

AGREEMENT

between the

MT. OLIVE BOARD OF EDUCATION

and the

EDUCATION ASSOCIATION OF MT. OLIVE

July 1, 2014 – June 30, 2017

TABLE OF CONTENTS

ARTICLE 1	RECOGNITION	4
ARTICLE 2	GRIEVANCE PROCEDURE	5
ARTICLE 3	PAID ABSENCE	7
ARTICLE 4	EVALUATIONS	10
ARTICLE 5	VACANCIES, ASSIGNMENTS, TRANSFERS, NON-RENEWAL	11
ARTICLE 6	INSURANCE PROTECTION.....	12
ARTICLE 7	DEDUCTION OF DUES	14
ARTICLE 8	PERSONAL AND ACADEMIC FREEDOM	14
ARTICLE 9	TUITION REIMBURSEMENT.....	15
ARTICLE 10	PERSONNEL RECORDS	17
ARTICLE 11	NOTICE OF RESIGNATION	18
ARTICLE 12	PAYMENT OF SALARY	18
ARTICLE 13	WORK YEAR AND HOLIDAYS FOR SUPPORT STAFF	19
ARTICLE 14	WORK DAY AND HOURS FOR SUPPORT STAFF	21
ARTICLE 15	VACATION FOR TWELVE-MONTH SUPPORT STAFF	21
ARTICLE 16	COMPENSATION FOR SUPPORT STAFF	22
ARTICLE 17	REDUCTION IN FORCE	24
ARTICLE 18	PROBATIONARY PERIOD FOR SUPPORT STAFF	25
ARTICLE 19	PROGRESSIVE DISCIPLINE	25
ARTICLE 20	DUAL EMPLOYMENT STATUS	26
ARTICLE 21	UNIFORMS.....	26
ARTICLE 22	EMPLOYMENT AND COMPENSATION FOR CERTIFICATED EMPLOYEES	27
ARTICLE 23	WORK HOURS, TEACHING LOAD AND WORK YEAR	28
ARTICLE 24	NON-TEACHING DUTIES.....	33
ARTICLE 25	TEACHER ABSENCE	33
ARTICLE 26	SABBATICAL LEAVE FOR TEACHERS	34
ARTICLE 27	CHILD CARE LEAVE	35

ARTICLE 28	CHILD STUDY TEAM SUMMER SCHEDULE.....	36
ARTICLE 29	TUITION FOR TEACHER'S CHILD	36
ARTICLE 30	CURRICULUM AND SUMMER COMPENSATION FOR PROFESSIONAL EMPLOYEES	36
ARTICLE 31	SUPPORT STAFF REIMBURSEMENT FOR CERTIFICATION.....	37
ARTICLE 32	NORMAL COACHING LEVELS	38
ARTICLE 33	SCHOOL NURSE ASSISTANCE	39
ARTICLE 34	DESCRIPTION OF DUTIES.....	37
ARTICLE 35	DURATION OF AGREEMENT	39
APPENDICES		
A	39
B	50
C	54

THIS AGREEMENT entered into BETWEEN the MOUNT OLIVE TOWNSHIP BOARD OF EDUCATION, herein referred to as the "Board"; and the EDUCATION ASSOCIATION OF MOUNT OLIVE, herein referred to as the "Association", having been ratified by both parties, is intended to be effective and to govern the terms and conditions of employment of the employees represented by the Association for the period from July 1, 2014 through June 30, 2017.

ARTICLE 1

RECOGNITION

- A. The Mount Olive Township Board of Education hereby recognizes the Education Association of Mount Olive as the exclusive and sole representative for collective negotiations of the terms and conditions of employment of the following personnel under contract to the Board:

Teachers, psychologists, guidance counselors, social workers, learning disabilities teacher-consultants, speech/language pathologists, nurse practitioners, school nurses, custodians, maintenance personnel, school aides, multiple disabled aides, instructional assistants, cafeteria workers, secretaries, bus garage mechanics, bus mechanic helpers, grounds personnel, van aides and athletic trainer/equipment manager, occupational therapist, ABA therapist, Achievement Specialist, Job Coach and the data entry position.

All other positions existing on the effective date of this Agreement for personnel, not listed above, are excluded from the collective negotiations unit.

- B. Definitions

For the purposes of this Agreement, the term "employee" shall refer to all individuals covered by this Agreement.

The term "certificated employee" shall refer to all employees listed in Section A. above whose position requires an appropriate New Jersey Standard Certificate issued by the State Board of Examiners. The term "certificated employee" shall also apply to the position of Athletic trainer/equipment manager.

The term "non-certificated employee" shall refer to all employees listed in Section A. above whose position does not require a certificate issued by the State Board of Examiners, or whose position requires a New Jersey Substitute Teacher Certificate.

- C. Upon request, the Board will provide a written job description for any position created by it so the Association may determine whether it believes the position belongs in the bargaining unit. Professional vacancies shall be posted on the teachers' room bulletin board, on the District's website, and on the sign-in sheet five (5) days prior to the first interview. The Association will be given notice five (5) days prior to the first interview on vacancies that occur between the last day of school and September 1. Interested staff members may apply for the opening and will be given first consideration, provided that the staff member holds the appropriate certification. However, the Board reserves the right of placement and hiring of all teachers.
- D. The Association President shall be notified of any newly created stipend positions with a proposed salary prior to Board approval.

ARTICLE 2

GRIEVANCE PROCEDURE

A. Informal Disposition of Grievances

The parties recognize that the informal disposition of problems is often preferable to formalized proceedings. Therefore, all employees are encouraged by the Association and the Board to attempt to achieve informal disposition of their grievance.

B. Definition

1. A grievance shall mean a complaint by an employee that there has been a violation or misinterpretation of the provisions of this Agreement, or that there has been a violation or misinterpretation of established Board policy, that has altered the working conditions of the employee.
2. As used in this Article, the term "employee" shall mean an individual employee or a group of employees having the same grievance.

C. Procedure

1. Within twenty (20) business office workdays from the time of the alleged occurrence giving rise to a grievance, the employee shall discuss the grievance with his/her immediate superior in an attempt to resolve the matter informally.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within fourteen (14) calendar days of such discussion, the employee, within fourteen (14) calendar days of the discussion with his/her immediate superior or, in the event of no response, within twenty-eight (28) calendar days of the discussion with his/her immediate superior, shall set forth the grievance in writing to the principal, or if the grievance results from an action of a school official higher than the rank of principal, the grievant shall set forth the grievance in writing to that official, specifying:
 - a. the nature of the grievance
 - b. the results of previous discussions
 - c. that grievant is dissatisfied with decisions previously rendered
 - d. the contractual provision(s) or Board policy(ies) alleged to have been violated
 - e. the remedy sought

The principal or other official shall give his/her decision to the employee in writing within seven (7) calendar days of receipt of the written grievance.
3. The employee may, within seven (7) calendar days of receipt of the decision of the principal or other official, appeal the decision in writing to the Superintendent. The written decision of the Superintendent on such appeal shall be given to the grievant within fourteen (14) calendar days of receipt of the written grievance.
4. If the grievance is not resolved to the employee's satisfaction, the employee may appeal in writing to the Board of Education within fourteen (14) calendar days of receipt of the Superintendent's decision. The Board, or a committee thereof shall hold a hearing with the employee within twenty-eight (28) calendar days of receipt of the written grievance appeal and render a decision in writing within fourteen (14) calendar days of the hearing.
5. In the event that the grievance shall not have been resolved at the Board level, and if the grievance involves an alleged violation or misinterpretation of the terms of this Agreement, the Association may, within the limitations contained herein, submit the grievance to arbitration, which shall be binding to the extent permitted by law.

It is however, expressly understood that if the subject matter of the grievance involves an alleged violation or misinterpretation of Board policy or an alleged improper administrative action or decision, the grievance shall terminate at the Board level and there shall be no right to proceed to arbitration as provided herein:

Additionally, in no event shall the following matters be subject to arbitration:

- a. Any matter for which a method of review is prescribed by law or regulation of the State Commissioner of Education or any matter which according to law is either beyond the scope of the Board's authority or a management prerogative of the Board alone.
- b. A complaint of any non-tenure employee, which arises by reason of his/her not being reemployed.
- c. A complaint of any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is provided by statute.

Within ten (10) calendar days from receipt of the Board's grievance determination, an individual grievant may submit to the Association a written request that the Association invoke its authority under this agreement to pursue an impartial settlement by arbitration. The Association shall have twenty-eight (28) calendar days of receipt of the written decision of the Board within which to file a written petition with the American Arbitration Association for the appointment of an arbitrator in accordance with the regulations of the American Arbitration Association, simultaneously mailing a copy of the petition to the Superintendent of Schools.

6. The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall be bound by and must comply with all the terms of this Agreement. The arbitrator shall have no power to add to, delete from or modify in anyway the provisions of this Agreement. The recommendation of the arbitrator shall be binding. Fees and expenses of the arbitration shall be borne equally by both parties.

D. General Provisions

1. Any grievance not processed in accordance with the time limits specified herein shall be deemed relinquished by the grievant.

Administration failure at any step of this procedure to communicate a decision within the specified time limits shall permit the grievant to proceed promptly to the next step. The time limits specified at any step may be extended in any particular instance by agreement between the Superintendent or his designee and the grievant.

2. If the grievant or Association initiates a proceeding or appeal arising out of the same factual circumstances or seeking similar relief before any administrative agency or judicial authority to which jurisdiction of the subject matter has been conferred by law, the pending grievance proceeding shall be stayed until such administrative agency or judicial authority renders a final determination or remands the matter for continuation of the grievance proceeding.
3. Copies of all written grievances, responses and notices shall be mailed to the Association.
4. Proceedings held under this procedure shall be conducted at a place, which will afford a fair and reasonable opportunity for all proper persons to be present. Such persons are defined as the aggrieved, the appropriate Association and the Board representatives and witnesses during the course of their testimony.
5. Nothing in this Agreement shall be construed as compelling the Association to submit a grievance to arbitration.

6. No reprisals of any kind shall be taken by either party or by any member of the administration against any participants in the grievance procedure by reason of such participation.
7. It is understood that employees shall, during and notwithstanding the pending of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
8. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.

ARTICLE 3

PAID ABSENCE

A. Sick Leave

1. All full-time employees shall be entitled to ten (10) sick days per full school year. All personnel employed for more than a ten-month contract shall be entitled to an additional sick day per month worked beyond ten (10). Employees initially employed after either July 1st (support staff) or September 1st (teachers) shall be granted one (1) day of sick leave per month of employment. All sick leave days for the year or partial year shall be credited to the employee's record as of the first workday of the employee's work year whether or not the employee reports for duty on that day. Unused sick days shall be accumulated from year to year with no maximum limit. Sick Leave is strictly for use for the employee's own absence from work because of the employee's personal disability due to illness or injury, or exclusion from school by the District's medical authorities on account of a contagious disease or of being quarantined for such a disease in the employee's immediate household.
2. Whenever the Board hires a teacher who has unused accumulation of sick leave days from another school district in New Jersey, the Board shall grant up to ten (10) days from that teacher's previous employing district.
3. Any employee covered by this Agreement who retires according to the provisions of the T.P.A.F. or P.E.R.S. in order to receive immediate benefits as opposed to "deferred" benefits and has fifteen (15) continuous years of service in the district or any employee who has fifteen continuous years of service in the district and is laid off shall receive payment for three-fourths (3/4) of his/her accumulated sick leave to a maximum of \$15,000.00 as per State law. Employees who transferred from the West Morris Regional High School system at the time of deregionalization shall, for the purpose of this provision, have his or her continuous full-time service in the regional system treated as service in the Mt. Olive School System.

Payment is to be calculated at the following rates:

2014-2017

Certified personnel	\$76.50 per day
Aides/Cafeteria employees	\$45.90 per day

All other support staff \$51.00 per day

- a. The above rates are based on a six-hour day. Less than six (6) hours per day will be prorated.
- b. These rates also apply to anyone retiring who was hired prior to July 1988.
- c. Payment for unused sick days as detailed above shall be made to the estate of a deceased employee provided the employee died while in the service of this district. Payment will be made within sixty (60) days following notification of the employee's death.
- d. Employees planning to retire must notify the Superintendent no later than December 1 of the year preceding the effective date of retirement in order to receive prompt payment. Those who comply with this requirement shall receive said payment on or about July 1 following the effective date of retirement; those who fail to comply with the notification procedure described herein shall receive payment one (1) year after the July 1 date set forth herein.

B. Family Death

Up to five (5) days at any one time shall be granted to an employee in the event of the death of a spouse, parent or child. Up to three (3) days shall be granted in the death of a brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, and other members of the immediate household.

C. Personal Leave

- 1. Each employee shall be allowed four (4) personal days leave per school year without providing the Superintendent with the reason(s) for taking these additional days.
- 2. A maximum of four (4) unused "without reason" personal leave days shall be accumulated from year to year as sick time. Subject to the statutory maximum limitation of sick day carry over as the state law allows.
- 3. Whenever possible, application to take personal leave should be made five (5) days in advance to the employee's supervisor so that the principal may plan accordingly.
- 4. Compensation for personal days taken immediately prior to or following a holiday or recess shall be reduced by an amount equal to the rates defined below:

Certificated staff:

1 st day-\$80	2 nd consecutive day-\$100
3 rd consecutive day-\$120	4 th consecutive day-\$140

Van aides/aides/cafeteria personnel:

1st day-\$34	2nd consecutive day-\$46
3rd consecutive day-\$55	4th consecutive day-\$64

All other support staff:

1st day-\$46	2nd consecutive day-\$55
3rd consecutive day-\$70	4th consecutive day-\$85

For the purposes of calculation, a day used immediately preceding and/or immediately following a recess shall be counted as consecutive.

