



Warren Hills Regional Educations Association
contract agreement with the
Warren Hills Regional Board of Education
2010/11, 2011/12

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It is the policy of Warren Hills Regional Schools not to discriminate on the basis of race, color, creed, religion, sex, age, sexual orientation, disability, ancestry, national origin or social or economic status in its educational programs or activities and employment policies.

PREAMBLE

This AGREEMENT entered into this 18th day of MAY 2010 by and between the BOARD OF EDUCATION OF THE WARREN HILLS REGIONAL SCHOOL DISTRICT, hereinafter called the "Board," and the WARREN HILLS REGIONAL EDUCATION ASSOCIATION, hereinafter called the "Association."

WITNESSETH:

ARTICLE I, RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all personnel employed by the Board, including:

1. Teachers
 - a. Classroom Teachers
 - b. Psychologists
 - c. Nurses
 - d. Counselors
 - e. Librarians
 - f. Social Workers
 - g. Learning Disabilities Teacher Consultants
 - h. Speech Correctionists
 - i. Student Assistance Coordinator
 - j. Library Assistant
2. Paraprofessionals
3. Secretaries
4. Resource Personnel
5. Bus Personnel
 - a. Bus Drivers
 - b. Bus Mechanics

But excluding:

1. Assistant Principals
2. Business Administrator
3. Curriculum Coordinator
4. Department Supervisors
5. Directors
6. Director of Information Systems
7. Principals
8. Substitutes
9. Superintendent of Schools
10. Executive Secretaries

11. Confidential Secretaries
12. Aides/Paraprofessionals not employed by Warren Hills
13. Custodial/Maintenance Staff
14. Athletic Trainer
15. Technology Staff

B. Definition of Paraprofessionals

Unless otherwise indicated, paraprofessionals refer to only aides working under the direction of a teacher and/or administration and having responsibilities related to the instructional process.

ARTICLE II, NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good faith effort to reach agreement concerning the terms and conditions of employment. Any agreement so negotiated shall apply to the unit defined in Article I, be reduced to writing, shall be presented to the membership of both the association and the Board for consideration, and if acceptable to the majority of the membership of both bodies, be adopted and signed by both the Association and the Board.
- B. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.
- C. Compliance Between Individual Contract and Master Agreement

Any individual contract between the Board and the individual members of the collective bargaining unit, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. Any disagreement between an individual contract and the bargaining contract will not be subject to binding arbitration.

ARTICLE III, EMPLOYMENT PROCEDURES

A. Placement on Salary Schedule

1. Each unit member shall be placed on the proper position of the appropriate salary schedule as of the beginning of the current school year as per Appendices A - G, respectively.
2. If a unit member was hired after February 1, that unit member will not advance on the salary guide in the subsequent year. In all other cases, salary adjustments for the subsequent year will be in accordance with the negotiated salary schedule.
3. A unit member who received credit for experience under Article III, B, when employed by the Board during the school year, shall advance to the next step on the salary guide at the beginning of the next school year.
4. The Board shall have the exclusive right to grant credit for previous experience for unit members. Once agreed upon and employed by the Board of Education, no future adjustments in credit will be requested nor granted. Likewise, existing unit members will not be granted salary adjustments based upon other unit member's salaries.
5. Until the ratification of a successor contract, salaries will remain as dictated by the previous contract.

B. Credit for Experience

Credit for experience shall be deemed at the discretion of the superintendent to each unit member for previous experience in any duly accredited school upon initial employment or reemployment in accordance with the provision of Appendix A - G respectively. Credit will be given on a one-year-for-one-year basis for experience in the educational field. For experience not in the field of education, credit may be given on a one-year-for-two-years basis with a maximum of five steps. All credit for military service earned pursuant to N.J.S.A. 18A: 29-11 shall constitute part of such credit.

C. Notification of Contract and Salary

Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15 or a date stipulated by the Department of Education, pending completion of negotiations. Secretaries, Paraprofessionals and Resource Personnel shall be notified of their contract and salary status for the ensuing year no later than June 1 or one (1) month from ratification and approval of

the contract. Nothing in this collective bargaining agreement should be construed to establish tenure for the position of paraprofessionals regardless of years of service. Bus Personnel will be notified of their employment status for the ensuing year no later than June 30.

D. Resignation of a Secretary, Paraprofessional, Bus Personnel or Resource Personnel

1. A secretary, paraprofessional, bus personnel or resource personnel who is resigning his/her position shall give two (2) weeks' notice.
2. Earned vacation and personal days for secretaries shall be paid according to the portion of full months worked to the total contract year, unless proper notice has not been given. If the full two (2) weeks' notice is not given, earned vacation and personal days shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the employee.

E. Posting of Employment Opportunities

1. All summer employment opportunities for unit members shall be posted. The Board shall be responsible to post said positions on the bulletin board in the main office and main faculty room of each building as well as utilizing e-mail and/or automatic telephone messaging provided these electronic methods are functioning.

2. All teaching vacancies for unit members for an upcoming school year shall be posted. The Board shall be responsible to post said positions on the bulletin board in the main office and main faculty room of each building as well as utilizing e-mail and/or automatic telephone messaging provided these electronic methods are functioning. This posting shall include the anticipated duration of employment and all the qualifications for the position.

F. Bus Personnel Licensing and Exams

The Board shall pay for initial and required physicals for New Jersey license holders. The Board will only pay what is not covered by the drivers' health insurance. Drivers are responsible for any cost associated with security clearance (i.e. fingerprinting) and commercial driver's license (CDL). Copies of licenses and medical

cards must be provided to the Transportation Coordinator upon renewal.

G. Bus Personnel Seniority

Seniority for bus personnel is defined as continuous length of service within the District. Such service will be calculated from the first day of the employee's most recent date of hire, as evidenced by the employee's personnel file. In the event that two employees were employed on the same day, the order of hiring in the Board of Education meeting minutes will determine the most senior employee. The Board shall establish and maintain a seniority list of employees. The Transportation Coordinator shall revise the list annually and post it at the start of each school year.

An employee shall lose seniority rights for any one of the following reasons:

1. If any employee quits; or
2. Is discharged for proper cause; or
3. Does not return to work in seventy-two (72) hours when recalled to service after a reduction in force unless excused for illness or other valid reasons; or
4. Is absent for (2) or more consecutive days or shifts without notifying the Transportation Coordinator or Business Administrator, unless the employee can establish that it was impossible to so notify the Transportation Coordinator or other superior; or
5. Taking a leave of absence for a period of 6 months or more will result in the loss of one year of seniority.

ARTICLE IV, EMPLOYEE RIGHTS

A. Required Meetings or Hearings

1. Whenever any member of the collective bargaining unit is required to appear before the Board of Education, any committee thereof or administrator/supervisor, that member shall be notified in writing prior to the meeting if any matter which would adversely affect the continuation of that member's employment or salary will be discussed. The individual may then exercise his/her right to have Association representation present to advise him/her.
2. Representation rights do not extend to evaluation conferences, which are not expected to result in disciplinary action. Any comments of a negative nature that are to be included in the individual's personnel file must contain the signature of the employee and administrator/supervisor as well as the date. The

signature of the employee only indicates that he/she has seen the document and not that he/she agree with the content. Rebuttals may be attached if provided to the Superintendent by the unit member within ten (10) school days of the date of the signing of the document. The Superintendent will notify the unit member in writing of the receipt of the rebuttal within ten (10) school days of its filing in his/her office.

B. Association Identification

No member of the collective bargaining unit shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such pins or other identification shall be in good taste and shall not be disruptive to the educational process.

C. Just Cause

Unless just cause therefore exists, no employee shall be disciplined, reduced in rank or monetary compensation. Any such action by the Board, or any agent or representative thereof, shall not be made public until the Board thereon takes formal action.

D. Past Practices

Unless otherwise provided in this Agreement, nothing contained in this Agreement shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any terms and conditions of employment existing prior to its effective date.

E. Investigative Inquiries will follow the policy adopted by the Board of Education as the procedure for disciplinary/performance review conferences.

ARTICLE V, ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish upon request of the Association a current roster of certified personnel (as of first day of school for teachers), one (1) copy of the agendas and the minutes of all public Board meetings, and one (1) copy of the names and addresses of all unit members. The Board also agrees that upon written request from the Association or any member thereof prosecuting a grievance beyond Level Two, it will provide requested information as necessary to process the grievance.

B. Use of School Buildings

The Association and its representatives shall have the privilege to use school buildings at reasonable hours for meetings. Prior approval of the time and place by the Superintendent or his/her designee shall be required but shall not be withheld unreasonably.

C. Use of Equipment

The Association shall have access to use school facilities and equipment, including typewriters, computer equipment, copying machines, calculating machines, and all types of audiovisual equipment at reasonable times and when such equipment is not otherwise in use. The Association shall pay the actual cost of all materials incidental to such use. No equipment shall be removed from school property. The Association will pay for any damage incurred, loss, or theft of borrowed property. Permission of the building principal or his/her designee shall be required. Such permission shall not be withheld unreasonably.

D. Use of Bulletin Boards

The Association and its unit members shall have, in each school building, space for its use on the bulletin board in each faculty lounge. Material to be posted shall be in good taste. Materials posted in view of students and/or the public shall require administrative approval.

E. Inter-school Mail

The Association shall have the reasonable use of the inter-school and intra-school mail facilities and school mailboxes, as it deems necessary. Notification to the building principal or his/her designee shall be required.

F. Participation in Meetings

1. During the annual Orientation meeting of staff, the Association President or designee shall, if it so requests, have 30 minutes time on the program.
2. An Association representative may speak to the staff at any faculty meeting for a reasonable time upon the request of the representative. The principal shall place the representative's request on the agenda.
3. Whenever possible, the notice of, and agenda items for any

meetings shall be announced to the staff involved, at least one (1) day prior to the meeting. Unit members shall have the opportunity to suggest items for the agenda.

G. Association President's Duty

The Association president shall be given one duty period in his/her schedule to be used for the purpose of Association business. Said duty period will be in addition to contractually required prep periods. The duty period shall last for the duration of the school year.

