

# *Agreement*

between the

Jefferson Township Board of Education

and the

Jefferson Township Education Association

School Years

2012 - 2013

2013 - 2014

2014 - 2015

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**PREAMBLE**

This Agreement entered into July 1, 2012, by and between the Board of Education of Jefferson Township, New Jersey, hereinafter referred to as the “Board”, and the Jefferson Township Education Association, hereinafter referred to as the “Association”.

**ARTICLE 1  
RECOGNITION**

A. Pursuant to the provisions of Chapter 123 of the laws of 1974, the Jefferson Township Board of Education hereby recognizes the Jefferson Township Education Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all certificated personnel under contract or on leave, now employed or as hereafter may be employed by the Board, including:

Teachers - Specialists - Nurses - Guidance Counselors  
Part-Time Certificated Teaching Personnel

and also including the following non-certificated personnel under contract or appointment, now employed or as hereafter may be employed by the Board:

Secretaries - Custodians/Maintenance  
Bus Drivers/Mechanics – Hall/Cafeteria Security Monitors  
Instructional and Transportation Aides - Technical Support Assistants - District Mail Courier

B. Unless otherwise indicated, the term “employees” when used hereinafter in the Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined and reference to male employees shall include female employees. When the term “teachers” is used it shall apply to all certificated employees. Words used in the singular shall include words in the plural where the text so requires.

**ARTICLE 2**  
**NEGOTIATIONS PROCEDURE**

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the provisions of Chapter 123 Public Laws of 1974, such negotiations shall begin not later than November 1, 2014.

B. The Association and the Board of Education shall present proposals for new contract negotiations simultaneously no later than November 1, prior to the new contract year.

C. Upon request by the Association president, the Board agrees to make known to the president when and where information is available that the Board is required by law to release. Not later than October 1, 2014, the Board shall provide the Association with a complete teacher salary study showing teacher number, Jefferson Township experience, total experience credit, training level, contract salary, and the Board shall, as soon as same is available, supply the guide salary.

D. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

E. In accordance with Chapter 123, Public Laws of 1974, the Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement.

F. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

G. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

**ARTICLE 3**  
**GRIEVANCE PROCEDURE**

**A. DEFINITION**

1. A “grievance” shall mean a complaint by any employee or group of employees that there has been to him or them, or to the Association an inequitable, improper or unjust application interpretation or violation of Board policy, this Agreement, or an administrative decision;

2. A grievance to be considered under this procedure must be initiated by the grievant (the employee or the Association as to its rights) within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

**B. PROCEDURE**

Failure at any step of this 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 this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

It is understood that any employee grievant shall, during and notwithstanding the pendency of any grievance continue to observe all assignments and applicable rules and regulations of the board until such grievance and any effect thereof shall have been duly determined.

Level One - Any employee grievant who has a grievance shall discuss it first with his principal or immediate supervisor, as applicable, in an attempt to resolve the matter informally at that level. If a principal is not an immediate supervisor he will be informed of the nature of the grievance.

Level Two - Within five (5) school days after the informal discussion with his principal or immediate supervisor, as applicable, if the employee grievant is still dissatisfied with the decision that has been rendered informally, may formally present his grievance to his principal or immediate supervisor. Such grievance must be made in writing specifying:

- (a) the nature of the grievance;
- (b) the nature and extent of the injury, loss;

- (c) the results of previous discussions;
- (d) his dissatisfaction with decisions previously rendered.

The principal, or immediate supervisor, as applicable, shall render his decision formally within five (5) school days after receipt of the written grievance.

Level Three - The employee grievant, within five (5) school days after receipt of the decision of his principal or immediate supervisor, may appeal the decision to the Superintendent of Schools. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate supervisor.

Level Four - If the grievance is not resolved to the grievant's satisfaction, he no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board or a committee thereof, shall review the grievance and shall, at the option of the Board, except as noted below, hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and the Association within twenty (20) calendar days of the date of the hearing. The referred to hearing, if granted, shall be held within a reasonably expeditious time after receipt of the appeal notice.

Upon request of the grievant a hearing shall be held by the Board on the following matters and the Board shall not be required to give reasons for its decisions. Decisions by the Board in these matters shall be final and such decisions shall not be subject to arbitration.

- (a) Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or
- (b) A complaint of a nontenure teacher which arises by reason of his not being re-employed (Rotundo rights);

- (c) A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position, for which tenure either is not possible or not required.

Level 5 - If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he wishes review by a third party, he shall so notify the Association within ten (10) school days of receipt of the Board's decision. If the Association determines that the matter should be reviewed further, it shall so advise the Board through the Superintendent within twenty (20) school days of receipt of the Board's decision.

- (a) The following procedure will be used to secure the services of an arbitrator:

- (1) A joint request by the Association and the Board will be made to P.E.R.C. to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- (2) If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request that P.E.R.C. submit a second roster of names.
- (3) If the parties are unable to determine a mutually satisfactory arbitrator from the second list provided by P.E.R.C., and P.E.R.C. fails to designate an arbitrator, either party may ask P.E.R.C. to do so.

- (b) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties, or any policy of the Board of Education. The recommendations of the arbitrator shall be binding.

- (c) Rights of Teachers to Representation:

- (1) Any aggrieved person may be represented at any or all stages of the grievance procedure by himself, or, at his option, by the Association by a representative selected or approved by the Association.
- (2) When a teacher is not represented by the Association in the processing of a grievance, the association shall at the time of submission of the grievance to the



Superintendent or any later level, be notified by the Superintendent that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.

- (3) The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievance.

#### C. COST

1. Each party will bear the total cost incurred by itself.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.
3. If any time is lost by any employee who is required to be at arbitration proceedings, which have been mutually scheduled and agreed to there shall be no loss of pay.

D. If, in the judgment of the Association, a grievance directly affects a group or class of employees the Association may submit such grievance in writing to the Superintendent directly in accordance with the procedure set forth above and the processing of such grievance shall commence at said level. The Association may process such grievance through all levels of the grievance procedure.

**ARTICLE 4**  
**EMPLOYEE RIGHTS**

A. No employee shall be disciplined in any manner or form without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public unless formal charges are made, and shall be subject to the grievance procedure herein set forth.

B. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any charge or inquiry into a matter which could adversely affect the continuation of that employee in his office, position or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a designated representative of the Association present to advise him and represent him during such meeting or interview.

C. The parties recognize that employees deemed non-renewed in accordance with N.J.S.A. 18A:27-4.1 enjoy all statutory rights appurtenant thereto, including the right to a statement of reasons on request and/or an informal appearance before the Board of Education in order to convince the Board and Superintendent that a new contract should be offered. Any such appearance shall be governed by N.J.A.C. 6A:32-4.6.

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

E. Bus drivers shall receive a copy of the seniority list at the beginning of each school year.

**ARTICLE 5**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

A. The Association and its representatives shall have the right to use school buildings at all reasonable hours for Association meetings; provided approval has been granted by the Superintendent after filing of a building application form, which approval shall not be unreasonably withheld. Furthermore, the Association shall have the right to use school equipment, including word processors, duplicating equipment, calculating machines, and audio-

visual equipment at times which will not interfere with the operation of school or central office business. The Association shall furnish all materials and supplies incidental to such use and for any repairs necessitated as a result of said use.

B. The Association shall have, in each school building, the exclusive use of a bulletin board. This bulletin board shall be in either the faculty lounge or teacher's dining room. The location of the Association bulletin board shall be where presently located and if a bulletin board is present in both rooms, the Association shall have the option of deciding which board it shall use. As new buildings are erected, the Association shall advise the Superintendent as to where it wishes its bulletin board. The costs of such bulletin boards shall be borne by the Board. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

C. The Association shall have the right to reasonable use of the district e-mail subject to Board policy and regulation, school mail boxes and the interschool mail facilities.

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

E. The President of the Association, during his term of office, shall be relieved from any extra duties; study hall, corridor duty, lunch or playground duty, pre-school or post-school duties such as bus or parking duty or detention. Annually, the Association shall certify to the Superintendent of Schools the name of the President of the Association by July 1. If it becomes necessary to change the President of the Association because of illness, death, or change of employment, the person designated to fill the vacated office shall be granted the above as soon as feasible.

F. Whenever any representatives of the Association participate in meetings mutually convened during working hours, they shall suffer no loss of pay.

**ARTICLE 6**  
**SCHOOL CALENDAR**

A. The Association shall appoint a committee to study and make recommendations to the Superintendent concerning the school calendar. Submission of such recommendations shall be not later than November 15, of each school year (Liaison Committee).

B. The in-school work year for certificated personnel shall be as follows:

1. Base 186 days

(a) Additional two (2) day orientation for new teachers;

(b) Additional one (1) day orientation for in-district teachers;

(c) Additional two (2) professional days;

(d) The 186 days are inclusive of all snow days necessitating school closing;

(e) In the event conditions require additional snow days, they shall be included within the constructed calendar and prior to such inclusion the Superintendent shall confer with the Association.

(f) The school days immediately proceeding the Thanksgiving and winter holidays shall be half days for certificated staff during each school year.

C. The following represents the total number of paid days, per year, for each category listed:

CATEGORY

Instructional Aides 182

Bus Drivers 194 (inclusive of 11 paid holidays)

The chart does not represent the six (6) additional snow days scheduled in the school calendar. Should less than six (6) snow days be used the employees listed above shall be paid on a per diem basis for snow days that remain unused.

The chart also includes the day before students arrive, one (1) professional day for Instructional Aides and two (2) professional days for Bus Drivers. It is understood that Bus Drivers will be in attendance on the three days, two for Instructional Aides, referenced in this paragraph.

## **ARTICLE 7**

### **TECHNICAL SUPPORT ASSISTANTS**

The positions Technical Support Assistants shall be 12-month full-time positions. The workdays shall occur on weekdays (Monday-Friday) and shall begin at the start of the regularly scheduled school day and conclude 7 hours and 30 minutes later. Technical Support Assistants shall not be required to report to work when school is closed for inclement weather.

## **ARTICLE 8**

### **TEACHING HOURS AND TEACHING LOAD**

A. Teachers shall not be required to “clock in or clock out” by hours and minutes. Teachers shall indicate their presence for duty by placing their signature and time in the proper column of the faculty “sign-in” roster.

B. During time periods when teachers are not responsible for meeting with or teaching students, with the exception of team meeting time, it is not necessary for teachers to seek permission, but to inform the building administrator or designee, that they are leaving their building assignment during that time. They will also indicate their leave and return on the daily sign-in roster.

C. Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending general faculty and/or other professional or academic meetings. There shall not be more than two meetings per month, and they shall be no longer than one hour in length. Meetings shall begin directly at the conclusion of the school day and may be used for professional development that is provided by the administration. Staff may be invited, but not required, to brief their colleagues on recent workshop experiences provided they are given ample notice and are also given release time, if needed, during the school day to properly prepare.

D. Teachers shall have the opportunity to suggest items for the agenda of meetings specified in paragraph C above, to the appropriate administrator.

E. Association representatives shall have an opportunity to speak during any faculty meeting for a period not normally longer than five (5) minutes.

F. Middle School teachers shall not be assigned more than six (6) teaching periods per day. Middle school teachers who consent to an additional 7<sup>th</sup> teaching period per day will be assigned no duties.

1. The following language pertains to the Middle School schedule implemented in the 2009-2010 school year.
  - Maximum teacher instructional time per day shall be 280 minutes.
  - Teachers assigned more than 250 minutes of instructional time per day shall be released from all duties and assignments on that day.
  - For any other schedule other than the 2009-2010 schedule, the controlling language shall be as detailed in “F” above.

Secondary teachers, not assigned to middle school, shall be assigned a maximum teaching load of 25 classes per week; however, secondary teachers may be assigned one (1) extra teaching period per day in lieu of a non-teaching duty period. On a day when a teacher has a lunch that is less than the standard student lunch, the duty period for that teacher will be scheduled immediately before or after the teacher’s shortened lunch period. The duty period will be reduced by the amount of time lost from lunch.

