

***AGREEMENT BETWEEN  
SOMERSET HILLS BOARD OF EDUCATION  
AND THE  
SOMERSET HILLS EDUCATION ASSOCIATION***

***JULY 1, 2011 TO JUNE 30, 2014***

***All additions/changes throughout this 2011-2014 agreement are in bold***

**PREAMBLE**

This Agreement entered into as required under Chapter 303, Public Law 1968, on the date indicated below and expressly made effective July 1, 2008 by and between the Somerset Hills Regional Board of Education hereinafter called the "Board" and the Somerset Hills Education Association, hereinafter called the "Association."

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ARTICLE I – RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel listed below and restricted to such personnel:

1. Certified Personnel (including but not limited to):
  - a. Classroom Teachers-whose schedule includes only classroom teaching.
  - b. Teaching Specialists-whose normal schedule includes both classroom teaching and other assignments during the school day.
    - (1) Department Coordinators/Subject Area Specialists
    - (2) Attendance Directors
    - (3) Administrative Assistant
    - (4) Team Leaders
  - c. Pupil Service Personnel
    - (1) Guidance Counselors
    - (2) Media Specialists
    - (3) Nurses
    - (4) Members of the Child Study Team (excluding Director)
    - (5) Student Assistance counselor
    - (6) Athletic Trainer
2. Co-Curricular Positions
3. Support Staff
  - a. Office Staff (excluding confidential employees: secretaries in Superintendent's office and secretaries in Board Secretary's office)
  - b. Custodial and Maintenance Personnel (except head of Buildings and Grounds)
  - c. Paraprofessionals
4. Technology Technicians

## ARTICLE II – AGENCY SHOP

All non-dues personnel cited in Article I shall be required to remit 85% of dues to respective organizations through payroll deduction for services rendered. Excluded from this are confidential employees.

### Indemnification and Save Harmless Provision

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

ARTICLE III  
RIGHTS AND DUTIES OF BOARD AND ASSOCIATION

A. BOARD RIGHTS

1. The Association recognizes the Board as the duly elected and/or appointed representative of the people and agrees to negotiate only with the Board through the negotiating agent or agents officially designated by the Board to act in its behalf.
2. The Association and all members thereof, as defined in Article 1, hereby recognize the Board and its representatives as the sole management authority of the **district**.

B. NEGOTIATIONS INFORMATION

1. The Board agrees to assist the Association in the negotiation process by providing information available to and used by the Board negotiating committee and which may reasonably be expected to assist the Association to assess Board proposals and formulate their own proposals.

The Board shall not be required to provide copies of its internal working documents to the Association.

2. Upon request, the Superintendent shall furnish to the President of the Association the names, salaries, degrees and prior experience of any teacher.
3. The Board will make available for inspection by the SHEA negotiating team all pertinent records, data, and information normally available to the citizens of Somerset Hills.

C. ASSOCIATION RIGHTS

1. The Association shall have the right to use school rooms and buildings for its meetings, providing such meetings do not interfere with the normal operations of the school program, and that prior approval for such building use is obtained through the "Application of Use of School Facilities" form.
2. Permission of the principal is necessary for the Association to use interschool mail or school boxes. The Association and the Board of Education will each assume the cost of litigation arising out of each party's use of the inter and intraschool mail service.
3. The Association has the right to use school equipment i.e., copying machines, computers, printers, projectors, fax machines, scanners, network accessibility (e-mail, network drives, Internet access) etc. and will provide for materials and supplies consumed in such use.

4. The Association and the Board shall alternate from one contract term to another the cost of preparation and printing of the SHEA/Board Agreement and salary schedules, including typing.
5. In the event that the Association President is a teacher, the Association President shall not be scheduled for any duties before, during or after school and shall not be called upon for coverage except in the case of any emergency. The Association President (or his/her designee) shall be given other release time as administratively feasible. The term "duty" as it pertains to this excludes "professional duties".
6. In addition to the grievants, release time will be given for a maximum of two Association Officers to attend PERC hearings if needed.
7. The Board agrees to voluntarily furnish the Association with copies of agenda, approved minutes and new and revised policies as requested.
8. Prior to being sent home to parents, the Association will have access to all letters and data required by the Elementary and Secondary Education Act.



## ARTICLE IV – GRIEVANCES

### A. DEFINITION

1. A grievance is an appeal by a member or members of the negotiation unit, or by the Association on behalf of a member or members, alleging improper interpretation of application or violation of this agreement, policies or administrative decisions.
2. Saturdays, Sundays, holidays and any days on which the school shall not be open shall be excluded from the computation of “working days” or “school days” as the term is used in the Grievance Procedure. Summers shall be counted for those who are employed on a twelve (12) month contract.
3. It shall be the general practice of all parties of interest to process grievances during times which do not interfere with the assigned responsibilities of the parties concerned.

### B. PURPOSE

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

### C. TIME LIMITS

1. Failure at any step to communicate the decision on a grievance within the specified time limits shall permit the employee(s) to proceed to the next step.
2. Failure at any step to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. 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 written agreement.
4. 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, 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.
5. A grievance must be raised at Step 1 no later than **30** calendar days following its occurrence, or within **30** calendar days after the aggrieved party knew or should have known of the events or conditions on which it is based.

D. PROCEDURE

1. Step 1

The employee who has a grievance shall discuss it first with the immediate **supervisor** in an attempt to resolve the complaint. If, as a result of the discussions, the matter is not resolved to the satisfaction of the employee within five (5) school days, the complaints shall be set forth in writing to said **supervisor**.

The **supervisor** shall communicate a decision in writing to the employee within five (5) school days after personally receiving the written complaint.

2. Step 2

The employee may appeal the decision of the **supervisor** to the appropriate school Principal within five (5) school days after the decision of the **supervisor** has been mailed or given to the employee. The appeal shall be in writing and shall set forth specifically the reasons for the appeal. A copy of this appeal shall be sent by the employee to the **supervisor** who rendered the decision.

The Principal shall hold a hearing on the grievance. At least two (2) school days prior to the hearing, the employee and the immediate **supervisor** shall be given a written notice thereof. At the hearing the employee shall be present. The immediate **supervisor** has the option to be present and participate in the hearing.

The Principal shall communicate a decision in writing to the employee and the immediate **supervisor** within ten (10) school days after personally receiving the appeal.

3. Step 3

The employee may appeal the decision of the school Principal to the Superintendent within five (5) school days after the decision of the Principal has been mailed or delivered to the employee. The appeal shall be in writing and shall set forth specifically the reason for the appeal. A copy of this appeal shall be sent by the employee to the Principal who rendered the decision.

The Superintendent of Schools shall hold a hearing of the grievance. At least two (2) school days prior to the hearing, the employee and the school Principal shall be given written notice thereof. The employee shall be present at the hearing. The Principal may be present. A maximum of three (3) witnesses each to offer facts on behalf of the employee and/or the Principal may be present. The employee may be represented by the Association. Each party shall notify the other and the Superintendent at least 24 hours before the hearing if witnesses are to be present.

The Superintendent of Schools shall communicate a decision in writing to the employee and Principal within ten (10) days after personally receiving the appeal.

4. Step 4

The employee may appeal the decision of the Superintendent within five (5) school days after the decision of the Superintendent has been mailed or delivered. The appeal shall be in writing and shall set forth specifically the reasons for the appeal. This appeal shall be sent or given to the Superintendent of Schools who shall present it to the Board.

The Board, after reviewing the appeal and the report of the Superintendent of Schools, may hold a hearing. At least two (2) school days prior to the possible hearing, all necessary parties shall be given written notice thereof. At the hearing all parties concerned shall be present and may be represented by persons of their own choosing.

The Board shall communicate its decision in writing to the employee and the **supervisor** involved, through the Superintendent of Schools, within thirty (30) days after the date the Superintendent received the appeal from the Association. Timelines shall be suspended during the months of July and August.

5. Step 5

If the grievance concerns the specific terms of this Agreement except as provided herein, and if the employee is not satisfied with the disposition of his grievance at Step 4, then within ten (10) working days after receipt of the answer by the Association, the employee may request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration by filing a request to PERC within fifteen (15) days after the receipt of the request from the employee. The parties shall be bound by PERC rules and procedures governing grievance arbitration.

The decision of the arbitrator shall be final and binding regarding any of the specific terms of this Agreement, except as provided herein. In all other matters the Board of Education shall be the final step in the grievance procedure. All exclusions from the grievance procedure as provided herein shall remain in effect for the duration of this Agreement.

The decision of the arbitrator, in writing, shall be submitted to the Board and the Association.

The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

ARTICLE V  
RIGHTS AND RESPONSIBILITIES OF ALL EMPLOYEES

A. DISCIPLINARY MEETINGS

1. At any meeting or interview where the primary purpose is to charge or discipline an employee and where more than one (1) board or administrative representative or interested party is to be present, the employee shall be given twenty-four (24) hours notice, advised of the reason for the meeting and entitled to be accompanied by a chosen representative.
2. No employee shall be formally disciplined without a formal explanation.
3. Any criticism by a supervisor, administrator, teacher or Board Member of an employee shall be made in confidence and not in the presence of students, parents, other employees, at a public meeting or in an e-mail.
4. No action will be taken against any **district** employee unless the identity of the complainant and specific issue are identified.

B. PERSONNEL RECORDS

1. An employee shall have the right to review the contents of that employee's own personnel file at least once every year upon request. Employees shall have the right to indicate in writing those documents which are believed inappropriate to retain, together with the reasons they are deemed to be inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee, who shall determine whether they should be retained. This provision shall not be arbitrable.
2. An employee shall have the right to submit a written answer to any material in the file which may be derogatory to the employee's conduct, service, character or personality. Such answer will be included in the file. Material which is clearly derogatory in nature shall be called to the employee's attention when it is placed in the file. No document that can be deemed derogatory can be added to the employee's file that does not identify who the grieved parties are or what the specific issues are that are being called into question.
3. The official personnel records shall be kept in a central file in the Superintendent's office and materials kept by any Administrator in any other **district** file may not be used in any disciplinary action against an employee or for employee advancement. All district files except the permanent records found in the personnel office will be purged annually.

C. MISCELLANEOUS

1. Pay checks shall be properly itemized to indicate compensation for each specific activity.
2. Annually, each employee shall receive the written evaluation 3 working days prior to meeting with his/her supervisors to review the content of the evaluation.
3. The employee's annual evaluation shall be done by June 1<sup>st</sup>.
4. Upon entering the district, as market conditions permit, new employees shall not be hired above their level of prior analogous experience for which they are being hired.

ARTICLE VI  
SICKNESS AND TEMPORARY DISABILITY LEAVE

A. ALLOWANCE

1. EMPLOYEES

- a. One day of absence, without any pay deduction, per month of employment contract shall be allowed for personal illness each year for full-time employees; **twelve (12) month custodial employees shall be allowed a maximum of ten (10) days for personal illness to be prorated based on date of hire.**
  - b. All part-time employees shall be allowed ten (10) employment days, without pay deduction, for personal illness each year.
2. All unused days allowed for personal illness in paragraphs a and b of this Section shall be cumulative without limit, and are available for additional absence without pay deduction in subsequent years.

B. VERIFICATION OF ILLNESS

**As per N.J.S.A. 18A:30-4, a doctor's note may be required at any time; however, an employee who is absent from work five (5) consecutive days must, upon return to duty, verify the absence by a doctor's certification of illness.**

C. PROCEDURE

An employee anticipating absence because of illness shall, as soon as possible, notify the building Principal or immediate **supervisor** by the procedures set forth.

D. FAMILY ILLNESS DAYS

Employees may use sick leave days in the event of illness of a family member. Family member shall be defined as a spouse, child, parent, grandparent, mother-in-law, father-in-law, domestic partner or a relative who permanently resides in the house of the employee.

E. TERMINAL PAY FOR UNUSED SICK DAYS

1. The following provisions shall apply to all eligible non-teaching staff members. Rate will be pro-rated according to part-time employee's contractual assignment.

There shall be a provision for terminal pay on the basis of sick leave wherein upon retirement from the district after at least ten (10) years of service, \$40 (forty dollars) per sick day shall be paid up to a maximum of one hundred twenty (120) days in the sick bank. Said payment should be made as soon as possible, but no later than 45 days from the last day of employment. However, the employee shall have the option of delay of receipt of the payment until the first payroll in January following the year of retirement.

2. The following provision shall apply to eligible teaching staff members:

All teachers who submit a letter of retirement to collect a T.P.A.F. pension shall be entitled to \$90 (ninety dollars) per day up to a maximum of three hundred (300) days if notice is given by March 15<sup>th</sup>. For notice given after March 15<sup>th</sup>, the payment is \$60 (sixty dollars) per day. However, the employee shall have the option of delay of receipt of the payment until the first payroll in January following the year of retirement.

ARTICLE VII  
TEMPORARY LEAVE OF ABSENCES

A. ALLOWANCES

1. Three (3) workdays of absence per school year shall be allowed, without pay deduction, for urgent personal business. Four (4) personal days per year for 12-month employees shall be allowed. Urgent personal business may include absence for the purpose of caring for a sick member of the immediate family, legal commitments other than jury duty, and other urgent personal business which cannot be handled outside of school hours. It does not include personal illness, vacations, non-urgent business or other activities which can reasonably be expected to be scheduled outside of school hours.
2. EMPLOYEES WHO WORK MORE THAN TWENTY (20) HOURS PER WEEK, AND PARAPROFESSIONALS WHO WORK LESS THAN TWENTY (20) HOURS PER WEEK, ON A PRO RATA BASIS, SHALL RECEIVE:
  - a. A maximum of five (5) workdays of absence with full pay shall be allowed for each death in the immediate family. The immediate family shall be considered: father, mother, father-in-law, mother-in-law, spouse, child, brother, sister, domestic partner and any relative who permanently resides in the immediate household.
  - b. A maximum of two (2) workdays of absence with full pay shall be allowed for each death in the non-immediate family. The non-immediate family shall be considered anyone not mentioned in Section 2.a of this article who is related by blood or marriage.
  - c. A maximum of one (1) workday of absence with full pay shall be allowed for the death of a close friend.
3. Absences not covered above or in excess of the allowance specified above, and which the Board is required by law to grant, shall be granted.
4. Urgent personal business days which are left unused at the end of the year shall be added to the employee's accumulated sick days.

