

AGREEMENT

BETWEEN THE

**BOARD OF EDUCATION OF
NEPTUNE TOWNSHIP, NEW JERSEY**

AND THE

NEPTUNE TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2015 THROUGH JUNE 30, 2020

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COMMON STAFF LANGUAGE

PREAMBLE

This Agreement entered into this 2nd day of May, 2018 by and between the Board of Education of Neptune Township, New Jersey, hereinafter called the “**Board,**” and the Neptune Township Education Association, hereinafter called the “**Association.**”

WHEREAS, the **Board** has an obligation, pursuant to Chapter 123, Public Laws 1974, to negotiate with the **Association** as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

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

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

PROVISIONS OF AGREEMENT

- A. If any provisions of the Agreement or any application of this Agreement is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the **Board** and an individual member, 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 its duration, shall be controlling.
- C. Copies of this Agreement shall be printed and the expense shared by the **Board** and the **Association** within sixty (60) days after the Agreement is signed and presented to all members now employed or when a contract is offered.
- D. Whenever any notice is required to be given by either of the Parties to this Agreement to the other, pursuant to the provisions of the Agreement, either Party shall do so by registered letter to the following address:

1. **If by Association to Board at:**
Neptune Township Board of Education
60 Neptune Boulevard
Neptune, New Jersey 07753-4836

2. **If by Board to Association at:**
Association President
Neptune Township Education Association
3455 Route 66 Neptune
New Jersey 07753

AGREEMENT

ARTICLE I RECOGNITION

- A. The **Board** hereby recognizes the **Association**, as the majority representative for collective negotiations concerning the terms and conditions of employment for all certified educational personnel employed under contract, or on leave, in addition Secretaries, School Safety Officers, Paraprofessionals, N.J. R.O.T.C. Naval Science Instructor, Educational Interpreters, Psychologists, Custodial Personnel, and District Technology Technicians and Parent Liaison.

The following personnel are excluded: Assistant Superintendents, Directors, Principals, Vice Principals, Supervisors, Coordinators, Department Chairpersons, Per Diem Teachers, Executive & Confidential Secretaries, Accountant, Facilities Engineer, Maintenance Technicians I & II, Technology Manager/Engineers II & III.

- B. Unless otherwise indicated, the term "member" shall refer to personnel represented as prescribed in Section A.
- C. The **Association** recognizes that for purposes of carrying out the terms and conditions of this Agreement, the Superintendent of Schools, being the Chief Executive Officer of the school district, shall be the Administrator of record whose approval shall be secured in all cases involving the Secretarial Staff of the schools proper, as well as the Central Office Staff, Paraprofessionals, and School Safety Officers. Where the office staff of the Board Secretary/Business Administrator is involved, it shall be understood that the Board Secretary/Business Administrator will be the Administrator of record in making all decisions and determinations which affect their office staff.

ARTICLE II NEGOTIATION PROCEDURE

- A. In accordance with NJSA 34:13A-5.3, the **Board** and the **Association** shall meet and exchange proposals on a mutually established date. These proposals shall be submitted in writing. The designated representatives of the **Board** and the **Association** shall meet thereafter at reasonable times and negotiate in good faith with respect to salaries and terms and conditions of employment.
- B. During negotiations, the **Board** and the **Association** shall possess relevant data, exchange points of view and make proposals and counter-proposals. In this connection, the **Board**

will furnish the **Association** with all information in the public domain as soon as possible after the receipt of a request for such data.

- C. Neither Party, in any negotiations, shall have control over the selection of the negotiating representative of the other Party.
- D. In accordance with State Law, the **Board** agrees not to negotiate concerning employees in this bargaining unit with any organization, other than the **Association**, for the duration of this Agreement.
- E. This Agreement incorporates prior understanding of the Parties, on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither Party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either, or both of the Parties at the time they negotiated or executed this Agreement.
- F. Should a mutually acceptable amendment to this Agreement be negotiated by the Parties, it shall be reduced in writing, be signed by the **Board** and the **Association**, and be adopted by the **Board** and ratified by the **Association**.
- G. Proposed new rules or modification of existing rules covering working conditions shall be negotiated with the majority Representative before they are established.
- H. The Board has the responsibility to maintain a safe and supportive work environment.

ARTICLE III GRIEVANCE PROCEDURE

A. DEFINITION

1. A grievance shall mean a complaint by a member of the Neptune Township School District that there has been a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of term of this agreement, or administrative decision.
2. A grievance to be considered under this procedure must be initiated within thirty (30) calendar days including weekends of its occurrence within the knowledge of the aggrieved, but under no circumstances will a grievance be process if six (6) months have elapsed since its actual occurrence.

B. PROCEDURE

1. Any member (or group of members) who has a grievance shall discuss it first with their Immediate Supervisor in an attempt to resolve the matter informally. However, when a grievance involves a group of members in more than one school, the **Association** may submit said grievance in writing to the Superintendent directly.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the member within five (5) calendar days, they shall set forth their grievance within five (5) additional calendar days, in writing, to the Principal specifying:
 - a) The nature of the grievance and the injury, loss or inconvenience suffered.
 - b) The results of previous discussions.
 - c) Their dissatisfaction with decisions previously rendered.
3. Upon receipt of the grievance, the Principal will send a copy of the grievance to the Office of the Superintendent who will forward a copy to the **Association**. Upon receipt of the grievance, the **Association** may elect to have a representative present at all grievance meetings.
4. The Principal will communicate his/her decision to the member and **Association** in writing, within five (5) calendar days of receipt of the written grievance.
5. The member may appeal the Principal's decision to the Superintendent of Schools, within ten (10) calendar days of the receipt of the Principal's decision. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Principal as specified above and their dissatisfaction with decisions previously rendered.
6. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) calendar days. The Superintendent shall communicate his/her decision, in writing, to the member, Principal and Association.
7. If the grievance is not resolved to the member's satisfaction, they may request a review by the **Board** within (10) calendar days of receipt of the Superintendent's written decision. The request shall be submitted, in writing, through the

Superintendent of Schools who shall attach all related papers and forward the request to the **Board**. The **Board** or Committee thereof, shall review the grievance. The **Board** or Committee thereof, may hold a hearing with the member. A decision shall be rendered, in writing, within thirty (30) calendar days of receipt of the grievance by the **Board** or the date of the hearing, whichever comes later.

8. At no point prior to an official hearing or meeting of the Board shall any member of the designated Unit discuss with any members of the Board, or any one of them, the subject of the member's grievance or matters relating thereto.
9. Nothing contained herein shall be construed as limiting the right of any member having a grievance to discuss the matter informally with an appropriate member of Administration, and having the grievance adjusted without intervention of the **Association**, provided adjustment is not inconsistent with the terms of this Agreement and that the **Association** has been given the opportunity to be present at any level and to state its views. At any formal level, the **Association** may become involved and the **Association** may process the grievance without consent of the aggrieved.
10. With respect to their personal professional grievances, members shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting an appeal. A member may have a legal representative and/or witness of their choice in attendance at an appeal before the **Board** or Committee thereof.
11. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
12. If a member is dissatisfied with the decision of the **Board** and if the grievance pertains to a matter of previous formal agreement between the **Board** and the **Association**, the **Association**, at its sole option, may request the appointment of an arbitrator; such request to be made known to the Superintendent no later than two (2) weeks after the **Board's** decision was made known in writing.
13. However, the arbitration procedure shall not apply to a complaint of a non-tenured member which arises by reason of their not being re-employed, a complaint of any tenured member occasioned by reason of their not being re-employed, or the removal from an extra-curricular position and positions relating to payment being

made, which is not part of the contractual salary; these are within the sole discretion of the **Board** and are not arbitrable.

C. PROCEDURE FOR SECURING AN ARBITRATOR

1. The following procedure will be used to secure the services of an arbitrator.
 - a) A request will be made to the Public Employment Relations Commission in accordance with Title 19 – Chapter 12, Sub-Chapter 3.
 - b) The arbitrator's jurisdiction shall be limited to the issues submitted and shall consider nothing else. They can add nothing to nor subtract anything from the Agreement between the Parties. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the **Board** and the **Association** and shall be final and binding on the Parties. Only the **Board**, the aggrieved and their representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitration hearings.

D. COSTS

1. Each Party will bear the total cost incurred by them.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two (2) Parties and such costs will be shared equally.
3. If time is lost by any member due to arbitration proceedings necessitating the retention of a substitute, the Board will pay only the cost of the substitute. The time lost by the members must either be without pay or charged to personal time.

ARTICLE IV MEMBERS' RIGHTS

- A. The **Board** recognizes the right of the members to form, join and assist any member organization or to refrain from such activity for the purpose of collective negotiations with the **Board** in accordance with State Statutes.

- B. Whenever any member is required to appear before the **Board** or any Committee or member thereof, or the Superintendent concerning any matter which could adversely affect the continuation of that member in their office, position, or employment or the salary or any increments pertaining thereto, then they shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of their own choosing to advise and represent them during such meeting or interview.
- C. No member shall be reprimanded, suspended or discharged without just cause. Any such action asserted by the **Board** or Representatives thereof shall be subject to the Grievance Procedure herein set forth.
- D. The **Board** and the **Association** agree that there shall be no discrimination, and that all practices, procedures and policies of the school district shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of members or in the application or administration of this Agreement on the basis of race, religion, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, and AIDS and HIV status..
- E. Any member who is required to attend an investigatory interview, scheduled by an agent of the Administration, and who has reasonable expectation to receive discipline as a result thereof, has a right to representation.
- F. Effective July 1, 2013 non certified staff must complete four (4) years for contractual tenure.

ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES

- A. The **Board** agrees to furnish to the **Association** information in the public domain which may be required by the **Association** in performing its representation function. This information shall be made available as soon as is possible after receipt of the request from the **Association**.
- B. The **Association** and its representatives shall have the right to use School Buildings for meetings, provided that approval has been secured in the manner prescribed by the **Board** for all other use of such facilities. Approval shall not be unreasonably withheld.

- C. The **Association** shall have, in each building, use of a bulletin board in each faculty lounge and members' dining room. The location of bulletin boards in each room shall be where presently located, and if none, where designated by the **Association**. Any additional bulletin boards which may be required shall be supplied by the **Association**. Copies of all material to be posted on such bulletin boards shall be given to the Building Principal, but no approval shall be required.
- D. The **Association** shall have the right to reasonable use of inter-school mail and school mail boxes. Open material shall receive prior approval of the Superintendent or his/her Representative.
- E. The rights and privileges of the **Association** and its Representatives, as set forth in this Agreement, shall be granted only to the **Association**, as the exclusive representative of the members of the NTEA and to no other organization.
- F. State and national member organization representatives will first report to Building Administration and secure permission before visiting the school or meeting with individual members during school hours.
- G. The **Association** will be provided with scheduled time during new school year orientation programs for members. Participation in the time provided for the **Association** during the Orientation Program will be announced as voluntary.
- H. The **Association** shall have the right to use school office equipment at all reasonable times. The **Association** shall supply all material and supplies incidental to such use.
- I. Two persons from the school district designated by the **Association**, one of whom may be the President, annually shall be released from their non-teaching assignments to work on **Association** school related business. If the individual is not a teacher in the District, they will be provided with an equivalent amount of time to conduct Association school related business, which amount of time will be mutually agreed upon by the Board and the Association. These persons shall submit a request annually to the Superintendent and upon his/her approval, they shall be granted the necessary release time to function as liaisons to the Superintendent, and to work on contract administration. Under no circumstances shall this time be used to interfere with the normal routine and function of the schools, nor shall there be any additional cost incurred to the **Board**. The Superintendent will be notified of the designees, in writing, no later than June 1 of the year preceding their functioning in the position.

- J. **Association** representatives working beyond the teacher work day schedule will be given thirty (30) minutes release time no more than one (1) time per month to attend **Association** meetings. No more than one (1) person from each building may be released. The **Association** will provide the **Board** with the meeting dates and names of employees to be released in advance

ARTICLE VI PROTECTION OF MEMBERS

- A. Members shall immediately report cases of assault suffered by them in connection with their employment to their Principals or other Immediate Supervisor, in writing.
- B. The Board agrees to provide legal counsel to defend any member pursuant to law in accordance with N.J.S.A. 18A:16-6 and N.J.S.A. 18A:16-6.1. This includes but is not limited to any action brought against any such member alleging that they committed an assault in connection with their employment, or in any situation arising out of a claim, demand, suit or judgement, by reason of alleged negligence or other act, resulting in accidental bodily injury or to the death of any person or in accidental damage to or destruction of property within or without the school building, provided such member at the time of the accident resulting in such injury, damage or destruction was acting in the discharge of their duties within the scope of their employment under the direction of the Board. If the Board does not provide such counsel, and a member prevails in the proceedings, then the Board shall reimburse the member for reasonable counsel fees incurred by them in defending the proceedings. If the member is found guilty in cases of criminal proceedings, such finding of guilt shall constitute cause for dismissal from the school system, and the member involved shall reimburse the Board for costs of furnishing counsel.
- C. Whenever a member is absent from school as a result of personal injury caused by unjustified assault or acts arising out of such assault, and in the course of their employment, no part of such absence shall be charged to their annual or accumulated sick leave.
- D. Protection of Members – The **Board** recognizes its responsibility to maintain safe and healthful working conditions for its staff and will continue to make every practical effort in that regard. Except in acute emergencies which might jeopardize the health or safety of the pupils, the **Board** will not require any member to engage in a recognizable unsafe or unhealthy task. All members, therefore, shall be required to observe the direction of the Building Principal when encountering situations that a member might regard as hazardous or unhealthful. Should a member object to any such assignment and leave their building

during the work day they will be considered as having the status of suspension without pay, pending the proceeding of a grievance. The **Board** agrees that any such grievance will be processed expeditiously at the Superintendent's level initially.

