

AGREEMENT

BETWEEN

**LACEY TOWNSHIP
BOARD OF EDUCATION**

AND

**LACEY TOWNSHIP
EDUCATION ASSOCIATION**

JULY 1, 2006 TO JUNE 30, 2009

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PREAMBLE

This agreement, entered into this 16th day of November, 2005, by and between the Board of Education of Lacey Township, Ocean County, New Jersey, hereinafter called the "Board" and the Lacey Township Education Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Parties have reached certain understanding which they desire to confirm in this Agreement to be it.

RESOLVED, in consideration of the following mutual covenants it is hereby agreed as follows:

ARTICLE I - RECOGNITION

A. The Board hereby recognized the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for the following personnel whether under Contract, on leave, on a per-diem basis, employed or to be employed by the Board as full time employees, including:

1. Teachers
 2. Librarians
 3. Nurses
 4. Guidance Counselors
 5. Secretaries
 6. Clerks and all other clerical personnel
 7. Bus Drivers
 8. Attendance Officers
 9. Custodians
 10. Para Professional (Teacher/Health/Transportation)
 11. Computer Operators
 12. Grounds Maintenance Workers
 13. Cafeteria Workers
 14. Garage Mechanics
 15. Athletic Trainer
 16. Interpreter
 17. District Maintenance
 18. Computer Maintenance Technicians
 19. Speech Therapists
 20. Security Personnel
- but excluding:
1. All Supervisory Personnel, including, but not limited to Superintendents, Assistant Superintendents, Principals, and Supervisors, and also excluding:
 2. Substitute Teachers, part time
 3. Any part time employee, whether certificated or not.
 4. Superintendent's Secretary, Assistant Secretary to the Superintendent and Superintendent's Office Staff
 5. Board Secretary, Assistant to the Board Secretary, Administrative Assistant to the Board Secretary, and Business Office Staff

C. The requirements and benefits of the following Agreement provisions do not apply to:

CATEGORY I TEACHERS

- Article III I
- Article V CAT. II, III, IV, V, VI, VII, VIII, IX
- Article VIII CAT. II, III, IV, V, VI, VII, VIII, IX
- Article IX CAT. III, V, VI, VIII, IX
- Article XIII CAT. II, VI
- Article XXI CAT. II, V, VI, VII, VIII, IX
- Article XXVIII
- Article XXIX
- Article XXX

CATEGORY II SECRETARIAL, CLERICAL, & COMPUTER PERSONNEL

- Article III, D1
- Article V CAT 1, III, IV, V, VI, VII, VIII, IX
- Article VI
- Article VII
- Article VIII CAT. I, III, V, VI, VII, VIII, IX
- Article IX G, H, I, J, CAT III, V, VI, VIII, IX
- Article XII
- Article XIII CAT. I
- Article XVI C 1 & 2
- Article XXI B, D 0 2c (and shall contain an overall rating) CAT. V, VI, VIII
- Article XXI 8
- Article XXIV
- Article XXVIII
- Article XXIX
- Article XXX CAT. III

CATEGORY III BUS DRIVERS

- Article III D
- Article V CAT. I, II, IV, V, VI, VII, VIII, IX
- Article VI
- Article VII
- Article VIII CAT. I, II, V, VI, VII, VIII, IX
- Article IX G, H, I, J, K
- Article XII
- Article XIII CAT. I, II, VII
- Article XVI C1 & 2
- Article XXI
- Article XXII 8

B. Unless otherwise indicated, the term of employees when used hereinafter in this Agreement shall refer to all negotiating units as above defined and references to male employees shall include female employees.

Article XXIV
Article XXX CAT. II

CATEGORY IV ATTENDANCE OFFICERS

Article III, D, I
Article V CAT. I, II, III, V, VI, VII, VIII, IX
Article VI
Article VII
Article VII CAT. I, II, III, V, VI, VII, VIII, IX
Article IX, G, H, I, J, CAT. III
Article XII
Article XIII CAT. I, II
Article XVI C 1 & 2
Article XXI
Article XXII 8
Article XXIV
Article XXV
Article XXVIII
Article XXX CAT. II, III

**CATEGORY V CUSTODIANS/COMPUTER
MAINTENANCE TECHNICIANS**

Article III D, I
Article V CAT. I, II, III, IV, VI, VII
Article VI
Article VII
Article VIII; CAT. I, II, III, IV, VI, VII, VIII
Article IX G, H, I, J, CAT III
Article XII
Article XIII
Article XVI C and 1 & 2
Article XXI CAT. I, II, VI, VIII
Article XXII 8
Article XXIV
Article XXVIII
Article XXIX A,D
Article XXX CAT. II, CAT. III: G,H,I

**CATEGORY VI - GROUNDS MAINTENANCE WORKERS/
DISTRICT MAINTENANCE AND SECURITY PERSONNEL**

Article III D, I
Article V CAT. I, II, III, IV, VII, VIII
Article VI

Article VIII; CAT. I, II, III, IV
Article IX G, H, I, J, CAT. III

Article XII
Article XIII
Article XVI C1 & 2
Article XXI CAT. I, II, VIII
Article XXII 8
Article XXIV
Article XXVIII
Article XXIX A,D
Article XXX CAT. II, CAT. III: G,H,I

CATEGORY VII-PARA PROFESSIONALS

Article III, D, I
Article V CAT. I, II, III, IV, V, VI, VIII, IX
Article VI
Article VII
Article VIII CAT. I, II, III, V, VI, VIII
Article IX G, H, I, J, CAT. III, V, VI, VIII
Article XII
Article XIII CAT. I
Article XVI C 1&2
Article XXI
Article XXII 8
Article XXIV
Article XXVIII
Article XXIX A&D
Article XXXCAT.III

CATEGORY VIII-CAFETERIA WORKERS

Article III D, I
Article V CAT. I, II, III, IV, V, VI, VII, IX
Article VI
Article VIII
Article VIII CAT. I, II, III, IV, V, VI, VII
Article IX G, H, I, J, CAT. III, CAT.V, CAT. VI
Article XII
Article XIII
Article XVI C and 1&2
Article XXI CAT. I,II,V,VII
Article XXII 8
Article XXIV
Article XXVIII
Article XXXVIII

Article XXIX D,D
Article XXX CAT. II, CAT. III: G,H,I

CATEGORY IX - MECHANICS

Article III D, I
Article V CAPT., II,III,IV,VI,VII
Article VI
Article VII
Article VIII:CAPT.,II,III,IV,VI,VII,VIII
Article IX G,H,I,J. CAT. III
Article XII
Article XIII
Article XVI C and 1&2
Article XXICAT.I,II,VI,VIII
Article XXIII8
Article XXIV
Article XXIV
Article XXVIII
Article XXIX D,D
Article XXX CAT. II, CAT. III: G,H,I

ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The Parties agree to enter into collective negotiation over a successor agreement in accordance with the New Jersey Employees/Employer Relations Act, in good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than October 1 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all employees, be reduced in writing, be signed by the Board and the Association, and be adopted by the Board.
- B. This Agreement shall not be modified in whole or in part by the Parties except by an instrument in writing duly executed by both Parties.
- C. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Each Party shall promptly make available to the other, upon request, information within its possession which is not privileged under law and which is relevant to the subject under discussion. Either Party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

D. Whenever members of the bargaining unit are mutually scheduled by the parties to participate during working hours in conferences, meetings or in negotiations respecting the collective bargaining agreement, he will suffer no loss in pay.

E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement 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 employee benefit existing prior to its effective date.

ARTICLE III - EMPLOYEE RIGHTS

- A. The Parties hereto recognize that they are bound by the New Jersey Employees/Employer Relations Act, its amendments, supplements and judicial interpretations thereof.
- B. Nothing contained herein shall be construed to deny or restrict to any employee or to deny or restrict to the Board of Education, such rights as he may, or it may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees and to the Board of Education hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage except as provided under Title 18A or under Rules and Regulations of the Commissioner of Education, the State Board of Education, and under judicial or administrative decisions applicable to the aforesaid.
- D. The teacher shall maintain the exclusive right and responsibility to determine grades and other evaluations of students within the grading policies of the Lacey Township School District, based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without approval of the teacher. A teacher must be prepared to substantiate the reasons for any grade or evaluation upon request of the Administration or upon written request by the parent or guardian of any child.
- E. Any question or criticism by a Supervisor, Administrator or Board Member of an employee shall be made in confidence and not in the presence of students, parents, or at public gatherings.

- F. Any question or criticism by an employee of a Supervisor, Administrator or Board Member shall be made in confidence and not in the presence of students, parents or other public gatherings.
- G. No employee shall be prevented from wearing pins or other identification of membership in the Association or O.C.C.E.A., N.J.E.A. or N.E.A.
- H. Whenever any employee is required to appear before the Superintendent, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his position, employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such a 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.
- I. Any suspension of any bus driver pending the filing of charges shall be with pay.
- J. No employee shall be disciplined, reprimanded, non renewed, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such action shall be subject to the Grievance Procedure herein with the exception of the nonrenewal of non tenured teachers.
- K. Whenever any employee is required to appear in any meeting which could adversely affect that employee's position, the employee shall be given prior written notice in accordance with section H above and shall be informed by the administration or designee that he may wish to bring a representative to the meeting.

ARTICLE IV - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association the agenda and minutes of all public Board meetings and, upon reasonable requests from time to time, all available information concerning the educational program and the financial resources of the District including but not limited to; class size, number of specialists, annual financial reports and credits, census data, group teacher/employees insurance premiums and all other data in the public domain.
- B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The Principal of the building shall be notified in advance of the time and place of all such meetings. Approval shall be required from the Building Principal which shall not unreasonably be withheld.
- C. The Association shall have the right to use the school facilities and equipment (excluding the Board Secretary and District Offices and equipment), including typewriters, mimeographing machines, other duplicating equipment, and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use, but providing that no equipment is to be removed from the school building where it is customarily stored. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use and for any repairs necessitated as a result thereof. Cost controls and hours of use are to be established by the administration in consultation with the Association.
- D. All employees shall have available to them in the employee lounge, a bulletin board on which shall be posted all notices affecting current and potential employment, to specifically include but not be limited to posting of job openings, work assignments, holidays, calendar, etc. The I.T.E.A. shall have the right to use a portion of this bulletin board for official business.
- E. The rights and privileges of the Association and its representatives as set forth in the Agreement shall not be granted to any other Associations as the representative of the employee.
- F. Whenever any representative of the Association of any teacher is required by the Administration or the Board of Education, to participate during hours in negotiations, grievance proceedings, conferences or meetings in connection with Lacey Township School System, he shall suffer no pay loss.
- G. The Association shall have the rights to use the inter-school mail facilities and school mailboxes as it deems necessary, subject to the approval of the Building Principals, which approval shall not be unreasonably withheld. Individual correspondence between an officer of the Association and an individual member shall be privileged.
- H. The Association President shall be required to teach no more than the first three (3) periods of the day. Presidential office holders other than departmentalized staff shall be required to work no more than three-sevenths (3/7) of the normal working day excluding lunch. Such time shall be contiguous and in the A.M. to fulfill the duties of the position.
- I. All beginning orientation programs for new employees shall provide a time at the end of the compulsory part of the program where the Association Officers will be introduced and will be permitted to conduct an Association orientation program (not to exceed thirty (30) minutes).

J. Agency Shop

1. Purpose of Fee

If an employee does not become a member of the Association during any membership year (July 1 to June 30) which is covered in whole or in part by this Agreement, said employees 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 assessment charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be equal to 85% of that amount.

3. Deduction and Transmission Fee

a. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

b. Payroll Deduction Schedule

The Board will deduct the representation fee 30 days after notification by the Association.

c. Mechanics

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

d. Changes

The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in the deductions made more than 10 days after the Board received said notice.

4. Indemnification

The Association hereby agrees to indemnify, defend and save harmless the Board from any claim, suit, or action of any nature whatsoever, which may be brought at law or in equity, or before any administrative agency with

regard to or arising from the deduction from the salaries of any employee of any sum of money as a representation fee under the provision of this Agreement.

K. The Association grievance chairperson shall have no duty during the normal working day, so that, they may perform the duties associated with that position.

**ARTICLE V
EMPLOYEE HOURS AND EMPLOYEES WORK LOAD
CATEGORY I - TEACHERS**

A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Teachers shall indicate their presence for duty by placing their signatures or initials in the faculty attendance roster and sign out at the end of the day.