B. SUPPLEMENTAL ALLOWANCE FOR URGENT PERSONAL BUSINESS

Personal absence for urgent personal business in excess of those specified in Section A.1 may be granted, without pay deduction, by the Superintendent of Schools. In granting such absence, the Superintendent shall be guided by the personal circumstances requiring the absence, the circumstances of the school, and shall be limited to the unused urgent personal business days from previous years. The decision of the Superintendent shall not be arbitrable.



C. OTHER TEMPORARY LEAVES OF ABSENCE

Upon the request of the employee, temporary leaves of absence other than those specified in Sections A and B of this article may be granted by the Superintendent.

When granted they shall be without pay, except in extraordinary circumstances and with the approval of the Board. The decision to grant or deny said leave shall not be arbitrable.

D. PROCEDURE

Requests for **the approval of** temporary leaves of absence shall be made by the employee to the Superintendent of Schools through the building Principal at least 24 hours in advance. In emergency situations, the 24 hour notice shall be waived provided such notices shall be given as soon as practicable.

E. VERIFICATION

The employee shall be responsible and accountable for correctly categorizing each absence according to the categories of Section A of this article. In the case of absence under Section A.1, it shall not be necessary to specify the nature of the urgent personal business in order to be granted leave of absence, but the employee shall be accountable for the determination that the business is urgent and cannot be handled outside of school hours.

ARTICLE VIII

A. INSURANCE

1. Through the **district** health insurance program the Board of Education shall provide all covered employees working **more than 25 hours** per week\* with full individual or family (spouse, civil union and/or dependent children) health benefit coverage which shall include **the following options for medical insurance.**

**\*Effective July 1, 2012, all current employees, except for paraprofessionals and custodians, will receive health benefits if they work a minimum of 20 hours per week.**

**\*All employees hired after July 1, 2012 must work more than 25 hours per week to receive health benefits.**

- Option A Preferred Provider Plan, which is the plan that all covered employees are enrolled in as of 7/1/12.**
- Option B Point of Service Plan**
- Option C High Deductible Health Plan with a Health Savings Account – Board will contribute to the Health Savings Account:**

<b>Single coverage</b>	<b>\$ 500</b>
<b>Two adults or parent/children coverage</b>	<b>\$ 750</b>
<b>Family coverage</b>	<b>\$ 1,000</b>

2. The Board of Education shall request the carrier to provide each covered employee with a description of conditions and limit of the health benefit coverage herein provided.
3. The above-referenced health insurance coverage shall provide for mandatory second surgical opinion for non-emergency procedures as provided by the carrier.
4. Employees may waive their health insurance coverage on an annual basis for the following school year by completing a medical insurance waiver request form and submitting it to the Board Office during the month of May (the open enrollment period).

The waiver request shall indicate whether the employee is requiring no insurance benefits or reducing coverage to employee only benefits. In return for this waiver, the employee will receive 30% of the applicable premium savings.

Employees have the right to opt back into the health insurance plan during the open enrollment period on an annual basis.

In order to implement this provision the parties agree to fulfill the requirements of Section 125 of New Jersey Law regarding taxability of insurance benefits.

In order to be eligible to waive insurance coverage an employee must have insurance coverage through another source for the applicable period that is being waived.

5. Benefits paid under **this section** are provided from the first day of employment through the last day of employment.
6. Through a carrier selected by the Board of Education, the Board will underwrite and administer a non-contributory dental insurance plan for all covered employees working 20 or more hours per week. **All employees hired after July 1, 2012 must work more than 25 hours per week to receive dental benefits.**

The Dental Plan shall permit the following:

- a. deductible of \$25 per individual
- b. maximum benefit up to \$2,000
- c. orthodontia coverage up to a maximum of \$1,500
- d. a non-exclusive network

All eligible employees will have the option of selecting the HMO Dental Plan or the Traditional Dental Plan.

7. The Board of Education and the Somerset Hills Education Association are both cognizant of and sensitive to the increasing cost of health care insurance. Accordingly, the parties agree to study alternative health care programs, which will lower the cost to the District while maintaining coverage for employees that is commensurate with or better than coverage provided by the current program as of June 30, 2005.
8. The Board will provide each employee with a complete description of coverage under the various insurance plans when hired. The Board will provide each employee with a complete description of any change of coverage (i.e. addenda) under the various insurance plans within 30 days of issue by the insurance company.

B. AUTHORIZED USE OF PERSONAL AUTOMOBILES

1. The Board shall cover all liability incurred by an employee and the first one hundred dollars (\$100) of any damage incurred by the employee's vehicle arising directly from the authorized use of the employee's vehicle on school business in accord with all policies and regulations pertaining thereto.
2. Upon the authorized use of the employee's own automobile for school business, the Board shall compensate said employee at the **mileage reimbursement rate established by the State and/or Department of Education for school districts.**

ARTICLE IX  
TUITION REIMBURSEMENT AND STAFF DEVELOPMENT

A. TUITION REIMBURSEMENT

The tuition paid for graduate courses and monies paid for books and fees shall be reimbursed by the Board of Education subject to the following conditions:

1. Courses (**in person, online, or hybrid**) are approved by the Superintendent of Schools prior to enrollment, and denial of same is non-arbitrable. **The institution must be accredited as a duly authorized institution of higher learning.**
  2. Courses are completed satisfactorily.
  3. Tuition shall be paid by the Board of Education up to a maximum of the prevailing Rutgers University rate times **9** credits per year **with a maximum district-wide total of \$175,000 annually.**
  4. Applicant has not received tuition scholarship aid from some other sources which equals or exceeds tuition rate. If aid does not equal the Rutgers University rate, reimbursement will be the difference.
  5. \$75 per school fiscal year shall be allowed for the payment of fees and books related to the courses.
  6. Evidence of payment of tuition, books and other course fees must be presented before reimbursement will be paid.
  7. For staff members on Salary Schedule BA or BA+15, tuition reimbursement shall be applicable only for courses included in an approved Masters Degree program in the subject field taught. This shall be interpreted for elementary teachers so as to include subject areas in which actual class instruction is given, General Elementary Education or Learning Disabilities. Related areas listed below shall also be approved for Schedule BA or BA+15.
    - (1) Guidance
    - (2) Technology Education
    - (3) Child Psychology
    - (4) Human Development
    - (5) Learning Disabilities
    - (6) Reading Specialist
    - (7) Supervisory Certification
    - (8) Principal Certification
- a. If a staff member on salary schedule BA or BA+15 who is in an approved masters program finds that the university does not offer courses needed to satisfy degree requirements during a particular semester, then he/she may request other graduate courses that are directly related to present or anticipated assignment be approved for tuition reimbursement. Approval of

such requests shall be contingent on establishing that the university does not offer masters degree related courses during the requested semester.

8. Any teacher with a masters degree who is not in an approved program or a second master or doctoral degree program who wishes to take graduate courses, can only be reimbursed for courses which are directly related to his/her present or anticipated assignment or in accordance with the related areas listed in 7 above.
9. Tuition reimbursement for doctoral dissertation advisement will be paid to any one teacher for three (3) calendar years.
10. Tuition reimbursement is subject to Internal Revenue Service rules and regulations.
11. In order to be eligible for reimbursement, the staff member must receive a grade of "B" or better for the class.
12. Teachers who are serving as a replacement for another teacher on leave shall not be eligible for tuition reimbursement.
13. Except for teachers employed in the year prior to eligibility for tenure, if a teacher voluntarily resigns, he/she shall not be entitled to be reimbursed for courses taken during their last semester of employment.
14. To be eligible, course work must be completed and submission for reimbursement made within 90 days of the last day of classes for the course.
15. Starting in 2009-2010 credits earned in a non-matriculated, non-masters program prior to earning a masters degree will not be considered eligible for advancement on the salary guide after the masters degree has been earned.

B. STAFF DEVELOPMENT

1. District staff development courses conducted outside the in school teacher work day, work year, or during the summer shall be voluntary and teachers shall choose to be compensated at the following rate:

Credits toward advancement on the Salary Guide are at the rate of one half (.5) credits for each six (6) hours of time; one (1) credit for each twelve (12) hours of time; or

Twenty dollars (\$20.00) per hour of time;  
One hundred twenty dollars (\$120.00) for a six hour course; and  
Two hundred forty dollars (\$240.00) for a twelve hour course.

These payments shall be made to the employee within thirty (30) calendar days of completion of the course.

Teachers of staff development courses conducted outside the in school teacher work day, work year, or during the summer shall be voluntary and compensated at the rate

of double the amount of money participants receive. If teachers of staff development courses choose the credit option, double credit shall be granted only for the first time a staff member teaches the course, at the rate equal to the guidelines established for participants. Thereafter, a trainer may only receive double pay.

2. The Professional Development Board shall function in accordance with state law and regulation.
3. Teachers who are serving as a leave replacement shall not be eligible for credit towards salary guide advancement for participation in Professional Development Institute offerings.

C. **TRAINER'S CREDIT TOWARD 100 HOUR REQUIREMENT**

In addition to the actual clock hours spent in the delivery of the first presentation, presenters or teachers of courses or workshops will accrue professional development hours on the basis of two hours preparation time for every hour of delivery time. The teaching or presenting of the same or a similar course or workshop will count only once in a five-year cycle. (from the New Jersey Department of Education's Professional Development Framework: 3.3 c)

D. **MENTORING**

1. BOE will pay for the mentoring of new teachers at the state recommended rate.
2. Beginning in 2006-2007, the mentor teacher and mentee shall have a joint planning period except in the case of an extraordinary circumstance.

ARTICLE X  
CERTIFIED PERSONNEL RIGHTS

A. TEACHER WORKLOAD

1. WORK YEAR

- a. The normal work year shall be ten (10) months, beginning September 1 and ending June 30.
- b. The teacher work year shall be four (4) days more than the Student Calendar year without additional compensation, but in no event more than 186 days, except for newly hired teachers who may be required to work three (3) additional days of orientation. The new teacher orientation days can be scheduled the week before Labor Day (excluding that Friday). The additional days shall be scheduled so as not to include any school holiday. The Student Calendar shall call for 180 days unless the Commissioner of Education or the State Board of Education mandates a greater number.
- c. The School Calendar shall be defined by the Board. Before any changes in the calendar are proposed by the administration to the Board, the Association shall be consulted to obtain their opinion on the changes.
- d. Teachers are not required to report to school on days when school is closed by the Superintendent or his/her designee.

2. WORKDAY

- a. The teachers shall not be required to be present in school more than seven (7) hours and sixteen (16) minutes in a normal workday without additional monetary or time compensation.
  - (1) On days immediately preceding holidays or vacations, teachers will be allowed to leave with the pupils or upon completion of their assigned duties, whichever is later.
  - (2) Teachers shall daily indicate their presence for duty by initialing the appropriate column on a faculty "in-out roster" which shall be developed by the school principal.
  - (3) Teachers may leave the school building during their lunch periods, but must notify the building Principal when leaving and returning. Teachers may request, from the building Principal, to leave the building during their Preparation or Conference period for a school related activity. Such requests will not be unreasonably denied.

- b. The required teacher workday shall not be more than five and one-half (5.5) hours of academic teaching. The teacher shall not be required to spend more than three and one-half (3.5) hours of pupil contact time continuously.
- c. The required teacher workday shall not be more than five and one-half (5.5) hours of assigned pupil contact time in Kindergarten through Grade 4. Full-time teachers in Grades 5-12 will teach five (5) periods of academic teaching or the equivalent plus a homeroom and one pupil contact period. Teachers of Music, Physical Education, Related Arts, Supplementary Education and Reading may teach six (6) periods without additional pupil contact.

For the purposes of this article, pupil contact time includes academic classroom teaching, during school activity programs, homeroom and homeroom related programs; full period hall supervision; supervision of: study halls, cafeteria, playground, high school central detention, in-school suspension, computer labs, CIE workers, in addition to on-call duty, bus duty, and before school duty (a.m. and p.m. combine as one).

A duty can be split, i.e. "A" Lunch and "C" Lunch. A duty can only be split once.

Teacher workday, "an amount of time equal to or less than  $\frac{1}{2}$  a period shall count as  $\frac{1}{2}$  duty period."

Teachers working an overload shall have a duty period and a homeroom. Assignment of overloads shall not be used for reduction in staff. Assignment of an overload shall be voluntary. If no volunteers can be found, the administration shall have the option to appoint. This language cannot be applied to those employees who, by other areas of the contract, already do not have a duty or a homeroom.

Science teachers who have 4 classes and teach 28, 29, or 30 periods of academic instruction per week will not receive a homeroom and a duty period. Additional compensation shall not apply for teachers in this category.

Teachers who have 5 classes and teach more than 25 academic periods per week will receive additional compensation. For each period above 25, the teacher's salary will be increased by the number of classes over 25 times their compensation on the salary guide. Compensation shall be at the following rate:

- Non-traveling teacher compensation =  $\frac{1}{6}$  annual salary
- Traveling teacher compensation =  $\frac{1}{5}$  annual salary
- Traveling teachers shall not be assigned a homeroom or duty period.
- Compensation shall be recorded as pensionable income beginning September 2004.



- d. Scheduling of high school academic classroom teachers for six (6) periods of instruction may occur only if the total pupil load for that teacher is 90 or less as of the 30<sup>th</sup> of September for the first (1<sup>st</sup>) semester or the fifth (5<sup>th</sup>) class meeting for the second semester. No additional pupil contact period including homeroom shall be given to these teachers.
- e. The remainder of the teacher workday shall be devoted to “non-pupil contact time”. For purposes of this Article, non-pupil contact time includes teaching preparation, previewing audio-visual materials, preparing laboratory work, conferences with supervisors, administrators, colleagues, students or parents and faculty meetings. There shall be one individual preparation period and no more than one team planning period daily. The duty-free lunch period for a teacher shall be the same length as the cafeteria period for students at the school to which the teacher is assigned. Elementary classroom teachers will use the time in which special teachers are providing instruction to their students as either preparation or team planning time. During the first three weeks of each school year, up to three such required periods each week shall be devoted to team planning. After the third full week of school, not more than one required team planning session shall be scheduled in any one week.
- f. The normal workday for a full-time teacher shall be continuous starting no earlier than 7:00 A.M. and no later than 9:30 A.M.
- g. Teachers may be required to perform the following in addition to the normal seven (7) hour and sixteen (16) minute workday:
  - (1) Teachers may be required to attend faculty or other staff meetings no more than three (3) days each month. One meeting each month at 2 hours not to exceed 5:00 p.m. and two meetings each month at 1.5 hours. Such meetings shall not be scheduled for Fridays or any day upon which a teacher’s attendance is not required in school, except in cases of emergency involving the health and safety of the students and teachers. All such meetings will be announced at least five (5) school days prior to the meeting. An Association representative may speak at the end of any faculty meeting.
  - (2) Effective September 1, 1992, certified personnel may be required to attend no more than four (4) evening professional assignments or meetings each year without additional time compensation. These evening assignments do not include parent or student led conferences that are held on half days.
  - (3) Every attempt shall be made to chaperone and supervise activities occurring outside the normal workday with volunteers. If required, non-volunteers may be assigned on a rotating basis, no more than once a year, so as to distribute the duties as equally as possible. If additional assignments are made, individuals shall be compensated at a rate of \$50 per hour.

