

AGREEMENT BETWEEN

PINE HILL BOARD OF EDUCATION

AND

PINE HILL EDUCATION ASSOCIATION

July 1, 2014 to June 30, 2017

AGREEMENT BETWEEN  
PINE HILL BOARD OF EDUCATION  
PINE HILL EDUCATION ASSOCIATION

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AGREEMENT STATEMENT

THIS AGREEMENT effective this first day of July 2014 by and between the Board of Education of Pine Hill, hereinafter called "Board" and the Pine Hill Education Association, hereinafter called the "Association".

It is agreed by the parties that all references to "district service/seniority" hence forth include service to Pine Hill and/or Lower Camden County Regional High School districts.

ARTICLE I

RECOGNITION

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
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ARTICLE I - RECOGNITION

Unit I, Unit II, Unit III and Unit IV as set forth below this Article

- A. The Board hereby recognizes the Pine Hill Education Association as the representative designated for the purpose of collective negotiations by the majority of employees under contract with the Board including:

<i>Unit I</i>	<i>Unit II</i>	<i>Unit III</i>	<i>Unit IV</i>
<i>Teachers</i>	<i>Secretaries</i>	<i>Instructional</i>	<i>Part-time</i>
<i>Librarians</i>	<i>(including Title I</i>	<i>Assistants</i>	<i>instructional</i>
<i>Related Arts</i>	<i>Secretary)</i>	<i>(excluding</i>	<i>assistants</i>
<i>Personnel</i>	<i>Maintenance/Custodians</i>	<i>lunch aides)</i>	
<i>Speech</i>	<i>Custodians/Cleaners</i>	<i>Para-</i>	
<i>Therapists</i>		<i>professionals</i>	
<i>Occupational</i>			
<i>Therapists</i>			
<i>Guidance</i>			
<i>Counselors</i>			
<i>Social Workers</i>			
<i>School Nurses</i>			
<i>Media Specialist</i>			
<i>Learning</i>			
<i>Consultant</i>			
<i>School</i>			
<i>Psychologist</i>			

Unit V  
Developmental Support Assistants

*but excluding:*

*Superintendent*

*Superintendent's Secretary*

*Principals*

*Assistant Principals*

*Board Secretary/School Business Administrator*

*Community Education Coordinator*

*Curriculum Coordinator*

*Supervisor of Special Services*

*Other persons with any administrative responsibility*

*Payroll Clerk/Secretary*

*BOE Secretary/Receptionist*

*Child Study Team Secretary*

*Other Administrative Personnel*

*Other Board of Education Secretaries*

*Part-time cleaners*

*Guards/Security personnel*

*Lunch Aides*

B. References to male persons shall include female persons.

C. This Contract includes all unit members of the District who receive a contract from the District.

ARTICLE II

NEGOTIATIONS PROCEDURE



## ARTICLE II - NEGOTIATIONS PROCEDURE

Unit I, Unit II, Unit III, Unit IV and Unit V as set forth herein at Article I - Recognition

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with N.J.S.A. 34:13 A -1, et seq. in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employee's employment.
1. Such negotiations shall begin no later than November 15 of the calendar year in which this agreement expires, when each party will submit its written proposal for the next agreement. This exchange will constitute the beginning of negotiations. Formal discussion shall begin no later than December 1.
  2. Any agreement so negotiated shall apply to all employees, shall be reduced to writing, shall be subject to ratification by the Association and the Board, and shall be executed by the Board and Association.
- B. The Board agrees, subject to reasonable request, to make available to the Association relevant information which is in the public domain. The Board may charge the Association \$.15 per copy for requested material.

## ARTICLE II - NEGOTIATIONS PROCEDURE

- C. Future meetings, times, and dates will be mutually set.
- D. The Board agrees not to negotiate with any organization other than that designated as the exclusive representative in accordance with paragraph A, Article I, of this agreement.
- E. Should a mutually perceived problem arise requiring a negotiated change or alteration in the contractual provisions, then a mutually acceptable amendment to the agreement shall be negotiated by the parties; it shall be reduced in writing, be signed by the Board and the Association, and be adopted by the Board and ratified by the Association. During the term of this agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this agreement.
- F. This agreement shall not be modified in whole or in part except by an instrument in writing duly executed by the parties.

ARTICLE III

GRIEVANCE PROCEDURE

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
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ARTICLE III - GRIEVANCE PROCEDURE

Unit I, Unit II, Unit III, Unit IV and Unit V as set forth herein at Article I - Recognition

A. Definition

1. A "grievance" shall mean a complaint by any employee or group of employees that there has been to him or them, or to the Association, an inequitable, improper, or unjust application or violation of this Agreement or Administrative decisions, or Board Policy which affect terms and conditions of employment.
2. A grievance to be considered under this procedure must be initiated by the grievant (the member of the Pine Hill Education Association Bargaining Unit) within 15 school days (days when school is in session for students) from the time when the grievant knew or should have known of its occurrence.
3. From June 1 to August 31, reference to school days shall mean work days of the grievant.

B. Procedure

1. (a) Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance at the next step

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within the specified time limits shall be deemed to be a waiver of further appeal of the decision.

- (b) It is understood that a grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
2. Any grievant who has a grievance shall discuss it first with his principal or immediate supervisor, if applicable, in an attempt to resolve the matter informally at that level.
3. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee grievant within five (5) school days, he shall set forth his grievance in writing on the appropriate form (See Addendum) to the principal within fifteen (15) school days from the date of the initial conference specifying:

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ARTICLE III - GRIEVANCE PROCEDURE

- (a) the nature of the grievance
- (b) the nature and extent of the injury or loss and the remedy sought
- (c) the Administrative decision, and/or Board Policies, or provision of the agreement alleged to be violated
- (d) the date of the grievance

The principal shall communicate his decision in writing within five (5) school days from the receipt of the grievance, to the employee, Grievance Chairperson, and the President of the Pine Hill Education Association.

4. The employee grievant, no later than five (5) school days after the receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying his dissatisfaction with the decision previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the President of the Pine Hill Education Association, Grievance Chairperson, and to the principal or immediate supervisor.

5. If the grievance is not resolved to the grievant's satisfaction, he, no later than five (5) school days after receipt of the Superintendent's decision, may request a meeting with 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 to the Board of Education. The meeting with the Board of Education, or a committee

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thereof, shall be held within twenty-five (25) school days after the request by the grievant in writing, for such review. The Board shall communicate its decision in writing within ten (10) school days of said meeting to the employee grievant, the President of the Pine Hill Education Association and Grievance Chairperson.

6. Should the Association determine it wishes to pursue the Board's decision to arbitration, the Association shall notify the Board of said intention, in writing, within twenty-five (25) school days of receipt of the Board level decision.
7. Notwithstanding the above, the following items shall not be subject to arbitration:
  - (a) Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or

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ARTICLE III - GRIEVANCE PROCEDURE

- (b) A complaint of a non-tenure teacher which arises by reason of his not being re-employed; or
  - (c) A complaint by any certified personnel occasioned by appointment to, retention in, or lack of retention in, any position for which tenure either is not possible or not required.
  - (d) Evaluation (Note: Procedural aspects of the evaluation process are grievable).
  - (e) Performance based withholding of increments.
8. (a) The following procedure will be used to secure the services of an arbitrator. A request by either party will be made to the American Arbitration Association to submit a roster of persons qualified to function as arbitrators in the dispute in question. The rules of the American Arbitration shall prevail.
- (b) 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.
9. All Units  
The decision shall be final and binding upon the Board, the Association and the grievant.
10. Rights of employees to representation:



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- (1) Any aggrieved person may be represented at any step of the grievance procedure by himself, or, at his option, by the Association or by a representative selected and approved by the Association.
- (2) When an employee represents himself in the processing of a grievance, the Association Grievance Chairperson, and the President of the Pine Hill Education Association, shall at the time of submission of the grievance to the Superintendent or any later level, be notified by the Superintendent that the grievance is in process, have the right to be present and present the Association's position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of all decisions rendered.

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ARTICLE III - GRIEVANCE PROCEDURE

11. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association shall discuss it first with the Superintendent in an attempt to resolve the matter informally at that level. If the matter is not resolved, the Association may submit such grievance directly in writing to the Superintendent. The Superintendent shall, within a period not to exceed ten (10) school days from receipt of the grievance, communicate his decision in writing to the President of the Pine Hill Education Association and Grievance Chairperson. If the grievance is not resolved to the Association's satisfaction, the Association may request no later than ten (10) school days after receipt of the Superintendent's decision, a review of his decision. The procedure would be the same as present contract language as indicated in (B. 5-9) beginning with, "The request shall be submitted in writing through the Superintendent of Schools ...".
  12. It is understood by the Education Association that upon initiation of any stage of the grievance procedure that such matters may be considered by all levels of membership of the District administration, including the Board of Education. Procedures of response established within the grievance procedure shall be practiced. It is understood that neither the Board nor the Association shall discuss the merits of a grievance with the public except when required by legal process.
- C. Costs
1. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association. All other costs shall be paid by the party incurring them.

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2. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute, the Board of Education will pay only the cost of the substitute. The time lost by the employee must either be without pay or charged to personal time.

ARTICLE IV  
ASSOCIATION RIGHTS  
AND PRIVILEGES

## ARTICLE IV - ASSOCIATION RIGHTS AND PRIVILEGES

Unit I, Unit II, Unit III, Unit IV and Unit V as set forth herein at Article I - Recognition

- A. The Association in accordance with Board Policy regarding operation of school buildings shall have the privilege of using school building facilities. Bulletin boards and teacher mail boxes shall be made available to the Association. This use is restricted to official organizational matters. A clearly designated area on the teacher bulletin board for the exclusive use of the Association shall be provided in each school. Principals shall receive copies of all items distributed via the school facilities. Twenty-four hour prior notification for utilization of school facilities for large group meetings must be given to the Director of Community Education. For groups less than 20, prior notification to the principal shall be required. Adequate facilities shall be provided; the location shall be at the discretion of the principal.
- B. All Unit II Members shall be released for the purpose of attending the regularly scheduled Association meetings (not to exceed ten (10) per year). All meetings attended after the fourth (4th) meeting shall require compensation time from all the Unit II Members to the Board of Education.
- C. The Association shall have the right to post notices on the bulletin board in each school office. Said notices shall be on standard index cards.
- D. Association release time shall be granted upon mutual agreement of the Association President and the Superintendent.

ARTICLE V

WORKING HOURS AND ASSIGNMENTS

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ARTICLE V - WORKING HOURS AND ASSIGNMENTS

Teacher Unit I

- A. It is mutually recognized by the parties that the principle of forty (40) hours normal work week cannot be interpreted literally. Reasonable duties normally associated with the teaching profession may be assigned to teachers.
- B. Employees of Unit I shall be required to report for duty fifteen (15) minutes before the opening of the pupil school day and shall be permitted to leave fifteen (15) minutes after the close of the pupil school day. The Board of Education will not attempt to control the activities of Employees of Unit I more than fifteen (15) minutes before the commencement of the school day or more than fifteen (15) minutes after the close of the school day. The fifteen (15) minute period before the commencement of the school day shall be utilized for the preparation of the classroom and lessons or related educational activities including, for example, the use of the library. It is the intent of this paragraph that this is not to be considered free personal time. On Fridays or on days preceding holidays or vacations, the Employees of Unit I day shall end five (5) minutes after the close of the pupil day. Employees of Unit I who have bus duty on full day Fridays shall remain on said duty until the last bus arrives however, this shall be no later than fifteen (15) minutes after the close of the pupil day.
- C. Morning Duty
1. Each building shall have two (2) employees on duty fifteen (15) minutes prior to the start of the teacher work day. Any unit member may volunteer for said duty; a rotating schedule shall be mutually agreed to, based on the number of volunteers in each building. In the event of an insufficient number of volunteers in a given building, a duty

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schedule shall be developed based on a rotating list of all employees of Unit I in that building. Employees performing this duty shall report in and proceed immediately to their duty post.

