

BETWEEN

**THE
MANCHESTER
TOWNSHIP
EDUCATION
ASSOCIATION**

AND

**THE
MANCHESTER
TOWNSHIP
BOARD
OF
EDUCATION**

**COVERING THE PERIOD
JULY 1, 2003 THROUGH JUNE 30, 2006**

AGREEMENT

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AND

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COVERING THE PERIOD

JULY 1, 2003 THROUGH JUNE 30, 2006

TABLE OF CONTENTS

PREAMBLE		3
ARTICLE I	Recognition and Purpose	3
ARTICLE II	Negotiating Procedure	4
ARTICLE III	Grievance Procedure	4
ARTICLE IV	Costs and Expenses	6
ARTICLE V	Strikes and Lockouts	6
ARTICLE VI	Amendments	7
ARTICLE VII	School Calendar	7
ARTICLE VIII	Vacations	8
ARTICLE IX	Work Hours and Work Load	9
ARTICLE X	Temporary Leaves of Absence	14
ARTICLE XI	Employee Rights and Protection	18
ARTICLE XII	Employee Assignment	21

ARTICLE XIII	Transfers and Reassignments	22
ARTICLE XIV	Insurance Protection	23
ARTICLE XV	Tuition Reimbursement	24
ARTICLE XVI	Professional Development	26
ARTICLE XVII	Association Rights and Privileges	26
ARTICLE XVIII	Past Practice	30
ARTICLE XIX	Secretarial Compensation	30
ARTICLE XX	Salaries and Stipends	31
ARTICLE XXI	Longevity - Teachers and Secretaries	31
ARTICLE XXII	Tutoring	32
ARTICLE XXIII	Bus Duty	32
ARTICLE XXIV	Summer Curriculum Work	32
ARTICLE XXV	Seniority - Instructional Aides	32
ARTICLE XXVI	Seniority - Secretaries	34
ARTICLE XXVII	Duration of Agreement	35

SALARY GUIDES	2003-2006		
	Schedule A-1	BA Teacher	36
	Schedule A-2	BA+30 Teacher	37
	Schedule A-3	MA Teacher	38
	Schedule A-4	MA+30 Teacher	39
	Schedule A-5	Ph D Teacher	40
	Schedule B-1	10 Month Secretary	41
	Schedule B-2	12 Month Secretary	42
	Schedule B-3	Principal's Secretary	43
	Schedule C	Instructional Aide	44
	Schedule D	Coaches	46
	Schedule E	Advisors	48

INDEX	
APPENDIX A	Grievance Form
APPENDIX B	Non Tenure Disclosure Form

PREAMBLE

The following constitutes a contract between the Manchester Township Board of Education and the Manchester Township Education Association.

ARTICLE I

Recognition and Purpose

- 1:1 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiating concerning grievances and terms and conditions of employment for all regularly employed certified and non-certified personnel employed by the Board and listed below.
- 1:2 This contract applies to all classroom teachers, special teachers, guidance counselors, Child Study Team members, librarians, nurses, full-time physical therapists, full-time occupational therapists, Athletic Trainer, secretaries, attendance officer, instructional aides, and all other clerical personnel, but excludes administrative and other supervisory personnel as well as the secretaries to the superintendent, assistant superintendent, business administrator, Director of Special Services, transportation supervisor, supervisor of buildings and grounds, the payroll specialists and the budgetary specialists.

- 1:3 Unless otherwise indicated, the term "employee" used hereinafter in this agreement shall refer to all employees represented by the Association as noted in 1:1 above. The term "teacher," when used hereinafter in this agreement, shall refer to all certified employees in the negotiating unit as noted in 1:1 above. The term "secretaries," when used hereinafter in this agreement, shall refer to all secretaries and clerical personnel in the negotiating unit as noted in 1:1 above.
- 1:4 Employees regularly employed on a part-time basis shall receive salary prorated to that of employees on a full-time basis. Such employees shall receive all benefits in Article X pro-rated to the nearest whole day.
- 1:5 Employees employed for less than twenty hours per week shall not be eligible for health insurance benefits.
- 1:6 The Board and the Employee agree to participate in negotiations under the New Jersey Employer-Employee Relations Act, such participation being in good faith for the purpose of arriving at mutual agreement on the terms and conditions of employment. Negotiations shall begin no later than October 1 of the year prior to the school year for which the contract will be negotiated.

ARTICLE II

Negotiating Procedure

2:1 Directing Requests

Request for meetings from the Employee will be made directly to the Superintendent of Schools. Requests from the Board shall be made to the representative of the Employee. A mutually convenient meeting date shall be set within 15 days of the date of request by either party.

2:2 Meetings

Meetings shall be called upon the written request of either party. Requests for meetings shall contain the reasons for the request. Official summary minutes shall be kept and clerical assistance provided; clerical assistance shall be shared equally by both parties.

2:3 Agreement

When agreement is reached, it shall be reduced to writing by the Board, and when ratified by the Board and the Association, shall be signed by both parties. The agreement shall not discriminate against any member of the staff regardless of membership or non-membership in the unit.

ARTICLE III

Grievance Procedure

A grievance shall be a complaint arising out of interpretation and application or violation of policies, agreements, and administrative decisions affecting the terms and conditions of employment of the employees covered by this agreement (Appendix A)

- 3:1 Level 1: The aggrieved person shall submit his/her grievance in writing on the Grievance Form 1 to the Building Principal within fifteen (15) school days of the incident unless extenuating circumstances prohibit meeting this time stipulation.
- 3:2 The Building Principal will answer or settle the matter within five (5) school days of receipt of the grievance.

- 3:3 Level 2: If the aggrieved person is not satisfied with the Level 1 response, the grievant may appeal to the Superintendent on Grievance Form 2 within ten (10) school days of the Level 1 response.
- 3:4 The Superintendent will answer or settle the matter within ten (10) school days after receipt of Grievance Form 2.
- 3:5 Level 3: All foregoing steps having been taken without satisfaction, the grievant may appeal to the Board of Education using Grievance Form 3. This appeal shall be made within ten (10) school days of the termination of the proceeding time stipulation.
- 3:6 The Board of Education, or its representative, shall meet with the grievant within thirty (30) school days of the appeal, and render a decision within fifteen (15) school days of the hearing.
- 3:7 Level 4: If the aggrieved is not satisfied with the disposition of the grievance by the Board of Education, the aggrieved may within five (5) school days of the Board's decision, request in writing that the Association submit his/her grievance to arbitration. If the Executive Board of the Association determines that the grievance is meritorious, they may submit the grievance to arbitration within 15 school days after receipt of a request by the aggrieved.
- 3:8 Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators shall be made to the American Arbitration Association or PERC by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association or PERC in the selection of an arbitrator.
- 3:9 The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her recommendation not later than thirty (30) school days from the date of the close of the hearings, or if oral hearings have been waived, then from the date of the final statements and proofs on the issues are submitted to him/her. The arbitrator's recommendation shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any recommendation which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement.
- 3:10 The arbitrator shall limit him/herself to the interpretation and application of the terms of this Agreement and to the issues submitted to him/her and consider no other(s).
- 3:11 The arbitrator shall have no authority to add to, detract from, alter, amend or modify any provision of this Agreement or impose on any party hereto a limitation or obligation not provided for in this Agreement.
- 3:12 The award of the arbitrator on the merits of any grievance within his/her jurisdiction and authority as provided in the Agreement shall be final and binding on the aggrieved employee or employees, the Association and the Board.
- 3:13 All fees of the arbitrator including, but not limited to necessity travel expenses, fees for transcripts, and payments to witnesses, of any arbitration proceedings shall be borne by the parties equally, except that each shall pay the fees of its own counsel.
- 3:14 Nothing in the Article shall be construed to deny to the grievant the right of appeal to PERC, the Commissioner or the courts.

- N.B. It should be understood that in Levels 1 through 4 of the procedure, the grievant may be accompanied by no more than three (3) representatives of his/her choosing.

ARTICLE IV

Costs and Expenses

Costs and expenses incurred in the printing of any of the terms of this contract shall be mutually shared by the Board and the Association. The signing and printing of the contract must be accomplished in a timely manner, not to exceed sixty (60) days from the ratification by both parties, if possible. The contract shall be reduced to writing by the Board.

ARTICLE V

Strikes and Lockouts

For all Unit Members

- 5:1 During the period of this Agreement or any extension thereof, there shall be neither strikes nor other stoppage of the educational process by the Unit or its members, nor any lockouts of employees of the Board.
- 5:2 In addition to any other restriction under the law, the Association will not cause a strike or work stoppage of any kind, nor will any employee take part in a strike, intentionally slow down in the rate of work, or in any manner cause interference with or stoppage of the Employer's work, and the Employer shall not cause a lockout.
- 5:3 Except as abridged, limited or modified by the terms of this contract, the Employer may exercise all rights, powers and duties, authorities and responsibilities conferred upon and invested in it by the Laws and Constitution of the state of New Jersey and the United States of America. Except as abridged, limited or, modified by the terms of this contract all such rights, powers, authority prerogatives of management and responsibility to promulgate and enforce reasonable rules and regulations governing the conduct and the activity of employees are retained by the Employer.

ARTICLE VI

Amendments

All or any part of this contract may be amended by mutual agreement in writing.

ARTICLE VII

School Calendar

- 7:1 Prior to February 1 of each year, the Manchester Township Education Association will submit to the Superintendent, its recommendations with respect to the school calendar for the ensuing school year.
- 7:2 The Board, in determining said school calendar, will consider the recommendations of the Association and will advise and consult with the Association concerning any deviations.
- 7:3 When possible and practicable, the calendar will be adopted at the regular April Board of Education meeting and distributed to the employees as soon as possible.