ARTICLE VII SCHOOL CALENDAR

- A. The **Association** Calendar Committee shall meet with the Superintendent and his/her Administrative Staff to provide input for the calendar for the coming year. This calendar shall be submitted to the **Board** for consideration.

- B. All schools may hold one (1) mandatory and one (1) status quo faculty meeting per month, which meeting may last up to forty-five (45) minutes in length. The agenda and content of the meeting shall be at the Principal's discretion. Principals may excuse employees for whom the topic is not relevant. The faculty meeting schedule will be provided to staff prior to the start of the school year. Coaches and advisors will be excused only when student supervision is required and after discussion with the Building Principal. The Superintendent may require attendance of teachers at special school functions in keeping with past practice.

ARTICLE VIII SALARIES

- A. The salary schedules shown as exhibits in the Contract are for the school years 2015/2016, 2016/2017, 2017/2018, 2018/2019 and 2019/2020 and shall be administered in accordance with present **Board** policy.
 - 1. Members employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
 - 2. Members employed on an eleven (11) month basis shall have the salary of the ten (10) month salary plus ten percent (10%) of the base salary. Members shall be paid in twenty-two (22) equal semi-monthly installments.
 - 3. Members employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 - 4. When a pay day falls on or during a school holiday, vacation or weekend, members shall receive their paychecks on the last previous work day.
 - 5. Employees shall be paid via direct deposit in accordance with N.J.S.A. 52:14-15a.

- B. Members who may be required to use their own automobiles in the performance of their duties and members who are assigned to more than one (1) school per day shall be reimbursed for all such travel as established by State regulations. Additionally, this shall apply to all driving to and from locations having a greater distance than that of the usual distance from the member's home to their base school and from their base school to their home. The distance from the member's home to their first location or from the member's last location to their home must be greater than the distance between the member's home and their base school. The member shall be reimbursed for the difference at the applicable rate. Members will be reimbursed for mileage at the NJ OMB rate then in effect.

ARTICLE IX DEGREE INCENTIVE

- A. Members intending to apply for said remuneration shall secure prior approval from the Superintendent of Schools for courses which are to be taken leading to the award of said degree. If a course is part of a previously approved degree program in which the member is enrolled, specific approval for the particular course need not be obtained. The Superintendent shall accept the timelines or the extension of timelines for degree completion as established by the institution of higher learning attended by the member.
- B. Upon completion of fifteen (15) approved college credits, a member shall receive reimbursement as a degree incentive, according to the following guidelines:
1. That the fifteen (15) approved credits be earned and accumulated while the member is in the employ of the school district.
 2. That the member furnishes acceptable evidence to the Superintendent of Schools by December 1st of the previous year that they are officially matriculated at an approved institute of higher learning. An approved institute of higher learning is one that is recognized by the State of New Jersey and is accredited by a nationally recognized entity.
- C. A member shall also receive additional sums per fifteen (15) approved college credits, providing the member adheres to Section B.1 and B.2 cited above, to the following maximums:
1. Associate's Degree Program \$1,000.00 (\$500 per 15 credits)
 2. Bachelor's Degree Program \$1,200.00 (\$600 per 15 credits)
 3. Master's Degree Program \$1,500.00 (\$750 per 15 credits)
 4. Doctorate Degree Program \$2,500.00 (\$1,250 per 15 credits)

- D. Nothing in this Article shall preclude a member from receiving reimbursement for degree incentive, according to the schedule above, for earning additional degrees on the same level. Under extraordinary circumstances, the Superintendent may approve a fractional portion of the money for degree incentive. Members intending to apply for said remuneration shall secure prior approval from the Superintendent of Schools for courses which are to be taken leading to the awarding of said degree. If a course is a part of a previously approved degree program in which the member is enrolled, specific approval for the particular course need not be obtained. The Superintendent shall accept the timelines, or the extension of timelines, for degree completion as established by the institution of higher learning attended by the member.

ARTICLE X MEDICAL BENEFITS

- A. Effective July 1, 2017, the Board shall provide all members with the following insurance benefits, at the enrollment tier appropriate to their legal family status:
1. Direct 15 medical coverage provided through the New Jersey School Employees Health Benefits Program (SEHBP).
 2. Prescription coverage with co-pays of \$10.00 for generic medications, \$20.00 for preferred brands, and \$35.00 for non-preferred brands. A single co-pay shall be applicable to each mail order prescription.
 3. Dental coverage consistent with the current Traditional Dental plan provided by Horizon Blue Cross Blue Shield of New Jersey.
 4. Vision coverage consistent with the current plan provided by Vision Service Plan (VSP).
- B. Members shall contribute to the cost of said medical benefits package at the Tier IV rates defined by New Jersey P. L. 2011 Chapter 78; however, effective July 1, 2017, contributions for certificated staff members shall be capped at \$7,500.00 per school year, and contributions for non-certificated staff shall be capped at \$2,500.00 per school year. All employee contributions will be processed as payroll deductions under authority of an IRS Section 125 plan.
- C. During any Open Enrollment or Special Enrollment period, members may select any of the alternate (less expensive) benefit plans currently offered by the district. The member's Chapter 78 health insurance contributions will be reduced accordingly.

D. Members who have health insurance through a non-district source may waive their right to district coverage as follows:

1. The waiver shall be subject to the terms, conditions, procedures and waiver compensation caps associated with the SEHBP.
2. Waiver compensation payments will be issued by June 30th of each fiscal year.
3. Members who elect to waive coverage may reinstate their health insurance benefits during any Open Enrollment or Special Enrollment period, in which case the waiver compensation payment will be prorated to coordinate with the effective enrollment date.
4. Should medical coverage be moved out of the SEHBP, the following waiver payments will be reinstated:

From	To	Or
Single	No Coverage (\$2,500)	N/A
Parent & Child	No Coverage (\$3,350)	Single Coverage (\$1,500)
2Adult	No Coverage (\$5,000)	Single Coverage (\$2,500)
Family	No Coverage (\$5,500)	Parent & Child (\$2,500)
Family	No Coverage (\$5,500)	Single Coverage (\$2,750)

E. After fifteen years (15) of service in the school district, and upon retirement from either the Teachers' Pension and Annuity Fund (TPAF) or the Public Employees Retirement System (PERS), members may continue enrollment in the district's then-current medical benefits package, for themselves and any eligible dependents, at the sole expense of the retired Member.

F. Should medical coverage be moved out of the SEHBP, when a member separates from employment for any reason, benefits will cease on the last day of the month in which separation occurs.

ARTICLE XI SICK LEAVE

A. 1. By law, effective September 1954, all unused days of Sick Leave, in any given year,

may accrue to an unlimited number.

2. Twelve (12) days of sick leave with pay for 10-month members, fourteen (14) days of sick leave with pay for 11-month members and fifteen (15) days of sick leave with pay for 12-month members are allowed during a school year; the unused portion shall be cumulative annually. A written certification from a medical practitioner authorized by the Board's health benefits carrier for an illness over three (3) consecutive days by the member may be required by the Superintendent of Schools. After five (5) consecutive days, certification is required. In case of frequent application for sick leave, the Superintendent or appropriate Administrator may require submission of a statement from a physician or submission to a physical examination by the school physician. The Employee's initial allotment of sick leave shall be prorated based upon the date of hire pursuant to the formula contained in Article XII: G.
 3. Members who are absent because of a personal illness shall be reimbursed according to the following schedule:
 - a) There shall be no deductions in salary for the use of a substitute for the total earned cumulative days.
 - b) A member who has used their total cumulative days shall have their full per diem rate deducted from their salary.
 4. Records of absence because of personal illness will be maintained by the **Board Secretary**.
 5.
 - (1) Members shall be notified of unused sick leave per current policy.
 - (2) Excused Absences will be taken into consideration when compiling the End-of-Year Evaluation. Counseling language will be used when documentation is provided for said absences and absences are not more than one-year trend.
- B.
1. In accordance with N.J.S.A. 18A:30-3.2, the Board shall grant the transfer of up to sixty (60) days credit for unused sick leave days which have been accumulated in another New Jersey Public School District.
 2. This policy shall pertain to all members so affected in accordance with the

following:

- a) A member desiring to transfer unused accumulated sick leave days shall submit to the Superintendent of Schools, within one (1) year of the date of new employment in the school district, a certificate from the original employer stating such member's unused accumulation of sick leave days as of the date of job termination.
 - b) The accumulation of sick leave days from another district shall be credited upon receipt of the certificate of the prior employer. The days of sick leave so credited may be used immediately, or if not so used, shall be accumulated for additional leave thereafter as may be necessary. The number of such days when granted shall be irrevocable by the Board.
3. All members' unused Personal Business Days will be transferred to their sick bank annually. An employee may not increase his/her sick leave bank by more than fifteen (15) days in any one school year. Unused days beyond fifteen (15) shall be saved in a separate account for reimbursement at retirement pursuant to C of this article.

C. Unused Sick Leave on Retirement

All payments for unused sick leave shall be made to a 403B plan over a two-year period subject to federal regulations

1. Teachers

- a) All teachers upon retirement after fifteen (15) years of service in the school district, shall be paid in lieu of accumulated sick leave at the rate of one (1) day's pay for every four (4) days of accumulated sick leave to a maximum of \$22,000.
- b) The daily compensation shall be at the daily rate of pay which they earned in the year of retirement. The calculation shall be as follows:

10 month contract – 1/200 of annual salary;
11 month contract – 1/220 of annual salary;
12 month contract – 1/240 of annual salary.

- c) Written notice of intention to retire is to be submitted to the Superintendent

of Schools three (3) months before the final budget submission date. If notice is not received within the above time frame, compensation will be paid no later than September 30 of the subsequent school year.

2. Support Staff - All other unit members shall be paid in lieu of accumulated sick leave at the rate of one (1) day's pay for every four (4) days of accumulated sick leave to a maximum of \$13,000, upon retirement after fifteen (15) years of service in the school district.

ARTICLE XII TEMPORARY LEAVES OF ABSENCE

A. PERSONAL BUSINESS

1. Four (4) days per school year (only three (3) may be used consecutively) may be granted to a member as a "Personal Business Day" to be without loss of pay. Request for such leave must be made to the Superintendent and his/her permission must be secured.
2. This policy shall be administered under the following provisions:
 - a) The request shall be made, in writing, on the form provided for this purpose.
 - b) The request form shall be delivered to the Building Principal or other designated Immediate Superior at least five (5) calendar days in advance of the Personal Business Day. All other requests not falling within this period of time shall be deemed as "emergencies", and the responsible Administrator shall use their discretion in approving or disapproving the request. When the request is denied, the reason for denial shall be written on the Personal Business Request form and returned to the applicant.
 - c) Only the form (Request Form for Personal Business Day) secured from the Office of the responsible Administrator will be used for the purpose of making such requests. The form shall be completed in triplicate and routed through the responsible Administrator to the Superintendent of Schools. Forms containing both approval and disapproval will be forwarded to the Superintendent for appraisal and action.
 - d) Leave will not be granted the day preceding or the day following a Board-approved holiday, recess or in-service workshop, except in case of religious observance.

3. **Religious Holidays** - In accordance with statutes, the **Board** shall approve for each school year, a "Religious Holiday Calendar". No exceptions shall be made to granting absences with pay for days other than those which are listed on the approved calendar.

B. ILLNESS IN FAMILY

Members may use a total of three (3) days, annually not cumulative, upon approval of the Superintendent of Schools for absence due to illness in the member's immediate and step-family, which includes wife, husband, qualified domestic partner, civil union partner, child, mother, father, mother-in-law, father-in-law, sister or brother. Members may be granted one (1) or more days absence, at the discretion of the Superintendent of Schools, for illness of a person not included in the specific immediate and step-family as listed. Verification of this illness shall be submitted on forms provided for this purpose and a certificate signed by the attending physician may be required by the Superintendent of Schools for illness requiring absence beyond one (1) day but shall be mandatory for three (3) consecutive days. Any payroll deductions made in accordance with this provision will be applied pursuant to Section E of this Article.

C. DEATH IN FAMILY

Members may use a total of five (5) days, per occurrence, not cumulative, upon approval of the Superintendent of Schools in the event of death in the immediate and step-family, which includes wife, husband, qualified domestic partner, civil union partner, child, mother, father, mother-in-law, father-in-law, sister or brother. Members may be granted one (1) or more days absence, at the discretion of the Superintendent of Schools for death of a person not included in the specific immediate and step-family as listed. Verification of the reasons for such request may be required by the Superintendent of Schools. Any payroll deduction made in accordance with this provision will be applied pursuant to Section E of this Article.

D. ABSENCE FOR JURY DUTY OR COURT SUMMONS

Absence for Jury Duty or Court Summons (which is school-related) shall not count in calculating absence limitations of the member, nor shall the days be deducted from accrued leave or the four (4) day Personal Business Leave. The salary paid by the **Board** during such absence shall be at the regular rate of pay.

E. REASONS OTHER THAN THE PREVIOUS

Members who are absent, for reasons other than personal illness, personal business, illness or death in the immediate and step family, jury duty or school connected court summons, or who are assigned to an approved school district responsibility, shall have deducted from their salaries, the amount paid the substitute (if any is used). Advance notice to the appropriate official is required for such absences. Up to five (5) days without pay for the purpose of marriage and honeymoon, or up to one (1) day, without pay for the purpose of attending the marriage of a member of the immediate and step family may be granted.