2. Employees who cover the aforementioned duty shall be paid at a rate of compensation at \$44.00 per hour.

D. Duty Free Lunch

1. Elementary School Lunch

(a) All elementary school teacher Unit members shall have a forty-seven (47) minute duty free lunch period.

(b) Elementary teachers shall not be required to supervise lunchrooms or distribute milk (except in the case of Pre-School.)

(c) Teacher Unit members who wish to volunteer for an elementary school lunch duty for a maximum of forty-seven (47) minutes in a day shall be compensated in the minimum amount of \$7.12 or the employee's per diem hourly rate, whichever is greater.

2. Middle School and High School Lunch

(a) All middle school and high school teacher Unit members shall have a forty-two (42) minute duty free lunch period



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(b) In the event a lunch duty is assigned to teacher Unit members as a teacher's duty in the middle school and/or high school, the teacher assigned shall not be entitled to receive any additional compensation.

E. Teaching Load (Effective July 1, 2004)

1. a. The normal daily teaching load in the Middle and Senior High schools in academic areas shall be five (5) teaching periods in not more than two (2) subject areas with no more than three (3) preparations, and the principal shall have the right to assign teachers to other duties. Academic areas shall include, English, Language Arts, Social Studies, Science, Mathematics, World Language, Business Education, Financial Literacy, and Computer Science, and shall include Special Education teachers of these areas.  
  
b. In the event that a Special Education Teacher is assigned a teaching load in excess of the language in E.1.a. above, then the effected teacher shall receive two (2) additional preparation periods of forty-two (42) minutes each per week.
2. Sixth Teaching Period: In those instances where teachers teach a sixth class, those teachers will be compensated at a rate of one-fifth (1/5) of their daily rate for each period taught. The daily rate is defined as 1/200 of the annual salary that is paid to a ten-month employee. Should a twelve-month employee teach a sixth class, that individual's salary must be first converted to the ten-month salary scale.

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- a. This additional compensation is for extra work and does not constitute an entitlement to the teacher which must be guaranteed each succeeding year.
- b. The teaching of six periods by teachers will occur only as a last resort as administration balances the demands of scheduling, education programs, and teacher certification for the year in question.
- c. When the schedule dictates teaching a sixth period, no employee shall be assigned if there are volunteers available. If an employee is involuntarily assigned to a sixth teaching period, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.
- d. A teacher who volunteers for a sixth teaching assignment is not relieved of any other non-teaching duties which might be assigned by the principal.
- e. Any employee hired after October 5, 2011 is subject to be assigned a sixth teaching period without further compensation.

F. Preparation Time

1. All elementary, middle school and high school teacher Unit members shall have two hundred ten (210) minutes of duty free preparation time per week consisting of at least one (1) preparation period per day. Within no more than five (5) working days, a teacher's loss of prep time shall be compensated with equivalent release time as soon as a substitute is available.

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2. Teachers may not leave the building during their prep time without prior approval from the principal. Approval may be granted for educational related activities only.

G. Meetings

Teachers may be required to remain after the end of the regular school day for the purpose of attending sixteen (16) faculty or other professional meetings during each year of this contract. The number of meetings is cumulative and there will be a maximum of two (2) meetings per month. Meetings may be scheduled at the discretion of the principal. Such meetings shall begin no later than fifteen (15) minutes after the pupil day and shall run no longer than 45 minutes.

H. Parent Conferences - Evening Sessions

1. All elementary, middle and high school teachers' responsibilities for evening sessions of Parent Conferences are as follows:
  - a. Teachers shall attend night conference sessions as scheduled. Extenuating circumstances will be addressed and resolved by the unit member with their building principal on an individual basis.
  - b. The conference session will be scheduled from 6:00 PM to 8:00 PM. Teachers shall remain in attendance during the entire session. Teachers shall signify their presence by signing in at 6:00 PM.

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ARTICLE V - WORKING HOURS AND ASSIGNMENTS

- c. Teachers will schedule their own night conferences and will submit their schedule to their building principal.
  2. Fall Semester Conferences
    - a. Elementary and Middle Schools - Two evening conference sessions are required. Teachers shall work a half day on the Friday of conference week and a half day on the Wednesday prior to Thanksgiving.
    - b. High School - One evening conference session is required. Teachers shall work a half day on Wednesday prior to Thanksgiving.
  3. Spring Semester Conferences

Elementary, Middle and High Schools - One evening conference session is required. All teachers will work a half day on the same Friday of conference week.
  4. Administrative personnel will be present during night conferences. The Board of Education will make every effort to provide security of the staff during the night conferences. Teachers in facilities other than the main building may hold evening conferences in the main buildings. Such arrangements will be made in consultation with your principal.
1. Effective October 2015, all teachers shall participate in a thirty-five (35) minute, unstructured assigned PLC which shall take place outside of the normal school day and may take place

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outside of the school building at the choice of the teacher. There shall be eight (8) 35 minute PLCs per year, October through May.

J. Calendar

1. The school year for members of Unit I shall be 184 days. Unit I members' work year shall extend no more than one half-day beyond the last student day. Student contact days shall not exceed 180 days.
2. The last day before Christmas vacation shall be a half-day.

K. Miscellaneous

1. When teachers are responsible to collect monies and send them to the office, they shall not be responsible for any losses.
2. Unit members who sponsor the Safety Patrol shall be compensated in accordance with Extra Curricular Schedule. The Board shall first seek volunteers prior to appointing a Unit member. No individual shall be required to remain in said position for more than one year.
3. The elementary attendance registers shall be kept in the central office and the middle and high school attendance registers shall be kept in their respective buildings. The posting of the daily absences from the teacher's daily reports to the office record shall not be the responsibility of the individual teacher.

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ARTICLE V - WORKING HOURS AND ASSIGNMENTS

4. The hours for the guidance counselor employed at the signing of this contract, will be flexible. Compensation time will be arranged and the total number of hours will not exceed the regular number of hours in the teacher day. Upon the hiring of any new and/or additional guidance counselor(s), the following language shall be in effect:

The hours for the guidance counselor will be flexible with prior approval. Compensation time can be arranged. The total number of compensation hours will not exceed the regular number of hours in the teacher day.

Unit II -Secretaries

- A. The secretary work day, except as set forth in paragraph C. 1 and 2 below, shall consist of a consecutive eight (8) hour work day which is inclusive of one hour duty-free lunch Monday to Friday.
- B. Employees shall be entitled to two (2) fifteen (15) minute duty-free breaks per day during the period from September 1 to June 30.
- C. Summer Hours shall be as follows:
1. The secretaries' work day shall be 8 am to 2pm Monday through Thursday for the month of July. The aforesaid time schedule shall be inclusive of two (2) fifteen

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- (15) minute duty free breaks but will have no lunch. Summer hours shall commence on July 1<sup>st</sup>.
2. Secretaries shall resume their regular working hours as set forth in paragraph "A" above twenty (20) working days prior to the first day that the teaching staff shall report at the beginning of the school year. Any days in August not inclusive of the 20 days shall be considered summer hours as stated above in C1.
- D. Any work performed on Saturday, and/or Sunday shall be at one and one-half (1½) times and on holidays shall be at double time. Any work performed after the normal work day must be approved by an administrator. Compensation time for work beyond the normal work week shall be accrued up to forty (40) hours. Thereafter, the secretary shall receive salary at one and one half (1 ½) times.
- E. On days before spring and winter break, secretaries shall be permitted to leave one-half hour after the close of the student day.
- F. When Unit Members are responsible to collect monies and send them to the office, they shall not be responsible for any losses.

Unit II Maintenance/Custodians and Custodian/Cleaners

- A. Maintenance/Custodians who were employed by the Board prior to February 10, 2001 shall not be subject to the language in Paragraph B below. Maintenance /Custodians employed as of February 10, 2001 will have a 7:00 AM to 4:00 PM workday, Monday through Friday, with

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ARTICLE V - WORKING HOURS AND ASSIGNMENTS

a one hour duty lunch.

- B. 1. Any Maintenance/Custodians and Custodian/Cleaners hired after February 10, 2001 will have their work week and daily starting/ending times assigned by the Maintenance Supervisor or designee. The work week shall consist of five consecutive workdays, which will not include Sundays. Once a shift has been established for a Maintenance/Custodian and Custodian/Cleaners, that shift will remain for that individual for the school year. Shift shall not exceed a consecutive 9 hour day, inclusive of a duty free lunch.
2. Any overtime requests must receive advance approval by Administration.
- C. Overtime is defined as any time spent at regular duties or other assigned duties outside of the normal workday as described above in letters (A & B). The agreed upon procedure includes the following items:
1. Three separate classification list based on seniority (Maintenance, Grounds, Custodial).
  2. All overtime assignments that are offered to the department shall be assigned a reference code and number. (Example: C 2, Custodial assignment #2). The codes shall be as follows: M= Maintenance, G=Grounds, C=Custodial. The purpose of this language is to be able to distinguish the order that the events are assigned, since the events are not always assigned in the same order that the events take place. This does not apply to emergency or open assignments.
  3. Rotation
  4. Pass-lose opportunity until name comes up again.



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5. Administration may seek individuals from out of the Seniority List if the overtime requires a certificated holder of a special skill. In the event there is more than one employee holding said certificate the Administration shall endeavor to equalize the offerings per year.
6. If there are no volunteers from a specific classification list, the Administration shall offer the assignment to the employees on the other two lists consistent with the existing overtime language. The assignment shall be reassigned a code and a number to correspond to the list it is on if it is assigned. If there are no volunteers from the list the Administration has the right to assign the task on a reverse rotating seniority basis. The assignment will be assigned to an employee from the list of which the original offering was made. That code shall indicate the mandatory overtime.
7. Overtime will not be granted to an employee who was absent on sick leave the last working day prior to or the day of the overtime assignment.
8. Maintenance and Custodial Overtime Procedures.
  - a. List employees' names according to the seniority showing present classification (one classification per employee) and date of hire.  
Responsibility: Administration
  - b. (1)\*Mondays before noon, the posting of available Overtime will be sent via e-mail to each employee, as well as a list of overtime assigned as result of the postings the week prior. The list as stated above (a.) will include the date of assignment and name of employee assigned.  
(2) Employees are required to answer via e-mail "yes" if they are interested in being assigned to the overtime. A lack of response to the e-mail will be equivalent to an answer of "no".

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- Responsibility: 1. Administration  
2. Employee

c. Tuesday after the end of night shift the Monday offerings expire.

(1)\*Wednesday before 3PM the offered assignments are assigned based on the response of the e-mailed posting sent on Monday. Assignments will be made in accordance with the Overtime Agreement. Employees assigned will be notified of their assignment via email no later than 3pm Wednesday. A new posting of available Overtime will be sent via e-mail to each employee.