G. The term “teaching load” is defined as any period that normally requires prior preparation for the presentation of material to students.

H. Preparation time will be allowed the following teachers as indicated:

- (1) Every teacher assigned to grades Kindergarten (K) through five (5) shall be scheduled to have 200 minutes per week of preparation time, in blocks of not less than 25 consecutive minutes, exclusive of their normal daily lunch break.
- (2) Every teacher grades six (6) through twelve (12) shall be scheduled to have at least one (1) 40 minute preparation period per day.

I. Parent - Teacher conference days shall be a minimum of three (3) half days with five (5) half days for Kindergarten teachers.

J. Teacher Work Day: The length of the teacher work day is seven (7) hours and fifteen (15) minutes.

K. Alternative School (after school program)

1. The purpose is to provide replacement academic classes to the students of the Jefferson Township Schools that have been removed from the regular school setting by the Jefferson Township Board of Education.
2. The Alternative School for teachers will begin at the conclusion of the Middle/High School regular school day and will end when the late bus picks up the students.
3. The teachers shall provide instruction to students in the academic areas and will be responsible for the grading of each student. The Alternative School program for the Middle School shall allow all teachers that hold an elementary education certification (multiple subjects) and all teachers that hold a secondary education certification (specific subject) the opportunity to teach the subjects that the program offers. Teachers shall not be required to attend meetings or other functions related to the Alternative School.
4. While the teacher and involved students in the Alternative School are present in a particular school building an administrator responsible for the Alternative School shall be present in the particular building and readily accessible. The administration shall be responsible for the disciplining of students and for all matters pertaining to it.
5. Should an Alternative School teacher be absent from work, other certificated staff shall not be forced to stay for, but may volunteer for with per diem pay, coverage of the class.
6. Once a class/classes for a teacher is scheduled, the teacher shall be given at least one weeks notice before payment for such class/classes will cease. Should no students show up for a scheduled class/classes the teacher shall still be paid for the class/classes.
7. Teachers shall also be paid for 40 minutes of preparation time for each day of Alternative School that they teach. Preparation may be done at school or at home.

8. Teachers shall be paid on a per diem basis based upon their current annual salary as an employee of the district. For payment purposes, the teachers' current annual salary shall be broken down into a per diem salary and then into an hourly salary based upon the following criteria: 189 school days and a 6.75 hour workday.

Calculation example of an employee with an annual salary of 35, 000:

$$\$35,000 \div 189 \text{ days} = \$185.19 \text{ per day} \quad \$185.19 \div 6.75 \text{ hr.} = 27.44 \text{ per hour}$$

9. This agreement shall be retroactive from September 1, 2001.
10. The number of school days and the length of a school day used above to calculate the teachers' per diem salary shall not be precedent setting.

## **ARTICLE 9**

### **CLASS SIZE**

It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class size at an acceptable number as dictated by the financial condition of the district, the building facilities available, the availability of qualified teachers and the best interest of the district as deemed administratively feasible.

## **ARTICLE 10**

### **DISTRICT MAIL COURIER**

The following shall apply to the District Mail Courier:

1. 12 month part-time position (19.9 hours or less)
2. Work days shall be Monday-Friday
3. Work hours shall be consecutive to the extent possible
4. Shall drive a district owned vehicle

Benefits:

1. 12 paid sick days
2. 11 paid holidays as listed in Article 37-A & B
3. Paid vacation time in the amount as detailed in Article 37-E. Vacation time shall be taken on non-school days. However, vacation time may be taken during school days at the discretion of the administration.



**ARTICLE 11**  
**INSTRUCTIONAL AIDES and SECURITY MONITORS**

A. The position of Instructional Aides in the school system shall continue for the duration of this agreement. Instructional Aides and security monitors shall be defined by the following categories:

1. Level 1
  - a. Security Monitors
2. Level 2
  - a. Kindergarten
  - b. Media Center
  - c. Transportation
3. Level 3
  - a. Special Education – Classroom

B. Instructional Aides working under twenty (20) hours will receive the following:

1. Ten (10) sick days
2. Days for Jury Duty
3. One and one-half (1 ½ ) personal days all of which are non-recreational

C. Instructional Aides working twenty (20) hours or more will receive the following:

1. Health Benefits
2. Ten (10) sick days
3. Three (3) personal days all of which are non-recreational
4. Four (4) family illness days
5. Days for Jury Duty

**ARTICLE 12**  
**EMPLOYMENT**

A. Up to full credit on the Employees' Salary Schedule may be given for previous outside teaching experience in a duly accredited school upon initial employment. Earned credit of no less than two (2) years for military experience or alternative civilian service required by the Selective Service System will be given. Credit may be granted for two (2) years of Peace Corps, and Fulbright Scholarship experience.

B. Employees shall be notified of their employment status no later than May 15 of each year. Contracts for non-tenured staff shall be returned to the Superintendent within ten (10) days signed or unsigned.

**ARTICLE 13**  
**ASSIGNMENT**

A. All employees, except bus drivers, shall be given written notice of their tentative assignments for class, subject, building, and room no later than the last day of teacher attendance in June provided he has returned his signed contract. Such assignments are subject to individual changes in the event of material change of circumstances or emergency. Such employees affected by such change shall be notified promptly and in writing. Bus drivers shall receive assignments two (2) weeks before the opening of school and five (5) days notice for special runs, except in an emergency.

B. It shall be the policy of the Board to reimburse their employees for travel required in conjunction with their employment at the Internal Revenue Service (IRS) or New Jersey Office of Budget Management (OMB) rate per mile, whichever is the highest permissible by law. Mileage from the employee's residence to his first place of work for the day and from his last place of work for the day to his residence shall not be reimbursable.

C. Certificated employees shall not be assigned outside their areas or scope of their teaching certificate.

**ARTICLE 14**  
**VOLUNTARY TRANSFERS**

A. No later than June 1st of each school year the Superintendent shall send to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.

B. Employees who desire a change in grade or subject assignment, or who desire to transfer to another building may file a written statement of such desire with the Superintendent no later than five (5) school days after June 1st of each year. Such statement shall include the grade or subject to which the employee desires to be assigned and the school or schools to which he desires to be transferred in order of preference. Such request must be renewed in writing each year if it is not granted on initial application.

**ARTICLE 15**  
**INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

A. Involuntary transfers shall be accomplished as follows:

1. Definition - Transfers shall be construed as grade level, subject areas, and/or building assignments.

2. In the event of an involuntary transfer or reassignment, the employee shall have the right to a conference with his building principal, or non-certificated supervisor, and the Superintendent. This conference shall be to discuss the best reassignment possible and the employee shall have the right to request a statement in writing of the reasons for such involuntary transfer.

3. Advance notice shall be given as early as possible before any transfer.

**ARTICLE 16**  
**SALARIES**

A. The salaries of all employees covered by this Agreement are set forth in Schedule A, B, C, D, E, F, G, H, I, J, K, L covering 2012-2015 which is attached hereto and made a part hereof; said salary guides shall be enforced in accordance with existing rules and regulations for application thereof.

B. The money package for 2012-2013, 2013-2014, 2014-2015 will be as follows:

Certificated Staff:	2.0% year one,	2.0% year two,	2.0% year three
Non-Certificated Staff:	2.0% year one,	2.0% year two,	2.0% year three
Athletic Schedule:	2.0% year one,	2.0% year two,	2.0% year three
Extra-Duty Pay:	2.0% year one,	2.0% year two,	2.0% year three

Summer Compensation:

Certificated Staff	per diem salary (1/200 <sup>th</sup> )
Instructional Aides	full hourly rate, as per salary guide

No staff member will be assigned any summer position unilaterally

C. The Board will set Salary Steps for hiring. This will be the first step of guides for Secretaries, Custodians/Maintenance and Bus Drivers.

D. Application of degree columns

1. The credits referred to in the guides of Salary Schedule A shall be applied as follows:

- (a) All credits that a teacher may have earned shall be declared at hiring. After initial salary placement, only course credits previously agreed upon or earned after employment in Jefferson Township may be used for advanced guide placement. After initial salary guide placement, a grievance on salary placement may proceed only to Level 4 (Board level), said grievance on credits earned prior to employment in Jefferson may not be taken to arbitration.

(b) All of such credits shall have been taken within a period of ten (10) years prior to the date of application for placement on particular guide and in any event all such credits must have been obtained since receipt of a Baccalaureate degree.

E. The Board in its discretion may grant additional credit on the salary guide.

F. Employees shall be paid on the 15th and 30th of each month. In the event the 15th or 30th falls on a vacation, holiday or weekend, the employee will be paid on the working day prior to the vacation, holiday or weekend.

G. All ten month employees may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. This money shall be reserved by the Board, and distributed to the employee in two equal payments. The first payment shall be on July 15 and the second payment shall be on August 15.

H. Tri-County Federal Credit Union

1. Employees may individually elect to have any portion of their salary deducted from their pay. Upon receipt of the signed authorization form from Tri-County Federal Credit Union, the Board will make the authorized monthly deductions. These funds shall be reserved by the Tri-County Federal Credit Union.

- a. Employee completes a Tri-County Federal Credit Union form indicating amount of deduction and returns to Tri-Co;
- b. Tri-Co sends this signed form to the Board of Education for monthly deduction.

2. Employee enrollment in the Tri-County Federal Credit Union program does not preclude an employee to authorize the Board to reserve an additional portion of his/her annual salary for disbursement in accordance with paragraph G above.

I. Seventh and Eighth Grade Class Trips:

There are two overnight trip programs, which are directly linked to the Middle School curriculum. These trips, Stokes- Grade 7 and Washington DC or Philadelphia- Grade 8, are

preceded by course work, specifically tailored to these trips. It is expected that the classroom teachers will volunteer for these trips, but if an adequate number of teachers do not volunteer the Board reserves the right to cancel the trip. The Superintendent and or his/her designee shall determine the number of teachers necessary for either trip and the teachers who shall attend, if more than enough teachers volunteer. Payment shall be one hundred twenty five dollars (\$125.00) per night and per day that extends beyond 6:00 PM. No employee, with the exception of the itinerant nurse, shall be assigned to these trips.

## **ARTICLE 17**

### **Vacant Article**

**ARTICLE 18**  
**LONGEVITY and RETIREMENT**

A. Longevity for non-certificated employees shall be awarded as follows:

Non-Certificated Staff

Years *	Per Year	Five Year Max
16-20	\$525 per year	\$2,625
21-25	\$625 per year	\$3,125
26-30	\$725 per year	\$3,625
31 on	\$775 per year	-----

\*Continuous years of service in Jefferson Township.

Effective July 1, 1997 Instructional Aides will be eligible for longevity listed above.

B. All support staff already receiving longevity at ten (10) years of service will be grandfathered at the present rate until they reach sixteen (16) years, when they will be put on the longevity scale listed above.

C. Longevity for certificated employees shall be awarded as follows:

Certificated Staff 1997- 2000

Years*	Per Year	Five Year Max.
16-20	\$450	\$2,250
21-25	\$500	\$2,500
26-30	\$600	\$3,000
31 on	\$700	-----

\*Continuous years of service in Jefferson Township

D. All certificated staff who are receiving longevity as of June 30, 1997 will continue at their current amount as listed in "C" above with no increase. No additional staff will be added to the longevity guide listed in "C" above after June 30, 1997.

E. Certificated staff, in their second year at the top of the guide, will receive 1.5% of the longevity guide listed below, in addition to the longevity payments they were receiving as of June 30, 1997.

Example  
Year 1997-1998 Longevity

Step	BA	BA+15	MA	MA+15	6th Year
16+ Increment Adjustment	57,200	59,230	64,850	66,950	72,820
Longevity 1.5%	858	888	973	1,004	1,092
1997-1998	58,058	60,118	65,823	67,954	73,912

Year 1998-1999 Longevity

Step	BA	BA+15	MA	MA+15	6th Year
16+ Increment Adjustment	57,500	59,530	65,150	67,250	73,120
Longevity 1.5%	862	893	977	1,009	1,097
1997-1998	58,058	60,118	65,823	67,954	73,912
1998-1999	59,220	61,311	67,100	69,263	75,309

Year 1999-2000 Longevity

Step	BA	BA+15	MA	MA+15	6th Year
16+ Increment Adjustment	57,800	59,830	65,450	67,550	73,420
Longevity 1.5%	867	897	982	1,013	1,101
1997-1998	58,058	60,118	65,823	67,954	73,912
1998-1999	59,220	61,311	67,100	69,263	75,309
1999-2000	60,388	62,509	68,382	70,576	76,710

F.