B. The total in-school day shall consist of not more than seven (7) hours which shall include a duty free lunch period as guaranteed to teachers under Section F of this Article and a preparation period as guaranteed under Section M of this Article.

C. No teacher shall be required for duty earlier or remain later than a total of thirty (30) minutes over the pupils' day, except that teachers assigned to bus duty will remain until the last bus students have boarded their buses.

D. The daily teaching load in the school shall not exceed five (5) hours and twenty (20) minutes.

E. Every teacher shall plan and teach course content in the manner he considers most practical and useful, subject to the approval by the Administration. Every teacher shall prepare a lesson plan book that is practical and useful and that complements the course content.

F. Teachers shall have a daily duty-free lunch period of at least thirty (30) minutes.

G. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period.

H. Teachers may be required to remain after the end of a regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings not more than three (3) per month, excluding Superintendent's meetings or meetings of an emergency nature. Said meetings not to exceed sixty (60) minutes per meeting.

I. Meetings which take place after the regular in-school work day and 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.

J. The notice of meeting date and meeting agenda under H or I shall be given to the teachers involved twenty-four (24) hours prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

K. Teachers may be required to attend no more than three (3) evening assignments or meetings each school year without additional compensation P.T.A. attendance shall remain voluntary.

L. Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them and the Building Principal. Permission for field trips shall be obtained from the Board to guarantee insurance coverage as a school sponsored activity. Participation in field trips which extend beyond the teacher's (7) hour day, shall be compensated at a rate of \$31.94 (2006-07), \$33.38 (2007-08), \$34.88 (2008-09) per hour in ten percent (10%) increments. Overnight or weekend trips shall be voluntary and without compensations.

M. Teachers shall, in addition to their lunch period, have one (1) preparation period each day. This preparation period time shall not be less than 225 minutes per normal week for high school and middle school teachers. During a month not more than four preparation periods may be assigned for administrative directed parent conferences, evaluations or in grade school conferences. The foregoing does not affect parent or teacher initiated prep/duty free time per normal work week.

N. If a six period teaching day is required in the middle school or high school for scheduling purposes, the number of (6) teaching assignments as described herein shall not exceed four (4) in any one discipline. Teachers who work a sixth (6th) period shall be compensated at a rate of \$4,500.00 per year, in lieu of their duty period, and \$6,500.00 per year in lieu of their preparation period.

O. Elementary teachers who are deprived of prep/duty free time in accordance with section N above shall be compensated at a prorated amount in conjunction with the 6th period high school and middle school teachers.

P. Elementary teachers shall not be required to be present when specialist teachers in the areas of art, physical education/health, music and library are

working with their pupils. This time is to be considered preparation time and conference time by the teacher so relieved.

ARTICLE V - EMPLOYEE HOURS AND EMPLOYEE WORK LOAD CATEGORY II - SECRETARIAL, CLERICAL, COMPUTER PERSONNEL

A. Personnel shall be required to work seven (7) hours per day, thirty-five (35) hours per week, during the contract period exclusive of one (1) hour for lunch daily. In no case shall a secretarial or clerical employee be required to start work more than one hour before the start of the pupil day. There will not be more than one hour difference between the shifts. Assigned hours will be consecutive exclusive of lunch. On Fridays and the day preceding a holiday, the work day shall end fifteen minutes earlier.

B. Personnel shall have all day off when school is not in session during the school year according to the adopted school calendar excepting days designated as Professional Days and Parent Conference Days. If school does not open due to snow, personnel will not have to report to school.

C. If the Board of Education grants unused emergency days or early dismissal to teachers and pupils, personnel may be granted same at the discretion of their immediate Supervisors.

D. Summer working hours shall begin the second full working day after the official close of school for pupils and end ten (10) working days prior to the opening of school for pupils. During the summer working hour period, the work day shall be six (6) hours per day, thirty hours per week, exclusive of one hour for lunch daily. Hours shall be 8 to 3.

E. Secretaries shall not be required to perform duties other than secretarial and clerical in nature. Specifically, secretaries shall not be required to perform duties or functions normally assigned to certified personnel such as teachers and school nurses. Secretaries also shall not be required to perform janitorial or transportation services. This section, however, shall not prohibit any secretary from voluntarily rendering first aid in the absence of a school nurse or voluntarily furnishing transportation to a fellow employee or to a pupil in an emergency situation.

F. A ten-month secretary's work year shall be from September 1 to June 30. They shall also work ten (10) days contiguous and prior to September 1.

G. Vacations will be earned as follows for secretaries:
1 week after first full year
2 weeks after two complete years of employment
3 weeks after three complete years of employment
4 weeks after five complete years of employment

Arrangements for vacation during the summer months will be made through the Building Principal or Immediate Supervisor. Vacations during the pupil-in-service school year may be granted for up to ten (10) working days by the Superintendent. Vacation time must be utilized during the twelve (12) months after earned.

H. Overtime shall be considered all time worked in excess of forty (40) hours, and shall be compensated at the rate of one and one half the employee's normal rate of pay. Overtime shall be paid currently, no later than thirty days after overtime is performed.

ARTICLE V - EMPLOYEE HOURS AND EMPLOYEE WORKLOAD

CATEGORY III - BUS DRIVERS

A. The work year for bus drivers shall be from September 1, to June 30, 182 working days per year. Attendance for part of a day, shall not count as a day unless the day counts as a school day for purposes of State Aid under Title 18A and under Title 6 N.J.A.C.

B. All full-time Bus Drivers shall work a minimum of four (4) hours per day, which includes thirty (30) minutes each day to check each bus according to State and Local requirements. Drivers who substitute for other drivers in the morning or afternoon in an emergency shall receive no compensation for work within their scheduled day.

C. Drivers shall make every effort to respond to emergency calls for student transportation.

D. Drivers with less than 8 hours must be available for all extra work (kindergarten, late runs, trips and miscellaneous coverage).

1. When any driver is absent, routes will be covered by any available cover bus at no additional compensation provided coverage is within their scheduled day.

2. Drivers may not take trips which interfere with their kindergarten.

E. Each driver shall file the necessary information in the office of the Transportation Coordinator stating where he/she can be contacted in order to transport pupils in an emergency or for an emergency drill.

F. Trips: A trip shall be defined as transporting students and/or faculty to and from athletic and activity events, which occur away from school.

1. A one-list sign up sheet for all trips (including athletics will be posted on the 15th of the month for all trips scheduled between the 1st and 15th of the following month. Sign up sheets for all trips scheduled between the 16th and 30th (31st) of the month will be posted by the 1st of the month. Trip assignments will be made five days after posting. If the scheduled trip assignment falls on or during a school holiday, vacation or weekend, employees will receive their trip assignment on the last previous working day.

1 a. Add on trips shall be a separate list utilized in the same manner as trips, on a seniority rotating basis for the whole year.

2. Sign up sheets for trips should list date, day, school, time of departure, approximate time of return and the destination for each trip listed.

3. A copy of the original sign up sheets for a given month will be posted for a month with the assigned drivers' names circled.

4. An emergency driver list will be maintained and posted by the Bus Coordinator. Those drivers wishing to voluntarily take emergency trips or runs must sign up in the Transportation Office. An emergency trip is an assignment which the Bus Coordinator has received in 24 hours or less. They will be scheduled on a rotating seniority basis.

5. Drivers who cannot make scheduled trips should report this fact to the Bus Coordinator at the earliest opportunity. The trip shall then be assigned to the next seniority driver who signed up for the trip. During non-school hours (weekends, evening trips, holidays, etc.) the driver who cannot make the scheduled trip for any reason shall be responsible to contact the next senior driver who signed up for the trip so that coverage is maintained.

6. Drivers may not swap trips or runs.

7. Prior to trips the Coordinator shall give the driver concerned a detailed itinerary and a copy of the original request of trip assigned, a recommended route to follow, sufficient money to cover all tolls, parking fees, miscellaneous expenses anticipated and necessary information in the event of an emergency.

8. Extra work is work that becomes available with less than the month's notice and longer than 24 hours notice. Extra work will be posted monthly. The work will be assigned on a seniority rotating basis. A driver will be eligible for one assignment per month.

- I. Restrictions
The names of students who are prohibited from riding buses will be delivered to the Bus Coordinator. The Coordinator will contact the appropriate driver with instructions; such communication shall be considered confidential.
- J. To Be Posted
 1. Current seniority list of all drivers
 2. School calendar
 3. School calendar of all schools that Lacey Township transports to.
 4. Any seminars, conferences, workshops or open invitations received by Bus Coordinator pertaining to drivers shall be posted.
 5. New drivers to be trained will be assigned to a designated instructor on a rotating seniority basis according to their road test appointment and availability of the designated instructor.
- K. Bus drivers shall be required to attend orientation meeting prior to the opening of school for pupils in September and annual workshop to be held each year.
- L. The Board shall make copies of the school calendar available to the bus drivers prior to the opening of school.
- M. The Board will not circumvent a full-time position with the use of a part-time driver.
- N. Summer Work: Runs and positions shall be posted in the Transportation Office as approved by the Board of Education. Run selection shall be made by District seniority by June 15th. Runs approved after the 15th shall be posted and selected by seniority within five (5) days of posting.
- O. All work coming into the district requiring a bus driver shall be subject to the posting and bidding requirements of this contract. This shall include but not be limited to inspection trips and summer work.
- P. Bus drivers shall be given overnight notice when buses are to be washed during hours when students are normally transported when feasible.
- Q. Gloves shall be supplied for fueling the buses and for dealing with human secretions.
- R. The Board shall supply the school security guard with a bus radio for buses returning to the compound after dark.

**ARTICLE V - EMPLOYEE HOURS AND EMPLOYEE WORK LOAD
CATEGORY IV - ATTENDANCE OFFICERS**

- A. The work day shall consist of seven (7) hours per day, thirty-five (35) hours per week exclusive of one hour for lunch.
- B. The work year shall be the same as the teachers plus an additional five (5) days.

**ARTICLE V - EMPLOYEE HOURS AND EMPLOYEE WORK LOAD
CATEGORY V - CUSTODIANS/COMPUTER MAINTENANCE TECHNICIAN**

- A. The regular work week shall consist of five (5) consecutive workdays, unless otherwise agreed to by the employees and Administration.
- B. Employees work day shall be eight (8) hours including lunch and breaks. Custodians will work two (2) hours, have a fifteen (15) minute break; work two (2) hours, have a half hour lunch, work two hours, have a fifteen (15) minute break, work to the end of the shift. Employees assigned to 6-hour shift shall include one half (1/2) hour for lunch and one (1) fifteen (15) minute break in the A.M. and one (1) fifteen (15) minute break in the P.M. During normal school hours, when school is in session, the building will never be left unattended. During all shifts the school buildings will never be left unattended.
- C. No transfer or change in shift or assignment shall be made without prior notification to the employee not less than forty-eight (48) hours for a permanent shift or assignment change.
- D. 1. Overtime shall be considered all time worked in excess of forty (40) hours, and shall be compensated at the rate of one and one-half the employees normal rate of pay.
 2. On Christmas Day, Thanksgiving Day and Easter Sunday double time shall be paid, providing the duty was assigned.
 3. Overtime shall be posted and shall be on a rotating seniority basis by school. Assigned overtime, less than 24 hours notice, and overtime for which there are no volunteers may be assigned on a rotating seniority basis in inverse order.
 4. Overtime shall be paid currently, no later than thirty days after overtime is performed.
- E. 1. Employees covered by this Agreement shall be entitled to fourteen (14) holidays, the actual day of celebration will be determined by the Supervisor once the school calendar has been adopted by the Board for the following year.

2. Holidays which fall within an employee's vacation period shall not be counted as vacation days.

F. Vacations will be earned as follows:

- 1 week after the first full year
 - 2 weeks after two complete years of employment
 - 3 weeks after three complete years of employment
 - 4 weeks after five complete years of employment
 - 5 weeks after ten complete years of employment
- Arrangements for vacations during the summer months will be made through the Building Principal, with the Superintendent's approval.

Vacations during the pupil-in-service school year may be granted for up to ten (10) working days by the Superintendent. Vacation time must be utilized during the twelve (12) months after earned.

G. The Board shall not circumvent a full-time position with part-time employees.

H. New custodians may receive up to two years credit for experience with other school districts or institutions.

I. If a custodian's day falls on a holiday they shall be compensated by an additional days pay. Another day off may be offered at the discretion of the administration. The employee may accept or decline the offer.