- 5. Use of a single personal day or two consecutive personal days not attached to holidays or recesses shall be compensated at the employee's daily rate of pay. Compensation for

3 or more personal days taken consecutively at any other time of the year shall be reduced by an amount equal to the rates defined below:

Certificated staff:

3rd consecutive day-\$120

4th consecutive day-\$140

Van aides/aides/cafeteria personnel:

3rd consecutive day-\$55

4th consecutive day-\$64

All other support staff:

3rd consecutive day-\$70

4th consecutive day-\$85

6. The foregoing shall not interfere with the Superintendent's ability to grant emergency (non-penalized) personal leave on a case-by-case basis. In such cases, a statement of reason may be required of the employee, and the decision of the Superintendent may be subject to appeal to the Board of Education. The Board of Education may designate a committee to render a determination on any such appeal.

D. Leave Pro-rated for Part-time Employees

Part-time employees shall be entitled to the paid leaves enumerated in this Article, but such leaves shall be pro-rated according to the amount of time worked. Employees working 5 days per week, but less than full-time hours, shall receive sick and personal leave as stated above, with each day prorated according to the number of hours normally worked per day by the employee.

E. Time off to Conduct Association Business

The Association president and grievance chairperson shall be entitled to time off to conduct Association business according to the following schedule:

Grievance Chairperson - two (2) periods per week

Association President - five (5) periods per week

These periods are not to be taken during any time that the Association president or grievance chairperson are assigned to teaching duties, but rather to be taken during duty periods.

F. Jury Duty

Employees called for jury duty shall be granted a leave for the period of jury duty service, provided (if ten (10) month employees) they first request that service be postponed until a time school is not in session, and they report to work on any day jury service does not interfere with their regular work shift.

G. Requests for unpaid leaves of absence, not addressed elsewhere in this agreement are subject to approval by the Board of Education, and may only be requested when the employee has exhausted his/her personal days. This shall not apply to medical leaves of absence.

ARTICLE 4
EVALUATIONS

A. Certificated Staff

Teachers shall be evaluated consistent with applicable state statute and regulation (current references are P.L. 2012, c.26 and N.J.A.C. 6A:10).

B. Non-certificated Staff

All non-certificated employees shall be evaluated by their immediate supervisor at least one (1) time per year.

C. Employees

1. All observation and/or evaluation reports shall be maintained in the employee's personnel file.
2. The substance, opinions and conclusions of said observation and/or evaluation reports shall not be grievable.
3. The Board shall have the right to develop and modify evaluation forms provided that the same form is used for all employees in a given job classification.
4. The Board reserves the right to evaluate employees as often as deemed appropriate by the Board or its managerial personnel.

ARTICLE 5

VACANCIES, ASSIGNMENTS, TRANSFERS, NON-RENEWAL

A. Termination

1. The procedures for the termination of staff for various reasons are clearly defined in the District Policy for Observation and Evaluation of Certificated Employees. The policy, which adheres to state rules and regulations, specifies dates, time frames, administrative/staff responsibilities, as well as step-by-step procedures each person in the process must follow for each cited cause for possible dismissal.
2. Non-renewal of a non-certificated employee, shall be in accordance with Board policy 4146. All non-certificated employees shall be notified of reemployment no later than June 1st.

B. Transfer

1. Involuntary

- a. The Board of Education has the right, pursuant to N.J.S.A. 18A:25-1, as limited by N.J.S.A. 34:13A-27, to transfer or reassign any employee to any position for which he/she has proper certification.
- b. The employee may request in writing, a meeting with the immediate supervisor and/or building principal, if applicable, to discuss the transfer or reassignment. Said written request must state the reason(s) why the employee is requesting the meeting and that he/she disagrees with the transfer or reassignment. The immediate supervisor and/or building principal must meet with the employee within two (2) school days of the receipt of the written request by the employee.

2. Voluntary

A complete listing of all vacancies within the school district shall be posted in each school building ten (10) days following the collection of letters of intent from employees within the district. In addition, when a vacancy occurs during the school year, notice of such vacancy shall be posted in each school building as soon as possible, but not later than five (5) business days prior to the final date for submission of applications. Notices of positions to be filled after the close of classes in June will be posted in all schools and offices during the summer months. All qualified employees shall be afforded an opportunity to apply for a vacant position.

In cases where the employee desires a change in assignment, he/she must file a written statement of such desire with the Superintendent not later than May 15. The Superintendent shall give consideration to employee request for transfer or reassignment. The Superintendent in the exercise of his best professional judgment may deny such requests if he believes the transfer or reassignment would conflict with the operational requirements and best interest of the school district. The Superintendent shall notify the employee requesting transfer or reassignment of his decision with his stated reasons.

3. The decision of the Board of Education or Superintendent regarding transfer or reassignment shall not be grievable except in cases where the employee has grieved under the provisions of N.J.S.A. 34:13 A-27.

C. Whenever possible, teachers shall be given written notice of their grade and/or subject assignment, building assignment, and room assignment for the forthcoming year no later than June 1. This does not preclude transfers after this date.

ARTICLE 6

INSURANCE PROTECTION

A. Medical

The Board agrees to continue to pay one hundred percent (100%) of the premium costs for single and family coverage for those full-time employees participating in the New Jersey School Employees' Health Benefits Program ("SEHBP"). All employees receiving health benefits shall contribute to the cost of their health insurance premiums in an amount equal to that required by c. 78, P.L. 2011. Unless otherwise provided for in the base SEHBP insurance plan, which shall control coverage parameters, coverage shall include the following provisions:

1. Mandatory Second Surgical Opinion and Hospital Precertification/Continued Stay Review features will be included in the Medical insurance programs.
2. The major medical deductible will be two hundred dollars (\$200) single/four hundred dollars (\$400) family.
3. The coverage is:
 - a. the Comprehensive Medical Plan, and at the choice of staff, a voluntary PPO, or,
 - b. at the choice of staff, voluntary POS
 - c. employees hired after the inception of this contract shall be placed in the POS program. At the conclusion of five (5) years of service, these employees shall have the opportunity to elect participation in the PPO program at board cost.
4. Costs associated with POS shall be as follows:

In-Network

Office Visit Co-pay	\$10.00 (all other deductibles remain the same)
Rx (Retail)	\$10.00 (generic)/\$15.00 (brand)
Rx (Mail order)	\$10.00 (generic)/\$15.00 (brand)

5. Out-of-pocket prescription costs associated with PPO shall be as follows:

2011-2014

\$125.00

B. Dental

The Board agrees to provide single and family coverage for full-time employees. The co-pay rates will be 80/20 including child and adult orthodontia.

1. The 1996-97 contract year is based on Flagship rates; in the event required participation is not achieved, the Board and the Association will equally bear the resultant premium adjustment; said adjustment would occur through modification of salary guides.
2. It is understood that Board contributions to the plan will be capped at the rates in effect on June 30, 2005. However, employees shall not be required to make contributions during this Agreement. A dental deductible of \$50.00/\$100.00 will go into effect no earlier than July 1, 1998 and shall not be retroactive.

C. Carrier Designation

The Board, after consultation with the Association, may change carriers or self-insure, in its sole discretion, provided the insurance benefits are substantially equal to or better than the insurance benefits originally provided.

D. Partial Benefits for Part-time Employees

1. The Board agrees to pay fifty percent (50%) of the premium costs for the Medical and Dental coverage described in section A. and B. for those employees who are regularly employed for at least nineteen and three-quarters (19-3/4) hours per week and not more than twenty-nine and three quarters (29-3/4) hours per week, provided that the employee agrees to contribute the remaining fifty percent (50%) premium cost.
2. Notwithstanding the foregoing, in the case of a reduction in force, the Board shall continue to pay the full premium cost of such coverage for those individual part-time employees who have previously received full health insurance benefits for a period of one academic year after the effective date of the reduction. Should the employee remain in the District's employ thereafter, his/her benefit entitlement is subject to the terms of paragraph D(1), above.
3. The Board reserves the management prerogative to reduce the regular work hours of any full-time support staff employee to not less than twenty (20) hours per week.

The parties agree that the above language shall apply to those full-time employees subject to the reduction in force to part-time at the conclusion of the 2007-2008 academic year. Those employees will receive their full-time benefits for 2008-2009, and for 2009-2010, and beyond, will be entitled to the benefits pursuant to Paragraph D(1).

E. Waiver of Health Benefits Coverage

Effective July 1, 2006, upon satisfactory proof of alternate coverage, employees who waive health benefit coverage to which they are entitled to through this agreement shall receive the following payments unless a different amount is mandated by law for waiver of SEHBP coverage. Payments are not to be considered a salary payment and, as such, are not pensionable. Any tax liability is the responsibility of the employee. Payments will be made in two installments, fifty percent (50 %) on December 31st and fifty percent (50%) on June 30th.

The following reimbursement rates are based on full-time employees working full-time hours. Rates for employees working less than thirty hours per week are pursuant to the formula at the end of this section:

1. Single Coverage - \$1,500
2. Husband/Wife coverage - \$3,500
3. Family Coverage - \$4,000
4. Parent/Child - \$2,500

Employees working 19 ¾ hours to 29 ¾ hours per week get fifty percent (50%) of the waiver amount.

Employees working 29 ¾ hours or more get 100% of the waiver amount.

F. Non-Certificated Hourly Employees

As of July 1, 2014 any full-time non-certificated hourly staff member who receives health insurance coverage will pay the insurance contribution required by c. 78, P.L. 2011 through a payroll deduction and the Board will pay the remainder of the premium to provide single (employee only) coverage for the specific available plan option selected by the employee.

The employee may elect to purchase dependent coverage (2 party, parent/child, family, etc.) in the same insurance plan option selected for employee coverage. The employee shall pay the full amount of the additional cost for dependent coverage in such plan through a payroll deduction, provided the employee's payroll amount is sufficient to cover the cost of the plan. If the employee's payroll amount is insufficient to cover the cost of the plan, the employee must provide the Board with separate payment for the difference in cost. An employee may elect to change

his/her plan level during applicable open enrollment periods, at which time the then-effective single coverage amount for the new plan level, net of the c. 78 deduction, will be provided by the Board and the employee shall pay the full additional cost for any dependent coverage elected under the new plan level

ARTICLE 7

DEDUCTION OF DUES

- A. The Board agrees to deduct from the salaries of its employees dues for the Education Association of Mount Olive, the Morris County Education Association, New Jersey Education Association, and the National Education Association, or any combination of such associations as said employee individually and voluntarily authorizes in writing the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15-9e) and applicable regulations. Each of the Associations named above shall certify to the Board in writing the current rate of its membership dues. Any Association, which changes the rate of dues, shall give the Board written notice prior to the effective date of change.
- B. Any employee who is not a member of the Association shall pay a representation fee in lieu of dues for services rendered by the Association. Such representation fee shall be paid and administered pursuant to the requirements of New Jersey law, and shall be paid in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the Association to its own members, less the cost of benefits, financed through dues, fees and assessments and available to or benefiting only its members. In no event shall such representation fee exceed the legal maximum allowance percentage of the regular membership dues, fees, and assessments. The payroll deductions for such representation fees shall be made pursuant to the procedure applicable to the salary deductions described in Section A. above.
- C. The Association agrees to indemnify and save the Board harmless from any damages or expenses, including attorney's fees which may be incurred by the Board as the result of claims made by any employee relating to this Article and any payroll deductions made hereunder.

ARTICLE 8

PERSONAL AND ACADEMIC FREEDOM

- A. **Personal Freedom**

The personal life of an employee is not an appropriate concern or attention of the Board except as it may directly prevent the employee from performing properly his/her assigned functions during the workday.
- B. **Rights of Citizenship**

Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to professional or non-professional employees, provided the employee does not purport to act on behalf of the school district, and provided the activities do not violate any local, state or federal law.
- C. **Academic Freedom**

Teachers shall have the right to academic freedom provided that approved activities are relevant to the course content or curriculum.

ARTICLE 9

TUITION REIMBURSEMENT

A. Eligibility

For the 2005-2006 school year, each employee shall be eligible to receive reimbursement from the Board of tuition fees for up to twelve (12) credits of completed graduate level courses relevant to the employee's field of education or position in the district taken during a twelve-month period from July 1 to June 30, subject to the limitations enumerated below.

1. For courses taken at New Jersey State colleges and/or universities, reimbursement shall not exceed the per credit hour rate charged by the New Jersey State College.
2. For courses taken at non-New Jersey State Colleges and/or at Universities, reimbursement shall not exceed the College of New Jersey rate per semester hour, plus three fourths (3/4) of the difference between such rate and the total cost per semester hour. Example: At \$200.00 per credit, assuming College of New Jersey rate of \$70.00 per semester hour, reimbursement would be: \$70.00 plus \$97.50 = \$167.50 per semester hour, subject to the total dollar limitation in subsection A.3.
3. Reimbursement for the July 1 to June 30 year shall not exceed a maximum of twelve (12) credits for the 2005-2006 school year; and a maximum of nine (9) credits for the 2006-2007 school year and beyond for tenured employees at the College of New Jersey rate regardless of where the courses were taken. Tuition costs beyond the maximum may not be carried forward to the subsequent year.
4. The Board will not reimburse a teacher for courses taken to fulfill certification in the subject for which that teacher was employed to teach, or courses taken to fulfill undergraduate requirements.
5. Any employee who wishes to take a course and be eligible for reimbursement must have prior written approval from the Superintendent.
6. In order for the employee to be eligible for reimbursement and/or movement on the salary guide, the course must be taken at an accredited college or university, an average grade of B or a satisfactory grade in ungraded courses taken by support staff employees must be maintained in each course for which tuition reimbursement is sought, and the course must meet one of the following criteria:
 - a. The course must be related to the teacher's assigned subject area and/or discipline.
 - b. The course must be related to the non-certificated employee's position in the district.
 - c. The course must fulfill requirements for a higher degree in a program approved by the Superintendent.
 - d. The course is taken at the request of the Administration.

