

Agreement Between
The Board of Education of the Borough of
Oaklyn
And
The Oaklyn Education Association
2020-2023

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Agreement

This AGREEMENT entered into this 25th day of August, 2020 between the BOARD OF EDUCATION OF THE BOROUGH OF OAKLYN, Camden County, New Jersey (hereinafter called the "BOARD") and OAKLYN EDUCATION ASSOCIATION, (Hereinafter called the "Association).

WHEREAS, the Board has an obligation, pursuant to N.J.S.A. 34:13 A-1 et. seq. to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement;

NOW THEREFORE, it is on the day and year first above written agreed by and between the parties in consideration of the mutual covenants as follows:

Article 1 - Recognition

- A. The Oaklyn Board of Education recognizes the Oaklyn Education Association as the exclusive majority representative as defined in Chapter 123, P.L. 1974 for all certified staff members, paraprofessionals, Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk whether under contract or on a leave approved under this agreement, but excluding administrative and supervisory staff members.
- B. Unless otherwise indicated, the term "teacher", "paraprofessional", "Principal's Secretary", "Child Study Team Secretary", "School Secretary", or "Clerk" when used in this Agreement shall refer to all personnel under 10 or 12 month contract with the Board within the definition of A. above. References to male employees shall include female employees.
- C. Paraprofessionals, Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk are excluded from Articles 8(A2,A3&B) 9, 11, 12(a) (b) & (d), 13,+15, 16,17, 18 (h), 19, 20 (b) (c) & (d).
- D. In the event that the Board of Education reverts back to "in-house" custodial services, the parties will reinstate the applicable contract language as written in the 2009-2010 Collective Bargaining Agreement.

Article 2 - Negotiation of Successor Agreement

- A. The parties agree to enter into collective negotiation over a successor Agreement in accordance with N.J.S.A. 34:13 A-1 et seq. in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers', paraprofessionals', Principal's Secretary's, School Secretary's, Child Study Team Secretary's, and Clerk's employment. The Association must notify the Board in writing of its intention to commence negotiations, no later than 15 days prior to the start of negotiations. Negotiations shall commence no later than November 1, 2019 or as soon thereafter as practicable. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be ratified by the Board and the Association.
- B. As many formal negotiation sessions as are necessary will be held by the representatives of the Board and the Association in order to reach a successor Agreement. It is understood that P.E.R.C. has the right to appoint a mediator in the event that the parties fail to achieve an agreement by 90 days prior to the Board's required budget submission date. The agenda for such sessions will be subject to mutual agreement and submitted to all parties prior to the next session. Neither party shall have control over the selection of the negotiating representatives of the other party.
- C. This Agreement shall not be modified in whole or in any part by the parties except by an instrument in writing duly executed by both parties.

Article 3 - Employee Rights

- A. Pursuant to N.J.S.A. 34:13 A-1 et seq., the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and for mutual aid and protection. As a duly elected 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 employee in the enjoyment of any rights conferred by N.J.S.A. 34:13 A-1 et seq. 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, his participation in any lawful activities of the Association or 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. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.

Article 4 - Association Rights and Privileges

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time all available public information concerning the financial resources of the district and such other public information that shall assist the Association in developing intelligent, accurate, informed and constructive programs, together with public information which may be necessary for the Association to process any grievance or complaint.
- B. Whenever any representatives of the Association or any employee participates during working hours in negotiations for a successor agreement with the Board or in a grievance proceeding initiated by him, he shall suffer no loss in pay.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings outside the school day with prior approval of the principal. The principal of the building in question shall be notified in advance of the requested time and place of all such meetings.
- D. The Association shall have the right to use school facilities and equipment for Association business, including typewriters, copiers, calculating machines, computers and all types of audio-visual equipment at reasonable times, when such is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use, and for all repairs necessitated as a result thereof.
- E. The Association shall have the right to use the intra school mail facilities and school mailboxes as it deems necessary and without the approval of the principal or other members of the Administration.
- F. 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, paraprofessionals, Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk and no other organization.
- G. Representation Fee
 - 1. Purpose of Fee

If any certified teaching staff member, paraprofessional, Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

2. Amount of Fee/Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

3. Deduction and Transmission of Fee

a. Notification

On or about the 15th of September of each year the Board will submit to the Association, a list of all employees in the bargaining unit. On or about December 1 of each year the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

b. Payroll Deduction Schedule

The Board will deduct from the salaries of the employees referred to in section (3-a) the full amount of the yearly representation fee in equal installments beginning with the first paycheck in January and ending with the last paycheck in June.

c. Termination of Employment

Any member, or non-member paying a representation fee, who terminates his or her employment with the Board before the Association has received the full amount which it is entitled to, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

d. Mechanics

Except as otherwise provided in this Article, the mechanics for transmission of such fees to the Association will, as nearly as possible, be the same as those used for the transmission of regular membership dues to the Association.

4. Indemnification and Save Harmless Provision

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the Board in conformity with this provision.

5. Demand and Return System

The obligation of the Board to deduct representation fees in accordance with this Article is expressly contingent upon the establishment by the Association of a "demand-and-return system" in accordance with law. The Association shall, on an annual basis, provide the Board with evidence of its establishment of a "demand-and-return system". The Board shall have no obligation, however, to satisfy itself that such "demand-and-return system" satisfies the requirements of law. The Board shall have no obligation to deduct this membership fee if this evidence is not furnished prior to December 1 of each year.

Article 5 - Board Rights

- A. The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the applicable laws and regulations of the State of New Jersey, including, but without limiting the generality of the foregoing, the right;
1. To the executive management and administrative control of the school system, and its properties and facilities, and the activities of its employees;
 2. To hire all employees, and subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, to their dismissal or demotion; and to promote, and transfer such employees;

3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board;
4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature;
5. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees with respect thereto, and non-teaching activities, and their terms and conditions of employment;
6. The Board of Education retains the right to create the school calendar for each year. The calendar shall cover the period of time from September 1 to June 30th.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules and regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by specific and express terms of this agreement and then only to the extent such specific and express terms thereof are in conformance with the applicable laws and regulations of the State of New Jersey.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Law, commonly known as Title 18A; the Administrative Code, commonly known as Title 6; or any other national, state, county, district, or local laws or regulations as they pertain to education.

Article 6 - Grievance Procedure

- A. The term "Grievance" means a complaint by any employee or the Association that, as to him, there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision affecting said employee.

The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:

1. The failure or refusal of the Board to renew a contract of a non-tenure teacher;
2. In matters where a method of review is prescribed by law, or by any rule, regulation, or by law of the State Commissioner;
3. In matters where the Board is without authority to act;
4. In matters involving the sole and unlimited discretion of the Board;
5. In matters where the discretion of the Board may not be unlimited but where, after the exercise of such discretion a further review of the Board's action is available to employees under provisions of State Law.