**ARTICLE V - EMPLOYEE HOURS AND EMPLOYEE WORK LOAD
CATEGORY VI - GROUNDS MAINTENANCE WORKERS/
DISTRICT MAINTENANCE/SECURITY PERSONNEL**

A. The regular work week shall consist of five (5) consecutive work days, unless otherwise agreed to by the employee and administration.

B. Employees work day shall be eight (8) hours including lunch and breaks. Employees will work two (2) hours, have a fifteen (15) minute break; work two (2) hours, have a half hour lunch; work two hours, have a fifteen (15) minute break, work to the end of the shift. Employees assigned to 6-hour shift shall include one half (1/2) hour for lunch and one (1) fifteen (15) minute break in the A.M. and one (1) fifteen (15) minute break in the P.M. During normal school hours, when school is in session, the building will never be left unattended. During all shifts the school building will never be left unattended.

C. No transfer or change in shift or assignment shall be made without prior notification to the employee not less than forty-eight (48) hours for a permanent shift or assignment change.

D. 1. Overtime shall be considered all time worked in excess of forty (40) hours, and shall be compensated at the rate of one and one-half the employees normal rate of pay.

2. On Christmas Day, Thanksgiving Day and Easter Sunday double time shall be paid, providing the duty was assigned.

3. Overtime shall be posted and shall be on a rotating seniority basis by school. Assigned overtime, less than 24 hours notice, and overtime for which there are no volunteers may be assigned on a rotating seniority basis in inverse order.

4. Overtime shall be paid currently, no later than thirty days after overtime is performed.

E. 1. Employees covered by this Agreement shall be entitled to fourteen (14) holidays, the actual day of celebration will be determined by the Supervisor one the school calendar has been adopted by the Board for the following year.

2. Holidays which fall within an employee's vacation period shall not be counted as vacation days.

F. Vacations will be earned as follows:

- 1 week after the first full year
- 2 weeks after two complete years of employment
- 3 weeks after three complete years of employment
- 4 weeks after five complete years of employment
- 5 weeks after ten completed years of employment

Arrangements for vacations during the summer months will be made through the Building Principal, with the Superintendent's approval.

Vacations during the pupil-in-service school year may be granted for up to ten (10) working days by the Superintendent.

Vacation time must be utilized during the twelve (12) months after earned.

G. The Board shall not circumvent a full-time position with part-time employees.

H. New employees may receive up to two years credit for experience with other school districts or institutions.

I. If a grounds maintenance worker's day off falls on a holiday they shall be compensated by an additional days pay. Another day off may be offered at the discretion of the administration.

**ARTICLE V - EMPLOYEE HOURS AND EMPLOYEE WORK LOAD
CATEGORY VII - PARA PROFESSIONALS**

A. The work year shall be one-hundred-eighty-two (182) days unless otherwise directed. Time beyond the one-hundred-eighty-two (182) shall be paid at the appropriate hourly rate. The work year shall include attendance at District Orientation Day and District Professional Day.

B. 1 The work day for Para Professionals shall consist of six and one-half (6 1/2) hours per day, thirty-two and one-half (32 1/2) hours per week exclusive of one-half hour duty free lunch daily. Para Professionals shall have a fifteen (15) minute break in the a.m. and a fifteen (15) minute break in the p.m. except for emergencies declared by the Administration. Such time shall be considered as if worked and part of the working day.

B. 2 The work day for Health Aides shall consist of seven hours per day, thirty-five hours per week exclusive of one-half hour duty free lunch daily. Health Aides shall have a fifteen (15) minute break in the a.m. and fifteen (15) minute break in the p.m. except for emergencies declared by the Administration. Such time shall be considered as if worked and part of the working day.

C. The Board agrees that all Para Professionals shall be given Hepatitis B shots. The school nurse will identify Para Professionals at risk.

D. Any employee who successfully completes 21 college credits (Teacher Aide Certificate) shall be given \$1,200 which shall be added to their base pay.

**ARTICLE V - EMPLOYEE HOURS AND EMPLOYEE WORK LOAD
CATEGORY VIII - CAFETERIA WORKERS**

A. The regular work week shall consist of five (5) consecutive work days, unless otherwise agreed to by the employee and Administration.

B. The work day for full time general workers shall be six (6) hours exclusive of one half hour (1/2) for lunch but including one (1) fifteen (15) minute break in the a.m. and one (1) fifteen (15) minute break in the p.m. Such breaks shall be considered as time worked as arranged by the Supervisor. The work day for cooks shall be six and one-half (6 1/2) hours exclusive of one half hour for lunch but including one (1) fifteen (15) minute break in the a.m. and one (1) fifteen (15) minute break in the p.m. as arranged by the Supervisor.

C. General workers/cooks may leave the building without requesting permission during their scheduled lunch period and must sign in and out.

D. No transfer or change in duty and/or work stations shall be changed or rotated or curtailed as a punitive measure. Regular employees whose job assignment is temporarily changed from general worker to cook shall be paid an additional per diem amount of \$23.24 (2006-2007), \$24.40 (2007-2008), \$25.62 (2008-2009).

**ARTICLE V - EMPLOYEE HOURS AND EMPLOYEE WORK LOAD
CATEGORY IX - MECHANICS**

A. The regular work week shall consist of five (5) consecutive work days, unless otherwise agreed to by the employee and administration.

B. Employees work day shall be eight (8) hours including lunch and breaks. Mechanics will work two (2) hours, have a fifteen (15) minute break; work two (2) hours, have a half hour lunch; work two hours, have a fifteen (15) minute break, work to the end of the shift Employees assigned to 6-hour shift shall include one half (1/2) hour for lunch and one (1) fifteen minutes break in the A.M. and one (1) fifteen minute break in the P.M. During normal school hours, when school is in session, the building will never be left unattended. During all shifts the school building will never be left unattended.

C. No transfer or change in shift or assignment shall be made without prior notification to the employee not less than forty-eight (48) hours for a permanent shift or assignment change.

D. 1. Overtime shall be considered all time worked in excess of forty (40) hours, and shall be compensated at the rate of one and one-half the employees normal rate of pay.

2. On Christmas Day, Thanksgiving Day and Easter Sunday double time shall be paid, providing the duty was assigned.

3. Overtime shall be paid currently, no later than thirty (30) days after overtime is performed.

E. 1. Employees covered by this Agreement shall be entitled to fourteen (14) holidays, the actual day of celebration will be determined by the Supervisor once the school calendar has been adopted by the Board for the following year.

2. Holidays which fall within an employee's vacation period shall not be counted as vacation days.

F. Vacations will be earned as follows:

- 1 week after the first full year
- 2 weeks after two complete years of employment
- 3 weeks after three complete years of employment
- 4 weeks after five complete years of employment
- 5 weeks after ten complete years of employment

Arrangements for vacations during the summer months will be made through the Building Principal, with the Superintendent's approval. Vacations during the pupil-in-service school year may be granted for up to ten (10) working days by the Superintendent. Vacation time must be utilized during the twelve (12) months after earned.

G. New employees may receive up to two years credit for experience with other school districts or institutions.

ARTICLE VI - NON TEACHING DUTIES

A. Intent
The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that his energies should be utilized to this end. Therefore, the Parties agree as follows:

B. Application

1. List of non-teaching duties; except as teaching personnel may be required to supervise students to maintain the students health, safety, and welfare. Personnel other than teachers shall perform non-teaching duties, including milk distribution and supervision of cafeterias, sidewalks, bus loading and unloading and playground.

2. The Association recognizes that a minimum amount of non-teaching duty will be required of the faculty to insure proper supervision during duty periods.

3. During free duty time, teachers shall perform but not be limited to parent and student conferences, record keeping, curriculum development, student tutoring and remediation, inventory and requisition of supplies, planning and consultation with special area teachers and other faculty personnel and such other duties as may be directed by the Building Principal.

C. The Board and the Association agree that the following provision shall become the operating procedure of the school administration.

1. Elementary lunch and recess duty: No more than one certified staff member shall be assigned lunch or recess duty per lunch or recess period

except as extraordinary circumstances require temporary assignment of additional personnel.

2. Elementary detention duty shall be voluntary.

3. Middle School lunch duty:

a. Beginning July 1, 1989, no more than three (3) certified staff shall be required to work lunch duty during a given lunch period.

b. Beginning July 1, 1990, no more than two (2) certified staff shall be required to work lunch duty during a given lunch period.

c. When lunch period must accommodate more than 300 students, an additional certified staff member may be assigned lunch duty for that lunch period.

d. The above (a,b,c) shall apply except as extraordinary circumstances require temporary assignment of additional personnel.

4. Beginning July 1, 1989, High School certified staff members shall not be assigned attendance duty.

5. A Committee composed of three (3) members appointed by the Association and three (3) members appointed by the Administration shall evaluate current practices and make recommendations concerning assignment and utilization of personnel during high school lunch periods. The Committee shall report to the Superintendent by July 1, 1989.

ARTICLE VII - SPECIALISTS

A. The Board and Association recognize the fact that an adequate number of competent specialists is essential to the operation of an effective educational program. The Association shall have the right to submit recommendations as to the need for specialists in specific areas which the Board will consider. Such recommendations shall first be submitted to the Superintendent prior to submission to the Board.

ARTICLE VIII - EMPLOYEE EMPLOYMENT CATEGORY I - TEACHERS

A. The Board agrees to hire only teachers holding certificates issued by the New Jersey Board of Examiners for every teaching assignment. The Board may hire teachers holding emergency certificates when there are not suitable candidates holding standard certificates.

B. Each teacher shall be placed on his proper level of the teacher salary guide in accordance with Paragraph D. below. Any teacher employed

ninety (90) teaching days of any school year shall be given full credit for one school year of service towards the next increment step for the following year, this, however not affecting the length of service required to attain tenure status or seniority.

C. Teachers shall be notified of their contract salary status for the ensuing year in accordance with the terms of Title 18A and the teachers shall respond to such notice in accordance with the same statute.

D. Placement and assignment are made with the primary concern for the needs of the students.

E. Insofar as possible, all teachers shall be given written notice of their class, subject and building assignment for the forthcoming year as near to June 1st as possible but not later than August 1st. In the event of an emergency, the teacher's work schedule may be changed after August 1st with written notification to said teachers and the L.T.E.A. President. Teacher affected will be afforded conference by the Principal or Supervisor prior to the change to explain the reasons for such change.

F. The Parties recognize that change in grade assignment in the elementary school, changes in subject assignments in high school/middle school and transfers between schools may be necessary. Such transfer and change of assignment shall be on a voluntary basis whenever possible. No transfer or change in assignment shall be made without a Principal, Assistant Principal, Assistant Superintendent or Superintendent, holding a prior conference with the teacher.

G. The Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies.

ARTICLE VIII - EMPLOYEE EMPLOYMENT

CATEGORY II - SECRETARIAL, CLERICAL, COMPUTER PERSONNEL

A. Employees may be given up to five (5) years credit for prior secretarial experience upon initial employment. All newly hired staff granted credit for outside experience shall be placed on the same level as someone within the District with the same credited experience.

B. Employees shall be notified of their contract and salary status for the ensuing year no later than May 30th.

C. Any assigned work to a higher category shall be compensated at the rate of 20% of the base salary for the period of that assignment, the higher pay is compensated if an employee works a cumulative of 20 days excluding vacation during a year.

D. Placement on Salary Guide: An employee must complete (120) days of work in Category II to receive full credit for one (1) school year of service toward the next increment of 20 days excluding vacation during a year.

E. For each 15 college credits secretarial, clerical and computer personnel shall receive \$400.00 which shall be added to their base pay cumulatively according to the following scale:

15 credits	-	\$400.00
30 credits	-	\$400.00
45 credits	-	\$400.00
A.S.	-	\$400.00
B.A./B.S.	-	\$400.00

ARTICLE VIII - EMPLOYEE EMPLOYMENT
CATEGORY III - BUS DRIVERS

A. Placement on Salary Guide

1. Adjustment to Salary Guide: Each employee shall be placed on his proper level of the salary guide. Any employee completing ninety (90) days work in any school year shall be given full credit for one (1) school year of service.

B. Resignation:

An employee who is resigning from his position shall give the required thirty (30) days written notice.

C. Notification of Contract and Salary

Employees shall be notified of their contract and salary status for the ensuing year no later than May 30

D. Assigned Duties

At no time shall the Board or any agent thereof, assign or direct any employee covered by this agreement, to any other duties outside the duties appropriate to their position.

