

AGREEMENT

between

THE AUDUBON EDUCATION ASSOCIATION

and

THE AUDUBON BOARD OF EDUCATION

for

2003/2004 - 2005/2006

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AUDUBON BOARD OF EDUCATION NEGOTIATION COMMITTEE

Mrs. Mary Ann Rende – Superintendent
Mr. Robert Delengowski – Business Administrator/ Board Secretary
Mr. Ron Corcory – Board President
Mr. Bill Cosgrove
Ms. Allison Cox
Mr. Barry Fadio
Ms. Peggy Slack

AUDUBON EDUCATION ASSOCIATION NEGOTIATION COMMITTEE

Mr. Herb Holroyd – Chairperson
Ms. Lee Barnes
Ms. Andrea Bodenschatz
Ms. Cheryl Bortz
Mr. Luke Collazzo
Ms. April Foster
Mr. Gregg Francis
Mr. Paul Frantz
Ms. Lillian Mierkowski
Ms. Jill Mulford
Ms. Joan Nolan
Mr. Harry Reeves
Mr. Walt Wagner
Ms. Betty Walzer
Mr. Richard Wilson
Ms. Lynne Young

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COMMON CONTRACT LANGUAGE

ARTICLE I. RECOGNITION AND BARGAINING UNIT

A. The Association recognizes the Board as the representative of the Government of the State of New Jersey charged with the responsibility under the law of operating public schools in the Borough of Audubon.

B. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances and terms and conditions of employment for all employees employed or to be employed by the Board, including:

C. Unless otherwise indicated, the term "employee," will convey benefits on the unit as a whole. For particular terms and conditions of employment, employees included in the unit shall be subcategorized as follows:

Group A – Employees will consist of classroom teachers, guidance personnel, special teachers, librarians, nurses, basic skills improvement program teachers, child study team members, and summer school teachers.

Group B – Employees will consist of maintenance personnel and custodial personnel.

Group C – Employees will consist of secretaries, clerks and library aides.

Group D – Employees will consist of teacher aides.

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

ARTICLE II. NEGOTIATION OF SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiation for a successor Agreement in accordance with Chapter 123, Public Laws 1974 in good faith effort to reach agreement on all matters concerning the terms and conditions of employees employment. Such negotiations shall begin in accordance with the PERC timetable. Any agreement so negotiated shall be reduced to writing, signed by the Board and the Association, ratified by the Association and be adopted by the Board.

B. The 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

The Audubon Board of Education recognizes the mandates of the scope of negotiations law.

A. Definition

1. A "grievance" is a claim by an employee or the Association based on the interpretation, application, or violation of this Agreement, policies or administrative decisions affecting an employee or group of employees.
2. An "aggrieved person" is the person or persons or Association making the claim.
3. A "party in interest" is the person or persons or Association 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 that 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

A grievance to be considered under the procedure must be initiated in writing within thirty (30) calendar days from the date of its occurrence.

An employee of the Audubon School District having a grievance shall follow the following procedure:

Level 1 - Principal or Immediate Supervisor

An employee with a grievance shall first discuss it with his Principal or immediate superior either directly or through the Association representative, with the objective of resolving the matter informally.

Level 2 - Superintendent

If the aggrieved person *is* not satisfied with the disposition of the grievance at Level 1 or if no decision has been rendered within five (5) school days after presentation of the grievance, he may file the grievance in writing through the Association within five (5) school days. Within seven (7) school days after receiving the written grievance, the Superintendent shall render a decision to the aggrieved person and/or his representative.

Level 3 - Grievance Meeting with Board of Education

- a. If a grievance is not resolved to the aggrieved person's satisfaction, he, not later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board. 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.
- b. The Board, or committee thereof, shall review the grievance and render, a decision in writing thirty (30) calendar days from the receipt of the grievance. All parties involved and their representatives shall be present unless waived.

Level 4 – Arbitration

- a. If the decision of the Board does not resolve the grievance to the satisfaction of the aggrieved person and he wishes a review of a third party, and 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 in receipt of the Board's decision. However, the Board's decision shall be final and binding on the grievance concerning:
 1. Any matter for which a specified method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education, or
 2. A complaint of any employee which arises by reason of not being re-employed, or
 3. A complaint by any employee occasioned by the lack of appointment to any bonus position for which tenure either is not possible or not required, or
 4. Any matter which, according to law, is either beyond the scope of the Board authority or limited to unilateral action by the Board alone.
- b. Within ten (10) school 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 both parties are unable to obtain such a commitment within the specified period, either party may make a request for a list of arbitrators to the American Arbitration Association. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue a decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date, that final statements and proofs on the issues are submitted. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions, which require the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association, and shall be **advisory** for Groups **A** and **D**, and **binding** for Groups **B** and **C**.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Miscellaneous

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level are maximum. Failure at any step to appeal a grievance to the next step within the specified time limits should be deemed waiver of further appeal of the decision. The time limits may be extended by mutual agreement.
2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.
3. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Step 2. The Association may process such grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
4. All employees, including the grievant, are required to follow administrative directives and Board Policies under the direction of the Superintendent and administration regardless of the pendency of any grievance until such grievance is properly determined.

ARTICLE IV. EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. Pursuant to Chapter 123, Public Law 1974, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not, directly or indirectly, discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Employees shall maintain the right and responsibility to determine grades within the grading policy of the Audubon School District based on his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. Responsibility for grading shall be based on; the professional judgment of the employee for each marking period. Such marks can be for major test, homework, class work, short quizzes and additional work of which the students are advised, and other such regulations which are outlined in the Audubon faculty manuals, which will be consistent with established and adopted Board policy. The final responsibility for changes of grades shall rest with the building administrator in cases of dispute. In the event of such changes, the building administrator shall provide to all parties concerned, in writing, the reasons for such action.

C. No employee shall be prevented from wearing or displaying; pins or other inconspicuous identification of membership in the Association or its affiliates.

D. No employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage, or given an adverse evaluation of his professional services without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

E. Whenever any employee is required to appear before the Superintendent, the Board, or any agent thereof, concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment or the salary 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 representative of the Association present to advise him and represent him during such meeting or interview.

F. Modifications or changes in existing working conditions shall be negotiated with the majority representative before they are established.

G. Every employee in **Groups A, C and D** shall receive tenure after the first day of the fourth year.

ARTICLE V. ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board agrees to furnish to the Association in response to reasonable request from time to time all public information concerning the financial resources of the district, agendas and minutes of all Board meetings, census data, individual and group employees health insurance premium and experience figures, names and addresses of all employees, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs together with information which may be necessary for the Association to process any grievance or complaint.

B. Whenever any representative of the Association or any employee is mutually scheduled by the parties during work hours in negotiations or grievance procedures, he shall suffer no loss in pay.

C. The Board of Education shall assist in maintaining clean, up to date faculty/employee rooms in each building.

D. The Association and its representatives may have the privilege to use school buildings at all reasonable hours for meetings, upon application for use of buildings through the Superintendent of Schools. The Principal of the building concerned shall be notified in advance of time and place of all such meetings.

E. The Association may, with administrative permission, use school facilities and equipment, including computers, duplicating equipment, printers, and all types of audio-visual equipment, when such equipment is not otherwise in use.

F. The Association shall have, in each school building, the exclusive use of a specified area on a bulletin board in each faculty lounge. Copies of all materials to be posted on such bulletin boards shall be given to the building administrator.

G. The Association shall have the privilege to use the inter-school facilities and school mail boxes as it deems necessary and so long as it does not disrupt mail distribution for school purposes.

H. The above privileges may be withdrawn at the discretion of the Superintendent, if abused.

I. 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 teachers and to no other teacher organizations.

J. The Association shall be provided, without cost to it, adequate office space in a building at a location and of a description to be mutually agreed upon. The Association shall be allowed to install a telephone in such office at its own expense, and pay for its operation.

K. The Board shall enter into no contract for instruction of students with groups or companies other than staff properly certified by the State of New Jersey with the exception of Special Education and Community Education.

L. The Board of Education understands the necessity of release time for Association business. Concurrently, the Association understands the necessity to maintain instructional time. Toward that end, the president of the Audubon Education Association will be granted 135 minutes release time per week. Such time shall be in addition to regularly scheduled preparation time and lunch periods as provided in this Agreement.

ARTICLE VI. EMPLOYEE-ADMINISTRATION LIAISON

A. The Association shall elect a Liaison Committee for each school building, which shall meet with the Principal at least once a month for the duration of the school year to review and discuss local school problems and practices, and to play an active role in the revision or development of building policies.

B. The Association's representatives (Superintendent's Liaison Committee) shall meet with the Superintendent on a regular basis during the school year to review and discuss current school problems and practices and the administration of this Agreement.

C. All recommendations of the Liaison Committee for each school building and the Superintendent's Liaison Committee shall be advisory only and not binding upon the Administration or the Board.

D. Minutes of the Principal's Liaison Meeting as kept by the Association will be forwarded to the Superintendent and Principal by the Friday preceding the Superintendent's Liaison meeting. The Association and the Superintendent will inform each other of items to be included on the Agenda by the Friday before the meeting. Other items may be included if situations arise between the Friday and the meeting by mutual consent.

ARTICLE VII. TEMPORARY LEAVES OF ABSENCE

A. At the beginning of each school year, employees shall be entitled to temporary non-accumulative leaves of absence with full pay each school year.

B. Types of Leave:

1. PERSONAL - Three (3) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. A written explanation is not required. Application will be made to the building Principal who will forward the request to the Superintendent. In cases where the number of personal days taken on any one day would substantially interfere with the operation of the school, the Superintendent will have the final determination.

Except in cases of emergency, the request for leave will be made five (5) days before absence.

Request for personal days that extend holidays and/or periods when school is not in session (not including regular weekends) will be denied. The Superintendent may grant waivers to this clause, and each case will be examined individually.

2. LEGAL- Up to two (2) days in any school year for appearance in any legal proceeding at which the employee's presence is required. The Superintendent may require documentation.

3. DEATH - The following Bereavement Leave shall be granted to teachers in the event of the death of a relative:

Spouse 5 days

Child 5 days

Parent 5 days

Sister/Brother 5 days

Daughter/Son-In-Law 5 days

Mother/Father-In-Law 5 days

Member of Household 5 days

Grandchild 5 days

Sister/Brother-In-Law 3 days

Grandparent 3 days

In case of death of other relatives such as cousins, aunts, uncles, stepbrothers/sisters, half-brothers/sisters, one (1) day is allowed. If a special problem exists, up to three (3) days will be allowed upon approval of the Superintendent. Employee shall be granted up to one (1) day in the event of the death of an employee's friend.