ARTICLE VI, MANAGEMENT RIGHTS

Subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations, the Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; (f) to establish work rules; and (g) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE VII, WORK YEAR

A. Ten-Month Employees

1. The in-school work year for teachers employed on a ten (10) month basis shall not exceed one hundred eighty-five (185) days, of which 181 are instructional days. The additional days shall include the following: (1) the first orientation day (2) one full day county in-service (3) one full day for district in-service (4) last day for professional staff. Prior to the start of the school year, new personnel will be required to attend an additional three (3) days for new teacher orientation.
2. The work year for Resource Personnel and paraprofessionals shall be the same as the students' school year. If resource personnel /paraprofessionals wish to attend a professional development in-service it will be on a volunteer basis.

3. The work year for ten (10) month secretaries shall be from September 1 through June 30.
4. The work year for Bus Personnel shall be the same as the students' school year of the bus driver's assignment with an addition of one orientation day prior to the start of school. Drivers are to be present and prepared to work on all student days barring illness or other approved absence.

B. The school calendar shall be established by the Board of Education.

C. Holiday Schedule - Secretaries

All secretaries, full and part/time, are entitled to the following holidays:

Independence Day
Labor Day
NJEA Convention (2 days)
Thanksgiving (2 days)
Winter Holiday (3 days)
New Year's Day
Martin Luther King Day
Presidents Day Holiday
Good Friday
Spring Holiday (2 days)
Memorial Day
Open Holidays* (2 days)

*Each secretary may select two holidays of his/her choosing as long as that day is a day that school is closed for students and is approved by the immediate supervisor. Reasonable notice shall be given and supervisory approval shall not be arbitrarily withheld. These holidays can be used during emergency closing days without prior approval.

If one of the above holidays is lost due to a calendar change, an individually chosen make-up holiday/vacation day will be provided. Reasonable notice shall be given and administrative approval shall not be withheld unreasonably. These make-up holidays must be used during the school year in which they are earned.

D. Vacation Schedule - Secretaries

1. Vacation time may be taken at any time during the year and shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.

2. Vacation days are allotted as follows:

Upon employment, eligible secretaries earn vacation days at the rate of .83 per month (10 days/12 months = .83). These days accrue until July following the date of employment when they are available to be used.

A full year allotment of vacation days is available each July thereafter according to the following schedule, provided the employee worked the full previous year. Employees must complete the year indicated below before moving to the next tier.

After years	1 - 5	10 days
	6 - 8	12 days
	9 - 11	15 days
	12 - 14	18 days
	15 - 17	20 days
	18 - 19	22 days
	20 and 20+	25 days

ARTICLE VIII, TIME REQUIREMENTS

A. TEACHERS' WORKING HOURS

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, A teacher shall indicate his/her presence at the beginning and end of the workday according to the procedure established by the Board of Education.

1. The teacher's school day shall be no more than 7 hours and 20 minutes in length. The teacher's day may be extended under stipends for assignments provided for in this agreement and agreed to voluntarily by the teacher and administration. The teachers who extend their day by their own volition will not be compensated.
2. Teacher-student contact time shall be no more than 267 minutes per average day and no less than 190 minutes per day.
3. Teacher-student contact time consists of the following: Classroom instruction, homeroom, study hall supervision, lunch supervision, and library supervision.

4. Teachers shall have a daily duty-free lunch period approximately in the middle of the school day, equal in length to that of the students' lunch, but not less than 30 minutes excluding passing time normally allocated between periods.

Teachers required travelling between the middle school and high school during the course of the school day shall be assigned five (5) classes plus a duty/travel period. In the event that said travelling teacher is assigned a sixth class, said teacher shall receive a stipend of \$1175 per semester.

5. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period but they must indicate their leaving and return by notifying the building main office staff. Teachers may leave the building during their preparation period with prior approval of the building principal, or designee, but teachers must return to the building before the end of their preparation period. Prior approval of the building principal, or designee, will not be unreasonably withheld.
6. Exceptions to the provisions of Section A (4) and (5) above may be made in cases of extreme emergency as determined by the Superintendent.

7. Schedule

Teachers employed full time (6 teaching/duty periods) shall have the equivalence of two full class periods of non-instructional preparation time per day or six full class periods of non-instructional preparation time per schedule rotation to conduct business related to their instructional/school related assignment unless compensated at class coverage rate for loss of said preparation period.

8. If a teacher is assigned five class preparations per semester, they will be compensated at a rate of \$1200 per semester paid at the conclusion of the semester. No teacher will be assigned more than 5 preparations per semester.
9. In the event that this schedule cannot be implemented in an educationally sound manner, the Board may implement a schedule consistent with the terms of the contract.
10. Usage of non-instructional preparation periods for Meetings

Teachers may be administratively assigned or required to attend one meeting during their non-instruction preparation period per four-day rotation. Any teacher who is required to attend additional meetings or is administratively assigned on a second preparation period in a four- day rotation which causes them to lose a preparation period will be compensated at the rate of class coverage for one period.

11. Part-time teachers (less than 30 hours per week) shall only be required to attend meetings during their scheduled workday. The teacher shall be responsible for getting any missed information from the administration.

12. Provisions for Special Education Teachers:

a. Special Education Classroom Teachers required to write Instructional IEPs will be granted professional days as follows:

1-5 IEPs = ½ day, 6-10 IEPs = 1 day, 11+ IEPs = 1 ½ days

b. Special Education classroom teachers required to write the Alternate Proficiency Assessments (APA) or equivalent state mandated assessments will be granted professional days as follows.

1-5 APA programs, 1/2 day each month

6-10 APA programs, 1 day each month

c. Teaching partnerships must be limited to no more than three different partners per semester. If a teacher is assigned more than three partners in a semester, the teacher will be compensated at a rate of \$350 per semester for each additional partnership.

Days will be allotted for the months of Oct. Nov. and Dec. This is in addition to the professional development days provided to the entire staff. Due to the deadline of Feb 1st no additional time will be needed for the second half of the year.

B. Teacher participation in field trips and co-curricular activities may be scheduled to extend beyond the teacher's in-school workday. Overnight and weekend trips shall be voluntary unless assigned and required by the administration.

- C. Teachers are expected to perform supervisory duties during days when the school schedule is modified for testing and other special events.
1. Attempt of notification of assignments will be made at least five school days prior to testing or special event days unless substitutions arise due to absenteeism. If notification is two days or less, the employee shall be compensated at the coverage rate for the time spent testing. There will be no compensation if there is written notification from the State Department of Education that they made changes to the schedule within the 2-day period.
 2. If testing or other special events occur during the prep period, teachers will be compensated at the rate of teacher coverage for that prep period except on full non-instructional testing days.
- D. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building faculty meetings, department meetings or other special meetings. No teacher shall be required to attend more than thirty (30) such meetings during any one school year. Such meetings shall begin no later than ten (10) minutes after student dismissal time and shall run for no more than sixty (60) minutes except in cases of emergency involving the health and safety of students and/or teachers and where, as determined by the administration, a memo, phone call or mass e-mailing would not be able to convey the information. If additional time is needed, students shall be dismissed early.
- E. Teacher participation in extracurricular activities, which extend beyond reasonable extra time in addition to the regular school day and for those special services set forth in Appendix F shall be compensated for in accordance with Appendix F and G.
- F.
1. The teacher workday on the last day of school shall begin at 8:00am and end at 2:45pm or when the teacher has completed normal school closing procedures without negating supervisory responsibilities.
 2. Fridays and days prior to holidays, teachers may leave fifteen (15) minutes after the students' dismissal.
 3. School will close after a state-recognized four (4) hour session on the last school day prior to the Thanksgiving and Winter recess.

4. If a Back-To-School Night is scheduled for any building, there will be an abbreviated school day for students and staff for that building with a dismissal at the end of a four hour session.

G. Secretarial Working Hours

1. Working hours for full-time secretaries shall be from 7:15 a.m. until 3:30 p.m. Monday through Friday, from the first day of school for teaching staff in September through the last day of school for teaching staff in June.
 - a. A duty-free lunch period of one (1) hour shall be provided.
 - b. Two (2) uninterrupted "coffee breaks" each of 10-minute duration shall be provided. One such break may be taken in the morning and one in the afternoon. The administration may schedule these breaks if necessary.
 - c. Friday Leave Time: On a rotational basis one secretary per building, from the entire secretarial staff, will stay until 3:15 p.m. All other secretaries may leave at 3:00 p.m. Any secretaries that perform substitute assignments and arrives at 6:30 a.m. are excluded unless needed due to an emergency situation.
 - d. As determined by the building administration and approved by the Superintendent, summer hours will be 6.5 hours worked, from the day following the last day of school for teaching staff in June through the day preceding the first day of school for teaching staff in September. The superintendent shall have discretionary authority to adjust the starting and ending times to meet building needs.
 - e. Secretaries may leave one-half (1/2) hour after students on the last working day prior to holidays unless needed due to an emergency situation as determined by the Superintendent.
 - f. Secretaries may leave one-half (1/2) hour early on the last working day prior to the Fourth of July holiday.
 - g. Part-time secretaries will work hours as assigned by the administration except in the case of an emergency. Notice will be provided fourteen (14) calendar days in advance of any change.

2. Secretary Emergency Closings and Delays

Secretaries shall be present at work on emergency closing days unless instructed otherwise by the Superintendent. Secretaries shall report as close as possible to the normal starting time, but no later than 11:00 a.m. or the day shall be charged as a vacation day.

3. Overtime: (defined as working hours in excess of a 40-hour work week)
 - a. All overtime on weekends or holidays shall be voluntary. If volunteers are not available or, in the judgment of the administration, specific skills are required, the administration has the right to assign overtime to the secretary it determines is necessary to perform the assignment. Notice that such overtime will be required shall be given as far in advance as possible and rotated to the extent feasible.
 - b. Overtime other than on weekends or holidays shall be worked as required by the administration. Notice that such overtime will be required shall be given as far in advance as possible and rotated to the extent feasible.
 - c. Overtime shall be paid at the rate of one and one half (1 1/2) times the hourly rate, and double time on weekends and holidays. In the alternative, compensatory time may be taken following the formula for hourly compensation to arrive at the equivalency in time.
 - d. Paid days off will count as if worked for computing overtime beyond seven and one-quarter (7 1/4) hours.

