

**Salem County Vocational Technical Schools**

**Board of Education of the Special Services School District and the  
Vocational Technical School District of the County of Salem**

**Agreement  
Between**

**Salem County Vocational Technical School Employees Association**

**July 1, 2013 to June 30, 2016**

SALEM COUNTY VOCATIONAL TECHNICAL SCHOOLS  
BOARD OF EDUCATION OF THE SPECIAL SERVICES SCHOOL DISTRICT AND THE  
VOCATIONAL TECHNICAL SCHOOL DISTRICT OF THE COUNTY OF SALEM  
AGREEMENT  
SALEM COUNTY VOCATIONAL TECHNICAL SCHOOL EMPLOYEES ASSOCIATION

July 1, 2013 TO June 30, 2016

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## **GENERAL PROVISIONS**

### **PREAMBLE**

This Agreement entered into this 1st day of July 2013, by and between the Salem County Board for Vocational Education, hereinafter called the "Board", and the Salem County Vocational Technical School Employees Association, hereinafter called the "Association." This agreement is effective on July 1, 2013 and expires on June 30, 2016.

**ARTICLE I**  
**Recognition**

A. Unit

The Board hereby recognizes the Salem County Vocational Technical School Employees Association as the exclusive and sole representative of the professional staff, as defined below, for collective negotiation concerning grievances and terms and conditions of employment.

Professional Staff: Those full-time day school teaching staff members (includes school nurses) who hold an appropriate New Jersey teaching certificate for the position for which they are employed.

Employees who are 100% grant funded and who are not 100% classroom assigned teachers are excluded from the bargaining unit.

Full-time is defined to mean all teaching staff who are employed more than 28 hours per week. Staff employed prior to July 1, 1997 and eligible for health insurance shall continue to be eligible for health insurance unless and until their work hours are reduced to less than twenty (20) hours per week.

B. Definition of Teacher

Unless otherwise indicated, the term "teachers," where used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as defined above, and references to male teachers shall include female teachers.

C. The Board hereby recognizes the Salem County Vocational Technical School Employees Association for non-certificated employees as the exclusive and sole representative for purposes of collective negotiations concerning terms and conditions of employment for all eligible members of the unit employed by the Board. Eligible members of the unit include:

- Support Service Persons
- Secretarial/Clerical Personnel
- Custodial/Maintenance Personnel
- Technician Personnel

Excluded from the unit are supervisory personnel, confidential staff, including but not limited to the Board Secretary/Administrative Secretary, the Supervisor for Buildings and Grounds, the Food Service Director, the Administrative Assistant to the Superintendent, the Confidential Secretary to the Superintendent, the Secretary to the Board Secretary/Treasurer and the Level II Confidential Secretary for Payroll and Records.

- D. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement, shall refer to all personnel who are members of the negotiating unit as above defined, and references to male employees shall include female employees.
  
- E. For eligible employees of the bargaining unit, part-time shall be defined as those employees who are employed for twenty-eight (28) hours or less per week. Full-time eligible employees of the bargaining unit shall be defined to mean those employees who are employed for more than twenty-eight (28) hours per week.

**ARTICLE II**  
**Negotiations Procedure**

**A. Deadline Date**

The parties agree to enter into collective negotiation over a successor Agreement in accordance with applicable public laws and in a good-faith effort to reach agreement on all matters concerning staff employment. Such negotiations shall commence on a date mutually agreed to by both parties but no later than January 15th of the year the contract expires. Any Agreement so negotiated shall apply to all employees in this negotiating unit; shall be reduced to writing; shall be submitted for adoption by the Board and the Association; and, upon adoption, shall be signed by the Board and the Association. The Board and the Association retain the right to ratify or reject any tentative agreement reached by their negotiating committees.

**B. Negotiations with Other Organizations**

The Board agrees not to negotiate concerning said employees in the negotiating unit, as defined in the recognition of the Agreement, with any organization other than that designated as the representative pursuant to Chapter 123, Public Law 1974 for the duration of this Agreement.

**C. Understanding on Matters of Negotiation**

This Agreement incorporates the entire understanding of the parties on matters which were the subject of negotiation. During the term of this Agreement and whether or not within the contemplation of either or both of the parties at the time they negotiated or executed this Agreement. All items in the Agreement become part of Board Policy; all items not covered by the Agreement are subject to Board Policy.

**D. Modification**

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 III**  
**Grievance Procedure**

**A. Definitions**

1. Grievance

A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement. Grievances concerning Board policies and administrative decisions that affect terms and conditions of employment, not covered by the contract grievance procedure, may be filed in accordance with Sections A, B, C and D of this article, excepting that such grievance shall not proceed beyond level three and the decisions reached at that level shall be considered final in terms of this contract.

2. Aggrieved Person

An "aggrieved person" is the person or person or the Associations making the claim.

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

**B. Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may, from time to time, arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

**C. Procedure**

1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Any grievance filed under the conditions of this Agreement must be filed within fifteen (15) calendar days of the occurrence of the alleged incident or action.

2. Year-End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein may be reduced so that the grievance procedure can be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Continuation of Responsibility

It is understood that any employee 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.

4. Level One- Principal or Immediate Superior

An employee with a grievance shall first discuss it with his/her principal or immediate superior with the objective of resolving the matter informally. A decision shall be given by the principal or immediate superior within five (5) calendar days.

5. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) calendar days after the presentation of the grievance, he/she may file the grievance in writing within five (5) calendar days after the decision at Level One or ten (10) calendar days after the grievance was presented, whichever is sooner. Within five (5) calendar days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fifteen (15) calendar days from the date of receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.

6. Level Three - Board

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within fifteen (15) calendar days after the grievance was delivered to the Superintendent, he/she may, within five (5) calendar days after a decision by the Superintendent or fifteen (15) calendar days after the grievance was



delivered to the Superintendent, whichever is sooner, request a review by the Board of Education. The request shall be submitted in writing through the Superintendent, who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board or at the request of the grievant, hold a hearing with the grievant and- render a decision in writing and forward copies thereof to the grievant and the Association within thirty (30) calendar days of receipt of the appeal by the Superintendent or, if a hearing is held, within ten (10) calendar days of the date of the hearing. The referred to hearing shall be held within fifteen (15) calendar days after receipt of the appeal notice.

7. **Level Four - Arbitration**

- a. If the aggrieved person(s) is/are not satisfied with the disposition of his/her grievance at Level Three, the grievant may request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may request the appointment of an arbitrator and such a request to be made known to the Superintendent within twenty (20) calendar days of receipt of the Board decision.
- b. Within thirty (30) calendar days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association. The expenses of arbitration will be shared equally by the Board and the Association.
- c. The arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be advisory only on the parties.
- d. The contract shall provide for binding arbitration over grievances alleging a violation of the "just cause" clause. (Article V - Rights of the Parties - A.)

D. **Rights of Members to Representation**

1. **Employee and Association**

Any aggrieved person may be represented during the grievance procedure by himself/herself or, at his/her option, by a representative selected and approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all stages of the grievance procedure after Level One and shall have the option to submit its views in writing. The Association shall be advised of the disposition of said grievance.

2. Reprisals

No reprisals of any kind shall be taken by the board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

3. Meetings and Hearings

Meetings and hearings at Levels One, Two, Three and Four of this procedure shall not be conducted in public and shall include only such parties in interest and then-designated or selected representatives heretofore referred to in this Article.