In the event of the death of an employee or student in the Audubon School District, the Principal or immediate supervisor of said employee or student shall grant a reasonable number of staff, consistent with educational needs, sufficient time off to attend a funeral.

4. SUMMER SCHOOL - Should a summer school course begin before the end of the teacher year, the Superintendent of Schools may honor a request for an employee to be released from obligation upon completion of all commitments and instructional time.

5. GOOD CAUSE- other leaves of absence with or without pay may be granted by the Board for a good reason.

ARTICLE VIII. EXTENDED LEAVES OF ABSENCE

A. The Board of Education will grant leave to any employee upon request in accordance with the New Jersey and Federal Family Leave Acts.

B. Illness in the Family:

A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

C. Child Rearing:

The Board shall grant leave without pay to any employee upon request subject to the following stipulations and limitations:

1. The Board may remove any pregnant employee from her duties on any one of the following bases:
 - a. Work performance substantially declines from the period preceding pregnancy.
 - b. Physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist of:
 1. The pregnant employee fails to produce a physician's certificate that she is medically able to continue working, or
 2. The Board's physician concluded she is unable to continue with duties.
 - c. Any other just cause that is found to exist in N.J.S.A. Title 18A.
2. The Board shall grant leave of absence for medical reasons associated with pregnancy and birth to employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. Title 18A:30-1 et seq.
3. Any employee seeking such leave shall apply to the Board sixty (60) school days prior to the beginning of leave. At the time of application, the employee shall specify in writing the date on which to commence leave and the date of return to work. The Board may require any employee to produce a certificate from a physician in support of the requested leave dates. The physician's certification is subject to agreement by the Board's physician. Where medical opinion is supportive by the leave dates requested, such leave shall be granted by the Board except that the Board may change the requested dates upon finding that the grant of leave dates stipulated and medically confirmed would substantially interfere with the administration of the school. Following the grant of such leave to any employee the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the employee to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time except that the Board may alter the requested dates upon finding that such extension or reduction would substantially interfere with the administration of the school, and provided that such date change is not medically contraindicated. The Board may require any employee to produce a physician's certificate in support of the requested change and is subject to agreement by the Board's physician.
For **Group A**: The termination date of an extended leave of absence shall be September 1st or January 1st only. Notification of intent to return from extended leave, or resignation, shall be made in writing to the Superintendent of Schools sixty (60) days prior to the scheduled termination of the leave of absence. Teachers returning to employment in September shall give notice to the Superintendent no later than April 15th prior thereto.
4. All employees upon returns from an extended leave of absence, the employee shall be reinstated in the same position or a similar position for which the employee is qualified.
5. The Board shall grant leave without pay to any tenured employee or non-tenured employee with three consecutive years in the district for child rearing.
6. In any sub-section of Section B where the employee's physician and the Board's physician disagree concerning the employee's ability to continue or resume working, they shall jointly agree upon a third - physician who shall examine the employee to determine the employee's ability to continue to resume work. The decision shall be binding upon all parties.
7. No teacher on extended leave shall, on the basis of said leave, be denied the opportunity to substitute in the Audubon School District in the area of certification or competence except when on disability leave.

D. Salary and Benefits

1. **Group A & D** – A teacher who worked through the last school day prior to December 31st of the preceding school year shall, upon return from leave, be placed on the next level of the salary guide. Effective salary shall be the new salary guide.
2. **Group B & C**- Upon return from leave, an employee shall be considered as returning at the next salary level, providing six months were worked during the previous contract year. The effective salary shall be the new salary scale.
3. All Benefits to which an employee was entitled at the time of the leave of absence commenced, including unused accumulated sick leave, shall be restored upon return. The employee shall be assigned to a position within appropriate certification

ARTICLE IX. DEDUCTION FROM SALARY

A. The Board agrees to continue present dues deductions, which are authorized in writing by the employee. Employees must terminate such deductions in writing in accordance with the provisions of the law.

B. The Board agrees to deduct contributions to a tax shelter annuity fund upon receiving authorization to do so in writing from the employee. Such deduction shall continue until such time as the employee notifies the Board in writing that said deductions are to be discontinued.

C. If an employee does not become a member of the Association during a membership year, the Board shall deduct a **Representation Fee** pursuant NJSA 34: 13A- 5.9 (C.477PL1979) of the unified dues as certified by the Audubon Education Association. The Representative Fee shall be **85 percent** of the unified dues.

ARTICLE X. INSURANCE PROTECTION

A. Full Health-Care Coverage:

The Board shall provide fully paid health care insurance protection for the Association members and dependents at no cost to the employee under the Blue Cross Direct Access Plan. Employees that opt to enroll in the Aetna Plan or the Blue Cross Traditional Plan will be required to contribute the difference in premium costs. Contributions shall be capped at the 2003-2004 amounts for the duration of the agreement.

Any employee making less than the \$30,000 per year shall not be required to make a contribution. The Board shall set up a "Premium Only Plan" which will allow employee contributions to be before tax contributions.

Should an employee decide to decline coverage in any health plan (medical, dental, prescription), the employee shall receive thirty percent (30%) of the premium of that plan. Employees whose spouse works in the district will receive one prescription coverage per couple.

Provisions of Coverage:

1. The Board shall provide "equal to or better than" the coverage which is outlined by the master policies of the New Jersey State Health Benefits program on June 30, 1996, hereinafter referred to as "The State Plan," as of the approval of this contract.

B. Dental and Prescription Coverage:

Provisions of Coverage:

1. The Board agrees to provide dental and prescription coverage for the Association members and dependents. The dental deductible will be \$100 and the prescription co-pay will be \$12, \$6, and \$0.
2. The Board agrees to payment of the full costs of the dental and prescription insurance for the duration of this contract.
3. The parties may meet during the term of this Agreement to determine whether or not to modify the coverages for the dental and prescription program now in effect.
4. Dental coverage benefit maximum shall be \$2,000 per calendar year.
5. All employees hired on or after July 1, 1994 will have a contribution which will be equal to one month's premium. Employees who select PPO or HMO will have contributions waived.
6. Unit members that retire from the district with 25 years or more of service shall be entitled to dental coverage. Such entitlement shall accrue to unit members and/or spouses until age 65.

ARTICLE XI. BOARD RIGHTS

The Board reserves to itself sole jurisdiction, authority and responsibility over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, and Chapter 123, Public Laws, 1974:

- A. To direct employees of the school district.
- B. To hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take disciplinary action against employees.
- C. To relieve employees from their duty because of lack of work or for other legitimate reasons.
- D. To maintain efficiency of the school district operations entrusted to them.
- E. To determine the methods, means and personnel by which such operations are to be conducted, and
- F. To take whatever action maybe necessary to carry out the mission of the school district in situations of emergency.

ARTICLE XII. REDUCTION IN FORCE

When the Board is considering a reduction in force, it shall notify and consult with the Association concerning such reductions not less than sixty (60) days prior to any layoffs.

ARTICLE XIII. MISCELLANEOUS PROVISIONS

A. Nondiscrimination

The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall exemplify that there is no discrimination in the hiring, assignment, promotion, transfer or discipline of teachers, or in the application or administration of this Agreement on the basis of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability in the Armed Forces of the United States, atypical hereditary cellular, or blood trait of any individual, or nonapplicable disability.

B. Savings Clause

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any teacher benefit existing prior to its effective date.

C. Board Policy

This Agreement shall be construed as Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

D. Separability

If any provisions of this Agreement is held to be contrary to law, then such provisions of application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect.

E. Compliance Between Individual Contract and Master Agreement

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

F. Printing Agreement

Copies of this Agreement shall be printed at the shared expense of the Board and the Association after agreement with the Association on format within thirty(30) days after the Agreement is signed. Sufficient copies shall be presented to both the Association and the Board.

G Mileage: Employees who use their automobiles for school business shall be reimbursed at the IRS mileage rate.

H. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by letter at the following address:

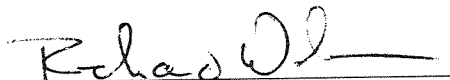
1. If by Association, to the Board at Board of Education, Audubon High School, Audubon, New Jersey 08106
2. If by Board, to Association at Audubon Education Association, Audubon High School, Audubon, New Jersey 08106

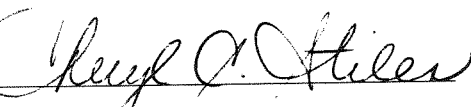
ARTICLE XIV. DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2003, and shall continue in effect until June 30, 2006, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.

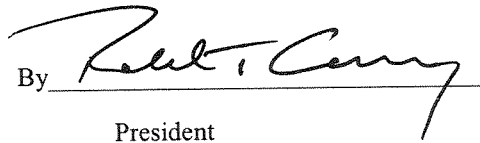
In witness whereof the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and the year first above written.


AUDUBON EDUCATION ASSOCIATION

By 
President

By 
Secretary

AUDUBON BOARD OF EDUCATION

By 
President

By 
Secretary

LANGUAGE SPECIFIC TO INDIVIDUAL GROUPS

GROUP A: TEACHERS

ARTICLE A1. TEACHER WORK YEAR

The Audubon Education Association will have the right to consult and advise the Superintendent in regard to the establishment of the school calendar each year in accordance with present practice which includes 180 student days and 186 teacher days, four (4) of which shall be devoted to in-service, except for the elementary school which shall schedule two of these in-service days for parent/teacher conferences.

ARTICLE A2. TEACHING HOURS AND TEACHING LOAD

A.1 As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing their initials in the appropriate column of the faculty sign-in roster.

2. The total time in the school workday for **elementary** teachers shall be no more than 6 hours and 25 minutes, which will be consecutive time. This workday shall include a duty free lunch period of 30 minutes and minimum preparation time of 35 minutes per teacher per day. Starting in the 2004-2005 school year, the workday may include a non-teaching duty assignment.

3. The total time in the school workday for **Junior-Senior high** school teachers shall not be more than 6 hours 52 minutes" time will be consecutive time." The workday shall include a duty free lunch period equal to the students' lunch period and a preparation period equal to the length of an instructional period.