(2) Employees are required to answer via email "yes" if they are interested in being assigned to the overtime. A lack of response to the e-mail will be equivalent to an answer of "no".

- Responsibility: 1. Administration

2. Employee

d. Thursday after the end of night shift the Wednesday offerings expire.

e. Friday before 3PM the offered assignments are assigned based on the response of the e-mailed posting sent on Wednesday. Assignments will be made in accordance with the Overtime Agreement. Employees assigned will be notified of their assignment via email no later than 3pm Friday.

f. \*(Mondays and Wednesdays) if there is no overtime available there will be no list posted. (Please see 8b1 & 8c1)

9. Emergency overtime assignments, not known before the required postings on Mondays and on Wednesdays which must be addressed before they can be to be assigned, shall be assigned by the Supervisor of Buildings and Grounds, or designee (not an association member). It is intended that the assignment be granted on a voluntary basis, but in the event there are no volunteers, it may be assigned on a reversed

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ARTICLE V - WORKING HOURS AND ASSIGNMENTS

seniority basis considering there are no special certificated skills needed. Open overtime events such as but not limited to snow removal shall be offered to the entire department equally. Emergency and open overtime assignments shall not affect an employee's offering on the rotating list.

10. In cases of overtime, when there is only one (1) department employee on site, that employee shall be paid for an additional 60 minute period since that employee shall not leave the building when the building is occupied by the public. Such payment shall be at the contractual overtime rate.

D. RATE OF OVERTIME

Overtime shall be at a rate of 1.5 times that of regular time, except during holidays or the employee's seventh consecutive work day when it shall be two (2) times regular time.

E. Call Back Time

Any employee called back to duty for emergencies on other than regular shift will be guaranteed a minimum of two (2) hours.

- F. The remedy for missed overtime opportunities shall be compensation time awarded to affected party or parties, at a rate of 1.5 times that of regular time, except during holidays or the employee's seventh consecutive work day when it shall be two (2) times regular time.

Example: Time Missed (TM) shall be equal to the average of the total hours worked per missed assignment. (TM x 1.5) or (TM x 2).

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**ARTICLE V - WORKING HOURS AND ASSIGNMENTS**

- G. When situations arise in which the employees who work the 6am- 3pm shift are unable to report to work, the necessary coverage and overtime assignments shall be made by equitably offering the (1) One hour overtime to employees assigned to the day shift positions at the location affected. This overtime will not be subject to or affect the overtime procedure outlined in Letter C number 1 through 10 in this article. If all eligible employees at the effected location are unable to cover the assignment, it shall become an emergency overtime assignment.

Instructional Assistants and Paraprofessionals Unit III

- A. The full-time instructional assistants' work day shall be the same as the teacher work day.
- B. 1. Each building shall have at least two (2) employees on duty fifteen (15) minutes prior to the start of the teacher school day. Any unit member may volunteer for said duty; a rotating schedule shall be mutually agreed to, based on the number of volunteers in each building. In the event of an insufficient number of volunteers in a given building, a duty schedule shall be developed based on a rotating list of all unit members in that building. Employees performing this duty shall sign in and proceed immediately to their duty post.
2. Morning Duty -- same as Article V -- Working Hours and Assignments Teachers Unit 1 -- C2

## ARTICLE V - WORKING HOURS AND ASSIGNMENTS

- C. The school year for members of this Unit III shall be 184 days. Unit III members' work year shall extend no more than one half-day beyond the last student day. Student contact days shall not exceed one hundred eighty (180) days.
- D. When Unit Members are responsible to collect monies and send them to the office, they shall not be responsible for any losses.

### Unit IV - Part-time Instructional Assistants

- A. Unit IV Employees shall be subject to duty assignments. One-on-one Instructional Assistants are exempt from duty assignments.
- B. Unit IV Employees who are not one on one Instructional Assistants shall work three and one half (3 ½) hours per day; Seventeen and one half (17 ½) hours per week; one hundred eighty four days (184) per year. These Unit IV Employees shall not be entitled to a lunch period or a break.
- C. One-on-one part-time Instructional Assistant positions shall be voluntary.
- D. Part-time Instructional Assistants who move to a full-time position shall have seven (7) years to obtain the required credits to obtain a county substitute certificate and must provide yearly, progress of at least three (3) credits per year toward obtaining sixty (60) credits for a county substitute certificate.
- E. Part-time instructional assistants who register for college credit classes and expect to be reimbursed by the board, must take credits in the field of education and be working toward an associate's degree.

## ARTICLE V - WORKING HOURS AND ASSIGNMENTS

F. Part-time instructional assistants are not subject to a requirement to obtain sixty (60) credits except to the extent required by law.

G. When Unit Members are responsible to collect monies and send them to the office, they shall not be responsible for any losses.

### Developmental Support Assistant Unit V

A. Morning Duty. Each building shall have two (2) employees on duty fifteen (15) minutes prior to the start of the teacher work day. Any unit member may volunteer for said duty; a rotating schedule shall be mutually agreed to, based on the number of volunteers in each building. In the event of an insufficient number of volunteers in a given building, a duty schedule shall be developed based on a rotating list of all employees of Unit I in that building. Employees performing this duty shall report in and proceed immediately to their duty post.

B. The school year for members of this Unit V shall be 184 days. Unit V members' work year shall extend no more than one half-day beyond the last student day. Student contact day shall not exceed one hundred and eighty (180) days.

C. Unit V members shall work 5.5 hours per day, 27.5 hours per week and one hundred eighty-four (184) days per year. The Unit V employees shall be entitled to a 30 minute duty free lunch period.

## ARTICLE V - WORKING HOURS AND ASSIGNMENTS

- D. Unit V employees who move to a full-time position shall have seven (7) years to obtain the required credits necessary to obtain a county substitute certificate and must provide yearly progress of at least three (3) credits per year toward obtaining sixty (60) credits for the county substitute certificate.
- E. Unit V employees who register for college credit classes and expect to be reimbursed by the board must take credits in the field of education and be working towards an associate's degree.
- F. Unit V employees are not subject to a requirement to obtain sixty (60) credits except to the extent required by law.
- G. When Unit Members are responsible to collect monies and send them to the office, they shall not be responsible for any losses.

ARTICLE VI

EMPLOYMENT



## ARTICLE VI - EMPLOYMENT

### Teacher Unit I

- A. Non-Tenured Teachers shall be given written notice of their contract not later than May 15 or revised date as established by the Commissioner of Education or the appropriate New Jersey Statute. Salary status shall be issued within thirty (30) calendar days of contract ratification by both parties.
- B. Credit up to the seventeenth (17th) step of any salary level on the Teacher Salary Schedule may be given for previous outside teaching experience in a duly accredited school upon initial employment in accordance with the provisions of Schedule A. Additional credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service Law, and credit not to exceed two (2) years total for Peace Corps, VISTA, or National Teacher Corps work and/or time spent on a Fulbright Scholarship may be given upon initial employment.
- C. Previously accumulated unused sick days will be restored to all teachers who return to the Pine Hill System within a year, or upon return from approved leaves of absence.

### Secretary and Maintenance/Custodian and Custodian/Cleaners Unit II

### Instructional Assistants and Paraprofessionals Unit III

### Part-time Instructional Assistants Unit IV

### Developmental Support Assistants Unit V

- A. All non-tenured employees shall be given written notice of their contract (where applicable) not later than May 15 or revised date as established by the Commissioner of Education or the appropriate New Jersey Statute.

ARTICLE VII

TRANSFERS AND ASSIGNMENTS

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
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ARTICLE VII - TRANSFERS AND ASSIGNMENTS

Unit I, Unit II, Unit III, Unit IV and Unit V as set forth herein at Article I - Recognition

- A. Employees shall be given written notice of their tentative assignments, building assignments, room assignments, and/or work assignments for the forthcoming year as soon as it is reasonably practical and not later than June 30. The Administration may change such assignments in the event of unforeseen circumstances or emergencies and shall notify the employee affected by such change promptly and in writing.
- B. A copy of the employee vacancy listing, noting official openings, and specifying grade level assignments shall be posted in each building in the district at the same time college placement offices are notified.
- C. Employees who desire a change in grade and/or assignment may file a written statement of such desire with the principal prior to March 1 of the academic year preceding the academic year for which the change is desired. A new request must be submitted in writing each year, if the transfer is not granted on the initial application.
- D. Maintenance/Custodians and Custodian/Cleaners assigned on night shift shall have the right to transfer to day shift vacancies provided the employee is qualified. When more than one qualified unit member applies, selection shall be by seniority in the district. Existing employees shall be selected before outside applicants.

ARTICLE VIII

LEAVES OF ABSENCE

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE VIII - LEAVES OF ABSENCE

Teacher Unit I

- A. All teachers employed shall be entitled to ten (10) days of sick leave per year. Unused sick leave shall be accumulated from year to year with no maximum limit.
- B. Teachers shall receive a written accounting of accumulated sick leave no later than September 30 of each school year.
- C. Three (3) personal days per year shall be granted. Teachers planning to be absent under this Article shall notify the Principal in writing on the appropriate form at least twenty-four (24) hours prior to the start of the desired personal day. In cases of emergencies only, the Principals are to be notified no later than one hour prior to the time that school starts for teachers on the day the personal day is required. Personal days normally will not be allowed for either the last day prior to, or the first day after a school holiday or vacation period, unless approved by the Superintendent, or if the combined requests for a given day exceed ten (10) percent of the total teaching staff. Should the personal day not be permitted, the employee shall receive a response by the end of the school day the request is submitted.
- D. Unused personal days shall be added to the teacher's accumulated sick leave.
- E. Each teacher shall (upon verification of required attendance and/or subpoenaed individuals) be granted one (1) day per year for legal proceedings mandating that teacher's attendance.

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ARTICLE VIII - LEAVES OF ABSENCE

- F. When unfortunate circumstances due to death of immediate family members arise for employees, request for bereavement leave must be submitted to the building principal and may be granted by the Chief School Administrator.

The following guidelines will be considered when granting bereavement leave:

1. Immediate family shall be defined as grandparents (including in-laws), parents (including in-laws), step-parents (including in-laws), spouse, domestic partners, children, step-children and siblings (including in-laws).
2. Absence due to death of non-immediate family members shall be requested in personal days or days without pay.
3. Bereavement of five (5) working days shall be granted in the event of death of spouse, domestic partner, children, step-children, employee's parents, or step-parents. These five (5) days granted for immediate family need not be consecutive; use cannot exceed six (6) months from date of death.
4. Bereavement leave of two (2) working days may be granted in the event of death of grandparents (including in-laws) and siblings (including in-laws); and three (3) working days for parent in-laws.
5. Up to two (2) days of travel time may be granted at the discretion of the Chief School Administrator. The request for travel time shall be submitted to the building principal

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ARTICLE VIII - LEAVES OF ABSENCE

when the request for bereavement leave is submitted and shall apply only in the circumstances of death of immediate family members.