- (4) Home instruction (tutoring) shall be compensated as shown in Salary Schedule B.
  - (5) The provisions of this section are not intended to apply to those curricular programs where field trips and other outside-of-school activities are considered a normal part of the curricular program.
- h. Each teacher shall present to the administrator appointed by the principal a substitute folder, by the end of the day on the third day of school in September and update the folder monthly on a schedule established by the principal or designated supervisor. The folder will contain three days' work for the students and is to be used by substitute teachers in conjunction with the plan book.
  - i. Teaching and Pupil Personnel Specialists have specialized responsibilities which do not lend themselves to the normal classroom teaching schedule. However, they will perform their duties throughout the normal workday according to the schedules developed by their immediate supervisors.
  - j. If teachers are required to use their planning or preparation period to teach, excluding those teachers on call, they shall be paid \$35 per period.
  - k. Early morning duty will begin at 7:15 a.m. at the High School with the following provisions:
    - No other duty will be assigned to the teachers who are assigned to A.M. duty.
    - This duty is to be voluntary and must be rotated annually.
  - l. Mentoring IB students shall be voluntary. Teachers shall be compensated at the rate listed in the "Other Rates" section of this agreement. The maximum hours per student shall be five (5). No teacher shall mentor more than three (3) students.

## B. TEACHER OBSERVATIONS

A teacher shall be given a copy of written teacher observation reports. Either the teacher or administration may request a conference to discuss the report after it has been given to the teacher. If such a conference is requested, it shall be held prior to placing the evaluation report in the teacher's file.

A joint committee shall be formulated to review observation/evaluation procedures. The committee shall be comprised of three teachers appointed by the Association, three individuals appointed by the Board, the Superintendent of Schools, and the Association President. The committee shall have authority to make recommendations subject to the approval of the Association and the Board.

C. EVALUATION OF STUDENTS

No grade shall be changed by the Administration within the grading policies of the district without prior **notification provided** to the teacher.

D. TRAVEL BETWEEN CAMPUS

1. Those teachers who travel between the Olcott Campus and the Bedwell/Bernardsville Middle School Campus shall have no more than five (5) instructional periods per day and be relieved of that day's duty period. They shall be limited to a one-way trip between campuses on that day.
2. Traveling teachers shall be assigned one school as their "base school" for the purpose of receiving district mail, attendance at faculty and/or specific department meetings. Such teachers shall be notified of their base school each September.
3. Traveling teachers shall have clearly marked parking spaces located near each school's entrance.

E. PARENTHOOD LEAVE

1. APPLICATION FOR LEAVE

- a. A teaching staff member shall as soon as possible after learning of his or her impending parenthood promptly notify the Superintendent of Schools, through the building Principal, of such impending parenthood, including adoption.
- b. The teaching staff member shall then submit a written request for a parenthood leave to the Board of Education, through the Superintendent of Schools. Such request shall specify the requested date for commencement and termination of the leave, within the limit specified in Section 2 of this Article, and shall be accompanied by the statement of a licensed physician, giving the approximate date of the birth of the child, and in case of adoption, a statement from the proper authority.

2. DURATION OF LEAVE

- a. The termination date of a parenthood leave for a non-tenured teaching staff member whose child is born or adopted between April 1 and September 1 shall be no later than September 1 next after the expiration of one year following the birth or adoption of a child.

The termination date of parenthood leave for a non-tenured teaching staff member whose child is born or adopted between September 2 and March 31 shall be no later than the expiration of the teaching staff member's then current contract.

- b. The termination date of a parenthood leave for a tenured teaching staff member whose child is born or adopted between April 1 and September 1,

shall be no later than September 1 next after the expiration of two years following the birth or adoption of the child.

The termination date of a parenthood leave for a tenured teaching staff member whose child is born or adopted between September 2 and March 31 shall be no later than September 1 next after the expiration of one year following the birth or adoption of the child.

- c. No more than four (4) consecutive years of parenthood leave shall be granted for a staff member having more than one (1) child without at least one (1) full school year of work performed by that staff member before a subsequent parenthood leave will be granted.

Extended Maternity Leave: Return date would be beginning of one of the four marking periods.

### 3. NORMAL RETURN TO DUTY

- a. If any teaching staff member intends to return to duty upon the expiration of leave, written application shall be made to the Superintendent of Schools on or before March 15 in the school year in which the leave terminates.
- b. Failure to make such an application on or before March 15 shall be deemed to be a resignation by such teaching staff member from the staff of the Somerset Hills Regional Schools.
- c. All benefits to which a teaching staff member was entitled at the initiation of leave of absence including unused accumulated sick leave shall be restored upon return to full service.

Extended Maternity Leave: Return date would be beginning of one of the four marking periods.

### 4. MODIFICATION OF LEAVE

- a. If normal conditions attendant upon pregnancy or adoption do not prevail, resulting in non-parenthood, a teaching staff member may apply in writing to return to duty prior to the expiration of the parenthood leave. If modification of the leave is granted, at the teaching staff member's option, regular sick leave provision shall be applied to cover the time the teaching staff member was under a doctor's care. The request for sick leave must be made in writing to the Superintendent of Schools.
- b. Accompanying the request shall be a written verification by a duly licensed physician stating that such teaching staff member is physically, mentally and emotionally able to resume normal duties as previously assigned.
- c. Upon verification, such request will be granted no later than the beginning of the next school semester.

- d. All other requests to modify parenthood leaves may be granted provided such requests are received by March 15 preceding the school year in which the leave to be modified terminates and provided that the modified termination date meets the requirements of Section 2 of this article.

5. SALARY ARRANGEMENT

- a. No salary shall be paid by the Board for the period covered by the leave of absence.
- b. Upon return to duty after the expiration of the leave of absence, the teaching staff member shall be placed on the salary guide then in effect and the following conditions shall determine the placement on step:
  - (1) If the leave of absence started before February 1<sup>st</sup>, there shall be no advancement on the salary guide.
  - (2) If the leave of absence started on or after February 1<sup>st</sup>, the teaching staff member shall be placed on the next step; however, if modification of the leave duration is granted and the teaching staff member returns before the end of the school year in which the leave began, the salary will remain at the same step.
  - (3) If modification of the leave duration is granted and the teaching staff member returns before the end of the school year in which leave commenced, then at the teaching staff member's option, regular sick leave provision shall be applied. If the teaching staff member desires the sick leave provision to be applied, this request must be made in writing to the Superintendent of Schools.

6. ADOPTION DAY

Teaching staff members, in active employment by the Board at the time of legal adoption proceedings, will be eligible for one day of leave with full pay in order to attend the formal court proceedings.

F. MISCELLANEOUS

1. GRANTING OF INCREMENTS

Neither increments nor adjustments are automatic. They will be granted only when they are recommended by the administration and approved by the Board of Education.

2. ADJUSTMENTS

Teachers denied increments or adjustments may be adjusted at a later date to their places on the salary guides upon the recommendation of the Superintendent of Schools and approval of the Board of Education.

3. SUMMER SCHOOL  
Teachers will be compensated at the same hourly rate as their previous 10-month contracted salary. The method of calculating the hourly rate will be the yearly salary divided by 1450.
4. CURRICULUM WORK  
Anyone who does curriculum work shall be compensated at the rate of \$33.00 per hour for time spent outside of the normal workday.
5. Department Coordinators shall receive compensation at their per diem rate for hours worked outside of the normal school day. They shall have no assigned duty period.
6. All voluntary additional evening teaching shall be compensated at the rate of \$40.00 per hour.
7. Teachers involuntarily moved shall be assisted by a custodian for purpose of unpacking and setting up the new room.
8. LONGEVITY  
Certificated staff members shall be eligible for longevity payment **starting at the completion of 20 years of service to district at \$750 each year, and at the completion of 25 years of service at \$1,000 each year.**
9. PART-TIME TEACHERS
  - a. Salary for part time teachers will be in proportion to their contractual assignments.
  - b. Duty assignments for part time teachers will be made not to exceed their total pupil contract time, for example, a middle or high school teacher paid 67% could be assigned three teaching periods with a duty or four teaching periods without a daily duty.
  - c. On scheduled early closings, part time teachers may be expected to report to work earlier, but for the appropriately reduced amount of time based upon the individual school's schedule and their regular reporting times.
10. IEP MEETINGS

Elementary: IEP meetings will only be scheduled on days in which the teacher(s) involved have two full preparation periods. If a teacher attends IEP meetings during all full preparation periods in one day, the teacher will be compensated for one lost preparation period at the class coverage rate.

Middle/High School: IEP meetings will only be scheduled during one full preparation period per day. If a teacher attends IEP meetings during both full preparation periods in one day, the teacher will be compensated for one lost preparation period at the class coverage rate.

ARTICLE XI  
CLERICAL PERSONNEL RIGHTS

A. CLASSIFICATION

Effective July 1, 2000, all secretaries shall work on a twelve month schedule.

B. WORKING TIME

1. The normal work year shall be twelve (12) months; the normal work week shall be five (5) days, Monday through Friday; the normal workday shall be eight (8) hours including one fifteen (15) minute coffee break and a 45 minute daily lunch break.
2. Secretarial employees may, with the permission of their supervisors, work a **four day work week during the summer. The work day will be an 8 hour day including a 30 minute lunch. Summer work hours will begin and end at the discretion of the Superintendent. All vacation, sick, and personal days taken during the four day summer work week will be charged at 1.25 per day.**
3. When teachers and students have an early closing, for example, prior to Thanksgiving and Winter Break, all support staff will be permitted to leave two hours earlier than their normal workdays. All lunch breaks must be taken prior to 1:00 p.m. Support staff may not take lunch immediately before their dismissal times in order to leave more than two hours early.

This means, if the employee's lunch is usually scheduled from 12:30 p.m.-1:30 p.m. and his/her workday regularly ends at 3:30 p.m., he/she may not leave for lunch at 12:30 p.m. and not return. The earliest support staff employees may leave is two hours prior to the end of their normal workdays. In this situation, the employee will take lunch from 11:30 a.m.-12:30 p.m. and return for one hour and be permitted to leave at 1:30 p.m.

During the summer months, support staff may leave one hour early on the day before a holiday; they may not take lunch and leave two hours early. This option will only be permitted when school is not in session.

C. STARTING AND ENDING TIMES

Daily starting and ending times shall be determined by the employee's supervisor. Employees will be notified of any change in starting and ending times at least one week in advance.

D. INCLEMENT WEATHER

When schools are closed by the Superintendent or his designee for inclement weather or other emergency reasons, office personnel will not be expected to report for work. When schools are scheduled for a delayed opening by the Superintendent or his designee for

inclement weather or other emergency reasons, employees will report 45 (forty-five) minutes prior to certified staff. On days in which an early dismissal is announced, employees may leave 1 (one) hour after (school) dismissal **or sooner if determined by principal/designee**. An employee absent on a delayed opening has the option of taking a personal day or a vacation day.

E. RE-EMPLOYMENT

Personnel will be notified by June 1 if they will be issued a contract for the following school year.

F. HOLIDAYS

The office personnel shall be granted the following paid holidays:

Independence Day  
Labor Day  
Thanksgiving  
Christmas  
New Years Day  
Good Friday  
Memorial Day

Plus five (5) additional holidays according to the school calendar, among which will be Christmas Eve and the Friday following Thanksgiving Day.

G. VACATIONS

1. **Personnel employed less than five (5) months are not eligible for vacation. A year is defined as July 1-June 30.**
2. **During the first year of employment, twelve (12) month employees shall be entitled to one vacation day per month of employment with a maximum of ten (10) vacation days. A part of a month shall be considered a full month. Vacation days earned under this paragraph shall become available on July 1 of the following year.**
3. **Beginning with the second (2<sup>nd</sup>) year of employment, a 12 month employee shall be entitled to ten (10) vacation days. Vacations under this paragraph become available on July 1<sup>st</sup> of the following year.**
4. **After five (5) years of employment, a 12 month employee shall be entitled to fifteen (15) vacation days which shall become available on July 1 of the following year.**
5. **After ten (10) years of employment, a 12 month employee shall be entitled to twenty (20) vacation days which shall become available on July 1 of the following year.**



6. During school vacation weeks when schools are closed (excluding summer vacations), employees will be granted two (2) days.
7. The entire school system may be closed for one week each summer at the discretion of the Superintendent of Schools. Employee vacation shall be applied to the period of absence. In such instances employees shall be notified no later than February 1<sup>st</sup> of the same calendar year.
8. At least 50% of all accrued vacation time earned by twelve month employees shall be taken during July and the first three weeks of August subject to the approval of the Principal and the Superintendent. Vacations taken during the school year are subject to the approval of the Principal and the Superintendent and the denial of same shall not be subject to arbitration.

H. NJEA Convention

During NJEA Convention Days, one (1) of the days on which schools are closed will be granted.

I. IN-SERVICE COMPENSATION

“In-Service” courses shall be defined so as to mean courses or classes sponsored by the **district**, scheduled after normal working hours and held in the schools.

For clerical staff, the compensation will be \$15 per hour of instruction for the successful completion of an in-service course.

J. SALARIES

1. SALARY SCHEDULE

Attached hereto as Secretarial Staff

2. METHOD OF PAYMENT

Personnel employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.

3. LONGEVITY

- a. Secretarial longevity shall be limited to the twelve (12) month employees, who shall receive one (1) year of service credit towards the longevity for each one (1) year employed by the district.
- b. Secretaries shall be eligible for longevity payments in accordance with Office Schedule and Secretarial Staff, ten (10) years from their date of hire.

- c. Any twelve (12) month employee completing a five year band of longevity payments during the course of this contract shall progress according to the 2005-2008 schedule.
- d. Any twelve (12) month employee receiving longevity as of June 2002 shall continue to do so.
- e. Effective July 1, 1997, twelve (12) month employees must have been employed for twelve (12) months prior to July 1 to receive one (1) longevity credit; ten (10) month employees must have been employed prior to September 8 to receive one (1) year longevity credit.
- f. Part-time secretaries are not eligible for longevity as of July 1, 1997. No part-time clerk typist experience will be credited for longevity.