4. The maximum teaching load for Junior-Senior high school teachers shall be 25 teaching periods, a homeroom assignment and five additional periods of non-teaching assignments per week. It shall not be a violation of this agreement for a teacher to voluntarily teach more than the maximum number of classes. Should a teacher elect to teach 30 periods a week, said teacher shall not be assigned any non-teaching duties, including homeroom. Starting in the 2004-2005 school year it shall **not** be a violation of this agreement for a teacher to teach more than 25 classes per week. Any teacher who instructs 30 periods per week will not be assigned any non-teaching duties, including homeroom. The Board shall pay to any individual teacher \$1,000 per year for each instructional class exceeding 25 per week in a five-day workweek. These monies shall be pensionable. Should a teacher's schedule decrease in a future year, any decrease of salary shall not be deemed in violation of NJSA 18A. Distribution of the overload classes shall be according to the following criteria:

- Overload classes shall be first offered to staff that previously volunteered in the 2003-2004 school year, on a seniority basis.
- Overload classes not covered shall be offered to department members according to seniority.
- If there are no department members interested, the Board may **assign** an overload in reverse order of seniority to qualified department members.

5. Junior-Senior high school teachers shall not be required to teach more than two subject areas, wherever administratively possible, nor shall a teacher be required to teach more than 3 preps, to include no more than two new preps, wherever administratively possible. For the purpose of this article a "new prep" shall be defined as any course in which a text or course of study has not previously been used by the teacher. Revisions of courses of study and/or texts, which are not significantly different from current texts, do not satisfy the conditions of this definition.

6. On Fridays, or on days preceding holidays or vacations, the teacher workday shall end 5 minutes after the close of the student day or 5 minutes after flex schedule is completed.

7. Any teacher who is required and/or requested by the Administration to work beyond the regular in-school work year as defined in Article VI shall be compensated at 1/200th of his current contractual salary on a per diem basis or given compensation time to be used at the teacher's request with administrative approval.

B.1. Building-based teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building faculty or other professional meetings three (3) days each month. Such meeting shall run for no more than sixty (60) minutes each. Except in cases of emergency involving the health and safety of students and teachers, if additional time is needed, students shall be dismissed early.

2. Meetings which take place after the regular in-school work day which require attendance shall not be called on Fridays or on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school except in cases of emergency as defined above in B.1.
 3. The Association representative may speak to the teachers during any meeting referred to in paragraph 1 above for at least ten (10) minutes at the request of the representative.
 4. The notice of an agenda for any meeting shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
 5. Teachers may be required to attend no more than two (2) evening assignments or meetings each school year without additional compensation. Said compensation shall be rates cited in Article A6, Section B, Part 3. Elementary teachers may also be required to attend one evening session during each conference period. Compensation shall include one early dismissal day during the week of conferences and payment at the evening event rate.
- C. 1. The Board and the Association agree that the extra-curricular activities listed in Exhibit E are educationally sound and worthwhile.
 2. Teacher participation in extracurricular activities, which extend beyond the regularly scheduled in-school day shall be voluntary and shall be compensated to the rate of pay and/or released time in Exhibit E.
 3. For the purposes of this contract "released time" is that time period where a staff member is not assigned any administrative or teaching duty, and said time is for use in or out of building.

ARTICLE A3. NON-TEACHING DUTIES

- A. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that the major portion of his energies should be utilized to this end.
- B. Book storage will be provided in each classroom. Transport to central storage will be eliminated.
- C. Only a simple inventory of "books in room" will be required.
- D. Central register and clerical services will be employed to reduce, whenever possible, register keeping, and cumulative record keeping.
- E. The Board and Administration will make every effort to reduce non- teacher duties such as duplication of materials, typing, etc.
- F. The Board shall continue to maintain a central register in the elementary schools.
- G.
 1. A teacher may, on a voluntary basis, be asked by the Building Principal/Superintendent to use his automobile in the conducting of school business, attending of conferences, etc. He shall be compensated for such use at the I.R.S. rate.
 2. Staff members who are authorized by the Administration to drive students to and/or from extra-curricular activities shall be compensated in instances where the staff member is not compensated for the extra-curricular activity in accordance with the following for time spent in such driving, with a minimum payment for one (1) hour. \$15.00 per hour.
- H. When substitutes are unavailable, the Administration will continue to spread coverage of classes for teachers who are late or absent. Every attempt will be made to not take teachers from preparation time. Staff teaching thirty periods per week will not be used for coverage. After the use of the fourth period, a staff member will be compensated for each lost prep at the following rate of \$25.00 Payment for lost preps will be at regular payroll intervals.

ARTICLE A4. TEACHER EMPLOYMENT

- A. Teachers shall be notified of their contract for the ensuing year no later than May 15.
- B. Teachers shall be notified in writing of their class subject, building and/ or room assignment no later than July 30. If a teacher is informed classroom change after the Monday of the last full week of school, the teacher shall be given the opportunity to pack his/her classroom in the summer and given two compensation days the following school year to be used at the teacher's request with administrative approval.

C. Notice of vacancies shall be posted by the administration in each office of each building Principal and shall be sent to the Association President and building representatives.
During the school year, the posting will be no less than five (5) school days before the application deadline. During the summer vacancies will be mailed to the home address of the Association President and Vice President, and the posting will be in each building as per above. Summer postings will be no less than ten (10) calendar days before the application deadline.

ARTICLE A5. TEACHER TRANSFER AND REASSIGNMENT

- A. Teaching, supervisory and administrative personnel are subject to transfer upon the recommendation of the Superintendent and approval by the Board of Education.
- B. All other personnel are subject to assignment or transfer at the discretion of the Superintendent of Schools.
- C. The following procedures shall be followed in the transfer/reassignment process:
1. Voluntary
 - a. Posting of vacancies - the Superintendent shall post in all schools all vacancies within ten (10) days of the time that the vacancy occurs,
 - b. Filing of requests - A teacher may apply for a position within five (5) school days of the posting of a vacancy. Application must be made in writing to the Superintendent of Schools. Applications will be considered should a vacancy occur either during the school year or during the summer.
 - c. Criteria for transfer/reassignment - In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interest of the school system. The teacher shall be provided with the reasons for rejection of a voluntary request.
 2. Involuntary
 - a. Notice of an involuntary reassignment shall be given to the teacher affected as soon as practical. No vacancy shall be filled by means of involuntary reassignments if there is a qualified volunteer available to fill said position. A determination as to the qualification of such applicant shall be made at the discretion of the Superintendent after recommendation by the Principal.
 - b. When an involuntary reassignment is necessary, a teacher's area of competence, major or minor field of study, length of service and other relevant factors shall be considered in determining which teacher is to be transferred or reassigned.
 - c. An involuntary reassignment shall be made only after a meeting between the teacher involved and the Principal, at which time the teacher shall be notified of the reason thereof. In the event that a teacher objects to the reassignment at this meeting, upon request of the teacher, the Superintendent shall meet with the teacher. The teacher may, have an Association representative present at such meeting. The teacher may appeal the decision to the Board of Education. The Board of Education shall be the final deciding body in the transfer or reassignment decisions and the grievance procedure shall not apply to this decision.
 - d. Teachers given notice of involuntary reassignments shall have the right to file, within five (5) school days, a written statement of preference for any other existing vacancy.
 - e. No elementary teacher shall be moved more than two (2) grade levels above or below his/her current assignment when administratively possible.
 3. General
 - a. Whenever administratively possible, teachers shall remain in their assignment for a period of at least three (3) years.
 - b. Every attempt shall be made at the secondary level to assure that there are assignments in more than one grade level or course designation (e.g., regulars, college prep, honors).

ARTICLE A6. TEACHER SALARIES

- A. Salary increases shall be in accordance with **Exhibits A and E**.
- B. 1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

2. Teachers may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. These funds shall be paid to the teacher or his estate on the final payday of July 15. A teacher so choosing must notify the office of the Board Secretary, on forms provided, on or before August 15. The Board shall make payable to the Association the total amount of monies withheld for all teachers so choosing within five (5) days of each end of the month pay date. The Association shall save the Board harmless from any claim of cause of action, from any source of its duties under this section.

3. Hourly rates will be defined as Professional (in-service, peers, etc.), Instructional (summer school and home bound tutoring) or Non- instructional (all other school related activities). Number of hours for workshop under Professional category must be approved by the Superintendent prior to preparation of the workshop. Hourly rates will be as follows (not including athletic events, which are based on a fee per event - see exhibit B):
\$50.00/hr- Professional
\$30.00/hr - Instructional
\$20.00/hr- Non-Instructional

4. Payday schedule is normally the 15th and the 30th of each month of the contract year. Special exception is made for holidays and weekends. A published schedule will be provided by the Board Secretary's office during the first full workweek in September of the school year. Christmas break pay shall be on the last workday prior to the break.

5. Initial placement on the salary guide shall be at the discretion of the Board of Education.

6. Teachers employed in extra curricular activities will be paid according to Exhibit B in two equal installments as follows: Annual Contract: 1/15 and 6/15 Winter Contract: 1/15 and 3/15 Fall Contract: 10/15 and 12/15 Spring Contract: 4/15 and 6/15

C. LONGEVITY LANGUAGE

A longevity stipend will be awarded over and above the salary guide in each of the three years of the contract to all teaching staff who have accrued twenty seven (27) or more years of service credit in the Teachers' Pension and Annuity Fund (TPAF). The annual TPAF Account Statement issued to all teachers will serve as proof of accrued years of service credit. It is the individual teachers responsibility to provide proof of service. Stipend payments will not be retroactive. For payment to commence with the first pay in September of subsequent years, current TPAF Account Statement for newly eligible teachers must be submitted to the board office by December 15 of the preceding year. There will be no prorated stipends.

D. EXTRA-CURRICULAR GUIDE PLACEMENT

The Administration will place all personnel on the proper step as approved by the Board of Education. Proper step shall be equal to actual number of years experience. Assistant coaching in a sport can accrue to head coaching experience. Six years of assistant coaching will equal one step on the head-coaching guide if an individual from the unit is promoted to head coach in the same sport. Factor of six equal to or over one half will be rounded to the next highest year. Every effort will be made to fill positions when student participation warrants.

E. GUIDE FOR ATHLETIC EVENTS

Payment for event workers such as ticket takers and the like will be covered under this guide at the following compensation: \$29.00/event.