F. POLICIES GUIDING THE ADMINISTRATION OF ALL LEAVES AND ABSENCES

1. The final decision of all cases of absences shall be made by the Superintendent of Schools, subject to the confirmation of the **Board**.
2. In every contract, unless otherwise stated and specified, a month shall be taken to be twenty (20) school days or four (4) weeks, five (5) school days each. Therefore, deductions for absence shall be the contract salary per month divided by twenty (20) and multiplied by the number of days absent.
3. Full pay shall be deducted for absences occurring directly preceding or following vacations and holidays upon recommendation of the Superintendent of Schools and the approval of the **Board**.
4. The **Board** may require an examination by the school system physician after lengthy leaves of absences for illness at its discretion.
5. Effective July 1, 2010, health benefits will only be paid for by the **Board** during the period of an employee's approved leave for up to one (1) year inclusive of FLA or FMLA leave. Continuation in the **Board's** group health insurance beyond one (1) year will be at the employee's sole expense.
6. No vacation day shall be taken prior to actual receipt of a fully approved vacation request.
7. Employees who exhaust all accumulated sick leave and who have personal and/or vacation days available, shall have those days utilized, in that order, prior to any docking for continued absences. The Superintendent will consider the reserving of

vacation and sick time under extenuating circumstances and his/her approval will not be unreasonably or arbitrarily denied.

G. PRORATING

Prorating of the following leave days for newly hired members for the contractual year for which they are hired will be as follows:

1. Personal Business Days and Illness in Family Days
 - a) Twelve-Month Employees hired after 7/30 - One (1) day for each remaining two (2) month period or fraction thereof from the date of hire to contract renewal date of June 30th, not to exceed the negotiated amount.
 - b) Ten-Month Employees hired after 9/30 - One (1) day for each remaining two (2) month period or fraction thereof from the date of hire to contract renewal date of June 30th, not to exceed the negotiated amount.
2. Vacation - Secretaries and Custodians hired after 7/30 - One (1) day per month or a fraction thereof from the date of hire to June 30th, not to exceed the yearly vacation total.
3. All paid benefit days shall be prorated based on the number of days actually worked.

ARTICLE XIII EXTENDED LEAVES OF ABSENCE

A. MATERNITY LEAVE

It is recognized that a member's maternity leave application involves both a disability and a childcare phase. The presumptive disability phase is that period of time, both four (4) weeks prenatal and four (4) weeks postnatal. The disability phase may be extended when a physician certifies inability to work. The childcare phase is that period of time selected by the member, in accordance with A. 2 below, which follows the disability phase during which time the member voluntarily suspends their career to care for the newborn child.

1. **DISABILITY PHASE** Any tenured or non-tenured member seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the **Board**. Application shall be made to the **Board** at least sixty (60) days prior to the commencement of leave. In making application for leave, the member

shall specify in writing the date on which they wish to return to work after the birth, if physically able, but not to exceed (a period of disability of) four (4) weeks without a physician's written statement. In the case of stillbirth the member may elect to return to work at an earlier date.

2. **CHILDCARE PHASE** Where the requested leave dates are beyond the period of disability associated with pregnancy and is for childcare purposes, as defined above, the tenured member shall be granted, at their discretion, a leave without pay for (a) the balance of the school year in which the birth occurred, or (b) the balance of the school year in which the birth occurred and the entire following school year. Members on maternity leave desiring to switch from option (a) to option (b) shall notify the Superintendent at least twenty (20) school days prior to the intended return date, except in cases of emergency or extenuating circumstances. Any further extensions of childcare leave shall be discretionary with the **Board**.

- a) Non-tenured members may request childcare leave for the balance of the current contractual school year.
- b) No tenured or non-tenured member shall be barred from returning to work after the birth of their child solely on the grounds that there has not been a stated or prescribed lapse of time between that birth and their desired date of return, provided sixty (60) days' notice is given as is provided in #1 above.
- c) A member returning from pregnancy leave of absence shall be entitled to all benefits to which members returning from other types of sick or disability leave would be entitled.
- d) In order to be eligible for the regular salary increment upon the return of the member who is granted a leave, the teacher must have been in their sixth month of teaching during the school year that said leave was granted. All other members must have been in fifth month of employment during school year that said leave was granted.
- e) Any member adopting an infant child may receive leave which shall commence upon their receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of the adoption.
- f) No member on maternity leave (excluding the disability phase) shall, on the

basis of said leave, be denied the opportunity to substitute in the school system in the area of their certification or competence.

- g) Maternity Leave – the entire above Section “A” is subject to any and all modifications as statutorily required.
- h) Childbearing leave will be granted to any regular member covered under this Agreement in accordance with the statutes of the State of New Jersey.

B. LEAVE FOR PERSONAL REASONS DURING A SCHOOL TERM

The Board shall not honor any request from a member for a leave during a school term for personal reasons, such as travel or for any similar reason.

C. MILITARY LEAVE

- 1. Any regular members of the Neptune Township School District who may enlist or be conscripted into the defense forces of the United States for service or training shall make application for military leave. They shall be reinstated to their position in this school district with full credit, including the annual increment under the salary schedule, upon written request supported by competent proof, that said applicant is fully qualified to perform the duties of said position. Said application for reinstatement shall be made within a reasonable time after discharge or release from military service and not later than ninety (90) days from the date of said honorable release or discharge.
- 2. While member is on said leave, it is mandatory that the Board keep up their annual payment to the member’s appropriate pension fund.

D. LEAVE OF ABSENCE DUE TO ILL HEALTH, INJURY OR OTHER EQUALLY GRAVE EMERGENCY

- 1. A member in this school system may be granted a leave of absence for a maximum of one (1) school year for reasons of personal illness, accident, other equally grave emergency, and/or for rest and recuperation.
- 2. Written application for such leave shall be made by the member to the Superintendent of Schools, who shall, upon receipt of same, make such investigation as he/she may deem necessary to determine to the best of his/her ability if the granting of said leave would serve not only the interest of the member,

but also those of pupils and/or school district. He/She shall then make a recommendation to the Personnel Committee of the **Board**, who in turn shall present such request before the full **Board**.

3. In computing service to determine the member's position on the salary schedule at expiration of leave, time spent on leave shall not be counted as active service in this school district.
4. Leave of Absence shall be without compensation, except as may be provided by applicable law.
5. Whenever a leave of absence is granted for personal health reasons, said member must give acceptable professional evidence of recovered health before being permitted to return to duties in the school district.
6. A person on leave of absence shall return upon the expiration of leave whenever it is possible, to the position occupied prior to the leave. Application to return from a leave of absence should be filed with the Superintendent of Schools within sixty (60) days prior to the expected return.
7. The **Board**, depending upon the nature of the reasons for the requested leave and/or in light of a short term leave, may extend the period of leave without loss of salary in the case of a member who has rendered long and/or outstanding service to the school district.

ARTICLE XIV EVALUATION

- A. 1. Observations and evaluations will be conducted in compliance with Achieve NJ, TeachNJ, and other state statute or regulation. The Board will continue to implement a committee similar to the District Evaluation Advisory Committee (DEAC) whereas the Association has input regarding District procedures relating to observations, evaluations, and corrective action plans.
2. The purpose of observations and evaluations shall be to:
 - a) Promote and recognize professional excellence;
 - b) Improve student learning and growths;

- c) Improve the skills of staff members; and
 - d) Provide a basis for the review of performance of staff members.
3. A staff member shall be given a copy of any evaluation report by his/her evaluator at least two (2) business days before any conference to discuss it.
- B. The **Board** believes that complete personnel records should be maintained regarding all staff members. Copies of all evaluations, reports, request for leaves, absences, health reports, and other pertinent information will be kept in one file located in the Office of the Superintendent of Schools. A staff member may, by appointment, review their personnel file. Such materials as may be regarded as confidential by the Superintendent shall not be available for review. A file shall be checked for derogatory material that was not shown to the member and if any exists, it may be returned to the member's file only in accordance with the provisions of Paragraph C above.
- C. Any written documentation from a conference between the member and their immediate Supervisor which results from a formal written evaluation shall be initialed by both Parties. If the member requests a copy, the initials shall be evident on the copy.
- D. There shall be a schedule of evaluations providing for a reasonable number of observations per year.

ARTICLE XV TRANSFERS AND REASSIGNMENTS

- A. Members who desire a change in grade or subject assignment or who desire a transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade or subject to which the member desires to be assigned and the school or schools to which they desire to be transferred, in order of preference. Such requests must be renewed, in writing, each year if it is not granted on initial application. Decisions on all transfers will be at the sole discretion of the Superintendent, with the approval of the **Board**.
- B. Any new or open position in the school district shall be posted on the school and central office bulletin board and a copy sent to the **Association**. A position shall be posted for thirty (30) days, however, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to ten (10) days, providing the **Association** is advised of the emergency. For purposes of this Agreement, all extra-curricular and co-curricular positions shall be included.

In the event "current" Reduction in Force (RIF) lists exist of persons qualified for the specific vacancy, no posting will be necessary, and the person next in line for employment covered by the RIF list will be offered the vacancy to be filled.

ARTICLE XVI PROMOTIONS

- A. Any new or open promotional position shall be posted on the school and central office bulletin board and a copy sent to the **Association**. A position shall be posted for thirty (30) days. However, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to ten (10) days, providing the **Association** is advised of the emergency. For purposes of this Agreement, a promotional position is one in supervisory or administrative categories or one that accrues a stipend above the regular salary.
- B. To facilitate notification of properly certificated personnel and others who indicate a desire for particular positions in the school district, the NTEA will work cooperatively with the Superintendent of Schools and his/her designees to prepare a list according to job categories which may be used to give specific notification to personnel on said list when such vacancies are anticipated.

ARTICLE XVII DEDUCTION FROM SALARY

- A. According to State Law.
- B. Tax Sheltered Annuity plans
 - 1. The **Board** shall provide access to voluntary 403(b) tax sheltered annuity products from the following vendors, with contributions funded through payroll deductions:
 - a) AXA/Equitable
 - b) The Legend Group
 - c) Lincoln Investments
 - d) 403b Roth plan
- C. Employees shall be personally responsible for mentoring fees, with said fees deducted from salary payments as defined by the existing schedule of payments. Should the mentee no longer be employed by the District, the mentor will receive payment on a prorated basis reflecting the time period the mentee was employed within the District.

ARTICLE XVIII REPRESENTATION FEE

A. The **Association** shall, on or before September 30, deliver to the **Board**, a written statement containing the following:

1. A statement that the **Association** had determined the amount of representation fee in accordance with the formulated requirements of NJSA 34:13A-5.4.
2. A statement that the **Association** has established a “demand and return system” in accordance with the requirements of NJSA 34:13A-5.4.
3. A statement establishing the amount of yearly representation fees to be deducted from the salary of each non-member. Such representation fee shall not exceed eighty-five (85%) percent.
4. A list of all individuals covered under this Contract, who have failed to arrange for and become members of the **Association** and a request that the representation fee of such non-member be deducted in accordance with the Agreement.

B. Beginning with the first full pay period in February, the **Board** will commence deductions from salaries of such individuals in accordance with Paragraph C.3 below, of the full amount of the representation fee and will promptly transmit the amount so deducted to the **Association**.

C. **PAYROLL DEDUCTION SCHEDULE**

The **Board** will deduct the representation fee, in equal installments as nearly as possible from the paychecks paid to each member on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paychecks:

1. In February; or
2. Thirty (30) days after the member begins his employment in the bargaining unit position, unless the member previously served in a bargaining unit position or was on lay-off, in which event, the deductions will begin with the first paycheck paid ten (10) days after the resumption of the member’s employment in a bargaining unit position whichever is later. The mechanics for deduction of representation fees and the transmission of such fees due to the **Association**, as nearly as possible, shall be the same as those used for the deduction of regular membership to the **Association**.

3. On or about the last day of each month, beginning with the month this Agreement becomes effective, the **Board** will submit to the **Association**, a list of all members who began their employment in a bargaining unit position during preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such members
4. The **Association** hereby agrees to indemnify, defend, and save harmless, the **Board** from any claim, suit, or action of any nature whatsoever which may be brought at law or in equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any member of any sum of money as a representation fee under the provision of this Article.

ARTICLE XIX CONTINUITY OF OPERATION

- A. The **Association** agrees to abide by the Statutes of New Jersey making strikes by public employees unlawful.
- B. Nothing in this Agreement shall require the **Board** to keep school open in the event of severe inclement weather or when otherwise prevented by health hazard or Act of God. When schools are closed to students due to such conditions, attendance of members may be required by the Superintendent of Schools.

ARTICLE XX DISTRIBUTION OF AGREEMENT

- A. Copies of this Agreement shall be given to all members employed within the time period covered by the Agreement. This Agreement will be reproduced in full and not attached in or included in any other separate publication of the school district.
- B. The **Board** and the **Association** shall each assume one half of the cost of the printing of the Agreement.

SPECIFIC STAFF LANGUAGE

CERTIFICATED PROFESSIONALS

ARTICLE XXI TEACHERS

A. Work Hours

1. It is understood and agreed that teachers are to be given the time, tools, and supports to devote their assignments to meet their responsibilities. It is also understood that bus scheduling and emergency situations prevent exact conformity of in-school hours for students, from school to school. Therefore, the maximum time required of a teacher to be in school, under normal conditions, shall not exceed the following:

Elementary/Non Public	6 hrs. 40 min.
Middle School	7 hrs.
High School	6 hrs. 40 min.