Secretary and Maintenance/Custodian and Custodian/Cleaners Unit II

- A. All employees shall be granted twelve (12) sick days per year. Unused sick days shall be cumulative in accordance with Title 18A:30. Employees employed less than twelve (12) months shall receive prorated sick days.
- B. Employees shall receive a written accounting of accumulated sick leave days no later than October 15 of each school year.
- C. Four (4) personal days per year shall be granted. Secretaries planning to be absent shall notify the building principal and Maintenance/Custodians and Custodian/Cleaners planning to be absent under this Article shall notify the Maintenance Supervisor in writing on the appropriate form at least three (3) hours prior to the close of the school day preceding the desired personal day. In cases of emergencies only, an employee must notify his or her immediate supervisor no later than one hour prior to the normal reporting time for the Unit Member on the day the personal day is required. Personal days normally will not be allowed for either the last day prior to, or the first day after a school holiday or vacation period, unless approved by the Superintendent, or if the combined requests for a given day exceed ten (10%) percent of the total teaching staff. Should the personal day not be permitted the employee shall receive a response by the end of the school day the request is submitted.
- D. Unused personal days shall be added to the unit member's accumulated sick leave up to a

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ARTICLE VIII - LEAVES OF ABSENCE

maximum of 15 per year.

- E. For employees hired prior to July 1, 2008, vacation days shall be available as per schedule
- E-1. For new hires effective July 1, 2008, vacation days shall be available as per schedule
- E-2.

- E-1. Vacations
  - Up to two years of employment: One half-day per month, up to a maximum of five days per year.
  - Upon completion of two years: Two weeks
  - Upon completion of six years: Three weeks
  - Upon completion of fourteen years: Four weeks
- E-2. Vacations
  - Up to two years of employment: One half-day per month, up to a maximum of five days per year.
  - Upon commencement of third contracted year: Two weeks



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Upon commencement of seventh contracted year: Three weeks

Upon commencement of fifteenth contracted year: Four weeks

F. Holidays

1. Every secretary shall be entitled to no less than twenty-two (22) paid school holidays per year including July 4 and Labor Day. Should the school calendar reflect more than twenty-two (22) holidays during the school year, the secretaries shall receive the additional days.

2. Maintenance/Custodian and Custodian/Cleaners Holidays

a. Maintenance/Custodian and Custodian/Cleaners shall be entitled to the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Easter Monday
- Memorial Day

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ARTICLE VIII - LEAVES OF ABSENCE

July 4  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas

- b. If any holiday falls on a Saturday or Sunday, every employee shall receive a compensation day during the year, which day shall be designated by the Board of Education.

G. Bereavement Leave - same as Article VIII - Leaves of Absence Teacher Unit I- F.

H. Secretaries and Maintenance/Custodian and Custodians shall be paid \$55.00 per day for each unused vacation day and/or allowed to carry up to five days into the next year at the discretion of the employee.

Instructional Assistants and Paraprofessionals Unit III

A. Full-time contracted instructional assistants work on a ten (10) month contract year and work the "teacher" calendar.

B. Three (3) personal days per year shall be granted. Instructional Assistants planning to be absent under this Article shall notify the Principal in writing on the appropriate form at least

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three (3) hours prior to the close of the school day preceding the desired personal day. In cases of emergencies, only, the Principals are to be notified no later than one hour prior to the normal reporting time for the Unit Member on the day the personal day is required. Personal days normally will not be allowed for either the last day prior to, or the first day after a school holiday or vacation period, unless approved by the Superintendent, or when combined requests for a given day exceed ten (10%) percent of the total teaching staff. Should the personal day not be permitted, the employee shall receive a response by the end of the school day the request is submitted.

- C. All instructional assistants shall receive ten (10) sick days (defined as a work day) per year.
- D. Unused personal days shall be added to the instructional assistant's accumulated sick leave.
- E. Bereavement Leave: Same as Article VIII - Leaves of Absence Teacher Unit I-F.

Unit IV Part-Time Instructional Assistants

Unit V Developmental Support Assistants

- A. Unit Members work on a ten (10) month contract year and work the "teacher" calendar.
- B. Three (3) personal days (defined as a work day) per year shall be granted. Unit Members planning to be absent under this Article shall notify the Principal in writing on the appropriate form at least three (3) hours prior to the close of the school day preceding the desired personal

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day. In cases of emergencies, only, the Principals are to be notified no later than one hour prior to the normal reporting time for the Unit Member on the day the personal day is required. Personal days normally will not be allowed for either the last day prior to, or the first day after a school holiday or vacation period, unless approved by the Superintendent, or when combined requests for a given day exceed ten (10%) percent of the total Unit Members. Should the personal day not be permitted, the Unit Member shall receive a response by the end of the school day the request is submitted.

- C. All Unit Members shall receive ten (10) sick days (defined as a work day) per year.
- D. Unused personal days shall be added to the Unit IV Member's accumulated sick leave.
- E. Bereavement Leave: Same as Article VIII - Leaves of Absence Teacher Unit I-F.

ARTICLE IX

EXTENDED LEAVES OF ABSENCE

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE IX - EXTENDED LEAVES OF ABSENCE

Teacher Unit I

- A. Applicants for extended leave shall submit a written application. The application shall be filed with the Superintendent no later than January 15 of the year preceding the school year for which the leave would be effective.
- B. A leave of absence may be considered for one (1) full-time tenured teacher, without pay, for up to one (1) year to teach in an accredited college or university.
- C. A leave of absence, without pay, may be considered for one (1) full-time teacher for up to one (1) year to serve as an exchange teacher or overseas teacher as a full-time participant in either of these programs.
- D. Military leave without pay shall be granted to any teacher who is inducted into any branch of the Armed Forces of the United States for the period of said induction.
- E. Teachers on extended leave or military leave shall retain sick leave benefits and salary schedule status and shall be considered for their positions or vacant positions within the area of their interests, abilities and training following completion of leave, provided they notify the Superintendent of Schools of their intent to return prior to January 1.
- F. Disability leaves of absence shall be granted in accordance with applicable state and federal laws and regulations.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
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ARTICLE IX - EXTENDED LEAVES OF ABSENCE

- G. A leave of absence without pay shall be granted for child-rearing to all tenured employees and may be granted to non-tenured employees under this contract. An employee granted such a leave shall return to his/her position not later than the first day of the third successive semester (September or January) following the semester in which the first day of the leave was granted. The intent of this paragraph is to grant up to two full semesters and a part of a semester as the maximum leave. A tenured employee may choose to return earlier, provided the return is on the first day of a semester.

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ARTICLE IX - EXTENDED LEAVES OF ABSENCE

Secretary and Maintenance/Custodian and Custodian/Cleaners Unit II  
Instructional Assistants and Paraprofessionals Unit III

- A. Military leave without pay shall be granted to any employee who is inducted into any branch of the Armed Forces of the United States for the period of said induction.
- B. Employees on extended leave or military leave shall retain sick leave benefits and salary schedule status.
- C. Disability leaves of absence shall be granted in accordance with applicable state and federal laws and regulations.
- D. A leave of absence without pay shall be granted for child-rearing to all tenured employees and may be granted to non-tenured employees under this contract. An employee granted such a leave shall return to his/her position not later than the first day of the third successive semester (September or January) following the semester in which the first day of leave was granted. The intent of this paragraph is to grant up to two full semesters and a part of a semester as the maximum level. A tenured employee may choose to return earlier provided the return is on the first day of a semester.



ARTICLE X

PROFESSIONAL IMPROVEMENT

## ARTICLE X - PROFESSIONAL IMPROVEMENT

### Teacher Unit I

- A. Teachers who earn graduate credits from an accredited institution shall be reimbursed pending the distribution of funds noted in section C, during the term of this contract toward tuition, student fees, activity fees, registration fees and any other fees necessary for course work. Books and/or equipment costs will not be reimbursed. Teachers shall not be entitled to out-of-district course reimbursement until they achieve tenure but shall be entitled to in-district course reimbursement.
- B. To qualify for reimbursement, the teachers must notify the Building Principal of his/her intention to pursue graduate work. Payment will be made upon satisfactory completion of the course, grade B or above, with a maximum of one acceptable C grade, for the duration of this contract. Requests for reimbursement shall be submitted on the proper form. Said form and accompanying documentation shall be hand delivered to the School Business Administrator on or before May 30. Documentation submitted after said date will not be paid until the following June. The employee will be given a copy of the form and the written acknowledgment indicating the date that all forms were received by the School Business Administrator. In addition, a copy will be sent to the Corresponding Secretary of the Association.
- C. For the purposes of tuition reimbursement, paraprofessionals shall be considered Unit I members.

## ARTICLE X - PROFESSIONAL IMPROVEMENT

- D. The Board of Education shall reimburse graduate tuition on a yearly basis for total membership within this bargaining unit as follows:
1. Up to a maximum of \$30,000 yearly for in-district graduate courses and \$70,000 for out-of-district graduate courses.
    - a. All unit members shall be entitled to full reimbursement for the first course taken as per section A. If there are additional monies remaining, individuals shall be reimbursed in full in a like manner. If there are not sufficient funds for the above distribution, reimbursements shall be distributed equally to each individual.
    - b. Individual reimbursement is limited to two (2) Three Credit (3 credit) courses, based on the current Rutgers University rate of Six Hundred and Forty-Eight Dollars (\$648.00) per credit.
  2. The following provisions apply to the period:
    - a. In the event that there is a shortage in a fund and the other fund has sufficient monies, said monies may be shifted so as to provide sufficient funds to cover the costs of tuition reimbursement. The Association shall be notified in writing before any intended shift of money occurs.

## ARTICLE X - PROFESSIONAL IMPROVEMENT

- b. Retroactive salary adjustments will be made February 15, July 15, and October 15. Any employee anticipating a salary adjustment shall have the necessary documents to validate their adjustment submitted to the Superintendent no later than fifteen (15) days prior to the respective adjustment period as specified in this paragraph.
  - c. Doctorate will be on the last column of the salary guides and will be equivalent to the Masters plus 60 column.
  - d. Doctoral dissertation fees will be treated as regular graduate course work for up to a period of two years with a letter from college/university showing confirmation.
3. Effective July 1, 2005 - Superintendent shall indicate his approval in writing for courses in the field of education and/or related to employment in the district.
- E. Two days have been provided in the school calendar for teachers who attend the Annual New Jersey Education Association Convention. Teachers who attend the Convention shall present a signed certificate with only his/her name thereon upon return of the first (1st) school day following the Convention. Teachers who do not attend the Convention, and who will not be producing a certificate upon the first (1st) school day following the Convention will be expected to attend school for their normal work days during which time teachers will conduct classroom preparation activities.

Teachers who do not attend the Convention and are unable to neither produce the above-mentioned certification, nor attend school for their normal working days shall not be paid for the day or days not in attendance.

## ARTICLE X - PROFESSIONAL IMPROVEMENT

### Secretary and Maintenance/Custodian and Custodians Unit II

### Instructional Assistants and Paraprofessionals Unit III

- A. Unit Members shall be granted Eight Hundred and Fifty Dollars (\$850.00) per year as reimbursement for schooling taken within the area of their employment.
- B. All full time Instructional Assistants hired after June 30, 2000, shall be required to possess sixty (60) college credits. This Article shall not apply to any employee hired prior to July 1, 2000.
- C. For the purposes of tuition reimbursement, Paraprofessionals shall be considered Unit I members.

### Unit IV and Unit V

- A. Unit Members shall be granted Four Hundred Twenty-Five Dollars (\$425.00) per year as reimbursement when completed with a grade of B or better for college credits taken within the field of education. Reimbursement will be granted as aforesaid upon obtaining a grade of C in one course only for the duration of this contract.
- B. Unit Members must submit the course grade yearly and be employed by the Board at the time reimbursement is requested, except in the case of a reduction in force or termination without just cause.