* Note - Compensation shall be at the regular hourly rate (or compensatory time if the employee chooses) for the hours between the regular work week and the beginning of the overtime rate. (40 hours less 36 1/4 = 3 3/4 hours)
4. Secretaries employed on a ten-month basis will be paid at a rate equal to 10/12 of the annual salary of their appropriate step.

I. Paraprofessional Working Hours.

Working hours for paraprofessionals shall be parallel to those of teachers with regard to starting time, leaving time and length of

lunch periods. Paraprofessionals may leave the building without requesting permission during their scheduled duty-free lunch period, but they must indicate their leaving and return by notifying the building main office staff.

J. Bus Personnel Working Hours.

1. The Transportation Coordinator will organize regularly scheduled daily runs into "packages" or grouped routes. Drivers will select such packages prior to the commencement of school in order of seniority.
2. After the route list is exhausted, any driver may then be asked to carry out this run. Emergency situations as determined by the transportation supervisor will be assigned to any available driver, provided the list is followed, if possible.
3. Drivers will indicate their presence and departure at the beginning and end of the workday according to the procedure established by the Board of Education.
4. In the event that drivers are scheduled to drive an extra route due to building schedules or other circumstances, the driver will be paid at the same hourly rate paid for their regular route. A time sheet must be submitted.
5. Mandatory drivers meetings will be called by the Transportation Coordinator as needed. Drivers will be reimbursed at \$11.50 per hour for these general transportation staff meetings.
6. Safety training is considered a mandatory meeting and drivers will be reimbursed at \$11.50 per hour for any safety meetings.
7. Drivers must abide by all procedures set forth in the driver's handbook.
8. Drivers are to be available for emergency duty as called by the Transportation Coordinator.
9. Drivers who miss a pre-scheduled mandatory driver or safety meeting by utilizing an excused day must make up the meeting within 5 working days. In the case of an emergency, drivers must notify the Transportation Coordinator with the reason for missing the meeting. A missed unexcused mandatory drivers meeting or safety meeting must be made up within five (5) working days of the date of the meeting. Failure to attend or

make up the meeting, for whatever the reason, may result in discipline.

10. When a driver is reporting an absence due to illness for any part of the regular work day, the driver will be ineligible to drive a route outside the regular package for that day.

K. Resource Personnel's Working Hours

Working hours for Resource Personnel shall be eight (8) hours per day. Within this workday is included a half an hour (1/2) lunch period and two ten (10) minute breaks.

ARTICLE IX, NON-TEACHING DUTIES

A. Procedures governing the collection, care and disposition of money collected from students were developed by the Educational Council and were adopted by the Board of Education.

B. Mileage Reimbursement

In the event a school vehicle is used to transport students to activities (including practice sessions) beyond the school day and a teacher has the required CDL, the teacher shall be compensated for a rate commensurate with the regular rate set for payment of bus drivers for field trips. The teacher will be compensated at the rate for the time spent on the road. Teachers who are authorized to use their own vehicles for school purposes will be compensated at the state rate established by the office of Management and Budget. In the event that the State rate is abolished teachers who are authorized to use their own vehicles for school purposes will be compensated at the rate established by the IRS as of January 1 of each year. All employees submitting claims for mileage reimbursement must first provide a Certificate of Insurance verifying they maintain liability coverage of a minimum of \$50,000 /\$100,000. Monthly submissions of \$25 or more are requested.

C. Extracurricular Assignments

1. All extracurricular positions will be declared open at the end of the school year or athletic season. Reemployment in a position is not automatic and is dependent upon the recommendation of the administration and the confirmation of the Board of Education.
2. In May of each year or at the end of the season, the administration will notify all staff members to apply in writing

for any and all positions which they desire. This will be accomplished by posting all extracurricular positions on the main office and main faculty room bulletin boards and by written notification in staff mailboxes or by email.

3. A staff member's qualifications, previous performances and requests for other contracts will be considered in filling each position. All Warren Hills employees who apply for an extracurricular position will be given an opportunity to interview for said position. In the event the board determines, in their opinion, no applicants meet the qualifications, the board reserves the right to request a unit member to fill the position. According to NJSA34:13A-23.
4. In the event that a coach/extracurricular advisor is unable to fulfill the responsibilities of his/her position for a period of two weeks or longer, the administration shall have the right to replace the coach/advisor immediately and assign the duties and remaining stipend to the new coach/advisor. The superintendent will be able to reinstate the coach/advisor if he/she is able to resume the duties of position.
5. If a coaching position is eliminated during the season said coach will be reassigned to another coaching position for the remainder of the season. Said Coach may have the option to resign from the reassigned position.

An extracurricular advisor position may be suspended at the start of a new semester with notification being given to the advisor at least 10 working days prior to the start of said semester. Positions may be reposted for the next semester.

6. Independent Study advisors will conduct their programs in the time frame outside the instructional day. If an instructor wishes to conduct this program during their duty free lunch they have that option.
7. Mentoring advisors will provide assistance to their mentee in the time frame outside the instructional day. If an instructor wishes to conduct this program during their duty free lunch they have that option.

D. Bus Personnel - Routes Outside the Regular Package

- a. The rate for routes outside the regular package shall be \$17.50/hour during weekdays and \$18.00/hour during weekends.

- b. All routes outside the regular package shall be scheduled through the Transportation Coordinator's office after approval by the Superintendent and building administration. Routes outside the regular package shall not be taken if they interfere with a driver's regularly scheduled package.
- c. Assignment to routes outside the regular package will be on a rotational schedule as detailed below, beginning with the most senior driver to least senior drivers for drivers covered by this agreement. If a driver chooses not to drive routes outside the regular package at all, his/her name will be deleted from the list. Should a driver refuse a route outside the regular package when his/her name occurs in the rotation, they will move to the bottom of the list and the Transportation Coordinator will assign the next most senior driver in the rotation.
 - 1. Unit members will have first choice of eligible routes on school days on a rotational basis.
 - 2. On non-school days, the rotational list shall include unit member followed by non-unit members listed by seniority bus personnel employed by the Board. The unit member drivers will start at the top of the list based on seniority. This list will not be used for mid-day mail runs or summer transportation.
 - 3. Mid-day mail runs shall be assigned on a monthly basis. The rotational list shall include unit member and non-unit member bus personnel employed by the Board. The unit member drivers will start at the top of the list based on seniority.
 - 4. The rotational list for summer transportation shall include unit member and non-unit member bus personnel employed by the Board. The unit member drivers will start at the top of the list based on seniority.
 - 5. Once a unit member reaches 40 hours in a week, including his/her regular route, the assignment of additional routes will be at the transportation coordinator's discretion.
 - 6. The rotational list of non-unit member bus personnel referenced in 2,3 and 4 above shall not exceed ten (10) non-unit member drivers.
- d. When special circumstances arise, drivers may be asked to drive a route outside the regular package as assigned by the transportation coordinator. These routes shall be paid at the approved rate. Routes not contiguous to a drivers regularly scheduled hours will be paid a minimum of one and a half (1 ½) hours.

- e. Drivers are expected to remain at the premises for all activities unless directed otherwise by the Transportation Coordinator.
- f. Drivers are responsible for their own meals.
- g. Drivers will be reimbursed for tolls upon submitting vouchers and receipts.
- h. All summer transportation will be paid at the rate for routes outside the regular package. The minimum time paid will be one (1) hour.

ARTICLE X, TRANSFERS, ASSIGNMENTS AND REASSIGNMENTS

- A. The Superintendent or designee shall notify each staff member by e-mail and/or automated message equipment, and post in all school buildings a list of all known, unfilled and newly created positions as they occur. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within fifteen (15) days after the date of the notice. During the summer recess, unit members will be notified of vacancies by using either e-mail or automatic telephone messaging.
- B. Teachers who desire to change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than April 15. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference. Decisions pertaining to assignments shall be made by the Superintendent of Schools after consultation with the principals. Upon reaching his/her decision, the Superintendent or his/her designee shall notify the employees involved.
- C. As soon as practicable, and no later than the last two weeks of school, the Superintendent shall post in each school and make available to the Association President, a system-wide roster showing the names and tentative assignments of all personnel, excluding bus personnel. In the event of change of assignment, the unit member involved will be notified at the earliest possible time. Upon request of the unit member, a consultation with the Superintendent or his/her designee will be held concerning such change. Bus personnel shall be offered their routes no later than two (2) weeks before the start of school.

ARTICLE XI, PROMOTIONS

A. Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility including, but not limited to, positions as specialists. All vacancies in promotional positions, including specialists, shall be publicized by the Superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily at least ten (10) work days before the final date when applications must be submitted and a copy of said notice shall be given to the Association at the time of posting. Members of the collective bargaining unit who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications.
2. When school is not in session, the Superintendent shall notify each unit member by e-mail or automatic telephone messaging.

ARTICLE XII, SICK LEAVE

A. Number of days

1. Each teacher and paraprofessional employed by the Board shall be entitled to eleven (11) days of sick leave in each school year, commencing the first official school day of said school year whether or not the teacher or paraprofessional reports for duty on that day.
2. Twelve (12) month secretaries shall be credited at the rate of twelve (12) sick days per year. Ten (10) month secretaries shall be entitled to ten (10) sick days per year. Part-time secretaries shall receive sick leave prorated based upon the percent of hours/day worked compared to a full time secretary.
3. Resource Personnel and Bus Personnel shall be entitled to ten (10) sick days per year.

B. Accumulative

Unused sick leave days shall be accumulated from year to year without limitation.

C. Certification

The Superintendent or Designee shall have the discretion to require a medical certificate if the unit member is absent.