The term "representative" shall refer to the Oaklyn Education Association.

The "aggrieved person" is the person or persons making the claim.

- A. "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
- B. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- C. Any grievant shall institute action under the provisions hereof within fifteen (15) calendar days of the occurrence complained of, or within fifteen (15) calendar days after he would reasonably be expected to know of its occurrence. Failure to act within said fifteen (15) days period shall be deemed to constitute abandonment of the grievance.
 1. A grievant processing a grievance shall be assured freedom from restraint, interference,

coercion, discrimination, or reprisal.

2. In the representation of a grievance, the grievant shall have the right to present his own appeal or to designate a representative to appear with him at any step in his appeal. A minority organization shall not have the right to present or process a grievance.
3. Whenever the grievant appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.
4. A grievant shall first discuss his grievance orally with the principal. The principal will endeavor to resolve such grievance or problem promptly; if, at the conclusion of one calendar week, the principal has been unable to resolve the grievance to the satisfaction of all concerned, the problem will be reduced to writing by the grievant and submitted to the principal who will submit to the Superintendent on the same day his written version of the grievance and his action to date.
5. Within five (5) school days from the receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.
6. Within five (5) school days of said hearing (unless a different period is mutually agreed upon), the Superintendent shall in writing, advise the grievant and his representative, if there be one, of his determination and shall forward a copy of said determination to the school principal.
7. In the event of the failure of the Superintendent to act in accordance with the provisions of Paragraph 5 and 6, or in the event a determination by him in accordance with the provisions thereof is deemed unsatisfactory by either party, the Superintendent shall schedule a meeting with the parties concerned and the Board at its next scheduled meeting.
8. Where an appeal is taken to the Board, there shall be submitted by the grievant the writing set forth in Paragraph 4, and a further statement in writing setting forth the grievant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.
9. A grievant appealing to the Board may submit written materials in support of his application provided, however, that the same shall be served upon the adverse parties at least ten (10) school days prior to the hearing.
10. The Board shall make a determination within five (5) school days from the hearing thereon and shall in writing notify the grievant, his representative, if there be one, the principal and the Superintendent of its determination. This time may be extended by mutual agreement of the parties.
11.
 - a. Only on issues involving allegations of a violation of the specific terms of this agreement, the Association, at the request and with the approval of the grievant, may proceed to advisory arbitration. Request shall be made known to the Superintendent and the Board no later than two (2) weeks after the decision was made to request the advisory arbitration.
 - b. The arbitrator will be selected by the parties mutually agreeing on the name of an arbitrator but if agreement cannot be reached then the grievant may invoke a procedure of the Public Employment Relations Commission or American Arbitration Association with respect to the selection of any advisory arbitrator.
 - c. The advisory arbitrator shall limit himself to the issue submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education.
 - d. The recommendations of the arbitrator will be for advisory purposes only and will not be binding on the Board.
 - e. Only the Board, the grievant and his representative shall be given copies of the arbitrator's advice.

- f. Costs:
 - 1) The fees and expenses of the arbitrator shall be paid by the losing party. (Other costs: each party will bear the costs incurred by themselves).
 - 2) If the decision is split, the fees and expenses of the arbitrator will be shared equally.
 - 3) Arbitration proceedings shall not take place during the school day. If this is not possible, the teacher shall suffer no loss in pay.
- 12. It is understood that all employees shall, during and notwithstanding the pending of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 13. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- 14. In the event a grievance is filed at such time that it cannot be processed through all steps in the grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
- 15. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association or any other participant in the grievance procedure by reason of such participation.
- 16. If, in the judgment of the Association a grievance affects a group or class of teachers, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

Article 7 - Fair Dismissal Procedure

- A. On or before May 15th of each year, the Board shall give to each non-tenure teacher, paraprofessional, Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk continuously employed by it since the preceding September 30th 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-tenured employee who receives a notice of non-employment may, in writing, request a statement of reasons for such non-employment from the Superintendent, which statement shall be given to the employee in writing.
- C. If the employee desires to accept such employment he shall notify the Board of such acceptance, in writing, on or before June 1st of the same year.

Article 8 - Teacher and Support Staff Evaluation

- A. 1. All observations are to be followed-up by a written observation report and by a conference, as defined below, between the teacher and the supervisor conducting the observation as follows:
 - a. Teachers shall complete the post-observation reflection work within three (3) work days.
 - b. Each required observation will result in a performance rating which shall be shared with the employee within (ten) 10 work days after the observation.
 - c. An employee shall be given a copy of any visit, observation, or evaluation report prepared by his/her evaluator(s) one (1) day before any conference.
 - d. The observation post-conference, in face-to-face or virtual form, must be completed within

- fifteen (15) days of the date of observation. This marks the end of that observation cycle.
- e. All teacher forms, including any response/rebuttal, shall be signed or submitted within ten (10) days following the post conference.
 - f. There shall be at least seven (7) calendar days, whenever possible, between the time one evaluation is completed, including post observation conference, and the subsequent observation or evaluation. This “wait period” may be waived by the tenured staff member.

2. All monitoring or observation of the work performance of an employee shall be conducted openly. The use of eavesdropping, public address, audio systems, cameras, and similar surveillance devices shall be strictly prohibited. No derogatory material, including complaints, shall be put into an employee's personnel file without notifying such employee. If there is any material in the personnel file, which the employee believes to be derogatory, the employee may submit a written rebuttal that shall be put into his/her personnel file. An employee shall also have the right to make copies of any document in the personnel file. There shall be one official personnel file for each employee.

3. No observation or evaluation report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form. The teacher's signature indicates only that he has read the evaluation.

4. A teacher shall have the right, upon request, to review the contents of his personnel file.

- B. Prior to any annual evaluation report, the immediate supervisor of a non-tenured teacher shall have had appropriate communication, including but not limited to, all steps listed below, with said teacher regarding his performance as a teacher.

Supervisory reports shall be presented to non-supervisory personnel by the principal or counterpart supervisor periodically in accordance with the following procedures:

- 1. Such reports shall be issued in the name of the appropriate supervisor based on a compilation of reports, of observations, and of discussions with any or all supervisory personnel who came into contact with the teacher in a supervisory capacity.
 - 2. Such reports shall be addressed to the teacher.
 - 3. Such reports shall be in written form and shall include when pertinent:
 - a. Strengths of the teacher as evidenced during the period since the previous report.
 - b. Weaknesses of the teacher as evidenced during the period since the previous report.
 - c. Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.
 - 4. Attempts should be made to report on non-tenured teachers at least three (3) times each year; the first not later than October 30th, and the last not later than April 30th.
 - 5. An attempt should be made to report on tenured teachers at least once each year, not later than April 30th.
- C. Full-time paraprofessionals and Clerk with three (3) years of continuous service and tenured Principal's Secretary, School Secretary, and Child Study Team Secretary shall be evaluated once a year before May 1st. Full-time paraprofessionals and Clerk with less than three years of continuous service and non-tenured Principal's Secretary, School Secretary, and Child Study Team Secretary shall be evaluated two (2) times a year; one before January 31st and another before May 1st. The person conducting an evaluation shall meet with the employee within ten (10) working days after the evaluation. The employee shall be given a copy of the evaluation one (1) day prior to the meeting. No evaluation shall be put in the employee's file or acted upon without prior conference with the employee. The employee has a right to submit a written rebuttal to the employer. The employee has a right to submit a written rebuttal to the evaluation within ten (10) working days after the conference. The employee shall review and sign the evaluation. The signature merely indicates receipt of the evaluation copy and does not indicate agreement or disagreement with the evaluation itself. No employee shall be required to sign a blank or an incomplete evaluation form.