- 7:4 The in-school year for teachers employed on a ten month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-three (183) days, including orientation day and two (2) professional (in-service) days.
- 7:5 Secretaries and instructional aides employed on a ten month basis shall have a work year, from September 1 to June 30, with the same holidays/vacation days as the teachers.
- 7:6 Secretaries employed on a twelve month basis shall have a work year from July 1, to June 30, with the same holidays/vacation days as the teachers; plus Labor Day off, and July 4th off, during the two summer months of work.

ARTICLE VIII

Vacation

- 8:1 Twelve month secretarial vacation schedule with pay for those hired before July 1, 1989 remains the same.
- | | |
|--|---|
| Less than one (1) year of employment | -one (1) day per month employed, up to a total of ten (10) days |
| After one (1) year of employment | -ten(10) days |
| After five (5) years of employment | -fifteen (15) days |
| After ten (10) years of employment | -twenty (20) days |
| After fifteen (15) years of employment | -twenty-five (25) days |
- 8:2 For those hired as of July 1, 1989 the following vacation schedule applies:
- | | |
|--|--------------------|
| After one (1) year of employment | -ten (10) days |
| After five (5) years of employment | -twelve (12) days |
| After ten (10) years of employment | -fifteen (15) days |
| After fifteen (15) years of employment | -twenty (20) days |
- 8:3 Vacation eligibility shall be figured by anniversary date of each employee. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the Building Principal or Supervisor. Such approval shall not be arbitrarily withheld. In the event of a conflict, seniority shall prevail.
- 8:4 Ten month secretarial vacation schedule:
- Eight(8) paid vacation days following the end of each school year-or-
Eight(8) vacation days during the course of the school year at times mutually agreeable to the individual and his/her supervisor.
- After five (5) years in the school system, the number of vacation days shall be increased to ten (10).
- 8:5 Secretaries filling the current four (4) ten-month secretary positions shall continue to work the calendar as per Article 7:5 and receive vacation days pursuant to this agreement. As of July 1, 2000 all additional ten-month positions shall not receive vacation days but will work the teachers' school calendar.

ARTICLE IX

Work Hours and Work Load

- 9:1 Teacher Workday
- 9:1-1 The total in-school regularly scheduled workday for full session teachers based in the elementary schools and the Regional Day School, and the middle school shall consist of no more than seven (7) hours.
- 9:1-2 Teachers in the elementary schools shall have a fifty (50) minute duty free lunch.
- 9:1-3 Teachers in the middle school shall have a duty free lunch equal in duration to a teaching period.
- 9:1-4 The total in-school regularly scheduled workday for full session teachers based in the high school shall consist of no more than seven (7) hours.
- 9:1-5 Teachers in the high school shall have a duty free lunch equal in duration to the students.
- 9:1-6 The total in-school regularly scheduled workday for kindergarten teachers shall consist of no more than seven (7) hours, within which there shall be no more than two (2) two and one-half (2 1/2) hour sessions.
- 9:1-7 Kindergarten teachers shall have a fifty (50) minute duty free lunch.
- 9:1-8 Teachers based at both the high school and the elementary schools shall be deemed to be based at the elementary school.
- 9:1-9 When a teacher is based in more than one building, the Superintendent shall determine where based for purposes of faculty meetings.
- 9:1-10 Teachers based in the high school will continue the practice of remaining for one (1) hour per week to give extra help to students.
- 9:1-11 Commencing September 1, 2003, within the seven (7) hour workday, instructional time will increase by twenty (20) minutes in all schools except Regional Day. The length of prep and lunch will not be reduced by this increase in instructional time.
- 9:2 Teacher Workload
- 9:2-1 Full session teachers based in the elementary school shall have no less than two hundred fifteen (215) minutes of preparation time in the course of a normal school week. At the elementary level, whenever possible, one (1) period shall be scheduled for each day.
- 9:2-2 Full session teachers based in the middle school shall have one (1) preparation period per day, equal in length to the normal or average teaching period.
- 9:2-3 Part-time teachers shall have consecutive teaching periods. The teacher will be required to sign in ten (10) minutes before his/her first class, and sign out after his/her last class.
- 9:2-4 Prep periods shall be a continuous amount of time equal to an average normal teaching period in that building whenever possible.

- 9:2-5 Full session teachers based in the high school shall have no more than six (6) periods per day, five (5) teaching and one (1) duty. They shall have one (1) preparation period per day equal to the normal or average teaching period.
- 9:2-6 Any high school teacher assigned to teach a regularly scheduled sixth (6) period class shall have no duty assignment and shall receive a base pay differential of five thousand, two hundred dollars (\$5,200) for the 2003-2004 school year, five thousand, four hundred dollars (\$5,400) for the 2004-2005 school year, and five thousand, six hundred dollars (\$5,600) for the 2005-2006 school year. For assignments of less than five (5) days per week, the base pay differential shall be pro-rated based upon a five (5) day week and a thirty-six (36) week school year.
- 9:2-7 Kindergarten teachers shall have two hundred fifteen (215) minutes of preparation time in the course of a normal school week.
- 9:2-8 The Board will make every effort in grades 9-12 that teachers will have no more than four (4) consecutive teaching periods per day, if possible, and in all grades for special area teachers, to have no more than three (3) different preps per day.
- 9:2-9 Teachers will be expected to attend no more than twenty (20) meetings of forty-five (45) minutes duration beyond the normal workday, in the period September through June except never more than four (4) in any given month, which meetings shall commence within ten (10) minutes of student dismissal. The administration may require additional meetings to prepare for Middle State Evaluation. Teachers may be excused from meetings by the building principal for justifiable reasons, such as coaching and graduate work, which permission shall not be unreasonably withheld. The above shall not preclude occasional meetings between an area supervisor or supervisor and an individual teacher.
- 9:2-10 In the event a teacher fails to attend a faculty meeting (without obtaining an excuse from the building principal, as set forth above), there shall be deducted from the teacher's salary the sum of twenty dollars (\$20) for each meeting not attended or a pro rata sum if the teacher fails to attend the entire meeting.
- 9:2-11 Teachers will also be expected to attend no more than three (3), fifteen (15) minute meetings per year, held before or after school, but not to be counted in the above required meetings.
- 9:2-12 Five (5) teaching days notice shall be given to all teachers concerning time and date of faculty meetings, unless there is an emergency meeting called. Principals will schedule faculty meetings at the beginning of the school year, whenever possible. Requests to miss faculty meetings must be in writing to the appropriate principal.
- 9:2-13 Teacher attendance is mandatory at four (4) night events at their respective schools. Guidelines to be developed by District Administration and Association. These meetings are not to exceed two (2) hours.
- 9:2-14 At the High School and Middle School, every effort will be made to not assign teachers cafeteria duty during any two consecutive years. The same shall apply to the calling of absentees in the High School. Teachers who volunteer for such above duties may do so.
- 9:2-15 No staff member shall be required to cover a class during a preparation period if duty people are available. A teacher required to cover a class during a preparation period will receive thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006 per class covered if the time exceeds twenty (20) minutes. The decision to assign a teacher to cover a class during a duty period shall only be made by an administrator. Thorough consideration will be given to an equal sharing of these assignments on a rotating basis.

9:2-16 If it becomes necessary to split up classes and distribute the students among the other classes, the teacher receiving such students shall be paid thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006 if:

1. at least five students are received, and
2. students stay at least forty (40) minutes
3. teachers based at the Elementary and Regional Day Schools shall be paid thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006 for the morning and an additional thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006 for the afternoon.

9:2-17 Teachers chaperoning school sponsored trips (not teacher initiated) that extend beyond 5:00 p.m. shall be compensated at the rate of thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006 per hour or any fraction thereof. Exception to the above is the Senior Class trip.

9:3 Secretary Workday

9:3-1 The workday shall consist of seven and one half (7 1/2) hours (35 hours per week) which shall include a thirty (30) minute lunch period and two (2) fifteen (15) minute breaks.

9:3-2 Secretaries may take a 45 minute lunch and shall have only one (1) fifteen (15) minute break during the work day - or - secretaries may take a sixty (60) minute lunch but shall have no fifteen (15) minute breaks during the work day. The sixty (60) minute lunch will be granted provided that office has secretarial coverage.

9:3-3 Summer workdays shall consist of six (6) hours, not including one half (1/2) hour for lunch and two (2) fifteen minute breaks or one (1) hour for lunch, starting the second full day after school closes for pupils, until ten (10) working days before school opens for pupils. School hours shall be as follows: High School, Middle School, and MTES - 7:00-2:00 and 8:00-3:00; Regional Day, Ridgeway, and Whiting - 8:00-3:00.

9:3-4 In no case shall a secretary be required to start work more than one (1) hour before the start of the pupil day. Assigned hours will be consecutive, exclusive of lunch. School based secretaries are expected to stay until the building principal excuses them on days of emergency closing; but in no case later than 45 minutes after school is dismissed. Assignment to be rotated per school.

9:3-5 Hours worked in excess of the above seven and one half (7 1/2) hours shall be compensated by payment of one and one half (1 1/2) times the regular hourly rate. No overtime shall be built into an employee's workday.

9:3-6 Secretaries shall not be required to perform duties other than secretarial and clerical in nature.

9:3-7 Secretaries who remain in the building at administrative request during an inclement weather closing shall receive a payment, per occurrence, of twenty-five dollars (\$25) for 2003-04, twenty-seven dollars (\$27) for 2004-05, and twenty-nine dollars (\$29) for 2005-06.

9:4 Instructional Aide - Hours of Work and Work Year

9:4-1 Work year shall be 182 days.

9:4-2 Hours per day shall be the same as for the teachers assigned to the different schools. However, instructional aides shall not be required to work during afternoon conferences. If called upon to attend conferences, said aide shall be compensated at that employee's regular hourly rate.

9:4-3 Elementary Schools Lunch and Break Times

Lunch breaks combined for kindergarten aides. All others: fifty (50) minute lunch and two (2), twenty (20) minute breaks. In case of inclement weather, lunch will be thirty (30) minutes.