ARTICLE XI

SALARIES

## ARTICLE XI - SALARIES

All units: (I, II, III, IV and V): Paychecks

- A. The Board agrees to make available electronic direct deposit of employee paychecks, provided the employees individually authorize it to do so. The Board shall have no liability regarding this process, including issues related to the change of banks.
- B. All employees shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month while engaged in the performance of their duties.
- C. All employees shall be paid as follows:
  - 1. When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous work day, and dated as such.
  - 2. When a pay day falls on a Monday, employees shall receive their check on the previous work day, and dated as such.
  - 3. Pay checks shall be available to all employees no later than the beginning of their assigned lunch period, except under emergency circumstances.

### Teacher Unit I

- A. The salaries of teachers covered by this Agreement shall be paid in accordance with Schedule A.
- B. Teachers may individually elect to have ten (10%) percent of their monthly salary deducted from their pay. These funds shall be paid to the teacher or his estate on the final pay day in June.

ARTICLE XI - SALARIES

- C. Teachers shall receive their final checks and the pay schedule for the following year on June 30<sup>th</sup>, provided all duties are completed.
- D. Part time teaching salaries shall be computed as an exact ratio of the full time teaching guide (schedule A).

Secretary and Maintenance/Custodian and Custodian/Cleaners Unit II

- A. Salary:  
For the duration of the contract, Unit II salaries will be paid in accordance with salary schedules as follows:

- B-1 Secretaries
- B-2 Maintenance/custodians
- B-3 Custodian/cleaners

Instructional Assistants and Paraprofessionals Unit III

- A. For the duration of the contract, every instructional assistant's salary shall be paid in accordance with Salary Schedule "C".
- B. Paraprofessionals will be paid at a rate of one-half (1/2) that of a unit one employee. (Salary schedule E) Step placement will be based upon years of experience. Any paraprofessional hired to a unit one position will be placed on the unit one salary guide at a step commensurate to their current placement on the paraprofessional guide.



ARTICLE XI - SALARIES

- C. Instructional assistants employed on a ten (10) month contract shall receive their final checks and the pay schedule for the following year on June 30, providing all duties are completed.

Part-Time Instructional Assistants Unit IV

- A. Salary

For the duration of the contract, Part-time Instructional Assistants' salaries shall be paid in accordance with Schedule D.

Developmental Support Assistants Unit V

- A. Salary

Salary shall be computed by using the Part-Time Instructional Assistant Salary guides and multiplying the hourly rate (salary/3.5 hours) by 5.5 hours. The salary schedule is attached at Schedule F.

All Units: Longevity:

- A. All unit members (I, II, III, IV, V) who have provided total years of service to Pine Hill Board of Education, are eligible for longevity.

- B. An eligible employee for longevity as set forth in A. above shall receive payment as follows:

Unit I

after 25 years of service - \$200

after 26 years of service - additional \$200

after 27 years of service - additional \$200

## ARTICLE XI - SALARIES

Unit II, III, IV, V

after 19 years of service - \$200

after 20 years of service - additional \$200

after 21 years of service - additional \$200

- C. All longevity set forth herein above shall be added to the maximum step of the salary guide and is included in the certified base.

### All Units: Stipends

- A. Coaches for fall sports shall be paid on December 15 (voucher must be in board office by November 30); coaches for winter sports shall be paid March 30 (voucher must be in board office by March 15); coaches for spring sports shall be paid on June 15 (voucher must be in board office by May 30). Employees engaged in year-long-activities shall be paid in three (3) installments as follows: forty (40) percent on December 15, thirty (30) percent on March 30, and thirty (30) percent on June 15. No payment will be made until all supporting documentation has been submitted to and approved by the Business Office. Parties agree that paper work can be submitted at the beginning of the season.
- B. There shall be no changes made to the stipend list without mutual approval; understanding that the Board of Education has budgeting prerogative.
- C. Stipend positions shall be posted and offered to current employees before they are offered outside the district. All qualifications being equal, the position shall be given to the district employee. This language is not intended to interfere with the Board of Education's ability to hire the best qualified applicant.

## ARTICLE XI - SALARIES

D. Unit I and Para-Professional employees who attend meetings, outside of the workday, to provide translation services shall be compensated at the rate of thirty-one dollars (\$31.00) per hour with a guaranteed minimum of one (1) hour for services provided. All qualified Unit I and Para-Professional employees are eligible for this compensation. All services must be approved by a district administrator.

E. Employees of the district serving as coaches who are currently above the guide are grandfathered at their current stipend + \$100.00 each year of the agreement. This applies only to the sport for which they currently coach.

An additional stipend will be provided for coaches whose season is extended as a result of tournament play, in recognition of the additional time involved. Pretournament games held prior to the season ending will not be compensated. Stipends strictly pertain to games held after the final game of the regular season has been played.

Stipend: \$100.00 per game, applying to varsity coaches only

ARTICLE XII

INSURANCE

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XII - INSURANCE

Unit I, Unit II, and Unit III as set forth herein at Article I - Recognition

A. Medical insurance

Effective as soon as physically practical upon ratification of the July 1, 2011 to June 30, 2014 Negotiated Agreement by both parties, the Board will provide to all covered employees full family medical insurance with the cost to the employee for such coverage as per P.L. 2011 Chapter 78. The plan information shall be as follows:

1. Horizon Blue Cross/Shield Direct Access Healthcare 2011- 2012 shall be the base plan. All co-pays shall remain the same through June 30, 2012.
2. Effective July 1, 2012, the following healthcare changes will be made to the Horizon Blue Cross/Shield Direct Access Healthcare Plan:
  - a. Office visit co-pay shall increase from \$10 to \$15.
  - b. Specialist co-pay shall increase from \$10 to \$15.
  - c. Hospital Emergency Room visit co-pay shall increase from \$25 to \$50.
  - d. Chiropractic visits shall be limited to 60 visits per year.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
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ARTICLE XII - INSURANCE

3. Any employee hired on or after July 1, 2008 shall receive coverage under the current (2010/2011) HMO/ POS plan. All employees receiving coverage under the current HMO/POS plan (Single, Family, Husband-Wife, Parent-Child) shall have the choice of the following plans upon attaining tenure, or completing three (3) years one (1) day: Direct Access PPO, Direct Access POS, or POS
4. Any employee hired after July 1, 2013, shall receive the Direct Access POS Healthcare Plan upon the start of employment with the district. These employees shall have NO access to receive the Direct Access PPO Healthcare Plan, unless said employee so chooses to purchase the Direct Access PPO Healthcare Plan at the FULL difference in cost between the Direct Access PPO Healthcare Plan and the Direct Access POS Healthcare Plan.
5. Employees on authorized leave may elect to have their insurance continued by the Board at employee expense. The cost of the premium shall be paid to the approved company responsible for COBRA benefits.

B. Prescription Insurance

The Board of Education will provide each employee with a full family prescription plan through a carrier to be selected by the Board of Education at no cost to the employee except as provided by P.L. 2011 Chapter 78. The plan information shall be as follows:

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
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ARTICLE XII - INSURANCE

1. Co-Pays shall be ten dollars (\$10) per Generic and twenty dollars (\$20) per Brand Name prescription for the 2011-2012 year.
2. Effective July 1, 2012, the prescription co-pay shall increase to fifteen dollars (\$15) for generic and twenty five dollars (\$25) for brand name medications.
3. The same co-pays shall apply to mail-order for a ninety (90) day supply.
4. There shall be no duplicate prescription insurance for married couples both employed in the district.

C. Dental Insurance

The Board shall provide dental coverage to the employee with the cost to the employee for such coverage to be only as provided by P.L. 2011 Chapter 78. The coverage and benefits provided are the same as those in effect as of November 5, 1986. The plan information shall be as follows:

1. The Board shall provide paid dental insurance, single coverage only, for employees. Such single Board paid coverage shall continue until the employee completes three years of service to the district, or in the case of certified employees until they achieve tenure. After the completion for such time, these employees shall receive Board paid employee and dependent coverage, if appropriate, also subject to the legislated contribution to premium costs described above.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
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ARTICLE XII - INSURANCE

2. During the time the employee is receiving Board paid single coverage, the employee may through payroll deduction, pay for appropriate dependent coverage.

D. Vision Plan

The Board shall provide a vision plan, with a ten dollar (\$10) co-pay, to the employee with the cost to the employee for such coverage to be only as provided by P.L. 2011 Chapter 78. The coverage and benefits shall be as follows:

1. Single employee coverage shall continue until the employee completes three years of service to the district, or in the case of certified employees until they achieve tenure. After the completion of such time, these employees shall receive Board paid employee and dependent coverage, if appropriate, also subject to the legislated contribution to premium costs described above.
2. During the time the employee is receiving Board paid single coverage, the employee may through payroll deduction, pay for appropriate dependent coverage.

E. The Association recognizes the right of the Board to change carriers for health, prescription, dental, or optical insurance provided coverage is equal to, or greater than coverage in effect as of the date of this memorandum. Should a change take place in insurance carriers, the Board



AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
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ARTICLE XII - INSURANCE

shall safeguard the timely continuation of insurance coverage, without any reduction of benefits to unit members, during the transitional period and/or the duration of the contract.

- F. According to Section 125 IRS Code, employees who are eligible for, but who do not participate in the health insurance plan: optical, prescription and/or dental, shall be provided with a cash payment as follows:
1. Employees who voluntarily elect to waive coverage shall be entitled to receive twenty five (25%) percent of the premium cost of the waived insurance for each year the insurance is waived.
  2. Payment of the monies in #1 above shall be made by separate check on December 30 and June 30. The basis for the employee's reimbursement shall be the cost of the employee's eligible coverage under the base plan. (See section A1. above)
  3. Employees must waive such insurance for a full year (July 1 through June 30) to be eligible for payment. Notification of waiver must be made by April 15th in order to waive for the upcoming year.
  4. An employee who waives coverage may re-enroll for the next year during the open enrollment period, no later than April 15th.
  5. Employees who do have a change in status (i.e., termination of employment, divorce (copy of decree required), death (copy of certificate required), military discharge (form DD214 required), which causes them to lose coverage elsewhere, shall be entitled to

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XII - INSURANCE

re-enroll in the health plan during the year provided the employee gives the Board notice of the change in status within thirty (30) days of the event causing change. Otherwise, all elections for a cash option shall be in effect for the entire twelve (12) month benefit period. The Board's obligation for the cash option shall be prorated for those employees subject to a change in status.

6. An employee enrolled in the Teachers' Pension and Annuity Fund (TPAF) or Public Employees' Retirement System (PERS) who is knowingly commencing his/her last year of employment, shall have no option to waive insurance coverage.
7. It is the intent of both the Association and the board that all employees covered by the Agreement should either through its coverage or alternate available coverage have comprehensive insurance protection.

ARTICLE XIII

DEDUCTIONS FROM SALARIES

## ARTICLE XIII - DEDUCTIONS FROM SALARIES

Unit I, Unit II, Unit III, Unit IV and Unit V as set forth herein at Article I - Recognition

A. The Board agrees to deduct from the salaries of its employees all deductions required by law as well as and including the following if authorized by the employee:

1. Contributions to the United Fund.
2. Savings Bonds.
3. The annual dues from the Pine Hill Education Association, Camden Council of Education Associations, New Jersey Education Association, National Education Association or any one or any combination of the above as said employees individually and voluntarily authorize the Board to deduct.
4. The Prudential Insurance Company or similar disability carrier.
5. Annuity/investment plans selected by the Association.
6. A credit union selected by the Association.
7. Representation fee as defined in Article XIV.
8. Pine Hill Education Association Philanthropic Fund.
9. Insurance deductions.
10. Pine Hill Education Foundation.