**ARTICLE IV**  
**Insurance Protection**

**A. Health Coverage**

The Board shall pay the cost of the basic health care plan for full-time employees and dependents subject to any contribution required by law. The Board shall not pay the additional costs for a Health Care Management Organization (HMO) or any other supplemental plan. In the event that the state upgrades the New Jersey Health Benefits Plan from the 14/20 series to a higher level plan, any such additional costs will not automatically be paid by the Board, but shall be subject to negotiations between the parties.

**B. Dental Insurance**

The Board's contribution for current eligible employees and dependent(s) shall be \$800.

**C. Income Protection Option**

The Superintendent shall permit representatives of the NJEA Income Protection Plan to meet with employees for the purpose of enrolling new members and permitting present members to adjust their coverage at faculty meetings on a district or building level at the request of the Association. Requests for such a meeting(s) shall be made in writing to the Superintendent of Schools no more than once a year. It is agreed that the NJEA Income Protection Plan representatives shall be permitted a minimum of twenty (20) minutes for the meeting.

**D. Section 125 Plan**

The Board will allow employees to participate in a qualified IRS Code Section 125 Plan for the purposes of pretax payroll deductions for healthcare contributions and pretax savings for qualified healthcare costs.

**E. Purchase of Insurance for Employees**

Employees not eligible for insurance at the Board of Education's cost shall be eligible to purchase insurance from the Board at the group rate as allowed by law and/or the term and conditions of the insurance plan.

**F. Insurance Waiver**

An employee may waive a portion of or all medical coverage to which he/she is otherwise entitled by filing a written waiver with the Business Administrator at the beginning of the school year or at the beginning of his/her employment. The employee should provide proof of other coverage. If an employee waives medical coverage pursuant to this paragraph, he/she shall be entitled to a payment in the amount of \$2,500.00 for each contract year. If the waiver does not apply to an entire Contract year, the payment of \$2,500.00 shall be pro-rated. The employee shall receive payment for waiver of health insurance by June 30th of each school year.

The Board of Education shall maintain this benefit under a qualifying Section 125 Plan under the IRS Code.

**ARTICLE V**  
**Rights of the Parties**

**A. Just Cause Provision**

No employee shall be disciplined or reprimanded without just cause. The Board retains the right to discipline or discharge an employee during the term of his/her employment contract when the employee's performance, attitude and/or attendance negatively affect his/her ability to perform his/her assigned tasks. Discipline may include oral and/or written reprimands, increment withholdings, fines or suspensions without pay if consistent with law, and mid-contract discharges consistent with the individual contracts, but shall not include the non-renewal of a non-tenured employee for performance related reasons. All disciplinary acts shall be subject to the grievance procedure. Any discipline to be imposed shall be determined on a case by case basis and shall take into account the nature of the offense, the length of service and general employment record of the employee, the number of previous offenses, any other mitigating circumstances, and previous discipline administered to others in similar situations. Discipline shall be applied in a nondiscriminatory fashion.

Withholdings of increments for performance reasons shall not be subject to binding arbitration.

**B. Required Hearings**

Whenever any employee is required to appear for a formal hearing before the Superintendent or the Board of Education concerning serious matters which could adversely affect the continuation of that employee in his/her office, position, employment or the salary of any increments pertaining thereto, then he/she shall be given one (1) school day prior written notice of the reasons for such a hearing and shall be entitled to have a representative of the Association present to advise his/her and represent him/her during such hearing.

**C. Criticism of Employees**

Criticism of an employee by a supervisor or administrator shall be made in private except in emergencies.

**D. Use of School Buildings**

Representatives of the Association, the Salem County Education Association, the New Jersey

Education Association and the National Education Association may be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with, or interrupt, normal school operations and provided permission is obtained from the Board of Education or its authorized representative.

**E. Information**

The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available public information concerning the educational program and the financial resources of the district, subject to the same research and reproduction fees as charged to the public.

**F. No Release Time for Negotiations and Grievance Proceedings.**

Negotiations and grievance proceedings through Level three shall not be held during instructional time.

**G. Exclusive Rights**

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

**ARTICLE VI**  
**Work Hours and Work Load**

**A. Certificated Staff**

**1. Teacher Day**

**a. Check-in and Check-out Procedures**

Teachers shall indicate their presence for duty by indicating the time of arrival and departure in the appropriate column of the faculty "sign-in" roster in his/her building or as designated by the administration after consultation with the Association.

**b. Length of Day**

The length of the school day shall be determined by the Superintendent in consultation with the Association, but must be approved by the Board of Education.

The maximum instructional contact time shall be six (6) hours and the maximum total teacher workday shall be seven (7) hours and fifteen (15) minutes.

**c. School Emergencies**

Teachers will be notified, when possible, if their attendance shall not be required because of school emergencies.

**d. Additional Compensation**

**i.** Any teacher who accepts work approved by the Superintendent beyond their regular teaching assignment shall be compensated at an hourly rate based upon his/her annual salary. This rate shall be computed based upon one day equaling 1/200 of the annual salary figure. This salary rate shall apply only to those activities considered teaching (requiring lesson plans) in nature. Any teacher who accepts work for a non-teaching (no lesson plans required) area shall negotiate the rate of compensation with the Board of Education on an individual basis. This clause does not apply to salary rates that are established for the adult evening division or for special federal projects not covered by this contract or those activities considered extracurricular in nature.

- ii. All Teachers shall teach three (3) blocks per day each semester or six (6) periods per day with a half block or one (1) period per day for planning, curriculum and professional development and/or meetings. Additional responsibilities may be assigned at the discretion of the administration and will be compensated as follows:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
4 <sup>th</sup> Teaching Block	\$1500	\$1750	\$1750
Duty Block (adds a 2 <sup>nd</sup> duty period)	\$750	\$875	\$875
7 <sup>th</sup> Teaching Period (in lieu of a duty)	\$750	\$875	\$875

e. Lunch Periods

All teachers shall have a duty-free lunch period equal to that of students. Teachers shall recognize their responsibility and perform accordingly under emergency conditions. Teachers may not leave school facilities without permission of their immediate supervisor during their lunch period.

2. Meetings

Teachers may be required to remain after the end of the regular work day without additional compensation, for the purpose of attending formal faculty meetings or other professional meetings for three (3) days each month for a maximum of two (2) hours per month and for an average of one (1) cluster meeting per month of not more than one (1) hour, except in the case of emergencies when additional meetings may be needed.

Teachers shall receive at least one day's notice of such meetings, except in the case of emergency meetings, as defined by the Superintendent, when notice cannot be provided. New teachers may be required to participate in additional meetings. Each building complex faculty will not be required to attend more than four (4) evening assignments each school year without additional compensation.

3. Teacher Year

The work year for teachers; covered by the Agreement, shall consist of 185 days. These days shall normally be scheduled between September 1 and June 30. In addition, two (2) full orientation days for teachers new to the district may be scheduled. Two (2) of the non-instructional days may be scheduled for the last week in August or prior to Labor Day at the Board's discretion after consultation with the Association. Proper notice of these days



shall be provided of employees prior to July 1.

4. **Teacher Coverage**

Instructors will provide supervision at all times for students who are assigned to them.

**B. Support Staff**

1. **Secretaries**

All employees classified as secretaries, as defined in Article I of this Agreement, shall be contracted by the Terms of Employment listed in this agreement.