ARTICLE VIII - EMPLOYEE EMPLOYMENT

CATEGORY V - CUSTODIANS/COMPUTER MAINTENANCE TECHNICIANS

A. An employee employed as of July 1, 1983 and working 120 working days, shall be given full credit for one year of service towards the next increment level for the following year. This, however, will not affect the length of service required to attain seniority.

B. Resignation

An employee who is resigning from his position shall give the required thirty (30) days written notice.

C. Notification of Contract and Salary
Employees shall be notified of their contract and salary status for the ensuing year no later than May 30th.

D. Assigned Duties
At no time shall the Board or any agent thereof, assign or direct any employee covered by this Agreement, to any other duties outside the duties appropriate to their position or as past practice.

E. Any assigned work to a higher category shall be compensated at the rate of 20% of the base salary for the period of that assignment, the higher pay is compensated if an employee works a cumulative of 20 days excluding vacation during a year.

ARTICLE VIII - EMPLOYEE EMPLOYMENT
CATEGORY VI - GROUNDS MAINTENANCE WORKERS/
DISTRICT MAINTENANCE WORKERS/SECURITY PERSONNEL

A. An employee employed as of July 1, 1983 and working 120 working days, shall be given full credit for one year of service towards the next increment level for the following year. This, however, will not affect the length of service required to attain seniority.

B. Resignation
An employee who is resigning from his position shall give the required thirty (30) days written notice.

C. Notification of Contract and Salary
Employees shall be notified of their contract and salary status for the ensuing year no later than May 30th.

D. Assigned Duties
At no time shall the Board or any agent thereof, assign or direct any employee covered by this Agreement, to any other duties outside the duties appropriate to their position or as past practice.

E. Any assigned work to a higher category shall be compensated at the rate of 20% of the base salary for the period of that assignment, the higher pay is compensated if an employee works a cumulative of 20 days excluding vacation during a year.

ARTICLE VIII - EMPLOYEE EMPLOYMENT
CATEGORY VII - PARA PROFESSIONALS

A. An employee who is resigning from his/her position shall give the required thirty (30) days written notice.

B. Any employee completing ninety (90) work days in any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

C. The Board agrees to furnish appropriate training for all Para Professional as it relates to their job function. Further, the Board agrees that each time a Para Professional's assigned function is changed, as it relates to the needs of children, that said training shall be completed in a timely fashion as directed by the Administration.

ARTICLE VIII - EMPLOYEE EMPLOYMENT
CATEGORY VIII - CAFETERIA WORKERS

A. An employee who is resigning from his/her position shall give the required thirty (30) days written notice.

B. Any employee completing ninety (90) work days in any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

C. Any assigned work to a higher category shall be compensated at the rate of 20% of the base salary for the period of that assignment, the higher pay is compensated if an employee works a cumulative of 20 days excluding vacation during a year.

ARTICLE VIII - EMPLOYEE EMPLOYMENT
CATEGORY IX - MECHANICS

A. An employee employed as of July 1, 1983 and working 120 working days, shall be given full credit for one year of service towards the next increment level for the following year. This, however, will not affect the length of service required to attain seniority.

B. Resignation
An employee who is resigning from his position shall give the required thirty (30) days written notice.

C. Notification of Contract and Salary
Employees shall be notified of their contract and salary status for the ensuing year no later than May 30th.

D. Assigned Duties
At no time shall the Board or any agent thereof, assign or direct any employee covered by this Agreement, to any other duties outside the duties appropriate to their position or as past practice.

E. Any assigned work to a higher category shall be compensated at the rate of 20% of the base salary for the period of that assignment, the higher pay is compensated if an employee works a cumulative of 20 days excluding vacation during a year.

ARTICLE IX - SALARIES

A. The salary of each employee covered by this Agreement is set forth in the Guide appendix. All guides are attached hereto and made part hereof.

B. Employees holding a ten (10) month contract, September through June, shall have the option of choosing a ten (10) month payment plan or a twelve (12) month payment plan. Once the choice is made, the employees agree that it will not be changed again until the following year. Should an employee having chosen the twelve (12) month payment plan leave for any reason during the course of the school year, they will be paid the balance due them as if they had chosen the (10) month plan.

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

D. Each employee shall receive his final pay on his last working day in June if his close out procedure is completed satisfactorily.

E. Nothing to the contrary withstanding in this Agreement or in Schedule I shall deprive the Board of Education of any rights it has to withhold increments in accordance with N.J.S.A. 18A:29-14, which states in part "Any Board of Education may withhold, for inefficiency or other good cause, the employment increment, or the adjustment increment, or both, of any member in any year by a majority vote of all the members of the Board of Education." As to non-teachers the Lacey Township Board of Education may withhold, for inefficiency or other good cause, the employment increment, or the adjustment increment, or both of any employee in any year by a majority vote of all the members of the Board of Education.

F. Employees shall receive monthly a statement of accumulated sick leave and personal days and an itemized account of all deductions from their salaries.

G. Teacher participation, in extracurricular activities which the Board of Education deems educationally worthwhile and which extends beyond the regularly scheduled in-school day shall be voluntary when possible. Teachers whether volunteers or not acting as advisors shall be paid according to Schedule A.

H. Each teacher performing bedside instruction shall be paid at a rate of \$38.51 (2006-2007), \$40.24 (2007-2008), \$42.05 (2008-2009) per hour or any part thereof.

I. When a teacher is assigned a class coverage during a preparation period the teacher will be paid \$31.96 (2006-2007), \$33.40 (2007-2008), \$34.90 (2008-2009).

J. Coaches performing scouting functions for the school, with prior approval shall be reimbursed at a rate of forty-seven (47) cents in 2006-2007, forty-nine (49) cents in 2007-2008, fifty-one (51) cents in 2008-2009 and toll fees incurred payable monthly.

K. Employees who may be required to use their own automobiles in the performance of their assigned duties, and employees who are assigned to more than one school per day shall be reimbursed for all such travel at the rate of forty-seven (47) cents in 2006-2007, forty-nine (49) cents in 2007-2008, fifty-one (51) cents in 2008-2009 between work sites, payable monthly.

L. Beginning July 1, 1991, all eligible employees shall receive payment for earned vacation periods prior to the beginning of those periods. Overtime shall be paid by the pay date following the pay period during which the overtime was worked.

M. Pay Dates for CO-Curricular Activities:

<u>Fall Season</u>	
Mid Year -	September 30
End of Year -	October 30
<u>Winter Season</u>	
Mid Year -	December 15
End of Year -	January 30
<u>Spring Season</u>	
Mid Year -	April 15
End of Year -	May 15

Other Co-Curricular Year Long Positions

Mid Year -	December 15
End of Year -	May 15

N. All stipended positions (outside the contract, i.e. curriculum and summer work) will now be paid at a rate of \$39.68 per hour in 2006-2007, \$41.47 per hour in 2007-2008 and \$43.34 per hour in 2008-2009.

O. Grade Level Coordinators shall be paid at a rate of \$500.00 per year with a cap of eight (8) per building.

P. Chaperones (excluding athletic events) in all buildings shall be paid at the rate of \$35.00 per event (up to three hours) and \$70.00 per event (after three hours), subject to administrative approval.

**ARTICLE IX - SALARIES
CATEGORY III - BUS DRIVERS**

A. Educational trips, extra runs and other driving assignments shall be compensated at the driver's regular hourly rate of pay. This shall include kindergarten, activity runs and trips.

1. Drivers shall be paid a minimum of two (2) hours pay, at their regular hourly rate for all field trips and athletic trips cancelled with less than two (2) hours notice.

2. In the event of the breakdown or an emergency that prevails beyond a driver's regular work hours, he shall be reimbursed at the existing rate prorated to the half-hour (1/2) for the time spent on the road.

3. Time and one-half (1/2) based on the driver's computed hourly rate shall be given for all work hours over forty (40) hours per week when such time is required by the Superintendent of Schools.

B. The Board agrees to pay fingerprinting costs related to continued employment after initial hiring.

C. The Board agrees to make an initial purchase of uniform jackets to be worn by all bus drivers.

**ARTICLE IX - SALARIES
CATEGORY V - CUSTODIANS/COMPUTER TECHNICIAN**

A. \$1,045.00 in 2006-2007, \$1,097.00 in 2007-2008, \$1,152.00 in 2008-2009 shall be paid to custodians for night shift differential. This amount will be prorated for custodians working after 3:00 PM and prior to 7:00 AM.

B. Each new hire will receive a clothing allowance for the purchase of uniform shirts and pants. In addition each custodian will receive a clothing allowance in the amounts of \$400.00 in 2006-2007, \$420.00 in 2007-2008, and \$441.00 in 2008-2009 to purchase additional uniforms and shoes. The appropriate amount will be paid at the end of each succeeding year for replacement.

C. Custodians shall receive \$1,305.00 in 2006-2007, \$1,370.00 in 2007-2008, \$1,439.00 in 2008-2009 prorated (January 1, May 1, September 1) if they hold a Black Seal License. In addition, the custodian shall be reimbursed for the initial license fee, the registration fee and books for the course. The books shall become the property of the school for future

training use. All new employees, as a term and condition of continued employment must obtain a Black Seal within one (1) year.

**ARTICLE IX - SALARIES
CATEGORY VI - GROUNDS MAINTENANCE WORKERS/
DISTRICT MAINTENANCE WORKERS/SECURITY PERSONNEL**

Each new hire will receive a clothing allowance for the purchase of uniform shirts and pants. In addition each grounds maintenance worker/district maintenance worker/security personnel will receive a clothing allowance in the amounts of \$400.00 in 2006-2007, \$420.00 in 2007-2008, and \$441.00 in 2008-2009 to purchase additional uniforms and shoes. The appropriate amount will be paid at the end of each succeeding year for replacement.

**ARTICLE IX - SALARIES
CATEGORY VIII CAFETERIA WORKERS**

Each new hire will receive a clothing allowance for the purchase of uniform shirts and pants. In addition each cafeteria worker will receive a clothing allowance in the amounts of \$400.00 in 2006-2007, \$420.00 in 2007-2008, and \$441.00 in 2008-2009 to purchase additional uniforms and shoes. The appropriate amount will be paid at the end of each succeeding year for replacement.

**ARTICLE IX - SALARIES
CATEGORY IX MECHANICS**

Each new hire will receive a clothing allowance for the purchase of uniform shirts and pants. In addition each mechanic will receive a clothing allowance in the amounts of \$400.00 in 2006-2007, \$420.00 in 2007-2008, and \$441.00 in 2008-2009 to purchase additional uniforms and shoes. The appropriate amount will be paid at the end of each succeeding year for replacement.

ARTICLE X - SICK LEAVE

A. All employees of ten (10) month contracts shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year, whether or not they report for duty on that day. Twelve (12) month employees shall be entitled to twelve (12) sick leave days each year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

B. Certified employees shall be allowed to transfer into the Lacey Township School System fifty (50) percent of their accumulative sick leave up to ten (10) days acquired in the State of New Jersey.

C. Employees shall be entitled to half sick days. Half sick days shall begin and end with half the employee's work day.

D. The Board of Education may grant leave in lieu of sick leave to an employee who contracts scarlet fever, whooping cough, measles, chicken pox, mumps, as a result of a direct contact with infected students and has established the medical probability of such cause to the satisfaction of the Board of Education.

E. Incentive Program - Employees who do not exceed 1 sick day per year will be paid a stipend of \$250.00. Employees who do not exceed 2 sick days per year will be paid a stipend of \$125.00.

ARTICLE XI - EXTENDED LEAVES OF ABSENCE

A. Any employee shall, upon request, be granted a leave of absence without pay for child rearing or adoption of a preschool infant child for a period of not more than two (2) years. A teacher may not return except at the beginning of the school year or at the beginning of the third marking period.

B. The mandatory provisions of this Article do not apply to first year employees. In the absence of such a leave, any pregnant employee shall be entitled to continue working as long as she is physically able to do so, to be absent without pay as may be required by her for maternity purposes, and to return to her duties when physically able to do so.

C. No employee on child rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the Lacey Township School District in the area of certification of employment.

D. Any employee adopting a preschool infant child may receive similar leave which shall commence on his receiving de facto custody of the infant, or earlier, if necessary, to fulfill the requirements of the adoption.

E. 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; mother, father, children, spouse, sister, brother, grandparents and any other member or resident of the household. Additional leave may be granted at the discretion of the Board.