Article 9 - Teacher Work Year

- A. The in-school work year for teachers employed on a ten (10) month basis shall consist of a maximum of 187 days. At least four (4) days shall be non-pupil contact days, one (1) before the opening of school and at least three (3) additional days designated for staff development. Teacher day before opening of school shall include at least 1/2 of a full day for room preparation and /or scheduling time for teachers.

The first emergency closing will result in the reduction of one (1) student day and one (1) teacher day that will not be made-up. Emergency closings shall be for weather, utility interruptions, states of emergency, or any other reason the Superintendent deems it necessary to close school.

Teachers new to the district will come to a two day orientation before school opens for in-service to be provided by the administration. This new teacher orientation will be over and above the normal teacher year. There shall be a minimum of 180 pupil contact days and an additional four (4) optional days that may or may not be pupil contact at the discretion of the Board.

- B. Where any teacher has not finished his check-out schedule by a reasonable hour on the last day of the in-school work year, he may be required by the Superintendent to return for the number of reasonable working days required to complete his check-out schedule.
- C. The Board or its designee shall endeavor to provide the Association a copy of the proposed school calendar for review and comment prior to its approval.

Article 10 - Principal's Secretary/School Secretary/Child Study Team Secretary/Clerk and Paraprofessional Terms and Conditions

- A. Ten (10) Month or Twelve (12) Month Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk

The terms and conditions for the ten (10) month or twelve (12) month Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk are as follows:

Full Time:

1. Hours - Eight (8) hours - Monday to Friday, with times to be mutually agreed upon between employee and principal
2. Lunch – Half (½) hour
3. Overtime -a thirty seven and a half (37 ½) hour work week with time and one half over forty (40) hours, between thirty seven and a half (37 ½) and forty (40) hours-straight time.
4. Calendar - Principal's Secretary, School Secretary, Child Study Team Secretary and Clerk shall follow the school calendar with the exception of delayed openings, early dismissal/closing(s), leaving on Fridays and before holidays when children have been dismissed, and staff in-service days. On these days the ten (10) month or twelve (12) month Principal's Secretary, School Secretary, Child Study Team Secretary and Clerk will maintain the established regular hours. The Child Study Team Secretary will work the teacher's work year, a maximum of one hundred and eight seven (187) days. The Principal's Secretary, School Secretary, and Clerk will work until June 30th.

Summer schedule may reduce the working hours of the twelve (12) month Principal's Secretary and School Secretary by one (1) hour per day, or Board-approved four-day schedule. Summer schedule applies to the months of July and August. In addition, July 4th is a holiday. The ten (10) month Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk are not under contract for the summer and any time worked is agreed upon outside of the contract between the ten (10) month Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk and the administration. Payment for ten (10) month Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk for summer hours is based on the hourly rate as calculated by the yearly salary.

A ten (10) month or twelve (12) month Principal's Secretary, School Secretary, Child Study Team Secretary, or Clerk leaves early, with principal, the last day before winter break.

5. Vacation- Twelve (12) month Principal's Secretary and School Secretary shall receive vacation according to the following schedule:

6 mos. to 1 year	1 week
1 year to 5 years	2 weeks
5 years and beyond	3 weeks

Scheduling of vacation requires approval of Principal and Superintendent.

Ten (10) month Principal's Secretary, School Secretary, Child Study Team Secretary, and Clerk are not entitled to vacation.

Part Time:

1. Maximum of twenty nine and a half (29.5) hours per week
 2. Workday to be scheduled by building principal
 3. Calendar-Principal's Secretary, School Secretary, Child Study Team Secretary and Clerk shall follow the school calendar with the exception of delayed openings, early dismissal/closing(s), leaving on Fridays and before holidays when children have been dismissed, and staff in-service days. On these days the ten (10) month or twelve (12) month Principal's Secretary, School Secretary, Child Study Team Secretary and Clerk will maintain the established regular hours. The Child Study Team Secretary will work the teacher's work year, a maximum of one hundred and eighty seven (187) days. The Principal's Secretary, School Secretary, and Clerk will work until June 30th.
- B. Paraprofessionals
1. Paraprofessionals shall have the same work year as the teachers.
 2. Paraprofessionals' workday shall consist of seven (7) hours.
 3. Paraprofessionals shall have one (1) daily duty free lunch equal to the student lunch period.
 4. Paraprofessionals shall be in compliance with applicable state or federal rules and statutes.

Article 11 - Teaching Hours and Teaching Load

- A. The teacher workday shall consist of seven (7) hours and fifteen (15) minutes. No teacher shall be required to report for work prior to 7:45a.m. or later than 8:15a.m. Any change to the start of the teacher work day will be mutually agreed upon by the Oaklyn Education Association and the Oaklyn Board of Education.
- B. The Administration shall make every reasonable effort, within the limits of practicability and within the ability to properly schedule a pupil day, not to schedule a teacher to teach continuously for more than three (3) hours.
- C. The Administration shall make every reasonable effort, within the limits of practicability and within the ability to properly schedule a pupil day, to provide for each teaching staff member and the nurse one (1) period of preparation per day. All teachers will be compensated for any lost designated preparation period(s) at a rate of forty-two (\$42.00) dollars per period. A period shall be no less than 42 minutes. If a teacher had received more than five (5) preparation periods in a week, the Board may recover such excess period(s) by assigning said teacher to a duty of educational nature. In lieu of preparation period, the nurse may leave at the end of the pupil day.

The Administration shall provide each teaching staff member one (1) duty free lunch equal to the student lunch period. No duty free lunch period shall be scheduled outside of the regular school student lunch period.

- D. The Administration shall establish committees, when a need arises, for evaluation of the curriculum and extra-curricular activities. Statement of need may be initiated by teachers as well as the

Administration. By June 1st of each year a list of committees will be posted on the central office bulletin board, and teachers will be given a one week period to volunteer before any assignments are made.