Secretaries shall have an eight (8) hour workday, which shall include a thirty (30) minute duty-free lunch which shall be eaten on premises.

2. **Custodians and Maintenance**

The annual salary is computed on a work week of forty hours straight time. The lunch or dinner break of one-half (1/2) hour each day is not included in the forty (40) hour work week.

3. **Paraprofessionals**

a. **Description of Support Service Persons (Aides)**

Support service person(s) (Aides) include all non-certificated staff who are employed on a salary basis. Support service person(s) (Aides) include, but are not limited to, classroom support service persons, cafeteria support service persons, internal suspension support persons, classroom monitors, and hall monitors.

All support service person(s) (aides) must meet the minimum job qualifications for the specific job category and job description under which they are employed. All such criteria and job descriptions shall be established and approved by the Board of Education. Each hourly position must be specifically approved by the Board of Education, as shall each person employed to fill such positions. All support service persons (aides) shall be employed on a salary basis.

b. **Work Day / Work Year**

Full-time aides shall have a six and one-half (6 1/2) hour work day, which shall include a thirty (30) minute duty-free lunch. Lunch shall be eaten on the premises.

Part-time aides, including cafeteria aides, are those aides employed for twenty-eight (28) hours or less per week. Aides employed in the 1991-92 school year and re-employed in 1992-93 and thereafter shall work not less than the hours they worked in 1992-93.

Aides newly hired for 1992-93 and thereafter, shall work the number of hours designated by the Board, and shall be paid and receive benefits accordingly.

**ARTICLE VII**  
**Employment**

**A. Notification**

Certificated staff shall be notified of their contract and salary status for the ensuing school year by May 15th each year.

Non-certificated staff shall be notified of their contract and salary status for the ensuing school year by June 30th each year.

**B. Intent**

Employees shall complete forms provided by the Board of Education indicating their intentions for the ensuing school year no later than March 15, unless there are extenuating circumstances caused by a medical problem. Forms shall be provided by the Board at least five (5) school days in advance of the deadline date

**ARTICLE VIII**  
**Teacher Assignment**

A. Notification

1. Date for Presently Employed Teachers

All teachers shall be given written notice of their salary schedules, subject assignments, tentative class assignments and building assignments for the forthcoming year no later than June 30th.

2. Revisions

In the event that changes in such schedules, class and/or subject assignments, or building assignments are proposed the affected teacher shall be notified in writing by August 1st except in the case of extenuating circumstances.

**ARTICLE IX**  
**Transfer and Reassignment**

**A. Notification of Vacancies**

1. Date

All openings will be posted in the school for five (5) calendar days and applications will be considered without limiting in any way the Board or Administration's discretion in the final determination. Such posting will be sent to the Salem County Vocation Technical School Employees Association President.

Employees desiring to fill such vacancies shall immediately notify their immediate supervisor in writing and shall send a copy of the request to the Superintendent.

2. Requests for Transfer

Employees who desire a change in assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent. Such statements shall include the class or program to which he/she desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted no later than April 1.

**ARTICLE X**  
**Promotions**

**A. Positions Included**

Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility. All vacancies shall be posted by the Superintendent or his/her designee.

1. School Year Notification

When school is in session, a notice shall be posted in each school as far in advance as practicable. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent or his/her designee shall acknowledge in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office for consideration for future vacancies until the office is notified, in writing, by an applicant that the application is withdrawn or until August 31 following the previous contractual year.

2. Summer Notification.

All certificated staff openings which may be filled during the summer will be posted on the district website as far in advance of the closing date for applications as possible.

**B. Criteria for Notice**

In both situations set forth in Section A above, the qualifications for the position, its duties and the rate of compensation, shall be clearly set forth.

**C. Applications**

All qualified employees shall be given five (5) days opportunity to make application, and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give consideration to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, consideration, shall be given to qualified employees already employed by the Board.

## **ARTICLE XI**

### **Professional Development and Educational Improvement**

#### **A. Certificated Staff**

The Board agrees to cooperate with the Association in arranging in-service courses, workshops, conference and programs designed to improve the quality of instruction.

1. The Board agrees to pay full cost of tuition and other reasonable expenses incurred in connection with any of the above which a teacher is directed by the Administration, in writing, to take. Teachers are encouraged to continue further training in properly accredited colleges and universities.
  
2. To encourage further graduate study and subsequently to increase professional competence, the Board of Education will pay up to the equivalent of nine (9) graduate credits (at the Rowan University rate) per year for tuition and fees to any professional staff member taking graduate course work in his/her area of certification or graduate or undergraduate courses.

#### **B. Support Staff**

To encourage further study and subsequently increase professional competence, the Board of Education will offer support staff tuition reimbursement.

1. To encourage further study and subsequently to increase professional competence, the Board of Education will pay up to the equivalent of nine (9) credits (at the Rowan University rate) per year for tuition and fees to any professional staff member taking course work.
  
2. When employees are required to attend out-of-district meetings, workshops or conferences, the Board will pay the cost for registration fees, transportation, meals and other reasonable expenses incurred by the employee as a result of the workshop, conference or meeting for which the employee was directed to attend. Repayments are conditioned upon statutory, administrative code and judicial decisions and Board policy established for payment of employee expenses. Verification, subject to the approval of the Superintendent, shall be required for all expenses.

#### **C. Cap on Tuition Reimbursement**

There shall be a cap of a total of \$15,000.00 on all tuition reimbursement for each year of the agreement.



**ARTICLE XII**  
**Employee Evaluation**

**A. Performance Appraisals**

Performance appraisals of all instructional personnel will be conducted at times as determined by the administration. All appraisals will be made in duplicate; one copy for the Superintendent and one copy for the instructor.

**B. General Criteria**

1. Open Evaluation

All monitoring or observation of the work performance of an employee shall be conducted openly in person and with full knowledge of the teacher.

2. Evaluation by Certificated Supervisors

Employees shall be evaluated only by persons certified by the New Jersey State Board of Examiners to supervise instruction.

3. Copies of Observation Reports

An employee shall be given a copy of any class or visit observation report or evaluation prepared by his/her evaluator. No such report shall be submitted to the central office without a conference with the employee by the evaluator. The employee shall be required to sign the form indicating that he/she has read the report. No employee shall be required to sign a blank or incomplete observation form.

**C. Non-tenure Teachers**

Non-tenure teachers shall be formally observed by the properly certified supervisor at least three (3) times each school year, to be followed in each instance by a written observation report and by a conference between the teacher and the observer for the purpose of identifying any deficiencies, extending assistance for their correction, and improving instruction.

**D. Tenure Teachers**

Tenured teachers shall be formally observed by a properly certified supervisor at least one (1) time each school year to be followed in each instance by a written observation report and by a conference between the teacher and observer.

**E. Evaluation Reports**

Evaluation reports shall be presented to each employee twice a year by his/her supervisor in accordance with the following procedures:

1. Such reports shall be issued in the name of the supervisor based on a compilation of reports and observations by any or all supervisory personnel who come in contact with the employees in a supervisory capacity.
2. Such reports shall be written in narrative and/or checklist form and shall include, when pertinent, General Assessment, Areas of Consideration and Recommendations.

**F. Personnel Records**

1. An employee shall have the right, upon request, to review the contents of his/her personnel file and to receive copies contained therein. At least once every three (3) years, an employee shall have the right to indicate those documents and/or materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain.