This time includes the pupil in-school day in their respective school plus fifteen (15) minutes before the pupil's day, and a period after the pupil's day of not less than fifteen (15) minutes and not more than thirty (30) minutes at the discretion of the Building Principal. The teacher shall have a duty-free lunch period.

2. Teachers in the High School may have up to two hundred and twenty-five (225) minutes of instruction per day in a four (4) hour block schedule (75 minute blocks.) They shall have a thirty-five (35) minute duty free lunch period per day, and a seventy-five (75) minute preparation period per day subject to the same practice as currently exists. It is understood that if a teacher is scheduled for less than two hundred twenty-five minutes (225) of instruction in a day, duties may be assigned during those minutes not scheduled for instruction up to the two hundred twenty-five (225) minute maximum. It is understood that there will be some special subject and program teachers whose schedules will be individually developed and which may not conform to the above provision: e.g., ESL, speech, etc. Should the district abolish block scheduling, the High School shall return to six teachings periods, one prep period and one duty-free lunch period every other semester in lieu of five

teaching periods, one duty period, one prep period and a duty-free lunch period. Two forty-minute blocks of two of the seventy-five minute preparation periods shall be allocated to PLC activities. One forty-minute block of one seventy-five minute preparation period may be allocated to an assigned duty period. The remaining two seventy-five minute preparation blocks will be unchanged. Staff members shall follow their assigned PLC schedules as determined by administration regardless of the number of work days in any given week. PLC blocks will be contiguous time at either the beginning or the end of a full block. The remaining two (2) full seventy-five (75) minute preparation blocks shall be unchanged. It is understood and agreed that PLC activities, for all staff district-wide, shall be defined by the District PLC Handbook. When the full day schedule is altered for testing or other extenuating circumstances, PLCs may be cancelled.

3. Teachers in the Elementary Schools and E.C.C. are guaranteed one prep period per day not less than thirty (30) minutes in duration, five (5) prep periods per week, totaling 150 minutes a week.
4. The work year for ten (10) month certified staff shall be 187 days inclusive of seven (7) staff development days. Each staff member present will receive professional development credit hours as permitted by statute and/or regulation.
5. Effective July 1, 2013, parent teacher conferences shall be scheduled twice each year as follows:
 - HS and MS: one (1) day and two (2) nights
 - Elementary & ECC: three (3) days and two (2) nights

On the school days that night conferences are scheduled, teachers shall have an abbreviated day, shortened equally to match the length of the parent-teacher conferences.

6. New employees, in their first year of employment, shall report for four (4) additional days during the month of August, scheduled by administration. Each employee shall receive professional development credit for attendance and a \$100 gift certificate to a school supply store chosen by the **Board**.

Effective July 1, 2013 (non)/certified staff must complete four (4) years for contractual tenure.

7. All schools may hold one (1) mandatory and one (1) status quo faculty meeting per

month, which meeting may last up to forty-five (45) minutes in length. The agenda and content of the meeting shall be at the Principal's discretion. Principals may excuse employees for whom the topic is not relevant. The faculty meeting schedule will be provided to staff prior to the start of the school year. Coaches and advisors will be excused only when student supervision is required and after discussion with the Building Principal. The Superintendent may require attendance of teachers at special school functions in keeping with past practice.

8. In fulfilling the above, staff shall indicate their presence for duty each day by swiping their identification card.
9. Should a teacher be unable to attend classes, they shall report their unavailability in accordance with the published procedures of the **Board** under the AESOP System.

B. **TEACHER RIGHTS**

1. The **Board** will provide in the budget an increase designated to permit the hiring of paraprofessionals. To the extent practically possible, the **Board** and the Superintendent will utilize the paraprofessionals to reduce the load of lunch duty and supervision of playgrounds for regular teachers in grades Preschool to 5. Provisions will be made wherever possible for substitutes to be used in the event of absence of the regularly employed paraprofessional. All such paraprofessionals must be under the supervision of a qualified professional staff member.
2. Substitute teachers who are qualified will be supplied in the special areas of art, music, physical education, library/media center in the elementary schools in accordance with their availability.
3. Teachers required to serve on school-related committees, as established by an appropriate Administrator, shall be afforded, where practical, the necessary release time from their classroom duties to participate in such committee assignments.
4. The Administration will publish, no later than September 15th of each academic year, an Annual Report Card/Progress Report Schedule that shall indicate staff data entry deadlines. Should it be necessary to modify the schedule during the school year, the revised schedule will be distributed no less than ten (10) work days prior to the next data entry deadline.
5. Teachers shall determine grades and other evaluations of students based upon their

professional judgment of available criteria pertinent to any given subject area or activity to which they are responsible. No grade or evaluation shall be changed without the knowledge of the teacher. The teacher will have the opportunity to appeal the grade change to the administration; however, administration's determination is final.

C. BREAKFAST PROGRAM

1. Certified staff participation is wholly voluntary.
2. The hours of the Breakfast Program shall be as follows:

Elementary Schools	Tier I	7:30 a.m. to 8:10 a.m.
	Tier II	8:05 a.m. to 8:45 a.m.
Middle / High Schools		6:45 a.m. to 7:25 a.m.
3. Compensation shall be at the hourly rate for teachers and coordinators.
4. It is expressly understood that the **Association** agreement and employee participation shall in no way alter the terms and conditions of employment for unit members of the **Association** and the terms of this Memorandum of Agreement shall be for the duration of the contract.

D. TEACHER COMPENSATION

1. **PER HOUR RATE** - Teachers shall be compensated at the following hourly rate of \$40.00 per teaching period. Additionally, in this connection, the **Association** recognizes the importance of availability of qualified teachers for home instruction and will assist in securing the necessary teachers to carry out this function. Effective July 1, 2017 the hourly rate will be \$41.00 per teaching period.
2. **INCREMENTS** - All advancement on the guide, including annual increments and raises as set forth in the salary guides now in effect, and as the same may be adopted from time to time by the **Board** shall not be considered automatic; advancement on any such guide shall require favorable reports covering the professional competence, the performance of duties assigned and record of attendance of each member by the Superintendent and those charged with supervisory responsibility, and approval by the **Board**.

3. **PLACEMENT ON GUIDE FOR HIRING PURPOSES – PROFESSIONAL STAFF** – For the purposes of establishing placement of a professional member on the adopted salary guide, credit for prior contractual service experience will be computed in the following manner:

Total contractual service will be computed and credited on a monthly basis, and total months of contractual service will be divided by ten (10). In instances where time does not equal a full ten (10) months, six (6) months will be considered a full year.

EXAMPLES:

Total months of contracted service 17

Credit will be given for two (2) full years of service and member will be placed on the appropriate level of the salary guide.

Total months of contracted service 15

Credit will be given for one (1) full year of service and member will be placed on the appropriate level of the salary guide.

Total months of contracted service 36

Credit will be given for four (4) full years of service and member will be placed on the appropriate level of the salary guide.

4. **CREDIT OF NON-CONTRACTUAL PROFESSIONAL EXPERIENCE** – If a person is serving in a temporarily vacated position in the school district on a prorata basis, not under contract, and is subsequently appointed to the same position on a contractual basis, full credit will be given for time served as a non-contractual employee.

E. ASSIGNMENTS

1. All teachers shall be given written notice of their contracts, salary statements or increments according to law.
2. All teachers shall be given written notices of their tentative class or subject assignments and building assignments for the forthcoming year as soon as

reasonably practical and in any event, not later than June 1. The Administration may change such assignments in the event of an unforeseen circumstance or emergency and shall notify the teachers, in writing, with reasons for the schedule change.

3. Teachers required to cover classes or duties due to a substitute teacher shortage shall be remunerated in the following manner, and all listed rates shall increase by \$1.00 effective July 1, 2017:

a) Middle School and High School - At the direction of the Building Administrator, regular classroom teachers may volunteer to substitute during their preparation period.

In the absence of volunteers, a teacher shall be assigned to substitute. Volunteers and assigned teachers shall be paid at the following rates:

Prep to Class	\$38.00
Prep to Duty	\$26.30
Duty to Class	\$38.00

b) Elementary Schools - At the direction of the Building Principal, teachers who are requested to teach during their preparation period (when special teachers are absent, i.e., Art, Music, Physical Education and Library/Media Center) shall be paid at the rate of \$38.00 per teaching period.

c) All special teachers who are requested to teach during their preparation period shall be paid at the rate of \$38.00 per teaching period.

d) Regular classroom teachers who are required to add students to their class because of a divided class shall receive no more than five (5) additional students and shall be paid \$38.00 per day.

e) Payment Schedule - Members who will receive per period compensation will be paid twice a month. Hours worked between the first and 15th of the month will be paid in the second pay period of that month. Hours worked between the 16th and the last day of the month will be paid in the first pay period of the next month. Forms submitted later than one (1) working day following the 15th and last day of the month will be paid according to the pay period in which they were received.

4. Paraprofessionals shall be assigned to coverages in a reasonable manner. Whenever possible, the affected Paraprofessional and Teacher shall be given reasonable notice.

F. TEACHERS – STAFF VACANCIES

When any vacancy occurs in the school system, which after due investigation is considered by the Superintendent to be of one (1) month or more duration, a fully certified teacher will be hired, temporarily, at a pro-rata teacher's salary (based on the appropriate level of the Salary Guide) to fill said vacancy.

G. PROFESSIONAL LEAVE WITHOUT PAY

1. Leave of absence without pay may be granted by the **Board** to teachers for the following reasons:
 - a) Approved study.
 - b) Approved travel.
 - c) Exchange with teacher in another school system.
 - d) Service in a N.J. State College Demonstration School.
 - e) Participation in a Fellowship of a National Science foundation or related organization.
 - f) Service in the Peace Corps.
2. Leaves of absence without pay shall pertain only to those teachers in the school district who have attained tenure status and whose proficiency and efficiency ratings entitle said teacher to such consideration.
3. Request for LEAVE WITHOUT PAY shall be made to the Superintendent of Schools in writing stating full particulars of the request, no later than March 1st of the school year previous to the school year for which the leave is requested, excepting where emergency conditions prevail, and in such instances the Superintendent of Schools shall exercise their discretion in granting approval.
4. Such LEAVE WITHOUT PAY, when granted, shall not exceed a maximum period of one (1) school year.

5. All requests for LEAVE WITHOUT PAY when properly submitted and when judged to meet the requirements as set forth in this policy section may be approved by the Superintendent of Schools and recommended to the Personnel Committee of the **Board** for action.
6. A teacher returning from leave for any of the above reasons shall be placed on the step of the salary schedule they would have attained had they remained in the school district.
7. Such leave when granted shall not constitute a lapse of tenure service, providing that the policy as set forth in the above rules is fully complied with.
8. Any member granted an extended leave without pay shall be required to enter into a contractual agreement with the **Board** whereby the member shall reimburse the **Board** for all medical benefit premiums paid by said **Board** during the course of the leave if the member fails to return from said leave for reasons other than medical.

ARTICLE XXII PSYCHOLOGISTS

A. School Calendar

1. Unit members hired prior to July 1, 2006 may contract for either twelve (12) month employment or ten (10) month employment. Once a ten (10) month unit member elects twelve (12) month employment, he/she may not return to ten (10) month employment.
2. Effective July 1, 2013 certified staff must complete four (4) years for contractual tenure.

B. Hours of Employment

1. Effective July 1, 2007: Ten (10) and twelve (12) month employees shall work seven (7) hours per day. A thirty (30) minute lunch break shall be included as part of the daily work hours.
2. Actual work hours may be arranged with the approval of the Superintendent of Schools.
3. All unit members hired after July 1, 2006 shall be twelve (12) month employees.

C. Vacation

1. Only twelve-month employees are entitled to vacation in accordance with this provision.
2. Through ten (10) years of employment in district: three (3) weeks. After ten (10) years of employment in-district: four (4) weeks.
 - a) All earned vacation must be utilized during the year after it is earned. A minimum of two (2) weeks and a maximum of three (3) weeks must be taken in July and August. No days may be carried over into the following school year.
 - b) Members may take vacation days during the school year with approval of the Superintendent of Schools. No vacation days will be approved by the Superintendent of Schools during the five (5) work days before and after school opens or the five (5) work days before and after school closes in each school year.

D. Salary/Benefits

1. Psychologists who do not work a full week will have their salaries prorated per their appropriate step on the salary guide.
2. The **Board** will not pay or reimburse for state and national dues of the School Psychologists Association, except for any Psychologist who as of June 12, 2013 has had dues paid.
3. All per case Psychological Evaluation assignments and per hour work shall first be offered to unit members and at the discretion of the Director of Special Services. Summer per case and per hour work shall be posted district-wide by June 1st. The fees shall be \$245 per case and \$40 per hour throughout this contract. Effective July 1, 2017, the hourly rate will be \$41 per hour.

ARTICLE XXIII SABBATICAL LEAVES

A. STATEMENT OF PURPOSE AND INTENT

1. Sabbatical Leave is not granted as a reward for work already performed, but rather as an opportunity to prepare for improved service in the schools of Neptune

Township. A professional member may be granted a sabbatical leave of absence if it is deemed that it will increase their professional competency in a specific teaching area and the general efficiency of the school system will be benefited.

B. ELIGIBILITY

1. Permanent certified members who have completed not fewer than seven (7) consecutive years of service in this District shall be eligible for Sabbatical Leave.
2. Teachers whose annual evaluations are scored "Effective" or "Highly Effective" for all of their years of service with the district are eligible to make application if they meet the qualifications of length of service in the district and hold permanent teaching certificates.