- E. Conferences schedule shall be two (2) afternoons and two (2) evenings conferences for a total of four (4) half days for each conference period. Conferences will be scheduled by the individual teachers.
- F. All certified staff, including special area teachers, will report for evening conferences and remain for a period not to exceed two hours. These staff members will be permitted to leave at the conclusion of the student day.
- G. Staff members are required to attend one Back to School Night annually for a duration no longer than two (2) hours.
- H. Dismissal on Fridays and the last working day before Thanksgiving, Winter Break, and Spring Break shall be ten (10) minutes after the end of the student day.
- I. There shall be three (3) pupil early dismissal days the last three (3) days of the school year.
- J. "Full time" is defined as working a minimum of thirty (30) hours per week.
- K. The principal will develop for professional staff a thirty (30) day duty schedule that includes A.M./P.M. ten (10) minute duty.
- L. The Board shall provide the OEA with the proposed teachers' class schedules for review and comment prior to implementation.
- M. Once a month, if deemed necessary by the principal, all certified staff members shall be required to remain after dismissal, and attend a mandatory Faculty Meeting until no later than 3:45 pm. The principal will develop an agenda with input from the staff to discuss mutual areas of concern. Such time may be devoted, but not limited, to research on data assessment, instructional strategies, as well as operational and procedural issues to ensure a safe and healthy environment.

Article 12 - Salary

- A. It is agreed that salaries for all certified personnel for the 2020-2021, 2021-2022, 2022-2023 school years shall be shown on Schedule "A1" hereto annexed.
- B. The Board shall establish interest-bearing accounts for each teacher who participates in the summer savings plan.
- C.
 - 1. It is agreed that salaries for the School Secretary will be merged with salaries for the Principal's Secretary and all salaries shall be shown on Schedule "B1" hereto annexed. This will effectively rename the Principal's Secretary guide to School Secretary guide.
 - 2. It is agreed that salaries for the Clerk in the bargaining unit for 2020-2021, 2021-2022, 2022-2023 shall be shown on Schedule "B3" hereto annexed
 - 3. It is agreed that salaries for the Paraprofessionals in the bargaining unit for 2020-2021, 2021-2022, 2022-2023 shall be shown on Schedule "B4" hereto annexed.
- D. Staff hired to perform summer curriculum work will be paid at the rate of \$750 for a full year course, \$375 for a semester course, \$188 for a quarter course (or equivalent based on number of lessons that constitute a course) as outlined below. Administrators will seek volunteers to write curriculum within their areas (s) of certification.

Course/Subject	Rate /Grade Level
K-5 Reading, Writing, Math	\$750 each
K-5 Science, Social Studies	\$375 each
K-5 Specials meeting 1x week (Art, Health, Library, Music, Spanish)	\$188 each
K-5 Specials meeting 2x week (Physical Education)	\$375 each

Staff required to perform any other summer professional work, i.e., counseling, kindergarten testing, staff development will be paid at an hourly rate of BA Step1/1350. The summer school remediation coordinator will be paid at the rate of \$500.

- E. Full-time teachers who have worked in the district for twenty-one (21) years and above will receive a longevity payment of \$500; teachers who have worked in district twenty-six (26) years and above will receive longevity payment of \$1,200,
- F. Full-time support staff members who have worked in district twenty-one (21) years and above will receive a longevity payment of \$300.00; full-time support staff members who have worked in district twenty-six (26) years and above will receive longevity payment of \$800.
- G. A year of service shall be credited to any ten (10) month employee who had been employed at least five (5) months and to any twelve (12) month employee who had been employed at least six (6) months.
- H. Prior or previous related service or experience may be considered in the initial placement on the salary guide of a new employee.
- I. A paraprofessional with courses credited towards and up to a bachelor's degree shall be paid in increments of sixty (60) credits per column for horizontal movement on the salary guide. For each sixty (60) credits, the paraprofessional shall be paid an additional \$500 annually.

Article 13 - Extra-Curricular Compensation

The Board of Education, at the request of teachers or administrators, may create extra duty pay contracts not listed in Article 13 A or B provided, however, that the salaries and increments for said positions are approved by the Association President and these options are added to the appropriate schedule at the next opportunity.

- A. Extra-curricular assignments are designated at the following levels:

Level I

- Boys J.V. Baseball Coach (1)
- Boys J.V. Soccer Coach (1)
- Boys J.V. Basketball Coach (1)
- Girls J.V. Field Hockey Coach (1)
- Girls J.V. Basketball Coach (1)
- Girls J.V. Softball Coach (1)
- Safety Patrol Advisor (2)
- Choral Group Sponsor (1)
- Cheerleading Advisor (1)
- Newspaper Advisor (1)

- Band Director (1)
- Peer Mediation (1)
- Curriculum Coordinator (3)
- Jr. High Honor Society/Promotion (1)

Level II

- Student Council Advisor (2)
- Girls Varsity Field Hockey Coach (1)
- Girls Varsity Softball Coach (1)
- Girls Varsity Basketball Coach (1)
- Boys Varsity Basketball Coach (1)
- Boys Varsity Soccer Coach (1)
- Boys Varsity Baseball Coach (1)
- Computers (2)
- Year Book Advisors (2)
- Art Club (1)

Level III

- NCLB Coordinator (1)
- IDEA Coordinator (1)
- Website Manager (1)

Designation of a team as "Boys" or "Girls" is merely for identification, and does not imply an exclusion of any student, either boy or girl, from said team.

B. Extra-Curricular assignments are to be paid at the levels indicated below for the school year

	<u>20-21</u>	<u>21-22</u>	<u>22-23</u>
Level I	\$3073	\$3104	\$3135
Level II	\$3495	\$3530	\$3565
Level III	\$7828	\$7906	\$7985

- C. Subject to approval by the Board, the Superintendent shall have the authority to designate alternates for non-functioning activities within the prescribed levels of extra-curricular compensation whether new activity is currently included in contract or not.
- D. All extra-curricular activities operate at the discretion of the Superintendent.
- E. A teacher assigned to Intervention and Referral Services (I&RS) and who is obligated to render service beyond the regular workday shall be paid at BA A Step 1/1350.
- F. A Home Instruction teacher shall be compensated at BA A Step 1/1350.
- G. The summer rate for paraprofessionals shall be the hourly rate based on the salary of the new school year.

- H. The extra-curricular assignment for Art Club shall not be made in lieu of a program of instruction in Art.