9:4-4 Middle School Lunch and Break Times

Lunch: forty-three (43) minutes. Two (2), twenty (20) minute breaks. In case of inclement weather, lunch will be thirty (30) minutes.

9:4-5 Regional Day School Lunch and Break Times

Lunch thirty (30) minutes. Two (2) fifteen (15) minute breaks and one (1) one-half hour (1/2) prep at the end of day.

9:4-6 Break times to be agreed upon between teacher and aide; however, one shall be in A.M. and one in P.M.

9:4-7 All lunch periods and breaks shall be duty free.

9:4-8 Aides shall not be assigned duties of the teacher, their job is to assist. As a general rule, aides shall not be left alone with a class without a teacher present.

9:4-9 Instructional aides shall receive a base pay differential of seven hundred dollars (\$700) for 2003-04, eight hundred dollars (\$800) for 2004-05, and nine hundred dollars (\$900) for 2005-06. This provision shall include all currently employed instructional aides.

9:4-10 Instructional Aides will sign off on a job description to be mutually developed by the Board and the Association, to include training and Hepatitis B vaccination. Said job description will be applicable to all summer school employees.

9:5 Athletic Trainer

9:5-1 The Board shall provide the Athletic Trainer an additional twenty (20) days, prorated at one two-hundredth (1/200th) of the current salary on a time card basis. These days shall be at the discretion of the Athletic Director. Any additional compensated work beyond the twenty (20) days shall be at the discretion of the Athletic Director and shall be compensated at the above rate on a time card basis.

9:5-2 Work required for the maintenance of the Athletic Trainer's certificate/license shall be paid by the employer at the current rate. The employee shall submit a voucher for such payment.

ARTICLE X

Temporary Leaves of Absence

10:1 Sick Days

10:1-1 The Board shall grant fourteen (14) sick days per year, and up to nineteen (19) days at the Board's discretion, for twelve month employees.

10:1-2 For ten month employees, the Board shall grant eleven (11) sick days per year, and up to sixteen (16) days at the Board's discretion.

10:1-3 In either case, up to five (5) sick days may be used for family sickness. The extra five (5) days possible are not to be construed as cumulative.

10:1-4 Employees starting their employment with the district on July 1, 1992, or later shall be credited with a total of ten (10) sick days per year for first two (2) years, eleven (11) sick days thereafter.

10:1-5 Call-in time for illness shall be prior to 7:00 A.M.

10:1-6 Aides: If an employee leaves from work for reasons of illness, he/she shall be charged pro-rata for sick days.

10:2 Payment for Unused Sick Leave and Retirement

10:2-1 Upon retirement, an employee shall be compensated for his/her accumulative sick leave at a rate of half (1/2) pay for each full day, with a maximum dollar amount of twenty thousand dollars (\$20,000). If statutory language caps the amount allowable for accumulated sick leave compensation, and that amount is less than twenty thousand dollars (\$20,000), that amount shall replace the existing rate.

10:2-2 In the event of the death of an employee prior to retirement, the accumulated sick leave payment shall be paid to the employee's estate.

10:2-3 Previously accumulated sick leave will be restored to any Association member upon return from an extended, Board approved, leave of absence.

10:3 Professional Days

The Board shall grant three (3) professional days subject to the Superintendent's approval. Additional days may be granted at the discretion of the Superintendent of Schools. All approved expenses shall be reimbursed within thirty (30) days of professional day. For aides, the Superintendent may authorize absences of aides for professional purposes, not to exceed three (3) school days in any school year. The employees shall make application for the authorization of such absence at least ten (10) days in advance of their occurrence.

10:4 Personal Days

10:4-1 The Board shall grant two (2) personal days per year for ten (10) month employees for their first and second years of employment and three (3) personal days thereafter. The Board shall grant three (3) personal days for twelve month employees. The employee will not be required to state the reason for taking such leave other than stating that it is a personal day. Employees are required to give forty-eight (48) hours notice except in an emergency situation. Days not used in a calendar year shall be transferred to the individual's accumulated sick days at the rate of one (1) day per personal day. No more than five percent (5%) of the teaching staff will be permitted to take a personal day on any given day. The five percent (5%) will be on a first come, first served basis. For aides, no more than five percent (5%) of the staff will be permitted to take a personal day on any given day. The five percent (5%) will be on a first come, first served basis.

10:4-2 Pursuant to 10:4-1, no more than one (1) personal day shall be allowed immediately before or after a recess or holiday, but not both. If school is closed for two (2) days within any week, no more than one (1) personal day may be used. If school is closed for three (3) or more days within any week, no personal days may be used.

10:5 Death in the Family

The Board shall grant three (3) days leave, with pay, for death in the immediate family, unless the deaths occur simultaneously, in which case the same days shall apply for each death. The

immediate family shall include: mother or father, husband or wife, son or daughter, brother or sister, guardian, father/mother-in-law, grandparents and grandchildren, grandmother-in-law, grandfather-in-law, sister-in-law, brother-in-law, aunt, uncle, step-family member, and significant other living in household. The Board shall allow for extenuating circumstances.

10:6 Maternity Leave

10:6-1 No tenured or non-tenured employee shall be removed from their duties during their pregnancy except on one (1) of the following basis:

- (1) the Board of Education has found that their performance has noticeably declined.
- (2) if the basis is for physical condition or capacity:
 - A. The pregnant employee cannot produce a certification from their physician that they are medically able to continue working, or
 - B. The Board of Education's physician and the employee's Physician agree that they cannot continue working, provided, however, that if there is a difference of medical opinion between the Board's physician and the employee's physician, then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of that employee's capacity to continue working.
 - C. Any other just cause.

10:6-2 All tenured and non-tenured pregnant employees may apply to the Board for a leave of absence without pay and shall be granted that leave at any time before the expected date of birth and continue to a specific date after the birth.

10:6-3 Use of sick days for maternity leaves shall not exceed twenty (20) days prior, and twenty (20) days after the anticipated delivery date.

10:6-4 No tenured or non-tenured employee shall be barred from returning to work after the birth of their child solely on the ground that there has not been a time lapse between the birth and their desired date of return, except as is provided in the proceeding paragraph.

10:6-5 Any tenured or non-tenured employee seeking a leave of absence for pregnancy shall make application to the Board or its authorized agent at the time they notify the Superintendent of their pregnancy which shall be at least sixty (60) days prior to commencement of said leave. Said application shall set forth, in writing, the commencement date of the requested leave of absence and the date which they desire to return from said leave of absence. The Board shall grant such leave of absence with the requested commencement date and the date of return, which commencement date may be any time prior to birth.

10:6-6 Any tenured or non-tenured employee may return to work within the school year in which their leave begins, provided they shall have requested to do so in their application for a leave of absence and shall have specified the month when they desire to return. Any extension or reduction of the date of return within the same school year shall only be allowed at the discretion of the Board. Such extension or reduction may be granted by the Board for an additional reasonable period of time for reasons associated with the pregnancy or birth or for other proper cause provided that such extension or reduction will not substantially interfere with administration of the school. Any tenured employee granted a leave of absence with a return date during the same school year who wishes to extend said leave beyond the school year in which it commences shall be permitted to do so if they make application at least six (6) weeks prior to the expiration date of their leave of absence and subject to the provisions of this Article.

10:6-7 It is understood that the leave provided for maternity and/or child rearing is with the employee's entitlements under the New Jersey Family Leave Act and/or the Federal Family and Medical Leave Act.

10:7 Other Leaves

10:7-1 Upon the request of a tenured employee, a leave of absence without pay and benefits may be granted for not more than one (1) year. Said request shall not be unreasonably denied. The number of employees under this leave provision shall not exceed five (5), unless extended by the Superintendent. Employees may pay their insurance premiums through the Board at group rates.

10:7-2 If the leave exceeds five (5) months, it shall not count for advancement on the salary guide.

Example:

An employee on Step 4 of the salary guide receives a leave of absence for five (5) months or less for the next school year. Time worked in that next school year would be on Step 5.

Example:

An employee on Step 4 of the salary guide receives a five (5) month and one (1) day (or longer) leave of absence for the next school year. Time worked, if any, in this next school year would be on Step 5. The following year the employee would remain at Step 5.

10:7-3 Instructional aides shall be allowed to take a non-paid leave of absence of up to one (1) year at the discretion of the Board.

10:8 Child Rearing Leave

Any employee or spouse adopting a child shall receive similar leave, as for Maternity, which shall commence upon their receiving de facto custody of said child, or earlier if necessary to fulfill the requirements for the adoption. No employee on maternity or child rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the Manchester Township School District in the area of their certification or competence.

ARTICLE XI

Employee Rights and Protection

11:1 Rights and Protection in Representation

Pursuant to the New Jersey Employer Relations Act, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the New Jersey Employee-Employer Relations Act or any other laws of New Jersey or the Constitutions of New Jersey and the United States, that it shall not discriminate against any employee with respect to hours, wages, or any terms of conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

11:2 Statutory Savings Clause

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

11:3 Just Cause Provision

11:3-1 No employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

11:3-2 In the case of a disciplinary action concerning an aide, involving a fine, suspension or termination of employment, the employee shall be granted a hearing before the Board, within thirty (30) days of such action, if requested. At that time the employee shall have a right to respond to the action taken, present evidence and/or testimony, and to cross examine witnesses.

11:4 Required Meetings or Hearings

Whenever any employee is required to appear before any administrator or supervisor, Board or any committee, member, representative or agent thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then she/he shall be given at least 48 hours written notice, under normal circumstances, of the reasons for such meeting or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meetings or interview. This does not apply to meetings between teachers and administrators concerning in-class observations. During such meetings, however, teachers may have Association representation if they so desire.

11:5 Criticism of Employees

Any criticism by a supervisor, administrator, or board member of an employee during the normal workday shall be made in confidence and not in the presence of others. Written evaluations or any material of a personal nature shall be in a sealed, addressed envelope when placed in an employee's mailbox. Likewise, any criticism by an employee of a supervisor, administrator, or board member, during a normal workday, shall be made in confidence and not in the presence of others.