**ARTICLE XIV**

**REPRESENTATION FEE**

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XIV - REPRESENTATION FEE

A. Purpose of Fee

If an employee does not become a member of the Association during any membership year (September 1 to 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 which shall be prospective and prorated from date of employment. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

Prior to the beginning of each membership year, the Association will notify the board in writing of the same amount of the regular membership dues 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.

C. Deduction and Transmission of Fee

1. Notification

By October 15th of each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly transmit the amount so deducted to the Association.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XIV - REPRESENTATION FEE

2. Demand and Return

In accordance with N.J.S.A. 34:13A-5.5 et. seq., the Association shall establish a demand and return system providing a process for a non-union member to appeal the amount of the representation fee assessed against him/her. The Association shall provide to the Board of Education evidence of such a demand and return system before any deductions are made.

3. 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:

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XIV - REPRESENTATION FEE

- (a) within 30 days, but no later than November 15th after the receipt of the aforesaid list by the Board; or
- (b) for new employees, 30 days after the employee begins employment in a bargaining unit position.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission for 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.

D. Indemnification and Save Harmless Provision

1. Liability

The Association agrees to indemnify and hold the Board harmless against "any and all claims, demands, suits, and other forms of liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken by the Board in conformance with this Article, "provided:

- (a) the Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and



AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XIV - REPRESENTATION FEE

- (b) if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of that liability, and will, subject to reasonable request, provide the Association with available and/or necessary information.

2. Exception

It is expressly understood that paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or which may arise from the Board's failure to act in good faith in effecting the execution of the terms of this Article.

ARTICLE XV

EVALUATION PROCEDURES

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XV - EVALUATION PROCEDURES

Teacher Unit I

- A. The Administration will conduct teacher evaluations in accordance with procedures and rights granted under Title 18A. There will be no limits or deadlines other than those granted by law.
- B. Except for the number of evaluations, the Board shall extend to all teachers the same rights and privileges concerning teachers' evaluations granted under Title 18A and the New Jersey Administrative Code, Title VI.
- C. No material derogatory to a teacher's conduct, service, character or personality shall be placed in a personnel file, unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that they have had the opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that the 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 which shall also be placed in the said personnel file.
- D. Coaches
  - 1. Any coach subject to recommendation by the Administration or non-renewal of contract shall be notified in writing of any action or other matter which appears to exist and may possibly result in the coach's future dismissal or non-renewal of contract.
  - 2. Coaches' evaluation/observation reports should specifically state when a job is in jeopardy.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XV - EVALUATION PROCEDURES

3. Coaches shall receive their evaluation no later than June 15 or within twenty (20) working days after the end of the season, whichever comes first.

E. Department Chairperson/ Academic Facilitator

(Academic Facilitator and Department Chairperson names can be used interchangeably.)

1. Any Department Chairperson subject to recommendation by the Administration for non-renewal of his/her position shall be notified in writing of any action or other matter which appears to exist and may possibly result in the Department Chairperson employee's non-renewal of position.
2. Department chairpersons shall receive a final evaluation no later than June 1<sup>st</sup>.
3. There shall be at least one evaluation of Department Chairpersons per year. Department Chairpersons shall have the right to rebut an evaluation in the same manner as might a teacher rebut an evaluation of his/her teaching performance.
4. A Department Chairperson who is not renewed in his/her position shall be entitled to the reasons for non-retention.

Secretary and Maintenance/Custodian and Custodians Unit II

Instructional Assistants and Clerical Aides III

- A. Employees shall be evaluated in accordance with Board of Education Policy for non-certificated personnel. However, a unit member shall not be required to evaluate other unit members.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XV - EVALUATION PROCEDURES

- B. All monitoring or observation of the work performance of an employee shall be conducted openly and with the full knowledge of the employee.
- C. An employee shall be given a copy of any visit or evaluation report prepared by his evaluator at least one (1) day before any conference to discuss it. No such report shall be placed in the employee's file without prior conference with the employee. Conferences to discuss written evaluation reports shall be scheduled within ten (10) working days of the observation visit.
- D. No material derogatory to an employee's conduct, service, character or personality shall be placed in a personnel file, unless the employee has had an opportunity to review the material. The employee shall acknowledge that the employee has had the opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that the signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material which shall also be placed in the said personnel file.

UNIT IV - Part Time Instructional Assistants

UNIT V - Developmental Support Assistants

- A. Unit Members shall be evaluated up to three (3) times per school year. However, another unit member shall not be required to evaluate other unit members.
- B. All monitoring or observation of the work performance of an employee shall be conducted openly and with the full knowledge of Unit Members.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XV - EVALUATION PROCEDURES

- C. An employee shall be given a copy of any visit or evaluation report prepared by his evaluator at least one (1) day before any conference to discuss it. No such report shall be placed in the employee's file without prior conference with the employee. Conferences to discuss written evaluation reports shall be scheduled within ten (10) working days of the observation visit
- D. No material derogatory to an employee's conduct, service, character or personality shall be placed in a personnel file, unless the employee has had an opportunity to review the material. The employee shall acknowledge that the employee has had the opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that the signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material which shall also be placed in the said personnel file.

ARTICLE XVI

EMPLOYEE RIGHTS

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVI - EMPLOYEE RIGHTS

Unit I, Unit II, Unit III, Unit IV and Unit V as set forth herein at Article I - Recognition

- A. Whenever any employee is required to appear before any Administrator or Supervisor, Board or any committee member, representative or agent thereof concerning any matter affecting the continuation of that employee in his/her office, position, or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- B. Complaints or criticisms regarding an employee made to or by members of the Administration, parents, students, teachers, or other persons, shall be promptly investigated and called to the attention of the employee. The employee shall be given the opportunity to respond to and/or rebut such complaint within ten (10) working days of notification and shall have the right to be represented at any meetings or conferences regarding such complaint.
- C. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- D. Proposed new rules or modification of existing rules governing terms and conditions of employment shall be negotiated by the Board with the majority representative before they are established.
- E. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage or given adverse evaluation of his professional services without just cause.



AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVI - EMPLOYEE RIGHTS

- F. Instructional assistants moved to one-on-one positions shall continue to accrue time towards seniority.

Unit IV - Part-time Instructional Assistants

Unit V- Developmental Support Assistants

- A. Seniority shall apply to all Unit Members in the event of a Reduction in Force. However, seniority shall not apply to one-on-one instructional assistants or developmental support assistants.
- B. Instructional assistants moved to one-on-one positions shall continue to accrue time towards seniority.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVII

MISCELLANEOUS

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVII - MISCELLANEOUS

Teacher Unit I

A. Duty Assignments

All personnel regularly assigned to a building for either the morning or afternoon session shall share equally in assigned duties.

Secretary and Maintenance/Custodian and Custodian/Cleaners Unit II

- A. 1. School Maintenance/Custodians shall be required to report to work and to perform snow clearing duties when school is closed because of a heavy snowfall. Maintenance/Custodians may leave for the day provided all parking, access walks, entrances and exits have been cleared to provide for the opening of school. Custodian work day will be assigned by the Supervisor of Buildings and Grounds.
2. Secretaries shall not be required to report to work when school is closed due to inclement weather, except in emergencies.
- B. Reimbursement for one pair of Maintenance/Custodian, Custodian/Cleaner safety work shoes shall be in the amount of one hundred dollars (\$100) a year upon submission of receipt. Effective July 1, 2006, compensation shall be \$125.
- C. Maintenance/Custodian and Custodian/Cleaner employees shall be provided with 3 sweatshirts, 5 polo shirts and 5 T-shirts annually paid for by the Board of Education. The T-shirts shall be worn only when school is not in session. Such clothing shall be mutually agreed upon by the parties.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVII - MISCELLANEOUS

Unit I, Unit II, Unit III, Unit IV and Unit V as set forth herein at Article I - Recognition

A. If any provision of this Agreement shall be found to be contrary to law, that provision shall be considered void, but all other provisions shall continue to be in full force and effect.

B. Agreement Duplication and Dissemination

Copies of this Agreement shall be reproduced at a cost which will be shared equally by the Board and the Association and presented to all employees by the Board. This provision shall apply to all employees covered by this Agreement.

C. Travel Payment

Travel payment at a rate of thirty-one cents (\$.31) per mile or the rate as per NJOMB Circular will be paid to employees who are required to use their personal automobiles for authorized travel. If the law is rescinded, the BOE agrees to negotiate at a minimum rate of thirty-six cents (\$.36) per mile.

D. Calendar

Each employee shall receive the school calendar for the ensuing school year no later than the last working day.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVII - MISCELLANEOUS

E. Termination Pay

An employee shall notify the Superintendent in writing of his/her intention to retire at the conclusion of a school year by the first (1st) school day after January 1. Said valid notice of intention shall have attached to it a copy of any and all documentation necessary for filing with TPAF and/or PERS with a certification from the employee that the attached documentation has been filed and/or is about to be filed with TPAF and/or PERS evidencing the true intent of the employee's retirement. If an employee fails to so notify the Superintendent, said employee shall receive his/her termination pay on July 1 of the calendar year following the employee's retirement and/or termination of employment. Should an emergency or unforeseen circumstance occur, exceptions to this procedure must be mutually agreed to by both parties.

If an employee dies while employed by the Board of Education, his/her heir shall be entitled to the reimbursement at a rate of fifty percent (50%) for each accumulated sick day if the employee has completed 15 or more years of service in the district.

Upon retirement from the Pine Hill School District, Unit I, Unit II, Unit III and Unit IV Members shall receive termination pay for each accumulated sick day in accordance with the following rates and conditions except as noted in I. B. below:

1. \$75.00 (July 1, 2011-June 30, 2014) per accumulated sick day upon retirement (retirement as defined by the New Jersey Division of Pensions) based on the following:

For those hired 1966-1993 - no limit on number of days.

For those hired 1994-1999 - limit at 190 days.

For those hired 2000 - present - limit at 175 days.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVII - MISCELLANEOUS

- a. In addition, the above rates may be increased to a higher rate at the sole discretion of the Board; said monies may be paid over a period of time. Such increase if approved by the Board, shall be advertised to all bargaining unit members and shall be in effect for a minimum of ninety (90) days. This increase and ninety (90) day time period may be instituted more than once during the term of the agreement.
  - b. As part-time employees, Unit IV members shall receive payment at 50% of above rate.
2. The Board shall grant retiring unit members, with a minimum of thirty (30) years of service in the district, \$2,000.00 to be paid in addition to termination pay.

Areas of retirement under the Teacher Pension and Annuity Fund Program include, but are not limited to, the following examples:

- (a) Ordinary retirement age (55 years)
- (b) Early retirement (25 years of service in the Teacher Pension Annuity Fund);
- (c) Accidental Disability
- (d) Permanent Disability; and
- (e) Deferred Retirement (vesting).