D. Notification of Accumulation

Members of the collective bargaining unit shall be given a written accounting of accumulated sick leave days accrued to the end of the prior year no later than October 1 of each school year. Unit members will approve the accounting and verify its accuracy in writing yearly.

E. Payment of Unused Sick Leave

1. Any unit member who retires from the district, according to the provision of the T.P.A.F. or P.E.R.S., in order to receive immediate benefits and not merely "deferred retirement" and has at least ten (10) years of service in the Warren Hills Regional School District shall be eligible for payment for unused sick leave. Statute 18A:30-3.5
2. According to Statute 18A:30-3.5 any member who is not retiring and is severing service in the district is not eligible for payment for unused sick leave.
3. To be eligible for the payment, a unit member must notify the Board of his or her intention to retire by January 1 of the year in which they anticipate retirement. Failure, for any reason, to give the required notice by Jan 1st the unit member may be rendered to deferred payments up to and not to exceed two contractual years.
4. Reimbursement for those unit members who qualify for payment shall be reimbursed as follows to a maximum reimbursement of \$15,000 for employees hired after January 1, 2010, or as designated by state law.

For unit members: Teachers & Full Time Secretaries

Day: 1 to 100 day(s) at \$50 each

Days: 101 to 200 days at \$55 each

Days: 201+ days \$60 each

For unit members: Bus personnel, Resource Personnel
Paraprofessionals, and Part Time secretaries

Day: 1 to 100 day(s) at \$37 each

Days: 101+ days at \$40 each

5. If a unit member should die while employed in the district, payment for unused sick leave would be made to the estate of that employee.
- F. If a unit member is absent from work under the terms of this contract, said member is required to notify the Board-appointed designee in accordance with the approved procedure. Said unit member will not be responsible for arranging substitute coverage.
- G. Sick Leave Bank
A Sick Leave Bank policy shall be established by the Board of Education and the Association.

ARTICLE XIII, TEMPORARY LEAVES OF ABSENCE

A. Types of Leave

Members of the collective bargaining unit are entitled to the following temporary non-accumulative leaves of absence with full pay. Verification that the leave complies with the following conditions may be required:

1. Personal

Up to three (3) days personal leave shall be granted to a unit member during a school year for personal business that cannot be handled outside of school hours. Request for leave must be made to the building principal or transportation coordinator in advance of the day requested, except if the day requested is before or after a school holiday, when five (5) days notice must be given. No reason need be given for personal days provided. However, a reason must always be given if the leave is sought for a day before or after a school holiday. No more than Four percent (4%) rounded up to the nearest whole number of the unit members may receive the same day off before or after a school holiday. The Superintendent shall have the discretion to approve additional requests for leave for days before or after a school holiday.

2. Death

- a. Up to five (5) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: husband, wife, child, father, mother, any other member of the immediate household.
- b. Up to three (3) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: brother, sister, father-in-law, mother-in-law.
- c. For all unit members, up to two (2) days will be granted in case of the death of a member of a unit member's family, which, for purposes of this contract shall include the following: brother-in-law, sister-in-law, grandparent.
- d. A one (1) day leave of absence will be granted for death of other relatives or close friends of a unit member. No more than two (2) shall be granted in any given school year.

3. Military

A unit member who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence for such period with pay.

Whenever such military field training, required activation to duty, or attendance at service schools requires that the unit member remain for a longer period than the prescribed two (2) weeks, Federal and New Jersey Law regarding such leave for military purposes will be complied with by the district.

4. Association Business

- a. Officers and official representatives of the Association shall be granted a collective total of 84 periods during the school year to conduct Association business. No more than two persons per day may be absent for such business. The Association shall reimburse the district 50% of the current class coverage rate.
- b. In the event that loss of a prep occurs due to matters that the administration /unit member requests association assistance, said person will be provided release time from class to replace lost preparation period/or comp time for loss of preparation

period. President of the Association will be given prior notification for in house loss of time Superintendent will be given prior notification for off site loss of time.

5. Family Illness

Up to two(2) days during each year of the Agreement may be granted for illness to a member of the immediate family/household. An employee Leave of Absence form is required. Absences for family illness beyond the two(2) days noted herein will be provided according to the provisions of the various Family Leave Acts.

6. Non-paid Days to Observe a Religious Holiday

Up to two (2) days per year without pay maybe taken with prior approval of the Superintendent to observe religious holidays.

B. Extensions

Extensions of any temporary leave set forth in Paragraph A (1), (2), (3) or (5) above may be made at the discretion of the Superintendent of Schools.

C. Additional Leaves

Leaves taken pursuant to this Article shall be in addition to any sick leave to which the unit member is entitled.

D. The Superintendent has the final authority to deny any and all requests for leaves of absence without pay.

E. Attendance Incentive

After the conclusion of the school year, and not later than July 31, the Board will provide the following bonuses to full/time unit members who have been employed for the entire preceding school year to encourage improved staff attendance. The Unit member shall choose Option 1 or 2 by June 15.

Option 1:

Unit members: Teachers, & Full Time Secretaries	
No personal days used	\$380
One personal day used	\$255
Two personal days used	\$127
No personal and no sick days used	\$550

Bus personnel: Resource Personnel, Paraprofessionals & Part Time secretaries

No personal days used	\$265
One personal day used	\$177
Two personal days used	\$89
No personal and no sick days used	\$390

Option 2: Unused Personal days shall rollover to sick days and accumulate.

ARTICLE XIV, EXTENDED LEAVES OF ABSENCE

A. Military

Military leave without pay shall be granted to any member of the collective bargaining unit who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment as per N.J.S.A 38:23-4 or N.J.S.A 38:14-4.4.

B. Maternity Disability Leave

Sick leave related to the birth of a child will be granted upon request during the disability period commonly four weeks prior to and four weeks following the day of birth. Beyond these limits, a request for extended sick leave related to the birth of a child should be accompanied by a doctor's note explaining the nature of the disability, stating the need for continued absence from work and the estimated date for return to work.

C. Family Leave Act

Employees will be entitled to leaves of Absence as stipulated under the provisions of the Family Leave Act.

D. Child Care

1. A child care leave of absence without pay will be granted to any tenured unit member at the employee's request. Such leave shall not exceed a total period of two (2) years. The applicant shall make his/her intentions regarding the commencement and termination dates of his/her requested leave known to the office of the Superintendent as soon as possible. Before returning to work, the employee may be asked to present a doctor's certificate of physical fitness.
2. A unit member on child care leave shall have the opportunity to substitute in the Warren Hills School District in the area of the employee's certification at the discretion of the Superintendent of Schools.

3. If the pregnancy is terminated before full term and birth of the child, the unit member may apply for termination of leave allowing at least one (1) month for fair notice of her substitute and for her own health. Such return must be accompanied by a certificate of physical fitness from the unit member's personal physician.
4. Any tenured unit member adopting an infant child shall be granted a leave of absence up to a period of two (2) years without pay. Such leave shall commence upon the unit member's receiving de facto custody of said infant, or earlier if necessary, to fulfill the requirements for the adoption.
5. Return from child care leave, except as provided in Paragraph 3 above, or leave for adopting purposes shall coincide with the beginning of a marking period or school year. An employee may submit a written request to return at a time other than the beginning of a marking period or school year. Return during the school year shall be at the discretion of the Superintendent of Schools. If request to return is denied, medical benefits will be reinstated effective the date specified in said written request and in conjunction with a physician's release to return to work.

E. Miscellaneous

1. Other requests for leaves of absence will be considered on a case by case basis and the decision of the Board of Education in these matters is final.
2. Upon return from leave granted pursuant to Section A of this Article, a unit member of the collective bargaining unit shall be considered, as if he/she were actively employed by the Board, during the leave and upon his/her return, shall be placed on the salary schedule at the level he/she would have achieved, if he/she had not been absent. To receive increment credit, a ten month unit member must work or receive a salary for ninety-four (94) days per year, and a twelve month unit member must work or receive a salary for one-hundred twenty one (121) days per year.
3. All extensions or renewals of leaves shall be applied for in writing. If granted, notification shall also be in writing. Such extensions or renewals shall be acted upon by the Board of Education upon the recommendation of the Superintendent of Schools.

ARTICLE XV, INSURANCE PROTECTION

A. As of the beginning of the current contract year, the Board shall provide the health care insurance protection designated below. The Board shall pay the coverage premium appropriate for each unit member's family status. Any unit member who wishes to waive any or all medical insurance protection components, can opt for payment as defined in B, in lieu of benefits. The details of the plan are available in the business office of the Board.

Contract Year 2010-2011	Contract Year 2011-2012
<p>Medical Insurance Component: (\$10 Co-Pay)</p> <ol style="list-style-type: none"> 1. Blue Cross/Blue Shield, Hospital 2. Blue Cross/Blue Shield, Physician 3. Blue Cross/Blue Shield, Major <p>Medical</p> <ol style="list-style-type: none"> 4. Blue Cross/Blue Shield, Out-Patient <p>Prescription Insurance Component:</p> <ol style="list-style-type: none"> 5. Co-pay Prescription Drug <ul style="list-style-type: none"> \$0 Mail-Order \$5 Generic \$12 Name Brand <p>Dental/Orthodontics Insurance Component:</p> <ol style="list-style-type: none"> 6. Dental Coverage 7. Orthodontics Coverage 2010/12 - \$2500/person/lifetime 	<p>Medical Insurance Component: (\$10 Co-Pay)</p> <ol style="list-style-type: none"> 1. Blue Cross/Blue Shield, Hospital 2. Blue Cross/Blue Shield, Physician 3. Blue Cross/Blue Shield, Major Medical 4. Blue Cross/Blue Shield, Out-Patient <p>Prescription Insurance Component:</p> <ol style="list-style-type: none"> 5. Co-pay Prescription Drug <ul style="list-style-type: none"> \$0 Mail-Order \$10 Generic \$20 Name Brand 6. \$50 Deductible per person <p>Dental/Orthodontics Insurance Component:</p> <ol style="list-style-type: none"> 7. Dental Coverage 8. Orthodontics Coverage 2010/12 - \$2500/person/lifetime

(Note: Bus Personnel are eligible for single coverage only. Additional dependant coverage may be purchased at the group rate).