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

G. All benefits to which an employee was entitled at the time the leave of absence commenced, including unused accumulated sick leave, shall be restored upon return; and shall be assigned to the same position which was

held at the time said leave commenced, if available, or, if not, to a position within certification of employment.

H. All leaves or extensions of leaves, shall be applied for and granted or denied in writing.

ARTICLE XII SABBATICAL LEAVE CATEGORY I - TEACHERS

A. Purpose: A sabbatical leave shall be granted to a teacher by the Board of Education for study, including study in another area of specialization, or for other reasons of value to the school system.

B. Conditions: Sabbatical Leaves shall be granted subject to the following conditions:

1. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a minimum of three (3) of the teachers at any one time. The Board reserves the right to deny sabbatical leave to those teachers who would exceed in number the three (3) minimum at any one time.

2. Requests: Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be prescribed by the Superintendent no later than January 1, and action must be taken on all such requests no later than February 1, of the school year preceding the school year for which the sabbatical leave is requested.

3. Minimum time to qualify: A teacher must have completed at least seven (7) full school years of service in the Lacey Township School District in order to qualify for Sabbatical Leave.

4. Pay: A teacher on sabbatical leave (either ½ of a school year or for a full school year) shall be paid by the Board at fifty percent (50%) of the salary rate which he would have received if he had remained on active duty, if said leave is for study of value to the school district.

5. Return: Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence and he shall be credited with all other benefits for which he would have been entitled during the period of his leave and continuing thereafter upon his return. The teacher, upon return, shall be obligated for two additional school years of service. Willful failure of a teacher to render two additional school years of service to the District shall constitute cause for forfeiture of salary paid during sabbatical leave and right to bring an action for such return in any court of competent jurisdiction.

ARTICLE XIII
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT
CATEGORY I - TEACHERS

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 recognized 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 improvement in ways that best serve the school system, as well as his own problems, functions, interests and needs.

B. Within any one week, an employee who shall so request shall be granted at least thirty (30) minutes of counseling with his immediate Superior. Such meeting shall be scheduled by the Principal within the teacher work day and teacher released from other duties therefore.

C. The Board agrees:

1. To pay up to the full cost of tuition and other reasonable expenses incurred in connection with any workshops, conferences, in-service training sessions or other such sessions which a teacher is required and/or requested to take by the Administration, with Board approval.

2. That the District shall allocate \$65,600.00 for 2006-2007, \$68,552.00 for 2007-2008, \$71,637.00 for 2008-2009 per year towards a Tuition Reimbursement Plan, payable per graduate credit to any individual teacher. Such graduate courses must be in the area of the teacher's certification or in the area in which they are teaching, and such courses must be first approved by the Superintendent of Schools (which approval shall not be unreasonably withheld) and must be successfully completed.

D. That the Board of Education shall pay up to \$61,06 for 2006-2007, \$63,81 for 2007-2008, \$66,68 for 2008-2009 to each teacher attending the NJEA annual convention, with such monies to be used for the purpose of classroom educational materials.

ARTICLE XIII
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT
CATEGORY II - SECRETARIAL, CLERICAL, COMPUTER PERSONNEL

The District shall allocate \$4,216.80 in 2006-2007, \$4,427.64 for 2007-2008, and \$4,649.02 for 2008-2009 a year for the negotiating unit toward tuition reimbursement plan for the purpose of upgrading secretarial

or clerical skills and techniques, payable at a rate of not to exceed \$163.80 for 2006-2007, \$171.99 for 2007-2008, \$180.59 for 2008-2009 per semester per course. Professional courses taken on a non credit hour basis shall be reimbursed on a per course basis, to a maximum of \$492.45 for 2006-2007, \$517.07 for 2007-2008, \$542.92 for 2008-2009 per person per year. Reimbursement not to exceed cost of any single course. Workshops or courses may be acceptable not only as a primary job related, but may also be secondary job related such as computers, stress, psychology, media, and community related.

These workshops or courses must be approved in advance by the Superintendent of Schools and proof of successful completion must be furnished.

ARTICLE XIII
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT
CATEGORY VII - PARA PROFESSIONALS

The District shall allocate \$4,216.80 in 2006-2007, \$4,427.64 for 2007-2008, and \$4,649.02 for 2008-2009 a year for the negotiating unit toward tuition reimbursement plan for the purpose of upgrading skills and techniques pertinent to their present assignment, payable at a rate of not to exceed \$163.80 for 2006-2007, \$171.99 for 2007-2008, \$180.59 for 2008-2009 per semester per course. Professional courses taken on a non credit hour basis shall be reimbursed on a per course basis, to a maximum of \$492.45 for 2006-2007, \$517.07 for 2007-2008, \$542.92 for 2008-2009 per person per year. Reimbursement not to exceed cost of any single course. Workshops or courses may be acceptable not only as a primary job related, but may also be secondary job related such as computers, stress, psychology, media, and community related.

These workshops or courses must be approved in advance by the Superintendent of Schools and proof of successful completion must be furnished.

ARTICLE XIII
PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT
CATEGORY VIII - CUSTODIANS, GROUNDS/MAINTENANCE WORKERS

The District shall allocate \$4,216.80 in 2006-2007, \$4,427.64 for 2007-2008, and \$4,649.02 for 2008-2009 a year for the negotiating unit toward tuition reimbursement plan for the purpose of upgrading skills and techniques pertinent to their present assignment, payable at a rate of not to exceed \$163.80 for 2006-2007, \$171.99 for 2007-2008, \$180.59 for 2008-2009 per semester per course. Professional courses taken on a non credit hour basis shall be reimbursed on a per course basis, to a maximum

of \$492.45 for 2006-2007, \$517.07 for 2007-2008, \$542.92 for 2008-2009 per person per year. Reimbursement not to exceed cost of any single course. Workshops or courses may be acceptable not only as a primary job related, but may also be secondary job related such as computers, stress, psychology, media, and community related.

These workshops or courses must be approved in advance by the Superintendent of Schools and proof of successful completion must be furnished.

ARTICLE XIV

MAINTENANCE OF STUDENT CONTROL AND DISCIPLINE

The Board and the Association recognize the fact that an effective discipline program throughout the school system is necessary to minimize time spent to remedy poor behavior during the school day.

1. The Administration shall define the duties and responsibilities of all employees pertaining to the student behavior at the start of each school year.
2. Employees will constantly guide and control behavior of any student at any time during the day and in all parts of the school building, school grounds and school vehicles.
3. The Administration shall be freely available to the employees to discuss and consider developing discipline cases, and effective solutions shall be sought, first with the presence of the student, secondly with the presence of the parent, and finally with the advice of an appropriate specialist.

ARTICLE XV - INSURANCE PROTECTION

A. The Board shall provide the health-care insurance protection designed below:

The Board shall pay the full premium for a full family plan through the New Jersey Public and School Employees Health Program.

The Board shall also provide a full family plan to provide Dental and Prescription coverage.

1. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1st and ending August 31st.

When necessary, payment of premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

2. The Board shall provide to each employee a description of the health care insurance coverage provided under this article as soon as available, which shall include a clear description of conditions and limits of coverage as listed above.

3. The Board will provide the Association with a description of liability insurance coverage provided by the Board for any person covered by this Contract who transports students in his personal vehicle.

4. The Lacey Township Board of Education and the Lacey Township Education Association, hereby agree to the following effective July 1, 2006. The Board shall provide prescription coverage to eligible employees at the following co-pays: \$10.00 Brand/ \$5.00 Generic.

5. Orthodontics coverage is \$2000.00.

ARTICLE XVI - PERSONAL AND ACADEMIC FREEDOM

A. The personal life of an employee is not an appropriate concern of the Board, except any action by an employee which directly or indirectly adversely affects his performing his assigned functions during the work day or damages the confidence of the community in the school system are appropriate concerns of the Board.

B. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee providing said activities do not violate any local, state or federal law.

C. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions. Accordingly, they agree as follows:

1. Teachers shall be guaranteed freedom in classroom presentations and discussions appropriate to the grade level provided only that said material is directly connected with the course content.

2. Subject to the foregoing, teachers shall not be censored, or restrained, in the performance of their teaching functions, unless the material discussed and/or opinions expressed are immoral, illegal, unlawful, the advocating of violence or tending to advocate the unlawful overthrow of the United States Government, State Government or Municipal Government or any branch thereof, or controversial material not directly connected with the course content.

ARTICLE XVII - DEDUCTION FROM SALARY

- A. The Board agrees to deduct from the salaries of employees for the Lacey Township Education Association, the Ocean County Education Association, the New Jersey Education Association as the said teachers individually and voluntarily authorize the Board to deduct. Such deduction shall be made in compliance with Chapter 244 N.J. Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Lacey Township Education Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate Association or Associations.
- B. Each of the Associations named above shall certify to the Board in writing the current rate of its membership dues, and the names of all members. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of each change.
- C. Subject to the provisions of law, the Board of Education may deduct, in accordance with the administrative regulation approved by it, reasonable monetary penalties for lateness or other non-performance of duty required under individual employment contracts or this general Agreement.

ARTICLE XVIII - MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that there shall be no discrimination and that all practices and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment promotions, transfer, or discipline of employees in the application or administration of the Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.
- B. This Agreement, in conjunction with the present board policy, constitutes Board policy, for the term of said Agreement, the Board shall carry out the commitments contained herein and give them full force and effect as Board Policy during its duration and shall be controlling. Current and prior Board policy and practices not rescinded, shall continue in full force and effect until repealed or rescinded.
- C. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the signing 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, and nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise distract from any employee benefit or Board right or power existing prior to its effective date.

- D. 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 provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions and applications shall continue in full force and effect.
- E. Any individual contract between the Board and an employee heretofore or hereafter executed, shall be subject to and consistent with the terms and condition of this Agreement. If an individual contract contains any language inconsistent with this Agreement, during its duration, shall be controlling.
- F. Copies of this Agreement shall be printed at the expense of the Board of Education and the Association after agreement on format within thirty (30) days after the Agreement is signed. The agreement shall be presented to all employees now employed by the Board, to all Board members, to the Administration, Board Secretary and Board Attorney, and to each new employee upon signing of an Agreement.
- G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so in writing.
- H. That all other proposals of either party herein shall be considered as withdrawn and dropped.
- I. The Association agrees that during the term of the Agreement neither the Association nor any person acting in its behalf will cause, authorize, or support any strike (i.e. the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or absence in whole or in part from the performance of the employment), work stoppage, slowdown or walkout.
- J. The Board may provide a Comprehensive Employee Assistance Program for all staff. The provisions of the EAP program will be worked out by the committee of equal representatives of the administration and the association. The committee shall conclude this work and make a recommendation to the board within six months.
- K. All coaches shall receive a clothing allowance of \$150.00 per year.

L. Continuing Education Unit Credits

For the duration of the contract, the practice of awarding staff members Continuing Education Unit Credits for Board of Education approved in-service workshops/programs will be awarded in accordance with the following procedures/guidelines:

- a. Ten (10) contract workshop hours will be required for each earned one (1) Continuing Education Unit Credit.
- b. For every five (5) Continuing Education Unit Credits earned, two hundred and fifty (\$250.00) dollars will be paid to the staff member. This money will be added to the staff member's base salary. The maximum CEUs allowed per employee is one thousand two hundred fifty (\$1,250.00) dollars or twenty-five (25) CEUs.
- c. The Lacey Township Professional Development Committee will make appropriate recommendations to the Board of Education for its consideration through the Superintendent or his designee.
- d. The Board of Education shall retain the right to accept or reject recommendations submitted by the committee.
- e. In the event of discontinuance of the plan, by the Board of Education, earned CEU Credits not converted to salary payment at the time shall be reimbursed on a prorated basis to individual employees affected. This prorated amount will be added to the employee's salary as in the above. In the event of discontinuance, employees enrolled in courses shall continue until those courses are completed.

ARTICLE XIX - DURATION OF AGREEMENT

JULY 1, 2006 - JUNE 30, 2009

ARTICLE XX - GRIEVANCE PROCEDURE

A. Definitions:

1. Grievance: A "Grievance" is a claim by an employee of the Association based on the interpretation, application or violation of this Agreement, policies or Administrative decisions affecting an employee or a group of employees. A "grievance" must be reduced to writing and all responses thereto shall be in writing.

2. Aggrieved person: An "aggrieved person" is the person or persons or the Association making the claim.

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

B. Purpose:

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problem 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. Procedures:

1. Time limits: Since it is important that grievances be processed 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.