ARTICLE A7. TEACHER EVALUATION

- A. All monitoring or observation of the work performance of a teacher shall be conducted openly and with knowledge of the teacher. The use of eavesdropping, public address, audio systems and similar surveillance devices shall be strictly prohibited.
- B. A teacher shall be given a duplicate copy of any class visit or evaluation report prepared by his evaluators at least one (1) day before any conference to discuss. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference, if requested by the Principal or the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

- C. A teacher shall have the right, upon written request, to review the contents of his personnel file and to receive a copy at Board expense of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him during such review. At least once every year, a teacher shall have the right to indicate those documents and/or other materials in his file that he believes will be obsolete or otherwise inappropriate to remain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed. The Superintendent's decision with respect to retention or non-retention of any document shall be final.
- D. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
- E. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file, which is not available for the teacher's inspection.
- F. Any complaints regarding a teacher made to any member of the Administration by any parent, student, or other person, which are used in any manner in evaluating a teacher, shall be promptly investigated and called to the attention of the teacher. The teacher shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented at any meeting or conference regarding such complaint. In the event a teacher does not sign the evaluation, a copy will be sent to the President of the Association and a copy will be placed in the teacher's file.
- G. The Board believes teacher evaluation is an important part of improving and maintaining a good education system. The Board believes that the means of evaluation should be discussed between the administration and teachers. All tenured staff members shall be observed a minimum of one time each year. All non-tenured staff members shall be observed at a minimum of three times each year.
- H. Final evaluation of a teacher upon termination of his employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such teachers after severance or otherwise than in accordance with the procedures set forth in this Article unless said teacher is under suspension.
- I. No single model of teaching shall be used in the evaluation of teachers.

ARTICLE A8. TEACHER SICK LEAVE

- A. All teachers employed shall be entitled to twelve (12) sick leave days, two (2) of which may be used for family illness after all personal days have been used, each school year on the first official day of said year. Unused sick leave shall be accumulated from year to year with no maximum limit.
- B. Teachers shall be given a written accounting of accumulated sick leave days no later than September 30th of each school year.
- C. The need of presentation of a medical certificate after sick leave shall be at the discretion of the Superintendent of Schools.
- D. Upon retirement from the Audubon School District under the TPAF regulations and after fifteen (15) years of service in the Audubon School District, the Board shall pay the employee for each accumulated, unused sick leave day in accordance with the following:

YEARS OF SERVICE IN AUDUBON	
15-19 Years	- \$38.50/day
20-24Years	- \$44.00/day
25 Years and up	- \$55.00/day

- E. Unused personal days shall convert to accumulated sick days.

- F. If termination of employment is due to death, payment of unused sick days shall be remitted to teacher's estate.
- G. Notice of intent to retire shall be received in the Superintendent's office by January 1 of the retirement year in order for staff member to receive payment by September of that year. Notice not received by January may result in delay of payment until the second August following retirement. The Board will consider emergency retirement on an individual basis. Staff member may opt to defer payment up to one (1) year after retirement.
- H. The Board will, each year, pay a \$250 stipend to staff members who accrue perfect attendance the preceding year. Perfect attendance is defined as use of no sick days and use of no more than 1(one) personal day.
- I. A staff member who is affected by a reduction in force and has met the provisions of fifteen (15) years service to Audubon will receive compensation for sick days at one half the established rate.

ARTICLE A9. TEACHER PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional development in ways that best serve his own problems, functions, interests and needs in the educational process. Professional development takes place in a variety of ways including conducting educational research, reading professional journals, attending conferences, workshops, seminars and conventions, participating in curriculum development, and taking appropriate course work through colleges and universities.
- B. The Board will continue to encourage professional day in-service training. Toward this end, the Board of Education will continue to provide for registration and travel for professional days approved by the Superintendent and will continue to provide in-service cooperatively planned to meet priorities jointly determined by the Association and the Administration through the Local Professional Development Committee.
- C. The Board agrees to pay a tuition refund to any teacher taking courses as described below. A teacher will be entitled tuition reimbursement. This reimbursement will not exceed the cost of nine (9) graduate credits at Rutgers University per teacher per year. The total cost to the Board of Education will not exceed the cost of fifty-four Rutgers graduate credits per year.
- D. Courses that are eligible for reimbursement and applicable for lateral movement of the salary guide are courses that are:
 - 1. Graduate courses in the teacher's area of instruction granted by an accredited college or university. OR
 - 2. Graduate courses required and accepted by the state board of examiners for certification purposes. OR
 - 3. Graduate courses in the field of education. OR
 - 4. Courses or credit approved by the Superintendent. . The above language will not cause any teacher to revert to another column.
- E. Courses taken subsequent to a degree will be the only courses considered for lateral movement. This clause is applicable to employees hired after July 1, 1989.
- F. The Board recognizes that certain professional experiences and programs are as valuable as graduate level study and academic work related, to specific content area. The Superintendent of Schools will have the authority to award a staff member up to three credits for such programs that would accrue toward lateral advancement on the salary guide. The maximum number of credits that a staff member can accrue in this fashion will be a total of six (6) not to exceed three (3) per academic year. The Superintendent will receive a written account of said experience which will include the full scope and sequence of the course, the relevance to the community and the intended use in the district of the knowledge gained from the course by the staff member. All credit awards are subject to the approval of the Board of Education. Programs for which a staff member wishes to receive such credit will require prior approval by the Superintendent.
- G. Lateral movement will be granted only at the September and January meeting of the Board of Education and will not be retroactive.
- H. All staff will be placed on proper step and level of the salary guide. This does not relinquish the right of the Board of Education to determine initial placement at the time of employment.

I. The Association and the Board have a mutual responsibility to promote better instruction. The Board welcomes and actively seeks Association participation in all aspects of strengthening the educational program to best meet the needs of the students, school and community.

ARTICLE A10. FAIR DISMISSAL PROCEDURE

A. On or before May 15 of each year, the Board shall give to each non-tenure teacher, continuously employed since the preceding September 30, either:

1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment, but 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. Any non-tenure teacher who received a notice of non-employment may within five (5) school days thereafter, in writing, request a statement of reasons for such non-employment from the Superintendent, which statement shall be given to the teacher in writing within five (5) school days after receipt of such request.

C. Any non-tenure teacher who has received such notice of non-employment and statement of reasons shall be entitled to a hearing before the Board, provided a written request for hearing is received in the office of the Secretary of the Board within five (5) school days after receipt by the teacher of the statement of reasons.

D. The Board shall issue its written determination as to the employment or non-employment of said non-tenure teacher for the next succeeding school year within five (5) school days after the completion of the hearing. Said proceedings shall be completed and the Board's determination presented to the teacher no later than May 31.

E. The Board's decision should be final and binding on the grievance concerning a complaint of non-tenure teacher which arises by reason of not being re-employed.

ARTICLE A11. INSTRUCTIONAL COUNCIL AND CURRICULUM WRITING

A. An Instructional Council shall be established and shall meet not later than October 15. The purpose of the council shall be to strengthen the educational program through research, evaluation and recommendations in all areas of instruction. The recommendations of the Council shall be advisory only.

B. The Council shall consist of three (3) administrators and seven (7) teachers chosen by the Superintendent of Schools and seven (7) teachers chosen by the Association. An effort will be made to arrive at mutual agreement between the Superintendent and the Association on the composition of the council.

C. The Council shall be authorized to establish sub-committees or ad hoc committees for specific projects.

D. The Council shall encourage the initiation of ideas and suggestions for projects by individual teachers, departments, grade levels, association committees, administrators, board members, students and parents, and follow the curriculum review cycle.

E. Each year, the Superintendent, in consultation with the Board curriculum committee, will determine if there is need for a summer curriculum writing and revision team. The Superintendent, upon approval of the Board of Education, will offer positions with members chosen from the Association. The stipend will be \$ 600 for this position. Job responsibilities and expectations will be listed when these positions are available.

ARTICLE A12. SUMMER SCHOOL

If the Board of Education funds a summer school program, all hiring practices stated in this contract will be followed. The Board of Education shall determine qualifications for said positions and shall be solely responsible for filling said positions. Every effort will be made to fill such positions with qualified teachers from the Audubon School District.

GROUP B: MAINTENANCE/CUSTODIAL

ARTICLE B1. DAILY WORK HOURS

- A. The workday for the day staff shall consist of eight and one-half (8- 1/2) hours, including thirty (30) minutes duty-free lunch hour.
- B. The workday for the second shift shall consist of eight (8) hours, including thirty (30) minutes duty-free lunch hour.
- C. The workday for the third shift shall consist of eight (8) hours including thirty (30) minutes duty-free lunch period.
- D. There shall be two (2) duty-free breaks of fifteen (15) minutes, one prior to the lunch break and one after the lunch break. The times should be standardized and scheduled at the discretion of the Supervisor of Buildings and Grounds.
- E. Employees who are late more than one time a pay period shall be subject to the following procedures:
 - 1. An employee shall be given a grace period of five minutes at the beginning of the work shift.
 - 2. Lateness after five minutes up to fifteen minutes shall be penalized with a payroll deduction of fifteen minutes prorated on the hourly wage.
 - 3. Lateness after fifteen minutes shall be penalized with a prorated payroll deduction equal to the period of lateness.
- F. Employees shall punch in on the time clock no earlier than ten (10) minutes before the shift is scheduled to begin.

Nothing in this article is intended to eliminate work shifts, but rather to provide flexibility in scheduling. Examples of existing shifts are 6:30 a.m. to 3:00 p.m., 3:00 p.m. to 11:00p.m, 11:00p.m.to 7:00a.m.

ARTICLE B2. WORK SCHEDULE

- A. Prior to completion of one year's service, vacation entitlement shall be .8 (eight-tenths) of a day for each month employed.
- B. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to approval of the immediate supervisor and the Superintendent of Schools. Such approval shall not be arbitrarily withheld.
- C. Vacation entitlements shall be as follows; after one year, (10) days, after five years, (15) days, after twelve years, (20) days.
 - 1. Vacation entitlement will accrue on a pro-rated basis in any transition year in which vacation entitlement is scheduled to be increased in accordance with Article B2, Work Schedule, part C of the Agreement between the Audubon Board of Education and the Audubon Education Association. The transition year is the year in which the employee completes either five (5) or twenty (20) years of service in the district.
 - 2. Additional vacation entitlement will accrue in the transition year at the rate of one half (1/2) day for the triggering anniversary month and every month thereafter until June 30. The maximum amount of additional vacation entitlement under this method of accrual shall be five (5) days.
 - 3. The triggering anniversary month will be the month in which the anniversary date falls provided that the anniversary date is on or before the fifteenth (15th) of the month; otherwise, if the anniversary date is the sixteenth (16th) of the month or later, then the triggering month will be the following month.
 - 4. Additional vacation entitlement will be credited on the anniversary date in the transition year and on July 1 in subsequent years.
 - 5. This method of determining accrued vacation time in transition years supercedes any other past practice and shall be effective July 1, 1995. Carry over days will not be permitted unless there is permission from the Superintendent.
- D. Upon request to the Superintendent, three (3) members of the bargaining unit shall be given the time necessary to attend a one (1) day workshop or conference concerning custodial and maintenance operations without any loss of pay.