Beginning with the 2006-2007 school year, each employee shall be eligible to receive reimbursement from the Board of tuition and fees for up to three (3) credits for their first year, in their second year up to six (6) credits and third year and beyond nine (9) credits, for a maximum of nine (9) completed graduate level courses relevant to the employee's field of education or position in the district taken during a twelve-month period from July 1 to June 30, subject to the following limitations or exclusions:

If the program is Mount Olive School District sponsored (i.e. St. Elizabeth's) a maximum of twelve (12) credits may be taken per year for tenured staff only.

7. Employees on an approved leave of absence, including sabbatical leaves, shall be compensated for all approved courses taken pursuant to the terms of this Article immediately upon the individual's return to work.
8. Commencing with the 2006-2007 school year, employees who leave the District must reimburse the Board for tuition reimbursement received by them within two (2) years of their resignation. Repayment will not be required if the employee is terminated by the Board or is unable to continue in the Board's employ due to death or serious illness
 - After year one (1) 75%
 - After year two (2) 50%
9. Notwithstanding the above, the board's total liability for tuition reimbursement shall be limited to \$300,000 for the 2014-2015 through 2016-2017 school years.

Sixty percent of the budgeted funds shall be designated for spring reimbursement (courses between July 1st and December 31st), and forty percent for fall reimbursement (courses between January 1st and June 30th). Applications for tuition reimbursement approval must be submitted by September 15 for October 30 reimbursement for the previous Spring and Summer and by February 1 for reimbursement by March 30 for the previous Fall.

Funds budgeted and not disbursed shall be rolled over for use during the following reimbursement period, but shall not be carried over to the following fiscal year.

B. Payment Procedures Applicable to All Employees

1. Request for tuition reimbursement must be made in the semester following completion of the course or the claim for reimbursement shall thereafter be barred. Reimbursement for completed graduate courses will be made twice during the school year. All transcripts, cancelled checks or receipts, and requests for reimbursement must be delivered to the Superintendent by September 15 for reimbursement during October, and February 1 for reimbursement during March. Entitlement to reimbursement shall not occur until the Superintendent has received official notification from the college of course completion and maintenance of a grade average of B.
2. Entitlement to tuition reimbursement shall not continue after termination of employment even though approval of the courses was obtained during employment. The employee must be employed by the Board at the time of reimbursement. However, an employee who is terminated as a result of a reduction in force or medical unplanned retirement shall receive reimbursement.

C. Column Movement

1. By December 1 of the school year preceding the effective date of column movement on the salary guide, each employee shall notify in writing the Superintendent of anticipated column movement for the following school year. Proof of eligibility for column movement, including official transcripts, must be presented to the Superintendent on forms provided by the Board no later than September 30 of the school year said adjustment is to become effective. Under such circumstances any column movement shall be retroactive to September 1.
2. Certificated staff that work over the summer and are eligible for a column movement must submit all documentation by May 30th for salary adjustment to be effective July 1.
3. Salary guide credit will be given for continuing education units (CEU's) with ten CEU's equaling one graduate credit. Staff members are responsible for documentation of continuing education units (CEUs) and reporting such to the administration on an annual basis.
4. All new certificated staff employed for the 1996-97 school year and thereafter shall successfully complete six (6) graduate credits or equivalent CEU's within 5 years. If new

certificated staff is employed with a Master's Degree, a combination of 3 graduate credits or equivalent CEU's will be successfully completed within 5 years. Non-compliance with this requirement will cause increment to be withheld. All certificated staff having a Master's Degree + 30 credits may voluntarily continue to earn more graduate credits.

D. Educational Conferences

Employees may, with the advance approval of the Superintendent, attend out of district conferences at the Board's expense. Reimbursement for room, meals, and travel expenses shall be pursuant to board policy. The Superintendent's decisions shall not be subject to the grievance procedure.

E. State of New Jersey mandated 20 hours per year Professional Development and Educational Improvement Programs. Employees will be required to maintain records of their compliance with the annual twenty (20) hours requirement and reporting such to the administration on an annual basis.

1. Programs

a. In any given year, the Board will provide in-service professional development experiences that will assist the teacher in attaining the required twenty (20) hours of continuing education. The district experiences will be sufficient to meet the employee's annual requirement.

b. In-service programs shall be conducted between the opening day and the last student day with the exceptions of contractual holidays and recess periods.

c. Teachers will have the right to apply to attend professional development and educational improvement activities other than those provided by the district and approved by the State or County Standards Boards as part of the local professional development program.

2. Trainer Credit - Any teacher who provides in or out-of-district training experiences for colleagues and / or community members shall receive hour for hour credit toward their one hundred (100) hour obligation.

3. The provisions of this paragraph 9.E shall only become effective if and after the State adopts a 100 hour minimum Professional Development requirement, provided, however, that the terms of this Paragraph are in compliance with the State plan requirements. Any language not in compliance shall be modified to comport with the State requirements.

ARTICLE 10

PERSONNEL RECORDS

A. An employee may inspect his/her official personnel file during regular business hours upon advance written request to the Superintendent. An employee shall not, however, have the right to examine any materials relating to initial employment, which were solicited, obtained, or written under conditions of confidentiality. In addition, an employee shall not have the right to examine personnel records relating to another employee.

B. An employee shall be given written notice from the Superintendent of any documents to be placed in his/her file. The employee shall indicate his/her knowledge of any unfavorable document, within ten (10) calendar days of receiving said notice, prior to its placement in the file. The individual's signature acknowledges awareness of the document but does not indicate agreement with its contents. An employee may have inserted into his/her official personnel file the employee's written response to any material. Said written response, if any, shall be prepared and presented to the Superintendent for inclusion in the employee's personnel file within thirty (30) calendar days of receiving such written notification.

- C.
 - 1. An employee may file with the Superintendent a written request for removal from the employee's personnel file of any material considered obsolete or otherwise inappropriate for retention. The Superintendent's determination of such request shall be given to the employee within ten (10) calendar days from his receipt of the request. Requests for removal of material from the personnel file may be granted or denied at the sole discretion of the Superintendent, whose decision shall be final and not subject to the grievance procedure.
 - 2. If a request is denied by the Superintendent, the employee may submit a second request for removal at an interval of no less than twelve (12) months.
 - 3. If an employee's request for removal of a document is denied by the Superintendent a second time, the employee may submit the matter to the Board for review. The Board's determination shall be final and not subject to the grievance procedure.

ARTICLE 11

NOTICE OF RESIGNATION

The orderly conduct of the school district requires that employees intending to resign their employment give their building principal adequate advance notification. A certificated employee intending to terminate all employment with the school district, for reasons other than sudden illness or other unforeseen extenuating circumstances, shall give his/her building principal not less than sixty (60) days advance notification in writing. A non-certificated employee intending to terminate all employment with the school district, for reasons other than sudden illness or other unforeseen extenuating circumstances, shall give his/her building principal not less than thirty (30) days advance notification in writing. If an employee fails to give advance notification of voluntary termination of employment, as required in this Article, such employee shall not be eligible for payment of any accumulated sick leave, vacation pay, or any other similar deferred compensation benefit.

ARTICLE 12

PAYMENT OF SALARY

- A. Salary for the contract term shall be paid to each employee twice in each month during those months the employee is scheduled to work. The Board will endeavor to make salary payments on the fifteenth and thirtieth days of each month (or the preceding work day if such salary payment day falls on a weekend, recess or a holiday). Salary payments shall not be advanced. Employees on paid leave shall be paid in accordance with the regular school district pay schedule. Paychecks will be distributed via each employee's supervisor or, at the request of an employee on paid leave, shall be mailed to the employee. The Board reserves the right to determine the form of checks, accounting procedures, and whether to issue same manually or by computer or have such services performed by outside contractors.
- B. Upon written request and in accordance with the pertinent statutes and administrative regulations, the Board shall take the necessary steps to (1) enroll an employee in an annuity plan and (2) arrange for the employee's requisite contribution via payroll deduction subject to the following requirements and conditions:
 - 1. Contributions shall be in accordance with N.J.S.A. 18A:66 127, N.J.S.A. 52:18A-107 to 124, section 403(b) of the Internal Revenue Code and the Rules and Regulations of the New Jersey Division of Pensions;

2. Requests for payroll deductions may be made four times annually. The dates to be established by the Business Office
 3. All contributions shall be voluntary and the sole responsibility of the employee;
 4. Employees may elect to contribute to the Supplemental Annuity Collective Trust or to one (1) of a maximum of five (5) possible alternative plans. The additional plans shall be determined by means of a survey of all district personnel interested in authorizing a contribution to an annuity plan. The five (5) plans receiving the greatest support of participating district personnel shall be designated as the additional plans, provided that each plan has a maximum of five (5) participants. Under no circumstances shall a current plan be discontinued unless there are no participants;
 5. Disputes arising under this provision, which are beyond the Board's control, shall not be subject to the grievance procedure as set forth in Article 2 of this Agreement.
 6. Tax shelters shall be posted in accordance with the billing schedule of the annuity company.
- C. Employees must be paid for one (1) day more than one half of the number of workdays in the employee's work year to be eligible for increment advancements on the salary guide.

ARTICLE 13

WORK YEAR AND HOLIDAYS FOR SUPPORT STAFF

- A. Aides and Cafeteria Personnel
Aides and cafeteria personnel shall work all days when teachers are present, except for the second (2nd) in-service day in February.
- B. Ten-Month Secretaries
Ten-month secretaries shall work all weekdays from September 1 to June 30, except for holidays listed in section F, recesses defined in section G, or when schools are closed due to an emergency.
- C. Twelve-Month Secretaries
Twelve-month secretaries shall work all weekdays from July 1 to June 30, except for holidays listed in section F, recesses defined in section G, or when schools are closed due to an emergency.
- D. Custodians, Maintenance, Bus Mechanics, Bus Mechanic's Helpers and Groundskeepers
Custodians, maintenance, bus mechanics, bus mechanic's helpers and groundskeepers shall work from July 1 to June 30, except for the holidays listed in section F. and as provided in section G.
- E. Van Aides
Van aides shall work the hours of the package chosen at run selection.
- F. Holidays
Salaried employees shall not be required to work on the holidays listed below. Full-time hourly employees shall be paid for the hours they would normally have worked on the following holidays:
 Labor Day
 Thanksgiving Day
 Friday after Thanksgiving

Christmas Day

Next Workday after Christmas

New Year's Day

President's Day

Good Friday

Memorial Day

Independence Day

Effective with the 1998-99 school year, the following two days shall be added:

Holy Thursday

Day before Thanksgiving

Christmas Eve Day

New Year's Eve Day

In the event that the Board of Education shall schedule school on either Holy Thursday or the Day Before Thanksgiving, employees shall work those days as scheduled pursuant to a minimum shortened day schedule as defined by the State of New Jersey.

If any of the above-mentioned holidays fall on a Saturday or on a Sunday, employees will receive a day of vacation in lieu of that day. The Board reserves the right to alter the school calendar and conduct classes on a listed holiday if necessary to fulfill the minimum of one hundred and eighty (180) days of classes per school year. In such event, employees shall receive compensatory time off with pay equal to the hours or days worked in lieu of the deleted holiday.

G. Time Off During School Recess

Secretaries shall not be required to work during scheduled recesses. A recess is a period during the school year, when schools are not in session for reasons other than emergency closing or holidays. "Recess" includes scheduled shortened day recesses and the N.J.E.A. convention. Scheduled recesses do not include emergency closings or days between the last day of classes in June and the first day of classes in September. The Board reserves the right to reduce or cancel any previously scheduled recess if deemed necessary in order to assure the required one hundred and eighty (180) day minimum class days per school year.

H. One Day Attendance of Custodians, Maintenance, Bus Mechanics, Bus Mechanic's Helpers, and Groundskeepers at N.J.E.A. Convention

Each building principal shall grant permission to custodians, maintenance personnel, bus mechanic's helpers, and groundskeepers making written request to be excused for one day of attendance at the annual convention of the New Jersey Education Association, except that such permission shall be limited so as to assure that at least one-half (1/2) of the employees at each school building within each such job classification are present during each day of the N.J.E.A. convention recess so that work normally done by these employees during the N.J.E.A. convention recess proceeds. In order to receive their regular pay for the one day of convention attendance, custodians, maintenance personnel, bus mechanic's helpers, and groundskeepers shall be required to file with the secretary of the Board a certificate of such attendance signed by the executive secretary of the Association, and in the absence of the filing of an attendance certificate, the day shall be treated as an unpaid leave. No extra compensation shall be due or paid to those custodians, maintenance personnel, bus mechanic's helpers, and groundskeepers who are not excused from work during the N.J.E.A. convention.

I. Any full-time employee who assumes a twelve (12) month position after having continuously held a ten (10) month position of the same job classification in the school district shall have all time in the employment of the Board computed for the following entitlements: vacation, longevity, and

seniority, except that such seniority shall be prorated based on the actual time worked in the position. For example, a ten (10) month secretary with ten (10) years experience shall have eight and three-tenths (8.3) years seniority as a twelve (12) month secretary. Salary guide placement for said individual shall not be reduced as the result of his/her movement to a twelve (12) month employee. Part-time employees shall be prorated according to actual time worked.