C. QUALIFYING RULES AND REGULATIONS

1. Application for SABBATICAL LEAVE may be made for the purpose of:
 - a) Professional study in an approved institution.
 - b) A problem or project pursued individually with the sanction of an approved graduate school.
 - c) Approved travel related to professional competency.
2. The number of certified employees on SABBATICAL LEAVE in any one (1) year is not to exceed one (1) percent of all educational staff members.
3. The priorities established in considering application are:
 - a) The priority of applications.
 - b) Reasonable distribution of applicants by schools.
 - c) Relative merits of reasons for desiring leave.
 - d) Previous leave of the member.
 - e) Seniority.

4. A teacher on SABBATICAL LEAVE shall receive a salary equal to one-half the annual salary to which they would have been entitled had they remained in the school district that year.
5. If the SABBATICAL LEAVE is granted for the purpose of study at the undergraduate level or for a master's degree, the teacher must complete 12 hours of work during each semester for which the leave is granted. Work beyond the master's degree requires nine (9) hours of credit each semester.
6. Members on SABBATICAL LEAVE shall retain employment status while on leave, relating to salary step placement, membership in the retirement system and eligibility for group health insurance coverage. At the expiration of the leave, the member shall be reinstated in their former assignment unless the position is not available. If former position is not available a consultation shall be arranged after which the Superintendent of Schools shall recommend to the **Board** an assignment in the best interest of the member and/or school.
7. Staff members on SABBATICAL LEAVE shall not engage in teaching or other remunerative occupations. An exception to this rule may be made in an instance where an assistant or a fellowship is offered in which the experience would be directly applicable to the field in which the staff member is assigned or for which they are preparing.

D. APPLICATION REQUIREMENTS AND PROCEDURES

1. Requests for SABBATICAL LEAVE shall be made before November 1st of the school year previous to the school year for which the leave is requested.
2. Formal written application shall be submitted to the Superintendent of Schools describing, in full, the details as outlined in this policy. The Superintendent of Schools will make such recommendations as determined after study of the application to the Personnel Committee of the **Board**. The Committee shall then present the application before the entire **Board** for action.
3. Interruption of the SABBATICAL LEAVE program by serious accident or illness shall not affect the sabbatical leave contract providing satisfactory evidence is presented to the Superintendent of Schools within twenty (20) days of such accident or illness.

4. **Obligations:** A member granted a SABBATICAL LEAVE must return to the district and serve for a period of not less than one (1) year following the completion of the leave. If unwilling to meet the obligation of returning to the district for a one (1) year period, the member shall immediately forfeit all rights of tenure and automatic increases in salary rating.
5. **Return to Service:** A member on SABBATICAL LEAVE must notify the Superintendent of Schools, in writing, of their intention to resume duties in the district at least sixty (60) days prior to the expiration of said leave. Upon return from SABBATICAL LEAVE, a teacher shall be placed on the salary schedule at the level which they would have achieved had they remained actively employed in the district during the period of their absence.

ARTICLE XXIV MENTORS FOR GRADUATES OF TRADITIONAL TEACHER PREPARATION PROGRAMS

- A. Training will be provided in accordance with statute and regulation.
- B. Payment for Mentoring Services shall be directly by the mentee in accordance with Article XVII Deduction from Salary.

ARTICLE XXV NJROTC PERSONNEL

1. NJROTC Naval Science Instructor shall be employed on an eleven (11) month basis, according to the following schedule:
 - a) September through June: teacher schedule (high school).
 - b) July and August: twenty (20) days to be scheduled between the high school administration and the instructor. These days may be scheduled as one-half (1/2) days or as full days to a total of twenty (20) full days during the noted summer period.
2. The NJROTC Naval Science Instructor shall be compensated pursuant to the salary schedule set by the Department of the Navy. Each NJROTC Officer is required to submit a copy of their quarterly "Computation of Pay-NJROTC Program," as issued by the Department of the Navy to the district business office upon receipt. The instructor's salary shall be the higher of either the negotiated district salary or the minimum annual salary as determined by the Department of the Navy.

Said salary shall be paid pursuant to the following:

- a) Said salary shall be adjusted prospectively when notification of the appropriate rate of pay is received from the authorizing authority. Upon receipt of the first quarterly notice, issued in January by the Department of the Navy:
 - 1) Retroactive salary for January through June will be calculated.
 - 2) The retroactive amount will be paid as a lump sum in June of the current school year.
 - 3) The actual salary for the following July through December shall be determined.
- b) Said salary shall be distributed in equal amounts over the district's twelve (12) month payroll calendar.

SPECIFIC STAFF LANGUAGE

NON-CERTIFICATED PROFESSIONALS

ARTICLE XXVI NEW EMPLOYEES

New employees, in their first year of employment, shall report for four (4) additional days during the month of August, scheduled by administration. Each employee shall receive professional development credit for attendance and a \$100 gift certificate to a school supply store chosen by the **Board**.

ARTICLE XXVII PLACEMENT ON GUIDE - NON-INSTRUCTIONAL PERSONNEL

For the purpose of initial placement of prospective non-instructional members on the appropriate salary guide, credit for prior comparable experience may be granted upon the recommendation of the Superintendent or Board Secretary/Business Administrator, as appropriate, and approval of the **Board**, up to four (4) years of related experience. For non-instructional personnel other than secretaries and custodians, this applies to comparable public school experience.

In order to advance one step on the salary guide, a member must have served at least the equivalent

of one-half the full-time employment in the prior fiscal year with the District in said position.

ARTICLE XXVIII CUSTODIANS

A. **WORKDAY**

Custodians will work an eight and one-half (8 ½) hour day inclusive of a one-half (½) hour lunch and two (2) fifteen (15) minute breaks.

1. The workday shall be as follows:

Elementary Schools/ECC/Central Office

Day Shift	6:30 a.m. to 3:00 p.m.
Swing Shift	11:00 a.m. to 7:30 p.m.
Evening Shift	3:00 p.m. to 11:30 p.m.

Middle and High Schools

Head Day Custodian	6:00 a.m. to 2:30 p.m.
Day Shift	6:30 a.m. to 3:00 p.m.
Swing Shift	11:00 a.m. to 7:30 p.m.
Head Night Custodian	3:00 p.m. to 11:30 p.m.
Evening Shift	3:00 p.m. to 11:30 p.m.
Night Shift	10:00 p.m. to 6:00 a.m.

2. The regular shift shall be Monday through Friday. For the Tuesday-Saturday Shift, the **Board** will seek volunteers and new hires prior to any involuntary transfers.
3. In fulfilling the above, custodians shall indicate their presence for duty each day by swiping their identification card.
4. Shifts are inclusive of one-half (1/2) hour unpaid meal time. Meal time shall be chosen by employees of each school, based upon district seniority; however, the building shall not be left unattended.
5. Based upon the emergent, temporary needs of the district, custodial staff may be reassigned to a different building during their regular shift. Custodians shall have a reasonable amount of time to travel between buildings.

6. Head Custodians are required, as part of their job, to perform building checks on all days of the week without additional compensation. On holidays and personal vacation days, employees shall be compensated.
7. It is understood and agreed that "management's prerogative", generally through the Office of School Facilities and Facility Engineer, may from time to time adjust summer hours to reflect the most safe and effective practices for summer cleaning and maintenance. This "management prerogative" shall apply only to the ECC and elementary schools and may only be carried out with prior written approval by the Facility Engineer.

B. OVERTIME

1. Hours worked beyond forty (40) per week shall be considered overtime and be compensated at the rate of one and one-half times (1 ½) the base hourly rate. For all work performed on holidays and Sundays, the employee shall be paid at the rate of double time.
2. In determining building overtime, a building overtime schedule shall be established. Overtime availability shall be posted in each school building at least, where possible, five days in advance, except in cases of emergency.
3. In determining a district overtime schedule, district seniority shall be utilized. When an employee declines overtime, they shall lose their turn in the rotation schedule.
4. In the event of no volunteers for the overtime posted, the following shall apply:
 - a) Custodian desiring district overtime shall forward their name to the Superintendent or designee.
 - b) A list will be developed based on district seniority.
 - c) A rotation schedule shall be utilized.
5. Notwithstanding the promulgation of an overtime list, and notwithstanding one's position thereon, where special skills are required for the particular overtime assignment, overtime may be assigned out of rotation.
6. A separate district-wide overtime list for snow plowing and sanding will be maintained as per 4. a), b), c) of this Article.

C. HOLIDAY SCHEDULE

New Year's Day

Martin Luther King's Birthday

President or Presidents Days Observance

Good Friday

Memorial Day

Fourth of July

Labor Day

Columbus Day

Veteran's Day Observance

Thanksgiving Day

Day after Thanksgiving

Christmas Day

When a custodial holiday falls on a Monday, all custodians assigned to a Tuesday-Saturday Shift will be compensated by being released from work on the Tuesday immediately following said holiday. Other holiday observances may be granted at the discretion of the Superintendent of Schools.

D. VACATION

1. Custodial employees shall be granted paid vacations according to the following schedule:
 - a) Ten (10) working days for all employees who have completed one (1) through eight (8) full years of service in the district.
 - b) Fifteen (15) working days for all employees who have completed nine (9) through fourteen (14) full years of service in the district.

- c) Twenty (20) working days for all employees who have completed fifteen (15) or more full years of service in the district.
2. During the first year of employment, vacation will accrue on a pro-rated based on the actually worked by the employee. Such employees shall be allowed to utilize their earned vacations commencing on or after the July 1 following their employment.
3. Where there are two requests for a particular vacation period coming from the same building, the first application, if already approved, shall stand.
4. If duplicate date requests are submitted simultaneously, or if an earlier submitted request had not already been approved, district seniority shall determine which employee gets the requested vacation period.
5. Vacation requests shall not be granted during the first week after the close of school in June, or during the last two weeks prior to the reopening of school in September.
6. A vacation application must be approved or rejected by Administration within ten work days of submission.
7. Employees separating from the district, for any reason, who have accumulated or earned vacation days shall be required to use said days as terminal vacation unless authorized by the Superintendent to the contrary.

E. PROBATIONARY PERIOD

1. Probationary Period - All custodians shall, at the time of their initial hire by the **Board**, serve a ninety (90) day probationary period during which time they shall not have access to the contractual grievance procedure and their employment may be terminated by the **Board** for any reasonable cause. Deductions and benefits shall commence at the successful completion of the employee's probationary period.
2. Effective July 1, 2013 non certified staff must complete four (4) years for contractual tenure.

F. **BLACK SEAL LICENSE**

1. Registration fees for first-time Black Seal courses will be paid for by the **Board**.
2. To qualify for the stipend for Black Seal certification, proof (photocopy) or the valid license must be submitted to Central Office.
3. License and renewal fees are the responsibility of the employee.
4. All employees hereinafter hired by the District will be required to either have, or within eighteen (18) months of hire, obtain, Black Seal certification. Failure to obtain such license shall be uncontestable grounds for employment termination.

G. **UNIFORMS**

The Board agrees to furnish four (4) sets of uniforms, tee shirts for summer months, one (1) pair of steel-tipped work shoes, one (1) pair of snow boots, one (1) pair of gloves, and one (1) winter jacket to each custodian per year. Each set will consist of a shirt, long or short sleeved (individual's choice) and a pair of pants. Custodians are required to wear the Board supplied uniforms. Rain gear will be provided for each custodian, including overshoes for winter work, in each building. Rain gear and overshoes will remain in the building to be used as needed.

ARTICLE XXIX **DISTRICT TECHNOLOGY TECHNICIAN**

A. **WORKDAY**

All office employees shall be available for seven (7) hours per day, thirty-five (35) hours per week, Monday through Friday and shall work the schedule assigned by the appropriate Administrator. For the purposes of determining overtime, all work beyond thirty-five (35) hours per week, shall be compensated at the rate of \$30.00 per hour. Effective July 1, 2017, all work beyond thirty-five hours per week, shall be compensated at the rate of \$31.00 per hour. For the purposes of Contract language, the Contract period will be designated as July 1 through June 30. Office employees are to report every day when required, except legal holidays granted by the Board.

B. VACATION

1. Vacation allowance for office employees will be granted as follows:
 - a) After one (1) year and through eight (8) years of service in the district, two (2) weeks' vacation, with pay, subject to Administrative approval.
 - b) After eight (8) years of service in the district, three (3) weeks' vacation, with pay, subject to Administrative approval.
 - c) After fifteen (15) years of service in the district, four (4) weeks' vacation with pay.
2. Employees separating from the district, for any reason, who have accumulated or earned vacation days shall be required to use said days as terminal vacation unless authorized by the Superintendent to the contrary.

C. OVERTIME

Hours worked beyond thirty-five (35) per week shall be considered overtime and be compensated at the rate of one and one-half times (1 ½) the base hourly rate.

ARTICLE XXX EDUCATIONAL INTERPRETERS

A. WORKDAY

The work day and work year for Educational Interpreters shall be in conformance to that specified in TEACHERS WORK HOURS 1. and 4. as follows:

1. It is understood and agreed that teachers are expected to devote to their assignments the time necessary to meet their responsibilities. It is also understood that bus scheduling and emergency situations prevent exact conformity of in-school hours for students, from school to school. Therefore, the maximum time required of a teacher to be in school, under normal conditions, shall not exceed the following:

Elementary/Non Public	6 hrs. 40 min.
Middle School	7 hrs.
High School	6 hrs. 40 min.