Flex Plan Option (Pre tax dollars): The Board of Education will establish a flex plan available to all unit members. The maintenance fee for this plan will be paid by participating members. Unit members may elect to participate in a medical flex plan or a childcare flex plan or both flex plans.

B. Waiver of Insurance

Any employee who waives medical, dental and/or prescription insurance coverage for themselves and/or any eligible dependents, will be paid according to the table below. The payment of such waiver is in June

of the academic year when the waiver was selected. For shorter periods the waiver will be prorated. Reinstatement under a plan's insurance coverage at any other time of the year is limited to instances when the employee or their eligible dependent(s) loses coverage as a dependent under their spouse's insurance plan. Reinstatement under this circumstance will be immediate and without restriction or penalty. Status of insurance would be the same as prior to waiver. Employees interested in the waiver must present proof of alternate coverage to the Board Secretary in order to be eligible.

Waiver Amounts Table				
	Single	Parent/Child	Husband/Wife	Family
Medical	\$1330	\$1940	\$2900	\$3395
Prescription	\$580	\$750	\$1160	\$1335
Dental	\$130	\$210	\$215	\$375
All three	\$2040	\$2900	\$4275	\$5105

- C. The above coverage shall be placed with Blue Cross/Blue Shield, provided, however, that if another carrier, approved by the New Jersey Department of Insurance, should offer insurance coverage equal to or better than that provided in Paragraph A of this Article, and at the same or lesser rates than the above-named carrier, then such insurance may be procured under contract with such other carrier, upon approval of both the Board and the Association, without formal amendment of this contract.
- D. In order to qualify to be eligible to receive health care insurance benefits, unit members must work a minimum of 30 hours or more per week. Teachers must be scheduled a minimum of four periods with one preparation period.
- E. The Board shall provide for continuance of healthcare insurance after retirement on the terms detailed in the master policies and contracts agreed upon by the Board and the Association. The retiree shall be responsible for all premium costs involved.
- F. The Board shall request the carrier to provide to each new staff member a description of the healthcare insurance coverage provided under this Article, no later than the beginning of the current school year, which shall include a clear description of conditions and limits of coverage as listed above.
- G. The Board will provide an in-district human resource person to act as an advocate for insurance/coverage concerns.
- H. An IRS Section 125 Plan will be established by the Board.

ARTICLE XVI, PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT

- A. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which a teacher is required and/or requested by the Board to pursue. The Board's obligation under this provision, however, shall not extend to courses required for basic teacher certification.
- B. The Board will support appropriate graduate college/university training in the field of education to the extent of reimbursing tuition costs at the in-state Rutgers University per credit tuition rate.

The credit limit shall be set at 12 credits per year (July 1 - June 30) for each full-time staff member. This benefit shall not extend to personnel hired to fill a leave of absence. Credit reimbursement allotments for part-time unit members shall be commensurate with their percentage of full-time employment (FTE). Payment by the Board shall not exceed the per credit cost paid by the unit member and shall not exceed the Rutgers in-state tuition rate.

Courses in the field of education are eligible for reimbursement at the in-state Rutgers per credit tuition rate. Courses related to the field of education are eligible for 50% reimbursement at the in-state Rutgers per credit tuition rate (up to 50% of Rutgers rate. Courses not related to the field of education shall not be eligible for reimbursement.

To facilitate the equitable distribution of available funds, course reimbursement shall be divided into two periods each year. Unit members shall indicate their intent to seek tuition reimbursement by completing and submitting an approval form to the office of the Superintendent.

1. Courses that will end between July 1 and December 31, forms shall be submitted on or after May 1st.

2. Courses that will end between January 1 and June 30, forms shall be submitted on or after November 1st.

Request forms shall only be considered for eligibility for reimbursement in the appropriate time frame. Forms will not be accepted prior to the date indicated above for each of the two periods and will be returned.

Once the funds available in the appropriate period have been encumbered, that period will be closed and any additional requests

submitted shall not be eligible for reimbursement. At such time when a period's funds have been fully encumbered, the Superintendent's office shall provide written notification of such to the Association.

The maximum expenditure each year of the contract shall be \$100,000.

In the event there are any un-used funds in period, funds will be rolled over to the next period. Any funds not used during the first year of this contract shall roll over to the second year.

Reimbursement shall not be made without the prior approval of eligibility by the Superintendent.

Course credit will be given for horizontal movement on the salary guide through successful completion of the course as indicated by a transcript submitted with the unit member's request for reimbursement.

- C. Courses for which reimbursement will be claimed must be presented to the Superintendent for approval prior to the actual experience. If the course is not approved, the applicant may, upon completion of the course, again apply for reimbursement. If reimbursement is again denied, he/she may proceed with the grievance procedure at Level F-3, Board of Education.
- D. The reimbursement policies as stated in Paragraph B and C shall apply to tenured teachers. Non-tenured teachers shall receive the same benefits at the rate of 50 percent reimbursement.
- E. On-line courses from accredited educational institutions recognized by the Certification/Licensing Division of the N.J. Department of Education shall be eligible for reimbursement under the same conditions as traditional courses. Video courses are not eligible for reimbursement.
- F. Reimbursement for summer professional development shall be at the rate of \$25 per hour. Teachers shall have the option of selecting comp time on a minute for minute basis in lieu of monetary compensation for summer professional development. Utilization of acquired comp time requires administrative approval. All comp time must be used during the contractual year in which it is earned. Any unused comp time shall be reimbursed at the designated rate earned.
- G. To provide an incentive to secretaries, paraprofessionals and resource personnel toward professional development and improvement, the Board agrees that it will pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or

other sessions which a secretary, paraprofessional or resource personnel is required or requested to pursue or which a secretary, paraprofessional or resource personnel may wish to pursue for professional development with Board approval. This provision should not be construed to obligate the Board in any way to reimburse staff for the pursuit of an undergraduate degree.

- H. Staff development will be organized by Professional Development Committee in accordance with state regulations and district objectives. Teachers will be provided an opportunity to amass the required hours of continuing education over any five-year period.
- I. Teachers required to provide turn-key training to their colleagues shall be given release time to prepare for the training. The teacher presenter shall receive additional compensation at the per minute rate for all actual hours spent in the final presentation.
- J. The Board shall compensate a teacher with a \$750 stipend upon receipt and maintenance of a current National Teaching Standard Board Certification. This payment shall be made annually at the end of the school year to a teacher who maintains a current certification.
- K. The (LPDC) committee will receive a minimum of 5 days release time and/or per hour payment equal to the rate of pay on a minute-to-minute basis. If meetings occur during member's preparation periods they will be compensated at the rate of pay on a minute-to-minute basis or have the option for comp time.
- L. The (SPDC) committee will receive a minimum of 2 days release time and/or per hour payment equal to the rate of pay on a minute-to-minute basis. If meetings occur during member's preparation periods they will be compensated at the rate of pay on a minute-to-minute basis or have the option for comp time.
- M. Professional Development Committee Chairperson Duty:
The Professional Development Committee Chairperson shall be given one duty period in his/her schedule to be used for the purpose of Professional Development business. Said duty period will be in addition to contractually required prep periods. The duty period shall last for the duration of the school year. In the event that said chairperson can not be given a duty period, said chairperson will receive a stipend of \$1500 per semester. When a new chairperson position is elected the Superintendent will be notified by May 15th.
- N. Teachers will be provided opportunities to work on District initiatives during in-service training. An abbreviated schedule (4 hrs) will coincide with the Professional Development days to allow teachers to work on said district initiatives. Teachers will receive

a ½ hour lunch and Professional Development time will begin at 12:30 p.m. and end at 3:30 p.m. Curriculum Days will not run without ½ day schedule in place. Coaching assignments do not supercede these professional development responsibilities unless it is for scheduled games and/or events.

Sept: Two (½) days Curriculum Initiative	Jan: full day staff In-service
Oct: Full Day County In-service ½ day Curriculum Initiative	Feb: ½ day Curriculum Initiative
Nov: No curriculum day	Mar: ½ day Curriculum Initiative /AP Preparation day
Dec: ½ day Curriculum Initiative	April: ½ day Curriculum Initiative /AP Preparation day
	May: ½ day Curriculum Initiative

ARTICLE XVII, EMPLOYEE EVALUATION

- A. 1. A member of the collective bargaining unit shall be given, within seven working days, a copy of any evaluation report prepared by his/her evaluators prior to any conference held to discuss it. If the unit member is dissatisfied with his/her evaluation conferences, he/she may request an additional conference prior to the evaluation being placed in his/her file. No such report shall be submitted to the central office, placed in the unit member's file, or otherwise acted upon without a prior conference with the member. Members of the collective bargaining unit shall sign the completed evaluation form, but this shall indicate only that the report has been read by the member, and in no way indicates agreement with the contents thereof. Such intent shall be specified on the form.
2. Rebuttals to the evaluation may be attached to the evaluation if provided to the Superintendent by the unit member within ten (10) school days of the signing of the document by the unit member. The Superintendent will notify the unit member of the receipt of the rebuttal within ten (10) school days of its filing in his/her office.
3. Any changes to the evaluation process, except those mandated by law, must be approved by the Association.
4. The final determination as to what is placed in the personnel file rests solely with the superintendent.
- B. 1. Complaints regarding a member of the collective bargaining unit made to any member of the administration by any parent, student or other person who may be used in any manner in evaluating a unit member shall be promptly investigated. The unit member shall be given an opportunity to respond to and/or rebut those complaints, which, as a result of the investigation, shall become part of his/her file.
2. The member of the collective bargaining unit shall acknowledge that he/she has the opportunity to review such complaint by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The unit member shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. Any responses

must be filed with the Superintendent within ten (10) school days of their notification of the complaint.

- C. Each non-tenured teacher should be observed and evaluated at least three (3) times during the school year.
- D. A bus personnel's continued employment shall be contingent upon his/her performance and attention to all aspects of his/her responsibility.