2. **File Material**

No observation or employee evaluation shall be placed in the central personnel file unless the teacher has had an opportunity to review such material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the expressed understanding that such signature does not necessarily indicate agreement with the contents thereof. The employee shall also have the right to submit a written response upon said document of his/her answer that shall be reviewed by the Superintendent or his/her designee and included with the file copy. Any employee who does not comply with these procedures shall be subject to disciplinary action. Material shall not be placed in an employee's personnel file without his/her knowledge.

3. **Reproduction of File**

An employee shall be permitted to reproduce on the premises, any information in his/her personnel file. The Superintendent or his/her designee shall supervise the copying of information from personnel files and the employee making such copies shall reimburse the Board in full for the cost of such copies at a per copy price set by the Board. Employees may not have access to copy pre-employment references or related correspondence, placement bureau references or other pre-employment information.

**G. Complaints**

Any complaints regarding an employee made to any member of the administration by any parent, student or other person which are used in any manner in evaluating an employee shall be promptly investigated and called to the attention of the employee. The employee shall be given an opportunity to respond to and/or rebut such complaint.

**ARTICLE XIII**  
**Protection of Employees, Students and Property**

**A. Unsafe and Hazardous Conditions**

1. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well-being. The determination as to whether conditions are unsafe shall be made by the Superintendent of Schools.
  
2. In the event of a severe disruption in the regular school program that results in what the building principal or Superintendent considers unsafe or hazardous conditions, an attempt will be made to keep all staff informed and to solicit recommendations where practical. In addition, if deemed reasonable by the Superintendent or principal, staff members will be requested to lend assistance for the welfare of the school and students in general.

**B. Assault**

1. Principal or Immediate Superior

Employees shall immediately report case of assault suffered by them in connection with their employment to their principal or other immediate superior.

2. Superintendent

Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved.

3. Medical

The Board shall reimburse the employee for the cost of medical, surgical or hospital services incurred as a result of injuries sustained in the course of his/her employment providing such injury is not determined in a court of law to be the fault of the employee.

4. Leave

When absence arises out of such assault due to injury, the employee shall be entitled to

full salary and other benefits for the period of such absence and shall not forfeit any sick leave providing the injury or resultant legal proceedings are not determined by a court of law to be the fault of the employee. Extent of this provision shall continue for one calendar year from the date of such injury.

5. Reimbursement for Personal Property Damage

The Board shall reimburse employee for reasonable costs of any clothing or other personal property damaged or destroyed as a result of assault suffered by an employee while the employee was acting in the discharge of his/her duties in the scope of his/her employment providing such damage is not determined, by a court of law, to be the fault of the employee.

6. Reimbursement to the Board

Any damages recovered through civil suit covered under items three, four and five above shall be utilized to reimburse the Board of Education for its expenditures to the extent of actual costs if this civil suit is a duplication of the Board's employee protection coverage.

**ARTICLE XIV**  
**Leaves of Absence**

**A. Sick Leave**

1. All ten (10) month employees shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year. Unused sick leave days may be accumulated from year to year with no maximum limit.
2. All twelve (12) month employees shall be entitled to twelve (12) sick leave days each year. Unused sick leave days shall accumulate from year-to-year with no maximum limit.
3. By September 30, each employee shall receive a written accounting of his/her accumulated sick leave.

**B. Payment for Unused Sick Leave**

Upon retirement to immediately collect a pension from TPAF or PERS:

\$75 per unused day

Maximum payment: \$7500

With seven (7) years consecutive service in the district and upon termination due to a reduction-in force, an employee shall be paid \$25 per day for each accumulated sick leave day.

If a person should die while an employee of the district, the above payments shall be made to his/her estate.

**C. Emergency Leave**

Three (3) days emergency leave shall be available to each employee per school year. These days shall be granted, provided at least three (3) days' notice be given the Superintendent of intent to use said days, unless it is impossible to provide this notice. In such a case, notice shall be provided at the earliest feasible time. When three (3) days' notice cannot be given, the reason for the same must be provided. Whenever 15% or more of the eligible members of the unit request emergency leave, the Superintendent shall have the option to deny additional requests if in his/her opinion there would be an adverse impact on the instructional program and/or if adequate substitutes cannot be obtained. Approval up to 15% will be based upon the order in which the requests are received by the building principal.

No use of an emergency day shall immediately precede or follow a holiday; and, no emergency day shall be used the first 10 school days or last 10 school days of school, except at the discretion of the superintendent. This leave shall not be cumulative, but unused emergency days shall be converted to sick days the following school year and be accumulated as sick days. Use of emergency leave shall be considered in the review of the employee's overall evaluation in respect to attendance.

Part-time employees hired after 7/1/13 will not be granted emergency leave. Part-time staff members employed prior to 7/1/13 will continue to receive emergency leave as described in the above paragraphs.

**D. Bereavement Leave**

Seven (7) days shall be available to attend the death bed or funeral of a spouse, parent, grandparent, child, grandchild, sibling, mother-in-law, father-in-law, son- or daughter-in-law, or other person residing as a member of the employee's household. Unused emergency days may also be used if needed.

One (1) day may be used to attend the funeral of an aunt, uncle, brother- or sister-in-law. Unused emergency days may also be used if needed.

## ARTICLE XV

### Salary Guide

- A. Salary Settlement - The Association will be presenting sample guides to indicate we wish to create salary guides for each unit of membership.

#### 1. Salary Schedule "A"

The salary of each staff member covered by this Agreement is set forth in Schedule "A", which is attached hereto and made a part hereof.

- A-1 shall refer to the professional staff.
- A-2 shall refer to the custodial/maintenance staff.
- A-3 shall refer to part-time custodial staff.
- A-4 shall refer to secretarial/clerical staff.
- A-5 shall refer to technology resource center technicians.
- A-6 shall refer to paraprofessionals.

a. **Certificated Staff**

Salaries shall be increased as follows:

2013-14	2.00%
2014-15	2.50%
2015-16	2.50%

b. **Support Staff**

i. **Paraprofessionals**

Salaries shall be increased as follows:

2013-14	2.00%
2014-15	2.50%
2015-16	2.50%

ii. **Custodial and Maintenance Personnel**

Salaries shall be increased as follows:

2013-14	2.00%
2014-15	2.50%
2015-16	2.50%

iii. **Secretaries/Technology Resource Center Technicians**

Salaries shall be increased as follows:

2013-14	2.00%
2014-15	2.50%
2015-16	2.50%

#### 2. Salary Schedule "B"



The salary of each extracurricular position covered by this Agreement is set forth in Schedule "B", which is attached hereto and made a part hereof.

**Extra Curricular Increases**

Level 1 to \$1250 for life of the contract

Level 2 to \$625 for life of the contract

**B. Placement on the Guide - (Entry Point)**

The entry point for a new employee shall be determined on the applicant's experience and qualifications for the position. In no event shall the entry point be less than step one (1) on the guide for the job category. No new employee shall enter a job category at a higher level than a current employee with similar or equal related experience and qualifications for that job category. Final determination of placement of new employees on the salary guide shall be the sole prerogative of the Board of Education.