1. All certificated staff that were receiving longevity under the system described in “E” as of June 30, 2000, will continue to receive their current amount of accumulated longevity with no increase under this system. This accumulated longevity, combined with any longevity that an employee had been receiving from sections “C” and “G”, will become a “grandfathered” longevity stipend paid to the employee each year. No additional staff will be added to the longevity guide listed in “E” after June 30, 2000.



2. All certificated staff that were on Step 12 on the salary guide, or higher, as of June 30, 2000 are eligible for the longevity system listed below.

Certificated staff in their second year at the top of the salary guide, will begin receiving accumulating longevity in the amount of \$1000.00. Each year thereafter an additional \$1000.00 will be added to the previous year's accumulated longevity stipend. Longevity under this system shall accumulate for ten (10) years.

3. All certificated staff that were on Step 11 on the salary guide, or lower, as of June 30, 2000 are not eligible for the longevity system listed above. Instead they will receive a \$1000.00 non-accumulating longevity stipend each year beginning in the second year at the top of the salary guide.

G. Teachers, as of contract year 94/95, with twenty-six (26) or more years of continuous service in the district will receive a longevity stipend of \$1,200.00 in addition to the longevity listed above. This stipend is the entitlement of twenty-two (22) employees for the duration of their employment in Jefferson and will not be extended beyond those employees agreed upon previously.

H. Pursuant to the longevity guides in "A" and "C" above, employees who reach retirement eligibility status prior to the 26-30 year period, may at their option, indicate to the Board their intention to retire, and such employees will then receive the longevity payment as provided in the 26-30 year bracket on the guide.

I. The following is the retirement allowance for sick days:

(1) Notice required for special retirement allowance is as follows:

- a. If notice of retirement is given on or before September 30th of the retirement year, the allowance will be paid in the following manner:  
50% of the allowance on the following July 1st.  
50% of the allowance on the subsequent July 1<sup>st</sup>.

- b. If notice of retirement is given after September 30th of the retirement year, the allowance payment will be paid in the following manner:
  - 50% of the allowance on July 1st of the following budget year.
  - 50% of the allowance on the subsequent July 1<sup>st</sup>.

(2) The retirement allowance shall be computed at the rate of one (1) day's pay for every four (4) days of accumulated unused sick leave to the employee's credit at the end of the employee's full contracted year previous to the year of retirement.

(3) The daily compensation to the employees who retire under the aforesaid recommendations shall be at the daily rate of pay which they earned in the full contracted year previous to the year of retirement.

(4) Effective July 1, 2011, the retirement allowance is capped at \$20,000

J. The Association may designate three (3) tax-shelter agencies to the Board of Education and the Board of Education shall permit employees wishing to participate in such plans to do so by way of a payroll deduction.

The Association may designate three (3) tax-shelter agencies that offer 529 savings plans to the Board of Education. The Board of Education shall permit employees wishing to participate in such plans to do so by way of payroll deduction

All employees may choose a 457 and authorize the Board to direct deposit all monies due the retiree upon retirement.

**ARTICLE 19**  
**CUSTODIANS AND MAINTENANCE**

A. Vacations shall be selected according to a seniority list which shall be drawn up by the Superintendent of Schools.

B. In the event an employee is called to work on an emergency basis, two (2) hours call-in pay will be guaranteed. Call-in pay will be paid on a straight time basis.

C. The Board shall purchase and supply the following uniform items on a yearly basis to all custodial and maintenance personnel.

1. Five (5) pairs of pants (100% cotton – permanent press)
2. Five (5) shirts (100% cotton – permanent press)
3. Two (2) denim long sleeve shirts
4. Two (2) pairs of shorts
5. Two (2) heavyweight, thermal, zippered sweatshirts

In addition, one heavy parka and one raincoat with zip-in lining shall be purchased and supplied by the Board and replaced on an as needed basis.

The employee shall be responsible for laundering.

If it becomes necessary to substitute or replace the uniform during the term of the contract, it shall be by mutual agreement of the Board and the Association.

All maintenance and custodial personnel shall be permitted to submit a voucher with proof of purchase for reimbursement up to \$75.00 for shoes, or \$100.00 for steel toe safety shoes, as a shoe allowance.

D. Day custodians will arrive at their regularly scheduled time on snow days and night custodians will be assigned by the administration to work either during the day or regular hours.

E. Promotions to positions shall consider ability and experience. Seniority shall be considered but it shall not be controlling.

F. Overtime work shall be offered to custodians and maintenance on a rotating seniority basis but shall be only offered to those employees who are permanently assigned to the building in

which overtime work is required. Those employees shall receive time-and-one-half (1 1/2) for those hours worked beyond the eight (8) hour day. Employees who are full time, i.e. forty (40) hours a week, shall be paid the rate of double time for any work done on Sundays or holidays. Employees who are employed for less than forty (40) hours a week are to be paid time-and-one-half (1 1/2) for any work done on Sundays or holidays. The administration retains the right to assign overtime work as well as other assignments. Employees shall not be required to work any consecutive double shifts. However, the employee may volunteer to do so.

In the schools where there is a single custodian, the Administration agrees to contact not less than three (3) other custodians at other schools seeking to find a volunteer for purposes of required overtime work. In the event that after attempting three such volunteers, no one is willing to work the overtime at the particular school, the custodian on duty may be required to perform that work.

G. If layoffs become necessary, provisional and probationary employees within group classification should be laid off before any permanent employee loses any time. If after all provisional and probationary employees in a particular group have been laid off and other reductions in the work force become necessary, the Board should lay off in accordance with the principles of seniority within the group classification.

H. All openings for promotional positions and for positions paying higher salary differentials be publicized in each of the school buildings fifteen (15) days before the final date when applications must be submitted.

I. Holders of a Boiler License (Black Seal) shall receive \$425.00 additional compensation per year. Effective July 1, 2009, new hires will receive no additional compensation.

J. Holders of an HVAC Universal License shall receive \$800.00 additional compensation per year.

K. Groundskeepers who hold a Pesticide License shall receive \$500.00 additional compensation per year.

L. The 2<sup>nd</sup> and 3<sup>rd</sup> shifts (night shifts) shall consist of eight (8) hours as agreed to previously.

**ARTICLE 20**  
**BUS DRIVERS AND MECHANICS**

- A. The bus drivers shall be paid for any lay-over time under one-half (1/2) hour.
- B. All current drivers will be guaranteed a minimum of four (4) hours daily. New hires after 7/1/97 will be guaranteed a minimum of three (3) hours daily.
- C. Fees
  - 1. The Board shall pay a maximum of \$100 for physical examinations that are presently required by law.
  - 2. The Board will pay up to \$73.00 for fingerprinting renewals.
- D. The district will determine which routes are available for selection on a seniority basis.
  - 1. Choice of bus runs shall be by seniority upon openings available for September 1st. The same procedure shall be followed during the last week of December for those openings becoming available between September 1st and December 31<sup>st</sup> for those drivers indicating an interest in the open routes. A seniority list shall be drawn up by the Superintendent of Schools. The Superintendent of Schools shall announce the date for run selection prior to the end of the school years; the bus drivers shall receive such notice not later than the end of each school year of the definite date when the runs for the next school year shall be picked.
  - 2. Kindergarten runs shall be picked on a seniority basis.
  - 3. Auxiliary runs shall be guaranteed four hours and be included in D.1.
- E. One-quarter (1/4) hour warm-up time shall be allowed before the first run daily and one-quarter (1/4) hour clean-up time shall be allowed after the last run daily.
- F. Extra curricular runs will be assigned by the Transportation Supervisor on a rotating seniority basis. Drivers who refuse a trip will be skipped over until their turn comes up again. The only exception to this will be the Kindergarten and preschool drivers who will be given first choice to

their kindergarten or preschool trips provided that the trips do not interfere with any regular assigned routes.

G. Bus drivers shall be allowed eight (8) hours for employees hired prior to July 1, 1997 and four (4) hours for employees hired after July 1, 1997 each school year as compensation for warm-up and clean-up time due to the accumulation of snow. The schedule for the payment of this compensation shall be set by the Superintendent of Schools. This compensation shall be in lieu of compensation for the actual time required for bus drivers for the referred to clean-up and warm-up time as may be required due to ice and snow.

H. Either party may at any time terminate the employment contract by giving the other party three weeks notice in writing. Failure on the part of the employee to give three weeks notice will void any entitlement otherwise accruing to the employee.

I. Extra runs assigned to a driver which are to be done on a regular basis, such as shuttle runs, shall be added to the bus drivers base pay rather than assigned as extra pay.

J. Bus drivers shall be paid for any time spent on the road or other time when they are responsible for their bus due to a mechanical breakdown of such bus. The driver shall not be paid for any time when the bus is no longer in his responsibility. Specifically, he shall not be paid when the bus is turned over to the garage for appropriate repair.

K. In the event an individual driver is called to or back to work after or before their assigned time of arrival or departure from their designated starting or stopping points, two (2) hours will be guaranteed on a straight time basis. (conference days, class or athletic trips and similar occasions are excluded.). Drivers shall be paid for one (1) additional hour when the High School and/or Middle School is/are on an early dismissal schedule but the elementary school is not.

L. Late runs will be offered to drivers prior to contracting out based upon the district's ability to coordinate routes in such a manner as to be less costly to the district than contracting out. Notwithstanding the arbitration decision of November 23, 1991, and the confirmation of that award into a judgment, the parties expressly agree that the arbitration ruling shall have no force and effect hereafter. It is expressly recognized that the Board may, without incurring additional

salary costs, structure additional late runs for cancelled runs, especially in circumstances such as those leading to the grievance in 1990, that is, playoff schedules, or other unforeseen needs.

M. Mechanics will be provided annually with 5 long sleeve shirts and 5 pairs of pants. Mechanics will be responsible for cleaning of pants and shirts.

N. Mechanics shall receive time-and-one-half (1 1/2) for those hours worked beyond the eight hour day. Mechanics should be paid at the rate of double time for any work done on holidays.

O. All mechanics shall be permitted to submit a voucher with proof of purchase for reimbursement up to \$75.00 for shoes, or \$100.00 for steel toe safety shoes, as a shoe allowance.

## **ARTICLE 21**

### **Vacant Article**

## **ARTICLE 22**

### **PROMOTIONS**

A. Promotional positions shall be sent to and posted in each school and a copy shall be sent to the Association, a minimum of ten (10) days before the final date when applications must be submitted, and no less in duration than publically advertised.

- Assistant Superintendent
- Director
- Principal
- Assistant/Vice Principal
- Supervisor
- Coordinator

B. Teachers who desire to apply for such vacancies shall submit their applications, electronically through the district's personnel software system, within the time limit specified in the notice.

**ARTICLE 23**  
**EVALUATIONS**

A. Certificated Staff

1. Evaluation Reports

- a. A teacher shall have the right to see his evaluation reports, and shall have the right to a copy of all reports if he requests said copy.
- b. The evaluation report form to be utilized in the evaluation of teachers shall include the date or dates of observation, the length of the period of observation, on each date, and the specific class period designated by time that the evaluator was present in the classroom.
- c. All classroom and other formal evaluations of a teacher shall be recorded on the evaluation report.
- d. There shall be at least three (3) observations per year for non-tenure teachers and at least one evaluation per year for teachers on tenure.
- e. If a formal evaluation is written, it may result in a conference between the teacher and his immediate supervisor and shall be signed by both parties.