ARTICLE 14

WORK DAY AND HOURS FOR SUPPORT STAFF

- A. Custodians, Maintenance, Bus Mechanic's Helpers, Groundskeepers and Secretaries
Custodians, maintenance, bus mechanic's helpers, groundskeepers and secretaries shall work eight (8) hours per day, five (5) days per week, including a thirty (30) minute duty-free lunch period, and may leave the building while on lunch. Those employees who previously received more than thirty (30) minutes for lunch shall continue to receive the same lunch period.
- B. Summer Work Schedule
Summer work schedule for twelve (12) month secretaries shall be effective between July 1 through August 31 as follows:
- | | |
|-------------------------|---------------------|
| Monday through Thursday | 8:30 am to 3:00 pm |
| Friday | 8:30 am to 12:00 pm |
- C. Aides and Cafeteria Employees
Aides and cafeteria employees shall work hours for which they are individually contracted inclusive of a thirty (30) minute duty-free lunch period, and they may leave the building while on lunch. Those employees who previously received more than thirty (30) minutes for lunch shall continue to do so. Aides and cafeteria workers shall be dismissed for shortened days when teachers are dismissed or when the Superintendent otherwise approves early dismissal of aides and cafeteria workers.
- D. Coffee Breaks
All non-certificated employees shall receive a fifteen (15) minute coffee break in the a.m. and a fifteen (15) minute break in the p.m.
- E. Van Aides
Van aides shall work the hours of the package chosen at run selection.
- F. Secretarial Support Staff
Secretarial support staff who have previously received more than thirty (30) minutes for lunch must work a minimum of 3.25 hours exclusive of breaks of lunch in order to take a ½ day absence (i.e. half personal day or half sick day). Secretarial support staff who receive a thirty (30) minute lunch must work a minimum of 3.5 hours exclusive of breaks or lunch.

ARTICLE 15

VACATION FOR TWELVE-MONTH SUPPORT STAFF

Twelve-month, full-time, non-teaching employees shall receive paid vacation in accordance with the following schedule

1. After completion of six (6) continuous months of employment: five (5) workdays.
2. After completion of one (1) continuous year, ten (10) work days per year. At the conclusion of the first year of employment the ten (10) workdays will be reduced by the number of vacation days taken under the provisions of Section 1.
3. After completion of five (5) continuous years: fifteen (15) workdays per year
4. After completion of seven (7) continuous years: sixteen (16) workdays per year
5. After completion of nine (9) continuous years: seventeen (17) workdays per year
6. After completion of eleven (11) continuous years: eighteen (18) workdays per year
7. After completion of thirteen (13) continuous years: nineteen (19) workdays per year
8. After completion of fifteen (15) continuous years: twenty (20) workdays per year

Vacation days shall be taken in the year following the year in which the days are earned. Upon termination of employment the employee shall be paid for unused vacation days.

Non Certificated staff must give twenty-four (24) hours' notice prior to utilizing a vacation day.

ARTICLE 16

COMPENSATION FOR SUPPORT STAFF

A. Regular Rate of Compensation

The rates of compensation for support staff employees during the term of this Agreement shall be as indicated on the annexed schedules. The steps on these wage/salary schedules may not reflect years of service in the school district. Individuals, who were not employed by the Board on the date this Agreement was ratified by the Association, shall not be entitled to any retroactive salary adjustment. Initial salary guide placement of support staff employees hired after July 1, 1988 shall be determined by the Board, but shall not be less than the minimum salaries listed on the annexed schedules.

B. Weekly Overtime

Salaried staff employees who work more than forty (40) hours (inclusive of a thirty-minute lunch period each day) during any seven- day period commencing on a Monday, shall be compensated at time and one-half (1-1/2) in either salary or compensatory time for authorized hours worked in excess of forty (40). The district Business Administrator shall determine the method of compensation (salary or compensatory time) for such overtime in the case of secretaries, aides and cafeteria employees. The district Supervisor of Buildings and Grounds shall determine the methods of compensation (salary or compensatory time) for all other employees.

C. Daily Overtime for Salaried Full-time Support Staff

All full-time salaried support staff employees (thirty hours per week) required to work beyond their regularly contracted workday shall be paid one and one-half (1-1/2) times their regular daily rate. However, where an employee takes leave time, no daily overtime shall be paid unless the total number of hours actually worked that day exceeds the total hours of the regularly contracted workday.

D. Daily Overtime for Hourly and Part-time Employees

The provisions of this paragraph shall only govern the rate of compensation for hours under the forty-hour threshold in Section B. which hourly and part-time employees are required to work beyond their regular daily work schedule:

1. Each hour worked per day beyond the first additional hour shall be compensated at one and one-half (1-1/2) the regular hourly rate.
2. A cafeteria worker, who is required to work during his/her lunch period and/or breaks, shall be compensated at his/her regular hourly rate for all additional time worked up to and including forty (40) hours. Thereafter, said employee shall be compensated at time and one-half (1-1/2) his/her regular rate of pay for all required hours beyond forty (40).

E. Overtime to be authorized

All overtime hours provided for in this Article must be authorized by the employee's immediate supervisor in order for the employee to be entitled to the overtime compensation.

F. Paid Leaves, Vacations and Holidays

Vacations and Holidays shall be counted as time worked for computation of overtime.

G. Compensation for Secretarial Services During Recess

Secretaries who are asked to work during recesses because of payroll or other pressing deadlines shall receive compensation or time off at time and one-half for the hours or days worked during a scheduled recess.

H. Compensation Rates for Summer Employment

For work during the summer schedule (July 1 to August 31), ten-month salaried employees shall be compensated at hourly rates determined by pro-rating annual salaries at 1/200 for each day worked during the summer, and then dividing the daily rate by seven (7) to derive the applicable hourly rate. Hourly employees shall be compensated at their respective hourly rate for hours worked during the summer schedule.

I. Minimum Call Back Time

1. All EMERGENCY CALL IN time shall be calculated on a daily basis, starting after midnight each day. If a worker is called in after midnight and prior to his/her regular shift (s)he shall be compensated at the CALL IN rate. If a worker is called back after his/her regular shift, but prior to midnight of the same day, (s)he shall be compensated at the CALL BACK rate. EMERGENCY CALL IN/BACK shall be designated as unscheduled and immediately necessary to the function of district facilities.
2. Any employee called back to work after leaving his or her place of employment at the end of the day shall be paid for a minimum of three (3) hours at overtime rate. Bus mechanics that report to work while on-call will receive a minimum of three (3) hours of overtime pay for each occasion when they are required to report to work. Employees who are called in to work prior to normal starting time shall be compensated at two (2) times their normal rate for the time worked prior to normal starting time.

J. Shift Differential for Custodians and Mechanics/Helpers

Custodians shall be entitled to the following shift differentials:

1. For employment during the 3:00 p.m. to 11:00 p.m. shift the hourly rate of compensation shall be increased by five (5%) percent.
2. For employment during the 11:00 p.m. to 7:00 a.m. shift the hourly rate of compensation shall be increased by ten (10%) percent.
3. For employment during the 12:00 p.m. to 8:00 p.m. shift the hourly rate of compensation shall be increased by five percent (5%).

No shift differential shall be paid to employees not working on the above shifts, even though such other employees may occasionally be requested to work beyond their regular workday.

- K. A certified teacher aide who is assigned to cover a class when a substitute teacher cannot be obtained shall receive either (1) an additional fifteen dollars (\$15.00) per day at the elementary level in addition to his/her regular daily salary based upon seven (7) hours at his/her hourly rate or (2) the regular per diem substitute teacher rate in lieu of his/her regular salary whichever method of payment is greater.
- L. Overtime will be offered to Association members who have volunteered to be on an overtime list. Lists shall be developed annually. Overtime shall be offered on a rotating basis initially according to seniority, job category, job function, and building in which this function is served.
- M. On days when mechanics are not on duty and on which school buses are operating, the "on call" mechanics will be paid \$50.00 per day for being on-call.
- N. Any member of the cafeteria staff who reports to work on a day that is subsequently canceled shall be paid for their hours worked, plus an additional hour at their straight time rate.
- O. Van Aides
Van aides working beyond their normal work day shall be paid their straight time rates until forty (40) hours are worked, and time and one-half (1 ½) over forty (40) hours.
- P. Custodial and Maintenance employees required to report to work during a snow emergency (snow day), as declared by the superintendent, shall be released upon completion of snow removal as declared by the Supervisor of Buildings and Grounds.

ARTICLE 17

REDUCTION IN FORCE

- A. Board's Right to Implement, Notice Requirements
The Board shall have the right to implement a reduction in force and to layoff employees in the event of financial necessity, decline in enrollment, or administrative reorganization. At least thirty (30) days in advance of implementation of a reduction in the non-certificated force, the Board shall give written notification to the Association and each employee scheduled to be laid off. At least sixty (60) days in advance of implementation of a reduction in the certificated force, the Board shall give written notification to the Association and each employee scheduled to be laid off. Within ten (10) days from receipt of written request from the Association, representatives of the Board and Association shall meet in order to receive comments from the Association pertaining to the Board's reduction in force plan. The Board shall consider the recommendations of the Association, but shall not be obliged to modify the reductions in force plan as originally adopted by the Board.
- B. Job Classifications
 - School Aides
 - Cafeteria Personnel
 - Custodians
 - Maintenance Personnel
 - Groundskeepers
 - Bus Mechanics and Bus Mechanic's Helpers
 - Secretary I
 - Secretary II
 - Secretary III

Multiple Disabled Aides

Van Aides

ABA Therapists

Nurses - RN

Each of the foregoing job classifications shall be considered a separate layoff unit for purposes of determining seniority. Employees shall be laid off in the inverse order of seniority within the layoff unit, except that the Board shall have the right to lay off a more senior employee who, in the written opinion of the Superintendent, lacks the qualifications and competence to perform the duties of the remaining positions within the layoff unit. Employees who are laid off shall have no entitlement to be employed in another job classification. For a period of one (1) year from the date of layoff, the recall rights of employees who are laid off shall be limited to the right in order of seniority to any vacancy in the same job classification held at the time of layoff. Notice of recall shall be addressed by certified mail, return receipt requested, to the employee's last known address appearing in the records of the Board. The returning employee must accept recall employment and actually commence such employment within ten (10) calendar days from his/her receipt of notice of recall. Seniority shall not be accumulated during the period of layoff. Upon recall, the employee shall retain his/her accumulated seniority to the date of layoff. For ten (10) month employees, the two (2) months not worked shall not be counted toward length of service. Less than full-time employment shall accumulate seniority proportionate to the amount of hours actually worked, i.e., twenty (20) hours per week for twelve (12) months shall be the equivalent of forty (40) hours per week for six (6) months. The provisions of this paragraph shall have no application to employees whose annual contracts are not renewed for any reason, and such employees shall not be entitled to recall rights provided herein. Nothing in this Article shall be construed to create tenure rights beyond those expressly provided by New Jersey Statutes.

ARTICLE 18

PROBATIONARY PERIOD FOR SUPPORT STAFF

- A. The first six (6) months of employment of a support staff employee shall be considered a probationary period during which the employee may be discharged without written reasons and such discharge action shall not be grievable. After completing six (6) months of employment, no support staff employee shall be dismissed prior to the expiration of such employee's current employment term or subject to reduction in salary without just cause, following receipt of written reason(s) for such action. For purpose of this Agreement discharge shall be limited to termination of employment prior to the expiration of the employee's current employment term. Nothing in this Agreement shall be construed to recognize or confer tenure upon any employee who does not have statutory rights to accrual of tenure.

ARTICLE 19

PROGRESSIVE DISCIPLINE

- A. Nothing in this Agreement shall limit the ability of the Board or its managerial personnel to give directions, orders or instructions to employees, nor the right of the Board to fully investigate, gather facts or conduct administrative inquiry into the employment conduct of any employee. Disposition of a disciplinary charge shall be given to the affected employee, and may be given to the complainant or other third party whose interest is affected.
- B. The Board shall have the right to take disciplinary action for good and just cause. Disciplinary action may include but is not limited to:

1. verbal reprimand
2. written reprimand
3. suspension
4. fine
5. demotion
6. termination
7. withholding of increment where taken for disciplinary reasons rather than educational proficiency reasons.

The non-renewal of a non-tenured teacher is not grievable.

- C. The Board agrees to utilize the concepts of progressive discipline in its application of this Article, consistent with the circumstances surrounding the infraction and the disciplinary history of the employee.
- D. Administration of discipline shall be discussed jointly in confidence and not in the presence of students, parents or others outside the school administration.

ARTICLE 20

DUAL EMPLOYMENT STATUS

- A. This Article shall only apply to individuals who are employed by the Mount Olive School District in more than one position, one of which is in a bargaining units other than the Association. In such case the combined hours of employment in both positions shall be counted for eligibility for insurance and health benefits.
- B. If there is a conflict between the provisions of the agreements of the two bargaining units concerning the rights, benefits, procedures, or obligations of an employee in dual units, the issue in dispute shall be governed by and resolved in accordance with the agreement for the bargaining unit covering the position with the most employment hours on a weekly basis. If the number of weekly employment hours is the same in both positions, the issue in dispute shall be governed by and resolved in accordance with the agreement for the bargaining unit covering the position, which the employee first held in the school district.

ARTICLE 21

UNIFORMS

- A. Upon satisfactory completion of the required probationary period, the Board shall provide uniforms, which are required to be worn on the job as follows:

Custodians – five (5) sets for the first year of employment; three (3) sets per contract year thereafter.

Maintenance Personnel – five (5) sets for the first year of employment; three (3) sets per contract year thereafter.

Cafeteria Workers - five (5) sets for the first year of employment; three (3) sets per contract year thereafter.

It is further understood that all other conditions set forth in Paragraph B. shall apply to these uniforms. The Board of Education will exert reasonable efforts to have uniforms delivered by September 1st of each contract year.