**C. Categories (Teacher Academic Credentials)**

1. Interim, Emergency, Provisional Certificate or Non-Degree - Teachers employed in the district with less than a standard New Jersey Teaching Certificate in the field taught or less than a baccalaureate in the field.
2. B.A. - All teaching staff with a standard New Jersey teaching certificate in the field taught and a baccalaureate degree in the field taught.
3. B.A. + 20 - All teaching staff with a standard New Jersey teaching certificate in the field taught, a baccalaureate degree in the field taught, plus (+) 20 credits.
4. M.A. - All teaching staff with a standard New Jersey Teaching Certificate for the field taught, a baccalaureate and masters degree in the field taught.
5. M.A. + 30 - All teaching staff with a standard New Jersey Teaching Certificate for the field being taught with a baccalaureate and masters degree in the field taught plus (+) 30 credits.
6. Doctorate - All teaching staff with a standard New Jersey Teaching Certificate for the field taught, a bachelor's degree, masters degree and a doctorate degree in the field taught.
7. Movement Between Categories - In order to qualify for advancement due to degree conferred or additional levels of undergraduate or graduate work, the staff member must submit evidence of meeting the requirements to the Superintendent.

**D. Method of Payment**

1. Each employee employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments, payable on the 15th and the last day of each month, unless

those days fall on Saturday, Sunday or scheduled school holidays, then payment shall be made on the last school district business day prior to the holiday(s).

Each employee employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments, payable on the 15th and the last day of each month, unless those days fall on Saturday, Sunday or scheduled school holidays, then payment shall be made on the last school district business day prior to the holiday(s).

2. One day's salary for ten (10) month employees shall be calculated at 1/200th of the annual salary.
3. One day's salary for twelve (12) month employees shall be calculated at 1/240th of the annual salary.
4. All compensation shall cease for an employee upon termination of accumulated sick time until the employee returns to work unless other specific Board action is taken. (Refer to Policy PS-7.1).
5. A teacher employed in a continuous teaching position shall receive an additional 1/10th of his/her regular annual salary for each additional month of employment.

**E. Reclassification**

1. Notice to the Board regarding reclassification on the salary guide must be made in writing to the superintendent upon awarding of credits (by an accredited institution) and submission of all paperwork two weeks prior to a meeting of the Board of Education. The change shall be effective with the first paycheck of the next month.
2. Evaluation of credits or earned degrees for salary purposes includes substantiation through official transcripts.

**F. Salary Adjustments and Increases**

1. Salary increases are not automatically granted, but are conditioned upon the recommendation of the Superintendent.
2. No teacher shall be eligible to receive a salary increase unless he/she has obtained a standard New Jersey teaching certificate for the subject or program he/she teaches within

four (4) years from date of appointment.

3. In field shall refer to a baccalaureate degree college curriculum of at least 30 semester hours for the vocational, technical, occupational or special education area taught. Related baccalaureate degrees in home economics, industrial or technology education shall be give the same consideration as degrees in a specific vocational area such as agriculture, business, nursing, etc.

For a program or course of study for which a teacher education degree is not available, subject to the approval of the Board of Education, a teacher education degree as closely related to the field taught as possible may be substituted; e.g., for an area such as auto mechanics, an acceptable degree might be in technology education, science, computer science or mathematics.

4. To be eligible to be recommended for full salary increase, the employee must begin work on or before January 10 of the contractual year. Persons who cannot meet this test shall not be eligible for a salary increase until the conclusion of the next fiscal year. (Refer to Policy P5-11.4) Persons who do not qualify under this policy for a full salary increment or adjustment may receive up to .6 of the increase granted other employees in the same category dependent upon recommendation of the immediate supervisor and superintendent. Final determination is the sole prerogative of the Board of Education.

#### **G. Salary Deductions**

1. The Board agrees to deduct from the salaries of its employees, dues for the Salem County Vocational Technical School Employees Association, the Salem County Council of Education Associations, the New Jersey Education Association and/or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, New Jersey Public Laws of 1969 (NJSA 52:15-159e) and under rules established by the State Department of Education. Said monies, together with current records of any correction, shall be transmitted to such person, as may from time to time, be designated by the Salem County Vocational Technical School Employees Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.
2. There shall be an agency shop for this bargaining unit.

3. Upon written request from an employee, the Board of Education will deduct and pay to any financial institution, selected by the employee, such amounts as determined by the employee.

## ARTICLE XVI

### Miscellaneous Provisions

A. **Employee - Administrative Liaison (Faculty/Administrative Liaison)** The Association shall select an Employee Council which shall meet with the Superintendent or designee once per month for at least eight (8) months of the school year. Said Council shall have at least five (5) eligible unit members that include proportionate representatives from each school.

B. **Separability**

If any provision of this Agreement or any application of the Agreement to any employee or group of employees is 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.

C. **Compliance**

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

D. **Fair Dismissal Procedure and Acceptance of Reemployment.**

1. **Notification of Status**

a. **Date**

In accordance with statutory, administrative and contractual provisions the Board shall give to each employee continuously employed since the preceding September 30, either:

- (1) A written offer of a contract for employment for the next succeeding year with such increases in salary and benefits as may be required by law or agreement between the Board and the Association; or
- (2) A written notice that such employment shall not be offered.

b. **Reasons**

Any non-tenure teacher or employee who receives a notice of termination of employment or of non-employment may, within five (5) days thereafter, in writing, request a statement of reasons for such non-employment from the Superintendent, which statement shall be given to the employee in writing within five (5) days after receipt of such request.

2. **Notification of Acceptance of Employment**

If the employee desires to accept such employment, he/she shall notify the Board of such acceptance, in writing, within fifteen (15) days, in which event such employment shall continue as provided herein. In default of such notice, the Board shall not be required to continue the employment of the employee.

E. **Employee Facilities**

1. An area not available to students shall be reserved for the use of the employee in each school building.
2. Employee restrooms shall not be available for use by students.

F. **Evening School**

1. **Posting**

All openings for positions in evening school, or any special programs, shall be publicized by the Superintendent or his/her designee.

2. **Criteria**

In filling such positions, consideration shall be given to the best possible instruction. Employees who are employed in the district, who apply in writing, shall be given first consideration for evening school employment based upon their qualifications as determined by the Superintendent and/or his/her designee. All such assignments shall be voluntary upon the part of the employee and shall have no effect upon his/her regular employment nor shall be made a contingency thereof.

**G. Club Advisors**

1. Vocational leadership club advisors

- a. Certified staff members who serve as club advisors shall be paid \$75 per night for each overnight they spend at a student organization function.
- b. Certified staff members assigned, or who volunteer and are approved, as vocational leadership club advisors shall be paid an annual stipend for any club that applies to one vocational, technical or occupational discipline, according to Salary Schedule "B" attached.

Clubs that apply to multiple vocational, technical disciplines or where multiple clubs are involved, i.e., secondary or postsecondary separate clubs: an additional stipend according to Salary Schedule "B" attached.

**H. Special Events**

Staff members who supervise students at Board approved events on days when school is not in session shall be compensated at a rate of \$15 per hour to a maximum of \$75 per day.

**ARTICLE XVII**  
**Support Staff Vacations**

**A. Vacation Time**

1. Vacation for regular, full-time twelve (12) month employees covered by this Contract shall be:

1 to 5 years of employment = ten (10) days

6 years of employment plus = one (1) additional day shall be earned each year up to a maximum of 15 days.

Accrued vacation time may not be used until the start of the next fiscal year.

The remaining language shall be moved into this article as per the Association proposal.