Article 14 - Insurance Protection

- A. The Board will pay the cost of medical insurance coverage for all full time employees and eligible enrolled dependents as follows:
 - 1. The parties agree that the Board of Education shall provide a medical, prescription, and dental plan.
 - 2. Effective March 1, 2018, the base health plan offered to eligible employees shall be AmeriHealth PPO20 for medical coverage and AmeriHealth RX \$10/\$20 for prescription coverage. Any covered member seeking enrollment in AmeriHealth PPO10 or AmeriHealth PPO15 shall pay one hundred percent (100%) of the difference in premium between AmeriHealth PPO20 coverage and the coverage of choice.
- B. New personnel shall make such election within thirty (30) days after signing their contract. Such election shall be irrevocable and no change in enrollment for any individual employee in any particular plan will be permitted until an open enrollment period offered by the health insurance carrier.
- C. The Board shall pay one hundred percent (100%) of the cost of full family coverage to all full time employees for health coverage, prescription coverage and dental coverage, less the required employee contribution as defined below:

All employees will contribute to their health benefits as follows: contributions will be based on The Educators' Health Benefits Fairness Act [July 1, 2020]. New hires as of the effective date of the Act will be placed in the Educators' Health Plan or its equivalent. Existing employees may choose the Educators' Health Plan or may choose to remain in the traditional health plan(s). Members choosing to remain in the traditional health plan(s) will have their contributions calculated at the Chapter 78 modified tier 3 percentages, as attached in Schedule C. No contributions will be made towards dental premiums.

- D. There shall be a family vision plan for all full time employees. The Board shall reimburse employees and eligible dependents for expenses related to the purchase of lenses, material frames and contacts at seventy-five percent (75%) of each vision receipt up to \$225 per person, \$450 per family. The fund limit shall be as follows:

2020-2021:	\$4,000
2021-2022:	\$4,000
2022-2023:	\$4,000

Such claims shall be processed on a first-come, first-served basis until the fund is exhausted and shall be paid no later than fifteen (15) days after the approval of the Board following the submission of appropriate documents. Reimbursement is limited to the actual expenses incurred.

- E. Employees choosing to opt-out of insurance coverages will receive the lesser of twelve and a half percent (12.5%) of the amount saved by the employer or \$2,500.
- F. FSA Card:
 - 1. Effective July 1, 2014 a Flex Spending Account shall be established for the Association employees.
 - 2. Roll over for unused fund balances to be the maximum permissible by law (currently \$500) to carry over into the next plan year per recent IRS law change.
 - 3. Increase the maximum employee contribution to the maximum permissible by law (currently \$2,500).
 - 4. If an employee exhausts any amount of money on the Flex spending card and leaves the district prior to the district recouping the employee's total amount allotted (up front through payroll

deductions), then the district has the right to deduct the remaining amount owed by the employee for full recoupment from the employee's final paycheck.

Article 15 - Teacher Assignment

- A. All teachers shall be given written notice of their class or subject assignments for the forthcoming years as soon as possible.
- B. The Superintendent shall notify all newly appointed personnel as to their specific positions, subject area or grade level as soon as practicable.

Article 16 - Voluntary Transfers and Reassignments

- A. All vacancies shall be posted electronically and distributed by email.
- B. Teachers who desire a change in grade or subject assignment may file a written statement of such desire with the Superintendent. Such statement shall include the grade or subject to which the teacher desires to be assigned. The final decision on any reassignments shall rest with the Superintendent.

Article 17 - Involuntary Transfers and Reassignments

- A. Notice of an involuntary transfer or reassignment shall be given to a teacher as soon as practicable.

Article 18 - Leaves of Absence

- A. All full time employees shall be entitled to ten (10) sick leave days during the school year. All twelve (12) month Principal's Secretaries and School Secretaries shall be entitled to twelve (12) sick leave days during the year. Ten (10) month Principal's Secretaries, School Secretaries, Child Study Team Secretaries, and Clerks shall be entitled to ten (10) sick leave days during the school year. Any unused sick leave days shall be accumulated to be used for additional sick leave as needed in subsequent years. Employees employed less than full time shall be entitled to pro-rated sick leave.
- B. Sick Leave and Retirement
 - 1. Teachers
The reimbursement rate for accumulated sick days shall be \$70.00 per accumulated day up to \$7,000.00 (pro-rated for part-time employees), after ten (10) working years in the district, upon retirement, permanent disability or death.
 - 2. Support Staff/Paraprofessionals
The reimbursement rate for accumulated sick days shall be \$50.00 per accumulated day up to \$5,000.00 (pro-rated for part-time employees), after ten (10) working years in the district, upon retirement, permanent disability or death.
 - 3. In case of death, the employee's estate shall receive the value of accumulated days.
 - 4. The Board shall be notified by February 1st of the year in which a member expects to retire, (i.e. retiring 6/30/12, notify Board by 2/1/12). The retirement pay out, when the Board is notified by February 1st, shall be paid on July 1st of the retiring year; otherwise, payment shall be July 1st of the following year.
- C. Employees shall be entitled to a maximum of five (5) days leave with pay, per occurrence for a death in the immediate family. Immediate family shall be defined as spouse, child, father, mother, brother, sister, any member of the immediate household, Grandparents, Mother-in-Law, Father-in-Law, Brother-in-Law, Sister-in-Law and grandchild. An additional sufficient number of days will be allowed at the discretion of the Superintendent if death occurs to a spouse or child. One (1) day leave with pay per year shall be granted for death of a close friend or another relative not a member of the immediate family. No unused days shall be accumulated for use in another school year.

- D. Beginning with the 2019-2020 school year, all employees shall be granted three (3) personal days, no questions asked, per school year. Jury Duty and Professional Days shall not be counted toward the three (3) days.

Beginning with the 2019-2020 school year, the Board will establish a category called Family Illness Day, which may be used to attend to the illness of a family member, no questions asked. On September 1, 2019, each employee will automatically be credited with one (1) family illness day.

Beginning at the end of 2019-2020 school year, personal days not used by the conclusion of a school year shall be credited to the employees Family Illness Days to care for an ill family member until the number of days reach three (3) days total, thereafter unused personal days will be credited to accumulated sick days. The number of credited Family Illness Days may not exceed three (3) at any time.

Personal days immediately before or after holidays shall be limited to one (1) staff member on any given day. Applications for personal day approval immediately before or after a holiday will be accepted no earlier than September 1 of the school year in which they are to be taken but not less than two (2) weeks prior and will be considered on the basis of order of receipt. Individual staff members are limited to one such day per year under this clause.