- B. Said individuals are responsible for cleaning and maintaining their own uniforms. Upon termination of employment, all uniforms and equipment shall be returned in good condition, allowing for reasonable wear, to the District within seven (7) days of his/her last day of work. All uniforms/equipment not returned within the specified time period shall be charged to the individual, and such cost shall be deducted from any monies due to the individual.
- C. Maintenance personnel, bus mechanics, bus mechanics helpers and custodians assigned to work in extreme weather conditions such as snow shall be provided rubber overshoes (galoshes), slickers, work and winter gloves and hooded winter parkas. Said foul weather equipment will be updated and replaced when needed. Said foul weather equipment is not to be considered the personal property of the individual and must be stored on District property. It is further understood that all other conditions set forth in paragraph B. above shall apply to this equipment.
- D. An annual tool allowance of up to four hundred twenty-five dollars (\$425.00) per mechanic and mechanic's helper shall be provided by the Board, payable annually on June 30th upon presentation of receipts.
- E. An annual footwear (steel-toed work boots) allowance of up to \$150.00 per mechanic and mechanic's helper shall be provided by the Board payable upon the presentation of receipts. An annual footwear (work boots – steel-toed boots recommended) allowance of up to \$100.00 for non steel-toed boots and \$150.00 for steel-toed boots per full-time maintenance employee shall be provided by the Board payable upon presentation of receipts. An annual footwear (work boots) allowance of up to \$50.00 per full-time custodian employee shall be provided by the Board payable upon presentation of receipts.
- F. The Board shall maintain reflective rain gear (slickers) and umbrellas as necessary for district personnel required to perform bus duty or other duties outside of the building, which shall be used and stored as provided in sections B and C of this Article.

ARTICLE 22

EMPLOYMENT AND COMPENSATION FOR CERTIFICATED EMPLOYEES

- A. The Board shall have the sole discretion to determine salary guide placement for certificated employees at the time of their initial employment.
- B. Certificated employees shall be given military service credit as required by statute.
- C. Certificated employees returning to service in the District from an approved paid leave shall be restored to the next position on the salary guide, which is above the salary at which they left.
- D. Certificated employees employed as of September shall be notified of their contract and salary status for the ensuing school year as soon as feasible after the April public Board meeting, but no later than May 15th.
- E. The salaries of the certificated employees for the 2014-2015 through 2016-2017 school years shall be in accordance with the annexed salary guides.

ARTICLE 23

WORK HOURS, TEACHING LOAD AND WORK YEAR

A. Work Hours

1. Certificated employees shall be scheduled so as to insure that they will have a duty-free lunch period of not less than forty-five (45) minutes.

Every School Nurse or Non-Certificated Nurse shall be guaranteed a duty-free lunch as provided to other certificated staff members under this Article. The following shall apply to each Nurse's lunch break:

- a. Except in the event of emergency (defined as a potentially life-threatening situation), the nurse shall not be pulled from a contractual lunch or preparation period.
 - b. The Building Principal or his/her designee must authorize the interruption of the nurse's lunch/prep, unless the time required to obtain such approval will place an individual's life in jeopardy.
 - c. The nurse shall receive compensatory release time when called from a lunch or a preparation period, for non-emergency matters, under the following guidelines:
 - i. Missed time from a lunch or preparation period shall be logged on a District timesheet with a separate entry for each date. Timesheets shall be submitted by the nurse to the Principal or his/her designee on a quarterly basis. Any time not submitted by the end of the school year shall no longer be eligible for compensatory release time;
 - ii. Each timesheet entry shall be approved by the Building Principal or designee before the release time is granted. By September 1 of each school year, the Principal will identify to the nurse and the Association any appointed designees;
 - iii. Each total of 45 minutes missed lunch or prep time shall entitle the nurse to one compensatory period; or
 - iv. A total of 400 minutes of lost lunch or prep time shall entitle the nurse to one compensatory day;
 - v. Compensatory time earned after March of any school year may be carried over into the following school year, and if not used during such year shall be lost.
 - d. The Board shall hold harmless any nurse for exercising the right to refuse non-emergency duties during scheduled lunch/prep.
 - e. The above procedure shall not apply when two or more nurses are assigned to and in attendance in a building. In such a circumstance, it is expected that the nurses will take their lunches and prep periods at different times to ensure coverage availability at all times during the school day.
2. Teachers shall be permitted to leave the school building without permission during the duty-free lunch period. Teachers shall sign out when leaving and sign in upon returning.
 3. After-School Meetings

There shall be no more than four (4) scheduled after-school meetings per month. All schools will have their after-school meetings scheduled on the same days. After-school

meetings will be scheduled on Mondays whenever possible. Meetings must conclude no more than one (1) hour after the end of the workday.

In the case of a month where there are five (5) Mondays during which school is scheduled to be in session, the first four (4) Mondays will be scheduled for after-school meetings and the fifth Monday shall not.

In the case of a month where there are less than four (4) Mondays during which school is scheduled to be in session, the Superintendent may schedule the additional after-school meeting(s) on an available Tuesday(s). The Superintendent shall provide the staff with a list of after-school meeting dates by the end of the previous school year. Once after-school meeting dates are scheduled by the Superintendent they cannot be altered nor any additional dates added without the consent of the Association.

In the case where a scheduled after-school meeting is canceled due to an unscheduled school closing, that after-school meeting may, at the discretion of the building principal, be rescheduled to the fifth Monday of that month if one is available. If a fifth Monday is not available then the after-school meeting may, at the discretion of the building principal, be rescheduled to the next day that school is open following the canceled meeting. The principal will give the staff notice at least 24 hours prior to the rescheduled meeting time via school email if he intends to reschedule for the day following a closure.

4. Evening Events

For the duration of this contract, teachers shall be required to attend three (3) evening events per academic year. Back-to-School Night shall count as one, and one three-hour evening conference shall count as one, however, teachers will be assigned to these at the discretion of their building principal. Association members shall not be responsible for recording staff attendance at evening functions. Should school be closed due to weather or other emergency on one or more of said events, attendance at the rescheduled event on another date shall remain mandatory.

Attendance at evening events may require pupil supervision, but shall not require preparation or presentation. Certificated staff, who are asked to make a professional presentation at an evening event shall be compensated according to the rates set forth in Article 30, paragraph B. Presentations compensated as such shall not count toward the employee's required 3 evening events. It is understood that annual "Back-to-School Nights" are to be considered as one of the evening events, and that presentations to the parents are expected of the faculty. For this event only, certificated staff shall not receive additional compensation for presentation.

Part time certificated staff members shall have the number of evening events for which they are responsible pro-rated according to the number of hours worked per year. (E.g. a .5 FTE shall be responsible for no more than half of the contractual functions.) At no time shall an employee be responsible to attend less than one evening event per contract year. The events may include Back-to-School Night and evening conferences, at the discretion of the principal.

Events for which certificated staff are otherwise compensated, i.e., as coaches, advisors, or music department staff, shall not qualify under this provision.

Events occurring on off-district property shall be considered voluntary, shall be compensated according to Paragraph 6 of this Article, and shall not count toward the employee's required 3 evening events. Currently accepted, district sponsored events occurring on Saturdays shall continue to apply as a required evening event. New Saturday events shall be approved by the committee of building administrators and EAMO selected certificated staff described below.

A committee of an equal number of building administrators and EAMO selected certificated staff will create and post a list of potential events and the number of teachers necessary for each for their building.

If there is a dispute over whether an event should be included, it will be resolved solely by the Superintendent. Certificated staff will select from this list in order of seniority. The principal shall be permitted to assign events to particular individuals based upon their grade level or content area. In order to ensure adequate coverage at all events, the principal may assign teachers to specific functions.

The initial list shall be posted no later than September 15 of each year. Events scheduled after that date will be posted as soon as possible. If a certificated staff member is given more than 30 days notice of an assignment, it may not be refused. If a certificated staff member receives less than 30 days notice, he may refuse, but this will not release the certificated staff from his annual obligation.

Events shall be no longer than three (3) hours long. If an event is longer than three (3) hours, it will count as two (2) events of the three.

Events beyond three (3) shall be compensated at the rate of \$40.00 per hour. Events for which certificated staff are otherwise compensated, i.e. as coaches or advisors, will not count towards the three.

5. Mileage

Authorized personnel who may be required to use their own automobile in performance of their duties and certificated employees who are assigned to more than one (1) school per day, shall be reimbursed for all approved travel at the rate established by the State of New Jersey, Office of Management and Budget. Said rate shall be implemented annually on July 1.

6. Certificated staff who are required to chaperone after school student functions shall be compensated at a rate of \$38.00 dollars per hour or any part thereof.

B. Teaching Load

1. Preparation Time

All certificated personnel shall be guaranteed continuous preparation time in accordance with the schedule set forth below. This time shall be scheduled in blocks of no fewer than 35 minutes, which shall fall within pupil contact time.

2. Grade Entitlement

K - 5 Yearly average of two hundred thirty (230) minutes per week.

6 - 8 Two hundred fifty (250) minutes per week.

9 – 12 Preparation Time:

- a. At least 825 minutes of prep time will be provided per 20 days taught.
- b. Not more than five (5) days without a prep time will occur over a scheduled 20 day period.
- c. No teacher will have consecutive days without a prep time.
- d. Any other provisions in this Article notwithstanding, a prep period will not be less than the length of one teaching block period.

3. Reasonable effort shall be made not to assign classes requiring more than three (3) separate subject area preparations by any one (1) certificated employee. However, the Board reserves the right to assign to any one (1) teacher classes requiring more than three (3) separate subject area preparations and such assignment shall not be grievable.

4. Class Periods

- a. The normal teaching assignment at the Mt. Olive Middle School and at the Mt. Olive High School shall be five (5) class periods per day. When a High School

teacher is assigned a sixth (6th) class and effective 1992-93 when a middle school teacher is assigned a sixth (6th) class, that teacher shall be relieved of all duties.

- b. If a high school or middle school teacher is assigned a seventh (7th) class, that teacher shall receive additional compensation equal to twenty two (22%) percent of the teacher's annual salary prorated for the duration of the assignment.

5. Professional Learning Communities ("PLC")

- a. PLC's may be mandatory at the elementary school, provided that alternate prep time is granted to remain within contractual guidelines. These meetings shall be considered a "duty" period.
- b. PLC's at the Middle School may be mandatory if held during "team time." Teachers at the Middle School without a "team" period may attend PLC's on a voluntary basis. Voluntary attendance – or lack of attendance – shall not be addressed in any evaluation.
- c. Hour-for-hour professional development hours shall be granted for PLC attendance. Each teacher shall be responsible for recording his/her own hours on the District's web site.
- d. PLC's at the High School shall be considered voluntary, since alternate prep time is generally not available. Since this is voluntary, attendance – or lack of attendance – shall not be addressed in any evaluation.
- e. Since PD hours are being granted for PLC participation, reasonable preparation for meetings (e.g., minimal article/section readings) may be requested. Extended work (e.g., lesson plans, data recording and interpretation, etc.) shall be reserved for meeting times.
- f. At the elementary schools, no written lesson plans shall be required for the specialists' "coverage" period. The use of this period shall be left at the mutual discretion of the specialist and the classroom teacher. If the specialist will not be preparing a lesson for the period, the classroom teacher may leave instructions for an extension of a previous lesson, instructions for private reading time, or time to complete work.
- g. PLC time shall be considered a training and professional development vehicle, and, as such, will not be used for curriculum writing without the mutual knowledge and consent of the Administration and the Association.

C. Workday

- 1. Because of variations in scheduling of bus runs, the times of the workday may vary among schools. However, at each school the length of the workday shall not exceed seven (7) hours in the 2005-2006 school year. Commencing with the 2006-2007 school year, the work day shall not exceed even (7) hours and ten (10) minutes. At the elementary schools, to accommodate busing, teachers will arrive five (5) minutes earlier and remain five (5) minutes longer than in the 2005-2006 school year. The additional ten (10) minutes shall not be instructional time but may involve the supervision of students. The student day will remain at seven (7) hours. At the High School and Middle School the extra ten (10) minutes shall be instructional time.
- 2. The Board intends to implement a non-graded mentoring program for which the Board will provide training and plans. If the mentoring program is eliminated, the time will be absorbed into the existing day by being divided equally into each period..
- 3. The normal workday for the position(s) of athletic trainer/equipment manager shall be 11:00 a.m. to 6:00 p.m.

4. Librarians shall be scheduled for five (5) clerical days at the beginning and five (5) clerical days at the end of each school year.
 5. Elementary school nurses shall be relieved of teaching responsibilities for five (5) days at the beginning of the school year to attend to clerical and other related health services.
- D. Work Year
1. The in-school work year for teachers shall include:
 - One (1) opening day
 - One Hundred Eighty Two (182) student days (effective with the 1998-99 school year.)
 - Two (2) full-length in-service days which shall be scheduled between opening day and the last student day. (effective July 1, 1994 the number of in-service days shall be increased to two (2.))
 2. The shortened days before Thanksgiving and Holy Thursday shall be eliminated. There will be no school on these two days. To replace the eliminated shortened days, two full days will be added to the calendar.
 3. Should the Board of Education schedule school on either Holy Thursday or the day before Thanksgiving, the two extra student days referred to in paragraph 2 above shall become void and be replaced by two minimum shortened days as defined by the State of New Jersey.
 4. The last two scheduled student days of school will be shortened days.
- E. High School Revisioning
- The board and the association shall reopen negotiations related to any suggested changes to the traditional school day schedule plan.
- F. Middle School Revisioning
- In the event that the Middle School reverts to the schedule in use prior to 2002-2003 school year, the grade entitlement for 6-8 shall revert to two hundred (200) minutes per week.
- G. Music Teachers (vocal and instrumental) at the elementary and middle schools will be paid eighty-five dollars (\$85.00) for each school sponsored evening concert that they are required to direct or perform, with a minimum of two (2) and a maximum of five (5) each year. All attendance must be approved in advance by the building principal and the Director of Fine Arts. To the extent possible, a schedule of concerts shall be established by September 15 of each school year. Other events such as community activities shall be paid at the chaperoning rate unless the teacher is receiving a stipend. This shall not apply to high school teachers.
- H. Teachers required to attend IEP meetings during the school day shall be pulled from a duty period, when possible, to do so. If such cannot be scheduled, the teacher may be pulled from a prep period. If a teacher is pulled from a prep prior to attend an IEP meeting, the Board will attempt to provide an alternative prep period within one week. When possible, the teacher shall receive at least one week's notice of such a meeting, and, if necessary, the proposed alternative prep.
- I. Certificated staff who volunteer to work beyond their 7 hour 10 minute workday at an administrative established position or duty, not otherwise remunerated, shall be compensated at the rates set forth in Paragraph A6 of this Article.
- J. Certificated employees who work between September 1st and June 30th, but beyond the contractual number of school days, shall be compensated at the rates set forth in Article 30, Paragraph A1.