This time includes the pupil in-school day in their respective school plus fifteen (15) minutes before the pupil's day, and a period after the pupil's day of not less than fifteen (15) minutes and not more than thirty (30) minutes at the discretion of the Building Principal. The teacher shall have a duty-free lunch period.

2. The work year for certified staff shall be 187 days inclusive of seven (7) staff development days. Each staff member present will receive professional development credit hours as permitted by statute and/or regulation.
3. All schools may hold one (1) mandatory and one (1) status quo faculty meeting per month, which meeting may last up to forty-five (45) minutes in length. The agenda and content of the meeting shall be at the Principal's discretion. Principals may excuse employees for whom the topic is not relevant. The faculty meeting schedule will be provided to staff prior to the start of the school year. Coaches and advisors will be excused only when student supervision is required and after discussion with the Building Principal. The Superintendent may require certificated staff at special school functions in keeping with past practice.

B. OVERTIME

1. Educational Interpreters shall be compensated for work performed beyond the contractual day at the rate of \$36.00 per hour. Effective July 1, 2017 Educational Interpreters shall be compensated for work performed beyond the contractual day at the rate of \$37.00 per hour.
2. If the law is modified to create hardships for employees under the ESEA, the Board agrees that it will negotiate with the NTEA with respect to the impact of the changes.

ARTICLE XXXI PARAPROFESSIONALS

A. WORKDAY

1. The work day and work year for Paraprofessionals shall be in conformance to that specified in TEACHERS, WORK HOURS 1. and 4. as follows:
 - a) It is understood and agreed that teachers are expected to devote to their assignments the time necessary to meet their responsibilities. It is also understood that bus scheduling and emergency situations prevent exact conformity of in-school hours for students, from school to school.

Therefore, the maximum time required of a teacher to be in school, under normal conditions, shall not exceed the following:

Elementary/Non Public	6 hrs. 40 min.
Middle School	7 hrs.
High School	6 hrs. 40 min.

This time includes the pupil in-school day in their respective school plus fifteen (15) minutes before the pupil's day, and a period after the pupil's day of not less than fifteen (15) minutes and not more than thirty (30) minutes at the discretion of the Building Principal. The teacher shall have a duty-free lunch period.

2. The work year for non-certified staff shall be 187 days inclusive of seven (7) staff development days. Each staff member present will receive professional development credit hours as permitted by statute and/or regulation.
3. All schools may hold one (1) mandatory and one (1) status quo faculty meeting per month, which meeting may last up to forty-five (45) minutes in length. The agenda and content of the meeting shall be at the Principal's discretion. Principals may excuse employees for whom the topic is not relevant. The faculty meeting schedule will be provided to staff prior to the start of the school year. Coaches and advisors will be excused only when student supervision is required and after discussion with the Building Principal. The Superintendent may require attendance of certified staff at special school functions in keeping with past practice.
4. The Board will provide in the budget an increase designated to permit the hiring of paraprofessionals. To the extent practically possible, the Board and the Superintendent will utilize the paraprofessionals to reduce the load of lunch duty and supervision of playgrounds for regular teachers in grades Pre K to 5. Provisions will be made wherever possible for substitutes to be used in the event of absence of the regularly employed paraprofessional. All such paraprofessionals must be under the supervision of a qualified professional staff member.

B. OVERTIME

1. Paraprofessionals shall be compensated for work performed beyond the contractual day at the rate of \$21.00 per hour. Effective July 1, 2017, Paraprofessionals shall be compensated for work performed beyond the contractual day at the rate of

\$22.00 per hour.

2. Paraprofessionals shall be assigned to coverages in a reasonable manner. Whenever possible, the affected Paraprofessional and Teacher shall be given reasonable notice.

ARTICLE XXXII SCHOOL SAFETY OFFICERS

A. WORKDAY

1. All School Safety Officers shall be available for seven and one-half hours (7½) hours per day, thirty-seven and one-half (37½) hours per week, Monday through Friday and shall work the schedule assigned by the appropriate Administrator.
2. The work year for non-certificated staff shall be 187 days inclusive of seven (7) staff development days. Each staff member present will receive professional development credit hours as permitted by statute and/or regulation.
3. For the purpose of determining overtime, all work beyond thirty-seven and one-half (37 ½) hours per week shall be compensated at the rate of \$30.00 per hour. Effective July 1, 2017, all work beyond thirty-seven and one-half (37 ½) hours per week shall be compensated at the rate of \$31.00 hour.

B. UNIFORMS

1. The Board agrees to furnish four (4) shirts, three (3) trousers/skirts, and one (1) three season windbreaker with District logo to each School Safety Officer.
2. School Safety officers will wear black shoes of their choice, design, comfort and purchase and will wear district-supplied apparel when in the course of their regular and extra- assignment district duties.
3. All district-provided clothing with district logo on breast pocket must be returned to the district when terminating employment or disposing/replacing.

ARTICLE XXXIII SECRETARIAL AND OFFICE EMPLOYEES

A. WORKDAY

All secretarial and office employees shall be available for seven (7) hours per day, thirty-five (35) hours per week, Monday through Friday and shall work the schedule assigned by

the appropriate Administrator. For the purposes of determining overtime, all work beyond thirty-five (35) hours per week, shall be compensated at the rate of \$30.00 per hour. Effective July 1, 2017, all work beyond thirty-five (35) hours per week, shall be compensated at the rate of \$31.00 per hour.

B. VACATION

1. Vacation allowance for Secretaries will be granted as follows:
 - a) After one (1) year and through eight (8) years of service in the district, two (2) weeks' vacation, with pay, subject to Administrative approval.
 - b) After eight (8) years of service in the district, three (3) weeks' vacation, with pay, subject to Administrative approval.
 - c) After fifteen (15) years of service in the district, four (4) weeks' vacation, with pay.
2. Employees separating from the district, for any reason, who have accumulated or earned vacation days shall be required to use said days as terminal vacation unless authorized by the Superintendent to the contrary.

C. OVERTIME

Overtime rates for Secretarial and Office Employees shall increase to \$31.00 per hour. Effective July 1, 2017, overtime rates for Secretarial and Office Employees shall increase to \$32.00 per hour.

ARTICLE XXXIV DURATION OF AGREEMENT

This Agreement shall be in effect as of July 1, 2015 and shall continue in effect until June 30, 2020. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their respective representatives, on this 2nd day of May, 2018.

FOR THE ASSOCIATION:

FOR THE BOARD OF EDUCATION:

TEACHER - BA

2014-2015		
Step	Yrs/Exp	Salary
1	1-2	\$ 50,702
2	3-4	\$ 50,902
3	5	\$ 51,102
4	6	\$ 51,302
5	7	\$ 51,702
6	8	\$ 52,107
7	9	\$ 52,507
8	10	\$ 52,912
9	11	\$ 53,317
10	12	\$ 53,722
11	13	\$ 55,722
12	14	\$ 59,032
13	15	\$ 62,442
14	16	\$ 65,952
15	17	\$ 69,562
16	18	\$ 73,272
17	19-21	\$ 77,082
18	22-24	\$ 80,992
19	25	\$ 85,002
20	26	\$ 89,692
21	27+	\$ 95,382

2015-2016		
Step	Yrs/Exp	Salary
1	1-3	\$ 50,702
2	4-5	\$ 50,902
3	6	\$ 51,102
4	7	\$ 51,302
5	8	\$ 51,702
6	9	\$ 52,107
7	10	\$ 52,507
8	11	\$ 52,912
9	12	\$ 53,317
10	13	\$ 53,722
11	14	\$ 55,722
12	15	\$ 59,032
13	16	\$ 62,442
14	17	\$ 65,952
15	18	\$ 69,562
16	19	\$ 73,272
17	20-22	\$ 77,082
18	23-25	\$ 80,992
19	26	\$ 85,002
20	27	\$ 89,692
21	28+	\$ 95,382

2016-2017		
Step	Yrs/Exp	Salary
1	1-4	\$ 51,260
2	5-6	\$ 51,760
3	7-8	\$ 52,260
4	9	\$ 52,760
5	10	\$ 53,260
6	11	\$ 53,760
7	12	\$ 54,710
8	13	\$ 55,685
9	14	\$ 56,885
10	15	\$ 58,785
11	16	\$ 61,935
12	17	\$ 64,972
13	18	\$ 68,702
14	19	\$ 72,462
15	20	\$ 76,222
16	21-23	\$ 79,982
17	24-26	\$ 83,882
18	27	\$ 87,932
19	28	\$ 91,982
20	29+	\$ 95,482

2017-2018		
Step	Yrs/Exp	Salary
1	1	\$ 53,047
2	2-5	\$ 53,547
3	6-7	\$ 54,046
4	8-9	\$ 54,546
5	10	\$ 55,046
6	11	\$ 55,546
7	12	\$ 56,496
8	13	\$ 57,446
9	14	\$ 58,596
10	15	\$ 60,347
11	16	\$ 62,597
12	17	\$ 65,297
13	18	\$ 68,297
14	19	\$ 71,682
15	20	\$ 75,432
16	21	\$ 79,182
17	22-24	\$ 83,182
18	25-27	\$ 87,182
19	28	\$ 91,382
20	29+	\$ 95,582

2018-2019		
Step	Yrs/Exp	Salary
1	1-2	\$ 53,850
2	3-6	\$ 54,350
3	7-8	\$ 54,851
4	9-10	\$ 55,351
5	11	\$ 55,851
6	12	\$ 56,800
7	13	\$ 57,750
8	14	\$ 58,900
9	15	\$ 60,651
10	16	\$ 62,901
11	17	\$ 65,551
12	18	\$ 68,501
13	19	\$ 71,851
14	20	\$ 75,601
15	21	\$ 79,351
16	22	\$ 83,286
17	23-25	\$ 87,286
18	26-28	\$ 91,486
19	29+	\$ 95,686

2019-2020		
Step	Yrs/Exp	Salary
1	1	\$ 54,199
2	2-3	\$ 54,599
3	4-7	\$ 54,999
4	8-9	\$ 55,519
5	10-11	\$ 56,039
6	12	\$ 56,989
7	13	\$ 57,939
8	14	\$ 59,089
9	15	\$ 60,819
10	16	\$ 63,039
11	17	\$ 65,689
12	18	\$ 68,639
13	19	\$ 71,964
14	20	\$ 75,714
15	21	\$ 79,464
16	22	\$ 83,389
17	23	\$ 87,389
18	24-26	\$ 91,589
19	27+	\$ 95,789

Newly hired teachers receiving credit for prior experience shall be placed on the same Step as teachers with equal teaching experience currently employed in the district.

TEACHER - BA +30

2014-2015		
Step	Yrs/Exp	Salary
1	1-2	\$ 51,202
2	3-4	\$ 51,402
3	5	\$ 51,602
4	6	\$ 51,802
5	7	\$ 52,202
6	8	\$ 52,607
7	9	\$ 53,007
8	10	\$ 53,412
9	11	\$ 53,817
10	12	\$ 54,222
11	13	\$ 56,222
12	14	\$ 59,532
13	15	\$ 62,942
14	16	\$ 66,452
15	17	\$ 70,062
16	18	\$ 73,772
17	19-21	\$ 77,582
18	22-24	\$ 81,492
19	25	\$ 85,502
20	26	\$ 90,192
21	27+	\$ 95,882

2015-2016		
Step	Yrs/Exp	Salary
1	1-3	\$ 51,202
2	4-5	\$ 51,402
3	6	\$ 51,602
4	7	\$ 51,802
5	8	\$ 52,202
6	9	\$ 52,607
7	10	\$ 53,007
8	11	\$ 53,412
9	12	\$ 53,817
10	13	\$ 54,222
11	14	\$ 56,222
12	15	\$ 59,532
13	16	\$ 62,942
14	17	\$ 66,452
15	18	\$ 70,062
16	19	\$ 73,772
17	20-22	\$ 77,582
18	23-25	\$ 81,492
19	26	\$ 85,502
20	27	\$ 90,192
21	28+	\$ 95,882

2016-2017		
Step	Yrs/Exp	Salary
1	1-4	\$ 51,760
2	5-6	\$ 52,260
3	7-8	\$ 52,760
4	9	\$ 53,260
5	10	\$ 53,760
6	11	\$ 54,260
7	12	\$ 55,210
8	13	\$ 56,185
9	14	\$ 57,385
10	15	\$ 59,285
11	16	\$ 62,435
12	17	\$ 65,472
13	18	\$ 69,202
14	19	\$ 72,962
15	20	\$ 76,722
16	21-23	\$ 80,482
17	24-26	\$ 84,382
18	27	\$ 88,432
19	28	\$ 92,482
20	29+	\$ 95,982

2017-2018		
Step	Yrs/Exp	Salary
1	1	\$ 53,547
2	2-5	\$ 54,047
3	6-7	\$ 54,546
4	8-9	\$ 55,046
5	10	\$ 55,546
6	11	\$ 56,046
7	12	\$ 56,996
8	13	\$ 57,946
9	14	\$ 59,096
10	15	\$ 60,847
11	16	\$ 63,097
12	17	\$ 65,797
13	18	\$ 68,797
14	19	\$ 72,182
15	20	\$ 75,932
16	21	\$ 79,682
17	22-24	\$ 83,682
18	25-27	\$ 87,682
19	28	\$ 91,882
20	29+	\$ 96,082

2018-2019		
Step	Yrs/Exp	Salary
1	1-2	\$ 54,350
2	3-6	\$ 54,850
3	7-8	\$ 55,351
4	9-10	\$ 55,851
5	11	\$ 56,351
6	12	\$ 57,300
7	13	\$ 58,250
8	14	\$ 59,400
9	15	\$ 61,151
10	16	\$ 63,401
11	17	\$ 66,051
12	18	\$ 69,001
13	19	\$ 72,351
14	20	\$ 76,101
15	21	\$ 79,851
16	22	\$ 83,786
17	23-25	\$ 87,786
18	26-28	\$ 91,986
19	29+	\$ 96,186

2019-2020		
Step	Yrs/Exp	Salary
1	1	\$ 54,699
2	2-3	\$ 55,099
3	4-7	\$ 55,499
4	8-9	\$ 56,019
5	10-11	\$ 56,539
6	12	\$ 57,489
7	13	\$ 58,439
8	14	\$ 59,589
9	15	\$ 61,314
10	16	\$ 63,539
11	17	\$ 66,189
12	18	\$ 69,139
13	19	\$ 72,464
14	20	\$ 76,214
15	21	\$ 79,964
16	22	\$ 83,889
17	23	\$ 87,889
18	24-26	\$ 92,089
19	27+	\$ 96,289

Newly hired teachers receiving credit for prior experience shall be placed on the same Step as teachers with equal teaching experience currently employed in the district.