2. Disclosure

- a. If derogatory reports or materials are to be retained for other than investigation, the teacher shall be shown the reports or letters, and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the teacher's file. If the material is not to be retained, it shall be destroyed by the Superintendent.
- b. In event any new material of a non-confidential nature is to be placed in the personnel folder (confidential material by way of description and not limitation refers to references, transcripts, and the like) the employee shall be given a copy or notified prior to its insertion and be given the opportunity to review such material. The employee's written comments if any, relative to the material, shall be made part of the employee's file.



B. Non-Certificated Staff

1. All non-certified personnel shall receive a copy of their evaluations within fifteen (15) working days of said evaluation.

C. Both parties agree to look at the evaluation document during this contract period for possible revision. This will be done with the Education Liaison Committee and the Superintendent of Schools.

**ARTICLE 24**

**Vacant Article**

**ARTICLE 25**

**Vacant Article**

**ARTICLE 26**

**EMPLOYEE-ADMINISTRATION LIAISON**

A. In the interest of informal problem solving, there shall be Superintendent and building liaison meetings.

B. Beginning in September of every school year, and every other month thereafter, the Superintendent shall meet with a representative council of the Association. The Association's council shall consist of an individual from each school building and a transportation employee who are appointed by the Association. These meetings shall be held in the Superintendent's Office. Agenda items, which may be generated by either party, shall be submitted 48 hours in advance of meeting. The Association will submit to the Superintendent items to be included on the agenda. The Superintendent may bring up additional items at the meeting.

C. Beginning in September of every school year and every month thereafter, there shall be a building liaison committee meeting. The purpose of the Building Liaison Committee is to review and discuss building problems and practices of concern to the staff and / or the administration. This committee is responsible for submitting appropriate agenda items to the building principal

no fewer than three (3) days prior to the scheduled monthly meeting date. If no agenda items are received three (3) days prior to the meeting, the meeting shall be canceled. If an issue cannot be successfully resolved, the matter will be presented at the next Superintendent's liaison meeting.

## **ARTICLE 27**

### **SICK LEAVE**

A. All ten-month (10) employees shall be entitled to ten (10) sick leave days each school year and all twelve-month (12) employees shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year subject to the other provisions of this Article. Sick days for ten and twelve-month employees shall be prorated at the rate of one per month to a maximum of their entitlement. If an individual begins work prior to the 15th of the month, he/she will receive a sick day for the month. If an individual begins work on the 16th day of the month or later, he/she will not receive a sick day for that month. (Includes part-time certificated teaching personnel.)

B. Application for payment of sick leave in excess of three (3) consecutive working days should be supported by certification from an attending physician. A signed statement from the employee stating the nature of the illness and the reason why a medical certificate is not furnished may be accepted at the discretion of the Board.

C. In case of frequent application for sick leave, the Board may, regardless of sick leave requested, require submission of a statement of a physician or submission to physical examination by the school physician.

**ARTICLE 28**  
**PERSONAL DAYS**

A. Employees shall be entitled to the following noncumulative personal days with full pay each school year:

1. Three (3) days (1½ days for part-time personnel) leave shall be granted, without reason, for non-recreational purposes provided written application to the building principal is made at least five (5) days before any day requested (except in the case of emergencies). The principal shall forward the approval form to the Superintendent's office after approval of the principal.
2. For absence due to illness of any member of the employee's immediate family, full pay for not more than four (4) days, (2 days for part-time certificated teaching personnel) in each school year shall be paid the employee. The immediate family is defined as: husband, wife, children, father, mother, mother-in-law, father-in-law, brother and sister, documented Civil Union or Domestic Partnership.
3. Employees who are summoned by the court to appear for the purpose of jury duty shall be granted leave for the period of absence. Jury duty in police, county or other courts established under the laws of the State and deriving their authority therefrom is considered jury duty in a State court. Before jury duty leave is granted, an employee must submit a true copy of the official summons one (1) week prior to the beginning of such duty. Employees serving jury duty shall receive their full salary. Employees will endorse over to the Board of Education any remuneration they receive from the court.
4. Up to five (5) school days at any one time in the event of death of any employee's spouse or documented Civil Union or Domestic Partnership, child or parent. Up to three (3) calendar days at any one time in the event of death of any employee's son-in-law, daughter-in-law, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and grandchild.  
One day, from the categories listed in this paragraph, may be reserved by the employee for use within three (3) months of death.

All employees shall be granted one (1) calendar day in the event of the death of a relative outside the employee's immediate family as defined above. In the event of the death of an employee or student in the Jefferson Township School System, the Superintendent of Schools may grant to an appropriate number of employees sufficient time off to attend the funeral.

5. Allowances shall be made for time necessary for appearance in a legal proceeding in which employee's appearance is necessary in behalf of the Board.
6. Up to five (5) school days without pay for the purpose of marriage and honeymoon, or up to one (1) day without pay for the purpose of attending the marriage of a member of the immediate family.
7. Other leaves of absence with pay may be granted by the Board for good and sufficient reason.

## **ARTICLE 29**

### **LEAVES OF ABSENCE**

A. A leave of absence without pay for up to two (2) years shall be granted to any tenured employee who joins the Peace Corps, VISTA, National Teacher Corps, Exchange Teacher, and Overseas Teacher or accepts a Fulbright Scholarship and is a full-time participant in any such above program.

B. Military leave without pay shall be granted to any tenured or mandated employee 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.

C. A reservist called to active duty shall receive pay and benefits based upon the current statute regarding this situation.

D. To apply for a family or child rearing leave, the employee must furnish a written verification from a doctor.

1. Sick leave may be utilized during the actual period of disability during pregnancy in accordance with state laws, regulations, and case law.

2. Family leave for the care of a newborn or newly-adopted child shall be granted, without pay, to eligible employees in accordance with the federal Family and Medical Leave Act and the state Family Leave Act and applicable regulations.
3. Leave for the care of a newborn or newly-adopted child shall be granted, without pay, to all employees, in addition to any leaves described above, for the remainder of the academic year in which the leave is granted. Renewals of unpaid child care leave for not more than the succeeding full academic year, for tenured teachers, may be approved at the Board's discretion. Time on unpaid leave pursuant to this clause shall not be credited for tenure accrual and salary advancement.
4. Any employee who may become pregnant during a leave of absence granted for prior pregnancy may apply to the Superintendent of Schools for one (1) additional year leave for maternity.
5. The Superintendent of Schools, for proper cause and upon application of the employee, may recommend the termination of the leave for approval of the Board prior to its proper date of termination.
6. Should any employee, absent on maternity leave develop any illness or malady as a result of such pregnancy, and be unable to resume her work at the end of her said leave because of such illness or malady, she may be granted a further leave of absence, not to exceed one (1) year, without pay, upon the recommendation of a physician approved by the Board and subject to the approval of the Superintendent of Schools and the Board.
7. Requests for unpaid leave pursuant to paragraph three by non-tenured teachers may be granted at the sole discretion of the Board. Time on such unpaid leave shall not be credited for tenure accrual and salary guide advancement.
8. A teacher must apply for unpaid family or child care leave no less than ninety (90) calendar days prior to the anticipated delivery day wherever possible, or in the case of adoption, as soon as the teacher is informed of the date custody of the child will be obtained.

E. All leaves will recognize the need to provide for continuity of instruction, minimize the disruption of the teaching/learning process, establish dates with certainty and secure appropriate personnel.

F. A leave of absence without pay for up to one (1) year may be granted for the purpose of caring for a sick member of the employee's family, i.e. spouse, child or parent. Additional leave may be granted at the discretion of the Board.

G. Other leaves of absence without pay may be granted by the Board for good reason.

H. All employees who wish to apply for a leave of absence, with or without pay, should read and complete form F4152.3A or F4152.3B as appropriate. During a term of disability, an employee may utilize all or part of accumulated sick leave.

I. All extensions or renewals of leaves shall be applied for, and if granted, be in writing.

J. In order to advance to the next step on the salary guide, an employee must have been on salary a majority of the school year prior to such advancement. (Majority defined as 51% of the school calendar).

K. All benefits to which an employee was entitled at the time his leave of absence commenced including credits toward sabbatical eligibility shall be restored to him upon his return.

Reassignment upon return to school system shall be based on available positions and the needs of the school system.

L. Upon return from leave granted pursuant to A, B and C of this Article, an employee shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure.

**ARTICLE 30**  
**SABBATICAL LEAVE**

**A. PURPOSES:**

The underlying philosophy of the sabbatical leave is to increase the quality of teaching and to gain enriching and broadening experience by professional study, research, or travel. Major consideration must be given to the benefits which will accrue to the pupils and the community, through the individual's personal growth. Sabbatical leave, may only be granted for formal study or formal research.

**B. ELIGIBILITY:**

An applicant must be a certificated employee who has rendered service in the school system for no less than seven (7) active school years preceding the sabbatical leave. The applicant's statement of purpose and plan for sabbatical leave should reflect maturity and readiness commensurate with his experience in teaching.

**C. QUOTA:**

Not more than one percent (1%) of the certificated personnel shall be granted leave in any one academic year.

**D. LENGTH OF LEAVE:**

A sabbatical leave may be granted for a period of one (1) semester or one (1) full academic year.

**E. APPLICATION PROCEDURE:**

Application for sabbatical leaves of absence must be filed with the Superintendent of Schools not later than January 1st for a leave beginning the first semester of the next school year. An applicant for Sabbatical Leave of Absence shall file with the application form a detailed program for the period requested for Sabbatical Leave. All recommendations for approval will be made by the Superintendent of Schools to the Board.

**F. COMPENSATION:**

Teachers on sabbatical leave will receive forty percent (40%) of their salary while on sabbatical leave.

#### G. RIGHTS AND PRIVILEGES:

A Certificated employee who is granted a sabbatical leave shall retain all rights of tenure and automatic increases in salary rating the same as though teaching during the period of leave. Interruption of the sabbatical leave program by serious accident or illness shall not affect the sabbatical leave contract, providing satisfactory evidence is presented to the Superintendent within twenty (20) days of such accident or illness. At the expiration of the leave, the employee shall be reinstated to his former assignment, unless the position is not available. If former position is not available, a consultation shall be arranged after which the Superintendent shall recommend to the Board an assignment in the best interest to the employee and/or schools.

#### H. OBLIGATIONS:

An employee granted a sabbatical leave must return to the system and serve for a period of not less than two (2) years following the completion of the leave. If unwilling to meet the obligations of return to the system for a two (2) year period, the employee shall immediately forfeit all rights of tenure and automatic increases in salary rating.

An employee returning from sabbatical leave must remain employed with the district for a minimum of ten (10) months or forfeit the salary received while on sabbatical leave. Prior to commencing a sabbatical leave, the employee must sign a legal agreement to the aforementioned salary forfeiture.

#### I. RETURN TO SERVICE:

An employee on sabbatical leave must notify the Superintendent of Schools in writing of his intention to resume duties in the system at least sixty (60) days prior to the expiration of said leave. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.



**ARTICLE 31**  
**PROFESSIONAL DEVELOPMENT AND**  
**EDUCATIONAL IMPROVEMENT**

A. As an incentive for furthering education, the Board will provide the following plan.

1. There will be an annual pool of \$70,000 in 2012-2013, \$75,000 in 2013-2014, and \$80,000 in 2014-2015 for JTEA course reimbursement.

Distribution shall be as follows.

- a. The first third of the pool will be applied to all approved courses which are completed during the period of July 1<sup>st</sup> through August 30<sup>th</sup> (summer courses). Any unused portion of the pool will be carried over to subsequent periods.

The second third of the pool, plus any additional carryover from the first third, will be applied to all approved courses which are completed during the period of September 1<sup>st</sup> through December 31<sup>st</sup> (fall courses). Any unused portion of the pool will be carried over to the subsequent period.

The final third of the pool, plus any additional carryover from the previous two thirds, will be applied to all approved courses which are completed during the period of January 1<sup>st</sup> through June 30<sup>th</sup> (spring courses).

Any unused portion of the pool will not be carried over to the next school year's pool.