ARTICLE 24

NON-TEACHING DUTIES

- A. The Board and Association recognize that a teacher's primary responsibility is to teach and that provided that there are sufficient school aides, teachers shall not be required to regularly perform the following duties:
1. Milk distribution, supervision of outside areas, playgrounds, and bus loading and unloading.
 2. Collecting money from students, other than insurance and picture envelopes.
- B. Cafeteria Duty
- A professional staff member at the Middle School or the High School may be assigned cafeteria supervision duty for one (1) period during not more than one-half (1/2) of the school year.

ARTICLE 25

TEACHER ABSENCE

- A. Teachers in the Middle School and High School only, who are assigned to cover classes because a substitute is unavailable, shall be paid twenty-seven dollars (\$27.00) if the teacher is taken from a preparation period or lunch period to provide the coverage. However, if the class is operating under a block scheduling system, said payment shall be thirty-two dollars (\$32.00).
- B. Teachers in the Middle School and High School only, who are assigned to cover classes because a substitute is unavailable, shall be paid twenty dollars (\$20.00) per period if the teacher is taken from a duty period to provide the coverage. However, if the class is operating under a block scheduling system, said payment shall be twenty-three dollars (\$23.00).
- C. In the event that the administration deems it necessary to reassign teachers in order to cover classes for which no substitutes are available, the following priority list shall be utilized when making such assignments:
1. Teachers who have volunteered to cover classes on their preparation time and/or teachers who have volunteered to cover classes on their lunch period;
 2. Teachers who have volunteered to cover classes on a duty period;
 3. Teachers who are taken off a duty involuntarily to cover class;
 4. Teachers who are taken off a preparation period involuntarily to cover a class.
- D. Elementary school teachers who are required to cover a class during a preparation period shall receive a compensatory preparation period on the same day or the teacher shall be paid twenty-seven dollars (\$27.00).
- E. When a teacher is on an assigned duty, with the exception of lunchroom, recess or study hall, to which eight (8) or more students of an uncovered class are added to the teacher's regular assignment, that teacher shall be compensated in accordance with Section A., B., C. or D. above. However, students shall be placed in study hall after all other possibilities have been exhausted under Section C. above.
- F. When a teacher is required to assume coverage of a class as the result of the absence of a teacher due to that teacher being required to participate in other activities in the school district, or because a temporary schedule change made it impossible for the teacher to be present, the teacher providing the coverage shall be compensated in accordance with Section A. above. This

provision, however, shall not be applicable as a result of class trips where all students do not attend. Under such circumstances, a teacher who does not accompany his/her students on such trip and who is assigned to provide class coverage shall not qualify for payment provided that said coverage does not exceed the teacher's normal teaching load as set forth under Article 22, Section B. In the context of this paragraph and this paragraph only, additional students will not be added to a class in progress

- G. Vouchers for payment due under this Article shall be submitted by December 15th for September, October and November; March 15th for December, January and February; June 15th for March, April and May; and the last workday of the year for June.

ARTICLE 26

SABBATICAL LEAVE FOR TEACHERS

- A. Purpose

Sabbatical leaves shall only be granted for study or professional improvement related to the teacher's area of specialization.

- B. Qualification and Procedure

1. Only teachers who have completed seven (7) or more years of continuous, full-time service in the Mount Olive School District and have not been granted sabbatical leave during the preceding seven (7) years shall be eligible for sabbatical leave.
2. Not more than three (3) sabbatical leaves will be granted in the same year. The Board will approve a minimum of one (1) sabbatical leave per year subject to all requirements set forth in Section B. "Qualification and Procedure."
3. Application for sabbatical leave shall be made to the Superintendent prior to February 1, previous to the year for which such leave is requested. The application must be made on the approved form furnished by the Board and the application must describe how the proposed sabbatical activity will increase the recipient's value to the school district.
4. Board approval of the Superintendent's recommendations for sabbatical leave will be guided by the Board's appraisal of the resulting benefits to the school system. Sabbatical leaves will only be granted where the Board is satisfied that the loss of the applicant's services for the period of the leave, together with the financial cost, will be offset by the benefits to the school system, which can reasonably be anticipated from the granting of the sabbatical leave. Consideration will be given to a reasonable distribution of sabbatical leaves among teachers in the several buildings and departments.
5. Acceptance of a sabbatical leave constitutes an agreement and commitment from the recipient to return to the Mount Olive School District for a period of at least one (1) year for a half- year sabbatical and two (2) years for a full-year sabbatical, after the expiration of the leave. Under such circumstances, the recipient shall execute a notarized, individual contract with the Mount Olive Township Board of Education in the amount to be received while on sabbatical leave including all salary and benefit costs. This note shall be paid in the event that all terms, conditions, requirements and obligations set forth in Article 26 are not met by the teacher receiving said sabbatical leave. If the recipient fails to return and fulfill such commitment, the recipient shall be required to reimburse the Mount Olive School District for all salary and benefits received while on sabbatical leave.
6. Teachers on sabbatical leave agree not to engage in remunerative employment while on leave unless the Board has approved of such employment as beneficial to the school system and only then, upon such other conditions as the Board may prescribe.

7. Immediately upon return to the school district, recipients of sabbatical leaves shall submit to the Board and their principals, a comprehensive written report of the activities and accomplishments of the leave and its values to the school district.
8. Sabbatical leave recipients agree to enter into a contract with the Mount Olive School District that recites the obligations of both parties as set forth in this Article.

C. Salary

1. A teacher on sabbatical leave for not more than one-half of the school year shall be paid at one hundred (100%) percent of the salary rate which he/she would have received if such teacher remained on active assignment during the period of the leave.
2. A teacher on sabbatical leave for one (1) year shall be paid fifty percent (50%) of the salary rate which he/she would have received if such teacher remained on active assignment during the period of the leave.
3. Salary payments for teachers on sabbatical leave shall be made in accordance with the schedule for payments of salaries, including pension fund and other deductions authorized by the teacher.

D. Course Reimbursement

Article 9 shall govern tuition reimbursement for courses taken during sabbatical leave.

E. Placement Upon Return

Upon return from sabbatical leave, the teacher shall receive the same salary that he/she would have received had he/she remained actively employed in the school district during the period of the sabbatical leave.

ARTICLE 27

CHILD CARE LEAVE

A. Disability Due to Pregnancy

1. An employee requesting leave for disability due to pregnancy must notify the Superintendent as soon as possible after medical confirmation of such pregnancy. The beginning date of the maternity leave shall be determined by the employee and her physician with the understanding that she must be able to perform all her employment responsibilities while on active service in the District.
2. The employee shall return to work as soon as she is physically able to perform her duties, unless the Board has granted an unpaid extended leave for childcare. Disputes as to physical incapacity shall be decided by the employee's physician.
3. Leaves of absence for disability due to pregnancy of a non-tenured employee shall not extend beyond the end of the contract school year in which the leave commenced.
4. Except as otherwise provided in subsection A. 3. Hereinabove, an employee may use any or all of her accumulated sick leave for disability due to pregnancy. If the disability leave continues beyond the period defined by statute as disability due to pregnancy, the Board may require proof of continued disability.

B. Child Care Leave

1. Upon the termination of a disability leave due to pregnancy, a non-tenured employee shall be entitled to an unpaid child care leave until the end of the contract year in which said leave commenced. A tenured employee may apply for unpaid childcare leave for the balance of the school year and the succeeding school year. For purposes of Section B.

herein, support staff employees who are not eligible for tenure shall receive the same childcare leave benefits as non-tenured teachers. Upon completing three (3) continuous years of service in the Mount Olive Township School District, support staff employees who are not eligible for tenure shall receive the same childcare leave benefits as tenured employees.

2. Employees on childcare leave must notify the Board in writing no later than April 15 of their intent to return in September barring any unforeseen circumstances.
3. In no event shall the Board be required to grant a childcare leave to both spouses who work in the district.

C. Adoption

Any eligible employee adopting an infant child shall receive childcare leave in accordance with Section B. above. Said leave shall commence upon receiving de facto custody of the infant, or earlier if necessary to fulfill the requirements of adoption.

D. Return from Leave

Failure to return to work promptly upon recovery from disability due to pregnancy, or failure to give the required notice of intent to return from childcare leave, shall be deemed a resignation from employment.

ARTICLE 28

CHILD STUDY TEAM SUMMER SCHEDULE

Summer schedules for members of child study teams shall assure that, if deemed necessary by the Board, there will be continuous special education coverage by either the Director or a full child study team throughout the summer months. The schedule of individual members of the child study team shall be mutually agreed upon with the Director and the employee so as to reflect the desire of the employee, consistent with the need for continuous summer coverage.

ARTICLE 29

TUITION FOR TEACHER'S CHILD

Teachers residing out of the school district may enroll their children, on a space available basis, as tuition paying pupils of the Mount Olive School District. The tuition payment shall be deducted from the teacher's pay on a monthly basis for the months the child is enrolled.

ARTICLE 30

CURRICULUM AND SUMMER COMPENSATION FOR PROFESSIONAL EMPLOYEES

- A. 1. Ten (10) month professional employees who are asked to work between July 1 and August 31 shall be paid at the rate of 1/200 of the regular salary for each day worked, or at hourly rates based on one-seventh (1/7) of his/her daily rate for less than a day.
 - (a) All nurses shall be paid at the rate of 1/200 of their regular salary, for up to five (5) days between July 1 and August 31, as determined by their respective Building Principal.

2. The Board shall notify employees of their summer employment status no later than the next workday following the second (2nd) regular Board meeting for May.
3. Notwithstanding paragraph A(1), guidance counselors at the middle school and high school will be assigned to work for a maximum of ten (10) days between September 1st and June 30th, beyond the contractual number of teacher days. These counselors shall receive a stipend equal to 5% of their annual salary for said services. Any time worked beyond these parameters shall be considered voluntary, and shall be compensated at the employee's per diem rate.

The above shall not apply to elementary guidance counselors, who shall be compensated at the employee's per diem rate for any days worked beyond the contractual number of teaching days.

- B. Teachers who participate in curriculum projects during the school year will be compensated at the rate of forty-two dollars (\$42.00) per hour. Certified staff members who are required to prepare or research a topic and make a presentation to the administration, Board of Education, staff or parents, will, with the advance approval of the Superintendent or her/his designee, be paid forty-two dollars (\$42.00) per hour for time spent presenting. Professional development hours will be granted for time spent preparing with the advance approval of the Superintendent.

C. Mentor and Provisional Teachers

1. The Board agrees to first seek appropriate volunteers to act as mentor teacher(s) and retains the right to assign teacher(s) to the role where it deems necessary. All vacancies for mentoring positions shall be posted as the district becomes aware of its needs, and shall include the qualifications for the position. The Principal / Superintendent shall select the mentor teacher(s).
2. Mentor Teachers
 - a. No elementary teacher shall serve as a mentor to more than one elementary provisional/alternate route teacher at a time. Teachers at the middle school and high school may serve as a mentor to no more than two provisional/alternate route teachers at a time.
 - b. The mentor teacher shall not write formal evaluations or give verbal evaluation of the provisional / alternate route teacher.
 - c. The administration shall have the right to evaluate a mentor's performance as a mentor but such evaluation shall not be related in any way to the mentor's evaluation as a teacher.
 - d. The Board agrees to pay the mentoring teacher the fee of \$550.00 based upon the State approved rate for mentoring services.
 - e. Teachers who serve as mentors shall be relieved of one duty period per month for the purposes of observation and collaboration.
3. Provisional and Alternate Route Teachers - The Board shall pay for the services of the mentor teacher \$550.00 based on the State approved rates.

ARTICLE 31

SUPPORT STAFF REIMBURSEMENT FOR CERTIFICATION

1. Support staff members who are required by the Board of Education to be certified or licensed shall be reimbursed by the Board for the cost of the certification or licensing fee upon completion of six months' employment with the exception of the Black Seal.

Renewals of said fees shall also be reimbursed by the Board. Fees for the following will be reimbursed: CDL, ASE, FBI check.

2. Certified Aides who obtain or renew a substitute teacher certification shall be reimbursed at the cost of such certificate upon the completion of one year of service with such certification and/or renewal of certification by the Board upon presentation of proof of payment and proof of certification.

ARTICLE 32

NORMAL COACHING LEVELS

- A. In the event of a shortage of coaches for an interscholastic sport during a season in which the program is maintained at its normal level, the remaining coaches of said sport will receive extra compensation for such time, as the coaching vacancy exists. Said extra compensation shall be calculated by dividing equally the per diem salary of a first step assistant in the specific sport among the remaining coaches for each day that the position remains vacant. For purposes of this provision, the following schedule shall be utilized to determine "normal" coaching levels:

High School Coaches

<u>Position</u>	<u>Head</u>	<u>Assistants</u>
Soccer (Boys)	1	2
Soccer (Girls)	1	1
Field Hockey	1	2
Ice Hockey	1	1
Baseball	1	2
Softball	1	2
Track	1	2
Swimming	1	1
Wrestling	1	2
Basketball	1	2
Football	1	7
Cross Country	1	1
Winter Track	1	2
Golf	1	0
Tennis	1	0
Tennis (JV)	1	0
Cheerleading – Fall	1	2
Cheerleading – Winter	1	2
Volleyball	1	1
Robotics Coach	1	0

Mt. Olive Middle School Coaches

<u>Position</u>	<u>Head</u>	<u>Assistants</u>
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Soccer	1	1
Cross Country	1	2
Basketball	1	1
Cheerleading	1	1

- B. Where an assistant coach(es) assumes the duties of a head coach during a given season, those assistants shall receive the head coach's salary at step one prorated. An assistant coach, upon assuming the head coach position shall be paid no less than the salary he/she would have received in the assistant position. This section is only operative when the head coach whose position is being assumed is off the payroll.