K. SENIORITY

Non-certified personnel shall have seniority according to categories listed on the salary guides. In the event of a reduction-in-force, the last person hired will be the first person reduced from the staff. In the event of a call back, the opposite will occur: last out, first in.

L. TUITION REIMBURSEMENT

If the district requests or requires a clerical employee to attend a workshop, the Board will pay the tuition cost of the workshop.

ARTICLE XII  
CUSTODIAL PERSONNEL RIGHTS

A. CLASSIFICATION

1. Custodian

B. WORKING TIME

1. The normal work year shall be twelve (12) months; the normal workweek shall be five (5) days excluding Sunday; the normal workday shall be eight **and one-half** (8.5) continuous hours including **an unpaid** half-hour lunch period except by employee request and approval of the supervisor. Overtime will be compensated at the rate of time-and-one-half (1-1/2) defined as hours in excess of forty (40) hours per week or eight (8) hours per day. Overtime for Thanksgiving, Christmas, Memorial, Labor, New Year's days and Sundays will be compensated at the rate of two (2) times the normal rate.
2. When teachers and students have an early closing, for example, prior to Thanksgiving and Winter Break, all support staff will be permitted to leave two hours earlier than their normal workdays. All lunch breaks must be taken prior to 1:00 p.m. Support staff may not take lunch immediately before their dismissal times in order to leave more than two hours early.

This means, if the employee's lunch is usually scheduled from 12:30 p.m.-1:30 p.m. and his/her workday regularly ends at 3:30 p.m., he/she may not leave for lunch at 12:30 p.m. and not return. The earliest support staff employees may leave is two hours prior to the end of their normal workdays. In this situation, the employee will take lunch from 11:30 a.m.-12:30 p.m. and return for one hour and be permitted to leave at 1:30 p.m.

During the summer months, support staff may leave one hour early on the day before a holiday; they may not take lunch and leave two hours early. This option will only be permitted when school is not in session.

3. With the exception of a scheduled call back, when called in for any reason other than inclement weather (except on Sundays and holidays), custodial personnel shall be compensated a minimum of two (2) hours overtime at the rate of one and one-half (1-1/2) times the normal rate. The employee called back will only be required to remain at work for as long as it takes to handle the emergency for which they were called back.
4. With the exception of a scheduled call back, when called in for any reason other than inclement weather on Sundays and holidays, custodial personnel shall be compensated a minimum of two (2) hours overtime at the rate of two (2) times the normal rate. The employee called back will only be required to remain at work for as long as it takes to handle the emergency for which they were called back.

C. STARTING AND ENDING TIMES

1. Daily starting and ending times shall be determined by the employee's supervisor. Employees will be notified of any change in starting and ending times at least one week in advance. A fixed five day workweek shall be annually assigned on a basis of seniority. Overtime assignments will be made on an equitable basis by the employee's supervisor as needed.
2. **Custodians may, with the permission of their supervisor, work a four day work week during the summer. The work day will be a 10.25 hour day including a 30 minute lunch. Summer work hours will begin and end at the discretion of the Superintendent. All vacation, sick, and personal days taken during the four day summer work week will be charged at 1.25 per day.**

D. INCLEMENT WEATHER

When schools are closed by the Superintendent or his designee for inclement weather or other emergency reasons, custodial personnel will be expected to report for work as soon as possible. An employee absent due to inclement weather has the option of taking a personal day or a vacation day.

E. RE-EMPLOYMENT

Personnel will be notified by June 1 if they will be issued a contract for the following school year.

F. HOLIDAYS

The custodial personnel shall be granted the following paid holidays:

Independence Day  
Labor Day  
Thanksgiving  
Christmas  
New Years Day  
Good Friday  
Memorial Day

Plus five (5) additional holidays according to the school calendar, among which will be Christmas Eve and a floating day to be used with administrator's approval.

G. VACATIONS

1. **Personnel employed less than five (5) months are not eligible for vacation. A year is defined as July 1-June 30.**
2. **During the first year of employment, twelve (12) month employees shall be entitled to one vacation day per month of employment with a maximum of eight (8) vacation days. A part of a month shall be considered a full month.**

Vacation days earned under this paragraph shall become available on July 1 of the following year.

3. Beginning with the second (2<sup>nd</sup>) year of employment, a 12 month employee shall be entitled to eight (8) vacation days. Vacations under this paragraph become available on July 1<sup>st</sup> of the following year.
4. After five (5) years of employment, a 12 month employee shall be entitled to thirteen (13) vacation days which shall become available on July 1 of the following year.
5. After ten (10) years of employment, a 12 month employee shall be entitled to eighteen (18) vacation days which shall become available on July 1 of the following year.
6. At least 50% of all accrued vacation time earned by twelve month employees shall be taken during July and the first three weeks of August, subject to the approval of the Principal and the Superintendent. Vacations taken during the school year are subject to the approval of the Principal and the Superintendent and the denial of same shall not be subject to arbitration.
7. The entire school system may be closed for one week each summer at the discretion of the Superintendent of Schools. Employee vacation shall be applied to the period of absence. In such instances employees shall be notified no later than February 1<sup>st</sup> of same calendar year.

#### H. UNIFORMS

All Custodial personnel shall wear Board approved uniforms and shoes. **A new employee shall be provided with five (5) uniforms, one (1) pair of steel-tipped shoes, a rain slicker, lower back support and winter coat (selected by the Board of Education. The Board shall supply replacement uniforms as needed.** An employee has the option of receiving shoes provided by the Board or he/she may submit a bill to the Board evidencing the purchase of work shoes which shall be reimbursed to a maximum of \$150.00.

#### I. SALARIES

##### 1. SALARY SCHEDULE

Attached hereto as Custodial Schedule. **Custodians hired after July 1, 2011 will be hired on Guide B.**

##### 2. METHOD OF PAYMENT

Personnel employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.

3. LONGEVITY

- a. Effective July 1, 1997 twelve (12) month employees must have been employed for twelve (12) months prior to July 1 to receive 1 year longevity credit.
- b. Any twelve (12) month employee receiving longevity as of July 1996 will continue to do so through the remainder of this contract.

After employees have completed seven (7) consecutive years of employment in the **district** designated in Custodial Schedule, they will receive longevity compensation according to the same schedule.

J. SENIORITY

Non-certified personnel shall have seniority according to categories listed on the salary guides. In the event of a reduction-in-force, the last person hired will be the first person reduced from the staff. In the event of a call back, the opposite will occur: last out, first in.

K. TUITION REIMBURSEMENT

If the district requests or requires a custodial employee to attend a workshop, the Board will pay the tuition cost of the workshop.

ARTICLE XIII  
MAINTENANCE PERSONNEL RIGHTS

A. CLASSIFICATION

1. Buildings and Grounds Maintenance
2. General Labor

B. WORKING TIME

1. The normal work year shall be twelve (12) months; the normal workweek shall be five (5) days excluding Sunday; the normal workday shall be eight (8) continuous hours including a half-hour lunch period except by employee request and approval of the supervisor. Overtime will be compensated at the rate of time-and-one-half (1-1/2) defined as hours in excess of forty (40) hours per week or eight (8) hours per day. Overtime for Thanksgiving, Christmas, Memorial, Labor, New Year's days and Sundays will be compensated at the rate of two (2) times the normal rate.
2. When teachers and students have an early closing, for example, prior to Thanksgiving and Winter Break, all support staff will be permitted to leave two hours earlier than their normal workdays. All lunch breaks must be taken prior to 1:00 p.m. Support staff may not take lunch immediately before their dismissal times in order to leave more than two hours early.

This means, if the employee's lunch is usually scheduled from 12:30 p.m.-1:30 p.m. and his/her workday regularly ends at 3:30 p.m., he/she may not leave for lunch at 12:30 p.m. and not return. The earliest support staff employees may leave is two hours prior to the end of their normal workdays. In this situation, the employee will take lunch from 11:30 a.m.-12:30 p.m. and return for one hour and be permitted to leave at 1:30 p.m.

During the summer months, support staff may leave one hour early on the day before a holiday; they may not take lunch and leave two hours early. This option will only be permitted when school is not in session.

3. With the exception of a scheduled call back, when called in for any reason other than inclement weather (except on Sundays and holidays), maintenance personnel shall be compensated a minimum of two (2) hours overtime at the rate of one and one-half (1-1/2) times the normal rate. The employee called back will only be required to remain at work for as long as it takes to handle the emergency for which they were called back.
4. With the exception of a scheduled call back, when called in for any reason other than inclement weather on Sundays and holidays, maintenance personnel shall be compensated a minimum of two (2) hours overtime at the rate of two (2) times the normal rate. The employee called back will only be required to remain at work for as long as it takes to handle the emergency for which they were called back.

C. STARTING AND ENDING TIMES

1. Daily starting and ending times shall be determined by the employee's supervisor. Employees will be notified of any change in starting and ending times at least one week in advance. A fixed five day workweek shall be annually assigned on a basis of seniority. Overtime assignments will be made on an equitable basis by the employee's supervisor as needed.
2. **Maintenance employees may, with the permission of their supervisor, work a four day work week during the summer. The work day will be a 9.75 hour day including a 30 minute lunch. Summer work hours will begin and end at the discretion of the Superintendent. All vacation, sick, and personal days taken during the four day summer work week will be charged at 1.25 per day.**

D. INCLEMENT WEATHER

When schools are closed by the Superintendent or his designee for inclement weather or other emergency reasons, maintenance personnel will be expected to report for work as soon as possible. An employee absent due to inclement weather has the option of taking a personal day or a vacation day.

E. RE-EMPLOYMENT

Personnel will be notified by June 1 if they will be issued a contract for the following school year.

F. HOLIDAYS

The maintenance personnel shall be granted the following paid holidays:

Independence Day  
Labor Day  
Thanksgiving  
Christmas  
New Years Day  
Good Friday  
Memorial Day

Plus five (5) additional holidays according to the school calendar, among which will be Christmas Eve and a floating day to be used with administrator's approval.

G. VACATIONS

1. **Personnel employed less than five (5) months are not eligible for vacation. A year is defined as July 1-June 30.**
2. **During the first year of employment, twelve (12) month employees shall be entitled to one vacation day per month of employment with a maximum of ten (10) vacation days. A part of a month shall be considered a full month.**



Vacation days earned under this paragraph shall become available on July 1 of the following year.

3. Beginning with the second (2<sup>nd</sup>) year of employment, a 12 month employee shall be entitled to ten (10) vacation days. Vacations under this paragraph become available on July 1<sup>st</sup> of the following year.
4. After five (5) years of employment, a 12 month employee shall be entitled to fifteen (15) vacation days which shall become available on July 1 of the following year.
5. After ten (10) years of employment, a 12 month employee shall be entitled to twenty (20) vacation days which shall become available on July 1 of the following year.
6. At least 50% of all accrued vacation time earned by twelve month employees shall be taken during July and the first three weeks of August, subject to the approval of the Principal and the Superintendent. Vacations taken during the school year are subject to the approval of the Principal and the Superintendent and the denial of same shall not be subject to arbitration.
7. The entire school system may be closed for one week each summer at the discretion of the Superintendent of Schools. Employee vacation shall be applied to the period of absence. In such instances employees shall be notified no later than February 1<sup>st</sup> of same calendar year.

#### H. UNIFORMS

All Maintenance personnel shall wear Board approved uniforms and shoes. The Board shall purchase five (5) uniforms and one (1) pair of steel-tipped shoes for each **maintenance employee** each year. Each **maintenance employee** shall be supplied with a rain slicker and lower back support. Employees have the option of receiving shoes provided by the board or he/she may submit a bill to the Board evidencing the purchase of work shoes which shall be reimbursed to a maximum of \$150.00. Every other year, the Board of Education will provide a winter coat (selected by the Board of Education) in lieu of the rain slicker and lower back support. A new employee shall be provided all of the above in his/her first year (which shall include shoes, rain slicker, lower back support and winter coat).

#### I. SALARIES

##### 1. SALARY SCHEDULE

Attached hereto as Groundskeeper/Maintenance Schedule

##### 2. METHOD OF PAYMENT

Personnel employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.

3. LONGEVITY

- a. Effective July 1, 1997 twelve (12) month employees must have been employed for twelve (12) months prior to July 1 to receive 1 year longevity credit.
- b. Any twelve (12) month employee receiving longevity as of July 1996 will continue to do so through the remainder of this contract.

After employees have completed seven (7) consecutive years of employment in the **district** designated in Groundskeeper/Maintenance Schedule, they will receive longevity compensation according to the same schedule.

J. SENIORITY

Non-certified personnel shall have seniority according to categories listed on the salary guides. In the event of a reduction-in-force, the last person hired will be the first person reduced from the staff. In the event of a call back, the opposite will occur: last out, first in.

K. TUITION REIMBURSEMENT

If the district requests or requires a **maintenance** employee to attend a workshop, the Board will pay the tuition cost of the workshop.

ARTICLE XIV  
TECHNOLOGY STAFF RIGHTS

A. WORKING TIME

1. The normal work year shall be twelve (12) months; the normal work week shall be five (5) days, Monday through Friday; the normal workday shall be eight (8) hours including one fifteen (15) minute coffee break and a 45 minute daily lunch break.
2. **Technology employees may, with the permission of their supervisor, work a four day work week during the summer. The work day will be an 8 hour day including a 30 minute lunch. Summer work hours will begin and end at the discretion of the Superintendent. All vacation, sick, and personal days taken during the four day summer work week will be charged at 1.25 per day.**

B. STARTING AND ENDING TIMES

Daily starting and ending times shall be determined by the employee's supervisor. Employees will be notified of any change in starting and ending times at least one week in advance.

When teachers and students have an early closing, for example, prior to Thanksgiving and Winter Break, all support staff will be permitted to leave two hours earlier than their normal workdays. All lunch breaks must be taken prior to 1:00 p.m. Support staff may not take lunch immediately before their dismissal times in order to leave more than two hours early.

This means, if the employee's lunch is usually scheduled from 12:30 p.m.-1:30 p.m. and his/her workday regularly ends at 3:30 p.m., he/she may not leave for lunch at 12:30 p.m. and not return. The earliest support staff employees may leave is two hours prior to the end of their normal workdays. In this situation, the employee will take lunch from 11:30 a.m.-12:30 p.m. and return for one hour and be permitted to leave at 1:30 p.m.