2. Year-end grievances - In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest of 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.

3. Level One - Principal or Immediate Superior: An employee with a grievance shall first discuss it with his Principal or Immediate Superior, either directly or through the Association's designated representative, with the objective of resolving the matter informally. Prior to Level Two, the aggrieved person shall submit his grievance in writing at Level One within fifteen (15) school days after alleged occurrence and shall have a written response thereto.

4. Level Two - Superintendent or designee: If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, he may file the grievance in writing with the Superintendent, within five (5) school days after the decision at Level One. Superintendent, within five (5) school days after the decision, whichever is or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving, the written grievance, the superintendent or designee shall file his written determination.

5. Level Three - Association: If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) school days after the presentation of the

grievance, he may file the grievance in writing with the Association within five (5) school days after the decision at Level Two or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Association shall refer it to the Board of Education. A hearing shall be held, if requested, with the Association representative and a committee of the Board or the Board, at their discretion, prior to their rendering of a decision.

6. Level Four - Arbitration:

a. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three or if no decision has been rendered within fourteen (14) school days after the grievance was delivered to the Board of Education, he may, within five (5) school days after the grievance was delivered to the Board of Education, whichever is sooner, request in writing the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person.

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 service. If the Parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the New Jersey Public Employment Relations Commission by either Party. The Parties shall then be bound by the rules and procedures of the New Jersey Public Employment Relations Commission 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 his 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 the final statements and proof on the issues are submitted to him. The arbitrator's decision shall be in writing, and he shall set forth his findings of fact, or reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be binding.

1. The arbitrator shall limit himself to the issue submitted and shall consider nothing else.

2. The arbitrator can neither alter, modify, add to nor subtract from any of the provisions of this Agreement between the Parties or any policy of the Board of Education.

3. The determination of the arbitrator must be limited to the terms and/or conditions of the Agreement which are the subject of the grievance. Dispute involving questions of unfair labor practice, scope of negotiations, questions of representation and other matters within the jurisdiction of the Public Employment Relations Commission shall not be arbitrable.

4. Questions on Administrative decisions or disputes which do not affect terms and conditions of employment which fall under the jurisdiction of the Commissioner of Education shall not be arbitrable.

5. Questions of constitutional issues may be challenged in courts but shall not be arbitrable.

6. Only the Board and the aggrieved and representative shall be given copies of the arbitrator's report of findings and recommendations.

d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual 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. Rights of Employees to Representation

1. **Employees and Associations:** Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. **Reprisals:** No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. **Group Grievance:** 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 process of such a grievance through all the levels of the grievance procedure even though the aggrieved person does not wish to do so.

2. **Written decisions:** Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered shall be in writing and give the reasons therefore and shall be transmitted promptly to all parties in interest. Decisions rendered at Level Four shall be in

accordance with the procedures set forth in Section C: Paragraph 5 (c) of this Article.

3. Separate grievance file: All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants, except, however, that the written final decisions shall be a proper part of the affected parties' personnel files.

4. Forms: Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.

5. Meetings and hearings: 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. This provision shall be deemed to permit any party to have a Certified Court Shorthand Reporter present to record the proceedings. Transcripts of the record of the proceedings shall be available only to those paying for the reporter and the transcripts.

ARTICLE XII - TEACHER EVALUATION - CATEGORY I

A. Administration will determine evaluation criteria, in consultation with staff. This area can be explored by the staff and Superintendent during this contract year.

B. Nontenure Teachers

1. Frequency: Nontenure teachers shall be evaluated by their Immediate Superiors at least four (4) times in each school year to be followed in each instance by a written evaluation report and by a conference between the teacher and his Immediate Superior for the purpose of identifying any deficiencies, extending assistance for their correction and improving instruction. Such evaluation in each instance shall consist of at least three (3) in-classroom observations of at least forty-five (45) minutes, each occurring on separate days and any other criteria for evaluation adopted by the Administration and approved by the Board.

C. General Criteria

1. Open evaluation: All monitoring or observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Such monitoring and/or observation shall be for the duration of one class period in a secondary school and in an elementary school for the duration of one subject lesson.

2. Evaluation by certified Supervisors: Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.

3. Copies of Evaluation: A teacher shall be given a copy of any class visit or evaluation report prepared by his evaluators within ten (10) days and a conference which follows within fifteen (15) days of the observation/evaluation. If a teacher or the Administration, having received a copy of a class visit or evaluation report, wishes one or two (2) days' delay before conferring on the subject matter of the report, such limited delay shall be a matter of right. No such 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. In the event that a teacher refuses to accept a class visit or evaluation report and refuses to sign an acknowledgment of receipt of same, the Administration shall forthwith certify the offer or deliverance of the class visit or evaluation report and file certification with the report to the teacher's file and forward to the Association a copy of the certification only.

D. Evaluation Procedure

Evaluation procedure will be reviewed by the Superintendent and staff during the school year.

1. Prior to filing any evaluation report the Immediate Superior of a teacher shall have had appropriate communication (including but not limited to all steps in Paragraph 2, below) with said teacher regarding performance as a teacher.

2. Reports: Evaluation reports shall be presented to each teacher by his Immediate Superior in accordance with the following procedures.

a. Such reports shall be presented to each teacher by his immediate supervisor based on a compilation of reports and observations by any or all supervisory personnel who come into contact with the teacher in a supervisory capacity.

b. Such reports shall be addressed to the teachers.

c. Such reports shall be written in narrative form and shall contain an overall rating and shall include, when pertinent: (1) Strengths of the teacher as evidenced during the period since the previous report; (2) Weaknesses of the teacher as evidenced during the period since the previous report; (3) Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.

E. Personnel Records

1. File: A teacher shall have the right, upon request to review the contents of his personnel file and to receive copies, at Board expense of any documents contained herein. A teacher shall be entitled to have a representative of the Association accompany him during such review. Classroom time shall not be used for such review.

2. Derogatory material: 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.

3. No separate file: 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.

Termination of employment: 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 teacher after severance or otherwise than in accordance with the procedure set forth in this Article excepting that if a teacher leaves voluntarily before final evaluation has been filed the evaluation may be filed in their personnel file provided a copy thereof has been mailed, by certified mail, to his last known address.

**ARTICLE XXI - EVALUATION
CATEGORY II - SECRETARIAL, CLERICAL, COMPUTER PERSONNEL**

Evaluations:

Evaluations will be conducted professionally, openly and with full knowledge of the employee. A copy of the evaluation criterion shall be provided to each employee. Evaluation reports will be reviewed in a conference between the employee and the person making the report, within ten (10) work days. All such reports will be signed by the employee indicating that he has seen it and discussed it. Signing the report in no way indicates agreement with its content. Every evaluation shall contain an overall rating of satisfactory or unsatisfactory.

**ARTICLE XXI - EVALUATION
CATEGORY III BUS DRIVERS**

Evaluations:

Evaluations will be conducted professionally, openly and with full knowledge of the employee. A copy of the evaluation criterion shall be provided to each employee. Evaluation reports will be reviewed in a conference between the employee and the person making the report, within ten (10) work days. All such reports will be signed by the employee indicating that he has seen it and discussed it. Signing the report in no way indicates agreement with its content. Every evaluation shall contain an overall rating of satisfactory or unsatisfactory. Evaluation format will be drawn up and agreed upon by administration and the LTEA.

**ARTICLE XXI - EVALUATION
CATEGORY V - CUSTODIANS/
COMPUTER MAINTENANCE TECHNICIAN**

Evaluations:

Evaluations will be conducted professionally, openly and with full knowledge of the employee. A copy of the evaluation criterion shall be provided to each employee. Evaluation reports will be reviewed in a conference between the employee and the person making the report, within ten (10) work days. All such reports will be signed by the employee indicating that he has seen it and discussed it. Signing the report in no way indicates agreement with its content. Every evaluation shall contain an overall rating of satisfactory or unsatisfactory.

**ARTICLE XII - EVALUATION
CATEGORY VII - MAINTENANCE GROUNDS WORKERS/
DISTRICT MAINTENANCE/SECURITY PERSONNEL**

Evaluations:

Evaluations will be conducted professionally, openly and with full knowledge of the employee. A copy of the evaluation criterion shall be provided to each employee. Evaluation reports will be reviewed in a conference between the employee and the person making the report, within ten (10) work days. All such reports will be signed by the employee indicating that he has seen it and discussed it. Signing the report in no way indicates agreement with its content. Every evaluation shall contain an overall rating of satisfactory or unsatisfactory.

ARTICLE XII - EVALUATION
CATEGORY VIII - CAFETERIA WORKERS

Evaluations:

Evaluations will be conducted professionally, openly and with full knowledge of the employee. A copy of the evaluation criterion shall be provided to each employee. Evaluation reports will be reviewed in a conference between the employee and the person making the report, within ten (10) work days. All such reports will be signed by the employee indicating that he has seen it and discussed it. Signing the report in no way indicates agreement with its content. Every evaluation shall contain an overall rating of satisfactory or unsatisfactory.

ARTICLE XXI - EVALUATION
CATEGORY IX - MECHANICS

Evaluations:

Evaluations will be conducted professionally, openly and with full knowledge of the employee. A copy of the evaluation criterion shall be provided to each employee. Evaluation reports will be reviewed in a conference between the employee and the person making the report, within ten (10) work days. All such reports will be signed by the employee indicating that he has seen it and discussed it. Signing the report in no way indicates agreement with its content. Every evaluation shall contain an overall rating of satisfactory or unsatisfactory.

ARTICLE XXII - TEMPORARY LEAVE OF ABSENCE

Types of Leaves

Employee shall be entitled to the following temporary non accumulative leaves of absence with the exception of personal leave, with full pay each school year.

1. Personal: Three (3) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the employee's Principal or other Immediate Supervisor for personal leave shall be made at least two (2) days before taking such leave (except in the case of emergencies). Any personal day not used by the employee any year, shall be added to the employee's sick leave accumulation. No personal days will be permitted on the day immediately preceding and the day immediately following school calendar holidays. Extreme cases will be considered on a case-by-case basis and may be granted only with the direct approval of the Superintendent.

2. Religious: Employees wishing to do so may use personal days for the observance of religious holidays.

3. School Visitation: Up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature shall be granted by the Building Principal upon the approval of the Superintendent. The request for school visitation leave shall be made five (5) days before the leave date. A written resume of same to be filed with the teacher's Building Principal within five (5) work days thereafter. Additional leave for school visitation may be granted by the Board.

4. Legal: Employees may apply to the Board for time necessary to appear in legal proceedings. A subpoenaed witness shall ordinarily be granted required time to appear and or testify.

5. Death in Immediate Family: An allowance of up to five (5) working days leave at any one time shall be granted for death or when death is imminent in the immediate family. Immediate family shall be considered to be: Father, Mother, Child, Brother, Spouse, Sister, Mother-in-law, Father-in-law, Brother in law, Sister-in-law, Grandparents of employee and spouse, Aunt/Uncle of any member of the immediate household. In the event of a death of an employee or student in the Lacey Township District, the Principal or Immediate Supervisor of said-employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral.

6. Temporary Military: Leave necessary to serve on temporary active military service shall be granted as per statute.

7. Good Cause: Other leaves of absence with pay may be granted by the Board for good reason.

8. Clinics: Coaches may be granted up to two (2) days per year for the purpose of attending clinics or other meetings of a professional nature, subject to the approval of the Superintendent or his designee which approval shall not be unreasonably withheld. Fees and expenses shall be incurred by the Board. Additional leave of absence may be granted by the Board for good reason.

ARTICLE XIII - COMPLAINT PROCEDURE

Procedural Requirement: Any complaints regarding an employee made to any member of the Administration by any parent, student, or other person which does or may influence evaluation of an employee shall proceed according to the procedure below:

Meeting with Principal or Immediate Superior: The Principal or Immediate Superior shall meet with the employee to apprise the employee of the full nature of the complaint and they shall attempt to resolve the matter informally.

Right to Representation: The employee shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

Procedures:

Step 1. In the event a complaint is unresolved to the satisfaction of all parties, the employee may request a conference with the complainant to attempt to resolve the complaint. If the complaint is unresolved as a result of such conferences, or if no mutually acceptable conference can be agreed on, the complaint shall move to Step Two.

Step 2. Any complaint unresolved under Step One at the request of the employee or the complainant shall be reviewed by the Building Principal or counterpart Supervisor in an attempt to resolve the matter to the satisfaction of all parties concerned.