ARTICLE XVIII, SALARIES

- A. The salary of each teacher covered by this Agreement is set forth in Appendix A which is attached hereto and made a part hereof. The salary of each secretary is set forth in Appendix B which is attached hereto and made a part hereof. The salary of each paraprofessional is set forth in Appendix C which is attached hereto and made a part hereof. The salary of each Resource Personnel is set forth in Appendix D which is attached hereto and made a part hereof. The salary of each bus personnel is set forth in Appendix E which is attached hereto and made a part hereof. The stipend for each extra-curricular position is set forth in Appendix F which is attached hereto and made a part hereof. The stipend for each coaching position is set forth in Appendix G which is attached hereto and made a part hereof.
- B. Method of Payment
 - 1. Employees covered by this agreement who are employed on a twelve (12) month basis shall be paid in twenty-four (24) semimonthly installments.
 - 2. Members of the collective bargaining unit employed on a ten (10) month basis shall be paid in twenty (20) equal semimonthly installments.
 - 3. The Warren Hills Regional Board of Education shall make available a direct deposit plan for all employees.
 - 4. Regular pay days are scheduled for the 15th and the last day of each month. When a pay day falls on or during a school holiday, vacation or weekend, members of the collective bargaining unit shall receive their pay checks on their last working day preceding such regularly scheduled pay day.
 - 5. The final paycheck for teachers/secretaries/paraprofessionals/ and resource staff shall be mailed or direct deposited by June

25th provided they have fulfilled all professional responsibilities on or prior to this date.

6. Requests for any supplement compensation must be submitted no later than two (2) days following the close of school for the staff. Any request for payment after this date will be paid on September 15th.

7. Additional Compensation:

Requests for extra compensation paid at an hourly rate must include a timesheet. Extra compensation is for work performed outside the contractual day. Prior approval is required from the building Administrator or designee. Examples may be but not limited to: Hall Monitors, Saturday Detention, Lunch Supervision of Peer Leaders, Early Morning Supervision, Home Instruction, Secretarial Overtime as assigned on an emergency basis, Security Overtime, Chaperones for School Functions, and Summer Per Diem Work.

8. Time sheets shall be submitted according to the posted schedule. Any requests for compensation must be made within the fiscal year earned.

- C. Procedure of Withholding Increment:

Pursuant to statute, the Board may withhold the employment increment, or the adjustment increment, or both, of a teacher.

1. An increment may not be withheld for a cause relating to a teacher's classroom performance unless the following procedural steps have been accomplished:
 - a. The teacher has been evaluated in accordance with the procedures established in Article XVII, "Teacher Evaluation."
 - b. At least thirty (30) calendar days (but in no case later than May 15 preceding the school year in which such withholding would be effective) prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the teacher in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to respond to the charge(s) alleged.

- c. The teacher shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.
2. An increment may not be withheld for a cause unrelated to a teacher's classroom performance unless the following procedural steps have been taken:
 - a. At least ten (10) calendar days prior to the date upon which the Board will consider the withholding, the Superintendent or his/her designee, has given to the teacher in question, written notice of the alleged cause or causes for the proposed withholding, specifying the nature thereof with such particulars as to furnish the teacher an opportunity to respond to the charges alleged.
 - b. The teacher shall be afforded the opportunity to speak on his/her own behalf, personally or through a representative, at the meeting at which the Board considers the withholding.

ARTICLE XIX, DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salary of any member of the collective bargaining unit dues for the Warren Hills Education Association, the Warren County Education Association, the New Jersey Education Association and the National Education Association, as each unit member individually and voluntarily authorizes 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 under rules established by the State Department of Education. All moneys, so deducted, together with records of any corrections shall be transmitted to the treasurer of the New Jersey Education Association by the 15th of each month following the monthly pay period in which deductions were made. Unit member's authorizations for salary deductions shall be in writing on the forms provided.
- B. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. An Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. Additional authorization for dues deduction may be received after August 1 under rules established by the State Department of Education.

- D. The notice of a unit member's withdrawal shall be filed prior to December 1 to become effective as of January 1 next succeeding the date on which notice of withdrawal is filed. Should a unit member file notice of withdrawal after December 1, withdrawal shall become effective as of July 1 next succeeding the date on which notice of withdrawal is filed.
- E. Representation Fee
1. If a unit member does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said unit member will be required to pay a representation fee, as set by NJEA, up to, but not exceeding 85% of the Association member's fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative. At the request of the Board of Education, the Association shall provide documentation to substantiate the representation fee in accordance with N.J.S.A 34:13A-5.5c.
 2. Prior to October of each year, the board will submit to the Association a list of unit members who have not become members of the Association for the current year. The board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks of those non-association unit members beginning in February and continuing for the remainder of the membership year in question.
 3. The Association will notify the Board in writing of any changes in the list provided in paragraph 2 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said list.
 4. The mechanics for the deduction of this representation fee and the transmittal of said fee will follow N.J.E.A procedural requirements as nearly as possible.
 5. The Association agrees to indemnify and hold harmless against any liability in damages or legal fees which may arise by reason of any action taken by the Board in complying with the provisions of this Article.

ARTICLE XX, TEACHER COVERAGE

- A. Teachers performing a class coverage, middle school lunch duty, middle school morning and afternoon bus duty, or morning student supervision shall be compensated at the rate of \$.72 per minute. Two on-call lists will be maintained and posted in the main office of each building. One list will contain a period by period listing of the names of teachers who wish to be given priority for coverage's and the other list will contain the names of the remaining available teachers. Coverage's will be assigned in list order using the volunteer list first. When no one on the volunteer list is available, assignment will be made to the next person in rotation from the non-volunteer list. Dates of coverage's will also be reported on this list. Refusals may be accepted with the understanding that they will be asked first on the next needed coverage.
- B. Unit Members performing duties authorized by the administration beyond student contact time shall be compensated at a rate of \$8.00 per quarter hour or part thereof.
- C. Unit Members shall have the option of selecting comp time on a minute for minute basis in lieu of monetary compensation for class coverage's or duties. Utilization of acquired comp time requires administrative approval. All comp time must be used during the contractual year in which it is earned. Any unused comp time shall be reimbursed at the designated rate earned.

ARTICLE XXI, GRIEVANCE PROCEDURE

- A. Definitions
 - 1. Contract Grievance: A "Contract Grievance" is a claim by a member of the collective bargaining unit, or group of unit members, that there has been a misinterpretation, misapplication or violation of this Agreement affecting a unit member or group of unit members, "or terms and conditions of employment"
 - 2. Policy-Administrative Decision Grievance: A "Policy-Administrative Decision Grievance" is a claim by a member of the collective bargaining, or group of unit members, that there has been a misinterpretation, misapplication or violation of policies or administrative decisions affecting a unit member or group of unit members, "or terms and conditions of employment"
- B. Time Limits

1. A grievance to be considered under this procedure must be initiated by the unit member within thirty (30) days of the time the unit member knew of or should have known of the alleged misinterpretation, misapplication or violation of this Agreement, the policy or the administrative decision.
2. The number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process.
3. Failure at any step of the procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of the procedure to appeal a decision on a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.

C. Rights of Members of the Collective Bargaining Unit to Representation

1. Any aggrieved person may be represented at all stages of a grievance procedure by himself/herself, or, at his/her option a representative selected or approved by the Association.
2. When a grievant is not represented by the Association in the processing of a grievance, the Association shall, if the grievance is appealed above Level One, be notified that the grievance is in process, have the right to have a representative present during further meetings with the grievant thereon, present its position in writing and receive a copy of the decision rendered thereon.

D. Forms

Forms for filing grievances and processing appeals shall be prepared by the Superintendent or his/her designee after consultation with the Association.

E. Service During Grievance Procedure

Members of the collective bargaining unit shall, during and notwithstanding the levels of any grievance, continue to observe all assignments and Board policies.

F. Procedure - Contract Grievance

If a grievance includes a conflict of interest with level of administrator, said grievance will be moved automatically to the next level. Movements will be determined by the Executive Committee of the Association

1. Level One - Principal / Transportation Coordinator

- a. A unit member with a grievance shall first discuss it with his/her principal or transportation coordinator in an effort to resolve the matter informally.
- b. If the Association is not satisfied with the informal discussion, a formal grievance will be filed with the building principal or transportation coordinator. The formal discussions with the principal shall be held within five (5) working days of receipt by the principal of the grievance.

2. Level Two - Superintendent

- a. If the grievant is not satisfied with the disposition of the grievance at Level One he/she may, within ten (10) working days after the discussion with the principal or transportation coordinator, appeal to the Superintendent of Schools.
- b. The appeal to the Superintendent shall be in writing specifying the matter submitted to the principal, the decisions made thereon and the desired relief.
- c. At the time the appeal is submitted to the Superintendent or upon receipt thereof by the Superintendent, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The Superintendent shall render a decision on the grievance within ten (10) working days of his/her receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.

3. Level Three - Optional - Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level Two he/she may, within ten (10) working days after the receipt of the decision, appeal to the Board of Education.
- b. The appeal to the Board of Education shall be in writing specifying the matter submitted to the Superintendent of Schools, the decision made thereon and the desired relief.

- c. At the time the appeal is submitted to the Board of Education or upon receipt thereof by the Board of Education, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The Board of Education shall render a decision on the grievance within ten (10) working days of its receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.
- e. The Board of Education shall consider the appeal not later than the second regularly scheduled Board of Education meeting following receipt of the appeal or following the conference, whichever event shall last occur. The decision of the Board of Education shall be delivered to the grievant within ten (10) working days following the Board of Education meeting at which the matter is considered.
- f. This appeal to the Board of Education is optional with the grievant. Should the grievant not desire to appeal to the Board, resort may be had directly from Level Two to Level Four.