- b. To determine the per credit reimbursement amount for the staff member, each of the three pools of money shall be divided by the number of credits completed during the particular period by all staff members. In all three pools of money, if the per credit amount calculated in that pool exceeds the actual cost per credit for a particular course, the calculated amount above that cost shall be equally divided among credits for other courses in that pool that did not receive full reimbursement per credit.
  - c. No staff member shall be reimbursed per credit more than they actually had to pay the educational institution per credit.
2. To be eligible for course reimbursement, a staff member must have the written approval of the Superintendent prior to enrolling in a course.
  3. All credits shall be taken in traditional college graduate courses approved by the Superintendent. The following may not be approved: correspondence, weekend, TV/Video, Teacher-to-Teacher (consortium), non-traditional collegiate level graduate courses. The

Superintendent may approve Internet courses following an assessment of the official course description and/or syllabus published by the sponsoring institution of higher learning.

4. In order to receive reimbursement for any courses taken pursuant to the Superintendent's approval, the employee must receive a grade of "B" or better.

5. The above provisions shall also apply to the secretarial staff, instructional aides, custodial and maintenance personnel, bus drivers and food service personnel, as it relates to their present assignment.

B. Summer courses taken by teachers shall be reimbursable only if the teacher returns to Jefferson Township the following school year.

C. A request for reimbursement must be submitted, along with the original grade report, within 120 days from the date of completion of course to receive reimbursement.

D. Placement on the guide will be made once each year in November provided necessary grades are received by November 1, of the placement year. Placement will be retroactive to September of the placement year.

E. Graduate courses taken prior to the receipt of a true Masters degree can be used for advancement to BA+15 and for advancement on the salary guide after receipt of the Masters degree.

F. All hires after July 1, 1997 are ineligible for MEQ. They can only achieve a true Masters degree.

G. Only those individuals with a true Masters degree can move from the MEQ/MA level for salary guide advancement, e.g., MA+15.

H. Employees hired prior to July 1, 1997 must obtain an MEQ by June 30, 2000 or they will be ineligible for the same.

I. The teachers' salary guides shall include a MA+45 salary column beginning July 1, 2004. All courses that have been completed on or after July 1, 1998 shall be considered eligible courses. The existing "6<sup>th</sup> Year" salary guide column shall be retitled "MA+30".

J. Effective July 1, 2010, any employee that leaves the district, within 12 months of completing a course for which they received tuition reimbursement, will be required to repay the Board 100% of the tuition reimbursement received for that course. If the Board forces the employee to leave, i.e. layoff or termination, the employee shall not be required to repay the Board.

K. Effective July 1, 2012, any employee that leaves the district, within 24 months of completing an administrative course for which they received tuition reimbursement, will be required to repay the Board 100% of the tuition reimbursement received for that course. If the Board forces the employee to leave, i.e. layoff or termination, the employee shall not be required to repay the Board.

**ARTICLE 32**  
**HOSPITALIZATION**

A. The Board shall provide full family health insurance for all employees and their eligible dependents on the health plans that existed in the 2005-2006 contract year - POS, PPO and Traditional. All coverage and levels of coverage within each plan shall continue to remain at or above what existed during this time period. The Board shall pay 100% of the costs for these plans. Provisions of the health-care insurance plans shall be detailed in master policies and contracts in effect during the 2005-2006 contract year with the exception of HealthNet.

1. The following exceptions apply to Section A above.

- a. Effective July 1, 2011, the deductibles for the Traditional Plan, Out-of-Network PPO, and Out-of-Network POS plans shall be \$200/400.
- b. Effective July 1, 2011, the Office Visit co-pay for the POS and PPO plans shall be \$15.
- c. Effective October 1, 2007, the plan known as HealthNet is eliminated.

Members enrolled in this plan shall receive a stipend of \$750 per person for the 2007-2008 year only. Payment to the employee will be made no later than October 31, 2007.

Members shall be entitled to choose any health plan, with the exception of HealthNet, from the existing offering of plans.

- d. For employees hired effective July 1, 2007 or after, the Board shall pay 100% of the cost on the POS plan for the first three (3) years of employment. During this period, if the employee selects a plan other than the POS plan, he/she shall pay through payroll deductions any difference in cost between that plan and the POS plan. The Board shall establish a Section 125 plan and bear the cost of the administration of the plan for this choice. At the completion of three years of employment, the Board shall pay 100% of the cost of any plan selected by the employee as identified in Section A above. Employees hired July 1 – December 31 shall be credited with a full year of employment. Employees hired January 1 – June 30 shall be credited with a half year of employment so that open enrollment

restrictions do not force the employee into to a period longer than the intended three (3) years of employment above, Section A-1b.

2. Dual Health Coverage:

Employees who have health insurance coverage elsewhere, or in district through a spouse, may voluntarily choose to waive the Board-paid health insurance for the cash payments listed in the chart below. Waiver of health insurance will be for a calendar year (July 1- June 30). All applications for this waiver must be submitted with proof of alternate coverage for the employee and his/her eligible dependents. The Board shall provide the employee written notification and appropriate application forms annually at least 30 days prior to the application deadline.

Notification of the insurance waiver by the employee to the school Business Administrator must be made no less than 30 days prior to the waiver period, and must be restated in writing by the employee each year.

Payments shall be paid in two equal installments (December/June) in each school year in which coverage is waived. For 12-month employees hired after July 1 and for 10-month employees hired after September 1, waivers will be pro-rated in the first year of employment. The Board shall establish a Section 125 plan and bear the cost of the administration of the plan for these payments.

Single:	\$1750
Husband/Wife	\$3500
Parent/Child	\$3000
Family	\$4500

Employee re-enrollment into any of the health plans may occur during the open enrollment period(s).

An employee shall be entitled to reenroll in any health plan immediately if he/she submits proof of a life status change (e.g., loss of alternate coverage, unemployment, death or disability of a spouse; divorce or legal separation; activation to full-time military status; or a material change in the status of the spouse's insurance coverage. etc.)

B. The Board shall provide family dental coverage beginning September 1, 1986.

**ARTICLE 33**  
**DEDUCTION FROM SALARY**

A. The Board agrees to deduct from the salaries of its teacher dues for the Association, the Morris County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Association as said teachers individually and voluntarily authorized the Board to deduct. The Board agrees to deduct Association dues in accordance with Chapter 310, Public Laws of 1907, NJSA 52:14-15.9e, and under rules established by the State Department of Education. Said monies together with record of any corrections shall be transmitted to the treasurer of the Association at reasonably frequent periods following the monthly pay period in which the deductions are made.

B. REPRESENTATIVE FEE:

1. The Board agrees to deduct, from the salaries of its employees, a representative fee as per Chapter 123, P.L. of 1974 amended and to transmit same to the treasurer of the Association.
2. The Association agrees to abide by all of the provision of Chapter 123, P.L. of 1974 as amended.
3. The Association shall indemnify and hold the Board harmless against any and all claims demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of action taken or not taken by the employer in conformance with this provision.

**ARTICLE 34**  
**MISCELLANEOUS PROVISIONS**

A. Copies of this Agreement shall be printed at the joint expense of the Board of Education and the Jefferson Township Education Association within thirty (30) days after the Agreement is signed and electronically presented to each employee now employed, hereafter employed, or considered for employment by the Board.

B. Whenever any notice is required to be given by either of the parties to this Agreement, to the other, pursuant to the provisions of this Agreement, either party shall do so by certified letter at the following addresses:

1. If by the Association, to Board 31 Rt. 181, Lake Hopatcong, N.J. 07849-9501.
2. If by the Board, to Association at the home address of the president of the Association.

C. Any provision of this Agreement or any application of this Agreement to any employee or group of employees held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

D. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.

### **ARTICLE 35**

#### **MENTORING**

A mentor shall be a fully certified, full time, tenured teacher employed by the Jefferson Township Board of Education.

Mentor teachers shall be-

- selected from a pool of volunteers
- experienced (or as close as possible) in the field of the provisional teacher
- paid a stipend of \$550. \*(to be adjusted in accordance with State fees)

Provisions for Mentors

All available mentoring positions will be posted

Mentors will not be asked to formally or informally evaluate the performance of the provisional teachers

Mentor teachers will not be evaluated on their performance as mentors

Training for mentors will be developed through joint consultation, Jefferson Township Board of Education/Jefferson Township Education Association, based on needs assessment

#### Release Time Mentors

Elementary Schools: Mentors are to receive no duties.

Middle School/High School: Release periods, ten (10) per team, five (5) for the mentor and five (5) for the novice teacher, will be scheduled annually for cross observation.

Funds will be collected from the provisional teacher through payroll deduction and paid in one sum to the mentor teacher. The Board will reimburse the novice teacher if s/he is rehired for the subsequent school year.

Adjustments for late hires will be made, if possible, after schedules have been completed.

### **ARTICLE 36**

#### **CONTINUITY OF OPERATION**

A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year, and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees, during the period of this Agreement, that it will not, nor will any person acting in its behalf cause, authorize, or support, nor will any of its members take part in, any strike (i.e., the concerted failure to report for duty, or willful absence of an employee of the Jefferson Township Board of Education from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) for any purpose whatsoever.

1. The above is interpreted that: The Association may be held liable in damages for “wild cat” strikes, unless the Association in writing immediately disavows the strike and notifies the strikers to return to work.
2. In the case of a strike the Board may apply for an injunction against the Association.



3. The Association agrees not to take part in “sanctions” against the Board.

4. The Association agrees that any strike is a breach of contract and that such act removes all impediment from and permits the Board to dismiss or otherwise discipline the employees taking part in that breach of contract.

B. The Board also agrees that it will not, during the period of this Agreement, directly or indirectly engage in or assist in any unfair labor practice.

**ARTICLE 37**  
**EMPLOYEE VACATIONS AND HOLIDAYS**

A Non-certificated employees will be given the following paid holidays:

New Year's Eve Day  
New Year's Day  
Good Friday  
Memorial Day  
July 4th  
Labor Day  
Thanksgiving Day  
Friday After Thanksgiving  
Christmas Eve Day  
Christmas Day

B. Twelve month employees are entitled to three (3) floating holidays, two of which are to be assigned by the Superintendent of Schools and the third to be chosen by the employee on any day that school is not in session.

C. Bus drivers shall be entitled to eleven (11) paid holidays.

D. The twelve-month non-certificated full-time employees shall be entitled to the following:

After five (5) years of continuous service employees shall be entitled to 15 days of vacation.

After seven (7) years of continuous service, employees shall be entitled to 16 days of vacation.

After nine (9) years of continuous service, employees shall be entitled to 17 days of vacation.

After eleven (11) years of continuous service, employees shall be entitled to 18 days of vacation

After thirteen (13) years of continuous service employees shall be entitled to 19 days of vacation.

After fifteen (15) years of continuous service employees shall be entitled to 20 days of vacation.

E. Effective July 1, 1997, the following applies to new hires:

1. Prorate vacation for first year at the rate of one day per month to a maximum of two weeks. (Employees who begin their employment before the 15th of the month will receive a vacation day for that month. Employees who begin their employment on the 16th or later will not receive a vacation day for that month). For the first seven years of continuous service employees shall be entitled to 10 days of vacation.
2. After seven years of continuous service, employees shall be entitled to 15 days of vacation.
3. After fifteen years of continuous service, employees shall be entitled to 20 days of vacation.

All other provisions for vacation time shall continue at their current rates.

**ARTICLE 38**  
**DURATION**

A.

1. Except as designated by specific datelines within this Agreement, this instrument shall be effective July 1, 2012, except as otherwise provided, and shall continue and remain in full force and effect to and including June 30, 2015, when it shall expire. This Agreement shall not be extended.

SPECIAL AGREEMENT: Certificated part-time teaching personnel.

2. deleted section

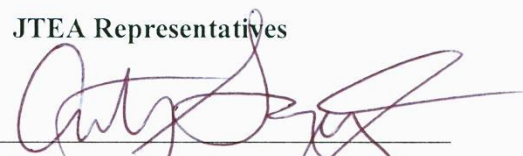
3. Items specific to certificated part-time teaching personnel referred to in Articles VI,C., XVIII,A., XXVII,A., and XXVIII,A.,1.,2.,3.,

B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be affixed hereto, all on the day and year first written above.