ARTICLE B3. HOLIDAYS

A. Employees shall be entitled to the following holidays with pay; July Fourth, Labor Day, Columbus Day, Thanksgiving Day and the day after Thanksgiving (2) , Christmas Day and the day after Christmas Day (2), New Year's Day and the day after (2), Martin Luther King Day, Presidents' Day, Good Friday, Easter Monday, and Memorial Day., Christmas Eve. Holidays will correspond to the legal federal holiday recognized by law. Should a single holiday fall on a Saturday or Sunday, the recognized holiday will be the following Monday. If school is in session, the holiday will become a floating holiday to be used with permission of the supervisor. Should school be in session on a day entitled under the phrase, "holiday and day after", the day will become a floating holiday.

Two holiday groupings, Christmas and New Year's contains the clause "the day after. " If Christmas or New Year's falls on a Saturday or Sunday, the holiday is Monday unless school is in session at which time above clause will apply. The " day after" becomes a floating holiday. This will permit greater flexibility in order to meet the needs of the district when school is not in session. The floating holiday may be taken with permission of supervisor. Ten (10) day notice is required for permission to be granted.

B. The Board of Education reserves the right to assign staff to provide coverage of facilities and activities as needed. Procedures for assigning staff and remuneration shall be in accordance with Article B5, Overtime.

ARTICLE B4. SICK LEAVE

A. All maintenance and custodial staff shall receive twelve (12) day sick leave per year. Unused sick days shall be accumulated from year to year in accordance with N.J.S.A. 18A: 30-3. The need for presentation of a medical certificate after sick leave shall be at the discretion of the Superintendent.

B. Employees shall be given a written accounting of accumulated sick leave days no later than September 15th of each school year.

C. The Board of Education shall pay the employee for unused, accumulated sick leave when an employee retires after ten (10) or more years of service. There will be a buyback cap of 200 days at the following rate: \$38.50/ per day. Employees who begin employment on or after July 1, 1994 will have a cap of 75 days at the following rate: \$29.70/ per day. Any employee hired after July 1, 1990 must serve fifteen (15) years before receiving this benefit.

D. Upon termination of employment or upon commencement of any leave of absence wherein insurance coverage will no longer be paid by the Board of Education, a meeting shall occur between the affected employee and the Board Secretary to review the employee's rights under the Consolidated Omnibus Reconciliation Act (COBRA). Upon termination of employment due to death, payment of unused sick days shall be remitted to the estate of the employee.

E. Notice of intent to retire shall be received in the Superintendent's office by January 1st of the retirement year in order for staff member to receive payment by September of that year. Notice not received by January may result in delay of payment until the second August following retirement.

F. A stipend of \$250 will be paid to any employee who accrued perfect attendance the preceding year. Perfect attendance is defined as the use of no sick days and no more than one (1) personal day.

ARTICLE B5. OVERTIME

A. Overtime shall be defined as all time in excess of forty (40) hours per week for day shift employees, and thirty-seven and one-half (37 -1/2) hours per week for night shift employees.

B. Overtime will be assigned on a rotating basis in accordance with employee's seniority, qualifications, and experience in specific situations, (e.g. Only employee with boiler license can work alone in an occupied building when boilers are in operation.) When overtime work is necessary, the Supervisor of Buildings and Grounds will assign the overtime to the next

eligible employee and a notice will be posted in all three (3) buildings. Assignment and notice will be given seventy-two (72) hours before the overtime unless there is an emergency as determined by the supervisor. The employee may arrange for a substitute with the approval of the Supervisor of Buildings and Grounds. (An emergency is the necessity for employees to respond as determined by the Supervisor of Buildings and Grounds or his designee to an incident or weather related problem, which impedes the use of the district's facilities). Prescribed staff are required to respond unless on vacation.

C. All overtime pay will be rounded to the nearest one-half (1/2) hour at the end of each pay period. This will be remunerated at the rate of one and one-half (1-1/2) times the individuals regular hourly salary for time worked on week days and double (2 times) his regular hourly salary for overtime worked on holidays and Sundays.

D. When an employee is called in and works overtime which is not immediately before or after his regularly scheduled workday, he shall receive a minimum of one (1) hour pay at one and one-half (1-1/2) times his regular hourly salary, except for the months of June and December and the Easter break, when applicable. Overtime pay shall be paid in the pay period following the pay period in which overtime is worked. If the amount of overtime pay is verified as incorrect due to administrative error, the Board of Education shall, within five (5) working days, make corrections in the form of a separate check to the employee.

E. If overtime hours are in excess of 8 hours, time may be divided equally between two employees.

ARTICLE B6. UNIFORMS

A. On or about September 1st of each year, the Board will provide all employees with the following; two (2) shirts and two (2) pants. Each year of the contract, the Board will provide the cost of shoes not to exceed \$100. Clothing and shoes are to be selected from a list approved by the Supervisor of Buildings and Grounds. If employee requests additional clothing in lieu of shoes or vice versa, the Supervisor of Buildings and Grounds may approve the substitution.

B. On or about September 1st every third year the Board will provide all employees with the choice of winter coat (maximum Board cost \$50/ per employee) or a spring jacket (maximum cost \$30/ per employee). If employee requests additional clothing in lieu of a jacket or vice versa, the Supervisor of Buildings and Grounds may approve the substitution.

C. Uniforms will be worn from September 1 through the end of the school year.

ARTICLE B7. SALARIES

A. The salary of each employee covered by this Agreement is set forth in Exhibit B. Initial placement on the guide is determined by Superintendent and will take into account the need to recommend a higher salary than the lowest paid employee based on need for specialized skills.

B. Employees shall be paid on the 15th and 30th of each month

C. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.

D. Longevity shall be pro-rated to day employee began work.

E. The Board will offer tuition reimbursement for employees taking classes relative to their specific job. A provision for a pay back to Board if employee leaves within the year the class was completed.

F. Licensed Stipend: Payment of a \$450 stipend, each year, for the following licenses: Boiler, HV AC, Electrical, Plumbing, Freon, Pesticide.

ARTICLE B8. EVALUATION

- A. All employees shall be evaluated by their immediate supervisor at least once in each contract year.
- B. Subsequent to each evaluation, the employee shall be provided with a written evaluation report describing the employee's strengths, weaknesses and areas, which require improvement.
- C. Subsequent to the employee's receipt of the evaluation report, a conference between the employee and his immediate supervisor shall be mutually scheduled for the purpose of discussing the report. If the employee so chooses, he may have a representative of the Association present at the second evaluation meeting.
- D. Any employee advanced in position will be on probation for the first sixty (60) days of employment and shall be evaluated one (1) time during this probationary period in order to determine whether or not he/she should be permanent in the new position.

ARTICLE B9. EMPLOYMENT PROCEDURES

- A. Any new employee hired shall be considered to be within his probationary period for the first sixty (60) days of employment. During that sixty (60) day period of time, the Board shall review the performance of the employee in order to determine whether or not he should be permanently employed. A decision to dismiss an employee during the probationary period shall be absolute and not subject to the grievance and arbitration provisions of this Agreement.
- B.
 - 1. An employee who is resigning from his position shall give the Board sixty (60) calendar days notice.
 - 2. During the final year of employment, vocation shall be earned and paid in proportion to the number of full months worked to the total contract year.
 - 3. If the full sixty (60) days notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given.
- C. Except in disciplinary cases, a permanent employee who is not being retained shall be given sixty (60) days notice or, in the alternative sixty (60) days pay.
- D. Notification of Contract and Salary: Employees shall be notified of their contract and salary status for the ensuing year no later than May 30th
- E. Assigned Duties
 - 1. At no time shall the Board or any Agent thereof assign or direct any employee covered by this contract to any other duties outside of the duties appropriate to their position and consistent with the general job description.
 - 2. At no time shall an employee be requested or required to, in any way, supervise or be responsible for pupils at any work location except in the event of any emergency.
- F. Reduction in Force: When the Board is considering a reduction in force, it shall notify and consult with the Association concerning such reduction not less than sixty (60) days prior to any layoffs.

ARTICLE B10. VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. No later than May 15th of each school year, the Superintendent shall deliver to the Association a list of the known vacancies, which shall occur during the following school year.
- B. Employees who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the school or schools to which he desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted no later than June 1st.
- C. The substantive decision concerning transfers and reassignments is within the exclusive authority of the Board and such determinations shall not be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE B11. INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Absent disciplinary action by the Board, the involuntary transfer or reassignment of an employee shall not involve a reduction in pay.
- B. Notice of an involuntary transfer or reassignment shall be given to employees as soon as practicable. Except in cases of emergency, notification for reassignment in the upcoming school year shall be given by June 1st, and if during the school year five (5) calendar days of the actual transfer.
- C. An employee may, within five (5) days from receipt of the notification of involuntary transfer or reassignment, request a meeting with the Superintendent to discuss his concerns. The Superintendent shall schedule a meeting with the employee within ten (10) days from the receipt of the request. The employee may, at his option, have an Association representative present at such meeting.
- E. The substantive decision concerning involuntary transfers and reassignments is within the exclusive authority of the Board and such determination shall not be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE B12. PROMOTIONS

- A. When a vacancy in a promotional position exists, the Board Secretary shall post a notice of such vacancy in each school and provide a copy to the Association.
- B. Employees who desire to apply for such vacancies shall submit their applications in writing to the Board Secretary within the time limit specified in the notice, not less than five (5) days.
- C. The substantive determination for filling promotional positions is within the exclusive authority of the Board and such determinations shall not be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE B13. SENIORITY AND JOB SECURITY

- A. Seniority shall be accrued from the last date of hire.
- B. Reduction in force shall be accomplished for all full time and part time custodial and maintenance staff by releasing employees in reverse order in which they were hired. Part time employees will be released before full time employees. For the purposes of reduction in force, two seniority lists will be maintained consisting of full time and part time employees in each of the job classifications: (1) Custodial staff and (2) Maintenance and Grounds staff.
- C. An employee who loses a position due to a reduction in force shall be entitled to job rights in another job classification provided that:
1. The employee has accrued seniority greater than the lowest seniority accrued in the new job classification, and
 2. The employee has the demonstrated qualifications and competencies required to perform the responsibilities listed in the job description.
- D. Employees who have been laid off shall remain on a preferential hiring list for a period of one (1) year. During the one-year period, an employee shall be entitled to first refusal rights on any opening within the job classification that may occur.
- E. No employee covered by this article shall be discharged or disciplined except for just cause.
- F. Dismissal procedures shall be in accordance with N.J.A.C. 6, 3-1.20.