TEACHER - MA

2014-2015		
Step	Yrs/Exp	Salary
1	1-2	\$ 52,202
2	3-4	\$ 52,402
3	5	\$ 52,602
4	6	\$ 52,802
5	7	\$ 53,202
6	8	\$ 53,607
7	9	\$ 54,007
8	10	\$ 54,412
9	11	\$ 54,817
10	12	\$ 55,222
11	13	\$ 57,222
12	14	\$ 60,532
13	15	\$ 63,942
14	16	\$ 67,452
15	17	\$ 71,062
16	18	\$ 74,772
17	19-21	\$ 78,582
18	22-24	\$ 82,492
19	25	\$ 86,502
20	26	\$ 91,192
21	27+	\$ 96,882

2015-2016		
Step	Yrs/Exp	Salary
1	1-3	\$ 52,202
2	4-5	\$ 52,402
3	6	\$ 52,602
4	7	\$ 52,802
5	8	\$ 53,202
6	9	\$ 53,607
7	10	\$ 54,007
8	11	\$ 54,412
9	12	\$ 54,817
10	13	\$ 55,222
11	14	\$ 57,222
12	15	\$ 60,532
13	16	\$ 63,942
14	17	\$ 67,452
15	18	\$ 71,062
16	19	\$ 74,772
17	20-22	\$ 78,582
18	23-25	\$ 82,492
19	26	\$ 86,502
20	27	\$ 91,192
21	28+	\$ 96,882

2016-2017		
Step	Yrs/Exp	Salary
1	1-4	\$ 52,760
2	5-6	\$ 53,260
3	7-8	\$ 53,760
4	9	\$ 54,260
5	10	\$ 54,760
6	11	\$ 55,260
7	12	\$ 56,210
8	13	\$ 57,185
9	14	\$ 58,385
10	15	\$ 60,285
11	16	\$ 63,435
12	17	\$ 66,472
13	18	\$ 70,202
14	19	\$ 73,962
15	20	\$ 77,722
16	21-23	\$ 81,482
17	24-26	\$ 85,382
18	27	\$ 89,432
19	28	\$ 93,482
20	29+	\$ 96,982

2017-2018		
Step	Yrs/Exp	Salary
1	1	\$ 54,547
2	2-5	\$ 55,047
3	6-7	\$ 55,546
4	8-9	\$ 56,046
5	10	\$ 56,546
6	11	\$ 57,046
7	12	\$ 57,996
8	13	\$ 58,946
9	14	\$ 60,096
10	15	\$ 61,847
11	16	\$ 64,097
12	17	\$ 66,797
13	18	\$ 69,797
14	19	\$ 73,182
15	20	\$ 76,932
16	21	\$ 80,682
17	22-24	\$ 84,682
18	25-27	\$ 88,682
19	28	\$ 92,882
20	29+	\$ 97,082

2018-2019		
Step	Yrs/Exp	Salary
1	1-2	\$ 55,350
2	3-6	\$ 55,850
3	7-8	\$ 56,351
4	9-10	\$ 56,851
5	11	\$ 57,351
6	12	\$ 58,300
7	13	\$ 59,250
8	14	\$ 60,400
9	15	\$ 62,151
10	16	\$ 64,401
11	17	\$ 67,051
12	18	\$ 70,001
13	19	\$ 73,351
14	20	\$ 77,101
15	21	\$ 80,851
16	22	\$ 84,786
17	23-25	\$ 88,786
18	26-28	\$ 92,986
19	29+	\$ 97,186

2019-2020		
Step	Yrs/Exp	Salary
1	1	\$ 55,699
2	2-3	\$ 56,099
3	4-7	\$ 56,499
4	8-9	\$ 57,019
5	10-11	\$ 57,539
6	12	\$ 58,489
7	13	\$ 59,439
8	14	\$ 60,589
9	15	\$ 62,314
10	16	\$ 64,539
11	17	\$ 67,189
12	18	\$ 70,139
13	19	\$ 73,464
14	20	\$ 77,214
15	21	\$ 80,964
16	22	\$ 84,889
17	23	\$ 88,889
18	24-26	\$ 93,089
19	27+	\$ 97,289

Newly hired teachers receiving credit for prior experience shall be placed on the same Step as teachers with equal teaching experience currently employed in the district.

TEACHER - MA +30

2014-2015		
Step	Yrs/Exp	Salary
1	1-2	\$ 52,702
2	3-4	\$ 52,902
3	5	\$ 53,102
4	6	\$ 53,302
5	7	\$ 53,702
6	8	\$ 54,107
7	9	\$ 54,507
8	10	\$ 54,912
9	11	\$ 55,317
10	12	\$ 55,722
11	13	\$ 57,722
12	14	\$ 61,032
13	15	\$ 64,442
14	16	\$ 67,952
15	17	\$ 71,562
16	18	\$ 75,272
17	19-21	\$ 79,082
18	22-24	\$ 82,992
19	25	\$ 87,002
20	26	\$ 91,692
21	27+	\$ 97,382

2015-2016		
Step	Yrs/Exp	Salary
1	1-3	\$ 52,702
2	4-5	\$ 52,902
3	6	\$ 53,102
4	7	\$ 53,302
5	8	\$ 53,702
6	9	\$ 54,107
7	10	\$ 54,507
8	11	\$ 54,912
9	12	\$ 55,317
10	13	\$ 55,722
11	14	\$ 57,722
12	15	\$ 61,032
13	16	\$ 64,442
14	17	\$ 67,952
15	18	\$ 71,562
16	19	\$ 75,272
17	20-22	\$ 79,082
18	23-25	\$ 82,992
19	26	\$ 87,002
20	27	\$ 91,692
21	28+	\$ 97,382

2016-2017		
Step	Yrs/Exp	Salary
1	1-4	\$ 53,260
2	5-6	\$ 53,760
3	7-8	\$ 54,260
4	9	\$ 54,760
5	10	\$ 55,260
6	11	\$ 55,760
7	12	\$ 56,710
8	13	\$ 57,685
9	14	\$ 58,885
10	15	\$ 60,785
11	16	\$ 63,935
12	17	\$ 66,972
13	18	\$ 70,702
14	19	\$ 74,462
15	20	\$ 78,222
16	21-23	\$ 81,982
17	24-26	\$ 85,882
18	27	\$ 89,932
19	28	\$ 93,982
20	29+	\$ 97,482

2017-2018		
Step	Yrs/Exp	Salary
1	1	\$ 55,047
2	2-5	\$ 55,547
3	6-7	\$ 56,046
4	8-9	\$ 56,546
5	10	\$ 57,046
6	11	\$ 57,546
7	12	\$ 58,496
8	13	\$ 59,446
9	14	\$ 60,596
10	15	\$ 62,347
11	16	\$ 64,597
12	17	\$ 67,297
13	18	\$ 70,297
14	19	\$ 73,682
15	20	\$ 77,432
16	21	\$ 81,182
17	22-24	\$ 85,182
18	25-27	\$ 89,182
19	28	\$ 93,382
20	29+	\$ 97,582

2018-2019		
Step	Yrs/Exp	Salary
1	1-2	\$ 55,580
2	3-6	\$ 56,350
3	7-8	\$ 56,851
4	9-10	\$ 57,351
5	11	\$ 57,851
6	12	\$ 58,800
7	13	\$ 59,750
8	14	\$ 60,900
9	15	\$ 62,651
10	16	\$ 64,901
11	17	\$ 67,551
12	18	\$ 70,501
13	19	\$ 73,851
14	20	\$ 77,601
15	21	\$ 81,351
16	22	\$ 85,286
17	23-25	\$ 89,286
18	26-28	\$ 93,486
19	29+	\$ 97,686

2019-2020		
Step	Yrs/Exp	Salary
1	1	\$ 56,199
2	2-3	\$ 56,599
3	4-7	\$ 56,999
4	8-9	\$ 57,519
5	10-11	\$ 58,039
6	12	\$ 58,989
7	13	\$ 59,939
8	14	\$ 61,089
9	15	\$ 62,814
10	16	\$ 65,039
11	17	\$ 67,689
12	18	\$ 70,639
13	19	\$ 73,964
14	20	\$ 77,714
15	21	\$ 81,464
16	22	\$ 85,389
17	23	\$ 89,389
18	24-26	\$ 93,589
19	27+	\$ 97,789

Newly hired teachers receiving credit for prior experience shall be placed on the same Step as teachers with equal teaching experience currently employed in the district.

TEACHER - PhD

2014-2015		
Step	Yrs/Exp	Salary
1	1-2	\$ 54,702
2	3-4	\$ 54,902
3	5	\$ 55,102
4	6	\$ 55,302
5	7	\$ 55,702
6	8	\$ 56,107
7	9	\$ 56,507
8	10	\$ 56,912
9	11	\$ 57,317
10	12	\$ 57,722
11	13	\$ 59,722
12	14	\$ 63,032
13	15	\$ 66,442
14	16	\$ 69,952
15	17	\$ 73,562
16	18	\$ 77,272
17	19-21	\$ 81,082
18	22-24	\$ 84,992
19	25	\$ 89,002
20	26	\$ 93,692
21	27+	\$ 99,382

2015-2016		
Step	Yrs/Exp	Salary
1	1-3	\$ 54,702
2	4-5	\$ 54,902
3	6	\$ 55,102
4	7	\$ 55,302
5	8	\$ 55,702
6	9	\$ 56,107
7	10	\$ 56,507
8	11	\$ 56,912
9	12	\$ 57,317
10	13	\$ 57,722
11	14	\$ 59,722
12	15	\$ 63,032
13	16	\$ 66,442
14	17	\$ 69,952
15	18	\$ 73,562
16	19	\$ 77,272
17	20-22	\$ 81,082
18	23-25	\$ 84,992
19	26	\$ 89,002
20	27	\$ 93,692
21	28+	\$ 99,382

2016-2017		
Step	Yrs/Exp	Salary
1	1-4	\$ 55,260
2	5-6	\$ 55,760
3	7-8	\$ 56,260
4	9	\$ 56,760
5	10	\$ 57,260
6	11	\$ 57,760
7	12	\$ 58,710
8	13	\$ 59,685
9	14	\$ 60,885
10	15	\$ 62,785
11	16	\$ 65,935
12	17	\$ 68,972
13	18	\$ 72,702
14	19	\$ 76,462
15	20	\$ 80,222
16	21-23	\$ 83,982
17	24-26	\$ 87,882
18	27	\$ 91,932
19	28	\$ 95,982
20	29+	\$ 99,482

2017-2018		
Step	Yrs/Exp	Salary
1	1	\$ 57,047
2	2-5	\$ 57,547
3	6-7	\$ 58,046
4	8-9	\$ 58,546
5	10	\$ 59,046
6	11	\$ 59,546
7	12	\$ 60,496
8	13	\$ 61,446
9	14	\$ 62,596
10	15	\$ 64,347
11	16	\$ 66,597
12	17	\$ 69,297
13	18	\$ 72,297
14	19	\$ 75,682
15	20	\$ 79,432
16	21	\$ 83,182
17	22-24	\$ 87,182
18	25-27	\$ 91,182
19	28	\$ 95,382
20	29+	\$ 99,582

2018-2019		
Step	Yrs/Exp	Salary
1	1-2	\$ 57,850
2	3-6	\$ 58,350
3	7-8	\$ 58,851
4	9-10	\$ 59,351
5	11	\$ 59,851
6	12	\$ 60,800
7	13	\$ 61,750
8	14	\$ 62,900
9	15	\$ 64,651
10	16	\$ 66,901
11	17	\$ 69,551
12	18	\$ 72,501
13	19	\$ 75,851
14	20	\$ 79,601
15	21	\$ 83,351
16	22	\$ 87,286
17	23-25	\$ 91,286
18	26-28	\$ 95,486
19	29+	\$ 99,686

2019-2020		
Step	Yrs/Exp	Salary
1	1	\$ 58,199
2	2-3	\$ 58,599
3	4-7	\$ 58,999
4	8-9	\$ 59,519
5	10-11	\$ 60,039
6	12	\$ 60,989
7	13	\$ 61,939
8	14	\$ 63,089
9	15	\$ 64,814
10	16	\$ 67,039
11	17	\$ 69,689
12	18	\$ 72,639
13	19	\$ 75,964
14	20	\$ 79,714
15	21	\$ 83,464
16	22	\$ 87,389
17	23	\$ 91,389
18	24-26	\$ 95,589
19	27+	\$ 99,789

Newly hired teachers receiving credit for prior experience shall be placed on the same Step as teachers with equal teaching experience currently employed in the district.