JTBOE Representatives

  
\_\_\_\_\_  
H. Ronald Smith – JTBOE President  
\_\_\_\_\_  
Dora Zeno – JTBOE BA/ Board Secretary

JTEA Representatives

  
\_\_\_\_\_  
Anthony Szwartz –JTEA President  
\_\_\_\_\_  
Louis Migliacci –JTEA Negotiations Chair

**SCHEDULE A**  
**TEACHER SALARY GUIDE**  
**SCHOOL YEAR 2012-2013**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA/MEQ</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
<b>1-2</b>	47,875	48,890	49,905	50,920	51,935	52,950
<b>3</b>	48,890	49,905	50,920	51,935	52,950	53,965
<b>4</b>	49,905	50,920	51,935	52,950	53,965	54,980
<b>5</b>	50,920	51,935	52,950	53,965	54,980	56,096
<b>6</b>	51,935	52,950	53,965	54,980	55,995	57,213
<b>7-8</b>	52,959	53,974	54,989	56,004	57,455	58,676
<b>9-10</b>	53,976	54,991	56,006	57,021	60,196	61,620
<b>11</b>	55,092	56,107	57,630	58,763	62,938	64,566
<b>12</b>	56,209	57,427	59,284	60,603	65,783	67,716
<b>13</b>	57,343	58,663	61,609	63,130	68,814	71,102
<b>14</b>	59,269	60,690	64,243	65,765	71,561	74,501
<b>15</b>	61,704	63,226	67,286	68,835	74,737	77,842
<b>16</b>	64,361	65,985	70,502	72,227	78,141	81,667
<b>17</b>	67,204	69,031	74,005	75,933	81,798	85,627
<b>18</b>	70,152	72,212	77,916	80,053	86,163	90,186
<b>19</b>	75,242	77,302	83,006	85,143	91,298	95,386

At the beginning of the second year at the top of the guide, certificated staff will receive compensation as indicated by the longevity section of the contract. SEE ARTICLE XVIII, F.

As of July 1, 2000 BSIP teachers have been moved from the BSIP guide to the teachers' salary and longevity guides. Placement of existing BSIP teachers on the guide is detailed in a separate agreement between the Association and the Board.

**SCHEDULE A**  
**TEACHER SALARY GUIDE**  
**SCHOOL YEAR 2013-2014**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA/MEQ</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
<b>1</b>	47,995	49,010	50,025	51,040	52,055	53,070
<b>2-3</b>	49,010	50,025	51,040	52,055	53,070	54,085
<b>4</b>	50,025	51,040	52,055	53,070	54,085	55,100
<b>5</b>	51,040	52,055	53,070	54,085	55,100	56,216
<b>6</b>	52,055	53,070	54,085	55,100	56,115	57,333
<b>7</b>	53,070	54,085	55,100	56,115	57,155	58,787
<b>8-9</b>	54,096	55,111	56,126	57,141	59,196	60,620
<b>10-11</b>	55,122	56,137	57,408	58,543	61,938	63,566
<b>12</b>	56,239	57,327	59,284	60,603	64,683	66,716
<b>13</b>	57,353	58,663	61,059	62,480	67,534	70,002
<b>14</b>	58,489	59,890	63,443	65,025	70,761	73,401
<b>15</b>	60,504	62,026	66,086	67,635	73,537	76,802
<b>16</b>	62,961	64,585	69,102	70,827	76,741	80,167
<b>17</b>	65,704	67,531	72,505	74,433	80,298	84,027
<b>18</b>	68,552	70,612	76,316	77,953	84,063	87,986
<b>19</b>	72,242	74,302	80,006	82,143	88,298	92,386
<b>20</b>	76,242	78,302	84,006	86,143	92,298	96,486

At the beginning of the second year at the top of the guide, certificated staff will receive compensation as indicated by the longevity section of the contract. SEE ARTICLE XVIII, F.

As of July 1, 2000 BSIP teachers have been moved from the BSIP guide to the teachers' salary and longevity guides. Placement of existing BSIP teachers on the guide is detailed in a separate agreement between the Association and the Board.

**SCHEDULE A**  
**TEACHER SALARY GUIDE**  
**SCHOOL YEAR 2014-2015**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA/MEQ</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>
<b>1-2</b>	49,145	50,160	51,175	52,190	53,205	54,220
<b>3-4</b>	50,160	51,175	52,190	53,205	54,220	55,235
<b>5</b>	51,175	52,190	53,205	54,220	55,235	56,351
<b>6</b>	52,190	53,205	54,220	55,235	56,250	57,468
<b>7</b>	53,205	54,220	55,235	56,250	57,300	58,787
<b>8</b>	54,231	55,246	56,261	57,276	58,646	60,520
<b>9-10</b>	55,257	56,272	57,443	58,688	60,786	62,366
<b>11-12</b>	56,324	57,422	58,984	60,103	63,633	65,616
<b>13</b>	57,438	58,613	60,959	62,180	66,684	68,802
<b>14</b>	58,624	59,960	62,793	64,225	69,536	72,101
<b>15</b>	59,754	61,226	65,186	66,785	72,787	75,552
<b>16</b>	61,811	63,385	67,852	69,577	75,541	79,017
<b>17</b>	64,404	66,031	70,905	72,783	78,798	82,377
<b>18</b>	67,152	69,112	74,466	76,403	82,563	86,236
<b>19</b>	70,542	72,612	78,306	79,993	86,298	90,236
<b>20</b>	74,242	76,302	82,006	84,143	90,298	94,486
<b>21</b>	77,242	79,327	85,031	87,168	93,348	97,611

At the beginning of the second year at the top of the guide, certificated staff will receive compensation as indicated by the longevity section of the contract. SEE ARTICLE XVIII, F.

As of July 1, 2000 BSIP teachers have been moved from the BSIP guide to the teachers' salary and longevity guides. Placement of existing BSIP teachers on the guide is detailed in a separate agreement between the Association and the Board.

**SCHEDULE B**  
**EXTRA DUTY POSITIONS**

	2012-2013	2013-2014	2014-2015
<b>HIGH SCHOOL</b>			
<b>Level 5:</b> more than 116 hours - (student contact or non-student contact hours)			
Marching Band: Director	5,941	6,063	6,187
Marching Band: Assistant Director	3,886	3,967	4,049
<b>Level 4:</b> 116 hours - (student contact or non-student contact hours)			
Class Advisor: Seniors	3,542	3,616	3,689
Marching Band: Percussion Instructor/Arranger	3,542	3,616	3,689
Spring Musical: Director	3,542	3,616	3,689
Yearbook (after school activity)	3,542	3,616	3,689
Detention Monitor	3,542	3,616	3,689
<b>Level 3:</b> 72 hours - (student contact or non-student contact hours)			
Academic Decathlon	2,250	2,250	2,295
Book Club	2,200	2,247	2,295
Class Advisor: Juniors	2,200	2,247	2,295
DECA	2,200	2,247	2,295
Each One Reach One	2,200	2,247	2,295
Fall Drama: Director	2,200	2,247	2,295
FBLA	2,200	2,247	2,295
Forensics	2,200	2,247	2,295
Literary Magazine	2,200	2,247	2,295
Madrigal	2,200	2,247	2,295
Marching Band: Band Front Choreographer	2,200	2,247	2,295
Marching Band: Drill Designer	2,200	2,247	2,295
Marching Band: Drill Instructor	2,200	2,247	2,295
Marching Band: Music Arranger	2,200	2,247	2,295
PDP Steering Committee (2 each)	2,200	2,247	2,295
Spring Musical: Vocal Director	2,200	2,247	2,295
Student Council	2,500	2,500	2,500
Yearbook Financial Advisor	2,200	2,247	2,295
<b>Level 2:</b> 40 hours - (student contact or non-student contact hours)			
Academic Bowl Advisor	1,605	1,605	1,605
Class Advisor: Freshman	1,224	1,251	1,279
Class Advisor: Sophomore	1,224	1,251	1,279
Habitat for Humanity Club	1,224	1,251	1,279
Fall Drama: Set and Lighting	1,224	1,251	1,279
Madrigal Vocal Director	1,224	1,251	1,279
Mock Trial	1,600	1,600	1,600
National Honor Society	1,283	1,283	1,283
Newspaper (after school activity)	2,150	2,150	2,150
Select Choir	1,224	1,251	1,279
Spring Musical: Instrumental	1,224	1,251	1,279
Varsity Letterman's Club	1,600	1,600	1,600
Vocal Ensemble	1,224	1,251	1,279
Wind Ensemble	1,224	1,251	1,279
<b>Level 1:</b> 20 hours - (student contact or non-student contact hours)			
Academic Decathlon: Tutor - (8) each	614	630	646
American Red Cross	614	630	646
Art Club	614	630	646



	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
Auditorium/Stage Manager	614	630	646
Culinary Club	614	630	646
Director: Area/Region/All-State-/All Eastern Band	614	630	646
Director: Region/All-State/All Eastern Chorus	614	630	646
Drama Club	614	630	646
Environmental Club (SEER)	614	630	646
Foreign Language Honor Society (3) each	614	630	646
French Club	614	630	646
Future Educator's Association (FEA)	614	630	646
Interact Club	614	630	646
Jazz Band	614	630	646
Math League (1)	990	990	990
REBEL	614	630	646
Science Day (3) each	614	630	646
Science League (4) each	990	990	990
Showcase/Coffee House (4) each	614	630	646
Spring Musical: Art	614	630	646
Spring Musical: Choreographer	614	630	646
Spring Musical: Costumes	614	630	646
Spring Musical: Lighting	614	630	646
Spring Musical: Props	614	630	646
Spring Musical: Publications/Tickets	614	630	646
Spring Musical: Scenery/Stage Technician	614	630	646
Talent Expo	614	630	646
Tri-M Music Honor Society	614	630	646
Tutoring Supervisors	614	630	646
Computer Room Supervisor (per hour)	32.13	32.77	33.43

## **MIDDLE SCHOOL**

### **Level 4**

Academic Team Coordinator (92 hours)	2,810	2,869	2,930
Detention Monitor (112 hours)	3,420	3,491	3,564
Elective Team Coordinator (112 hours)	3,420	3,491	3,564
Homework Club Monitor (112 hours)	3,420	3,491	3,564

### **Level 3:** 68 hours - (student contact or non-student contact hours)

Class Advisor: Grade 8	2,079	2,123	2,169
Drama (per production)	2,079	2,123	2,169
Select Band	2,079	2,123	2,169
Select Choir	2,079	2,123	2,169
Spring Musical: Director	2,085	2,123	2,169
Spring Musical: Music Director	2,079	2,123	2,169
Yearbook (after school activity)	2,079	2,123	2,169

### **Level 2:** 40 hours - (student contact or non-student contact hours)

Law Adventure	1,225	1,252	1,280
Newspaper	1,225	1,252	1,280
Student Council	1,261	1,261	1,280

### **Level 1:** 16 hours - (student contact or non-student contact hours)

American Red Cross	493	506	520
Art Club	493	506	520
Craftsman's Club	493	506	520
Debate Club	493	506	520
Drama Club	493	506	520
Ensemble Night	493	506	520

	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>
Environmental Club	493	506	520
Intramurals: Fall	493	506	520
Intramurals: Spring	493	506	520
Intramurals: Winter	493	506	520
Jazz Band	493	506	520
Math Counts	493	506	520
Peer Leaders	493	506	520
Showcase/Coffee House	493	506	520
Showcase: Lighting	493	506	520
Spring Musical: Art/Set Design	493	506	520
Spring Musical: Choreographer	493	506	520
Spring Musical: Costumes	493	506	520
Spring Musical: Lighting	493	506	520
Spring Musical: Props	493	506	520
Spring Musical: Publications/Tickets	493	506	520
Spring Musical: Scenery/Stage	493	506	520
Tri-M Music Honor Society	493	506	520
<b>District</b>			
<b>Level 1:</b> 20 hours - (student contact or non-student contact hours)			
Public Relations (8) All Schools Each	822	841	858
<u>Hourly Rate</u>			
Applied Behavior Analysis K-12	49.98	50.98	52.00
Bedside Instruction	40.80	41.62	42.45
ESL	36.11	36.83	37.57
Curriculum Writing	35.70	36.41	37.14

**A. Creation of New Extra Duty Positions:**

An Extra Duty Pay position (EDP) may be established at any time during the contractual period.