- E. The Board shall grant maternity leaves of absence without pay to pregnant teachers under the following terms and conditions:
1. Any tenured or non-tenured teacher seeking a leave of absence for pregnancy shall make application to the Board or its authorized agent at least sixty (60) days prior to the commencement date of the requested leave of absence. The Board shall grant such leave of absence with the requested commencement date, which commencement date may be any time prior to birth.
 2. No tenured or non-tenured teacher may return to work within three (3) weeks of the school year in which he/her leave begins, provided he/she shall have requested to do so in he/her application for a leave of absence and shall have specified the month when he/ she desires to return. Any extension or reduction of the date of return within the same school year shall only be allowed at the discretion of the Board provided application is made following the original grant of the leave of absence but prior to the announced commencement date thereof. Such extension or reduction may be granted by the Board for an additional period of time for reasons associated with the pregnancy or birth or for the proper cause provided that such extension or reduction will not substantially interfere with administration of the school
 3. The Board shall not be required to extend the leave of non-tenured teachers beyond the school year for which they were hired. Non-tenured teachers wishing to return for the following school year shall be considered by the Board for re-employment for the following year.
 4. Any tenured teacher may return to work subsequent to the school year in which her leave begins, provided she shall have requested to do so in her application for a leave of absence. Any such teacher shall be permitted to return to work at the beginning of any of the two school years following the school year in which her leave commences, provided such teacher has given the Board written notice of her intention to do so not less than six (6) months prior to the beginning of the school year in which she wishes to return.

Except as otherwise provided in this Article, no tenured or non-tenured teacher shall be barred from returning to work after the birth of her child by any prescribed waiting period between the date of birth and the date of return to work, however, each such teacher shall be required to file, at least two weeks prior to the date of return or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties, provided that if the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as set forth in paragraph E.2 of this Article.

Any employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in a subsequent year in which she actually returns from such leave) provided she has completed at least five (5) months of work during the school year in which the leave commences.

- F. Any employee adopting an infant child shall receive similar leave which shall commence upon receiving de facto custody of said infant child, or earlier if necessary to fulfill the requirements of the adoption. Tenured teachers shall receive the same time limits and benefits as the above tenure policy. For non-tenured teachers the Board shall not be required to extend the leave beyond the school year for which they were hired.
- G. A teacher serving seven (7) or more consecutive years in the Oaklyn system may be entitled to a non-paid educational leave of absence for a period of one (1) year under the following conditions and limitations.
 - 1. Subject to Board approval.
 - 2. The individual must approach the Administration with written application prior to February 1 of the school year proceeding the year of leave.
 - 3. By February 1 of the leave year the teacher must notify the Administration in writing of his intent to return. Failure to do so shall be considered a resignation from the position.
 - 4. Upon return to the Oaklyn School system, the teacher will be placed upon the appropriate step of the salary scale as if no absence had occurred.
- H. All full-time teachers having no days of absence, other than workshop days, bereavement days, and/or jury duty days, during the current school year will receive a \$500.00 bonus. All full-time principal's secretaries, school secretaries, child study team secretaries, clerks, and paraprofessionals having no days of absence, other than workshop days, bereavement days, and/or jury duty days, during the school year shall receive a Two Hundred dollars (\$200.00) bonus. This bonus will be paid on June 30 of the school year in which the exemplary attendance occurred.
- I. Effective with the 2005-2006 school year, a Sick Leave Bank (Bank) shall be established for the purpose of providing paid leave of absence to full-time bargaining unit members who are absent for an extended period due to life-threatening illness or injury. The Bank shall operate in accordance with the following rules and regulations:
 - 1. A full-time bargaining unit member may voluntarily participate in the Bank if she/he has donated a minimum of one (1) sick day during an enrollment period prior to the employee's request to utilize the Bank. Each year, the enrollment period shall be from March 1st to March 31st, inclusive.
 - 2. Any full-time bargaining unit member may donate a maximum of two (2) unused sick days per school year to the sick leave bank. In addition, during the final year of employment in the district, a bargaining unit member may donate any unused sick days from that school year only, up to the earned annual maximum of ten (10) days.
 - 3. The Bank shall be available only to those employees who had:
 - a. exhausted all of their earned accumulated leave time (vacation, sick, and personal); and
 - b. been absent a minimum of thirty (30) consecutive workdays.
 - 4. A written request to utilize the Bank must be submitted to the Superintendent or his/her designee. The request must include medical verification of illness, injury or disability. Verification of continued disability may be required at forty-five (45) day intervals.
 - 5. The request to utilize the Bank is subject to the approval of the Board or its designee. The Association shall be notified of final disposition of such requests.
 - 6. Each request to utilize the Bank shall be for no more than one (100) sick days and it shall not overlap the following school year.
 - 7. The Board or its designee shall provide the Association with an annual report on the disbursement of sick days by the Bank no later than August 1st.

Article 19 - Professional Development

- A. There shall be a tuition reimbursement system for certified teachers and paraprofessionals.

Reimbursement shall occur as follows:

1. The teacher must enroll in a course related to the grade level or subject area taught. The paraprofessional must enroll in a course related to education.
 2. The teacher or paraprofessional must have received prior, written approval of the course from the Superintendent, whose decision shall be final.
 3. The teacher or paraprofessional must present the Superintendent with a completed course receipt and must receive a minimum grade of "B".
 4. Reimbursement shall be made to the teacher or paraprofessional at completion of the course with proof of grade.
- B. The Board's liability under the terms of A. above shall be as follows:
1. Reimbursement is limited to the actual tuition charged for the course.
 2. Effective September 1, 2018, there shall be a maximum reimbursement to a teacher or paraprofessional of \$3,000.00 in a September 1 through August 31 period, on a first come, first served basis.
 3. Effective September 1, 2018, there shall be a maximum reimbursement to all certified teachers and paraprofessionals in the unit of \$9000.00 in each school year. Such reimbursement shall be made to the teachers and paraprofessionals no later than fifteen (15) days after the approval of the Board following the submission of appropriate documents.
 4. Graduate credits-courses credited for horizontal movement on the salary guide must be graduate courses in the Education field related to Elementary or Junior High programs, unless said course is taken at the direction of the school district. Those persons who have previously achieved movement on the guide based on undergraduate courses are grandfathered in their current status. Undergraduate courses taken, beyond Bachelor's degree, to December 31, 1993 will be grandfathered. Horizontal movement on the salary guide for attainment of advanced credit will be granted two times per year, September 1, and February 1. Official transcripts providing evidence of attainment of advanced credit or advanced degree status on the salary guide must be presented thirty (30) days prior to the desired effective date.
- C. Mentoring
1. All vacancies for mentoring positions shall be posted as early as the district is aware of its needs. The postings shall include the qualifications for the position.
 2. If an employee is involuntarily assigned to a mentoring position, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.
 3. No teacher shall serve as a mentor to more than one provisional/alternative route teacher simultaneously.
 4. Work day same as all full-time teachers.

Article 20 - Reduction in Force

- A. If a reduction-in-force is being considered, the Board, via the Superintendent, shall notify the Association as soon as practicable but not less than sixty (60) days before the layoff is to take place.
- B. Tenure teachers and support staff on layoff shall be considered as awaiting recall.
- C. With regard to basic skills, teacher's seniority shall be based on the applicable tenure statutes. In the event a basic skills teacher transfers to a classroom position, the step on the salary guide will be equal to years of experience in the school district.
- D. Seniority for continuous service to the district in the affected category will be given due consideration when reduction in force is necessary for support staff.