ARTICLE B14. MISCELLANEOUS PROVISIONS

- A. The Board or its designee shall meet and consult with the Association concerning the adoption of job descriptions for positions in this unit prior to any such adoptions.
- B. Buildings and grounds supervisor and night foreman will meet at least quarterly to discuss any job related problems.
- C. When Supervisor is absent in the evening, a custodian covering will perform security duties within the scope of his/her work hours.

GROUP C: SECRETARIAL/CLERICAL

ARTICLE C1. DAILY WORK HOURS

- A. The workday for 12 month and 10 month clerical (A salary guide) employees shall consist of eight (8) hours, inclusive of a sixty (60) minute lunch break. All employees shall be scheduled by their supervisor. The schedule shall contain regular starting and quitting time between seven (7) a.m. and five (5) p.m.
- B. The workday for level C employees shall consist of seven (7) hours, inclusive of a sixty (60) minute lunch break. All employees shall be scheduled by their supervisor. The schedule shall contain a regular starting and quitting time between seven (7) a.m. and five (5) p.m.
- C. All employees who work in excess of their normal work week shall be paid at an hourly rate of one and one-half (1 1/2) times their regular hourly pay. The immediate supervisor will have the authority to permit secretary to decide between monetary compensation or compensatory time for overtime worked.
- D. Overtime shall be defined as all time of work in excess of the employees regular hours as defined in sections A and B or on days when school would be normally closed for the employee.
- E. When overtime work is necessary, the Board will first attempt to have such work performed by volunteers. If no employee volunteers, the Board shall have the right to require an employee to work overtime by taking said employee's name from a rotating list, which shall be maintained separately for secretaries and aides. Each of the secretarial employees shall be on each of the overtime lists.
- F. All overtime pay will be rounded to the nearest one-half (1/2) hour at the end of each pay period. This will be remunerated at the rate of one and one-half (1 1/2) times the individual's regular hourly salary for time worked on week days, Saturday rate at time and one half (1 1/2) and Sunday rate at double (2) times her/his regular hourly salary for overtime worked on holidays.
- G. During the summer vacation break the normal scheduled workday for twelve month employees shall consist of seven (7) hours, inclusive of a sixty (60) minute lunch break. All employees shall be scheduled by their supervisor. The schedule shall contain a regular starting and quitting time.
- H. Each employee shall be entitled to one fifteen (15) minute break in the morning and one fifteen (15) minute break in the afternoon. Such breaks shall be mutually scheduled so as to cause the least disruption to the work process.
- I.
 - (1) Employees shall not be required to report to work when school is closed due to inclement weather.
 - (2) All employees will report to work according to the school opening schedule during inclement weather.
- J. Library Aides shall work three (3) hours per day between the hours of nine (9) a.m. and four(4) p.m., from the day after the teachers' year ends until June 30.
- K. Employees working 29.5 hours per week will be entitled to one (1) twenty minute break scheduled with approval of the supervisor.

ARTICLE C2. WORK YEAR

- A. During the pupil school year, all employees shall work the same days as those worked by teaching staff members.
- B. The following holidays: Columbus Day, and Martin Luther King Day, shall be holidays to be taken on those days, and the Friday preceding President's Day weekend to be used as a floating holiday.
- C. Any changes made from the 1991-92 calendar impacting on holidays will be compensated with a floating holiday. This will not impact on the date of opening of school.

ARTICLE C3. HOLIDAYS

- A. All employees shall be entitled to the same holidays as teaching staff members.
- B. Twelve (12)-month employees shall also receive July 4 and Labor Day as paid holidays.

ARTICLE C4. VACATION

- A. Twelve (12) month employees shall be entitled to the following vacation: six (6) months to one (1) year, five (5) days; after one (1) year to four (4) years, ten (10) days; after five (5) years fifteen (15) days.
- B. All vacations shall be mutually scheduled between the employee and her immediate supervisor.
- C. Employees may carry over fifteen (15) vacation days to the following year.
- D. Any ten (10) month employee hired after July 1, 1989 will not be entitled to vacation days.
- E. A ten month employee promoted to a twelve month position will have time serve toward vacation calculated in the following manner. Number of years multiplied by ten months, divided by twelve. The employee will then be covered by the vacation schedule outlined in "A" above.

ARTICLE C5. SICK LEAVE

- A. As of July 1, 1989 all employees employed shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year. Unused sick leave days shall be accumulated from year to year with no maximum limit. Any employee beginning employment after July 1, 1992 will have sick day buy back capped as stated below (Section C, #2). The need for presentation of a medical certificate after sick leave shall be at the discretion of the Superintendent.
- B. Employees shall be given a written accounting of accumulated sick leave days no later than September 15 of each school year.
- C. Upon retirement under the pension law, after ten (10) years of service in the Audubon School District, the Board shall pay the employee for each day of accumulated unused sick leave in accordance with the following:
 - 1. Individual calendars will determine the amount of sick days that were available as of June 30, 1992. These days will be valued at \$22 per day. The number of days over and above that amount will be valued at: 2003-04: \$33.00, 2004-05: \$38.50, and 2005-06: \$44.00
 - 2. The total reimbursement for employees hired on or after July 1, 1992 will be a maximum of \$2,000.
- D. All secretarial staff "steadily employed by the Board of Education" will be entitled to ten (10) sick days per year. This includes all nineteen and one half (19 ½), twenty-two (22) and twenty-nine and one half (29 ½) hour employees who work each week. This agreement is in accordance with 18A:30-2. A sick day corresponds only to the hours the employee would have worked, for instance three (3) or four (4) on the given day.
- E. Unused personal days shall convert to accumulated sick days
- F. If termination of employment is due to death, payment of unused sick days shall be remitted to employee's estate.

G. Twelve (12) sick days of the current year will not be subject to termination pay until the employee reports to work one day of that year.

H. On the year of retirement, sick days shall be prorated one day per month for twelve (12) month employees and 1.2 days per month for ten (10) month employees for sick day reimbursement.

I. Notice of intent to retire shall be received in the Superintendent's office by January 1 of the retirement year in order for staff member to receive payment for unused sick and vacation days by September of that year. Notice not received by January 1 may result in delay of payment until the second August following retirement.

ARTICLE C6. SALARIES

A. Each ten (10) month employee shall receive her final pay and the pay schedule for the following year on her last working day in June or July.

B. Employees shall be paid on the 15th and 30th of each month of their contract year. When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their pay on the last previous working day.

C. An hourly rate for part time employees will be established effective July 1, 2003.

D. Employees required to make phone calls from home shall be reimbursed for said calls, provided proof can be furnished upon demand.

E. Salary Guides **Exhibit C**.

ARTICLE C7. EVALUATION

A. Non-tenure employees shall be evaluated by their immediate superiors a minimum of two (2) times in each contract year. Tenured employees will be evaluated by their supervisor at least once. This evaluation will include a professional improvement plan.

B. Subsequent to each evaluation, the employee shall be provided with a written evaluation report describing the employee's strengths, weaknesses and areas, which require improvement.

C. Subsequent to the employee's receipt of the evaluation report, a conference between the employee and her immediate supervisor shall be mutually scheduled for the purpose of discussing the report. If the employee so chooses, she may have a representative of the Association present at the meeting, if the meeting may have a negative effect on employment.

D. An employee shall have the right, upon reasonable request in writing, to review the contents of her personnel file and to receive a single copy at Board expense of any document contained therein within two (2) working days in writing.

ARTICLE C8. EMPLOYMENT PROCEDURES

A. Non-Tenure Dismissal

1. Each employee who is not being retained for the subsequent school year shall be so notified no later than April 30 of the current school year

2. An employee may, within thirty (30) days of her receipt of notification, request that the Board provide her with the reasons for non-renewal.

3. The Board will provide to the notified employee the statement of reasons within fifteen (15) days from the receipt of her request.

B. Resignation

1. An employee who is resigning from her position shall give the normal two (2) weeks notice.

2. Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given.

3. If the full two (2) weeks notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose, ten (10) full working days shall be used in calculating the amount of notice given by the employee.

C. Notification of Contract and Salary

Employees shall be notified of their contract and salary status for the ensuing year no later than May 15th.

D. Assigned Duties

1. At no time shall the Board or any agent thereof, assign or direct any employee covered by this contract, to any other duties outside of the duties appropriate to their position and consistent with their general job description.
2. At no time shall an employee be requested or required to, in any way, supervise or be responsible for pupils at any work location, except in the event of an emergency unless it is the employees primary work responsibility.

ARTICLE C9. VOLUNTARY TRANSFERS AND REASSIGNMENT

A. No later than May 15 of each school year, the Superintendent shall deliver to the Association a list of the known vacancies that shall occur during the following school year.

B. Employees who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the school or schools to which she desires to be transferred, in order of preference. Such requests for transfer and reassignments for the following year shall be submitted no later than June 1.

C. No later than June 15, the Superintendent shall advise each transferred employee and deliver to the Association a system-wide schedule showing the names of all employees who have been reassigned or transferred.

D. The substantive decision concerning transfers and reassignments is within the exclusive authority of the Board and such determinations shall not be subject to the grievance and provisions of this Agreement.

ARTICLE C10. INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Absent disciplinary action by the Board, the involuntary transfer or reassignment of an employee shall not involve a reduction in job classification or compensation.

B. Notice of an involuntary transfer or reassignment shall be given to employees as soon as practicable. Except in cases of emergency, notification for reassignment in the upcoming school year shall be given by June 1 and during the school year, two (2) weeks before the actual transfer.

C. An employee may, within five (5) days from receipt of the notification of involuntary transfer or reassignment, request a meeting with the Superintendent to discuss the concerns. The Superintendent shall schedule a meeting with the employee within ten (10) days from receipt of the request. The employee may, at her option, have an Association representative present at such meeting.