During the summer months, support staff may leave one hour early on the day before a holiday; they may not take lunch and leave two hours early. This option will only be permitted when school is not in session.

C. INCLEMENT WEATHER

When schools are closed by the Superintendent or his designee for inclement weather or other emergency reasons, technology employees will not be expected to report for work. When schools are scheduled for a delayed opening by the superintendent or his designee for inclement weather or other emergency reasons, technology employees shall report to work 45 (forty-five) minutes prior to the reporting time for teaching staff members on that day. On days in which an early dismissal is announced, employees may leave one hour after school dismissal. An employee absent on a delayed opening has the option of taking a personal day or a vacation day.

D. RE-EMPLOYMENT

Personnel will be notified by June 1 if they will be issued a contract for the following school year.

E. HOLIDAYS

The technology employees shall be granted the following paid holidays:

Independence Day  
Labor Day  
Thanksgiving  
Christmas  
New Years Day  
Good Friday  
Memorial Day

Plus five (5) additional holidays according to the school calendar, among which will be Christmas Eve and the Friday following Thanksgiving Day.

F. VACATIONS

1. **Personnel employed less than five (5) months are not eligible for vacation. A year is defined as July 1-June 30.**
2. **During the first year of employment, twelve (12) month employees shall be entitled to one vacation day per month of employment with a maximum of ten (10) vacation days. A part of a month shall be considered a full month. Vacation days earned under this paragraph shall become available on July 1 of the following year.**
3. **Beginning with the second (2<sup>nd</sup>) year of employment, a 12 month employee shall be entitled to ten (10) vacation days. Vacations under this paragraph become available on July 1<sup>st</sup> of the following year.**
4. **After five (5) years of employment, a 12 month employee shall be entitled to fifteen (15) vacation days which shall become available on July 1 of the following year.**
5. **After ten (10) years of employment, a 12 month employee shall be entitled to twenty (20) vacation days which shall become available on July 1 of the following year.**
6. During school vacation weeks when schools are closed (excluding summer vacations), employees will be granted two (2) days.
7. The entire school system may be closed for one week each summer at the discretion of the Superintendent of Schools. Employee vacation shall be applied to the period of

absence. In such instances employees shall be notified no later than February 1<sup>st</sup> of the same calendar year.

8. Vacation days are subject to the approval of the Supervisor and the Superintendent and the denial of same shall not be subject to arbitration.

G. NJEA Convention

During NJEA Convention Days, one (1) of the days on which schools are closed will be granted.

H. TUITION REIMBURSEMENT

1. The tuition paid for technology certification and monies paid for books and fees (including software) shall be reimbursed by the Board of Education subject to the following conditions:
  - a. Courses are approved by the Superintendent of Schools prior to enrollment, and denial of same is non-arbitrable.
  - b. Courses are completed satisfactorily.
  - c. Tuition shall be paid by the Board of Education up to a maximum of the prevailing Rutgers University rate times 9 credits per year. All full-time employees matriculated in a degree related program as of midnight June 30, 1988, shall continue to have their tuition reimbursed at the full rate of the college or university to which they are attending until the completion of that degree.
  - d. Applicant has not received tuition scholarship aid from some other sources which equals or exceeds tuition rate. If aid does not equal the Rutgers University rate, reimbursement will be the difference.
  - e. Evidence of payment of tuition, books and other course fees must be presented before reimbursement will be paid.
  - f. Tuition reimbursement is subject to Internal Revenue Service rules and regulations.
  - g. To be eligible, course work must be completed and submission for reimbursement made within 90 days of the last day of classes for the course.
  - h. In order to be eligible for reimbursement, the employee must receive a passing grade for a Pass/Fail course or a grade equivalent to a "B" or better in traditionally graded courses.
  - i. Technology staff members who are serving as a replacement for another technology staff member on leave shall not be eligible for tuition reimbursement.

- j. For technology staff members employed in the year prior to eligibility for tenure, if a technology staff member voluntarily resigns, he/she shall not be entitled to be reimbursed for courses taken during their last semester of employment.
- k. The Board of Education will pay for the costs of all certification tests (such as MCP, MSCA, etc.)

I. SALARIES

1. SALARY SCHEDULE

- a. Attached hereto as Technology Salary Guide
- b. Prior valid certificates will fall under this agreement.

2. METHOD OF PAYMENT

Personnel employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.

3. LONGEVITY

Technicians shall be eligible for longevity payments after the completion of ten (10) years of employment in the district.

J. SENIORITY

Technology employees shall have seniority according to categories listed on the salary Guides. In the event of a reduction-in-force, the last person hired will be the first person reduced from the staff. In the event of a call back, the opposite will occur: last out, first in.

ARTICLE XV  
PARAPROFESSIONALS

A. WORKING TIME

1. All paraprofessionals will begin work one day in September for staff prior to the start of school and will end work on the last day for students in June. If paraprofessionals are required to attend additional staff days, they will be compensated at their per diem rates.
2. **Administrators can assign duty periods as needed. These assignments are non-arbitrable.**
3. All full time paraprofessionals will receive a 30 minute daily lunch period.
4. Paraprofessionals will have no more than 3.5 hours of continuous pupil contact time.

B. CLASSIFICATION

1. Regular Paraprofessional: Assists classroom teachers and/or students or assists with supervision in cafeteria, library, or playground.
2. Special Education/Instructional Paraprofessional: **Provides support services to students with disabilities as specified in their Individual Education Plans (IEP's) or 504 Accommodation Plans** and assists with supervision in cafeteria, library, or playground.

C. SALARY

SALARY SCHEDULE

Paid in accordance with Paraprofessional Salary Guide. **Paraprofessionals hired after July 1, 2011 will be hired on Guide B.**

D. HOLIDAYS

Paraprofessionals who are normally scheduled to work a day on which Thanksgiving, Christmas, New Year's day and/or Memorial Day falls shall be paid his/her daily rate for that day.

E. TUITION REIMBURSEMENT

If the district requests or requires a paraprofessional to attend a workshop, the Board will pay the tuition cost of the workshop.

F. SENIORITY

Non-certified personnel shall have seniority.

ARTICLE XVI  
GENERAL

1. Stipends for grant funded programs are as provided in the approved grant.

ARTICLE XVII  
COMPLIANCE DURATION AND SCOPE

A. COMPLIANCE BETWEEN INDIVIDUAL CONTRACTS AND THIS AGREEMENT

Any individual employment contract between the Board and a member of the negotiating unit heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement, during the duration, shall be controlling.

B. DURATION

This agreement shall be effective as of **July 1, 2011**, and shall continue in effect until midnight **June 30, 2014**, or year after year until a successive agreement is negotiated.

C. SCOPE

This agreement represents the complete understanding of the parties and shall not be modified in whole, or in part, by the parties except by an instrument in writing duly executed by both parties.



IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective secretaries.

**SOMERSET HILLS BOARD OF EDUCATION**

By: Donna Coors, President

Date: 4/16/13

Attested: Nancy Lee Hunter, Secretary

Date: 4/15/13

**SOMERSET HILLS EDUCATION ASSOCIATION**

By: Joseph Foglia, President

Date: 4/12/2013

Attested: Pat Moran, Secretary

Date: 4/12/13

**Somerset Hills Certificated Staff – BA**

BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
						1	52,435
				1	52,080	2	53,435
1-2	51,790	1-2	51,790	2-3	53,080	3-4	54,435
3	52,790	3	52,790	4	54,080	5	55,435
4	53,790	4	53,790	5	55,080	6	56,435
5	54,790	5	54,790	6	56,080	7	57,435
6	55,790	6	55,790	7	57,080	8	59,030
7	56,790	7	56,790	8	58,450	9	60,780
8	58,150	8	58,150	9	60,020	10	62,680
9	59,725	9	59,725	10	61,790	11	64,730
10	61,500	10	61,500	11	63,770	12	66,930
11	63,475	11	63,475	12	65,940	13	69,280
12	65,645	12	65,645	13	68,260	14	71,780
13	67,965	13	67,965	14	70,730	15	74,430
14	70,435	14	70,435	15	73,350	16	77,225
15	73,055	15	73,055	16	76,120	17	80,170
16	75,825	16	75,825	17	79,040	18	83,265
17	78,745	17	78,745	18	82,110	19	86,510
18	81,815	18	81,815	19	85,330	20	89,905
19	85,035	19	85,035	20	89,405	20	89,905
20	88,405	20	88,405	20	89,405	20	89,905
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>		2011-2012		2012-2013		2013-2014	
20+		20+	750	20+	750	20+	750
25+		25+	1,000	25+	1,000	25+	1,000

Somerset Hills Certificated Staff – BA+15							
BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
						1	54,435
				1	54,080	2	55,435
1-2	53,725	1-2	53,725	2-3	55,080	3-4	56,435
3	54,725	3	54,725	4	56,080	5	57,435
4	55,725	4	55,725	5	57,080	6	58,435
5	56,725	5	56,725	6	58,080	7	59,435
6	57,725	6	57,725	7	59,080	8	61,030
7	58,725	7	58,725	8	60,450	9	62,780
8	60,085	8	60,085	9	62,020	10	64,680
9	61,660	9	61,660	10	63,790	11	66,730
10	63,435	10	63,435	11	65,770	12	68,930
11	65,410	11	65,410	12	67,940	13	71,280
12	67,580	12	67,580	13	70,260	14	73,780
13	69,900	13	69,900	14	72,730	15	76,478
14	72,391	14	72,391	15	75,398	16	79,365
15	75,103	15	75,103	16	78,260	17	82,402
16	77,965	16	77,965	17	81,272	18	85,589
17	80,977	17	80,977	18	84,434	19	88,926
18	84,139	18	84,139	19	87,746	20	92,535
19	87,451	19	87,451	20	92,035	20	92,535
20	91,035	20	91,035	20	92,035	20	92,535
Longevity begins following the completion of years of service listed below.							
Longevity		2011-2012		2012-2013		2013-2014	
20+		20+	750	20+	750	20+	750
25+		25+	1,000	25+	1,000	25+	1,000

**Somerset Hills Certificated Staff – MA**

BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
						1	56,435
				1	56,080	2	57,435
1-2	55,660	1-2	55,660	2-3	57,080	3-4	58,435
3	56,660	3	56,660	4	58,080	5	59,435
4	57,660	4	57,660	5	59,080	6	60,435
5	58,660	5	58,660	6	60,080	7	61,435
6	59,660	6	59,660	7	61,080	8	63,030
7	60,668	7	60,668	8	62,450	9	64,826
8	62,112	8	62,112	9	64,066	10	66,810
9	63,771	9	63,771	10	65,920	11	68,944
10	65,630	10	65,630	11	67,984	12	71,313
11	67,689	11	67,689	12	70,323	13	73,803
12	70,028	12	70,028	13	72,783	14	76,495
13	72,488	13	72,488	14	75,445	15	79,367
14	75,150	14	75,150	15	78,287	16	82,383
15	77,992	15	77,992	16	81,278	17	85,550
16	80,983	16	80,983	17	84,420	18	88,867
17	84,125	17	84,125	18	87,712	19	92,334
18	87,417	18	87,417	19	91,154	20	96,245
19	90,859	19	90,859	20	95,745	20	96,245
20	94,745	20	94,745	20	95,745	20	96,245
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>		2011-2012		2012-2013		2013-2014	
20+		20+	750	20+	750	20+	750
25+		25+	1,000	25+	1,000	25+	1,000

**Somerset Hills Certificated Staff – MA+15**

BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
						1	58,435
				1	58,080	2	59,435
1-2	57,595	1-2	57,595	2-3	59,080	3-4	60,435
3	58,595	3	58,595	4	60,080	5	61,435
4	59,595	4	59,595	5	61,080	6	62,435
5	60,595	5	60,595	6	62,080	7	63,435
6	61,595	6	61,595	7	63,080	8	65,030
7	62,595	7	62,595	8	64,450	9	66,780
8	63,955	8	63,955	9	66,020	10	68,680
9	65,530	9	65,530	10	67,790	11	70,736
10	67,386	10	67,386	11	69,776	12	73,176
11	69,481	11	69,481	12	72,186	13	75,726
12	71,891	12	71,891	13	74,706	14	78,499
13	74,411	13	74,411	14	77,449	15	81,465
14	77,154	14	77,154	15	80,385	16	84,576
15	80,090	15	80,090	16	83,471	17	87,837
16	83,176	16	83,176	17	86,707	18	91,249
17	86,412	17	86,412	18	90,094	19	94,810
18	89,799	18	89,799	19	93,630	20	98,940
19	93,335	19	93,335	20	98,440	20	98,940
20	97,440	20	97,440	20	98,440	20	98,940
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>		2011-2012		2012-2013		2013-2014	
20+		20+	750	20+	750	20+	750
25+		25+	1,000	25+	1,000	25+	1,000

<b>Somerset Hills Certificated Staff – MA+30</b>							
<b>BASE YEAR</b>		<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>	
<b>2010-2011</b>		<b>2011-2012</b>		<b>2012-2013</b>		<b>2013-2014</b>	
<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
						1	60,435
				1	60,080	2	61,435
1-2	59,530	1-2	59,530	2-3	61,080	3-4	62,435
3	60,530	3	60,530	4	62,080	5	63,435
4	61,530	4	61,530	5	63,080	6	64,435
5	62,530	5	62,530	6	64,080	7	65,435
6	63,530	6	63,530	7	65,080	8	67,030
7	64,530	7	64,530	8	66,450	9	68,780
8	65,890	8	65,890	9	68,020	10	70,680
9	67,465	9	67,465	10	69,790	11	72,730
10	69,240	10	69,240	11	71,770	12	74,930
11	71,215	11	71,215	12	73,940	13	77,526
12	73,635	12	73,635	13	76,506	14	80,375
13	76,211	13	76,211	14	79,325	15	83,429
14	79,030	14	79,030	15	82,349	16	86,629
15	82,054	15	82,054	16	85,524	17	89,978
16	85,229	16	85,229	17	88,848	18	93,478
17	88,553	17	88,553	18	92,323	19	97,127
18	92,028	18	92,028	19	95,947	20	101,463
19	95,652	19	95,652	20	100,963	20	101,463
20	99,963	20	99,963	20	100,963	20	101,463
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>		<b>2011-2012</b>		<b>2012-2013</b>		<b>2013-2014</b>	
<b>20+</b>		<b>20+</b>	<b>750</b>	<b>20+</b>	<b>750</b>	<b>20+</b>	<b>750</b>
<b>25+</b>		<b>25+</b>	<b>1,000</b>	<b>25+</b>	<b>1,000</b>	<b>25+</b>	<b>1,000</b>