11:6 Association Identification

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

11:7 Derogatory Material

No derogatory material may be placed in an employee's file without his/her seeing it. The employee shall place his/her signature on the document. The document shall also be signed by the Administration. The signing of such materials by the employee is not an indicator of agreement with the contents of the material.

11:8 The president of the Association shall be notified in writing of any new employee hired or promoted who is covered by this contract. Such notification shall include the title and salary. Such notification shall be made within the (10) days of Board action. This includes the return of an employee to the district.

11:9 Payroll

11:9-1 The Board shall provide direct deposit to the banks of the employee's choosing.

11:9-2 The Board shall pay coaching stipends in two (2) equal installments: mid-season and at the conclusion of the season.

Fall sports -	October 15 th and November 15 th
Winter sports -	January 15 th and February 15 th
Spring sports -	April 15 th and May 15 th

11:9-3 The Board shall pay advisor stipends in two (2) equal installments: December 15th and June 15th.

11:9-4 The Association has a list of current volunteer advisors. These advisors must apply to the Superintendent to be recognized. If the Superintendent deems the advisory position worthy of compensation, the advisor will then be paid via time card at thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006 per hour.

11:10 Non-Tenure Disclosure

Administrators will use the Non-Tenure Disclosure Form to clarify employee status upon hiring of a replacement for an employee on a leave of absence. (Appendix B)

ARTICLE XII

Employee Assignment

12:1 Notification

All employees shall be given written notice of their schedules, tentative or proposed class and/or assignments, building assignments and room assignments for the forthcoming year as soon as possible but no later than August 15th, unless impractical to do so. A list of said schedules and assignments shall be simultaneously sent to the Association.

12:2 Revisions

In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are proposed after July 15, the Association and any employee affected shall be notified promptly in writing. The employee affected may request a meeting with the Superintendent or his/her representative, which shall not be unreasonably denied.

12:3 Mileage

Schedules of employees whom are assigned to more than one (1) school shall be arranged so that no employee shall be required to engage in an unreasonable amount of inter-school travel. Such employees shall be notified of any change in their schedule as soon as practicable. Employees required to use a personal vehicle to travel between schools or to travel on school business shall be reimbursed at a rate of thirty-four (34) cents per mile.

12:4 Involuntary Transfer

12-4-1 Notice of involuntary transfer or reassignment to another building shall be given to employees as soon as practicable.

12:4-2 All vacancies in existing or newly created positions covered by this contract, shall be posted by the Board via the Superintendent's Bulletin at least ten (10) working days in advance of the position being filled. The Association President will, at the same time, receive a copy of said notice.

ARTICLE XIII

Transfers and Reassignments

13:1 Notification or Vacancies

No later than May 30 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies or newly-created positions which will occur during the following school year.

13:2 Filing Requests

Employees who desire to 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. Such statement shall include the grade and/or subject to which the employee desire to be assigned and the school or schools to which she/he desires to be transferred, in order of preference. Such requests for transfers or reassignments for the following year shall be submitted not later than June 1st.

13:3 Posting

Before June 20th, the Superintendent shall deliver to the Association a list of all known reassignments and/or transfers and the nature of those reassignments and/or transfers, and additional vacancies.

ARTICLE XIV

Insurance Protection

14:1 Health Insurance

14:1-1 Employees hired after July 1, 1997 shall receive single coverage for the first three (3) years of employment. New employees will be eligible to purchase additional plans at the group rate: i.e. family, employee/spouse, employee/child.

14:1-2 The Board will pay full premium on the Family Plan for medical and surgical under carriers of their choice, except that such coverage shall be at least equal or the same as the PACE program.

14:1-3 After three (3) years, the board will pay for requested extended coverages as delineated in 14:1-2.

14:1-4 The major medical deductible shall be \$150 single and \$300 family.

14:1-5 Effective July 1, 1997 the threshold cap on major-medical coverage will increase from \$2,000 to \$3,000.

14:2 Dental Insurance

14:2-1 Employees hired after July 1, 1997 shall receive single coverage for the first three (3) years of employment. New employees, will be eligible to purchase additional plans at the group rate: i.e. family, employee/spouse, employee/child.

14:2-2 The Board will pay full premium on the Family Plan for dental care under a carrier of their choice. Such plan will be for 100% coverage of those employees eligible for same.

14:2-3 After three (3) years, the Board will pay for requested extended coverages as delineated in 14:2-2.

14:3 Optical Insurance

14:3-1 A vision/eyeglass plan of the Board's choosing shall be implemented; covering the same personnel and dependents as present medical coverage.

14:3-2 Effective with the 1994/95 school year, there shall be a deductible of \$10.00 for an exam and \$25.00 for glasses or leases.

14:3-3 Employees hired after July 1, 1997 shall receive single coverage for the first three (3) years of employment. New employees will be eligible to purchase additional plans at the group rate: i.e. family, employee/spouse, employee/child.

14:3-4 After three (3) years, the Board will pay for requested extended coverages as delineated in 14:3-1.

14:4 Prescription Plan

14:4-1 Employees hired after July 1, 1997 shall receive single coverage for the first three (3) years of employment. Now employees will be eligible to purchase additional plans at the group rate: i.e. family, employee/spouse, employee/child.

14:4-2 For the duration of the contract, the Board will pay the full premium on the Family Plan for a co-pay of \$0(mail) - \$10(generic) - \$15(non-generic). If a generic prescription is not available, the non-generic prescription will be \$10. The plan will include insulin and contraceptives.

14:4-3 After three (3) years, the Board will pay for requested extended coverages as delineated in 14:4-2.

14:5 Continuation of Insurance Protection

All employees on leave without pay, or those who retire, shall have the option to remain in all the medical plans and shall reimburse the Board at the group rate, three (3) months in advance.

14:6 New Hires

All new hire teachers leaving a district with tenure and entering this district shall receive a benefits package the same as a tenured teacher.

ARTICLE XV

Tuition Reimbursement

The Board will pay for the cost of graduate college credits only, within the following limitations:

15:1 Courses are approved by the Superintendent.

15:2 Courses shall be in education or clearly related fields, in a recognized graduate program.

- 15:3 No employee will be reimbursed for more than nine (9) credits during any school year (July 1 - June 30).
- 15:4 Employee must request permission for reimbursement by June 1st for summer and fall courses, and by January 1st for spring courses.
- 15:5 An employee must reserve graduate credits by June 1st for summer and fall courses, and by January 1st for spring courses.
- 15:6 To ensure reimbursement for reserved graduate credits, an employee must request written approval of the course title, no less than ten (10) days prior to the start of the course. In an emergency situation, the Superintendent may allow a shorter period of time for approval.
- 15:7 The Board will allow for 100% of state school per credit cost, up to a maximum number of credits of three hundred (300) for all employees covered by this contract. Employees attending a state school will be reimbursed at that school's rate of tuition per credit. Employees attending a private school will be reimbursed at the rate per credit of the private school, or the highest rate per credit of a state school, whichever is lower.
- 15:8 Permission for credit reimbursement shall be on a first-come, first-served basis.
- 15:9 The Board will reimburse the employees after they have successfully completed the courses, within thirty (30) days of receipt of proof of course completion and all appropriate documentation, including a completed purchase order, to the Board, as long as the above is received by the fifth of the month.
- 15:10 The Board will pay for courses which they request the employee to take
- 15:11 Secretaries and instructional aides are eligible under the above for college level courses which will enhance their positions. All other items apply.
- 15:12 Employees may request professional development reimbursement by submitting a proposal, in writing, to the Superintendent of Schools, at least ten (10) days prior to the start of any activity for which reimbursement is being sought. Reimbursement shall be limited to a maximum of two hundred fifty (\$250.) dollars per employee during a school year (July 1 through June 30) and shall be subject to the availability of funds budgeted by the Board of Education. The Superintendent's decision with regard to any request shall be final and not subject to the grievance procedure contained herein.

ARTICLE XVI

Professional Development

- 16:1 Professional Development Committee members shall, when required by statutory responsibility assigned, be given released time during the school day to complete their responsibilities within the workday.
- 16:2 In the event meetings are scheduled beyond the normal workday, committee members shall be compensated at a rate of thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006 per hour.
- 16:3 The Board agrees to provide a minimum of twelve (12) qualified professional development hours per school year.

16:4 The Board and the Association agree to formulate a committee to study in-house professional development credits on the salary guide. Said committee shall be composed of two (2) Board of Education members and two (2) Association members. This committee shall meet no later than December 2000.

ARTICLE XVII

Association Rights and Privileges

17:1 Meetings

The Board shall agree to hold negotiations sessions and grievance proceedings after the workday. The Board shall hold grievance proceedings at a time mutually agreeable to both parties.

17:2 Use of School Buildings

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings upon the approval of the building principal. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Approval shall not be unreasonably withheld.

17:3 Use of School Equipment

The Association shall have the right to use school facilities and equipment, including typewriters, copy machines, other duplicating equipment, calculating machines, computers and all types of audio-visual equipment, with the exception of school telephones, at reasonable times when such equipment is not otherwise in use, upon approval of the building principal. The Association shall pay for the reasonable costs of all materials and supplies incident to such use and for any repairs necessitated as a result thereof. Approval shall not be unreasonably withheld.

17:4 Bulletin Board

The Association shall have, in each school building, the exclusive use of a bulletin board in each facility lounge and teacher's dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of the Association bulletin boards in each room shall be designated by the Association, upon prior approval of the Superintendent or his/her designee, said approval not to be unreasonably withheld. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required, except nothing of a political, personal, libelous, derogatory or inflammatory nature shall be posted.

17:5 Mail Facilities and Mail Boxes

The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the prior approval of building principals and other members of the administration.