Article 21 - Miscellaneous Provisions

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in hiring, training, assignment, promotion, transfer or discipline of teachers or in the application of administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

Children of Members: Children of up to two (2) members not domiciled in the school district are eligible to be enrolled in the K-5 program without payment of tuition upon recommendation of the Superintendent after considering the impact on the school district in terms of class size, cost, and staff workload. The Superintendent will make a recommendation prior to September 1 of the school year in which the parent wished to enroll the child.

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

- C. The following "No Strike Clause" is included:

"The Association covenants for itself, its officers and representatives and its members not to engage in, authorize, promote, aid, encourage, or condone any strike, work stoppage, walk-out or work refusal (hereinafter called job action). No employee included within this bargaining unit shall engage in any such "job action" by the Association, its officers, representatives or members or by any such employee. Any job action shall be a violation of this Agreement. In furtherance of this covenant, the Association pledges to actively discourage and to take whatever affirmative steps are necessary to prevent or terminate any such "job action" by its members.

This covenant shall be equally applicable to any such "job action" by the Association or its members in support of any "job action" by any other employee union or group of employees.

This covenant shall be effective during the term of this Agreement and shall continue in force after the expiration of the term of this Agreement during any period prior to the execution of a successor Agreement.

Nothing contained herein shall be construed to limit or restrict the Board in its right to seek and obtain such judicial relief as to which it may be entitled.

The Board of Education agrees that it shall not lock out any employee during the term of this agreement.

- D. Three copies of this Agreement shall be reproduced at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be available for review by all teachers now employed, hereafter employed, or considered for employment by the Board.
- E. 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, either party shall do so in writing at the following address:

1. *If by Association, to the Board at*

Board Office
Oaklyn Public School
200 Lees Avenue
Collingswood, NJ 08108

2. *If by Board, to the*

President of the Association at his school address or at his home address during Christmas, spring and summer vacations.

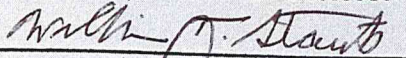
Article 22 - Duration of Agreement

A. This Agreement shall be effective as of August 25, 2020 and shall be in effect until June 30, 2023.

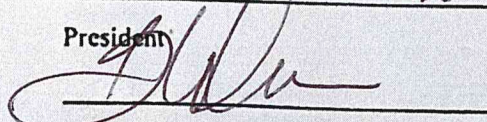
B. The parties agree to reopen negotiations pursuant to Article 2, A.

IN WITNESS THEREOF, The Board of Education of the Borough of Oaklyn, Camden County, New Jersey and the Oaklyn Education Association, have caused these presents to be signed by their proper officers and their respective Corporate Seals to be annexed hereto this August 25, 2020.

OAKLYN BOARD OF EDUCATION

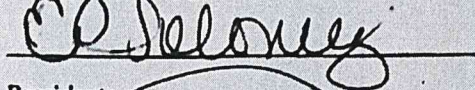


President

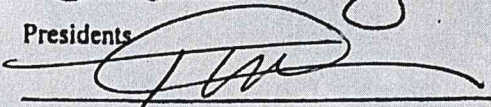


Secretary

OAKLYN EDUCATION ASSOCIATION



Presidents



Negotiating Chairperson

**Schedule A1 Certificated Teachers Guide
2020-2021**

Step	BA	BA+30	MA	MA+30	DR
1	51,115	52,704	54,781	56,004	57,234
2	51,315	52,904	54,981	56,204	57,434
3	51,515	53,104	55,181	56,404	57,634
4	51,815	53,404	55,481	56,704	57,934
5	52,115	53,704	55,781	57,004	58,234
6	52,415	54,004	56,081	57,304	58,534
7	52,915	54,504	56,581	57,804	59,034
8	53,415	55,004	57,081	58,304	59,534
9	56,765	58,354	60,431	61,654	62,884
10	60,215	61,804	63,881	65,104	66,334
11	63,815	65,404	67,481	68,704	69,934
12	67,565	69,154	71,231	72,454	73,684
13	71,365	72,954	75,031	76,254	77,484
14	75,915	77,504	79,581	80,804	82,034
15	80,595	82,184	84,261	85,484	86,714

2021-2022

Step	BA	BA+30	MA	MA+30	DR
1	52,049	53,638	55,715	56,938	58,168
2	52,249	53,838	55,915	57,138	58,368
3	52,449	54,038	56,115	57,338	58,568
4	52,749	54,338	56,415	57,638	58,868
5	53,049	54,638	56,715	57,938	59,168
6	53,349	54,938	57,015	58,238	59,468
7	53,849	55,438	57,515	58,738	59,968
8	54,349	55,938	58,015	59,238	60,468
9	57,699	59,288	61,365	62,588	63,818

10	61,149	62,738	64,815	66,038	67,268
11	64,749	66,338	68,415	69,638	70,868
12	68,499	70,088	72,165	73,388	74,618
13	72,299	73,888	75,965	77,188	78,418
14	76,849	78,438	80,515	81,738	82,968
15	81,529	83,118	85,195	86,418	87,648

2022-2023

Step	BA	BA+30	MA	MA+30	DR
1	52,994	54,583	56,660	57,883	59,113
2	53,194	54,783	56,860	58,083	59,313
3	53,394	54,983	57,060	58,283	59,513
4	53,694	55,283	57,360	58,583	59,813
5	53,994	55,583	57,660	58,883	60,113
6	54,294	55,883	57,960	59,183	60,413
7	54,794	56,383	58,460	59,683	60,913
8	55,294	56,883	58,960	60,183	61,413
9	58,644	60,233	62,310	63,533	64,763
10	62,094	63,683	65,760	66,983	68,213
11	65,694	67,283	69,360	70,583	71,813
12	69,444	71,033	73,110	74,333	75,563
13	73,244	74,833	76,910	78,133	79,363
14	77,794	79,383	81,460	82,683	83,913
15	82,474	84,063	86,140	87,363	88,593

SCHEDULE B: OAKLYN SCHOOL SECRETARY GUIDE

2020-2021 Salary Guide

Step	10 Month	12 Month
1	29,604	35,526
2	30,770	36,926
3	31,937	38,326
4	33,104	39,726
5	34,270	41,126
6	35,437	42,526
7	36,604	43,926
8	37,770	45,326
9	39,103	46,926
10	40,437	48,526
11	41,770	50,126
12	43,103	51,726

2021-2022 Salary Guide

Step	10 Month	12 Month
1	30,994	37,194
2	32,160	38,594
3	33,327	39,994
4	34,494	41,394
5	35,660	42,794
6	36,827	44,194
7	37,993	45,594
8	39,160	46,994
9	40,493	48,594
10	41,827	50,194
11	43,160	51,794
12	44,493	53,394