**Somerset Hills Certificated Staff – MA+45**

BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
						1	62,435
				1	62,080	2	63,435
1-2	61,465	1-2	61,465	2-3	63,080	3-4	64,435
3	62,465	3	62,465	4	64,080	5	65,435
4	63,465	4	63,465	5	65,080	6	66,435
5	64,465	5	64,465	6	66,080	7	67,435
6	65,465	6	65,465	7	67,080	8	69,030
7	66,465	7	66,465	8	68,450	9	70,780
8	67,825	8	67,825	9	70,020	10	72,680
9	69,400	9	69,400	10	71,790	11	74,730
10	71,175	10	71,175	11	73,770	12	76,930
11	73,150	11	73,150	12	75,940	13	79,380
12	75,431	12	75,431	13	78,360	14	82,307
13	78,065	13	78,065	14	81,257	15	85,453
14	80,962	14	80,962	15	84,373	16	88,743
15	84,078	15	84,078	16	87,638	17	92,184
16	87,343	16	87,343	17	91,054	18	95,774
17	90,759	17	90,759	18	94,619	19	99,515
18	94,324	18	94,324	19	98,335	20	104,061
19	98,040	19	98,040	20	103,561	20	104,061
20	102,561	20	102,561	20	103,561	20	104,061
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>		2011-2012		2012-2013		2013-2014	
20+		20+	750	20+	750	20+	750
25+		25+	1,000	25+	1,000	25+	1,000

**Somerset Hills Certificated Staff MA+60/Doctorate \***

\*MA +60 Start Date Prior to July 1, 2012

\*Doctorate Start Date After July 1, 2012

BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
				1	64,080	1	64,435
						2	65,435
1-2	63,400	1-2	63,400	2-3	65,080	3-4	66,435
3	64,400	3	64,400	4	66,080	5	67,435
4	65,400	4	65,400	5	67,080	6	68,435
5	66,400	5	66,400	6	68,080	7	69,435
6	67,400	6	67,400	7	69,080	8	71,030
7	68,400	7	68,400	8	70,450	9	72,780
8	69,760	8	69,760	9	72,020	10	74,680
9	71,335	9	71,335	10	73,790	11	76,730
10	73,110	10	73,110	11	75,770	12	78,930
11	75,085	11	75,085	12	77,940	13	81,280
12	77,255	12	77,255	13	80,260	14	83,999
13	79,689	13	79,689	14	82,949	15	87,225
14	82,654	14	82,654	15	86,145	16	90,595
15	85,850	15	85,850	16	89,490	17	94,115
16	89,195	16	89,195	17	92,985	18	97,785
17	92,690	17	92,690	18	96,630	19	101,605
18	96,335	18	96,335	19	100,425	20	106,337
19	100,130	19	100,130	20	105,837	20	106,337
20	104,837	20	104,837	20	105,837	20	106,337
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>		2011-2012		2012-2013		2013-2014	
<b>20+</b>		20+	<b>750</b>	20+	<b>750</b>	20+	<b>750</b>
<b>25+</b>		<b>25+</b>	<b>1,000</b>	<b>25+</b>	<b>1,000</b>	<b>25+</b>	<b>1,000</b>



<b>Somerset Hills - Certificated Staff</b>							
<b>Base Year - 2010-2011</b>							
<b>Salary Guide</b>							
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>MA+60</b>
1-2	51,790	53,725	55,660	57,595	59,530	61,465	63,400
3	52,790	54,725	56,660	58,595	60,530	62,465	64,400
4	53,790	55,725	57,660	59,595	61,530	63,465	65,400
5	54,790	56,725	58,660	60,595	62,530	64,465	66,400
6	55,790	57,725	59,660	61,595	63,530	65,465	67,400
7	56,790	58,725	60,668	62,595	64,530	66,465	68,400
8	58,150	60,085	62,112	63,955	65,890	67,825	69,760
9	59,725	61,660	63,771	65,530	67,465	69,400	71,335
10	61,500	63,435	65,630	67,386	69,240	71,175	73,110
11	63,475	65,410	67,689	69,481	71,215	73,150	75,085
12	65,645	67,580	70,028	71,891	73,635	75,431	77,255
13	67,965	69,900	72,488	74,411	76,211	78,065	79,689
14	70,435	72,391	75,150	77,154	79,030	80,962	82,654
15	73,055	75,103	77,992	80,090	82,054	84,078	85,850
16	75,825	77,965	80,983	83,176	85,229	87,343	89,195
17	78,745	80,977	84,125	86,412	88,553	90,759	92,690
18	81,815	84,139	87,417	89,799	92,028	94,324	96,335
19	85,035	87,451	90,859	93,335	95,652	98,040	100,130
20	88,405	91,035	94,745	97,440	99,963	102,561	104,837
<b>Longevity begins following the completion of 20 years of service.</b>							
<b>Longevity</b> 20+	500	500	500	500	500	500	500

<b>Somerset Hills - Certificated Staff</b>							
<b>Year 1 - 2011-2012</b>							
<b>Salary Guide</b>							
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>MA+60</b>
1-2	51,790	53,725	55,660	57,595	59,530	61,465	63,400
3	52,790	54,725	56,660	58,595	60,530	62,465	64,400
4	53,790	55,725	57,660	59,595	61,530	63,465	65,400
5	54,790	56,725	58,660	60,595	62,530	64,465	66,400
6	55,790	57,725	59,660	61,595	63,530	65,465	67,400
7	56,790	58,725	60,668	62,595	64,530	66,465	68,400
8	58,150	60,085	62,112	63,955	65,890	67,825	69,760
9	59,725	61,660	63,771	65,530	67,465	69,400	71,335
10	61,500	63,435	65,630	67,386	69,240	71,175	73,110
11	63,475	65,410	67,689	69,481	71,215	73,150	75,085
12	65,645	67,580	70,028	71,891	73,635	75,431	77,255
13	67,965	69,900	72,488	74,411	76,211	78,065	79,689
14	70,435	72,391	75,150	77,154	79,030	80,962	82,654
15	73,055	75,103	77,992	80,090	82,054	84,078	85,850
16	75,825	77,965	80,983	83,176	85,229	87,343	89,195
17	78,745	80,977	84,125	86,412	88,553	90,759	92,690
18	81,815	84,139	87,417	89,799	92,028	94,324	96,335
19	85,035	87,451	90,859	93,335	95,652	98,040	100,130
20	88,405	91,035	94,745	97,440	99,963	102,561	104,837
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>							
<b>20+</b>	750	750	750	750	750	750	750
<b>25+</b>	1,000	1,000	1,000	1,000	1,000	1,000	1,000

Somerset Hills - Certificated Staff Year 2 - 2012-2013 Salary Guide							
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60/ Doctorate*
1	52,080	54,080	56,080	58,080	60,080	62,080	64,080
2-3	53,080	55,080	57,080	59,080	61,080	63,080	65,080
4	54,080	56,080	58,080	60,080	62,080	64,080	66,080
5	55,080	57,080	59,080	61,080	63,080	65,080	67,080
6	56,080	58,080	60,080	62,080	64,080	66,080	68,080
7	57,080	59,080	61,080	63,080	65,080	67,080	69,080
8	58,450	60,450	62,450	64,450	66,450	68,450	70,450
9	60,020	62,020	64,066	66,020	68,020	70,020	72,020
10	61,790	63,790	65,920	67,790	69,790	71,790	73,790
11	63,770	65,770	67,984	69,776	71,770	73,770	75,770
12	65,940	67,940	70,323	72,186	73,940	75,940	77,940
13	68,260	70,260	72,783	74,706	76,506	78,360	80,260
14	70,730	72,730	75,445	77,449	79,325	81,257	82,949
15	73,350	75,398	78,287	80,385	82,349	84,373	86,145
16	76,120	78,260	81,278	83,471	85,524	87,638	89,490
17	79,040	81,272	84,420	86,707	88,848	91,054	92,985
18	82,110	84,434	87,712	90,094	92,323	94,619	96,630
19	85,330	87,746	91,154	93,630	95,947	98,335	100,425
20	89,405	92,035	95,745	98,440	100,963	103,561	105,837
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>							
20+	750	750	750	750	750	750	750
25+	1,000	1,000	1,000	1,000	1,000	1,000	1,000

\*MA +60 Start date prior to July 1, 2012

\*Doctorate Start date after July 1, 2012

<b>Somerset Hills - Certificated Staff Year 3 - 2013-2014 Salary Guide</b>							
<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>MA+60/ Doctorate*</b>
1	52,435	54,435	56,435	58,435	60,435	62,435	64,435
2	53,435	55,435	57,435	59,435	61,435	63,435	65,435
3-4	54,435	56,435	58,435	60,435	62,435	64,435	66,435
5	55,435	57,435	59,435	61,435	63,435	65,435	67,435
6	56,435	58,435	60,435	62,435	64,435	66,435	68,435
7	57,435	59,435	61,435	63,435	65,435	67,435	69,435
8	59,030	61,030	63,030	65,030	67,030	69,030	71,030
9	60,780	62,780	64,826	66,780	68,780	70,780	72,780
10	62,680	64,680	66,810	68,680	70,680	72,680	74,680
11	64,730	66,730	68,944	70,736	72,730	74,730	76,730
12	66,930	68,930	71,313	73,176	74,930	76,930	78,930
13	69,280	71,280	73,803	75,726	77,526	79,380	81,280
14	71,780	73,780	76,495	78,499	80,375	82,307	83,999
15	74,430	76,478	79,367	81,465	83,429	85,453	87,225
16	77,225	79,365	82,383	84,576	86,629	88,743	90,595
17	80,170	82,402	85,550	87,837	89,978	92,184	94,115
18	83,265	85,589	88,867	91,249	93,478	95,774	97,785
19	86,510	88,926	92,334	94,810	97,127	99,515	101,605
20	89,905	92,535	96,245	98,940	101,463	104,061	106,337
<b>Longevity begins following the completion of years of service listed below.</b>							
<b>Longevity</b>							
20+	750	750	750	750	750	750	750
25+	1,000	1,000	1,000	1,000	1,000	1,000	1,000

\*MA +60 Start date prior to July 1, 2012

\*Doctorate Start date after July 1, 2012

Somerset Hills Certificated Staff							
Salary Guide Placement for New Hires 2011-2014							
BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Years of experience*	Step	Years of experience*	Step	Years of experience*	Step	Years of experience*
						1	0
				1	0	2	1
1-2	0-1	1-2	0-2	2-3	1-3	3-4	2-4
3	2	3	3	4	4	5	5
4	3-5	4	4-6	5	5-7	6	6-8
5	6	5	7	6	8	7	9
6	7	6	8	7	9	8	10
7	8	7	9	8	10	9	11
8	9	8	10	9	11	10	12
9	10	9	11	10	12	11	13
10	11	10	12	11	13	12	14
11	12	11	13	12	14	13	15
12	13	12	14	13	15	14	16
13	14	13	15	14	16	15	17
14	15-16	14	16-17	15	17-18	16	18-19
15	17	15	18	16	19	17	20
16	18	16	19	17	20	18	21
17	19	17	20	18	21	19	22
18	20	18	21	19	22	20	23+
19	21-24	19	22-25	20	23+	20	23+
20	25+	20	26+	20	23+	20	23+

\* Salary guide step may not correspond with the number of years experience.

<b>Somerset Hills – Secretary Salary Guide</b>							
<b>BASE YEAR</b>		<b>Year 1</b>		<b>Year 2</b>		<b>Year 3</b>	
<b>2010-2011</b>		<b>2011-2012</b>		<b>2012-2013</b>		<b>2013-2014</b>	
<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
						1	43,096
				1	41,871	2	43,871
1	40,691	1	40,691	2	42,646	3	44,671
2	41,466	2	41,466	3	43,446	4	45,496
3	42,266	3	42,266	4	44,271	5	46,346
4	43,091	4	43,091	5	45,121	6	47,221
5	43,941	5	43,941	6	45,996	7	48,121
6	44,816	6	44,816	7	46,896	8	49,046
7	45,716	7	45,716	8	47,821	9	49,996
8	46,641	8	46,641	9	48,771	10	50,971
9	47,591	9	47,591	10	49,746	11	51,971
10	48,566	10	48,566	11	50,746	12	52,996
11	49,566	11	49,566	12	51,771	13	54,046
12	50,591	12	50,591	13	52,821	14	55,121
13	51,641	13	51,641	14	53,896	15	56,221
14	52,716	14	52,716	15	54,996	16	57,346
15	53,816	15	53,816	16	56,121	17	58,496
16	54,941	16	54,941	17	57,271	18	59,671
17	56,091	17	56,091	18	58,446	18	59,671
18	57,266	18	57,266	18	58,446	18	59,671
<b>Somerset Hills - Secretary - Off Guide</b>							
OG	59,671	OG	59,671	OG	60,851	OG	62,076
<b>Longevity begins following completion of years of service listed below.</b>							
<b>Longevity Base</b>							
<b>Year 2010-2011</b>		<b>2011-2012</b>		<b>2012-2013</b>		<b>2013-2014</b>	
N/A	N/A	<b>10-15</b>	1434	<b>10-15</b>	1434	<b>10-15</b>	1434
10-20	1434	<b>16-20</b>	<b>1790</b>	<b>16-20</b>	<b>1790</b>	<b>16-20</b>	<b>1790</b>
21-25	2146	21-25	2146	21-25	2146	21-25	2146
26+	3457	26+	3457	26+	3457	26+	3457

Somerset Hills – Custodial (Start date prior to June 30, 2011)							
BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	39,225	1	35,303	1	35,303	1	35,303
2	39,975	2	35,978	2	35,978	2	35,978
3-4	40,725	3-4	36,653	3-4	36,653	3-4	36,653
5	41,475	5	37,328	5	37,328	5	37,328
6	42,245	6	38,021	6	38,021	6	38,021
7	43,445	7	39,101	7	39,101	7	39,101
8	44,895	8	40,406	8	40,406	8	40,406
9	46,595	9	41,936	9	41,936	9	41,936
10	48,545	10	43,691	10	43,691	10	43,691
11	50,745	11	45,671	11	45,671	11	45,671
12	53,195	12	47,876	12	47,876	12	47,876

Somerset Hills – Custodial – B (Start date on or after July 1, 2011) 2 additional steps to be added when guide is developed.							
BASE YEAR		Year 1		Year 2		Year 3	
2011-2012		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	25,000	1	25,000	1	25,000	1	25,000

All custodians will remain on their 2010-2011 steps for this contract.