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVII - MISCELLANEOUS

- F. Teachers shall receive two one-half days for end-of-the-year record-keeping purposes. Said half days shall be scheduled by the Board of Education prior to the due date of all office records. The last day of school will not be one of these half days. This time shall not be used to schedule faculty, grade level or other meetings unless mutually agreed to by all parties concerned. Record keeping days shall be scheduled during the last fifteen (15) school days, unless an emergency occurs as determined by the Superintendent.

Unit IV

- A. Part-time Instructional Assistants who are employed as one-to-one instructional assistants will be paid annually two hundred (\$200), for an additional fifteen (15) minutes worked beyond the normal work day. If the position is eliminated, the \$200 will be prorated for time worked.
- B. Instructional Assistants - In the event a Unit IV Member works as a substitute teacher the Unit IV Member shall receive the higher of either Unit IV Member's regular pay or the daily rate as a substitute teacher for the day worked as a substitute teacher.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVIII

ADMINISTRATION LIAISON AND

INSTRUCTIONAL COUNCIL



AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XVIII - ADMINISTRATION LIAISON AND INSTRUCTIONAL COUNCIL

- A. The Association shall select a Liaison and Instructional Council Committee for each school building which shall meet with the Principal after school during the school year, to review and discuss local problems and practices. Meetings and agenda shall be mutually agreed upon and shall not be more than one per month.
- B. The Association's representatives, who shall be not more than three (3) per building, shall meet with the Superintendent at the call of either party during the school year to review and discuss current school problems and practices and the administration of this Agreement.
  - 1. These meetings will take place after school, and there will be no extra compensation for attending these meetings regardless of their length.
  - 2. Meetings and agenda shall be mutually agreed upon and shall not be more than one per month.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XIX  
FACILITIES

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XIX FACILITIES

- A. The Association recognizes that all employees must assume responsibility for care and supervision of all equipment and facilities in any part of their buildings and facilities in their classes and activities in which they are involved.
- B. Every employee, when practical, shall have the following facilities in each school.
1. Employees shall be assigned keys through the administration, as determined by the administration.
  2. An appropriately furnished room which shall be reserved for the exclusive use of employees and vendors as a lounge during the school day. The staff shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge.
  3. Restrooms, separate from the students' restrooms, the cleaning of which will be included in the district's normal cleaning routine.
  4. Employees shall have the use of a photo copy machine for subject related material in each building provided such use does not interfere with the normal operation of the school in the opinion of the building administrator.
- C. The Board will endeavor to provide the following:
1. Suitable closet space for each teacher to store coats and personal articles.
  2. Copies, exclusively for each teacher's use, of all texts used in each of the courses he/she is to teach.
  3. Adequate chalkboard space in every classroom.
  4. A dictionary in every classroom.
  5. Adequate books, paper, pencils, pens, chalk, erasers, and other such material required in daily teaching responsibilities.
  6. A teacher work area to aid in the preparation of instructional materials. This will be complied with unless unusual circumstances make it impossible such as fire, double session requirements, etc.
  7. Space in each classroom in which employees may store instructional materials and supplies.
  8. A serviceable desk, chair and filing cabinet for the exclusive use of each teacher.

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XX

DURATION OF AGREEMENT


AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

ARTICLE XX - DURATION OF AGREEMENT

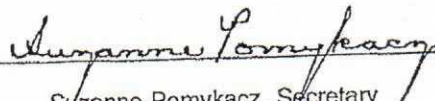
Unit I, Unit II, Unit III, Unit IV, and Unit V

- A. This Agreement shall be effective as of July 1, 2014 and shall continue in effect until midnight, June 30, 2017. This Agreement shall not be extended by written or oral Agreement, and it is expressly understood that it shall expire on the date indicated.
- B. In witness thereof, the parties hereto have caused this Agreement to be signed by their duly authorized officers, all as of the day and year first above written.

ATTEST:

  
\_\_\_\_\_  
Karen Vitolo, President  
Pine Hill Education Association

\_\_\_\_\_  
Lester Gallagher, President  
Pine Hill Board of Education

  
\_\_\_\_\_  
Suzanne Pomykacz, Secretary  
Pine Hill Education Association

\_\_\_\_\_  
Nancy Lane, Secretary  
Pine Hill Board of Education

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

**ARTICLE XXI**

**Salary Schedules**

- Schedule A - Certified Staff
- Schedule B-1 - Secretarial Staff
- Schedule B-2 - Maintenance Staff
- Schedule B-3 - Custodial Staff
- Schedule C - Instructional Assistants (FT)
- Schedule D - Instructional Assistants (PT)
- Schedule E - Paraprofessionals
- Schedule F - Developmental Support Assistants

AGREEMENT BETWEEN PINE HILL BOARD OF EDUCATION  
AND PINE HILL EDUCATION ASSOCIATION

Schedule E

Paraprofessionals

Paraprofessionals will be paid at a rate of one-half (1/2) that of a Unit I employee (as per Schedule A). Step Placement will be based upon years of experience.

2014-15 Pine Hill Teachers

Salary Guide Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60
1	48,873	49,665	50,656	51,648	52,640	53,632	54,624	55,616	56,608
2	48,873	49,865	50,857	51,849	52,841	53,833	54,825	55,817	56,809
3	49,074	50,066	51,058	52,050	53,042	54,034	55,026	56,018	57,010
4	49,275	50,267	51,259	52,251	53,243	54,235	55,227	56,219	57,211
5	49,476	50,468	51,460	52,452	53,444	54,436	55,428	56,419	57,411
6	50,124	51,116	52,108	53,100	54,092	55,084	56,076	57,068	58,060
7	51,795	52,787	53,779	54,771	55,763	56,755	57,747	58,739	59,731
8	53,998	54,990	55,982	56,974	57,966	58,958	59,950	60,941	61,933
9-12	56,201	57,193	58,184	59,176	60,168	61,160	62,152	63,144	64,136
13	58,403	59,395	60,387	62,279	62,371	63,363	64,355	65,347	66,339
14	60,606	61,598	62,590	63,582	64,574	65,566	66,558	67,550	68,542
15	66,055	67,047	68,039	69,031	70,023	71,015	72,007	72,999	73,990
16	71,633	72,625	73,617	74,609	75,601	76,593	77,585	78,577	79,569
17	77,342	78,334	79,326	80,318	81,310	82,302	83,294	84,285	85,277
18	86,722	87,714	88,706	89,698	90,690	91,682	92,674	93,666	94,658



2015-16 Pine Hill Teachers

Salary Guide Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60
1	49,078	50,070	51,061	52,053	53,045	54,037	55,029	56,021	57,013
2	49,278	50,270	51,262	52,254	53,246	54,238	55,230	56,222	57,214
3	49,479	50,471	51,463	52,455	53,447	54,439	55,431	56,423	57,415
4	49,680	50,672	51,664	52,656	53,648	54,640	55,632	56,624	57,616
5	49,881	50,873	51,865	52,857	53,849	54,841	55,833	56,824	57,816
6	50,529	51,521	52,513	53,505	54,497	55,489	56,481	57,473	58,465
7	52,200	53,192	54,184	55,176	56,168	57,160	58,152	59,144	60,136
8	54,403	55,395	56,387	57,379	58,371	59,363	60,355	61,346	62,338
9	56,606	57,598	58,589	59,581	60,573	61,565	62,557	63,549	64,541
10-13	58,808	59,800	60,792	62,684	62,776	63,768	64,760	65,752	66,744
14	61,011	62,003	62,995	63,987	64,979	65,971	66,963	67,955	68,947
15	66,460	67,452	68,444	69,436	70,428	71,420	72,412	73,404	74,395
16	72,038	73,030	74,022	75,014	76,006	76,998	77,990	78,982	79,974
17	77,747	78,739	79,731	80,723	81,715	82,707	83,699	84,690	85,682
18	87,222	88,251	89,279	90,308	91,336	92,364	93,393	94,421	95,450

2016-17 Pine Hill Teachers

Salary Guide Step	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30	MA+45	MA+60
1-2	50,336	51,365	52,393	53,422	54,450	55,478	56,507	57,535	58,564
3	50,986	52,015	53,043	54,072	55,100	56,128	57,157	58,185	59,214
4	51,636	52,665	53,693	54,722	55,750	56,778	57,807	58,835	59,864
5	52,286	53,315	54,343	55,372	56,400	57,428	58,457	59,485	60,514
6	52,936	53,965	54,993	56,022	57,050	58,078	59,107	60,135	61,164
7	53,736	54,765	55,793	56,822	57,850	58,878	59,907	60,935	61,964
8	54,536	55,565	56,593	57,622	58,650	59,678	60,707	61,735	62,764
9	56,786	57,815	58,843	59,872	60,900	61,928	62,957	63,985	65,014
10	58,986	60,015	61,043	62,072	63,100	64,128	65,157	66,185	67,214
11-14	61,736	62,765	63,793	64,822	65,850	66,878	67,907	68,935	69,964
15	64,486	65,515	66,543	67,572	68,600	69,628	70,657	71,685	72,714
16	69,935	70,964	71,992	73,021	74,049	75,077	76,106	77,134	78,163
17	75,513	76,542	77,570	78,599	79,627	80,655	81,684	82,712	83,741
18	81,222	82,251	83,279	84,308	85,336	86,364	87,393	88,421	89,450
19	87,722	88,751	89,779	90,808	91,836	92,864	93,893	94,921	95,950

Secretarial (Schedule B-1)

	2014~15	2015~16	2016~17
1	27552	27720	27916
2	28462	28630	28826
3	29372	29540	29736
4	30282	30450	30646
5	31192	31360	31556
6	32102	32270	32466
7	33012	33180	33376
8	33922	34090	34286
9	34832	35000	35196
10	35742	35910	36106
11	36652	36820	37016
12	37562	37730	37926
13	38472	38640	38836
14	39382	39550	39746
15	40293	40460	40656
16	41204	41371	41566
17	42115	42282	42477
18	43025	43193	43388
19	44282	44103	44299
20	45539	45360	45209
21	46796	46617	46466
22	48053	47874	47723
23	49758	49131	48980
24	50791	50836	50237
25	51824	51869	51942
26	52857	52902	52975
27	53890	53935	54008
28	54923	54968	55041
29	55956	56001	56074
30	56989	57034	57107
31	58022	58067	58140
32	59055	59100	59173
33	60088	60133	60206
34		61166	61239
35			62272

Percent Increase applied to total base of Secretarial staff salaries

Maintenance (Schedule B-2)

	2014~15	2015~16	2016~17
1	34801	35396	36026
2	35546	36141	36771
3	36291	36886	37516
4	37036	37631	38261
5	37781	38376	39006
6	38526	39121	39751
7	39271	39866	40496
8	40016	40611	41241
9	40761	41356	41986
10	41506	42101	42731
11	42251	42846	43476
12	42996	43591	44221
13	43741	44336	44966
14	44486	45081	45711
15	45231	45826	46456
16	45976	46571	47201
17	47364	47316	47946
18	48753	48704	48691
19	50141	50093	50079
20	51529	51481	51468
21	52917	52869	52856
22	54305	54257	54244
23	55693	55645	55632
24	56730	57033	57020
25	57767	58070	58408
26	58804	59107	59445
27	59841	60144	60482
28	60878	61181	61519
29	61915	62218	62556
30	62952	63255	63593
31	63989	64292	64630
32	65026	65329	65667
33	66063	66366	66704
34	67100	67403	67741
35	68137	68440	68778
36	69174	69477	69815
37	70211	70514	70852
38	71248	71551	71889
39	72285	72588	72926
40	73322	73625	73963
41		74662	75000
42			76037