EDP positions shall not be created without the approval of the Board.

The rate of pay for the standard type of student club, advisor, and activity shall be in accordance with the Levels in the salary schedule above for all student contact and non-student contact hours.

Application for EDP positions may be made to the building principal no later than November 1<sup>st</sup> for the spring semester, and April 1<sup>st</sup> for the subsequent fall.

The Board and the Association shall meet to negotiate and document the job description and number of hours for any such position.

EDP activities anticipated for approval will be posted in advance with terms and conditions of employment.

At the conclusion of the newly created EDP and in consultation with the Association, the effectiveness of the EDP will be assessed for a recommendation to reauthorize the position for the following school year. Should the assessment lead to a change in the job description or number of hours, such changes shall be negotiated with the Association.

Stipend payment will be made at the conclusion of the given EDP schedule of activities.

The Board and the Association recognize that an EDP position may fall outside the bounds of the standard type of student club, advisor, and activity due to special circumstances or requirements, and therefore command a higher salary through the negotiations process. A current example of this is the position of Applied Behavioral Analyst, which has an hourly rate of \$49.98 per hour.

**SCHEDULE C  
ATHLETIC DEPARTMENT  
2012-2013**

<b>High School</b>	<b>1st</b>	<b>2nd</b>	<b>3<sup>rd</sup></b>
<b>Fall Sports</b>			
Head Cheerleading	3304.46	3718.84	3864.46
Asst. Cheerleading	1226.60	1376.73	1435.28
Head Cross Country (Boys/Girls)	4067.15	4496.54	5046.02
Asst. Cross Country (Boys/Girls)	2968.16	3370.52	3780.39
Head Field Hockey	5409.36	6122.49	6847.64
Asst. Field Hockey	3609.24	4148.22	4687.21
Head Football	7922.61	8641.75	9362.40
Asst. Football	4325.38	5046.02	5771.18
Head Soccer (Boys/Girls)	5409.36	6122.49	6847.64
Asst. Soccer (Boys/Girls)	3609.24	4148.22	4687.21
Head Volleyball (Girls)	5409.36	6122.49	6847.64
Asst. Volleyball (Girls)	3609.24	4148.22	4687.21
<b>Winter Sports</b>			
Head Basketball (Boys/Girls)	6485.81	7201.95	7921.11
Asst. Basketball (Boys/Girls)	3969.56	4684.20	5409.36
Head Bowling	3609.24	4148.22	4687.21
Head Cheerleading	3304.46	3718.84	3864.46
Asst Cheerleading	1837.65	2070.36	2145.43
Head Ice Hockey	6122.49	6847.64	7569.79
Asst. Ice Hockey	3609.24	4220.28	5046.02
Head Indoor Track	5409.36	6122.49	6847.64
Asst. Indoor Track	3609.24	4148.22	4687.21
Head Skiing *	3609.24	4148.22	4687.21
Head Swimming	5409.36	6122.49	6847.64
Asst. Swimming	3609.24	4148.22	4687.21
Head Wrestling	6122.49	6847.64	7569.79
Asst. Wrestling	3609.24	4220.28	5046.02
<b>Spring Sports</b>			
Head Baseball	5409.36	6122.49	6847.64
Asst. Baseball	3609.24	4148.22	4687.21
Head Golf	3609.24	4148.22	4687.21
Head Lacrosse (Boys/Girls)	5409.36	6122.49	6847.64
Asst. Lacrosse (Boys/Girls)	3609.24	4148.22	4687.21
Head Softball	5409.36	6122.49	6847.64
Asst. Softball	3609.24	4148.22	4687.21
Head Track (Boys/Girls)	5409.36	6122.49	6847.64
Asst. Track (Boys/Girls)	3609.24	4148.22	4687.21
Head Volleyball (Boys)	5409.36	6122.49	6847.64
Asst. Volleyball (Boys)	3609.24	4148.22	4687.21
<b>Supplemental</b>			
Athletic Trainer	1741.14	(per season)	
Weight Room (Fall)	1834.80		
Weight Room (Winter)	1834.80		
Weight Room (Spring)	2335.20		
Weight Room (Summer)	1592.18		
<b>Middle School</b>			
Track	1610.95	1755.07	2046.33
Cross Country (Boys/Girls)	1610.95	1755.07	2046.33

Multiple year agreement with coaches receiving \$50 above the 3<sup>rd</sup> year guide for each year additional coaching experience in that assignment with no more than 2 years of that experience being credited per year. Additional experience credited starting after 4<sup>th</sup> year.

Example:

1<sup>st</sup> year – 1<sup>st</sup> yr. of guide  
 2<sup>nd</sup> year – 2<sup>nd</sup> yr. of guide  
 3<sup>rd</sup> year – 3<sup>rd</sup> yr. of guide

4<sup>th</sup> year – 3<sup>rd</sup> yr. of guide  
 5<sup>th</sup> year – 3<sup>rd</sup> yr. of guide + \$50  
 6<sup>th</sup> year – 3<sup>rd</sup> yr. of guide + \$100

## ATHLETIC DEPARTMENT 2013-2014

<b>High School</b>	<b>1st</b>	<b>2nd</b>	<b>3<sup>rd</sup></b>
<b>Fall Sports</b>			
Head Cheerleading	3370.55	3793.22	3941.75
Asst. Cheerleading	1251.13	1404.27	1463.99
Head Cross Country (Boys/Girls)	4148.49	4586.47	5146.94
Asst. Cross Country (Boys/Girls)	3027.52	3437.93	3855.99
Head Field Hockey	5517.54	6244.94	6984.59
Asst. Field Hockey	3681.42	4231.18	4780.95
Head Football	8081.06	8814.58	9549.64
Asst. Football	4411.89	5146.94	5886.60
Head Soccer (Boys/Girls)	5517.54	6244.94	6984.59
Asst. Soccer (Boys/Girls)	3681.42	4231.18	4780.95
Head Volleyball (Girls)	5517.54	6244.94	6984.59
Asst. Volleyball (Girls)	3681.42	4231.18	4780.95
<b>Winter Sports</b>			
Head Basketball (Boys/Girls)	6615.53	7345.99	8079.53
Asst. Basketball (Boys/Girls)	4048.96	4777.88	5517.54
Head Bowling	3681.42	4231.18	4780.95
Head Cheerleading	3370.55	3793.22	3941.75
Asst. Cheerleading	1874.41	2111.76	2188.34
Head Ice Hockey	6244.94	6984.59	7721.18
Asst. Ice Hockey	3681.42	4304.69	5146.94
Head Indoor Track	5517.54	6244.94	6984.59
Asst. Indoor Track	3681.42	4231.18	4780.95
Head Skiing *	3681.42	4231.18	4780.95
Head Swimming	5517.54	6244.94	6984.59
Asst. Swimming	3681.42	4231.18	4780.95
Head Wrestling	6244.94	6984.59	7721.18
Asst. Wrestling	3681.42	4304.69	5146.94
<b>Spring Sports</b>			
Head Baseball	5517.54	6244.94	6984.59
Asst. Baseball	3681.42	4231.18	4780.95
Head Golf	3681.42	4231.18	4780.95
Head Lacrosse (Boys/Girls)	5517.54	6244.94	6984.59
Asst. Lacrosse (Boys/Girls)	3681.42	4231.18	4780.95
Head Softball	5517.54	6244.94	6984.59
Asst. Softball	3681.42	4231.18	4780.95
Head Track (Boys/Girls)	5517.54	6244.94	6984.59
Asst. Track (Boys/Girls)	3681.42	4231.18	4780.95
Head Volleyball (Boys)	5517.54	6244.94	6984.59
Asst. Volleyball (Boys)	3681.42	4231.18	4780.95
<b>Supplemental</b>			
Athletic Trainer	1775.96	(per season)	
Weight Room (Fall)	1871.49		
Weight Room (Winter)	1871.49		
Weight Room (Spring)	2381.90		
Weight Room (Summer)	1624.02		
<b>Middle School</b>			
Track	1643.17	1790.17	2087.26
Cross Country (Boys/Girls)	1643.17	1790.17	2087.26

Multiple year agreement with coaches receiving \$50 above the 3<sup>rd</sup> year guide for each year additional coaching experience in that assignment with no more than 2 years of that experience being credited per year. Additional experience credited starting after 4<sup>th</sup> year.

Example:

1<sup>st</sup> year – 1<sup>st</sup> yr. of guide  
 2<sup>nd</sup> year – 2<sup>nd</sup> yr. of guide  
 3<sup>rd</sup> year – 3<sup>rd</sup> yr. of guide

4<sup>th</sup> year – 3<sup>rd</sup> yr. of guide  
 5<sup>th</sup> year – 3<sup>rd</sup> yr. of guide + \$50  
 6<sup>th</sup> year – 3<sup>rd</sup> yr. of guide + \$100

## ATHLETIC DEPARTMENT 2014-2015

<b>High School</b>	<b>1st</b>	<b>2nd</b>	<b>3<sup>rd</sup></b>
<b>Fall Sports</b>			
Head Cheerleading	3437.96	3869.08	4020.59
Asst. Cheerleading	1276.16	1432.35	1493.27
Head Cross Country (Boys/Girls)	4231.46	4678.20	5249.88
Asst. Cross Country (Boys/Girls)	3088.07	3506.69	3933.11
Head Field Hockey	5627.89	6369.84	7124.28
Asst. Field Hockey	3755.05	4315.81	4876.57
Head Football	8242.68	8990.87	9740.64
Asst. Football	4500.13	5249.88	6004.34
Head Soccer (Boys/Girls)	5627.89	6369.84	7124.28
Asst. Soccer (Boys/Girls)	3755.05	4315.81	4876.57
Head Volleyball (Girls)	5627.89	6369.84	7124.28
Asst. Volleyball (Girls)	3755.05	4315.81	4876.57
<b>Winter Sports</b>			
Head Basketball (Boys/Girls)	6747.84	7492.91	8241.12
Asst. Basketball (Boys/Girls)	4129.94	4873.44	5627.89
Head Bowling	3755.05	4315.81	4876.57
Head Cheerleading	3437.96	3869.08	4020.59
Asst. Cheerleading	1911.89	2154.00	2232.10
Head Ice Hockey	6369.84	7124.28	7875.61
Asst. Ice Hockey	3755.05	4390.78	5249.88
Head Indoor Track	5627.89	6369.84	7124.28
Asst. Indoor Track	3755.05	4315.81	4876.57
Head Skiing *	3755.05	4315.81	4876.57
Head Swimming	5627.89	6369.84	7124.28
Asst. Swimming	3755.05	4315.81	4876.57
Head Wrestling	6369.84	7124.28	7875.61
Asst. Wrestling	3755.05	4390.78	5249.88
<b>Spring Sports</b>			
Head Baseball	5627.89	6369.84	7124.28
Asst. Baseball	3755.05	4315.81	4876.57
Head Golf	3755.05	4315.81	4876.57
Head Lacrosse (Boys/Girls)	5627.89	6369.84	7124.28
Asst. Lacrosse (Boys/Girls)	3755.05	4315.81	4876.57
Head Softball	5627.89	6369.84	7124.28
Asst. Softball	3755.05	4315.81	4876.57
Head Track (Boys/Girls)	5627.89	6369.84	7124.28
Asst. Track (Boys/Girls)	3755.05	4315.81	4876.57
Head Volleyball (Boys)	5627.89	6369.84	7124.28
Asst. Volleyball (Boys)	3755.05	4315.81	4876.57
<b>Supplemental</b>			
Athletic Trainer	1811.48	(per season)	
Weight Room (Fall)	1908.92		
Weight Room (Winter)	1908.92		
Weight Room (Spring)	2429.54		
Weight Room (Summer)	1656.50		
<b>Middle School</b>			
Track	1676.03	1825.98	2129.01
Cross Country (Boys/Girls)	1676.03	1825.98	2129.01

Multiple year agreement with coaches receiving \$50 above the 3<sup>rd</sup> year guide for each year additional coaching experience in that assignment with no more than 2 years of that experience being credited per year. Additional experience credited starting after 4<sup>th</sup> year.