Base Year - 2010-2011		Year 1		Year 2		Year 3	
Stipends		2011-2012		2012-2013		2013-2014	
HS Head Custodian	9,200	9,200		9,338		9,338	
MS/BS Head Custodian	7,472	7,472		7,584		7,584	
Board Messenger	1,200	1,200		1,218		1,218	
Board Mail Person	5,167	5,167		5,245		5,245	
Boiler License	1,188	1,188		1,206		1,206	
<b>Longevity begins following completion of years of service below.</b>							
Longevity Base Year 2010-2011		2011-2012		2012-2013		2013-2014	
7-11	786	393		393		393	
12-16	1574	787		787		787	
17-21	2097	1049		1049		1049	
22+	2621	1311		1311		1311	

Somerset Hills – Maintenance							
BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
						1	42,095
				1	40,495	2	43,195
1	39,225	1	39,225	2	41,495	3	44,295
2	39,975	2	39,975	3	42,495	4	45,395
3-4	40,725	3-4	40,725	4-5	43,495	5-6	46,495
5	41,475	5	41,475	6	44,495	7	47,595
6	42,245	6	42,245	7	45,495	8	48,915
7	43,445	7	43,445	8	46,975	9	50,385
8	44,895	8	44,895	9	48,605	10	52,005
9	46,595	9	46,595	10	50,385	11	53,775
10	48,545	10	48,545	11	52,315	12	55,695
11	50,745	11	50,745	12	54,395	12	55,695
12	53,195	12	53,195	12	54,395	12	55,695

Base Year - 2010-2011		Year 1		Year 2		Year 3	
Stipends		2011-2012		2012-2013		2013-2014	
System Maintenance	16,526	16,526		16,774		16,774	
Maintenance Foreman	13,332	13,332		13,532		13,532	
Heating Controls Mechanic	4,928	4,928		5,002		5,002	
Asst Heating Controls Mechanic	2,435	2,435		2,472		2,472	
Board Messenger	1,200	1,200		1,218		1,218	
Board Mail Person	5,167	5,167		5,245		5,245	
Plaster Mason	1,803	1,803		1,830		1,830	
Locksmith	1,188	1,188		1,206		1,206	
Boiler License	1,188	1,188		1,206		1,206	

**Longevity begins following completion of years of service below.**

Longevity Base Year 2010-2011		2011-2012		2012-2013		2013-2014	
7-11	786	786		786		786	
12-16	1574	1574		1574		1574	
17-21	2097	2097		2097		2097	
22+	2621	2621		2621		2621	



**Somerset Hills - Special Education Paraprofessionals - Full-Time (7 hours) /Hourly Part Time  
Start date prior to June 30, 2011**

BASE YEAR		Year 1			Year 2			Year 3		
2010-2011		2011-2012			2012-2013			2013-2014		
Step	Salary	Step	Full-Time	Hourly	Step	Full-Time	Hourly	Step	Full-Time	Hourly
1	23849	1	21464	16.57	1	21464	16.57	1	21464	16.57
2	23949	2	21554	16.64	2	21554	16.64	2	21554	16.64
3-4	24069	3-4	21662	16.72	3-4	21662	16.72	3-4	21662	16.72
5	24559	5	22103	17.06	5	22103	17.06	5	22103	17.06
6	25634	6	23071	17.82	6	23071	17.82	6	23071	17.82
7	26859	7	24173	18.67	7	24173	18.67	7	24173	18.67
8	28234	8	25411	19.62	8	25411	19.62	8	25411	19.62
9	29759	9	26783	20.68	9	26783	20.68	9	26783	20.68
10	31434	10	28291	21.85	10	28291	21.85	10	28291	21.85

**Somerset Hills – Regular Paraprofessionals – Hourly Part-Time  
Start date prior to June 30, 2011**

BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Hourly	Step	Hourly	Step	Hourly
1	12350	1	15.81	1	15.81	1	15.81
2	12400	2	15.87	2	15.87	2	15.87
3-4	12450	3-4	15.93	3-4	15.93	3-4	15.93
5	12500	5	16.00	5	16.00	5	16.00
6	12805	6	16.39	6	16.39	6	16.39
7	13230	7	16.94	7	16.94	7	16.94
8	13730	8	17.58	8	17.58	8	17.58
9	14285	9	18.28	9	18.28	9	18.28
OG	15625	OG	20.00	OG	20.00	OG	20.00

**All paraprofessionals will remain on their 2010-2011 steps for this contract.**

**Somerset Hills - Special Education Paraprofessionals – B Guide - Hourly Part Time  
Start date on or after July 1, 2011**

BASE YEAR		Year 1		Year 2		Year 3	
2011-2012		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Hourly	Step	Hourly	Step	Hourly
1	14.91	1	14.91	1	14.91	1	14.91
2	14.98	2	14.98	2	14.98	2	14.98
3	15.05	3	15.05	3	15.05	3	15.05
4	15.22	4	15.22	4	15.22	4	15.22
5	15.39	5	15.39	5	15.39	5	15.39
6	16.15	6	16.15	6	16.15	6	16.15
7	16.80	7	16.80	7	16.80	7	16.80
8	17.75	8	17.75	8	17.75	8	17.75
9	18.81	9	18.81	9	18.81	9	18.81
10	19.98	10	19.98	10	19.98	10	19.98
11	21.15	11	21.15	11	21.15	11	21.15

**Somerset Hills – Regular Paraprofessionals – B Guide - Hourly Part-Time  
Start date on or after July 1, 2011**

BASE YEAR		Year 1		Year 2		Year 3	
2011-2012		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Hourly	Step	Hourly	Step	Hourly
1	14.23	1	14.23	1	14.23	1	14.23
2	14.29	2	14.29	2	14.29	2	14.29
3	14.35	3	14.35	3	14.35	3	14.35
4	14.41	4	14.41	4	14.41	4	14.41
5	14.80	5	14.80	5	14.80	5	14.80
6	15.35	6	15.35	6	15.35	6	15.35
7	15.99	7	15.99	7	15.99	7	15.99
8	16.69	8	16.69	8	16.69	8	16.69
9	17.39	9	17.39	9	17.39	9	17.39
10	18.09	10	18.09	10	18.09	10	18.09

**All paraprofessionals will remain on their current steps for this contract.**

Somerset Hills – Technology Salary Guide							
BASE YEAR		Year 1		Year 2		Year 3	
2010-2011		2011-2012		2012-2013		2013-2014	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
						1	47,785
				1	46,645	2	48,360
1	45,530	1	45,530	2	47,220	3	48,985
2	46,105	2	46,105	3	47,845	4	49,660
3	46,730	3	46,730	4	48,520	5	50,385
4	47,405	4	47,405	5	49,245	6	51,160
5	48,130	5	48,130	6	50,020	7	51,985
6	48,905	6	48,905	7	50,845	8	52,860
7	49,730	7	49,730	8	51,720	9	53,785
8	50,605	8	50,605	9	52,645	10	54,760
9	51,530	9	51,530	10	53,620	11	55,785
10	52,505	10	52,505	11	54,645	12	56,860
11	53,530	11	53,530	12	55,720	13	57,985
12	54,605	12	54,605	13	56,845	14	59,160
13	55,730	13	55,730	14	58,020	15	60,385
14	56,905	14	56,905	15	59,245	16	61,660
15	58,130	15	58,130	16	60,520	17	62,985
16	59,405	16	59,405	17	61,845	18	64,360
17	60,730	17	60,730	18	63,220	18	64,360
18	62,105	18	62,105	18	63,220	18	64,360
<b>Longevity begins following the completion of 10 years of service.</b>							
		2011-2012		2012-2013		2013-2014	
<b>Longevity</b>		<b>750</b>		<b>750</b>		<b>750</b>	

**Technology Stipends**

Certification	2011-2012	2012-2013	2013-2014
(1) Tech I - Microsoft MCP	700	700	700
(2) Tech II - Microsoft MCSA	1,800	1,800	1,800
(3) Tech III - Microsoft MCSE	2,400	2,400	2,400

- (2) Replaces MCP Stipend when earned
- (3) Replaces MCSA and MCP Stipends when earned

1. Only one of the above Microsoft stipends will be awarded (MCP, MCSA, or MCSE).
2. To receive a new stipend, an employee must have obtained the most current version (2000, 2003, 2007, etc.) being used in the district at that time.
3. When the district has achieved greater than 50% of a new version's implementation, the employee will have one calendar year to upgrade his/her certification to that level. If the employee fails to upgrade during that timeframe, the stipend will be forfeited on a prorated basis.
4. Upon completion of the next level of certification, stipend advancement will be made to the higher level on a prorated basis.

<b>Somerset Hills Board Of Education and Somerset Hills Education Association</b>				
<b>2011 -2014 Contract Agreement</b>				
<b><u>BERNARDS HIGH SCHOOL ATHLETIC STIPEND POSITIONS</u></b>				
When a request is made to split a stipend (athletic or co-curricular) the Superintendent/designee and SHEA President/designee will meet to determine if the splitting of the stipend would be in the best interest of both parties. A stipend will only be split if both parties agree.				
	<b>Base Year</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b><u>Fall Positions</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>
Assistant AD: Fall	\$3,969	\$3,969	\$4,029	\$4,029
Cheerleading: Fall Head	\$4,978	\$4,978	\$5,053	\$5,053
Cheerleading: Fall Assistant	\$3,745	\$3,745	\$3,801	\$3,801
Cross Country: Head	\$7,318	\$7,318	\$7,428	\$7,428
Cross Country: Assistant	\$4,785	\$4,785	\$4,857	\$ 4,857
Field Hockey: Head	\$7,318	\$7,318	\$7,428	\$ 7,428
Field Hockey: Assistant (JV)	\$6,154	\$6,154	\$6,246	\$ 6,246
Field Hockey: Assistant (FR)	\$4,940	\$4,940	\$5,014	\$ 5,014
Football: Head	\$10,616	\$10,616	\$10,775	\$10,775
Football: Assistant	\$7,916	\$7,916	\$8,035	\$8,035
Football: Assistant (JV)	\$7,916	\$7,916	\$8,035	\$8,035
Football: Assistant (FR)	\$7,257	\$7,257	\$7,366	\$7,366
Open Gym: Fall	\$1,829	\$1,829	\$1,856	\$1,856
Soccer Men's Head	\$7,916	\$7,916	\$8,035	\$8,035
Soccer: Men's Assistant (JV)	\$6,154	\$6,154	\$6,246	\$6,246
Soccer: Men's Assistant (FR)	\$4,940	\$4,940	\$5,014	\$5,014
Soccer: Women's Head	\$7,916	\$7,916	\$8,035	\$8,035
Soccer Women's Assistant (JV)	\$6,154	\$6,154	\$6,246	\$6,246
Soccer: Women's Assistant (FR)	\$4,940	\$4,940	\$5,014	\$5,014
Tennis: Women's Head	\$7,036	\$7,036	\$7,142	\$7,142
Tennis: Women's Assistant	\$4,563	\$4,563	\$4,631	\$4,631
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b><u>Winter Positions</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>
Assistant AD: Winter	\$5,181	\$5,181	\$5,259	\$5,259
Basketball: Men's Head	\$9,586	\$9,586	\$9,730	\$9,730
Basketball: Men's Assistant (JV)	\$7,916	\$7,916	\$8,035	\$8,035
Basketball: Men's Assistant (FR)	\$6,375	\$6,375	\$6,471	\$6,471
Basketball: Women's Head	\$9,586	\$9,586	\$9,730	\$9,730
Basketball: Women's Assistant (JV)	\$7,916	\$7,916	\$8,035	\$8,035
Basketball: Women's Assistant (FR)	\$6,375	\$6,375	\$6,471	\$6,471
Cheerleading: Winter Head	\$4,978	\$4,978	\$5,053	\$5,053

<b>BERNARDS HIGH SCHOOL ATHLETIC STIPEND POSITIONS</b>				
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b><u>Winter Positions</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>
Fencing: Head	\$7,175	\$7,175	\$7,283	\$7,283
Fencing: Assistant	\$5,199	\$5,199	\$5,277	\$5,277
Fencing: Assistant (FR)	\$4,689	\$4,689	\$4,759	\$4,759
Ice Hockey: Head	\$6,907	\$6,907	\$7,011	\$7,011
Ice Hockey: Assistant	\$4,013	\$4,013	\$4,073	\$4,073
Open Gym: Winter	\$2,339	\$2,339	\$2,374	\$2,374
Ski Team: Head	\$6,495	\$6,495	\$6,592	\$6,592
Swimming: Head	\$7,036	\$7,036	\$7,142	\$7,142
Swimming: Assistant	\$4,563	\$4,563	\$4,631	\$4,631
Winter Track: Head	\$7,036	\$7,036	\$7,142	\$7,142
Winter Track: Assistant	\$4,563	\$4,563	\$4,631	\$4,631
Wrestling: Head	\$9,586	\$9,586	\$9,730	\$9,730
Wrestling: Assistant (JV)	\$7,916	\$7,916	\$8,035	\$8,035
Wrestling: Assistant (FR)	\$6,375	\$6,375	\$6,471	\$6,471
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b><u>Spring Positions</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>
Assistant AD: Spring	\$3,969	\$3,969	\$4,029	\$4,029
Baseball: Head	\$7,835	\$7,835	\$7,953	\$7,953
Baseball: Assistant (JV)	\$6,154	\$6,154	\$6,246	\$6,246
Baseball: Assistant (FR)	\$4,940	\$4,940	\$5,014	\$5,014
Golf: Head	\$6,495	\$6,495	\$6,592	\$6,592
Lacrosse: Men's Head	\$7,318	\$7,318	\$7,428	\$7,428
Lacrosse: Men's Assistant (JV)	\$6,154	\$6,154	\$6,246	\$6,246
Lacrosse: Men's Assistant (FR)	\$4,940	\$4,940	\$5,014	\$5,014
Lacrosse: Women's Head	\$7,318	\$7,318	\$7,428	\$7,428
Lacrosse: Women's Assistant (JV)	\$6,154	\$6,154	\$6,246	\$6,246
Lacrosse: Women's Assistant (FR)	\$4,940	\$4,940	\$5,014	\$5,014
Open Gym: Spring	\$1,851	\$1,851	\$1,879	\$1,879
Softball: Head	\$7,835	\$7,835	\$7,953	\$7,953
Softball: Assistant (JV)	\$6,154	\$6,154	\$6,246	\$6,246
Softball: Assistant (FR)	\$4,940	\$4,940	\$5,014	\$5,014
Tennis: Men's Head	\$7,036	\$7,036	\$7,142	\$7,142
Tennis: Men's Assistant	\$4,563	\$4,563	\$4,631	\$4,631
Track & Field: Women's Head	\$7,835	\$7,835	\$7,953	\$7,953
Track & Field: Men's Head	\$7,835	\$7,835	\$7,953	\$7,953
Track & Field: M/W Assistant	\$6,154	\$6,154	\$6,246	\$6,246
Weight Training: Summer	\$1,851	\$1,851	\$1,879	\$1,879