ARTICLE 33

SCHOOL NURSE ASSISTANCE

School nurses who also teach classes shall be assigned teacher aides for the number of hours they actually teach in order to assist said nurses with clerical duties; however, the administration reserves the right to determine the time when such assistance is provided.

ARTICLE 34

DESCRIPTION OF DUTIES

All employees shall receive, upon hiring or at any time upon request, a written Board-approved job description detailing their duties.

ARTICLE 35

DURATION OF AGREEMENT

This Agreement shall become effective as of July 1, 2014 and shall continue in effect until June 30, 2017.

This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless extended by mutual agreement.

[Signatures on Next Page]

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents and chief-negotiators, attested to by their respective secretaries, on the ____ day of _____, 2015.

MOUNT OLIVE BOARD OF EDUCATION

EDUCATION ASSOCIATION MOUNT OLIVE

President

President

Chief-Negotiator

Chief-Negotiator

Secretary

Secretary

APPENDIX A Custodian Salary Guides

2014-1		2015-16		2016-17	
<u>Step</u>	<u>Step Amount</u>	<u>Step</u>	<u>Step Amount</u>	<u>Step</u>	<u>Step Amount</u>
1	34,258	1	34,551	1	34,551
2	35,023	2	35,316	2	35,316
3	35,731	3	36,024	3	36,024
4	36,301	4	36,594	4	36,594
5	36,906	5	37,199	5	37,199
6	37,593	6	37,886	6	37,886
7	38,280	7	38,573	7	38,573
8	39,054	8	39,347	8	39,347
9	39,913	9	40,206	9	40,206
10	40,714	10	40,986	10	40,986
11	41,711	11	42,004	11	42,004
12	43,277	12	43,570	12	43,570
13	44,908	13	45,108	13	45,108
14	46,432	14	46,724	14	46,724
15	47,956	15	48,456	15	48,781
E	48,981	E	49,481	E	49,806
Black Seal	\$1,017		\$1,017		\$1,017
Electrician**	\$988		\$988		\$988
HVAC**	\$988		\$988		\$988
Plumbing**	\$988		\$988		\$988
Foreman	\$1,462		\$1,462		\$1,462

Longevity (Years of service in the district including West Morris Regional time and from most recent date of hire):

After completion of 5 yrs. \$500; after completion of 10 yrs. \$750; after completion of 15 yrs. \$1,000.

**Stipend paid only for a valid and current license that is used by the Board.

APPENDIX A

Maintenance Staff Salary Guide

2014-2015		2015-2016		2016-2017	
<u>Step</u>	<u>Step Amount</u>	<u>Step</u>	<u>Step Amount</u>	<u>Step</u>	<u>Step Amount</u>
1	45,378	1	46,873	1	48,098
2	46,578	2	48,073	2	49,298
3	47,878	3	49,373	3	50,598
4	49,278	4	50,773	4	51,998
5	50,778	5	52,273	5	53,498
6	52,378	6	53,873	6	55,098
7	54,078	7	55,573	7	56,798
8	55,878	8	57,373	8	58,598
9	57,778	9	59,273	9	60,498
10	59,778	10	61,273	10	62,498
B	\$ 61,399	B	\$ 62,377	B	\$ 65,532
Black Seal	\$1,017		\$1,017		\$1,017
Electrician**	\$988		\$988		\$988
HVAC**	\$988		\$988		\$988
Plumbing**	\$988		\$988		\$988

Longevity (Years of service in the district including West Morris Regional time and from most recent date of hire):

After completion of 5 yrs. \$500; after completion of 10 yrs. \$750; after completion of 15 yrs. \$1000.

**Stipend paid only for a valid and current license that is used by the Board.

APPENDIX A

Mechanics Salary Guides

2014-2015		2015-2016		2016-2017	
<u>Step</u>	<u>Step Amount</u>	<u>Step</u>	<u>Step Amount</u>	<u>Step</u>	<u>Step Amount</u>
1	44,654	1	45,205	1	45,525
2	45,764	2	46,315	2	46,635
3	46,874	3	47,425	3	47,745
4	47,984	4	48,535	4	48,855
5	49,094	5	49,645	5	49,965
6	50,204	6	50,755	6	51,075
7	51,314	7	51,865	7	52,185
8	52,425	8	52,976	8	53,296
9	53,536	9	54,087	9	54,407
10	54,646	10	55,197	10	55,517
11	55,756	11	56,307	11	56,627
B	\$ 65,560	B	\$ 66,550	B	\$67,500
ASECert	\$ 1,017		\$ 1,017		\$ 1,017
Helper	\$ 19.74	Helper	\$ 19.374	Helper	\$ 19.74

Longevity for Support Staff (Years of service in the district including West Morris Regional time and from most recent date of hire):

After completion of 5 yrs. \$500; after completion of 10 yrs. \$750; after completion of 15 yrs. \$1000.

APPENDIX A
Professional Staff 2014-2015 Guide

Step	BA	BA+30	MA	MA+30	PHD
1	51,392	55,692	59,992	64,292	66,442
2	51,892	56,192	60,492	64,792	66,942
3	52,392	56,692	60,992	65,292	67,442
4	52,892	57,192	61,492	65,792	67,942
5	54,407	58,707	63,007	67,307	69,457
6	55,972	60,272	64,572	68,872	71,022
7	57,581	61,881	66,181	70,481	72,631
8	59,242	63,542	67,842	72,142	74,292
9	60,952	65,252	69,552	73,852	76,002
10	62,712	67,012	71,312	75,612	77,762
11	64,669	68,969	73,269	77,569	79,719
12	66,634	70,934	75,234	79,534	81,684
13	68,654	72,954	77,254	81,554	83,704
14	70,734	75,034	79,334	83,634	85,784
15	72,869	77,169	81,469	85,769	87,919
16	76,513	80,813	85,113	89,413	91,563
17/F	80,378	84,678	88,978	93,278	
18/E	82,248	86,548	90,848	95,148	
19/C	85,333	89,633	93,933	98,233	
20/A	88,668	92,968	97,268	101,568	103,713

Longevity for Professional Staff (Years of service in the district including West Morris Regional time:

After completion of 15 yrs. \$400; after completion of 20 yrs. \$1,000; after completion of 25 yrs. \$1,500;
after completion of 30 yrs. \$2,500.

APPENDIX A
Professional Staff 2015-2016 Guide

Step	BA	BA+30	MA	MA+30	PHD
1	51,767	56,067	60,367	64,667	66,817
2	52,267	56,567	60,867	65,167	67,317
3	52,740	57,067	61,367	65,667	67,817
4	53,267	57,567	61,867	66,167	68,317
5	54,782	59,082	63,382	67,682	69,832
6	56,347	60,647	64,947	69,247	71,397
7	57,956	62,256	66,556	70,856	73,006
8	59,617	63,917	68,217	72,517	74,667
9	61,326	65,626	69,926	74,226	76,376
10	63,087	67,387	71,687	75,987	78,137
11	65,219	69,519	73,819	78,119	80,269
12	67,284	71,584	75,884	80,184	82,334
13	69,329	73,629	77,929	82,229	84,379
14	71,434	75,734	80,034	84,334	86,484
15	73,594	77,894	82,194	86,494	88,644
16	77,313	81,613	85,913	90,213	92,363
17/F	80,878	85,178	89,478	93,778	
18/E	82,748	87,048	91,348	95,648	
19/C	85,833	90,133	94,433	98,733	
20/A	89,168	93,468	97,768	102,068	104,213

Longevity for Professional Staff (Years of service in the district including West Morris Regional time:

After completion of 15 yrs. \$400; after completion of 20 yrs. \$1,000; after completion of 25 yrs. \$1,500;
after completion of 30 yrs. \$2,500.

APPENDIX A
Professional Staff 2016-2017 Guide

Step	BA	BA+30	MA	MA+30	PHD
1	51,818	56,118	60,418	64,718	66,868
2	52,318	56,618	60,918	65,218	67,368
3	52,791	57,118	61,418	65,718	67,868
4	53,318	57,618	61,918	66,218	68,368
5	54,833	59,133	63,433	67,733	69,883
6	56,397	60,697	64,997	69,297	71,447
7	58,006	62,306	66,606	70,906	73,056
8	59,667	63,967	68,267	72,567	74,717
9	61,376	65,676	69,976	74,276	76,426
10	63,137	67,437	71,737	76,037	78,187
11	65,230	69,530	73,830	78,130	80,280
12	67,295	71,595	75,895	80,195	82,345
13	69,340	73,640	77,940	82,240	84,390
14	71,445	75,745	80,045	84,345	86,495
15	73,844	78,144	82,444	86,744	88,894
16	77,713	82,013	86,313	90,613	92,763
17/F	81,527	85,827	90,127	94,427	
18/E	83,397	87,697	91,997	96,297	
19/C	86,482	90,782	95,082	99,382	
20/A	89,817	94,117	98,417	102,717	104,862

Longevity for Professional Staff (Years of service in the district including West Morris Regional time:

After completion of 15 yrs. \$400; after completion of 20 yrs. \$1,000; after completion of 25 yrs. \$1,500; after completion of 30 yrs. \$2,500.

APPENDIX A
Secretarial Staff – 2014-2015 GUIDE

<u>Step</u>	<u>10 mo</u>	<u>12 Mo.1</u>	<u>12 Mo.2</u>	<u>12 Mo.3</u>
1	33,062	37,774	39,774	40,174
2	33,462	38,174	40,174	40,574
3	33,847	38,574	40,574	40,974
4	34,138	38,974	40,974	41,374
5	34,594	40,245	41,374	41,774
6	35,493	41,168	42,304	42,704
7	36,477	42,158	43,294	43,694
8	37,616	43,028	44,359	44,759
9	38,816	43,499	45,499	45,899
10	40,858	45,767	48,308	49,257
E			53,606	

Longevity for Support Staff (Years of service in the district including West Morris Regional time and from most recent date of hire):

After completion of 5 yrs. \$500; after completion of 10 yrs. \$750; after completion of 15 yrs. \$1000.

APPENDIX A
Secretarial Staff – 2015-2016 GUIDE

<u>Step</u>	<u>10 mo</u>	<u>12 Mo.1</u>	<u>12 Mo.2</u>	<u>12 Mo.3</u>
1	33,827	38,539	40,539	40,939
2	34,227	38,939	40,939	41,339
3	34,612	39,339	41,339	41,739
4	34,903	39,739	41,739	42,139
5	35,359	41,010	42,139	42,539
6	36,258	41,933	43,069	43,469
7	37,242	42,923	44,059	44,459
8	38,381	43,793	45,124	45,524
9	39,581	44,264	46,264	46,664
10	41,623	46,532	49,073	50,022
E			54,371	

Longevity for Support Staff (Years of service in the district including West Morris Regional time and from most recent date of hire):

After completion of 5 yrs. \$500; after completion of 10 yrs. \$750; after completion of 15 yrs. \$1000.

APPENDIX A
Secretarial Staff – 2016-2017 GUIDE

<u>Step</u>	<u>10 month</u>	<u>12 Month (1)</u>	<u>12 Month (2)</u>	<u>12 Month (3)</u>
1	34,297	39,009	41,009	41,409
2	34,697	39,409	41,409	41,809
3	35,082	39,809	41,809	42,209
4	35,373	40,209	42,209	42,609
5	35,829	41,480	42,609	43,009
6	36,728	42,403	43,539	43,939
7	37,712	43,393	44,529	44,929
8	38,851	44,263	45,594	45,994
9	40,051	44,734	46,734	47,134
10	42,093	47,002	49,543	50,492
E			54,841	

Longevity for Support Staff (Years of service in the district including West Morris Regional time and from most recent date of hire):

After completion of 5 yrs. \$500; after completion of 10 yrs. \$750; after completion of 15 yrs. \$1000.

APPENDIX A

Cafeteria Personnel

2014-15 Step	Salary/hr	2015-16 Step	Salary/hr	2016-17 Step	Salary/ hr
1	\$ 12.31	1	\$ 12.62	1	\$ 12.87
2	\$ 12.48	2	\$ 12.80	2	\$ 13.05
3	\$ 12.59	3	\$ 12.90	3	\$ 13.16
4	\$ 13.00	4	\$ 13.32	4	\$ 13.59
5	\$ 13.48	5	\$ 13.82	5	\$ 14.09
6	\$ 13.80	6	\$ 14.14	6	\$ 14.42
7	\$ 14.25	7	\$ 14.60	7	\$ 14.90
8	\$ 14.89	8	\$ 15.27	8	\$ 15.57
9	\$ 15.60	9	\$ 15.99	9	\$ 16.31
E	\$ 16.53	E	\$ 16.95	E	\$ 17.29
C	\$ 18.22	C	\$ 18.68	C	\$ 19.05

Longevity for Support Staff (Years of service in the district including West Morris Regional time and from most recent date of hire):

After completion of 5 yrs. \$500; after completion of 10 yrs. \$750; after completion of 15 yrs. \$1000.