4. Level Four - Arbitration

- a. If the grievant is not satisfied with the disposition of his/her grievance at Level Two (or Level Three if an appeal to the Board was taken), he/she may, within twenty (20) working days after the decision of the Superintendent or the Board of Education, whichever is later, with the consent of the Association, submit the matter to arbitration.
- b. No claim by a unit member shall constitute a grievable matter beyond Level Two if it pertains to (1) any matter for which a detailed method of review is prescribed by law or which has traditionally been determined by the Commissioner of Education; (2) any matter which according to law is not mandatory negotiable.
- c. Within ten (10) working days after receipt of written notice of submission to arbitration, the Board and the Association shall attempt to agree on a mutually acceptable arbitrator from a roster to be submitted from the Public Employment Relations Commission. If the parties are unable to agree upon an arbitrator, a request will be made of the

Public Employment Relations Commission to submit a second roster of names. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.

- d. The arbitrator shall limit himself/herself strictly to the issues submitted to him/her and shall consider nothing else. He/she may add nothing to, nor subtract anything from, the Agreement between the parties.
- e. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties with regard to grievances submitted on behalf of employees.
- f. The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be borne solely by the party incurring same.

G. Procedure - Policy/Administrative Decision Grievance

If a grievance includes a conflict of interest with level of administrator, said grievance will be moved automatically to the next level. Movements will be determined by the executive committee of the Association

1. Level One - Principal / Transportation Coordinator

A member of the collective bargaining unit with a grievance shall first file and discuss it with his/her principal or transportation coordinator in an effort to resolve the matter informally. The discussions with the principal shall be held within five (5) working days of receipt by the principal of the grievance.

2. Level Two - Superintendent

- a. If the grievant is not satisfied with the disposition of the grievance at Level One he/she may, within ten (10) working days after the discussion with the principal or transportation coordinator, appeal to the Superintendent of Schools.
- b. The appeal to the Superintendent shall be in writing specifying the matter submitted to the principal or transportation coordinator, the decision made thereon and the desired relief.

- c. At the time the appeal is submitted to the Superintendent or upon receipt thereof by the Superintendent, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The Superintendent shall render a decision on the grievance within ten (10) working days of his/her receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.

3. Level Three - Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level Two he/she may, within ten (10) working days after the receipt of the decision, appeal to the Board of Education.
- b. The appeal to the Board of Education shall be in writing specifying the matter submitted to the Superintendent of Schools the decision made thereon and the desired relief.
- c. At the time the appeal is submitted to the Board of Education or upon receipt thereof by the Board of Education, either party may request a conference to discuss the matter under appeal. The conference shall be held no later than ten (10) working days from the request.
- d. The Board of Education shall render a decision on the grievance within ten (10) working days of its receipt of the appeal or within ten (10) working days of the conference, whichever event shall last occur.
- e. The Board of Education shall consider the appeal not later than the second regularly scheduled Board of Education meeting following receipt of the appeal or following the conference whichever event shall last occur. The decision of the Board of Education shall be delivered to the grievant within ten (10) working days following the Board of Education meeting at which the matter is considered.
- f. The decision of the Board of Education shall be final.

- H. In the event that a decision is made when school is not in session, the Association must be notified within 5 working days of the time the decision is made.
- I. Any and all documents, communications, and records dealing with the grievance shall be kept in a separate grievance file. Grievance documents shall not be kept in employee personnel files.

ARTICLE XXII, STRIKES AND JOB ACTION

- A. Participation by any member of the collective bargaining unit in a strike or a refusal to perform assigned duties shall be just cause for disciplinary action.
- B. No lockout of employees shall be instituted by the Board during the term of this Agreement. The Association agrees that during the term of this Agreement, neither it nor its officers, employees or members, will engage in, encourage, sanction, support or suggest any strikes, work stoppages, boycotts, slowdowns, mass resignations, mass absenteeism, picketing or any other similar action which would involve suspension of or interference with the normal work of the Board. In the event that Association members participate in such activities in violation of this provision, the Association shall notify those members so engaged to cease and desist from such activities and shall instruct the members to return to their normal duties. Any employee participating in these prohibitive activities may be disciplined by the Board.

ARTICLE XXIII, EDUCATIONAL COUNCIL

- A. The Educational Council is organized to provide a forum for the discussion of education issues and to advise and consult with the Board on these matters pertaining to the effective operation of the Warren Hills Regional School District. Topics for discussion are limited to non-negotiable matters.
- B. The Educational Council shall establish rules for its operation. Once established, changes may occur only upon the majority vote of the council. The Association President shall appoint the Chairperson of the Educational Council.
- C. The council shall meet a minimum of four (4) times per year with an established yearly calendar. The agenda for all meetings will be developed by the association representatives to the educational council. Agenda and previous minutes shall be developed and distributed one (1) week in advance of the scheduled meeting. The

minutes shall be approved by a majority vote of the Educational Council.

D. Membership of the Educational Council shall consist of:

Two members of the Board of Education
Superintendent of Schools
Principal of the High school
Principal of the Middle School
Director of Curriculum
Director of Pupil Personnel Services
Three representatives of the High School staff
Three representatives of the Middle School staff

E. The Council shall be empowered by majority vote to form subcommittees to study and render reports to the Council concerning the topics suggested in Paragraph A above.

F. The primary function of the Educational Council is to recommend for Board consideration the establishment of policies and practice pertinent to the items suggested in Paragraph A above. The Council in preparing its recommendations for Board consideration, shall, at all times, avail itself of the most up-to-date research pertinent to such recommendations. In addition, it shall provide for majority reports and minority reports, if any, pertaining to its recommendations.

G. The Educational Council shall study the duties, responsibilities, and make recommendations for new extracurricular activities not listed in this agreement, and submit its recommendation to the Board and the Association.

H. All reports and recommendations outlined above in Paragraph F shall be in writing.

ARTICLE XXIV, MISCELLANEOUS PROVISIONS

A. Separability

If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Reproduction

The Board shall supply the Association with sufficient copies of this Agreement within thirty (30) days after the same has been executed for distribution to Association members.

C. Nothing in this Agreement shall operate retroactively unless expressly so stated.

D. Grade Changes

No grade or evaluation of a student by a teacher shall be changed without prior consultations with the teacher by the principal and/or administrator. The change of a grade or evaluation following consultation with the teacher shall not be subject to the grievance procedure, but the affected teacher shall have the right to appeal the change of grade decision to the Superintendent. If still unresolved, the teacher may appeal the decision to the Board at its next regularly scheduled meeting, whose decision shall be final.

E. Seniority for Secretaries

Seniority for secretaries covered in this collective bargaining agreement pertains to those secretaries who have attained tenure as secretaries in this district and pertains specifically to those instances when a position is eliminated as the result of a reduction in force (RIF). Reductions in force affecting secretaries will be conducted in a similar fashion to reductions in force involving teaching staff. That is, if a reduction in force is effected and involves a tenured staff member, the person with the least time in the district would be the person released regardless of level.

F. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

G. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision of this Agreement, either party may do so by telegram, registered or certified mail, at the following addresses:

1. If by Association, to Board of Education, Warren Hills Regional Schools, 89 Bowerstown Road, Washington, NJ 07882.
2. If by Board, to the President of the Association at his/her appropriate address as filed with the Board of Education, or if he/she is unavailable to the registered agent of the Warren Hills Education Association at the address of the registered office of the Association.

E-mail

All Unit members shall be provided a web-based Warren Hills e-mail account during the duration of their employment.

ARTICLE XXV, DURATION OF AGREEMENT

This Agreement made between Warren Hills Regional Board of Education and Warren Hills Regional Education Association, shall become effective May 18, 2010 to June 30, 2012. This agreement will be extended until such time as a successful agreement is negotiated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective president, attested by their respective secretary and their corporate seals to be placed hereon all on the following date

WARREN HILLS REGIONAL
EDUCATION ASSOCIATION

By 

By 

WARREN HILLS REGIONAL
BOARD OF EDUCATION

By 

By 
5/18/2010

Appendix A

Teachers' Salary Guides

First Year of Contract: Freeze

(No vertical movement, No contribution of 1.5% towards Health Care, No cost of living increase, and Horizontal movement allowed)

YEAR 1 0.0%
2010-11 *Warren Hills*

Salary Guide		1,900	3,800	5,700	7,600	9,500	11,400
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
A	49,940	51,840	53,740	55,640	57,540	59,440	61,340
B	50,440	52,340	54,240	56,140	58,040	59,940	61,840
C	50,940	52,840	54,740	56,640	58,540	60,440	62,340
D	51,440	53,340	55,240	57,140	59,040	60,940	62,840
E	51,940	53,840	55,740	57,640	59,540	61,440	63,340
F	52,830	54,730	56,630	58,530	60,430	62,330	64,230
G	54,000	55,900	57,800	59,700	61,600	63,500	65,400
H	55,970	57,870	59,770	61,670	63,570	65,470	67,370
I	58,090	59,990	61,890	63,790	65,690	67,590	69,490
J	60,375	62,275	64,175	66,075	67,975	69,875	71,775
K	62,810	64,710	66,610	68,510	70,410	72,310	74,210
L	65,395	67,295	69,195	71,095	72,995	74,895	76,795
M	68,095	69,995	71,895	73,795	75,695	77,595	79,495
N	70,905	72,805	74,705	76,605	78,505	80,405	82,305
O	73,835	75,735	77,635	79,535	81,435	83,335	85,235

Second Year of Contract:

(Vertical Movement, No contribution of 1.5% towards Health Care, Horizontal Movement allowed, Elimination of 15th step)

YEAR 2
2011-12 *Warren Hills*

Salary Guide		2,000	4,000	6,000	8,000	10,000	12,000
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
A	49940	51940	53940	55940	57940	59940	61940
B	50440	52440	54440	56440	58440	60440	62440
C	50940	52940	54940	56940	58940	60940	62940
D	51440	53440	55440	57440	59440	61440	63440
E	51940	53940	55940	57940	59940	61940	63940
F	53273	55273	57273	59273	61273	63273	65273
G	55273	57273	59273	61273	63273	65273	67273
H	57773	59773	61773	63773	65773	67773	69773
I	60273	62273	64273	66273	68273	70273	72273
J	62773	64773	66773	68773	70773	72773	74773
K	65273	67273	69273	71273	73273	75273	77273
L	68273	70273	72273	74273	76273	78273	80273
M	71273	73273	75273	77273	79273	81273	83273
N	74973	76991	78965	80973	82973	84973	86973