D. The substantive decision concerning involuntary transfers and reassignments is within the exclusive authority of the Board and such determination shall not be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE C11. VACANCIES

A. Notice of vacancies shall be forwarded to the Association president and posted for five school days in the main office of all buildings.

B. Employees of the Association may forward their application in writing to the Superintendent.

C. When school is not in session, notices of vacancies will be mailed to the Association president.

D. All vacancies shall be posted internally for five (5) school days, before external advertising.

ARTICLE C12. SENIORITY AND JOB SECURITY

- A. Any new employee hired shall be considered to be within her probationary period for the first sixty (60) days of employment. During that sixty (60) day period of time, the Board shall review the performance of the employee in order to determine whether or not she should be permanently employed. A decision to dismiss an employee during the probationary period shall be absolute and not subject to the grievance and arbitration provisions of this Agreement. After completion of the probationary period, no employee covered by this article shall be discharged or disciplined except for just cause.
- B. Seniority in job classification only shall be accrued from the last date of hire. Reductions in the size of staff shall be accomplished by reducing the force in reverse order in which they were hired.
- C. Employees who have been laid off shall remain on a preferential hiring list for a period of one (1) year. During the one-year period, an employee shall be entitled to first refusal rights on any opening within the job classification that may occur
- D. All personnel hired before July 1, 1997 who are full time will remain full time.

ARTICLE C13. MISCELLANEOUS PROVISIONS

- A. The Board will provide parking spaces for its employees.
- B. The Board shall provide a pool of \$2000 per year to reimburse employees who complete course(s) pertaining to their position. Course(s) must receive prior approval of the Superintendent. Payment shall be on June 30. If claims exceed \$2000 they will be prorated.
- C. The Board shall provide a pool of \$750 per year for all expenses incurred for Professional Days approved by the Superintendent.
- D. Any person working thirty (30) hours per week will be considered full time. All part time employees will be entitled to ten (10) sick days per year. No personal days.

(The Board and the Association agree that the Business Office Positions (Payroll & Accounts Payable) will not be part of the Association.)

GROUP D: TEACHER AIDES

ARTICLE D1. TUITION REFUND

The Board agrees to pay a tuition refund to teacher aides hired on or before June 30, 2003 under the "No Child Left Behind" Mandate, in accordance with provisions set forth in the Professional Development and Educational Improvement Article of this contract.

Exhibit A

AUDUBON TEACHER SALARY GUIDE
2003/2004-2005/2006

<u>STEP/YR.</u>	<u>2003/04</u>	<u>2004/05</u>	<u>2005/06</u>
1	37000	38000	40000
2	37800	39000	40500
3	38400	40000	41000
4	38900	40600	42000
5	40000	41100	42800
6	40700	42100	43500
7	41500	42900	44500
8	42900	43700	45300
9	44200	45200	46000
10	45700	46400	47800
11	47600	48000	49000
12	49500	50000	50500
13	51000	52000	52600
14	53300	54000	55000
15	56200	57000	57300
16	61200	61500	62000
17	70100	71500	71500
18			73600
BA+30	1200	1500	1600
MA	2500	3000	3200
MA+30	3100	3600	3800
Longevity	2800	3000	3200

Exhibit B

AUDUBON MAINTENANCE SALARY GUIDES
2003/2004-2005/2006

<u>STEP</u>	<u>2003/04</u>	<u>2004/05</u>	<u>2005/06</u>
1	28000	29000	31000
2	29000	30000	31500
3	30000	31000	32000
4	31000	32000	33000
5	32000	33000	34000
6	33000	34000	35000
7	34000	35000	36000
8	35000	36000	37000
9	36500	37000	38000
10	37500	38500	39000
11	38500	40000	40500
12	41500	43000	44400
13	41500	43000	44400

Longevity

5yrs	200	300	500
10yrs	300	400	600
15yrs	400	500	700
20yrs	500	600	800
<i>asst. to super</i>	3000	3000	3000

licenses	450	450	450
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Exhibit B

AUDUBON CUSTODIAL SALARY GUIDES
2003/2004-2005/2006

<u>STEP</u>	<u>2003/04</u>	<u>2004/05</u>	<u>2005/06</u>
1	19800	20000	21000
2	21000	20800	21500
3	21200	22200	22000
4	22100	22600	23400
5	22700	23400	23800
6	23500	24000	24800
7	24200	24800	25200
8	25800	25800	26200
9	27000	27500	27500
10	29000	29000	29000
11	32000	31000	31000
12	34000	34000	34000
13	37000	37000	37000
14	40000	40500	41000

Longevity

5yrs.	200	300	300
10yrs.	300	400	500
15yrs.	400	500	600
20yrs.	500	600	700

licenses	450	450	450
lead	1500	1500	1500

Exhibit C

AUDUBON SECRETARIAL SALARY GUIDES
12 MONTH

<u>STEP</u>	<u>2003/04</u>	<u>2004/05</u>	<u>STEP</u>	<u>2005/06</u>
1	24000			
2	24500	25800	1	26000
3	25600	26500	2	27000
4	26600	27400	3	28000
5	27200	28200	4	29000
6	28000	29000	5	30000
7	29200	29800	6	30800
8	30000	30900	7	31600
9	31000	31800	8	32700
10	32000	32900	9	33600
11	32800	34000	10	35000
12	33700	35000	11	36100
13	34700	36000	12	37000
14	35500	37000	13	38000
15	36500	38000	14	39000
16	37500	39000	15	40000
17	38500	40000	16	41000
18	39600	41000	17	42000
19	40500	41700	18	44000
20	42000	43000		
Longevity				
10YRS	200	200		200
15YRS	300	300		300
20YRS	400	400		600

Exhibit C

AUDUBON SECRETARIAL/CLERICAL SALARY GUIDES
10 MONTH

<u>STEP</u>	<u>2003/04</u>	<u>2004/05</u>	<u>STEP</u>	<u>2005/06</u>
1	20500			
2	21000	21000		
3	21500	21900	1	22000
4	22100	22600	2	23000
5	22700	23100	3	23800
6	23400	23900	4	24400
7	24400	24700	5	25200
8	25000	25700	6	26100
9	25700	26300	7	27100
10	26500	27000	8	27700
11	27200	27900	9	28400
12	27900	28700	10	29300
13	28700	29400	11	30300
14	29500	30400	12	31100
15	30300	31300	13	32200
16	31100	32200	14	33200
17	32000	33100	15	34200
18	33000	34100	16	35200
19	34000	35300	17	36300
20	35200	36400	18	37800
Longevity				
10yrs	200	200		200
15yrs	300	300		300
20yrs	600	600		600

Exhibit D

AUDUBON CLASSROOM AIDES SALARY GUIDES

2003/2004-2005/2006

<u>STEP</u>	<u>2003/04</u>	<u>2004/05</u>	<u>2005/06</u>
1	12000	12500	13000
2	12500	12800	13400
3	13400	13500	13800
4	14400	14500	14700
5	15700	15800	15900
6	16400	16700	16800
7	17200	17400	17600
8	17500	18000	18400
9	18300	18800	20000
10	21500	22500	23700

Exhibit "E"
Extra-Curricular
Salary Guide
Athletics

<u>POSITION</u>	<u>NUMBER</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>
Football: Head Coach	1			
STEP 1		\$6,000	\$6,100	\$6,200
STEP 2		\$6,100	\$6,300	\$6,600
STEP 3		\$7,000	\$7,200	\$7,400
Football: Asst. Coach	5			
STEP 1		\$4,000	\$4,100	\$4,200
STEP 2		\$4,200	\$4,300	\$4,400
STEP 3		\$4,800	\$4,900	\$5,000
Soccer/Hockey: Head Coach	2			
STEP 1		\$4,000	\$4,100	\$4,300
STEP 2		\$4,200	\$4,400	\$4,600
STEP 3		\$4,800	\$4,900	\$5,000
Soccer/Hockey: Asst. Coach	4			
STEP 1		\$2,500	\$2,600	\$2,700
STEP 2		\$2,900	\$3,000	\$3,200
STEP 3		\$3,300	\$3,400	\$3,600
Hockey: Jr. High Coach	1			
STEP 1		\$1,800	\$1,900	\$2,000
STEP 2		\$2,000	\$2,000	\$2,100
STEP 3		\$2,300	\$2,400	\$2,500
Hockey Elem./Tennis Jr. High	2			
STEP 1		\$800	\$900	\$1,000
STEP 2		\$900	\$1,000	\$1,100
STEP 3		\$1,000	\$1,100	\$1,200
Cross-Country: Head Coach	2			
STEP 1		\$3,300	\$3,400	\$3,500
STEP 2		\$3,500	\$3,600	\$3,700
STEP 3		\$3,800	\$3,900	\$4,000
Track/Cross-Country Jr. High	2			
STEP 1		\$800	\$900	\$1,000
STEP 2		\$900	\$1,000	\$1,100
STEP 3		\$1,300	\$1,400	\$1,500
Tennis: Head Coach	2			
STEP 1		\$3,800	\$3,900	\$4,000
STEP 2		\$4,000	\$4,100	\$4,200
STEP 3		\$4,700	\$4,800	\$5,000
Tennis: Asst. Coach	2			
STEP 1		\$2,000	\$2,200	\$2,400
STEP 2		\$2,400	\$2,600	\$2,800
STEP 3		\$2,700	\$2,900	\$3,000
Basketball/Wrestling: Head Coach	3			
STEP 1		\$5,000	\$5,200	\$5,400
STEP 2		\$5,200	\$5,400	\$5,800
STEP 3		\$6,200	\$6,400	\$6,600