Step 3. Any complaint unresolved at Step Two may be submitted in writing by the complainant or the employee to the Building Principal or counterpart Supervisor who shall forthwith forward a copy to the Superintendent or his designee and the complainant.

Step 4. Upon receipt of the written complaint the Superintendent or his designee shall confer with all parties. The employee shall have the right to be present at all meetings of the Superintendent or his designee and the complainant.

Step 5. If the Superintendent or his designee is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the teacher he shall forward the results of his recommendations in writing to the Board and a copy to all parties concerned.

Step 6. After receipt of the findings and recommendations of the Superintendent or his designee, and before action thereon, the Board shall afford the parties the opportunity to meet with the board and show cause why the recommendations of the Superintendent or his designee should not be followed. Copies of the action taken by the Board shall be forwarded to all parties.

ARTICLE XXIV - TEACHER WORK YEAR

In School work Year:

1. Ten (10) month personnel: The in-school work year for teachers employed on a ten (10) month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall not exceed one hundred eighty-five (185) days. Attendance for part of a day, shall not

count as a day unless the day counts as a school day for purposes of state aide under Title 18a and under Title 6 N.J.A.C.

2. Definition of in-school work year: The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

3. Inclement weather: Teacher attendance shall not be required whenever student attendance is not required due to inclement weather.

School Calendar: The Board shall adopt a school calendar and make copies available to all staff members.

ARTICLE XXV - TERMINAL LEAVE COMPENSATION

An employee who notified the Board in writing on or before January 2nd of any year, of their intention to retire at the end of that school year, and who actually files a retirement paper with the N.J. State Retirement System, shall be entitled to receive a Terminal Leave Compensation computed at the salary rate earned during the final year of employment at 1/200 of such annual salary, at the rate of one (1) day's pay per each unused, accumulated sick leave day to a maximum of one hundred and fifty (150) days to be paid out in equal payments over a three (3) year period. If the employee intends to retire within the contract period (3 years) they must notify the Board of their intention with the stipulation that they may rescind their intention. Twelve (12) month employees shall be paid at a 1/240 of their annual salary.

ARTICLE XXVI - STAFF VACANCIES

When school is in session a notice of any vacancy shall be posted in each school at least seven (7) school days before the final date when applications must be submitted. During summer vacation the notice shall be fifteen (15) days. Positions becoming available after August 1, shall be posted. The Association shall be notified, after which the position shall be filled at the Superintendent's discretion. All qualified employees of Lacey Township shall be given adequate opportunity to make application for promotional positions and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of present employed staff.

ARTICLE XXVII - PROFESSIONAL RELATIONS COMMITTEE

The Executive Committee of the Association shall meet with the Superintendent and such administrators as the Superintendent selects, normally once a month, unless it is mutually agreed to extend this period of time, to review and discuss current school problems and practices. These

meetings shall in no way disrupt the educational program. Matters that pertain to grievances or negotiations shall not be subject of these meetings.

Individual school Administrators shall meet with the Association representative from that individual school building, normally once a month, unless it is mutually agreed to extend this period of time. The Association and the Principal shall agree on a calendar of meetings. These meetings shall in no way disrupt the educational program. Matters that pertain to grievances or negotiations shall not be discussed at these meetings. The Association representatives and the Administration representatives shall not number more than three (3) each.

ARTICLE XXVIII - PROTECTION OF EMPLOYEES CATEGORY III -BUS DRIVERS

A. The Board shall continue to fulfill requirements placed upon it by law for the protection of drivers.

B. Drivers shall immediately report cases of assault suffered by them in connection with their employment to the Transportation Coordinator and Superintendent of Schools. Drivers shall file with the transportation Coordinator and with the Superintendent of Schools a written report within twenty-four hours.

C. A driver who has been assaulted shall have the right to confer with the Superintendent, and, to the extent that the Superintendent deems appropriate and proper to receive relevant information concerning the assault.

D. The Board shall reimburse drivers for any loss, damage, or destruction of clothing or personal property arising out of a direct assault on the person of the driver occurring during the performance of their duties and reasonably proven to the satisfaction of the Superintendent.

ARTICLE XXIX - MEDICAL EXAMINATION

A. Any medical examinations required for insurance or renewal of the driver's New Jersey School Bus Driver License is the responsibility of the driver.

B. The Board may, at its discretion, require medical examination by a physician designated by the Board.

C. The fee for any mandated medical examination by the Board designated physician will be paid by the Board.

D. Annual physicals as required in Section A of this article conducted by the school physician will be at no charge to the driver.

ARTICLE XXX - SENIORITY AND JOB SECURITY CATEGORY II - ALL SUPPORT STAFF

In the event of a reduction in-force of Category II personnel, the Statutes and Administrative Code that applies to teaching personnel will be utilized.

ARTICLE XXX - SENIORITY AND JOB SECURITY CATEGORY III - BUS DRIVERS

A. School District seniority is defined as service by appointed employees in the School District in the collective negotiating unit covered by this Agreement. An appointed employee shall lose all accumulated School District seniority only if he:

1. Resigns or is discharged for cause, irrespective of whether he is subsequently rehired by the School District. Any anticipated or planned reduction in-force shall be communicated to the Association at least forty-five (45) days prior to implementing same.

B. In the event of a reduction in-force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the inverse order of seniority of the employees.

C. In the event a vacancy occurs in the classification of his last appointment from which he was laid off, or in a lesser classification in the same line of work in the department, a laid-off employee shall be entitled to recall thereto in the order of his category seniority.

D. Notice of recall to work shall be addressed to the employee's last address appearing on the records of the School District, by certified mail, return receipt requested. Within fifteen (15) days from mailing such notice of recall the employee shall notify the Superintendent of Schools, in writing, whether or not he desires to return to the work involved in the recall. If he fails to reply or if he indicates that he does not desire to return to such work, he shall forfeit all of his seniority and all rights to recall. If he desires to return to the work involved in the recall notice, then he shall report for such work within seven (7) days from the date he receives the recall notice or within such period of time as is set forth in a written extension of time signed by the Superintendent of Schools or his designee. In the event he shall fail to report to work, he shall forfeit all of his seniority and all rights to recall.

**SCHEDULE A
LACEY TOWNSHIP HIGH SCHOOL ACTIVITIES**

E. Seniority shall not be accumulated during the period of lay off. Upon recall the appointed employee shall have his accumulated seniority to the date of lay off. Seniority shall not be accumulated during the period of any unlawful strike or other unlawful job action.

F. Seniority list shall be provided the Association at the beginning of each school year and updated throughout the school year. Said list shall be posted and received by the Association.

G. Duties will be assigned on a seniority basis wherever possible with the approval of the Superintendent.

H. Runs and positions will be posted in the transportation office immediately following the Board approval of bus runs. Run selection will not commence until the third (3) working day after posting. Run selection must be completed by the close of the fifth (5) working day after posting. Notification to the driver of the date of selections of runs and positions shall be made as of March 1 of each year.

I. On or before September 15, the Coordinator will make available to the Association a list of all runs and bus assignments. By October 30, an updated list of bus assignments and maps will be made available to the Association.

XXXI - SUBCONTRACTING

The Board agrees that one hundred twenty (120) days prior to any formal Board Action to consider subcontracting it shall discuss the matter fully with the Association and its representatives. The Board further agrees that it will not subcontract in bad faith for the purpose of laying off employees or substituting private sector employees for the employees covered by this Agreement.

ACTIVITY	Level	2006-2007	2007-2008	2008-2009
Majorities/Color Guard	1	3,819	3,991	4,171
Drill Team/Flag Twirlers	2	4,151	4,338	4,533
Marching Band Director	1	4,976	5,200	5,434
	2	5,311	5,550	5,800
Astt. Band Director	1	3,819	3,991	4,171
	2	4,151	4,338	4,533
Jazz Band Director	1	3,819	3,991	4,171
	2	4,151	4,338	4,533
Vocal Director	1	3,819	3,991	4,171
	2	4,151	4,338	4,533
Yearbook	1	5,973	6,242	6,523
	2	6,303	6,587	6,884
Newspaper	1	3,819	3,991	4,171
	2	4,151	4,338	4,533
Literary Magazine	1	2,155	2,252	2,353
	2	2,324	2,429	2,538
Student Council Advisor	1	3,819	3,991	4,171
	2	4,151	4,338	4,533
Senior Class Advisor	1	3,484	3,641	3,805
Junior Class Advisor	1	1,990	2,079	2,173
	2	2,155	2,252	2,353
Sophomore Class Advisor	1	1,657	1,732	1,810
	2	1,825	1,907	1,992
Freshman Class Advisor	1	1,657	1,732	1,810
	2	1,825	1,907	1,992
National Honor Society	1	3,155	3,297	3,445
	2	3,322	3,472	3,628
Computer Rm. Supervisor		3,981	4,161	4,348
Future Bus. Leaders of America		3,981	4,161	4,348
Library Supervisor		3,981	4,161	4,348
Computer Lab Supervisor		3,981	4,161	4,348
Distrib. Ed. Club of America		5,641	5,895	6,160
Physics Club		1,326	1,386	1,448
Art Club		1,326	1,386	1,448
Mock Trial		1,326	1,386	1,448
Math Club		1,326	1,386	1,448
Close Up		1,326	1,386	1,448
Interact		1,326	1,386	1,448
Chemistry Club		1,326	1,386	1,448
Pep Club		1,326	1,386	1,448
SADD Club		1,326	1,386	1,448

**SCHEDULE A
LACEY TOWNSHIP MIDDLE SCHOOL/HIGH SCHOOL ACTIVITIES**

ACTIVITY	Level	2006-2007	2007-2008	2008-2009
ACTIVITY ADVISORS				
School Newspaper -Approx. School Year MS		3,320	3,469	3,625
Student Council/School Store MS		3,981	4,161	4,348
Detention Supervisor (2days/wk.) MS/HS		3,981	4,161	4,348
Year Book Advisor - MS		3,320	3,469	3,625
SCHOOL PLAY - MIDDLE & HIGH SCHOOL				
Director	1	3,981	4,161	4,348
Assistant Director	2	4,315	4,509	4,712
Musical Director	1	1,989	2,078	2,172
Set Construction MS	2	2,155	2,252	2,353
Costumes	1	831	868	907
Art (Scenery)	2	992	1,036	1,083
Set Construction Mgr. HS	1	1,295	1,353	1,414
CLUBS				
Weight Club		1,326	1,386	1,448
Math Club		1,326	1,386	1,448
Computer Club		1,326	1,386	1,448
Builders Club		1,326	1,386	1,448

SCHEDULE A - LACEY TOWNSHIP HIGH SCHOOL ATHLETICS

ACTIVITY	Level	2006-2007	2007-2008	2008-2009
CATEGORY I				
Head Football	1	8,881	9,261	9,699
	2	9,542	9,971	10,420
	3	9,879	10,324	10,789
	4	10,210	10,669	11,149
Assistant Football	1	6,217	6,496	6,789
	2	6,682	6,982	7,297
	3	6,915	7,226	7,551
	4	7,150	7,472	7,808
Head Basketball	1	7,154	7,476	7,812
	2	7,454	7,789	8,140
	3	7,756	8,105	8,470
	4	8,056	8,418	8,797
Head Wrestling	1	7,154	7,476	7,812
	2	7,454	7,789	8,140
	3	7,756	8,105	8,470
	4	8,056	8,418	8,797
Swimming	1	7,154	7,476	7,812
	2	7,454	7,789	8,140
	3	7,756	8,105	8,470
	4	8,056	8,418	8,797
Asst. Basketball/Wrestling	1	4,763	4,977	5,201
Asst. Basketball/Wrestling	2	5,063	5,291	5,529
Asst. Basketball/Wrestling	3	5,366	5,608	5,860
Asst. Basketball/Wrestling	4	5,664	5,919	6,185
Athletic Trainer	1	6,805	7,111	7,431
CATEGORY II				
Head Baseball, Softball, Soccer, Track, Field Hockey, Gymnastics	1	6,568	6,863	7,172
	2	6,897	7,207	7,532
	3	7,230	7,556	7,896
	4	7,563	7,903	8,259
Assistant Baseball, Softball, Soccer, Track, Field Hockey, Gymnastics, Cross Country	1	4,315	4,509	4,712
	2	4,644	4,853	5,071
	3	4,976	5,200	5,434
	4	5,312	5,551	5,801
CATEGORY III				
Cross Country, Tennis, Winter Track, Bowling, Golf	1	6,266	6,551	6,846
	2	6,599	6,896	7,206
	3	6,933	7,244	7,570
	4	7,266	7,593	7,935
CATEGORY IV				
Weight Trainer (season)	1	4,315	4,509	4,712
	2	4,644	4,853	5,071
	3	4,976	5,200	5,434
	4	5,312	5,551	5,801
Cheerleaders (per season)	1	4,644	4,853	5,071
	2	4,976	5,200	5,434
	3	5,312	5,551	5,801
	4	5,641	5,895	6,160
Assistant Cheerleaders (per season)	1	3,320	3,469	3,625
	2	3,651	3,816	3,987
	3	3,981	4,161	4,348
	4	4,315	4,509	4,712
Head Cheerleader (Comp.) (winter season only)	1	2,609	2,726	2,848
Asst. Cheerleader (Comp.) (winter season only)	2	2,065	2,159	2,256
Special Olympics Coordinator	3	2,655	2,775	2,900