2022-2023 Salary Guide

Step	10 Month	12 Month
1	32,428	38,915
2	33,594	40,315
3	34,761	41,715
4	35,928	43,115
5	37,094	44,515
6	38,261	45,915
7	39,428	47,315
8	40,594	48,715
9	41,927	50,315
10	43,261	51,915
11	44,594	53,515
12	45,927	55,115

Schedule B2 - Child Study Team Secretary 10 months Salary Guide

CHILD STUDY TEAM SECRETARY - 10 MONTHS

Step	2011-12	2012-13	2013-14
1	12,779	13,130	13,498
2	13,020	13,379	13,753
3	13,261	13,626	14,007
4	13,502	13,874	14,262
5	14,025	14,411	14,815
6	14,652	15,055	15,477
7	15,279	15,699	16,139
8	15,907	16,344	16,802
9	16,534	16,988	17,464
10	17,265	17,740	18,237
11	17,997	18,492	19,009
12	19,027	19,550	20,098

An additional \$800 will be added to the salary of all individuals with 28 years or over.

Schedule B3 - Clerk 10 Months Salary Guide

CLERK-10 MONTHS

Step	2011-12	2012-13	2013-14
1	14,396	14,392	14,506
2	14,896	14,792	14,806
3	15,396	15,306	15,206
4	15,896	15,819	15,734
5	16,396	16,333	16,262
6	16,896	16,847	16,790
7	17,396	17,361	17,319
8	17,896	17,874	17,847
9	18,396	18,388	18,375
10	18,896	18,902	18,903

An additional \$800 will be added to the salary of all individuals with 28 years or over.

Schedule B4 - Paraprofessionals Salary Guide

2011-2012 SALARY SCHEDULE

Step	NC	60 Credits	120 Credits
1	14,561	15,061	15,561
2	14,810	15,310	15,810
3	15,058	15,558	16,058
4	15,307	15,807	16,307
5	15,565	16,065	16,565
6	15,900	16,400	16,900
7	16,334	16,834	17,334
8	16,819	17,319	17,819
9	17,397	17,897	18,397
10	17,971	18,471	18,971
11	18,535	19,035	19,535
12	19,091	19,591	20,091
13	19,715	20,215	20,715
14	20,339	20,839	21,339
15	20,963	21,463	21,963
16	22,013	22,513	23,013

An additional \$800 will be added to the salary of all individuals with 28 years or over.

The new salaries will be delayed, starting with the November 15, 2011 paycheck.

2012-2013 SALARY SCHEDULE

Step	NC	60 Credits	120 Credits
1	14,841	15,341	15,841
2	15,090	15,590	16,090
3	15,339	15,839	16,339
4	15,587	16,087	16,587
5	15,836	16,336	16,836
6	16,094	16,594	17,094
Step	NC	60 Credits	120 Credits
7	16,429	16,929	17,429
8	16,863	17,363	17,863

9	17,397	17,897	18,397
10	17,976	18,476	18,976
11	18,555	19,055	19,555
12	19,134	19,634	20,134
13	19,715	20,215	20,715
14	20,339	20,839	21,339
15	20,963	21,463	21,963
16	22,013	22,513	23,013

An additional \$800 will be added to the salary of all individuals with 28 years or over.

The new salaries will be delayed, starting with the October 30, 2012 paycheck.

Step	2013-2014 SALARY SCHEDULE		
	NC	60 Credits	120 Credits
1	14,856	15,341	15,841
2	15,105	15,590	16,090
3	15,354	15,839	16,339
4	15,602	16,087	16,587
5	15,851	16,336	16,836
6	16,109	16,594	17,094
7	16,444	16,929	17,429
8	16,878	17,363	17,863
9	17,412	17,897	18,397
10	17,991	18,476	18,976
11	18,570	19,055	19,555
12	19,149	19,634	20,134
13	19,730	20,215	20,715
14	20,354	20,839	21,339
15	20,978	21,463	21,963
16	22,028	22,513	23,013

An additional \$800 will be added to the salary of all individuals with 28 years or over.

Schedule C – Chapter 78 Modified Tier 3 Percentages

SINGLE	Adj Tier
Less than \$20,000	3.38%
\$20,000-\$24,999	4.13%
\$25,000-\$29,999	5.63%
\$30,000-\$34,999	7.50%
\$35,000-\$39,999	8.25%
\$40,000-\$44,999	9.00%
\$45,000-\$49,999	10.50%
\$50,000-\$54,999	15.00%
\$55,000-\$59,999	17.25%
\$60,000-\$64,999	20.25%
\$65,000-\$69,999	21.75%
\$70,000-\$74,999	24.00%
\$75,000-\$79,999	24.75%
\$80,000-\$94,999	25.75%
\$95,000 and over	26.75%

Member/Spouse	Adj Tier
Less than \$25,000	2.63%
\$25,000-\$29,999	3.38%
\$30,000-\$34,999	4.50%
\$35,000-\$39,999	5.25%
\$40,000-\$44,999	6.00%
\$45,000-\$49,999	7.50%
\$50,000-\$54,999	11.25%
\$55,000-\$59,999	12.75%
\$60,000-\$64,999	15.75%
\$65,000-\$69,999	17.25%
\$70,000-\$74,999	19.50%
\$75,000-\$79,999	20.25%
\$80,000-\$84,999	21.00%
\$85,000-\$99,999	22.50%
\$100,000 and over	27.00%

Parent/Child	Adj Tier
Less than \$25,000	2.63%
\$25,000-\$29,999	3.38%
\$30,000-\$34,999	4.50%
\$35,000-\$39,999	5.25%
\$40,000-\$44,999	6.00%
\$45,000-\$49,999	7.50%
\$50,000-\$54,999	11.25%
\$55,000-\$59,999	12.75%
\$60,000-\$64,999	15.75%
\$65,000-\$69,999	17.25%
\$70,000-\$74,999	19.50%
\$75,000-\$79,999	20.25%
\$80,000-\$84,999	21.00%
\$85,000-\$99,999	22.50%
\$100,000 and over	27.00%

Family Coverage	Adj Tier
Less than \$25,000	2.25%
\$25,000-\$29,999	3.00%
\$30,000-\$34,999	3.75%
\$35,000-\$39,999	4.50%
\$40,000-\$44,999	5.25%
\$45,000-\$49,999	6.75%
\$50,000-\$54,999	9.00%
\$55,000-\$59,999	10.50%
\$60,000-\$64,999	12.75%
\$65,000-\$69,999	14.25%
\$70,000-\$74,999	16.50%
\$75,000-\$79,999	17.25%
\$80,000-\$84,999	18.00%
\$85,000-\$89,999	19.50%
\$90,000-\$94,999	21.00%
\$95,000-\$99,999	21.75%
\$100,000-\$109,999	24.00%
\$110,000 and over	27.00%