<b>Somerset Hills Board Of Education and Somerset Hills Education Association</b>				
<b>2011 -2014 Contract Agreement</b>				
<b><u>BERNARDS HIGH SCHOOL CO-CURRICULAR POSITIONS</u></b>				
When a request is made to split a stipend (athletic or co-curricular) the Superintendent/ designee and SHEA President/designee will meet to determine if the splitting of the stipend would be in the best interest of both parties. A stipend will only be split if both parties agree.				
	<b>Base Year</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b><u>Position</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>
Access Coordinator	\$8,668	\$8,668	\$8,798	\$8,798
<b>Activities Technician II</b>	<b>n/a</b>	<b>\$2,014</b>	\$2,044	\$2,044
Activities Technician	\$4,214	\$4,214	\$4,277	\$4,277
Attendance Coordinator	\$7,938	\$7,938	\$8,057	\$8,057
Bernardian: Literary Advisor	\$5,516	\$5,516	\$5,599	\$5,599
Bernardian: Financial Advisor	\$2,560	\$2,560	\$2,598	\$2,598
Creativity Action Service (CAS)	\$2,671	\$2,671	\$2,711	\$2,711
Class Advisor. Senior	\$4,322	\$4,322	\$4,387	\$4,387
Class Advisor: Junior	\$3,770	\$3,770	\$3,827	\$3,827
Class Advisor: Sophomore	\$1,676	\$1,676	\$1,701	\$1,701
Class Advisor: Freshman	\$1,568	\$1,568	\$1,592	\$1,592
Community Service	\$4,741	\$4,741	\$4,812	\$4,812
Crimson	\$5,295	\$5,295	\$5,374	\$5,374
Drama: Fall Director	\$3,641	\$3,641	\$3,696	\$3,696
Drama: Fall Assistant Director	\$1,676	\$1,676	\$1,701	\$1,701
<b>Drama: Fall Set Construction</b>	<b>n/a</b>	<b>n/a</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>Forensics Team</b>	<b>n/a</b>	<b>n/a</b>	<b>\$1,336</b>	<b>\$1,336</b>
Green Team	\$1,824	\$1,824	\$1,851	\$1,851
Harvard Model Congress Advisor	\$1,534	\$1,534	\$1,557	\$1,557
Key Club	\$3,161	\$3,161	\$3,208	\$3,208
Marching Band: Director	\$10,019	\$10,019	\$10,169	\$10,169
Marching Band: Assistant Front	\$4,453	\$4,453	\$4,520	\$4,520
Marching Band: Assistant Marching	\$4,018	\$4,018	\$4,078	\$4,078
Marching Band: Assistant Percussion	\$4,018	\$4,018	\$4,078	\$4,078
Math League	\$2,372	\$2,372	\$2,408	\$2,408
<b>Mock Trial Team</b>	<b>n/a</b>	<b>n/a</b>	<b>\$1,336</b>	<b>\$1,336</b>
Musical: Spring Director	\$4,706	\$4,706	\$4,777	\$4,777
Musical: Spring Assistant Director	\$2,484	\$2,484	\$2,521	\$2,521
Musical: Spring Choreographer	\$4,158	\$4,158	\$4,220	\$4,220
Musical: Spring Instrumental	\$4,158	\$4,158	\$4,220	\$4,220
Musical: Spring Set Construction	<b>n/a</b>	<b>n/a</b>	<b>\$1,500</b>	<b>\$1,500</b>
Musical: Spring Vocal	\$3,775	\$3,775	\$3,832	\$3,832
National Honor Society	\$2,671	\$2,671	\$2,711	\$2,711

BERNARDS HIGH SCHOOL CO-CURRICULAR POSITIONS				
	2010-2011	2011-2012	2012-2013	2013-2014
<u>Position</u>	<u>Stipend</u>	<u>Stipend</u>	<u>Stipend</u>	<u>Stipend</u>
Peer Leadership	\$8,327	\$8,327	\$8,452	\$8,452
Peer Leadership: Assistant	\$3,999	\$3,999	\$4,059	\$4,059
Pinnacle	\$2,447	\$2,447	\$2,484	\$2,484
<b>Robotics</b>	<b>n/a</b>	<b>n/a</b>	<b>\$2,671</b>	<b>\$2,671</b>
Science Team: Biology	\$2,671	\$2,671	\$2,711	\$2,711
Science Team: Chemistry	\$2,671	\$2,671	\$2,711	\$2,711
Science Team: Chemistry II	\$2,671	\$2,671	\$2,711	\$2,711
Science Team: Physics	\$2,671	\$2,671	\$2,711	\$2,711
Student Council	\$5,206	\$5,206	\$5,284	\$5,284
Technology Honor Society	\$2,671	\$2,671	\$2,711	\$2,711
TV Studio Coordinator	\$7,992	\$7,992	\$8,112	\$8,112
Vocal Music Accompanist	\$4,074	\$4,074	\$4,135	\$4,135

Somerset Hills Board Of Education and Somerset Hills Education Association				
2011 -2014 Contract Agreement				
BERNARDSVILLE MIDDLE SCHOOL				
<u>ATHLETIC STIPEND POSITIONS</u>				
When a request is made to split a stipend (athletic or co-curricular) the Superintendent/ designee and SHEA President/designee will meet to determine if the splitting of the stipend would be in the best interest of both parties. A stipend will only be split if both parties agree.				
	Base Year	Year 1	Year 2	Year 3
	2010-2011	2011-2012	2012-2013	2013-2014
<u>Athletic Positions</u>	<u>Stipend</u>	<u>Stipend</u>	<u>Stipend</u>	<u>Stipend</u>
Athletic / Activities Advisor	\$2,571	\$2,571	\$2,610	\$2,610
Athletic Event Coverage	\$91	\$91	\$92	\$92
<u>Fall Positions</u>				
Cross Country	\$4,241	\$4,241	\$4,305	\$4,305
Field Hockey	\$4,241	\$4,241	\$4,305	\$4,305
Field Hockey: Assistant	\$2,209	\$2,209	\$2,242	\$2,242
Soccer Boys' Head	\$4,241	\$4,241	\$4,305	\$4,305
Soccer: Boys' Assistant	\$2,865	\$2,865	\$2,908	\$2,908
Soccer Girls' Head	\$4,241	\$4,241	\$4,305	\$4,305
Soccer: Girls' Assistant	\$2,865	\$2,865	\$2,908	\$2,908
<u>Winter Positions</u>				
Basketball: Boys' Head	\$5,462	\$5,462	\$5,544	\$5,544
Basketball: Boys' Assistant	\$2,630	\$2,630	\$2,669	\$2,669
Basketball: Girls' Head	\$5,462	\$5,462	\$5,544	\$5,544
Basketball: Girls' Assistant	\$2,630	\$2,630	\$2,669	\$2,669
Wrestling	\$5,462	\$5,462	\$5,544	\$5,544
<u>Spring Positions</u>				
Baseball	\$4,541	\$4,541	\$4,609	\$4,609
Baseball Assistant	\$2,917	\$2,917	\$2,961	\$2,961
Softball: Head	\$4,541	\$4,541	\$4,609	\$4,609
Softball: Assistant	\$2,917	\$2,917	\$2,961	\$2,961
Track: Boys' Head	\$4,241	\$4,241	\$4,305	\$4,305
Track: Boys' Assistant	\$2,865	\$2,865	\$2,908	\$2,908
Track: Girls' Head	\$4,241	\$4,241	\$4,305	\$4,305
Track: Girls' Assistant	\$2,865	\$2,865	\$2,908	\$2,908



Somerset Hills Board Of Education and Somerset Hills Education Association				
2011 -2014 Contract Agreement				
BERNARDSVILLE MIDDLE SCHOOL				
<u>CO-CURRICULAR STIPEND POSITIONS</u>				
When a request is made to split a stipend (athletic or co-curricular) the Superintendent/ designee and SHEA President/designee will meet to determine if the splitting of the stipend would be in the best interest of both parties. A stipend will only be split if both parties agree.				
	Base Year	Year 1	Year 2	Year 3
	2010-2011	2011-2012	2012-2013	2013-2014
<u>CoCurricular Positions</u>	<u>Stipend</u>	<u>Stipend</u>	<u>Stipend</u>	<u>Stipend</u>
Clubs (per hour)	\$42	\$42	\$43	\$43
Destination Imagination	\$2,540	\$2,540	\$2,578	\$2,578
Drama: Fall	\$2,540	\$2,540	\$2,578	\$2,578
Drama: Fall Assistant	\$1,270	\$1,270	\$1,289	\$1,289
Drama: Spring	\$2,540	\$2,540	\$2,578	\$2,578
Drama: Spring Assistant	\$1,270	\$1,270	\$1,289	\$1,289
Forensics	\$2,540	\$2,540	\$2,578	\$2,578
<b>Green Team</b>	<b>\$2,540</b>	<b>\$2,540</b>	<b>\$2,578</b>	<b>\$2,578</b>
Open Gym: Boys' Fall	\$566	\$566	\$574	\$574
Open Gym: Girls' Fall	\$566	\$566	\$574	\$574
Open Gym: Boys' Winter	\$566	\$566	\$574	\$574
Open Gym: Girls' Winter	\$566	\$566	\$574	\$574
Open Gym: Boys' Spring	\$566	\$566	\$574	\$574
Open Gym: Girls' Spring	\$566	\$566	\$574	\$574
Literary Magazine	\$2,540	\$2,540	\$2,578	\$2,578
Newspaper	\$2,540	\$2,540	\$2,578	\$2,578
Peer Leadership	\$2,540	\$2,540	\$2,578	\$2,578
Robotics	\$2,540	\$2,540	\$2,578	\$2,578
Science Team: Earth Science	\$2,540	\$2,540	\$2,578	\$2,578
Service Organization	\$3,655	\$3,655	\$3,710	\$3,710
Student Activities	\$1,948	\$1,948	\$1,977	\$1,977
Student Council	\$2,758	\$2,758	\$2,799	\$2,799
Team Leader: Grade 5	\$2,438	\$2,438	\$2,475	\$2,475
Team Leader: Grade 6	\$2,438	\$2,438	\$2,475	\$2,475
Team Leader: Grade 7	\$2,438	\$2,438	\$2,475	\$2,475
Team Leader: Grade 8	\$2,438	\$2,438	\$2,475	\$2,475
Vocal Music Accompanist	\$1,136	\$1,136	\$1,153	\$1,153
Yearbook	\$2,540	\$2,540	\$2,578	\$2,578

<b>Somerset Hills Board Of Education and Somerset Hills Education Association</b>				
<b>2011 -2014 Contract Agreement</b>				
<b><u>BEDWELL ELEMENTARY SCHOOL CO-CURRICULAR POSITIONS</u></b>				
When a request is made to split a stipend (athletic or co-curricular) the Superintendent/ designee and SHEA President/designee will meet to determine if the splitting of the stipend would be in the best interest of both parties. A stipend will only be split if both parties agree.				
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b><u>Co-Curricular Positions</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>
Community Service Advisor	\$2,989	\$2,989	\$3,034	\$3,034
<b>Bookroom Coordinator</b>	\$1,381	\$1,381	\$1,402	\$1,402
Student Activities Coordinator	\$1,948	\$1,948	\$1,977	\$1,977
Team Leader: Grade K	\$2,438	\$2,438	\$2,475	\$2,475
Team Leader: Grade 1	\$2,438	\$2,438	\$2,475	\$2,475
Team Leader: Grade 2	\$2,438	\$2,438	\$2,475	\$2,475
Team Leader: Grade 3	\$2,438	\$2,438	\$2,475	\$2,475
Team Leader: Grade 4	\$2,438	\$2,438	\$2,475	\$2,475
Tutor Mentor	\$58.24	\$58.24	\$59.11	\$59.11
Homework Club	\$58.24	\$58.24	\$59.11	\$59.11
Continental Math Program	\$58.24	\$58.24	\$59.11	\$59.11
Word Masters Program	\$58.24	\$58.24	\$59.11	\$59.11

<b>Somerset Hills Board Of Education and Somerset Hills Education Association</b>				
<b>2011 -2014 Contract Agreement</b>				
<b><u>OTHER RATES</u></b>				
When a request is made to split a stipend (athletic or co-curricular) the Superintendent/ designee and SHEA President/designee will meet to determine if the splitting of the stipend would be in the best interest of both parties. A stipend will only be split if both parties agree.				
	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
<b><u>Positions</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>	<b><u>Stipend</u></b>
Home Instruction Rate per hour	\$58.24	\$58.24	\$59.11	\$59.11
Van Driver Rate per trip	\$61.71	\$61.71	\$62.64	\$62.64
IB Diploma Mentor Rate per student	\$256	\$256	\$259.84	\$259.84
Independent Study	\$1,323	\$1,323	\$1,343	\$1,343
PAC Light & Sound Operator per hour	\$40.00	\$40.00	\$40.60	\$40.60
Attendance Officer	\$4,136	\$4,136	\$4,198	\$4,198
Transportation Coordinator	\$4,302	\$4,302	\$4,367	\$4,367
<b>Nurse Clerk per hour</b>	<b>n/a</b>	<b>\$33.50</b>	<b>\$34.59</b>	<b>\$35.71</b>
<b>Lead Counselor (each)</b>	<b>n/a</b>	<b>n/a</b>	<b>\$4,750</b>	<b>\$4,750</b>
Sub Caller Bedwell per hour	\$26.93	\$26.93	\$27.33	\$27.33
Sub Caller Middle School per hour	\$26.93	\$26.93	\$27.33	\$27.33
Sub Caller High School per hour	\$26.93	\$26.93	\$27.33	\$27.33