**SCHEDULE A
LACEY TOWNSHIP MIDDLE SCHOOL ATHLETICS/ACTIVITIES**

**LACEY TOWNSHIP TEACHERS
2006-2007 1ST YEAR**

ACTIVITY	Level	2006-2007	2007-2008	2008-2009
INTRAMURAL/MUSIC GRADES 7-8				
Flag Football, Softball, Basketball,		2,323	2,428	2,537
Band Director, Vocal Director &		2,323	2,428	2,537
Gymnastics		2,323	2,428	2,537
Assistant Band Director		1,326	1,386	1,448
INTERSCHOLASTIC GRADES 7-8				
Athletic Director	1	3,981	4,161	4,348
Soccer, Basketball, Baseball,	1	3,981	4,161	4,348
Softball, Track, Wrestling,	2	4,315	4,509	4,712
Cheerleaders, Cross Country	3	4,644	4,853	5,071
Assistant Track	1	3,113	3,253	3,400
Assistant Basketball	1	3,113	3,253	3,400
ELEMENTARY SCHOOLS				
Band Director		2,323	2,428	2,537
Choral Director		2,323	2,428	2,537
Math Club		1,326	1,386	1,448
Science Club		1,326	1,386	1,448
Geography Club		1,326	1,386	1,448

LEVEL	BA	BA+20	MA	MA+15	MA+30
1	40,245	42,855	45,465	47,139	48,730
2	40,345	42,955	45,565	47,239	48,830
3	40,450	43,059	45,670	47,344	48,934
4	40,554	43,164	45,774	47,448	49,039
5	40,659	43,268	45,879	47,553	49,143
6	40,780	43,389	46,000	47,674	49,264
7	40,900	43,510	46,120	47,795	49,386
8	41,021	43,631	46,241	47,915	49,507
9	41,712	44,322	46,932	48,606	50,279
10	42,432	45,042	47,653	49,328	50,999
11	43,183	45,792	48,405	50,076	51,749

Offguide: Each staff member previously on step 11 or above shall receive a 4.5% increase above their 2005/2006 salary guide amount in 2006/2007

Longevity	4 years	8 years	12 years	16 years	20 years
	\$450.00	\$450.00	\$600.00	\$600.00	\$600.00

TELEVISION/VIDEO PROGRAMMING SPECIALIST

* Salary of individual, not starting salary. Salary to be negotiated by LITIA and the Lacey Township Board of Education.

2006-2007	2007-2008	2008-2009
4.50%	4.50%	4.50%

LACEY TOWNSHIP TEACHERS
2007-2008 2ND YEAR

LEVEL	BA	BA+20	MA	MA+15	MA+30
1	41,956	44,683	47,411	49,160	50,823
2	42,056	44,783	47,511	49,260	50,923
3	42,161	44,888	47,615	49,365	51,027
4	42,270	44,997	47,725	49,474	51,136
5	42,379	45,106	47,834	49,583	51,246
6	42,489	45,215	47,944	49,693	51,354
7	42,615	45,342	48,070	49,819	51,481
8	42,741	45,468	48,195	49,946	51,608
9	42,867	45,594	48,322	50,071	51,735
10	43,589	46,316	49,044	50,793	52,542
11	44,341	47,069	49,797	51,548	53,294

Offguide: Each staff member previously on step 11 or above shall receive a 4.5% increase above their 2006-2007 salary guide amount in 2007/2008.

Longevity:

4 years	\$450.00
8 years	\$450.00
12 years	\$600.00
16 years	\$600.00
20 years	\$600.00

TELEVISION/VIDEO PROGRAMMING SPECIALIST
* Salary of individual, not starting salary. Salary to be negotiated by LTEA and the Lacey Township Board of Education.

2006-2007 4.50% 2007-2008 4.50% 2008-2009 4.50%

LACEY TOWNSHIP TEACHERS
2008-2009 3RD YEAR

LEVEL	BA	BA+20	MA	MA+15	MA+30
1	43,744	46,594	49,444	51,272	53,010
2	43,844	46,694	49,544	51,372	53,110
3	43,949	46,798	49,649	51,477	53,215
4	44,058	46,908	49,758	51,586	53,323
5	44,172	47,022	49,873	51,700	53,437
6	44,286	47,136	49,987	51,814	53,552
7	44,401	47,250	50,101	51,929	53,665
8	44,533	47,382	50,233	52,061	53,798
9	44,664	47,514	50,364	52,194	53,930
10	44,796	47,646	50,496	52,324	54,063
11	45,551	48,400	51,251	53,079	54,906

Offguide: Each staff member previously on step 11 or above shall receive a 4.5% increase above their 2007-2008 salary guide amount in 2008/2009.

Longevity:

4 years	\$450.00
8 years	\$450.00
12 years	\$600.00
16 years	\$600.00
20 years	\$600.00

TELEVISION/VIDEO PROGRAMMING SPECIALIST
* Salary of individual, not starting salary. Salary to be negotiated by LTEA and the Lacey Township Board of Education.

2006-2007 4.50% 2007-2008 4.50% 2008-2009 4.50%

LACEY TOWNSHIP PRINCIPAL'S SECRETARIES

LEVEL	2006-2007		2007-2008		2008-2009	
	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009	2009-2010
1	23,646	24,728	24,728	25,864	25,864	27,000
2	23,746	24,828	24,828	25,964	25,964	27,100
3	23,851	24,933	24,933	26,069	26,069	27,200
4	23,956	25,044	25,044	26,180	26,180	27,300
5	24,061	25,154	25,154	26,296	26,296	27,400
6	24,188	25,264	25,264	26,412	26,412	27,500
7	24,311	25,395	25,395	26,527	26,527	27,600

PRINCIPAL'S SECRETARIES OFF GUIDE:

2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%

Longevity shall be defined as years of service as a secretary only.

Secretary Longevity:

4 years	\$350.00
8 years	\$350.00
12 years	\$500.00
16 years	\$500.00
20 years	\$500.00

LACEY TOWNSHIP GENERAL SECRETARIES

LEVEL	2006-2007		2007-2008		2008-2009	
	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009	2009-2010
1	20,077	20,981	20,981	21,930	21,930	22,880
2	20,177	21,081	21,081	22,030	22,030	22,980
3	20,282	21,186	21,186	22,135	22,135	23,085
4	20,387	21,296	21,296	22,245	22,245	23,195
5	20,492	21,406	21,406	22,361	22,361	23,311
6	20,617	21,517	21,517	22,476	22,476	23,426
7	20,742	21,648	21,648	22,593	22,593	23,543
8	20,867	21,779	21,779	22,730	22,730	23,680
9	21,398	21,910	21,910	22,868	22,868	23,818

GENERAL SECRETARIES OFF GUIDE:

2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%

Longevity shall be defined as years of service as a secretary only.

Secretary Longevity:

4 years	\$350.00
8 years	\$350.00
12 years	\$500.00
16 years	\$500.00
20 years	\$500.00

LACEY TOWNSHIP BUS DRIVERS

LEVEL	2006-2007	2007-2008	2008-2009
	Salary	Salary	Salary
1	11.79	12.33	12.90
2	11.84	12.38	12.95
3	11.90	12.43	13.00
4	11.95	12.50	13.05
5	12.00	12.55	13.13
6	12.13	12.60	13.18
7	12.25	12.74	13.23
8	12.38	12.86	13.38

BUS DRIVERS OFF GUIDE:

	2006-2007	2007-2008	2008-2009
	5.00%	5.00%	5.00%

Bus Driver Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP COMPUTER OPERATOR

* Salary of individual, not starting salary. Salary to be negotiated by LTEA and the Lacey Township Board of Education.

	2006-2007	2007-2008	2008-2009
	5.00%	5.00%	5.00%

Computer Operator Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP ATTENDANCE OFFICER

* Salary of individual, not starting salary. Salary to be negotiated by LTEA and the Lacey Township Board of Education.

	2006-2007	2007-2008	2008-2009
	5.00%	5.00%	5.00%

Attendance Officer Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP MECHANICS

* Salary of individual, not starting salary. Salary to be negotiated by LTEA and the Lacey Township Board of Education.

	2006-2007	2007-2008	2008-2009
	5.00%	5.00%	5.00%

Mechanics Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

COMPUTER MAINTENANCE TECHNICIAN

* Salary of individual, not starting salary. Salary to be negotiated by LTEA and the Lacey Township Board of Education.

	2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%	5.00%

Computer Maintenance Technician Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP INTERPRETER

* Salary of individual, not starting salary. Salary to be negotiated by LTEA and the Lacey Township Board of Education.

	2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%	5.00%

Interpreter Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP CUSTODIANS

LEVEL	2006-2007		2007-2008		2008-2009	
	Salary		Salary		Salary	
1	27,843	27,843	29,135	29,135	30,492	30,492
2	27,943	27,943	29,235	29,235	30,592	30,592
3	28,048	28,048	29,340	29,340	30,697	30,697
4	28,153	28,153	29,450	29,450	30,807	30,807
5	28,258	28,258	29,561	29,561	30,923	30,923
6	28,383	28,383	29,671	29,671	31,039	31,039
7	28,508	28,508	29,802	29,802	31,155	31,155
8	28,634	28,634	29,933	29,933	31,292	31,292

CUSTODIANS OFF GUIDE:

	2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%	5.00%

Custodians Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP GROUNDS/MAINTENANCE/SECURITY

LEVEL	2006-2007 Salary	2007-2008 Salary	2008-2009 Salary
1	27,974	29,273	30,637
2	28,074	29,373	30,737
3	28,179	29,478	30,842
4	28,284	29,588	30,952
5	28,389	29,698	31,067
6	28,514	29,808	31,183
7	28,639	29,940	31,298
8	28,765	30,071	31,437

GROUNDS/SECURITY OFF GUIDE:

2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%

Grounds/Security Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP PARA PROFESSIONALS

LEVEL	2006-2007 Salary	2007-2008 Salary	2008-2009 Salary
1	11,749	12,236	12,748
2	11,849	12,336	12,848
3	11,954	12,441	12,953
4	12,059	12,552	13,063
5	12,164	12,662	13,180
6	12,289	12,772	13,295

PARA PROFESSIONALS OFF GUIDE:

2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%

Para Professional Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP HEALTH AIDES

LEVEL	2006-2007	2007-2008	2008-2009
	Salary		

1	14,492	15,117	15,773
2	14,592	15,217	15,873
3	14,697	15,322	15,978
4	14,802	15,432	16,088
5	14,907	15,542	16,204
6	15,012	15,652	16,319

HEALTH AIDES OFF GUIDE:

2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%

Health Aide Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP GENERAL CAFETERIA WORKERS

LEVEL	2006-2007	2007-2008	2008-2009
	Salary		

1	11,600	12,080	12,584
2	11,700	12,180	12,684
3	11,805	12,285	12,789
4	11,910	12,395	12,899

CAFETERIA WORKERS OFF GUIDE:

2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%

Cafeteria Workers Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

LACEY TOWNSHIP COOKS

LEVEL	2006-2007	2007-2008	2008-2009
	Salary		

1	13,022	13,573	14,152
2	13,122	13,673	14,252
3	13,227	13,778	14,357
4	13,332	13,888	14,467
5	13,437	13,999	14,582

COOKS OFF GUIDE:

2006-2007	2007-2008	2008-2009
5.00%	5.00%	5.00%

Cooks Longevity:

4 years	-	\$200.00
8 years	-	\$200.00
12 years	-	\$250.00
16 years	-	\$250.00

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