17:6 Exclusive Rights

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

17:7 General Association Meetings

One (1) hour of the agenda shall be reserved for the Manchester Township Education Association to conduct a general association meeting on Orientation Day.

17:8. Association Release Time

The Association President, if a high school teacher, shall be assigned no more than five(5) teaching assignments with no other assignments. He/she shall have one period free for association business. If an elementary teacher, he/she shall be exempt from all non-teaching duties and shall be allowed a free period for association business. Periods assigned for association business shall not be a lunch period or a prep period. If an Association President is a non-teaching member, he/she shall have a period equivalent to a normal or average teaching period per day for that building. *If it is not practical for the Association President to have an unassigned period due to the nature of his/her teaching assignment, the period for the Association business as mentioned above may be transferred to the association vice president after consultation with the Superintendent. The intent of this is to provide flexibility for the use of the Association business period in an extenuating circumstances, and not intended to eliminate the period during a school year.

17:9 Representation Fee

17:9-1 Purpose of Fee

If an employee does not become a member of the Association during any membership year July 1 to the following June 30 which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

17:9-2 Amount of Fee

A. Notification:

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.

B. Legal Maximum:

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

17:9-3 Deduction and Transmission of Fee

A. Notification:

Once during each membership year covered in whole or in part by this agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such

employees, in accordance with paragraph 15:9-3B below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

B. Payroll Deduction Schedule:

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid: [1] ten (10) days after receipt of the aforesaid list by the Board, or, [2] thirty (30) days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

C. Termination of Employment:

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

D. Mechanics:

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

E. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 15:9-3a above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

F. New Employees:

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in the 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.

17:9-4 Board Liability

The Association shall indemnify and hold the employer 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 employer in conformance with this provision.

ARTICLE XVIII

Past Practice

All terms and conditions of employment applicable on the effective date of this contract shall continue to be so applicable during the term of this Agreement.

ARTICLE XIX

Secretarial Compensation - Education

- 19:1 A \$200.00 base pay differential shall be paid to any secretary who attains a I-A certificate (Foundations of Education, Business Communications, Human Relation for Educational Secretaries).
- 19:2 A \$350.00 base pay differential shall be paid to any secretary who attains a II-A certificate (Thirty credit hours of college work, the three above courses and School Law for Ed. Secretaries).
- 19:3 A \$550.00 base pay differential shall be paid to any secretary who attains an AA degree or 64 credit hours of college work, including the above four courses.
- 19:4 All base pay differentials are cumulative.

ARTICLE XX

Salaries & Stipends

- 20:1 Salaries for teachers are attached as Schedules A-1 through A-5.
- 20:2 Salaries for secretaries are attached as Schedules B-1 through B-3.
- 20:3 Salaries for instructional aides are attached as Schedule C.
- 20:4 Salaries for coaches are attached as Schedules D.
- 20:5 Salaries for advisors are attached as Schedule E.
- 20:6 All salary schedules attached hereto are made a part hereof.

ARTICLE XXI

Longevity - Teachers and Secretaries

- 21:1 \$500.00 Longevity increment after seven (7) years in Manchester.
- 21:2 \$700.00 Longevity increment, in addition to the above, after twelve (12) years in Manchester.
- 21:3 \$600.00 Longevity increment, in addition to the above, after fifteen (15) years in Manchester.
- 21:4 The above applies to all teachers and secretaries hired prior to July 1, 1989. All employees hired after July 1, 1989 shall not receive longevity increments.
- 21:5 Longevity will be figured by anniversary date, and if necessary, will be prorated each year using that date.
- 21:6 \$1,000.00 increment, exclusive of above, after twenty (20) years as a practicing teacher. In order to receive this increment, employees must have worked in the Manchester Township Schools at least ten (10) years. Employees hired after July 1, 1989 shall not be eligible.

ARTICLE XXII

Tutoring

Thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006 per hour will be paid for tutoring requested by the Board, plus mileage at the rate provided for in other parts of this contract.

ARTICLE XXIII

Bus Duty

Teachers on bus duty who have to stay for late buses at least ten (10) minutes past the end of the regular bus duty shall be paid thirty-seven dollars (\$37) for 2003-2004, thirty-nine dollars (\$39) for 2004-2005, and forty dollars (\$40) for 2005-2006. Teachers affected shall be responsible for making out a time card for above payment.

ARTICLE XXIV

Summer Curriculum Work

Summer curriculum work will be compensated at a rate of twenty-seven dollars (\$27) for 2003-04, twenty-nine dollars (\$29) for 2004-05, and thirty-one dollars (\$31) for 2005-06.

ARTICLE XXV

Seniority - Instructional Aides

- 25:1 Instructional aides shall be defined as both personal aides and classroom aides. Seniority is defined as an employee's total length of service with the employer, beginning with his/her original date of hire for instructional aide service. In the event that a staff member had previous instructional aide service in the district, this service shall count towards his/her seniority, i.e.: An instructional aide who worked one (1) year as a classroom aide and then three (3) years as a personal aide accrues four (4) years total seniority. There shall be no seniority for part-time instructional aides over full time instructional aides. Anyone who works less than three and one-half (3 1/2) hours shall not receive seniority.
- 25:2 The employer shall maintain an accurate, up-to-date seniority roster showing the date of hire and pay rate of each employee covered by this agreement, and the employer shall furnish copies of same to the Association as changes occur.
- 25:3 An employee having broken service with employer shall not accrue seniority credits for the time he/she was not employed by the employer.
- 25:4 A resignation ends all seniority. If re-employed, the employee starts all over.
- 25:5 In all cases where advantages or disadvantages may accrue to an instructional aide(s), other than in a transfer, layoff or recall, the instructional aide(s) with the greatest seniority shall be given preference.
- 25:6 In the event layoffs occur, employees shall be laid off in inverse order based on their seniority. An employee being laid off shall be given sixty (60) working days advance written notice of said layoff. A copy of said notice shall be forwarded to the Association ten (10) working days prior to the employee's notification.

- 25:7 In the event of a RIF situation, should two (2) or more instructional aides have equal seniority, the employee with other in-district instructional aide experience shall be deemed to have greater seniority.
- 25:8 Recall of employees shall be made in the inverse order of layoff with the most senior employee on layoff being recalled first. As full time positions become available, employees on layoff shall be recalled before any individual is hired.
- 25:9 Employees on layoff shall be recalled before any individual is hired to fill the position from which he was laid off.
- 25:10 In case of a tie in seniority between two (2) or more instructional aides, with regard to layoff or recall, a lottery shall be conducted by the Superintendent of Schools to determine the order of layoff or recall. The Association President or his/her designee shall be present to witness said lottery.

ARTICLE XXVI

Seniority - Secretaries

- 26:1 Seniority is defined as an employee's total length of service as a secretary, from his/her date of hire for secretarial service in category.
- 26:2 The employer shall maintain an accurate, up-to-date seniority roster showing the date of hire and pay rate of each employee covered by this agreement, and the employer shall furnish copies of same to the Association as changes occur.
- 26:3 An employee having broken service with employer shall not accrue seniority credits for the times he/she was not employed by the employer.
- 26:4 A resignation ends all seniority. If re-employed, the employee starts all over.
- 26:5 In the event layoffs occur, employees shall be laid off in inverse order based on their seniority. Employees being laid off shall be given sixty (60) working days advance written notice of said layoff. A copy of said notice shall be forwarded to the Association ten (10) working days prior to the employees notification.
- 26:6 In the event of a RIF situation, should two (2) or more secretaries have equal seniority, the employee with other in-district secretary experience shall be deemed to have greater seniority.
- 26:7 Recall of employees shall be made in the inverse order of layoff, with the most senior employee on layoff being recalled first, provided he/she is qualified. Consideration will be given for past performance. As full time positions become available, employees on layoff shall be recalled before any individual is hired.
- 26:8 In case of a tie in seniority between two (2) or more secretaries, with regard to RIF/layoff recall, a lottery shall be conducted by the Superintendent of Schools to determine the order of layoff or recall. The Association President or his/her designee shall be present to witness said lottery.

ARTICLE XXVII

Duration of Agreement

This Agreement shall be effective as of July 1, 2003 and shall continue in full force and effect until June 30, 2006.

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

MANCHESTER TOWNSHIP
EDUCATION ASSOCIATION

MANCHESTER TOWNSHIP
BOARD OF EDUCATION

By: _____
President

By: _____
President

By: _____
Vice President,
Chief Negotiator

By: _____
Secretary

SCHEDULE A-1

BA Teacher Guide

2003-2006

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
					1	\$40,000
			1	\$38,400	2	\$40,000
	1	\$36,500	2	\$38,800	3	\$40,950
1	2	\$36,900	3	\$39,200	4	\$41,616
2	3	\$37,344	4	\$39,644	5	\$42,144
3	4	\$38,749	5	\$41,049	6	\$43,549
4	5	\$39,490	6	\$41,790	7	\$44,315
5	6	\$40,405	7	\$42,705	8	\$45,230
6	7	\$42,454	8	\$44,754	9	\$47,304
7	8	\$44,522	9	\$46,822	10	\$49,822
8	9	\$47,699	10	\$49,969	11	\$52,969
9	10	\$49,669	11	\$52,369	12	\$55,469
OG 8	11	\$52,321	12	\$55,121	13	\$58,721
OG 7	12	\$56,500	13	\$59,400	14	\$63,000
OG 6	13	\$59,257	14	\$63,225	15	\$67,400
OG 5	14	\$63,025	15	\$66,225	16	\$70,000
OG 4	14	\$63,025	15	\$66,225	16	\$70,000
OG 3	15	\$66,333	16	\$70,333	17	\$73,433
OG 2	15	\$66,333	16	\$70,333	17	\$73,433
OG 1	16	\$67,833	16	\$70,333	17	\$73,433

Movement on guide begins with the step for 2002-2003 and moves horizontally for each year of the agreement.