Example:

1<sup>st</sup> year – 1<sup>st</sup> yr. of guide  
 2<sup>nd</sup> year – 2<sup>nd</sup> yr. of guide  
 3<sup>rd</sup> year – 3<sup>rd</sup> yr. of guide

4<sup>th</sup> year – 3<sup>rd</sup> yr. of guide  
 5<sup>th</sup> year – 3<sup>rd</sup> yr. of guide + \$50  
 6<sup>th</sup> year – 3<sup>rd</sup> yr. of guide + \$100

**SCHEDULE D  
SECRETARIAL GUIDE**

<b>2012-2013</b>				
<b>Step</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>1-2</b>	33,262	36,307	39,352	42,397
<b>3</b>	33,985	37,030	40,075	43,120
<b>4</b>	34,695	37,740	40,785	43,830
<b>5</b>	35,405	38,450	41,495	44,540
<b>6</b>	36,215	39,260	42,305	45,350
<b>7</b>	37,126	40,171	43,216	46,261
<b>8</b>	38,050	41,095	44,140	47,185
<b>9</b>	39,015	42,060	45,105	48,150
<b>10</b>	40,880	43,925	46,970	50,015
<b>11</b>	43,005	46,050	49,095	52,140
<b>12</b>	45,240	48,285	51,330	54,375
<b>13</b>	47,901	50,946	54,321	57,041
<b>14</b>	51,736	54,781	58,156	60,876

<b>2013-2014</b>				
<b>Step</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>1</b>	33,689	36,734	39,779	42,824
<b>2-3</b>	34,412	37,457	40,502	43,547
<b>4</b>	35,185	38,230	41,275	44,320
<b>5</b>	35,895	38,940	41,985	45,030
<b>6</b>	36,605	39,650	42,695	45,740
<b>7</b>	37,415	40,460	43,505	46,550
<b>8</b>	38,326	41,371	44,416	47,461
<b>9</b>	39,250	42,295	45,340	48,385
<b>10</b>	40,215	43,260	46,305	49,350
<b>11</b>	42,080	45,125	48,170	51,215
<b>12</b>	44,205	47,250	50,295	53,340
<b>13</b>	46,446	49,491	52,536	55,586
<b>14</b>	49,111	52,156	55,531	58,251
<b>15</b>	52,651	55,696	59,071	61,791

**SCHEDULE D**  
**SECRETARIAL GUIDE – Continued**

<b>2014-2015</b>				
<b>Step</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>1-2</b>	34,787	37,832	40,877	43,922
<b>3-4</b>	35,560	38,605	41,650	44,695
<b>5</b>	36,330	39,375	42,420	45,465
<b>6</b>	37,040	40,085	43,130	46,175
<b>7</b>	37,750	40,795	43,840	46,885
<b>8</b>	38,561	41,606	44,651	47,696
<b>9</b>	39,470	42,515	45,560	48,605
<b>10</b>	40,395	43,440	46,485	49,530
<b>11</b>	41,360	44,405	47,450	50,495
<b>12</b>	43,245	46,290	49,335	52,380
<b>13</b>	45,375	48,420	51,465	54,515
<b>14</b>	47,626	50,671	54,046	56,766
<b>15</b>	50,291	53,336	56,711	59,431
<b>16</b>	53,571	56,616	59,991	62,711



**SCHEDULE D (continued)**  
**SECRETARIAL GUIDE**

1. Salaries may be fixed above this guide in consideration of experience, service, training, or degree of performance.
2. Failure to be granted any yearly increase precludes that year from being credited for salary purposes.
3. This guide is based on 12 months – 40 hours per week. The salaries of employees working less than 12 months will be prorated.
  - a. The 10-Month secretary work year shall be from September 1 to June 30. It shall include the following paid vacation days as per the Ten Month School Calendar.

Labor Day, Thanksgiving Recess, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, President’s Day, Good Friday, Memorial Day.

Eight (8) additional days may be selected from the Winter and Spring Recess

No vacation days may be carried over to the next school year. No payment will be made for unused days.
4. Six (6) full months or more in Jefferson Township will be considered as full year for salary purposes.
5. Only service in present category is creditable except in case of promotion, an employee will be given credit for years of service commensurate with the same step on the guide of the new group.
6. Any member of this unit who feels he/she should be in a different category in the salary guide shall submit to his/her immediate supervisor a written statement of reasons to support such a position change. The immediate supervisor shall submit his/her recommendations together with employee’s statement of reasons, to the Superintendent, who shall make a determination and communicate the decision to the employee.
7. Any secretary required by the district to work more than 40 hours per week shall receive compensatory time equal to the extra hours worked. If due to no fault of the employee the compensatory time off is not provided within 30 days, the employee will be paid at one and one-half times the regular hourly rate.

GROUP I shall include:

Clerk-Typists  
Library Clerks

GROUP II shall include:

General Secretaries  
Bookkeeper

GROUP III shall include:

Elementary School Secretaries  
Middle School Secretaries  
High School Secretaries  
Middle School Secretary Guidance  
High School Secretary Guidance  
High School Vice-Principal’s Secretary  
Child Study Team Secretary  
Technology Coordinator’s Secretary  
Facilities Secretary

GROUP IV shall include:

High School Principal’s Secretary  
Accounts Payable Clerk  
Payroll Clerk  
Middle School Principal’s Secretary  
Elementary School Principal’s Secretary  
Guidance Director’s Secretary  
Athletic Director’s Secretary  
Special Services Director’s Secretary  
Director of Transportation and Educational Facilities Secretary

**SCHEDULE E  
CUSTODIAL - MAINTENANCE  
SALARY GUIDES**

<b>2012-2013</b>			
<b>Step</b>	<b>Custodians</b>	<b>Maintenance</b>	<b>Main Helper</b>
<b>1-2</b>	21.27	23.48	22.37
<b>3</b>	21.76	23.97	22.86
<b>4</b>	22.26	24.47	23.36
<b>5</b>	22.76	24.97	23.86
<b>6</b>	23.27	25.48	24.38
<b>7</b>	23.78	25.99	24.89
<b>8</b>	24.51	26.72	25.62
<b>9-10</b>	25.34	27.56	26.45
<b>11</b>	26.24	28.45	27.34
<b>12</b>	27.17	29.38	28.28
<b>13</b>	28.02	30.23	29.13

Employees that work the 3<sup>rd</sup> shift (night shift) will receive a 10% increase in their hourly salary.

<b>2013-2014</b>			
<b>Step</b>	<b>Custodians</b>	<b>Maintenance</b>	<b>Main Helper</b>
<b>1</b>	21.49	23.70	22.59
<b>2-3</b>	21.83	24.04	22.93
<b>4</b>	22.32	24.53	23.42
<b>5</b>	22.81	25.02	23.91
<b>6</b>	23.31	25.52	24.42
<b>7</b>	23.82	26.03	24.93
<b>8</b>	24.32	26.53	25.43
<b>9</b>	25.05	27.27	26.16
<b>10-11</b>	25.89	28.10	26.99
<b>12</b>	26.83	29.04	27.94
<b>13</b>	27.76	29.97	28.87
<b>14</b>	28.46	30.67	29.57

Employees that work the 3<sup>rd</sup> shift (night shift) will receive a 10% increase in their hourly salary.

<b>2014-2015</b>			
<b>Step</b>	<b>Custodians</b>	<b>Maintenance</b>	<b>Main Helper</b>
<b>1-2</b>	21.83	24.04	22.93
<b>3-4</b>	22.33	24.54	23.43
<b>5</b>	22.82	25.03	23.92
<b>6</b>	23.31	25.52	24.42
<b>7</b>	23.82	26.03	24.93
<b>8</b>	24.37	26.58	25.48
<b>9</b>	24.95	27.17	26.06
<b>10</b>	25.65	27.86	26.75
<b>11-12</b>	26.49	28.7	27.6
<b>13</b>	27.43	29.64	28.54
<b>14</b>	28.36	30.57	29.47
<b>15</b>	28.90	31.11	30.01

Employees that work the 3<sup>rd</sup> shift (night shift) will receive a 10% increase in their hourly salary.

**SCHEDULE F  
BUS DRIVERS - SALARY GUIDES**

2012-2013		2013-2014		2014-2015	
Step	Per Hour	Step	Per Hour	Step	Per Hour
1	21.00	1-2	21.50	1	21.70
2-3	21.26	3-4	21.76	2-3	21.96
4-5	21.46	5-6	21.96	4-5	22.26
6	21.92	7	22.44	6-7	22.51
7	22.51	8	23.03	8	23.14
8	23.28	9	23.81	9	23.81
9	24.20	10	24.73	10	24.73
10	25.29	11	25.82	11	25.82
11	26.38	12	26.78	12	26.78

**SCHEDULE G  
MECHANICS - SALARY GUIDES**

2012-2013			2013-2014			2014-2015		
Step	Level One	Level Two	Step	Level One	Level Two	Step	Level One	Level Two
1	25.99	29.42	1	26.39	29.82	1	27.19	29.82
2	26.60	30.03	2	27.00	30.43	2	27.70	30.33
3	27.09	30.52	3	27.49	30.92	3	28.28	30.91
4	27.70	31.13	4	27.85	31.28	4	28.86	31.49
5	28.60	31.83	5	29.02	32.07	5	29.44	32.07

**SCHEDULE H – Vacant Schedule**

**SCHEDULE I  
TECHNICAL SUPPORTS ASSISTANTS  
SALARY GUIDES**

2012-2013		2013-2014		2014-2015	
Step	Salary	Step	Salary	Step	Salary
1	55,982	1	57,102	1	58,244
2	57,486	2	58,635	2	59,808
3	58,989	3	60,169	3	61,372
4	60,504	4	61,714	4	62,949

**SCHEDULE J  
INSTRUCTIONAL AIDES  
SALARY GUIDES**

2012-2013			2013-2014			2014-2015		
	Level 2 Kindergarten Transportation Media	Level 3 Classroom Sped Ed		Level 2 Kindergarten Transportation Media	Level 3 Classroom Sped Ed		Level 2 Kindergarten Transportation Media	Level 3 Classroom Sped Ed
<b>1</b>	18.67	19.03	<b>1</b>	18.96	19.32	<b>1</b>	19.29	19.65
<b>2</b>	18.99	19.33	<b>2</b>	19.28	19.62	<b>2</b>	19.61	19.95
<b>3</b>	19.31	19.64	<b>3</b>	19.60	19.93	<b>3</b>	19.93	20.26
<b>4</b>	19.62	19.95	<b>4</b>	19.91	20.24	<b>4</b>	20.24	20.57
<b>5</b>	19.97	20.28	<b>5</b>	20.28	20.59	<b>5</b>	20.58	20.89

**SCHEDULE K  
HALL MONITORS (Security) and CAFETERIA SECURITY  
SALARY GUIDES**

2012-2013		2013-2014		2014-2015	
	Level 1		Level 1		Level 1
Step	Per Hour	Step	Per Hour	Step	Per Hour
<b>1</b>	18.69	<b>1</b>	19.06	<b>1</b>	19.45
<b>2</b>	19.01	<b>2</b>	19.38	<b>2</b>	19.77
<b>3</b>	19.31	<b>3</b>	19.68	<b>3</b>	20.07
<b>4</b>	19.51	<b>4</b>	19.88	<b>4</b>	20.27
<b>5</b>	19.71	<b>5</b>	20.07	<b>5</b>	20.45

**SCHEDULE L  
DISTRICT MAIL COURIER  
SALARY GUIDES**

2012-2013	2013-2014	2014-2015
14.24	14.52	14.81