2. Part-time twelve (12) month employees shall receive a prorated share of vacation, e.g. an employee working three (3) full days per week will receive three-fifths (3/5) of the vacation entitlement of a full-time secretary with equal years of service, and an employee working one-half (1/2) day each day of the work week shall receive the same vacation entitlement as a full-time secretary with equal years of service, prorated on one-half (1/2) days.
3. Unpaid leave of absence shall not constitute breaks in continuous, unbroken service, but time spent on such leaves shall not count toward determining vacation entitlements.

- B.** Vacation may not normally be taken for the two week period immediately preceding the opening of school in the fall. Ten (10) month employees covered by this contract are not eligible to accumulate vacation time. No more than five (5) vacation days may be carried annually from one fiscal year to the next. Fiscal years begin on July 1st and conclude on June 30th of the following calendar year.

- C.** All vacations must be approved in advance by the Superintendent of Schools.

- D.** When requesting vacation leave and when returning from vacation leave, the proper request for leave form and return from absence form must be completed in order to receive credit and compensation.



- E. In the event an employee dies and is entitled to vacation time, the amount of money per vacation days shall be actuarially determined and said amount paid to the employee's estate.
  
- F. Employees who terminate employment in good standing shall be paid earned accrued vacation time at the time of separation, but employees who are terminated for cause may forfeit their unused vacation pay, if appropriate, given the cause for the termination.

**ARTICLE XVIII**  
**Support Staff Holidays**

- A. Twelve (12) month custodians, maintenance personnel and secretaries shall be entitled to twelve (12) paid holidays annually. Holiday schedules are as follows:

Fourth of July  
Labor Day  
Veterans' Day  
Thanksgiving  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Day  
Martin Luther King Day  
Presidents' Day  
Good Friday  
Memorial Day

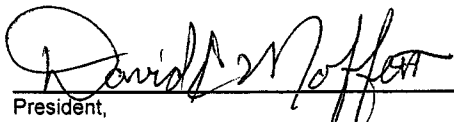
- B. Support service persons (aides) shall normally work those days that school is open for students. They will be compensated for all hours worked. Support service persons (aides) shall not be required to work on the twelve (12) approved holidays.

ARTICLE XIX


Duration

- A. This Agreement shall be effective July 1, 2013 and continue in existence through June 30, 2016.
- B. For Year 1 of this Agreement only (adjustment of the contract duration to match the fiscal year):  
The parties agree to terminate their current collective bargaining agreement (September 1, 2010 through August 31, 2013) effective June 30, 2013 by amending the duration of the agreement under Article XIX and the Preamble in accordance with Article II section D "Modification."
  - a) The parties agree that support staff vacation time under Article XVII shall accrue under section A.1 commencing on July 1, 2013 and that all support staff will have until August 31, 2013 to use any vacation time that they may have otherwise been unable to carry forward.
  - b) The parties agree that all negotiated raises, rates and increases as identified in this Memorandum shall commence on July 1, 2013.
  - c) The parties agree that all unused sick time under Article XIV A. shall accumulate to the next year commencing on July 1, 2013 and all 12 month employees shall have access to their 12 sick days for 2013-2014 commencing on July 1, 2013 and all 10 month employees shall have access to their 10 sick days upon September 1, 2013.


IN WITNESS WHEREOF, the Board and the Association have caused this Agreement to be executed by their duly authorized representatives.

  
\_\_\_\_\_  
President,  
Board of Education of the Special Services School District and  
the Vocational Technical School District of the County of Salem


5/13/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Secretary,  
Board of Education of the Special Services School District and  
the Vocational Technical School District of the County of Salem

5/13/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
President,  
Salem County Vocational Technical School Employees' Association

5/10/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary,  
Salem County Vocational Technical School Employees' Association

5/10/13  
\_\_\_\_\_  
Date

### **Salary Schedules "A"**

The base salary cost for each year shall be increased by the following amounts inclusive of increment:

2013-14	2.00%
2014-15	2.50%
2015-16	2.50%

The certificated staff salary guide will be reduced by three steps by the end of the 3-year agreement.

All employees except full-time custodians will experience regular movement on salary guides (one step closer to the top of the guide in each year of the agreement).

No employee will move to any off guide salary.

**A – 1 Certificated Staff - 2013 – 2014**

YEAR 1: 2013-14						
Step	New Step	BA	BA+20	MA	MA+30	DOC
1						
2	1	\$47,858	\$48,458	\$49,058	\$49,658	\$50,258
3	2	\$48,958	\$49,558	\$50,158	\$50,758	\$51,358
4	3	\$49,558	\$50,158	\$50,758	\$51,358	\$51,958
5	4	\$49,918	\$50,518	\$51,118	\$51,718	\$52,318
6	5	\$50,358	\$50,958	\$51,558	\$52,158	\$52,758
7	6	\$50,718	\$51,318	\$51,918	\$52,518	\$53,118
8	7	\$51,358	\$51,958	\$52,558	\$53,158	\$53,758
9	8	\$51,818	\$52,418	\$53,018	\$53,618	\$54,218
10	9	\$52,843	\$53,443	\$54,043	\$54,643	\$55,243
11	10	\$53,261	\$53,861	\$54,461	\$55,061	\$55,661
12	11	\$54,618	\$55,218	\$55,818	\$56,418	\$57,018
13	12	\$55,438	\$56,038	\$56,638	\$57,238	\$57,838
14	13	\$56,132	\$56,732	\$57,332	\$57,932	\$58,532
15	14	\$56,608	\$57,208	\$57,808	\$58,408	\$59,008
16	15	\$57,589	\$58,189	\$58,789	\$59,389	\$59,989
17	16	\$58,303	\$58,903	\$59,503	\$60,103	\$60,703
18	17	\$61,858	\$62,458	\$63,058	\$63,658	\$64,258
19	18	\$65,413	\$66,013	\$66,613	\$67,213	\$67,813
20	19	\$67,769	\$68,369	\$68,969	\$69,569	\$70,169
21	20	\$68,301	\$68,901	\$69,501	\$70,101	\$70,701
Frozen	Frozen	\$48,531				

*Normal progression (everyone moves one step toward the top).*

*\*Step 1 was removed from the 2012-13 salary guide and all of the steps were renamed. Everyone will move one step up but because the steps were renamed they will be on the same numbered" step in the renamed guide.*

**A – 1 Certificated Staff - 2014– 2015**

YEAR 2: 2014-15						
Step	New Step	BA	BA+20	MA	MA+30	DOC
1	1	\$49,260	\$49,860	\$50,460	\$51,060	\$51,660
2	2	\$49,560	\$50,160	\$50,760	\$51,360	\$51,960
3	3	\$49,860	\$50,460	\$51,060	\$51,660	\$52,260
4	4	\$50,260	\$50,860	\$51,460	\$52,060	\$52,660
5	5	\$50,660	\$51,260	\$51,860	\$52,460	\$53,060
6	6	\$51,260	\$51,860	\$52,460	\$53,060	\$53,660
7	7	\$51,860	\$52,460	\$53,060	\$53,660	\$54,260
8	8	\$52,460	\$53,060	\$53,660	\$54,260	\$54,860
9	9	\$53,260	\$53,860	\$54,460	\$55,060	\$55,660
10	10	\$54,060	\$54,660	\$55,260	\$55,860	\$56,460
11	11	\$54,960	\$55,560	\$56,160	\$56,760	\$57,360
12	12	\$55,860	\$56,460	\$57,060	\$57,660	\$58,260
13	13	\$56,560	\$57,160	\$57,760	\$58,360	\$58,960
14	14	\$57,260	\$57,860	\$58,460	\$59,060	\$59,660
15	15	\$58,010	\$58,610	\$59,210	\$59,810	\$60,410
16	16	\$58,760	\$59,360	\$59,960	\$60,560	\$61,160
17	17	\$62,315	\$62,915	\$63,515	\$64,115	\$64,715
18	18	\$65,870	\$66,470	\$67,070	\$67,670	\$68,270
19						
20	19	\$68,758	\$69,358	\$69,958	\$70,558	\$71,158
Frozen	Frozen	\$48,531				