For example, a person on BA Step 7 on 2002-2003 moves to Steps 8, 9, and 10 over the three years.

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
7	8	\$44,522	9	\$46,822	10	\$49,822

Longevity: Per Article XXI

SCHEDULE A-2

BA + 30 Teacher Guide**2003-2006**

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
					1	\$40,600
			1	\$38,700	2	\$41,000
	1	\$36,743	2	\$39,043	3	\$41,450
1	2	\$37,043	3	\$39,543	4	\$41,959
2	3	\$38,027	4	\$40,327	5	\$42,827
3	4	\$39,615	5	\$41,915	6	\$44,415
4	5	\$40,355	6	\$42,655	7	\$45,180
5	6	\$41,270	7	\$43,570	8	\$46,095
6	7	\$43,319	8	\$45,619	9	\$48,169
7	8	\$45,387	9	\$47,687	10	\$50,687
8	9	\$48,534	10	\$50,834	11	\$53,834
9	10	\$50,669	11	\$53,369	12	\$56,469
OG 8	11	\$53,186	12	\$55,986	13	\$59,586
OG 7	12	\$57,365	13	\$60,265	14	\$63,865
OG 6	13	\$60,122	14	\$64,090	15	\$68,265
OG 5	14	\$63,890	15	\$67,090	16	\$70,865
OG 4	14	\$63,890	15	\$67,090	16	\$70,865
OG 3	15	\$67,298	16	\$71,298	17	\$74,398
OG 2	15	\$67,298	16	\$71,298	17	\$74,398
OG 1	16	\$68,798	16	\$71,298	17	\$74,398

Movement on guide begins with the step for 2002-2003 and moves horizontally for each year of the agreement.

For example, a person on BA+30 Step 7 on 2002-2003 moves to Steps 8, 9, and 10 over the three years.

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
7	8	\$45,387	9	\$47,687	10	\$50,687

Longevity: Per Article XXI

SCHEDULE A-3**MA Teacher Guide****2003-2006**

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
					1	\$41,243
			1	\$39,300	2	\$41,600
	1	\$37,500	2	\$39,600	3	\$42,000
1	2	\$37,643	3	\$39,943	4	\$42,359
2	3	\$38,627	4	\$40,927	5	\$43,427
3	4	\$40,215	5	\$42,515	6	\$45,015
4	5	\$40,955	6	\$43,255	7	\$45,780
5	6	\$41,870	7	\$44,170	8	\$46,695
6	7	\$43,919	8	\$46,219	9	\$48,769
7	8	\$45,987	9	\$48,287	10	\$51,287

8	9	\$49,134	10	\$51,434	11	\$54,434
9	10	\$51,269	11	\$53,969	12	\$57,069
OG 8	11	\$53,786	12	\$56,586	13	\$60,186
OG 7	12	\$57,965	13	\$60,865	14	\$64,465
OG 6	13	\$60,722	14	\$64,690	15	\$68,865
OG 5	14	\$64,490	15	\$67,690	16	\$71,465
OG 4	14	\$64,490	15	\$67,690	16	\$71,465
OG 3	15	\$67,998	16	\$72,648	17	\$75,748
OG 2	15	\$67,998	16	\$72,648	17	\$75,748
OG 1	16	\$70,148	16	\$72,648	17	\$75,748

Movement on guide begins with the step-for 2002-2003 and moves horizontally for each year of the agreement.

For example, a person on MA Step 7 on 2002-2003 moves to Steps 8, 9, and 10 over the three years.

Step	Step	Salary	Step	Salary	Step	Salary
2002-03	2003-04	2003-04	2004-05	2004-05	2005-06	2005-06
7	8	\$45,987	9	\$48,287	10	\$51,287

Longevity: Per Article XXI

SCHEDULE A-4

MA + 30 Teacher Guide

2003-2006

Step	Step	Salary	Step	Salary	Step	Salary
2002-03	2003-04	2003-04	2004-05	2004-05	2005-06	2005-06
					1	\$41,600
			1	\$40,000	2	\$42,100
	1	\$37,600	2	\$40,222	3	\$42,422
1	2	\$38,343	3	\$40,643	4	\$43,059
2	3	\$39,327	4	\$41,627	5	\$44,127
3	4	\$40,915	5	\$43,215	6	\$45,715
4	5	\$41,655	6	\$43,955	7	\$46,480
5	6	\$42,570	7	\$44,870	8	\$47,395
6	7	\$44,619	8	\$46,919	9	\$49,469
7	8	\$46,687	9	\$48,987	10	\$51,987
8	9	\$49,834	10	\$52,134	11	\$55,134
9	10	\$51,969	11	\$54,669	12	\$57,769
OG 8	11	\$54,486	12	\$57,286	13	\$60,886
OG 7	12	\$58,665	13	\$61,565	14	\$65,165
OG 6	13	\$61,422	14	\$65,390	15	\$69,565
OG 5	14	\$65,190	15	\$68,390	16	\$72,165
OG 4	14	\$65,190	15	\$68,390	16	\$72,165
OG 3	15	\$68,798	16	\$73,148	17	\$76,248
OG 2	15	\$68,798	16	\$73,148	17	\$76,248
OG 1	16	\$70,648	16	\$73,148	17	\$76,248

Movement on guide begins with the step for 2002-2003 and moves horizontally for each year of the agreement.

For sample, a person on MA+30 Step 7 on 2002-2003 moves to Steps 8, 9, and 10 over the three years.

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
7	8	\$46,687	9	\$48,987	10	\$51,987

Longevity: Per Article XXI

SCHEDULE A-5

Ph D Teacher Guide

2003-2006

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
					1	\$42,700
			1	\$40,800	2	\$43,000
	1	\$38,500	2	\$41,100	3	\$43,300
1	2	\$39,843	3	\$42,143	4	\$44,343
2	3	\$40,827	4	\$43,127	5	\$45,655
3	4	\$42,415	5	\$44,715	6	\$47,247
4	5	\$43,155	6	\$45,455	7	\$48,005
5	6	\$44,070	7	\$46,370	8	\$48,920
6	7	\$46,119	8	\$48,419	9	\$50,969
7	8	\$48,187	9	\$50,487	10	\$53,437
8	9	\$51,334	10	\$53,634	11	\$56,584
9	10	\$53,469	11	\$56,169	12	\$59,269
OG 8	11	\$55,986	12	\$58,786	13	\$62,265
OG 7	12	\$60,165	13	\$63,065	14	\$66,665
OG 6	13	\$62,922	14	\$66,890	15	\$71,065
OG 5	14	\$66,690	15	\$69,890	16	\$73,665
OG 4	14	\$66,690	15	\$69,890	16	\$73,665
OG 3	15	\$70,298	16	\$74,648	17	\$77,748
OG 2	15	\$70,298	16	\$74,648	17	\$77,748
OG 1	16	\$72,148	16	\$74,648	17	\$77,748

Movement on guide begins with the step for 2002-2003 and moves horizontally for each year of the agreement.

For example, a person on Ph D Step 7 on 2002-2003 moves to Steps 8, 9, and 10 over the three years.

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
7	8	\$48,187	9	\$50,487	10	\$53,437

Longevity: Per Article XXI

SCHEDULE B-1

10 Mouth Secretary Guides

2003-2006

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
1	1	\$18,065				
2	1	\$18,065	1	\$19,000	1	\$19,500
3	1	\$18,065	2	\$19,144	2	\$20,306

4	2	\$19,907	3	\$20,306	3	\$21,306
5	2	\$19,907	4	\$20,986	4	\$22,148
6	3	\$21,125	5	\$22,700	5	\$23,700
7	3	\$21,125	6	\$23,146	6	\$24,052
8	4	\$21,984	6	\$23,146	6	\$24,308
9	5	\$22,943	7	\$23,943	7	\$24,943
OG 5	6	\$25,009	8	\$26,171	8	\$27,354

Movement on guide begins with the step for 2002-2003 and moves horizontally for each year of the agreement.

For example, a person on Step 7 on 2002-2003 moves to Steps 3, 6, and 6 over the three years.

Step	Step	Salary	Step	Salary	Step	Salary
2002-03	2003-04	2003-04	2004-05	2004-05	2005-06	2005-06
7	3	\$21,125	6	\$23,146	6	\$24,052

Longevity: Per Article XXI

SCHEDULE B-2

12 Month Secretary Guides 2003-2006

Step	Step	Salary	Step	Salary	Step	Salary
2002-03	2003-04	2003-04	2004-05	2004-05	2005-06	2005-06
1	1	\$19,270	1	\$20,570	1	\$21,970
2	2	\$20,715	2	\$22,015	2	\$23,415
3	2	\$20,715	2	\$22,015	2	\$23,415
4	3	\$21,765	3	\$23,065	3	\$24,465
5	4	\$22,916	4	\$24,216	4	\$25,616
6	5	\$23,984	5	\$25,284	5	\$26,684
7	6	\$25,468	6	\$26,768	6	\$28,168
8	6	\$25,468	6	\$26,768	6	\$28,168
9	7	\$26,487	7	\$27,887	7	\$29,287
10	8	\$27,538	8	\$28,938	8	\$30,338
OG 6	9	\$28,850	9	\$30,250	9	\$31,675
OG 5	10	\$30,131	10	\$31,531	10	\$32,956
OG 4	11	\$31,500	11	\$32,900	11	\$34,325
OG 3	12	\$32,733	12	\$34,133	12	\$35,558
OG 2	13	\$33,608	13	\$35,008	13	\$36,433
OG 1	14	\$34,595	14	\$35,995	14	\$37,420

Movement on guide begins with the step for 2002-2003 and moves horizontally for each year of the agreement.

For example, a person on Step 7 on 2002-2003 moves to Steps 6, 6, and 6 over the three years.

