough


Daynon Blevins


Thomas Kinst

President

President

Document prepared by Daynon Blevins for the Association, and Stephen R. Fogarty, Esq., for the Board.