*Normal progression (everyone moves one step toward the top).*

*\*Step 19 was removed from the 2013-14 salary guide and step 20 was renamed.*

**A – 1 Certificated Staff - 2015 – 2016**

YEAR 3: 2015-16						
Step	New Step	BA	BA+20	MA	MA+30	DOC
1						
2	1	\$50,565	\$51,165	\$51,765	\$52,365	\$52,965
3	2	\$50,865	\$51,465	\$52,065	\$52,665	\$53,265
4	3	\$51,165	\$51,765	\$52,365	\$52,965	\$53,565
5	4	\$51,465	\$52,065	\$52,665	\$53,265	\$53,865
6	5	\$51,965	\$52,565	\$53,165	\$53,765	\$54,365
7	6	\$52,465	\$53,065	\$53,665	\$54,265	\$54,865
8	7	\$52,965	\$53,565	\$54,165	\$54,765	\$55,365
9	8	\$53,665	\$54,265	\$54,865	\$55,465	\$56,065
10	9	\$54,365	\$54,965	\$55,565	\$56,165	\$56,765
11	10	\$55,065	\$55,665	\$56,265	\$56,865	\$57,465
12	11	\$55,865	\$56,465	\$57,065	\$57,665	\$58,265
13	12	\$56,665	\$57,265	\$57,865	\$58,465	\$59,065
14	13	\$57,465	\$58,065	\$58,665	\$59,265	\$59,865
15	14	\$58,365	\$58,965	\$59,565	\$60,165	\$60,765
16	15	\$60,865	\$61,465	\$62,065	\$62,665	\$63,265
17	16	\$63,365	\$63,965	\$64,565	\$65,165	\$65,765
18	17	\$66,365	\$66,965	\$67,565	\$68,165	\$68,765
19	18	\$69,365	\$69,965	\$70,565	\$71,165	\$71,765
Frozen	Frozen	\$48,531				

*Normal progression (everyone moves one step toward the top).*

*\*Step 1 was removed from the 2014-15 salary guide and all of the steps were renamed. Everyone will move one step toward the top but because the steps were renamed they will be on the same numbered" step in the renamed guide.*

**Movement on the Certificated Staff Salary Guide:**

<b>2012-13</b>		<b>YEAR 1</b>		<b>YEAR 2</b>		<b>YEAR 3</b>
<b>Step</b>		<b>Step</b>		<b>Step</b>		<b>Step</b>
1	→	1	→	2	→	2
2	→	2	→	3	→	3
3	→	3	→	4	→	4
4	→	4	→	5	→	5
5	→	5	→	6	→	6
6	→	6	→	7	→	7
7	→	7	→	8	→	8
8	→	8	→	9	→	9
9	→	9	→	10	→	10
10	→	10	→	11	→	11
11	→	11	→	12	→	12
12	→	12	→	13	→	13
13	→	13	→	14	→	14
14	→	14	→	15	→	15
15	→	15	→	16	→	16
16	→	16	→	17	→	17
17	→	17	→	18	→	18
18	→	18	→	19	→	18
19	→	19	→	19	→	
20	→	20	→	19	→	
21	→		→		→	



## Salary Schedule "A"

### A – 2 Full-time Custodial/Maintenance 2013 – 2014

YEAR 1: 2013-14			
Step	Level III	Level II	Level I
1	\$21,707	\$22,707	\$23,707
2	\$22,366	\$23,422	\$24,564
3	\$23,304	\$24,136	\$25,422
4	\$23,854	\$24,850	\$26,279
5	\$24,513	\$25,564	\$27,136
6	\$25,171	\$26,279	\$27,907
7	\$25,830	\$26,993	\$28,764
8	\$26,488	\$27,707	\$29,622
9	\$27,147	\$28,422	\$30,479
10	\$27,805	\$29,136	\$31,336
11	\$28,464	\$29,850	\$32,193
12	\$29,122	\$30,564	\$33,050
13	\$29,781	\$31,279	\$33,907
14	\$30,439	\$31,993	\$34,764
15	\$30,926	\$32,707	\$35,707

*\*All full- time custodians remain on the same step.*

**A – 2 Full-time Custodial/Maintenance 2014 – 2015**

<b>YEAR 2: 2014-15</b>			
<b>Step</b>	<b>Level III</b>	<b>Level II</b>	<b>Level I</b>
1	\$22,339	\$23,339	\$24,339
2	\$22,998	\$24,054	\$25,196
3	\$23,936	\$24,768	\$26,054
4	\$24,486	\$25,482	\$26,911
5	\$25,145	\$26,196	\$27,768
6	\$25,803	\$26,911	\$28,539
7	\$26,462	\$27,625	\$29,396
8	\$27,120	\$28,339	\$30,254
9	\$27,779	\$29,054	\$31,111
10	\$28,437	\$29,768	\$31,968
11	\$29,096	\$30,482	\$32,825
12	\$29,754	\$31,196	\$33,682
13	\$30,413	\$31,911	\$34,539
14	\$31,071	\$32,625	\$35,396
15	\$31,558	\$33,339	\$36,339

*\*All full- time custodians remain on the same step.*

**A – 2 Full-time Custodial/Maintenance 2015 – 2016**

<b>YEAR 3: 2015-16</b>			
<b>Step</b>	<b>Level III</b>	<b>Level II</b>	<b>Level I</b>
1	\$22,987	\$23,987	\$24,987
2	\$23,646	\$24,702	\$25,844
3	\$24,584	\$25,416	\$26,702
4	\$25,134	\$26,130	\$27,559
5	\$25,793	\$26,844	\$28,416
6	\$26,451	\$27,559	\$29,187
7	\$27,110	\$28,273	\$30,044
8	\$27,768	\$28,987	\$30,902
9	\$28,427	\$29,702	\$31,759
10	\$29,085	\$30,416	\$32,616
11	\$29,744	\$31,130	\$33,473
12	\$30,402	\$31,844	\$34,330
13	\$31,061	\$32,559	\$35,187
14	\$31,719	\$33,273	\$36,044
15	\$32,206	\$33,987	\$36,987

*\*All full- time custodians remain on the same step.*

**Salary Schedule "A"**

**A – 3 Part-time Custodial/Maintenance 2013 – 2016\*\***

YEAR 1: 2013-14		YEAR 2: 2014-15		YEAR 3: 2015-16	
Step		Step		Step	
1	\$11.38	1	\$11.42	1	\$11.54
2	\$11.64	2	\$11.68	2	\$11.80
3	\$12.16	3	\$12.20	3	\$12.32
4	\$12.43	4	\$12.47	4	\$12.59
5	\$12.70	5	\$12.74	5	\$12.86
6	\$13.03	6	\$13.07	6	\$13.19