Step	Step	Salary	Step	Salary	Step	Salary
2002-03	2003-04	2003-04	2004-05	2004-05	2005-06	2005-06
7	6	\$25,468	6	\$26,768	6	\$28,168

Longevity: Per Article XXI

SCHEDULE B-3

Principal's Secretary Guides 2003-2006

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
1						
2	1	\$22,500	1	\$24,000	1	\$25,200
3	2	\$22,950	2	\$24,575	2	\$26,325
4	2	\$22,900	2	\$24,575	2	\$26,325
5	2	\$22,900	2	\$24,575	2	\$26,325
6	3	\$25,500	3	\$27,125	3	\$28,875
7	3	\$25,500	3	\$27,125	3	\$28,875
8	3	\$25,500	3	\$27,125	3	\$28,875
9	4	\$28,150	4	\$29,775	4	\$31,525
OG 7	5	\$29,668	5	\$31,293	5	\$33,043
OG 6	6	\$30,848	6	\$32,473	6	\$34,223
OG 4	7	\$34,144	7	\$35,769	7	\$37,519
OG 3	8	\$34,823	8	\$36,448	8	\$38,198
OG 2	9	\$35,316	9	\$36,941	9	\$38,691
	10	\$37,711	10	\$37,711	10	\$37,711
OG	11	\$40,206	11	\$41,831	11	\$43,581

Movement on guide begins with the step for 2002-2003 and moves horizontally for each year of the agreement.

For example, a person on Step 7 on 2002-2003 moves to Steps 3, 3, and 3 over the three years.

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
7	3	\$25,500	3	\$27,125	3	\$28,875

	2003-04	2004-05	2005-06
Attendance Officer	17,160.	18,061.	19,009.

Longevity: Per Article XXI

SCHEDULE C

Instructional Aide Guides 2003-2006

Step 2002-03	Step 2003-04	Salary 2003-04	Step 2004-05	Salary 2004-05	Step 2005-06	Salary 2005-06
1	1	\$12,500	1	\$13,500	1	\$14,500
2	2	\$13,050	2	\$14,050	2	\$15,050
3	2	\$13,050	2	\$14,050	2	\$15,050
4	3	\$14,412	3	\$15,412	3	\$16,412
5	3	\$14,412	3	\$15,412	3	\$16,412
6	3	\$14,412	3	\$15,412	3	\$16,412
7	4	\$15,412	4	\$16,412	4	\$17,412
8	4	\$15,412	4	\$16,412	4	\$17,412
9	5	\$17,533	5	\$18,533	5	\$19,533
9	5	\$17,533	5	\$18,533	5	\$19,533
11	6	\$18,462	6	\$19,462	6	\$20,462

12	7	\$19,112	7	\$20,112	7	\$21,112
13	8	\$19,762	8	\$20,762	8	\$21,762
OG 8	9	\$20,622	9	\$21,622	9	\$22,622
OG 7	10	\$21,587	10	\$22,587	10	\$23,587
OG 5	11	\$23,876	11	\$24,876	11	\$25,876
OG 4	12	\$25,171	12	\$26,171	12	\$27,171
OG 1	13	\$26,538	13	\$27,538	13	\$28,538

Movement on guide begins with the step for 2002-2003 and moves horizontally for each year of the agreement.

For example, a person on Step 7 on 2002-2003 moves to Steps 4, 4, and 4 over the three year.

Step	Step	Salary	Step	Salary	Step	Salary
2002-03	2003-04	2003-04	2004-05	2004-05	2005-06	2005-06
7	4	\$15,412	4	\$16,412	4	\$17,412

NOTE:

Instructional Aides:

- * receive a base pay differential of seven hundred dollars (\$700) for 2003-04, eight hundred dollars (\$800) for 2004-05, and nine hundred dollars (\$900) for 2005-06. This provision shall include all currently employed instructional aides.
- * receive a clothing reimbursement allowance for instructional accidents. The allowance, in each school year and per aide, shall be a maximum of \$75.00, payable upon proof of damage and submission of a receipted bill.

Credit Stipend (MUST be related to the position of Educational Aide)

1. \$200, stipend for the attainment of twenty (20) credit hours of college work.
2. \$350, stipend for the attainment of forty (40) credit hours of college work.
3. \$550, stipend for any Aide who attains an Associate Degree or sixty-four (64) credit hours of college work.

SCHEDULE D

Coaching Guide

2003-2006

		2003-2004	2004-2005	2005-2006
High School				
Group A	Head Coach			
	Football	\$6,500	\$6,790	\$6,940
Group A	Assistant Coach			
	Football	\$4,543	\$4,788	\$5,038
Group B	Head Coach			
	Baseball	\$5,505	\$5,765	\$6,030
	Basketball	\$5,505	\$5,765	\$6,030
	Field Hockey	\$5,505	\$5,765	\$6,030

	Soccer	\$5,505	\$5,765	\$6,030
	Softball	\$5,505	\$5,765	\$6,030
	Spring Track	\$5,505	\$5,765	\$6,030
	Wrestling	\$5,505	\$5,765	\$6,030
Group B	Assistant Coach			
	Baseball	\$3,810	\$4,025	\$4,245
	Basketball	\$3,810	\$4,025	\$4,245
	Field Hockey	\$3,810	\$4,025	\$4,245
	Soccer	\$3,810	\$4,025	\$4,245
	Softball	\$3,810	\$4,025	\$4,245
	Spring Track	\$3,810	\$4,025	\$4,245
	Wrestling	\$3,810	\$4,025	\$4,245
Group C	Head Coach			
	Cross Country	\$4,593	\$4,813	\$5,098
	Golf	\$4,593	\$4,813	\$5,098
	Indoor Track	\$4,593	\$4,813	\$5,098
	Lacrosse	\$4,593	\$4,813	\$5,098
	Tennis	\$4,593	\$4,813	\$5,098
Group C	Assistant Coach			
	Cross Country	\$3,106	\$3,321	\$3,541
	Golf	\$3,106	\$3,321	\$3,541
	Indoor Track	\$3,106	\$3,321	\$3,541
	Lacrosse	\$3,106	\$3,321	\$3,541
	Tennis	\$3,106	\$3,321	\$3,541
Group D	Head Coach			
	Bowling	\$3,823	\$4,028	\$4,238
	Cheerleading - Fall	\$3,823	\$4,028	\$4,238
	Cheerleading - Winter	\$3,823	\$4,028	\$4,238
	Ice Hockey	\$3,823	\$4,028	\$4,238
	Swimming	\$3,823	\$4,028	\$4,238
	Volleyball	\$3,823	\$4,028	\$4,238
Group D	Assistant Coach			
	Bowling	\$2,637	\$2,837	\$3,042
	Cheerleading - Fall	\$2,637	\$2,837	\$3,042
	Cheerleading - Winter	\$2,637	\$2,837	\$3,042
	Ice Hockey	\$2,637	\$2,837	\$3,042
	Swimming	\$2,637	\$2,837	\$3,042
	Volleyball	\$2,637	\$2,837	\$3,042
Middle School				
	Head Coach			
	Baseball	\$3,552	\$3,747	\$3,947
	Basketball	\$3,552	\$3,747	\$3,947
	Cheerleading	\$3,552	\$3,747	\$3,947
	Cross Country	\$3,552	\$3,747	\$3,947
	Soccer	\$3,552	\$3,747	\$3,947
	Softball	\$3,552	\$3,747	\$3,947
	Spring Track	\$3,552	\$3,747	\$3,947
	Wrestling	\$3,552	\$3,747	\$3,947

	Assistant Coach			
	Baseball	\$2,755	\$2,900	\$3,050
	Basketball	\$2,755	\$2,900	\$3,050
	Cheerleading	\$2,755	\$2,900	\$3,050
	Cross Country	\$2,755	\$2,900	\$3,050
	Soccer	\$2,755	\$2,900	\$3,050
	Softball	\$2,755	\$2,900	\$3,050
	Spring Track	\$2,755	\$2,900	\$3,050
	Wrestling	\$2,755	\$2,900	\$3,050

*Guide does not reflect Off-Guide salaries for High School Head Coach for Indoor Track, and Middle School Head Coaches for Baseball, Basketball, and Spring Track.

SCHEDULE E

Advisors Guide

2003-2006

	2003-2004	2004-2005	2005-2006
High School			
Academic Advisor	\$1,775	\$1,855	\$1,940
Alumni Advisor	\$1,460	\$1,530	\$1,600
AV Coordinator	\$2,565	\$2,630	\$2,695
Band Director	\$3,050	\$3,100	\$3,150
Band Director Assistant	\$2,090	\$2,185	\$2,280
Band Front	\$3,100	\$3,200	\$3,250
Chess Club	\$950	\$1,000	\$1,100
Choreographer	\$1,650	\$1,700	\$1,800
Class Advisor Gr. 12	\$2,600	\$2,800	\$3,000
Class Advisor Gr. 11	\$2,000	\$2,100	\$2,200
Class Advisor Gr. 10	\$1,600	\$1,700	\$1,800
Class Advisor Gr. 9	\$1,400	\$1,500	\$1,600
Drama Club	\$4,500	\$4,600	\$4,700
Drama Club Music Director	\$2,100	\$2,150	\$2,200
Drama Club Business Manager	\$1,150	\$1,200	\$1,250
Equipment Manager	\$4,700	\$4,800	\$4,900
FBLA	\$1,250	\$1,275	\$1,300
French Club	\$1,300	\$1,400	\$1,450
Future Educators Club	\$1,225	\$1,250	\$1,300
Habitat For Humanity	\$2,080	\$2,175	\$2,280
Honor Society	\$1,350	\$1,450	\$1,500
In-House Printing	\$1,750	\$1,800	\$1,850
Interact	\$2,600	\$2,650	\$2,700
Interact Assistant	\$1,300	\$1,350	\$1,400
Jazz Band Director	\$3,135	\$3,276	\$3,423
Key Club	\$1,750	\$1,800	\$1,850
Literary Magazine	\$1,450	\$1,500	\$1,550
Marching Band	\$3,200	\$3,500	\$4,000
Marching Band Assistant	\$2,100	\$2,500	\$3,000
Math League	\$2,550	\$2,600	\$2,650
Multi-Cultural Club	\$1,950	\$2,000	\$2,100
Newspaper	\$1,650	\$1,700	\$1,750
PEPP Club	\$2,250	\$2,300	\$2,350