	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Head Cook – High School	5,373	5,373	5,373
Head Cook – Middle School	2,687	2,687	2,687
Head Cook – Elementary Schools	1,345	1,345	1,345

APPENDIX A
Aide Personnel

2014-15 Step	Salary/ hr	2015-16 Step	Salary/ hr	2016-17 Step	Salary/ hr
1	\$ 12.51	1	\$ 12.67	1	\$ 12.67
2	\$ 12.72	2	\$ 12.82	2	\$ 12.92
3	\$ 12.90	3	\$ 13.04	3	\$ 13.08
4	\$ 13.06	4	\$ 13.23	4	\$ 13.30
5	\$ 13.34	5	\$ 13.38	5	\$ 13.49
6	\$ 13.65	6	\$ 13.67	6	\$ 13.65
7	\$ 14.00	7	\$ 13.99	7	\$ 13.94
7a	\$ 14.51	7a	\$ 14.35	7a	\$ 14.27
8	\$ 15.24	7b	\$ 14.88	7b	\$ 14.64
9/H	\$ 16.81	8	\$ 15.62	7c	\$ 15.17
10/G	\$ 17.30	9/H	\$ 17.23	8	\$ 15.94
11/F	\$ 17.75	10/G	\$ 17.73	9/H	\$ 17.57
		11/F	\$ 18.20	10/G	\$ 18.09
				11/F	\$ 18.56

Longevity for Support Staff (Years of service in the district including West Morris Regional time and from most recent date of hire):

After completion of 5 yrs. \$500; after completion of 10 yrs. \$750; after completion of 15 yrs. \$1000.

APPENDIX A
ABA THERAPISTS SALARY GUIDE

STEP	2014-15	2015-16	2016-17
1	34,732	35,337	35,955
2	34,754	35,359	35,977
3	35,253	35,858	36,476
4	35,755	36,360	36,978
5	36,432	37,037	37,655
6	37,308	37,913	38,531
7	38,093	38,698	39,316
8	38,964	39,569	40,187

APPENDIX B

Personnel contracted for stipend extra-curricular positions shall receive a detailed job description, including pertinent dates of practices, meetings, performances or games, in conjunction with their contract.

Association members shall not be responsible for maintaining staff attendance records.

HIGH SCHOOL ACTIVITY STIPENDS	
Group 1	Group 2
Yearbook (2)	Newspaper
Sound and Light	AVA
12 th Grade Advisor (2)	Modern Dance
Student Council	Debate
Media Cable	National Honor Society
Technology Club	11 th Grade Advisor (2)
Project Habitat Coordinator	Marauder Madness Club
	TATU
	Marching Band Percussion Instructor
Group 3	Group 4
Choral Director	Weight Trainer Spring
Music Director	Weight Trainer Fall
Stage Craft	Weight Trainer Winter
N.A.H.S.	Jerseymen
Modern Dance Assistant	Intramurals Fall
ACA Advisor	Varsity Club
FBLA	Music Instrumental
10 th Grade Advisor (2)	Chess
Academic Journal	SADD
World Lang. Honor Society	Gay/Straight Alliance Advisor
Best Buddies	Science League/Day
Weight Trainer Summer	DECA
Bowling Club	Music Choral
Tri-Music Honor Society	Mock Trial
Jazz Band	9 th Grade Advisor (2)
National English Honors Society	Literary Magazine
Thespian Club	Drama Assistant
	Robotics Club Assistant
	Special Olympics
Group 5	
Holiday Dance	
Science Club	
French Club	
Air Pollution Res	
Sewing	
Leo Club	
FBLA Asst.	
Computer Club	

APPENDIX B

HIGH SCHOOL ACTIVITY STIPENDS	
Group 5 (cont'd)	
Accounts Advisor	
Math League	
Key Club	
Literary Magazine Asst.	
Environmental Club	
Amnesty International	
Best Buddies Assistant	
IDI Biology Club	

The Theater Lighting and Sound Technician shall be compensated at the class coverage rate (Article 25) for services rendered during a prep, duty or lunch period, and at the evening chaperoning rate (Article 23, ¶6) for services rendered during the evening or on weekends.

The Theater Lighting and Sound Club advisor shall be compensated at the class coverage rate for services rendered during a prep, duty, or lunch period, and at the rate of \$20.00 per hour for work performed during the evening and on weekends for Club activities (as designated in the extra-curricular job description). Services rendered at night or on the weekend for non-Club activities shall be compensated at the chaperoning rate.

APPENDIX B

ADDITIONAL STIPENDS

			<u>2014-2017</u>	
Challenges & Choices Coordinator			5,025.00	
Head Nurse			1,992.00	
Head Speech and Language			1,992.00	
Nurse Practitioner			3,766.00	
Team Facilitator/Leader			2,446.00	
Trainer (3 equal payments)			21,671.00	
After School Library Supervisor	\$25.00/hour			
The Academy (<i>previously referred to as I&RS</i>)	\$30.00/hour			
Winter Percussion	\$1,663.00			

The BOE will pay the mentoring fee of \$550.00 based upon the State approved rate for mentoring services.

The following MOHS duties are performed during lunch and will only be paid if the professional staff member is required to give up their lunch period in order to perform them:

The following MOHS duties are performed by staff during their lunch and will be paid a rate of \$30. per session: Unit Lunch Supervisor, Math Center Duty, Writing Center Duty, ISS Lunch Supervisor, and Unit Lunch Recreation Coordinator.

APPENDIX B

HIGH SCHOOL ACTIVITY STIPENDS

	2014-2017	Longevity
Group 1	2,883	+100/yr.
Group 2	2,336	+100/yr.
Group 3	1,820	+100/yr.
Group 4	1,430	+100/yr.
Group 5	1,034	+90/yr.
Marching Band Director	5,089	+100/yr.
Assistant Marching Band Director	3,393	+100/yr.
Media Coordinator Grandfathered	4,334 since 2004-2005	
Drama Club Director	4,989	
Drama Club Assistant	3,326	
MOTV Station Management	3,326	
Internship Coordinator	4,000	
Job Shadowing	2,500	

The minimum staffing for the High School Marching Band shall consist of one Head Band Director and one Assistant Director, 3 Marching Band Assistants, and one Percussion Instructor (Appendix B, Group 2). If any one of the positions cannot be staffed, the base stipend of the unfilled position shall be divided equally among the remaining staff.

APPENDIX C

HIGH SCHOOL COACHES' GUIDES	
Category Sport	Category Sport
A	B
Soccer	Football
Field Hockey	
Ice Hockey	C
Baseball	Wrestling
Softball	Basketball
Track	Robotics
Swimming	E
Lacrosse	Golf
	Tennis
D	
Cross Country	F
Indoor Track	Cheerleading

\$125 Longevity for each year after step 4. The Board retains the right to fill the positions listed above or to refrain from filling any position listed above, as it may deem appropriate. Progression to the next step of the guide is not considered automatic but will be based on satisfactory performance as determined by the administration. Payment for fall sports shall be made in November. Payment for winter sports shall be made in February. Payment for spring sports shall be made in May. Payment shall be made in one check during the pay period.

APPENDIX C

Mt. Olive High School Coaches Salary Guide

2014-2017

Step	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
A Head	\$ 6,744	\$ 7,204	\$ 7,662	\$ 8,124
A Asst.	\$ 4,065	\$ 4,430	\$ 4,616	\$ 4,894
B Head	\$ 8,855	\$ 9,422	\$ 9,791	\$ 10,344
B Asst.	\$ 4,617	\$ 4,986	\$ 5,359	\$ 5,725
C Head	\$ 7,389	\$ 7,850	\$ 8,312	\$ 8,774
C Asst.	\$ 4,344	\$ 4,802	\$ 5,171	\$ 5,544
D Head	\$ 6,371	\$ 6,744	\$ 7,112	\$ 7,484
D Asst.	\$ 3,234	\$ 3,509	\$ 3,787	\$ 4,066
E Head	\$ 4,759	\$ 5,034	\$ 5,311	\$ 5,589
E Asst.	\$ -	\$ -	\$ -	\$ -
F Head	\$ 4,617	\$ 5,078	\$ 5,544	\$ 6,004
F Asst.	\$ 3,278	\$ 3,556	\$ 3,834	\$ 4,111

APPENDIX C

MIDDLE SCHOOL COACHES/ADVISORS GUIDES

<u>POSITION</u>	<u>2014-2017</u>	<u>Longevity per year of service</u>
Cheerleading Head	2,883	+\$50/yr.
Cheerleading Asst.	1,430	+50/yr.
Cross Country Head	4,294	+50/yr.
Cross Country Asst.	2,173	+50/yr.
Soccer Head	4,294	+50/yr.
Soccer Asst.	2,173	+50/yr.
Field Hockey Head	4,294	+50/yr.
Field Hockey Asst	2,173	+50/yr.
Basketball Head	4,294	+50/yr.
Basketball Asst.	2,400	+50/yr.
Baseball Head	4,294	+50/yr.
Baseball Asst.	2,173	+50/yr.
Softball Head	4,294	+50/yr.
Softball Asst.	2,173	+50/yr.
Track Head	4,294	+50/yr.
Track Asst.	2,173	+50/yr.
Intramurals	3,823	+50/yr.
Intramurals Asst.	2,209	+50/yr.
Wrestling Head	3,565	+50/yr.
Wrestling Asst.	2,124	+50/yr.
Outdoor Ed. Dir.	2,124	+50/yr
Wrestling Director	1,119	+25/yr
Volleyball Director	1,119	+25/yr
Weight Training	1,277	+25/yr
Wolfe Run Director	947	+25/yr
Track and Field	849	+25/yr
Typing	1,375	+25/yr
Radio Controlled Car	1,375	+25/yr
Young Astronauts	1,330	+25/yr
Dance Club	1,294	+25/yr
Yearbook Layout	1,830	+25/yr

APPENDIX C

MIDDLE SCHOOL COACHES/ADVISORS GUIDES

<u>POSITION</u>	<u>2014-2017</u>	<u>Longevity per year of service</u>
Yearbook Photo	1,703	+25/yr
Creative Writing Adv.	1,605	+25/yr
Creative Writing Asst.	1,277	+25/yr
Literary Magazine Advisor	1,605	+25/yr
Literary Magazine Asst.	1,277	+25/yr
Literary Magazine Art	1,277	+25/yr
Newspaper	1,277	+25/yr
Math Club	1,395	+25/yr
Games Club I	1,061	+25/yr
Games Club II	1,061	+25/yr
Computer Club I	1,061	+25/yr
Computer Club II	1,061	+25/yr
Health and P.E.	1,277	+25/yr
Press Release	1,218	+25/yr
Dance Band	1,330	+25/yr
Student Council	1,229	+25/yr
Science Club	1,341	+25/yr
Fitness Club	1,090	+25/yr
Model Club	1,052	+25/yr
Karate Club	1,061	+25/yr
Debate Club	1,294	+25/yr
Golf Club	1,061	+25/yr
Hiking and Walking	1,061	+25/yr
Music Appreciation	1,061	+25/yr
National Honor Society	1,229	+25/yr
Craft Club	1,061	+25/yr
Drama Club	1,061	+25/yr
Garden Club	1,061	+25/yr
Wellness Coordinator	1,395	+25/yr
Community Links	1,061	+25/yr
Environmental Science	1,061	+25/yr
Drama Club Choreographer	1,061	+25/yr

APPENDIX C

MIDDLE SCHOOL COACHES/ADVISORS GUIDES

POSITION	2014-2017	Longevity per year of service
Drama Club Music Director	1,061	+25/yr
Lacrosse Club	1,061	+25/yr
Media Center Advisor	1,061	+25/yr
Robotics/Science Olympiad	1,274	+25/yr
Student Task Force	1,061	+25/yr
Tennis Club	1,061	+25/yr
Theater Club	1,061	+25/yr
Art Club	1,061	+25/yr
Outdoor Ed. Advisor 2 nights	136	per night
Washington D.C. Adv. 2 nights	136	per night
Peer Tutor Advisor	Class Coverage Rate	
Peer Coordinator	Class Coverage Rate	
Basketball Game Supervisor	38	per hour
Event Supervisor	38	per hour
Homework Club Coordinator	38	per hour
Homework Club Supervisor	38	per hour
Saturday Detention	38	per hour
Gifted and Talented Art	1,250	
Geography Club	1,250	
Technology Student Association Club	1,250	
International Club	1,250	
Technology and Broadcasting Club	1,250	
Dance Club	1,269	

Theater Lighting and Sound Technician shall be compensated at the class coverage rate as provided in Article 25 above, for services rendered during a prep, duty or lunch period, and at the evening chaperoning rate as provided in Article 23(6) above for services rendered during the evening or on weekends.

APPENDIX C

MIDDLE SCHOOL COACHES/ADVISORS GUIDES

The Theater Lighting and Sound Club Advisor shall be compensated at the class coverage rate for services rendered during a prep, duty or lunch period, and at the rate of twenty dollars (\$20) per hour for work performed during the evening and on weekends for Club activities (as designated in the extra-curricular job description). Services rendered at night or on the weekends for non-Club activities shall be compensated at the chaperoning rate.

APPENDIX C

ELEMENTARY SCHOOL ADVISORS

When paid position(s) are created in the elementary schools, the teachers(s) assigned to the position(s) shall initiate a voucher for the agreed-upon stipend within thirty (30) calendar days of the creation of the position. The Board shall approve/disapprove the position within thirty (30) calendar days of the receipt by the Board Secretary.

ELEMENTARY SCHOOL STIPENDS

<u>ACTIVITY</u>		<u>2014-2017</u>			
Publicity		\$237			
Safety Patrol		\$473			
After-School Gifted & Talented Coordinator		\$ 1,250	per 25 students (1 per building)		
Elementary Renzulli		\$ 230	per position		
<u>Elementary, Middle School, High School</u>					
Webmaster		\$ 6,000			