Note: Library Assistant is paid 51% of the teachers' guide at the appropriate step on the BA level

Appendix B

Secretaries' Salary Guides

First Year of Contract: Freeze

(No vertical movement, No contribution of 1.5% towards Health Care, No cost of living increase)

YEAR 1 0.0%
2010-11 **Warren Hills - Secretary**

Salary Guide		I	II
Step			
1		30,800	33,024
2		31,245	33,469
3		31,740	33,964
4		32,285	34,509
5		32,880	35,104
6		33,525	35,749
7		34,220	36,444
8		34,965	37,189
9		35,760	37,984
10		36,565	38,789
11		37,380	39,604
12		38,205	40,429
13		39,040	41,264
14		39,885	42,109
15		40,740	42,964
16		41,605	43,829
17		42,480	44,704
18		43,365	45,589

Longevity: 25 or more years of credit/service = additional \$5828 each year of the contract

Second Year of Contract:

(Vertical Movement, No contribution of 1.5% towards Health Care)

YEAR 2
2011-12 **Warren Hills - Secretary**

Salary Guide		I	II
Step			
1		31570	33870
2		32026	34326
3		32533	34833
4		33092	35392
5		33702	36002
6		34363	36663
7		35075	37375
8		35839	38139
9		36654	38954
10		37479	39779
11		38314	40614
12		39160	41460
13		40016	42316
14		40882	43182
15		41758	44058
16		42645	44945
17		43542	45842
18		44449	46749

Longevity: 25 or more years of credit/service = additional \$5828 each year of the contract

Appendix C

Paraprofessionals' Salary Guides

First Year of Contract: Freeze

(No vertical movement, No contribution of 1.5% towards Health Care)

YEAR 1 0.0%
2010-11 **Warren Hills –**
 Paraprofessionals.

Salary Guide Step	W/O Degree	AA Degree	BA Degree
A	23,341	25,478	27,145
B	23,991	26,128	27,795
C	24,641	26,778	28,445
D	25,291	27,428	29,095
E	25,941	28,078	29,745
F	26,591	28,728	30,395
G	27,241	29,378	31,045
H	27,891	30,028	31,695
I	28,541	30,678	32,345
J	29,791	31,928	33,595

Second Year of Contract:

(Vertical Movement No contribution of 1.5% towards Health Care)

YEAR 2
2011-12 **Warren Hills –**
 Paraprofessionals.

Salary Guide Step	W/O Degree	AA Degree	BA Degree
A	23,773	25,949	27,647
B	24,435	26,611	28,309
C	25,097	27,273	28,971
D	25,759	27,935	29,633
E	26,421	28,597	30,295
F	27,083	29,259	30,957
G	27,745	29,921	31,619
H	28,407	30,584	32,281
I	29,069	31,246	32,943
J	30,342	32,519	34,217

Appendix D

Resource Personnel's Salary Guides

First Year of Contract: Freeze
(No vertical movement, No contribution of 1.5% towards Health Care,)

Second Year of Contract:
(Vertical Movement, No contribution of 1.5% towards Health Care)

Step	Year 1	Year 2
	2010-11	2011-12
	0.0%	
	Salary	Salary
A	25,480	25,951
B	26,180	26,664
C	26,880	27,377
D	27,580	28,090
E	28,280	28,803
F	28,980	29,516
G	29,680	30,229
H	30,380	30,942
I	31,080	31,655
J	31,780	32,368

Part time Resource Personnel shall be paid at a rate of \$ 16.00 per hour

Appendix E

Bus Personnel's Salary Guides

	Year 1 2010-11	Year 2 2011-12
Hiring date:		
prior to 7/1/2000	\$25.00 / hour	\$25.50 / hour
between 7/1/2000 and 7/1/2007	\$19.00 / hour	\$19.40 / hour
after 7/1/2007	\$16.50 / hour	\$16.80 / hour

Routes outside the regular package:

Weekdays	\$17.50 / hour
Weekends	\$18.00 / hour
Mid-day mail run	\$20.00 / hour
Driver meetings / safety training	\$11.50 / hour

Appendix F

Extracurricular Advisor's Salary Guides

	2010-11	2011-12
DRAMA DIRECTOR (PER PERFORMANCE) - HS	4000	4000
WILDERNESS(PER TRIP) -HS	4000	4000
STUDENT COUNCIL - HS	4000	4000
SENIOR CLASS -HS	4000	4000
PUBLIC RELATIONS - HS	4000	4000
BUILDERS CLUB - MS	3200	3200
BATTLE OF THE MINDS - MS	3200	3200
YEARBOOK EDITORIAL-MS	3200	3200
SKI CLUB - MS	3200	3200
HORIZON - MS	3200	3200
OUTDOOR UNLIMITED (SKI CLUB) - HS	3200	3200
PIT BAND DIRECTOR (PER PERFORMANCE)-HS	3200	3200
CHORUS DIRECTOR (PER MUSICAL) -HS	3200	3200
JUNIOR CLASS -HS	3200	3200
KEY CLUB - HS	3200	3200
NATIONAL HONOR SOCIETY -HS	3200	3200
CHESS CLUB - HS	3200	3200
FBLA - HS	3200	3200
CHORUS - HS	3200	3200
JAZZ ENSEMBLE - HS	3200	3200
S.A.V.E - HS	3200	3200
DIVERSITY ADVISOR	3200	3200
PROJECT FIRST ROBOTICS -HS	2800	2800
FUTURE EDUCATORS - MS	2700	2700
LEAD TEACHER	2700	2700
DRAMA (PER PLAY) - MS	2700	2700
STUDENTS COUNCIL -MS	2700	2700
PUBLIC RELATIONS - MS	2700	2700
JAZZ ENSEMBLE - MS	2700	2700
CHORUS CLUB - MS	2700	2700
YEARBOOK BUSINESS (w/ half year prep) - HS	2700	2700
VOCA. INDUST. CLUB OF AMERICA (VICA)- HS	2500	2500
SENIOR AWARDS - HS	2500	2500
NEWSPAPER - HS	3200	3200
LITERARY MAGAZINE - HS	2500	2500
DRAMA CHOREOGRAPHER (per musical) - HS	2500	2500
COMPUTER CLUB - HS	2500	2500
FRENCH CLUB - HS	2500	2500
FUTURE EDUCATORS CLUB - HS	2500	2500
FRESHMAN CLASS- HS	2500	2500
GERMAN CLUB - HS	2500	2500
HISTORY CLUB - HS	2500	2500
PHOTOGRAPHY CLUB - HS	2500	2500
SOPHMORE CLASS - HS	2500	2500
SPANISH CLUB - HS	2500	2500

BEST BUDDIES - HS	2500	2500
TSA - HS	2500	2500
TEEN ADVISORY LIBRARY COUNCIL - HS	2500	2500
COGNETICS / SCIENCE CLUB - HS	2500	2500
WHAT -HS	2500	2500
SPRING CHALLENGE COORD. - HS	2500	2500
BLUE STREAK HIGHLIGHTS - MS	2500	2500
CHESS CLUB - MS	2500	2500
COGNETICS - MS	2500	2500
FORENSICS - MS	2500	2500
COMPUTER CLUB - MS	2500	2500
WORLD LANGUAGE CLUB - MS	2500	2500
DRAMA ART ASSISTANT (per performance) - HS	2500	2500
YEARBOOK ASSISTANT - MS	2500	2500
GAY / STRAIGHT ALLIANCE HS	2500	2500
SPRING CHALLENGE MS	2500	2500
MATH CLUB -MS	2500	2500
WEIGHT ROOM (per season) - HS	2750	2750
INTRAMURALS (per season) - HS	1700	1700
INTRAMURALS (per season) - MS	1700	1700
OTHER POSITIONS		
INDEPENDENT STUDY (PER STUDENT) same subject area		
first student	195	195
each additional student in same subject	100	100
MENTORING NEW STAFF	440	440
MENTORING COMMITTEE MEMBERS	440	440

Year Long Programs Beyond Club Time

	2010-11	2011-2012
FFA	\$4000	\$4000
DEBATE	\$4000	\$4000
YEARBOOK HS (w/full year duty)	\$4000	\$4000
HORIZONS HS (w/full year duty)	\$3200	\$3200

Appendix G Coaches' Salary Guides

	YEAR 1& 2				
	STEP 1	STEP 2	STEP 3	STEP 4	
FOOTBALL	\$6,068	\$6,942	\$7,816	\$8,690	
ASST.	\$4,494	\$5,106	\$5,718	\$6,724	
TIER 2	\$5,753	\$6,575	\$7,397	\$8,218	
ASST	\$4,274	\$4,850	\$5,424	\$6,370	
MS.	\$4,055	\$4,631	\$5,206	\$6,151	
TIER 3	\$5,439	\$6,208	\$6,977	\$7,746	
ASST	\$4,054	\$4,593	\$5,130	\$6,015	
MS	\$3,835	\$4,374	\$4,912	\$5,797	
TIER 4	\$4,494	\$5,106	\$5,718	\$6,330	
ASST	\$3,393	\$3,821	\$4,250	\$4,953	
TIER 5	\$1,857	\$2,043	\$2,247	\$2,472	

TIER 2

TIER 3

TIER 4

TIER 5

FOOTBALL

BASKETBALL
WRESTLING
BAND
SWIMMING

BASEBALL
CHEERLEADING
FIELD HOCKEY
SOCCER
SOFTBALL
TRACK

CROSS
COUNTRY
TENNIS
VOLLEYBALL
GOLF

BOWLING

LONGEVITY:

\$100 FOR EACH YEAR AS A HEAD COACH WITHIN THE SPORT

\$60 FOR EACH YEAR AS AN ASSISTANT COACH WITHIN THE SPORT