PEPP Club Assistant	\$1,650	\$1,700	\$1,750
Play Vocal Director	\$2,500	\$3,000	\$3,300
Public Relations	\$9,00	\$9,50	\$1,000
Scenery Design	\$3,000	\$3,100	\$3,200
Science Club	\$2,050	\$2,100	\$2,150
Ski Club	\$1,000	\$1,050	\$1,075
Spanish Club	\$1,300	\$1,350	\$1,400
Student Government	\$2,200	\$2,300	\$2,400
TV Station Manager	\$4,900	\$5,000	\$5,200
Varsity Club	\$2,560	\$2,675	\$2,795
Weightlifting - Spring	\$1,100	\$1,150	\$1,200
Weightlifting - Summer	\$3,920	\$4,095	\$4,280
Weightlifting - Fall	\$1,100	\$1,150	\$1,200
Yearbook	\$4,100	\$4,200	\$4,300
Yearbook Financial	\$1,900	\$2,000	\$2,100
Group 1 - High School			
Business Coordinator	\$3,615	\$3,715	\$3,815
Fine Arts Coordinator	\$3,615	\$3,715	\$3,815
Modern Language Coordinator	\$3,615	\$3,715	\$3,815
Group 2 - High School			
Physical Education Coordinator	\$3,615	\$3,715	\$3,815
Social Studies Coordinator	\$3,615	\$3,715	\$3,815
Technology Coordinator	\$3,615	\$3,715	\$3,815
Guidance Coordinator	\$3,615	\$3,715	\$3,815
Group 3 - High School			
Special Education Coordinator	\$3,904	\$4,004	\$4,104
English Coordinator	\$3,904	\$4,004	\$4,104
Math Coordinator	\$3,904	\$4,004	\$4,104
Science Coordinator	\$3,904	\$4,004	\$4,104
Middle School			
Athletic Coordinator	\$4,700	\$4,800	\$4,850
AV Coordinator	\$2,800	\$2,800	\$2,850
Band Director	\$2,700	\$2,750	\$2,800
Drama Coach	\$2,100	\$2,125	\$2,150
Gospel Chorus	\$1,550	\$1,600	\$1,600
Impact Club	\$1,825	\$1,850	\$1,900
PEPP Club	\$1,850	\$1,900	\$2,000
Public Relations	\$800	\$850	\$900
Recycling Club	\$1,400	\$1,450	\$1,475
Register Keeper	\$1,900	\$1,950	\$2,000
Scenery Coordinator	\$1,000	\$1,050	\$1,100
Student Accounts Bookkeeper	\$2,800	\$2,850	\$2,900
Yearbook	\$2,100	\$2,150	\$2,200
Group 1 - Middle School			
Subject Leader - Basic Skills	\$1,965	\$2,000	\$2,038
Subject Leader - Guidance	\$1,838	\$1,938	\$2,038
Subject Leader - Phys. Ed	\$1,838	\$1,938	\$2,038

Subject Leader - Soc. Studies	\$1,838	\$1,938	\$2,038
Group 2 - Middle School			
Subject Leader - Exploratory	\$2,065	\$2,165	\$2,265
Subject Leader - Language Arts	\$2,065	\$2,165	\$2,265
Subject Leader - Math	\$2,065	\$2,165	\$2,265
Subject Leader - Science	\$2,065	\$2,165	\$2,265
Subject Leader - Special Ed.	\$2,065	\$2,165	\$2,265
Regional Day School			
A Pod Coordinator	\$2,185	\$2,270	\$2,355
B Pod Coordinator	\$2,185	\$2,270	\$2,355
C Pod Coordinator	\$2,185	\$2,270	\$2,355
Computer Coordinator	\$950	\$1,000	\$1,050
Newspaper Coordinator	\$800	\$900	\$950
Prom Coordinator	\$600	\$625	\$650
Publicity	\$800	\$850	\$900
Student Council	\$1,000	\$1,050	\$1,100
Yearbook Coordinator	\$1,400	\$1,450	\$1,500
Register Keeper	\$1,900	\$1,950	\$2,000
Assistant to the Principal	\$3,350	\$3,400	\$3,450
Elementary			
AV Coordinator	\$1,100	\$1,200	\$1,300
Public Relations	\$800	\$850	\$900
Register Keeper	\$1,900	\$1,950	\$2,000
*After School Activities	\$37	\$39	\$41
Sub-aide Caller			
**Asst. to Principal - MS	\$111	\$113	\$115
**Asst. to Principal - MTES	\$111	\$113	\$115
**Asst. to Principal - WS	\$111	\$113	\$115
**Asst. to Principal - RS	\$111	\$113	\$115

* Salary per hour

** Salary per diem

INDEX

advisors payment schedule	20
aides (see instructional aides)	
amendments	7
Association	
identification	20
purpose	3
recognition	3
release time - President & Vice President	28
rights & privileges	26
athletic trainer	14
attendance officer	

recognition	3
salary guide	43
bereavement days	16
building use	26
bulletin boards	27
bus duty	32
call in time	14
chaperoning	12
change of assignment/transfer	22
child rearing leave	18
class coverage	11, 12
coaches payment schedule	20
continuation of insurance protection	24
costs & expenses	6
criticism of employee	20
curriculum work - summer	32
death in family	16
deductions from salary	29
dental insurance	23
derogatory material	20
direct deposit - payroll	20
disciplinary meeting	19
duration of agreement	35
employee assignment	21
employee rights & protection	18
equipment use	27
extra help (HS)	9
faculty meetings	11
fees - non-member representation	28
grievance	
form	Appendix A
procedure	4
health insurance	23
home instruction (tutoring)	32
identification - Association	20
instructional aides	
breaks	13
credit stipend	45
lunch	13
R.D.S. base pay differential	14, 45
salary guides	44 - 45
seniority	32
unpaid leaves	18
work day	13
work year	13
insurance protection	23
interoffice mail	27
involuntary transfer	22
just cause provision	19
leaves of absence	14
child resting	18
death in the family	16
maternity	16
other leaves	18

personal days	15
professional days	15
sick days	14
longevity	31
lunch	9, 12, 13
mail - interoffice	27
maternity leave	16
medical insurance	23
meetings	
Association	27
disciplinary	19
faculty	11
grievance	26
mandatory/required	11, 19
negotiations	26
members - full time	3
members - part time	3
mileage	21
negotiation procedures	4
new hires insurance protection	24
nights back to school	11
non-tenure disclosure	21, Appendix B
notification	
involuntary transfers	22
now employees	30
posting of vacancies	22
revisions - schedules	21
schedules	21
optical insurance	23
other leaves of absence	18
part time employees	3
part time teachers - work load	10
past practice	30
payroll - direct deposit	20
personal days	15
posting of vacancies	22
preamble	3
prescription plan	24
professional days	15
professional development	26
purpose - Association	3
recall	
instructional aides	33
secretaries	34
recognition - Association	3
release time - Association President & Vice President	28
representation fee	28
retirement	15
RIF (reduction in force)	
instructional aides	33
secretaries	34
rights & privileges	18
rights & protection in representation	18
salary guides	

advisors	48 - 50
attendance officer	43
coaches	46 - 47
instructional aides	44 - 45
secretaries	41 - 43
teachers	36 - 40
school calendar	7
secretaries	
additional hours	13
breaks	12
compensation	30
education base pay differential	30
inclement weather	13
longevity	31
lunch	12
overtime	13
salary guides	41 - 43
seniority	34
starting time	12
summer work day	12
vacations	8
work day	12
work year	8
seniority - instructional aides	32
seniority - secretaries	34
sick days	14
sick leave - payment for unused & retirement	15
sixth period	11
splitting up classes	12
statutory savings clause	19
strikes & lockouts	6
summer curriculum work	32
teachers	
longevity	31
lunch	9
meetings	11, 19
nights back to school	11
part time	3, 10
preparation time	10
salary guides	36 - 40
sixth period stipend	10
work day	9
work load	10
work year	7
temporary leaves of absence	14
transfers & reassignments	21, 22
tuition reimbursement	24
tutoring (home instruction)	32
unpaid leaves of absence	18
vacancies	22
vacation - secretaries	8
volunteer advisors	21, 50

APPENDIX A

Grievance Form

Manchester Township Public Schools	
Employee's Grievance Form	
Level 1 Form 1	Grievance: Date:
Disposition:	
Name of Grievant:	
Date of Grievance:	

APPENDIX B

Non-Tenure Disclosure Form

Non-Tenure Disclosure Form:	
New Staff Member:	
Date of Hire:	
Position (Grade - Subject):	
Staff Member on Leave of Absence:	
Dates - Leave of Absence:	
I fully recognize and accept that this position is a replacement position for a staff member out on a Board of Education approved leave of absence. I further acknowledge that this position will not allow me to accrue credit towards acquisition of statutory tenure as delineated in N.J.S.A. 18A:16-1-1.	
If, however, in the course of this employment the individual out on a leave of absence resigns and/or is terminated, the replacement staff member's acquisition of tenure shall commence immediately from resignation or termination date. Additionally, should the employee on leave return to work in a different position, statutory tenure credit shall accumulate.	
Instant to statutory seniority, replacement service shall count as seniority only in cases of a reduction in the work force with persons of equal statutory credit.	
All terms and conditions of this agreement have been agreed upon by the Manchester Twp. Education Association, the majority representative, pursuant the N.J.S.A. 34 - Chapter 13A and Article I of the current collective bargaining agreement.	
Staff Member	Date:
Principal/BOE Agent	Date:
Superintendent	Date:
cc: Employee	