*Normal progression (everyone moves one step toward the top).*

### Salary Schedule "A"

#### A – 4 Secretarial/Clerical 2013 – 2014

YEAR 1: 2013-14			
<u>Step</u>	<u>Sec. I</u>	<u>Sec. II</u>	<u>Sec. III</u>
1	\$24,838	\$24,338	\$23,838
2	\$25,338	\$24,838	\$24,338
3	\$25,838	\$25,338	\$24,838
4	\$26,338	\$25,838	\$25,338
5	\$26,838	\$26,338	\$25,838
6	\$27,338	\$26,838	\$26,338
7	\$27,838	\$27,338	\$26,838
8	\$28,338	\$27,838	\$27,338
9	\$28,838	\$28,338	\$27,838
10	\$29,338	\$28,838	\$28,338
11	\$29,838	\$29,338	\$28,838
12	\$30,338	\$29,838	\$29,338
13	\$30,838	\$30,338	\$29,838
14	\$31,338	\$30,838	\$30,338
15	\$31,838	\$31,312	\$30,812
Off 1		\$38,982	\$39,460
Off 2		\$43,325	

*Normal progression (everyone moves one step toward the top). No one moves off guide.*

**A – 4 Secretarial/Clerical 2014 – 2015**

<b>YEAR 2: 2014-15</b>			
<b><u>Step</u></b>	<b><u>Sec. I</u></b>	<b><u>Sec. II</u></b>	<b><u>Sec. III</u></b>
1	\$25,434	\$24,934	\$24,434
2	\$25,934	\$25,434	\$24,934
3	\$26,434	\$25,934	\$25,434
4	\$26,934	\$26,434	\$25,934
5	\$27,434	\$26,934	\$26,434
6	\$27,934	\$27,434	\$26,934
7	\$28,434	\$27,934	\$27,434
8	\$28,934	\$28,434	\$27,934
9	\$29,434	\$28,934	\$28,434
10	\$29,934	\$29,434	\$28,934
11	\$30,434	\$29,934	\$29,434
12	\$30,934	\$30,434	\$29,934
13	\$31,434	\$30,934	\$30,434
14	\$31,934	\$31,434	\$30,934
15	\$32,434	\$31,908	\$31,408
Off 1		\$39,578	\$40,056
Off 2		\$43,921	

*Normal progression (everyone moves one step toward the top). No one moves off guide.*

**A – 4 Secretarial/Clerical 2015 – 2016**

<b>YEAR 3: 2015-16</b>			
<u>Step</u>	<u>Sec. I</u>	<u>Sec. II</u>	<u>Sec. III</u>
1	\$26,051	\$25,551	\$25,051
2	\$26,551	\$26,051	\$25,551
3	\$27,051	\$26,551	\$26,051
4	\$27,551	\$27,051	\$26,551
5	\$28,051	\$27,551	\$27,051
6	\$28,551	\$28,051	\$27,551
7	\$29,051	\$28,551	\$28,051
8	\$29,551	\$29,051	\$28,551
9	\$30,051	\$29,551	\$29,051
10	\$30,551	\$30,051	\$29,551
11	\$31,051	\$30,551	\$30,051
12	\$31,551	\$31,051	\$30,551
13	\$32,051	\$31,551	\$31,051
14	\$32,551	\$32,051	\$31,551
15	\$33,051	\$32,525	\$32,025
Off 1		\$40,195	\$40,673
Off 2		\$44,538	

*Normal progression (everyone moves one step toward the top). No one moves off guide.*

**Salary Schedule "A"**

**A – 5 Technology Resource Center Technicians 2013 – 2016**

<b>YEAR 1: 2013-14</b>		<b>YEAR 2: 2014-15</b>		<b>YEAR 3: 2015-16</b>	
<u>Step</u>		<u>Step</u>		<u>Step</u>	
1	\$28,638	1	\$29,529	1	\$30,442
2	\$29,172	2	\$30,063	2	\$30,976
3	\$29,707	3	\$30,598	3	\$31,511
4	\$30,241	4	\$31,132	4	\$32,045
5	\$30,775	5	\$31,666	5	\$32,579
6	\$31,310	6	\$32,201	6	\$33,114
7	\$31,844	7	\$32,735	7	\$33,648
8	\$32,378	8	\$33,269	8	\$34,182
9	\$32,913	9	\$33,804	9	\$34,717
10	\$33,447	10	\$34,338	10	\$35,251
11	\$33,982	11	\$34,873	11	\$35,786
12	\$34,516	12	\$35,407	12	\$36,320
13	\$35,050	13	\$35,941	13	\$36,854
14	\$35,585	14	\$36,476	14	\$37,389

*Normal progression (everyone moves one step toward the top).*



**Salary Schedule "A"**

**A – 6 Paraprofessionals 2013 – 2016**

<b>YEAR 1: 2013-14</b>		<b>YEAR 2: 2014-15</b>		<b>YEAR 3: 2015-16</b>	
<b><u>Step</u></b>		<b><u>Step</u></b>		<b><u>Step</u></b>	
1	\$11,680	1	\$11,738	1	\$11,910
2	\$11,893	2	\$11,951	2	\$12,123
3	\$12,212	3	\$12,270	3	\$12,442
4	\$12,378	4	\$12,436	4	\$12,608
5	\$12,390	5	\$12,448	5	\$12,620
6	\$12,437	6	\$12,495	6	\$12,667
7	\$12,508	7	\$12,566	7	\$12,738
8	\$12,780	8	\$12,838	8	\$13,010
9	\$13,241	9	\$13,299	9	\$13,471
10	\$13,774	10	\$13,832	10	\$14,004
11	\$15,785	11	\$15,843	11	\$16,015
12	\$16,282	12	\$16,340	12	\$16,512
13	\$17,547	13	\$17,605	13	\$17,777
14	\$17,678	14	\$17,736	14	\$17,908

*Normal progression (everyone moves one step toward the top).*

*Part-time paraprofessionals will be prorated based on the number of days worked during the week.*

SALARY SCHEDULE "B"  
2013-16  
**EXTRA CURRICULAR ACTIVITIES**

<b>Level I</b>	<b>Club/Activity</b>	<b>Stipend</b>
	HOSA	\$1250.00
	FFA	\$1250.00
	Skills USA	\$1250.00
	Student Council	\$1250.00
	Yearbook Advisor	\$1250.00
	National Technical Honor Society / National Honor Society Advisor	\$1250.00
<b>Level II</b>	<b>Club/Activity</b>	<b>Stipend</b>
	Senior Trip Advisor	\$625.00
	Academic League	\$625.00
	Consumer Bowl	\$625.00
	Bowling Club	\$625.00
	Print Club	\$625.00
	Mock Trial	\$625.00
	Freshman Class Advisor	\$625.00
	Sophomore Class Advisor	\$625.00
	Junior Class Advisor	\$625.00
	Senior Class Advisor	\$625.00

SCHEDULE "C"

2013-2016

LONGEVITY

LONGEVITY - Longevity pay will be paid yearly and added to paycheck for employees according to the following schedule:

5 years and 1 day to 10 years	payment of \$600 each year
10 years and 1 day to 15 years	payment of \$800 each year
15 years and 1 day to 20 years	payment of \$1000 each year
20 years and 1 day to retirement	payment of \$1200 each year

\*\*\*The longevity payment for year 1 of the agreement will be delayed until the first pay period of year 2 of the agreement (07/15/14). Any employee entitled to longevity in Year 1 who leaves the district will be entitled to their full longevity payment on 07/15/14. Payments for longevity for years 2 and 3 of the agreement will be paid normally through regular payroll throughout the year.