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Basketball/Wrestling Asst. Coach	8			
STEP 1		\$3,400	\$3,500	\$3,600
STEP 2		\$3,600	\$3,700	\$3,800
STEP 3		\$4,200	\$4,300	\$4,400
Basketball Jr. High Coach	2			
STEP 1		\$2,400	\$2,500	\$2,600
STEP 2		\$2,700	\$2,800	\$2,900
STEP 3		\$2,900	\$3,000	\$3,100
Swimming: Head Coach	1			
STEP 1		\$3,500	\$3,800	\$4,000
STEP 2		\$4,000	\$4,200	\$4,400
STEP 3		\$4,800	\$4,900	\$5,000
Swimming: Assistant Coach	1			
STEP 1		\$1,800	\$1,900	\$2,000
STEP 2		\$1,900	\$2,000	\$2,200
STEP 3		\$2,400	\$2,500	\$2,700
Baseball/Softball/Track: Head Coach	4			
STEP 1		\$4,800	\$4,900	\$5,000
STEP 2		\$5,000	\$5,200	\$5,400
STEP 3		\$6,000	\$6,200	\$6,400
Baseball/Softball/Track: Asst. Coach	10			
STEP 1		\$2,800	\$2,900	\$3,000
STEP 2		\$3,000	\$3,200	\$3,400
STEP 3		\$3,400	\$3,600	\$4,000
Golf: Head Coach	1			
STEP 1		\$2,500	\$2,700	\$2,900
STEP 2		\$2,800	\$3,000	\$3,200
STEP 3		\$3,300	\$3,400	\$3,600
Golf: Assistant Coach	1			
STEP 1		\$1,400	\$1,500	\$1,800
STEP 2		\$1,700	\$1,900	\$2,000
STEP 3		\$1,800	\$2,000	\$2,200
Cheerleading/Fall: Head Coach	1			
STEP 1		\$1,700	\$1,800	\$1,900
STEP 2		\$1,800	\$1,900	\$2,000
STEP 3		\$2,200	\$2,400	\$2,600
Cheerleading/Fall: Asst Coach	1			
STEP 1		\$1,000	\$1,100	\$1,200
STEP 2		\$1,100	\$1,200	\$1,400
STEP 3		\$1,200	\$1,400	\$1,600
Cheerleading/Winter: Head Coach	1			
STEP 1		\$2,000	\$2,100	\$2,200
STEP 2		\$2,100	\$2,200	\$2,400
STEP 3		\$2,400	\$2,600	\$2,800
Cheerleading/Winter: Asst Coach	1			
STEP 1		\$1,100	\$1,200	\$1,300

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STEP 2		\$1,300	\$1,400	\$1,500
STEP 3		\$1,500	\$1,600	\$1,700
Athletic Trainer: Fall	1			
STEP 1		\$3,800	\$1,900	\$4,000
STEP 2		\$4,000	\$4,200	\$4,400
STEP 3		\$4,800	\$5,000	\$5,200
Athletic Trainer: Winter	1			
STEP 1		\$4,000	\$4,100	\$4,200
STEP 2		\$4,400	\$4,600	\$5,000
STEP 3		\$6,200	\$6,300	\$6,400
Athletic Trainer: Spring	1			
STEP 1		\$2,700	\$2,800	\$2,900
STEP 2		\$2,900	\$3,000	\$3,100
STEP 3		\$3,400	\$3,600	\$3,800
Athletic Trainer: Assistant	1			
STEP 1		\$1,300	\$1,500	\$1,700
STEP 2		\$1,500	\$1,700	\$1,800
STEP 3		\$1,800	\$1,900	\$2,000
Assistant Athletic Director	1			
STEP 1		\$8,500	\$8,600	\$8,700
STEP 2		\$8,500	\$8,600	\$8,700
STEP 3		\$8,500	\$8,600	\$8,700

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Secondary

<u>POSITION</u>	<u>NUMBER</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>
7,8,9,10 Grade Advisor	4			
STEP 1		\$600	\$700	\$800
STEP 2		\$700	\$800	\$900
STEP 3		\$900	\$1,000	\$1,100
11th Grade Advisor	1			
STEP 1		\$1,200	\$1,400	\$1,600
STEP 2		\$1,400	\$1,600	\$1,800
STEP 3		\$1,600	\$1,800	\$2,000
12th Grade Advisor	1			
STEP 1		\$2,800	\$3,000	\$3,200
STEP 2		\$3,000	\$3,200	\$3,400
STEP 3		\$3,200	\$3,400	\$3,600
INTERACT/S.T.A.R.S.	2			
STEP 1		\$600	\$700	\$800
STEP 2		\$700	\$800	\$900
STEP 3		\$800	\$900	\$1,000
Academic Challenge	1			
STEP 1		\$900	\$1,000	\$1,100
STEP 2		\$1,000	\$1,100	\$1,200
STEP 3		\$1,100	\$1,200	\$1,300
Chess Club	1			
STEP 1		\$500	\$600	\$700
STEP 2		\$700	\$800	\$900
STEP 3		\$800	\$900	\$1,000
Choral Activities/Instr. Concert	2			
STEP 1		\$2,000	\$2,100	\$2,200
STEP 2		\$2,300	\$2,400	\$2,500
STEP 3		\$2,800	\$3,000	\$3,200
Choral Ensemble	1			
STEP 1		\$400	\$500	\$600
STEP 2		\$500	\$600	\$700
STEP 3		\$600	\$700	\$800
Jazz&Summer Band/One Act Play	4			
STEP 1		\$600	\$700	\$800
STEP 2		\$700	\$800	\$900
STEP 3		\$900	\$1,000	\$1,100
Marching Band	1			
STEP 1		\$3,600	\$3,800	\$4,000
STEP 2		\$4,000	\$4,200	\$4,400
STEP 3		\$4,800	\$4,900	\$5,000
Assistant Band/March	1			
STEP 1		\$2,000	\$2,100	\$2,200
STEP 2		\$2,200	\$2,300	\$2,400
STEP 3		\$2,650	\$2,700	\$2,800

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Assistant Band/Front	1			
STEP 1		\$1,600	\$1,700	\$1,800
STEP 2		\$1,800	\$1,900	\$2,000
STEP 3		\$2,100	\$2,200	\$2,300
Detention	1			
STEP 1		\$3,200	\$3,400	\$3,600
STEP 2		\$3,400	\$3,600	\$3,800
STEP 3		\$4,000	\$4,100	\$4,200
E. M. S.	1			
STEP 1		\$2,500	\$2,600	\$2,700
STEP 2		\$2,700	\$2,800	\$2,900
STEP 3		\$3,200	\$3,400	\$3,600
Environmental Club	1			
STEP 1		\$500	\$550	\$600
STEP 2		\$600	\$650	\$700
STEP 3		\$700	\$800	\$900
National Honor Society	1			
STEP 1		\$1,000	\$1,100	\$1,200
STEP 2		\$1,100	\$1,200	\$1,300
STEP 3		\$1,300	\$1,400	\$1,500
Parrot	1			
STEP 1		\$1,700	\$1,800	\$1,900
STEP 2		\$1,800	\$1,900	\$2,000
STEP 3		\$2,100	\$2,200	\$2,300
Published Mind	1			
STEP 1		\$500	\$600	\$700
STEP 2		\$600	\$700	\$800
STEP 3		\$700	\$800	\$900
Parrakeet/National Honor Society(Jr)	2			
STEP 1		\$400	\$450	\$500
STEP 2		\$500	\$600	\$700
STEP 3		\$700	\$800	\$900
Student Council	1			
STEP 1		\$1,600	\$1,700	\$1,800
STEP 2		\$1,800	\$1,900	\$2,000
STEP 3		\$2,400	\$2,600	\$2,800
Yearbook (Editor)	1			
STEP 1		\$3,500	\$3,700	\$4,000
STEP 2		\$3,700	\$4,000	\$4,300
STEP 3		\$4,500	\$4,600	\$4,700
Yearbook(Business)	1			
STEP 1		\$1,800	\$1,900	\$2,000
STEP 2		\$2,000	\$2,200	\$2,300
STEP 3		\$2,300	\$2,400	\$2,500
Play Director/Producer	2			
STEP 1		\$1,900	\$2,000	\$2,100

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Secondary

STEP 2		\$2,100	\$2,200	\$2,300
STEP 3		\$2,400	\$2,500	\$2,600
Weight Room/F/W/Sp/Su	4			
STEP 1		\$1,000	\$1,100	\$1,200
STEP 2		\$1,200	\$1,300	\$1,400
STEP 3		\$1,400	\$1,500	\$1,600
Website Manager	3			
STEP 1		\$1,000	\$1,100	\$1,200
STEP 2		\$1,200	\$1,300	\$1,400
STEP 3		\$1,400	\$1,500	\$1,600
Graduation	1			
STEP 1		\$300	\$350	\$400
STEP 2		\$350	\$400	\$450
STEP 3		\$400	\$450	\$500
Core Team	#			
Intermurals/Flag Football	4			
STEP 1		\$500	\$600	\$700
STEP 2		\$600	\$700	\$800
STEP 3		\$700	\$800	\$900
Staff Mentors				
STEP 1		\$600	\$600	\$600
STEP 2		\$600	\$600	\$600
STEP 3		\$600	\$600	\$600
Student Mentors/Jr. High Graduation	1			
STEP 1		\$150	\$150	\$150
STEP 2		\$200	\$200	\$200
STEP 3		\$250	\$250	\$300
Instructional Council	7			
STEP 1		\$1,000	\$1,100	\$1,200
STEP 2		\$1,100	\$1,200	\$1,300
STEP 3		\$1,200	\$1,300	\$1,400

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Elementary

POSITION	NUMBER	2003-2004	2004-2005	2005-2006
Safety Patrol: Head	2			
STEP 1		\$1,500	\$1,600	\$1,800
STEP 2		\$1,700	\$1,900	\$2,000
STEP 3		\$2,000	\$2,200	\$2,400
Safety Patrol: Asst./Student Council	4			
STEP 1		\$700	\$800	\$900
STEP 2		\$800	\$900	\$1,000
STEP 3		\$900	\$1,000	\$1,100
Detention	2			
STEP 1		\$1,500	\$1,600	\$1,700
STEP 2		\$1,700	\$1,800	\$2,000
STEP 3		\$2,200	\$2,300	\$2,400
Instrumental Music	1			
STEP 1		\$1,300	\$1,400	\$1,500
STEP 2		\$1,500	\$1,600	\$1,700
STEP 3		\$1,800	\$1,900	\$2,000
Choral Music	1			
STEP 1		\$1,600	\$1,700	\$1,800
STEP 2		\$1,800	\$1,900	\$2,000
STEP 3		\$2,200	\$2,300	\$2,400
Intramurals: Fall/Winter/Spring	3			
STEP 1		\$600	\$700	\$800
STEP 2		\$700	\$800	\$900
STEP 3		\$800	\$900	\$1,000
School Newspaper Advisor	1			
STEP 1		\$500	\$600	\$700
STEP 2		\$600	\$700	\$800
STEP 3		\$700	\$800	\$900
Core Team				
STEP 1		\$500	\$600	\$700
STEP 2		\$600	\$700	\$800
STEP 3		\$700	\$800	\$900
Instructional Council	7			
STEP 1		\$1,000	\$1,100	\$1,200
STEP 2		\$1,100	\$1,200	\$1,300
STEP 3		\$1,200	\$1,300	\$1,400