Percent Increase applied to total base of Maintenance staff salaries

Custodial (Schedule B-3)

	2014~15	2015~16	2016~17
1	27831	28171	28546
2	28831	29171	29546
3	29831	30171	30546
4	30831	31171	31546
5	31831	32171	32546
6	32831	33171	33546
7	33831	34171	34546
8	34831	35171	35546
9	35831	36171	36546
10	36831	37171	37546
11	37831	38171	38546
12	38831	39171	39546
13	39831	40171	40546
14	40831	41171	41546
15	41831	42171	42546
16	42831	43171	43546
17	43831	44171	44546
18	44831	45171	45546
19		46171	46546
20			47546

Percent Increase applied to total base of Maintenance staff salaries

ATHLETIC STIPENDS	2010/2011	2011/2012	2012/2013	2013/2014
Middle School Head Coach	\$ 2,185	\$ 2,185	\$ 2,185	\$ 2,185
Middle School Assist. Coach	\$ 1,457	\$ 1,457	\$ 1,457	\$ 1,457
M.S. Site Manager (per event )	\$ 104	\$ 104	\$ 104	\$ 104
Baseball Head Coach	\$ 6,824	\$ 6,824	\$ 6,824	\$ 6,824
Baseball Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Boys Basketball Head Coach	\$ 7,068	\$ 7,068	\$ 7,068	\$ 7,068
Boys Basketball Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Boys Cross Country	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Boys Soccer Head Coach	\$ 6,367	\$ 6,367	\$ 6,367	\$ 6,367
Boys Soccer Asst Coach	\$ 4,616	\$ 4,616	\$ 4,616	\$ 4,616
Boys Tennis Head Coach	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Boys Tennis Asst Coach	\$ 3,290	\$ 3,290	\$ 3,290	\$ 3,290
Boys Track Head Coach	\$ 6,367	\$ 6,367	\$ 6,367	\$ 6,367
Boys Track Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Cheerleading Fall Head Coach	\$ 2,971	\$ 2,971	\$ 2,971	\$ 2,971
Cheerleading Fall Asst Coach	\$ 1,751	\$ 1,751	\$ 1,751	\$ 1,751
Cheerleading Winter Head	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Cheerleading Winter Asst	\$ 3,449	\$ 3,449	\$ 3,449	\$ 3,449
Equipment Manager	\$ 3,852	\$ 3,852	\$ 3,852	\$ 3,852
Field Hockey Head Coach	\$ 6,155	\$ 6,155	\$ 6,155	\$ 6,155
Field Hockey Asst Coach	\$ 4,722	\$ 4,722	\$ 4,722	\$ 4,722
Football Head Coach	\$ 7,747	\$ 7,747	\$ 7,747	\$ 7,747
Football Asst Coach	\$ 6,473	\$ 6,473	\$ 6,473	\$ 6,473
Girls Basketball Head Coach	\$ 7,068	\$ 7,068	\$ 7,068	\$ 7,068
Girls Basketball Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Girls Cross Country Head	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Girls Soccer Head Coach	\$ 6,367	\$ 6,367	\$ 6,367	\$ 6,367
Girls Soccer Asst Coach	\$ 4,616	\$ 4,616	\$ 4,616	\$ 4,616
Girls Tennis Head Coach	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Girls Tennis Asst Coach	\$ 3,290	\$ 3,290	\$ 3,290	\$ 3,290
Girls Track Head Coach	\$ 6,367	\$ 6,367	\$ 6,367	\$ 6,367
Girls Track Asst Coach	\$ 4,616	\$ 4,616	\$ 4,616	\$ 4,616
Golf Head Coach	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Softball Head Coach	\$ 6,824	\$ 6,824	\$ 6,824	\$ 6,824
Softball Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Wrestling Head Coach	\$ 7,068	\$ 7,068	\$ 7,068	\$ 7,068
Wrestling Asst Coach	\$ 4,945	\$ 4,945	\$ 4,945	\$ 4,945
Weight Training	\$ 1,592	\$ 1,592	\$ 1,592	\$ 1,592
Weight Training	\$ 1,592	\$ 1,592	\$ 1,592	\$ 1,592
Weight Training	\$ 1,592	\$ 1,592	\$ 1,592	\$ 1,592
Weight Training	\$ 1,592	\$ 1,592	\$ 1,592	\$ 1,592



Agreement between Pine Hill Board of Education  
And Pine Hill Education Association

Schedule E

Paraprofessionals

Paraprofessionals will be paid at a rate of one-half (1/2) that of a Unit I employee (as per Schedule A). Step Placement will be based upon years of experience.



ATHLETIC STIPENDS	2010/2011	2011/2012	2012/2013	2013/2014
Middle School Head Coach	\$ 2,185	\$ 2,185	\$ 2,185	\$ 2,185
Middle School Assist. Coach	\$ 1,457	\$ 1,457	\$ 1,457	\$ 1,457
M.S. Site Manager (per event)	\$ 104	\$ 104	\$ 104	\$ 104
Baseball Head Coach	\$ 6,824	\$ 6,824	\$ 6,824	\$ 6,824
Baseball Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Boys Basketball Head Coach	\$ 7,068	\$ 7,068	\$ 7,068	\$ 7,068
Boys Basketball Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Boys Cross Country	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Boys Soccer Head Coach	\$ 6,367	\$ 6,367	\$ 6,367	\$ 6,367
Boys Soccer Asst Coach	\$ 4,616	\$ 4,616	\$ 4,616	\$ 4,616
Boys Tennis Head Coach	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Boys Tennis Asst Coach	\$ 3,290	\$ 3,290	\$ 3,290	\$ 3,290
Boys Track Head Coach	\$ 6,367	\$ 6,367	\$ 6,367	\$ 6,367
Boys Track Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Cheerleading Fall Head Coach	\$ 2,971	\$ 2,971	\$ 2,971	\$ 2,971
Cheerleading Fall Asst Coach	\$ 1,751	\$ 1,751	\$ 1,751	\$ 1,751
Cheerleading Winter Head	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Cheerleading Winter Asst	\$ 3,449	\$ 3,449	\$ 3,449	\$ 3,449
Equipment Manager	\$ 3,852	\$ 3,852	\$ 3,852	\$ 3,852
Field Hockey Head Coach	\$ 6,155	\$ 6,155	\$ 6,155	\$ 6,155
Field Hockey Asst Coach	\$ 4,722	\$ 4,722	\$ 4,722	\$ 4,722
Football Head Coach	\$ 7,747	\$ 7,747	\$ 7,747	\$ 7,747
Football Asst Coach	\$ 6,473	\$ 6,473	\$ 6,473	\$ 6,473
Girls Basketball Head Coach	\$ 7,068	\$ 7,068	\$ 7,068	\$ 7,068
Girls Basketball Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Girls Cross Country Head	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Girls Soccer Head Coach	\$ 6,367	\$ 6,367	\$ 6,367	\$ 6,367
Girls Soccer Asst Coach	\$ 4,616	\$ 4,616	\$ 4,616	\$ 4,616
Girls Tennis Head Coach	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Girls Tennis Asst Coach	\$ 3,290	\$ 3,290	\$ 3,290	\$ 3,290
Girls Track Head Coach	\$ 6,367	\$ 6,367	\$ 6,367	\$ 6,367
Girls Track Asst Coach	\$ 4,616	\$ 4,616	\$ 4,616	\$ 4,616
Golf Head Coach	\$ 4,128	\$ 4,128	\$ 4,128	\$ 4,128
Softball Head Coach	\$ 6,824	\$ 6,824	\$ 6,824	\$ 6,824
Softball Asst Coach	\$ 4,712	\$ 4,712	\$ 4,712	\$ 4,712
Wrestling Head Coach	\$ 7,068	\$ 7,068	\$ 7,068	\$ 7,068
Wrestling Asst Coach	\$ 4,945	\$ 4,945	\$ 4,945	\$ 4,945
Weight Training	\$ 1,592	\$ 1,592	\$ 1,592	\$ 1,592
Weight Training	\$ 1,592	\$ 1,592	\$ 1,592	\$ 1,592
Weight Training	\$ 1,592	\$ 1,592	\$ 1,592	\$ 1,592
Weight Training	\$ 1,592	\$ 1,592	\$ 1,592	\$ 1,592



ACTIVITY & CLUBS	2010/2011	2011/2012	2012/2013	2013/2014
Advisor, Freshman Class	\$ 1,503	\$ 1,503	\$ 1,503	\$ 1,503
Advisor, Sophomore Class	\$ 1,853	\$ 1,853	\$ 1,853	\$ 1,853
Advisor, Junior Class	\$ 2,294	\$ 2,294	\$ 2,294	\$ 2,294
Advisor, Senior Class	\$ 2,294	\$ 2,294	\$ 2,294	\$ 2,294
Audio Visual Aids	\$ 2,294	\$ 2,294	\$ 2,294	\$ 2,294
Band, Concert Director	\$ 3,967	\$ 3,967	\$ 3,967	\$ 3,967
Band, Jazz Director	\$ 2,434	\$ 2,434	\$ 2,434	\$ 2,434
Band, Marching Band Director	\$ 6,989	\$ 6,989	\$ 6,989	\$ 6,989
Band, Musical Dir. for Play	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619
Band, Pit Orchestra	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619
Choir Advisor / Director	\$ 3,967	\$ 3,967	\$ 3,967	\$ 3,967
Club, Art	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, Astronomy	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, Academic Challenge	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, African American	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, AVA	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, Interact	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, International Affairs	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, Leo	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, Multicultural	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
National Honor Society	\$ 1,459	\$ 1,459	\$ 1,459	\$ 1,459
Club, Overbrook Bus. Leaders	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, Youth and Government	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Club, Science	\$ 1,175	\$ 1,175	\$ 1,175	\$ 1,175
Academic Facilitators	\$ 1,967	\$ 1,967	\$ 1,967	\$ 1,967
Drama, Asst. Director	\$ 3,241	\$ 3,241	\$ 3,241	\$ 3,241
Drama Director	\$ 4,862	\$ 4,862	\$ 4,862	\$ 4,862
Drama, Set Construction	\$ 1,619	\$ 1,619	\$ 1,619	\$ 1,619
Drama, Stage Manager	\$ 4,053	\$ 4,053	\$ 4,053	\$ 4,053
Newspaper - High School	\$ 1,459	\$ 1,459	\$ 1,459	\$ 1,459
Student Govt - High School	\$ 3,967	\$ 3,967	\$ 3,967	\$ 3,967
Substitute Coordinator	\$11,487	\$11,487	\$11,487	\$11,487
Summer ID Cards	\$ 1,493	\$ 1,493	\$ 1,493	\$ 1,493
Web Site Man. /per building	\$ 1,126	\$ 1,126	\$ 1,126	\$ 1,126
Yearbook -HS - Editorial	\$ 2,294	\$ 2,294	\$ 2,294	\$ 2,294
Yearbook -HS- Financial	\$ 1,755	\$ 1,755	\$ 1,755	\$ 1,755
Head Ticket Seller/ per event	\$48	\$48	\$48	\$48
Time Clock Oper. /per event	\$48	\$48	\$48	\$48
Ticket Collector (football/basketball )	\$48	\$48	\$48	\$48
Detention ( per Hour )	\$33	\$33	\$33	\$33
Varsity Scorekeeper	\$33	\$33	\$33	\$33