**PSYCHOLOGISTS
10-Month Employees**

Step	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	\$ 60,895	\$ 60,895	\$ 63,225	\$ 65,620	\$ 68,255	\$ 70,970
2	\$ 61,895	\$ 61,895	\$ 64,225	\$ 66,620	\$ 69,255	\$ 71,970
3	\$ 62,895	\$ 62,895	\$ 65,225	\$ 67,620	\$ 70,255	\$ 72,970
4	\$ 63,895	\$ 63,895	\$ 66,225	\$ 68,620	\$ 71,255	\$ 73,970
5	\$ 64,895	\$ 64,895	\$ 67,225	\$ 69,620	\$ 72,255	\$ 74,970
6	\$ 65,895	\$ 65,895	\$ 68,225	\$ 70,620	\$ 73,255	\$ 75,970
7	\$ 66,895	\$ 66,895	\$ 69,225	\$ 71,620	\$ 74,255	\$ 76,970
8	\$ 67,895	\$ 67,895	\$ 70,225	\$ 72,620	\$ 75,255	\$ 77,970
9	\$ 68,895	\$ 68,895	\$ 71,225	\$ 73,620	\$ 76,255	\$ 78,970
10	\$ 69,895	\$ 69,895	\$ 72,225	\$ 74,620	\$ 77,255	\$ 79,970
11	\$ 70,895	\$ 70,895	\$ 73,225	\$ 75,620	\$ 78,255	\$ 80,970
12+	\$ 71,895	\$ 71,895	\$ 74,225	\$ 76,620	\$ 79,255	\$ 81,970

All Psychologists off guide will receive the following amounts over their previous year's salary.

2015-2016	2014-2015 Salary Plus	\$	-
2016-2017	2015-2016 Salary Plus	\$	2,330
2017-2018	2016-2017 Salary Plus	\$	2,395
2018-2019	2017-2018 Salary Plus	\$	2,635
2019-2020	2018-2019 Salary Plus	\$	2,715

Twelve month Psychologists will receive the 10-month salary plus 2/10.

Following salary placement for the 2016-2017 school year, off-guide Psychologists shall remain off-guide until retirement, but no additional Psychologists will move off-guide.

NJROTC NAVAL SCIENCE INSTRUCTOR

	2014-2015	2015-2016	2016-2017	2017-2018	2018- 2019	2019- 2020
Instructor #1	\$ 97,316	\$ 99,749	\$ 99,749	\$ 101,456	TBD	TBD
Instructor #2	\$ 99,480	\$ 99,480	\$ 102,464	N/A	N/A	N/A
Instructor #3	\$ 61,309	\$ 62,409	\$ 63,278	\$ 68,356	TBD	TBD

All amounts listed are 11-month salaries paid over 12 months.

Salary at time of hire will be based on the Active Armed Forces pay schedule.

Actual salaries will be the higher of the above amounts or the
Department of the Navy minimum salary.

CUSTODIANS

Step	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	\$ 44,477	\$ 44,477	\$ 46,007	\$ 47,597	\$ 49,357	\$ 51,207
2	\$ 44,777	\$ 44,777	\$ 46,307	\$ 47,897	\$ 49,657	\$ 51,507
3	\$ 45,077	\$ 45,077	\$ 46,607	\$ 48,197	\$ 49,957	\$ 51,807
4	\$ 45,377	\$ 45,377	\$ 46,907	\$ 48,497	\$ 50,257	\$ 52,107
5	\$ 45,677	\$ 45,677	\$ 47,207	\$ 48,797	\$ 50,557	\$ 52,407
6	\$ 45,977	\$ 45,977	\$ 47,507	\$ 49,097	\$ 50,857	\$ 52,707
7	\$ 46,277	\$ 46,277	\$ 47,807	\$ 49,397	\$ 51,157	\$ 53,007
8	\$ 46,577	\$ 46,577	\$ 48,107	\$ 49,697	\$ 51,457	\$ 53,307
9	\$ 46,877	\$ 46,877	\$ 48,407	\$ 49,997	\$ 51,757	\$ 53,607
10	\$ 47,177	\$ 47,177	\$ 48,707	\$ 50,297	\$ 52,057	\$ 53,907
11	\$ 47,477	\$ 47,477	\$ 49,007	\$ 50,597	\$ 52,357	\$ 54,207
12	\$ 47,777	\$ 47,777	\$ 49,307	\$ 50,897	\$ 52,657	\$ 54,507
13	\$ 48,077	\$ 48,077	\$ 49,607	\$ 51,197	\$ 52,957	\$ 54,807
14	\$ 48,377	\$ 48,377	\$ 49,907	\$ 51,497	\$ 53,257	\$ 55,107
15	\$ 48,677	\$ 48,677	\$ 50,207	\$ 51,797	\$ 53,557	\$ 55,407

All Custodians off guide will receive the following amounts over their previous year's salary.

2015-2016	2014-2015 Salary Plus	\$ -
2016-2017	2015-2016 Salary Plus	\$ 1,530
2017-2018	2016-2017 Salary Plus	\$ 1,590
2018-2019	2017-2018 Salary Plus	\$ 1,760
2019-2020	2018-2019 Salary Plus	\$ 1,850

Off-guide Custodians employed during the 2018-2019 and/or 2019-2020 school years shall receive adjustments to their pensionable salaries which will equalize the flat dollar increases listed above with the salaries they would have received if the fixed settlement percentages had been applied.

All Custodians will receive the following Longevity amounts as part of the base pensionable salary.

After 15 Years in Neptune (16th year)	\$ 300
After 20 Years in Neptune (21st year)	\$ 200

Stipends	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Black Seal	\$ 779	\$ 779	\$ 802	\$ 802	\$ 802
Head Day - HS & MS	\$ 2,730	\$ 2,730	\$ 2,812	\$ 2,812	\$ 2,812
Head Night - HS & MS	\$ 2,145	\$ 2,145	\$ 2,209	\$ 2,209	\$ 2,209
Head - Elementary	\$ 2,145	\$ 2,145	\$ 2,209	\$ 2,209	\$ 2,209

Following salary placement for the 2018-2019 school year, off-guide Custodians shall remain off-guide until retirement, but no additional Custodians will move off-guide.

EDUCATIONAL INTERPRETERS

Step	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	\$ 41,976	\$ 41,976	\$ 43,431	\$ 44,936	\$ 46,591	\$ 48,306
2	\$ 42,296	\$ 42,296	\$ 43,751	\$ 45,256	\$ 46,911	\$ 48,626
3	\$ 42,616	\$ 42,616	\$ 44,071	\$ 45,576	\$ 47,231	\$ 48,946
4	\$ 42,936	\$ 42,936	\$ 44,391	\$ 45,896	\$ 47,551	\$ 49,266
5+	\$ 43,256	\$ 43,256	\$ 44,711	\$ 46,216	\$ 47,871	\$ 49,586

PARAPROFESSIONALS

Step	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	\$ 20,526	\$ 20,526	\$ 21,334	\$ 22,208	\$ 23,185	\$ 24,215
2	\$ 20,726	\$ 20,726	\$ 21,534	\$ 22,408	\$ 23,385	\$ 24,415
3	\$ 20,926	\$ 20,926	\$ 21,734	\$ 22,608	\$ 23,585	\$ 24,615
4	\$ 21,126	\$ 21,126	\$ 21,934	\$ 22,808	\$ 23,785	\$ 24,815
5	\$ 21,326	\$ 21,326	\$ 22,134	\$ 23,008	\$ 23,985	\$ 25,015

All Paraprofessionals off guide will receive the following amounts over their previous year's salary.

2015-2016	2014-2015 Salary Plus	\$	-
2016-2017	2015-2016 Salary Plus	\$	808
2017-2018	2016-2017 Salary Plus	\$	874
2018-2019	2017-2018 Salary Plus	\$	977
2019-2020	2018-2019 Salary Plus	\$	1,030

Off-guide Paraprofessionals employed during the 2018-2019 and/or 2019-2020 school years shall receive adjustments to their pensionable salaries which will equalize the flat dollar increases listed above with the salaries they would have received if the fixed settlement percentages had been applied.

Following salary placement for the 2019-2020 school year, off-guide Paraprofessionals shall remain off-guide until retirement, but no additional Paraprofessionals will move off-guide.

SCHOOL SAFETY OFFICERS

Step	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	\$ 31,685	\$ 31,685	\$ 32,780	\$ 33,915	\$ 35,190	\$ 36,513
2	\$ 31,985	\$ 31,985	\$ 33,080	\$ 34,215	\$ 35,490	\$ 36,813
3	\$ 32,285	\$ 32,285	\$ 33,380	\$ 34,515	\$ 35,790	\$ 37,113
4	\$ 32,585	\$ 32,585	\$ 33,680	\$ 34,815	\$ 36,090	\$ 37,413
5	\$ 32,885	\$ 32,885	\$ 33,980	\$ 35,115	\$ 36,390	\$ 37,713

All School Safety Officers off guide will receive the following amounts over their previous year's salary.

2015-2016	2014-2015 Salary Plus	\$ -
2016-2017	2015-2016 Salary Plus	\$ 1,095
2017-2018	2016-2017 Salary Plus	\$ 1,135
2018-2019	2017-2018 Salary Plus	\$ 1,275
2019-2020	2018-2019 Salary Plus	\$ 1,323

Off-guide Safety Officers employed during the 2018-2019 and/or 2019-2010 school years shall receive adjustments to their pensionable salaries which will equalize the flat dollar increases listed above with the salaries they would have received if the fixed settlement percentages had been applied.

Following salary placement for the 2018-2019 school year, off-guide School Safety Officers shall remain off-guide until retirement, but no additional School Safety Officers will move off-guide.

SECRETARIES

Step	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	\$ 36,960	\$ 36,960	\$ 38,360	\$ 39,825	\$ 41,470	\$ 43,175
2	\$ 37,260	\$ 37,260	\$ 38,660	\$ 40,125	\$ 41,770	\$ 43,475
3	\$ 37,560	\$ 37,560	\$ 38,960	\$ 40,425	\$ 42,070	\$ 43,775
4	\$ 37,860	\$ 37,860	\$ 39,260	\$ 40,725	\$ 42,370	\$ 44,075
5	\$ 38,160	\$ 38,160	\$ 39,560	\$ 41,025	\$ 42,670	\$ 44,375
6	\$ 38,460	\$ 38,460	\$ 39,860	\$ 41,325	\$ 42,970	\$ 44,675
7	\$ 38,760	\$ 38,760	\$ 40,160	\$ 41,625	\$ 43,270	\$ 44,975
8	\$ 39,060	\$ 39,060	\$ 40,460	\$ 41,925	\$ 43,570	\$ 45,275
9	\$ 39,360	\$ 39,360	\$ 40,760	\$ 42,225	\$ 43,870	\$ 45,575
10	\$ 39,660	\$ 39,660	\$ 41,060	\$ 42,525	\$ 44,170	\$ 45,875
11	\$ 39,960	\$ 39,960	\$ 41,360	\$ 42,825	\$ 44,470	\$ 46,175
12	\$ 40,355	\$ 40,355	\$ 41,755	\$ 43,220	\$ 44,865	\$ 46,570
13	\$ 40,755	\$ 40,755	\$ 42,155	\$ 43,620	\$ 45,265	\$ 46,970
14	\$ 41,155	\$ 41,155	\$ 42,555	\$ 44,020	\$ 45,665	\$ 47,370
15	\$ 41,655	\$ 41,655	\$ 43,055	\$ 44,520	\$ 46,165	\$ 47,870

All Secretaries off guide will receive the following amounts over their previous year's salary.

2015-2016	2014-2015 Salary Plus	\$ -
2016-2017	2015-2016 Salary Plus	\$ 1,400
2017-2018	2016-2017 Salary Plus	\$ 1,465
2018-2019	2017-2018 Salary Plus	\$ 1,645
2019-2020	2018-2019 Salary Plus	\$ 1,705

Off-guide Secretaries employed during the 2018-2019 and/or 2019-2020 school years shall receive adjustments to their pensionable salaries which will equalize the flat dollar increases listed above with the salaries they would have received if the fixed settlement percentages had been applied.

All Secretaries will receive the following Longevity amounts as part of the base pensionable salary.

After 15 Years in Neptune (16th year)	\$ 500
After 20 Years in Neptune (21st year)	\$ 500

Following salary placement for the 2020-2021 school year, off-guide Secretaries shall remain off-guide until retirement, but no additional Secretaries will move off-guide.

TECHNOLOGY TECHNICIAN

Step	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
1	\$ 39,596	\$ 39,596	\$ 41,331	\$ 43,126	\$ 45,091	\$ 47,131
2	\$ 41,596	\$ 41,596	\$ 43,331	\$ 45,126	\$ 47,091	\$ 49,131
3	\$ 43,596	\$ 43,596	\$ 45,331	\$ 47,126	\$ 49,091	\$ 51,131
4	\$ 45,596	\$ 45,596	\$ 47,331	\$ 49,126	\$ 51,091	\$ 53,131
5	\$ 47,596	\$ 47,596	\$ 49,331	\$ 51,126	\$ 53,091	\$ 55,131

All Technology Technicians off guide will receive the following amounts over their previous year's salary.

2015-2016	2014-2015 Salary Plus	\$ -
2016-2017	2015-2016 Salary Plus	\$ 1,735
2017-2018	2016-2017 Salary Plus	\$ 1,795
2018-2019	2017-2018 Salary Plus	\$ 1,965
2019-2020	2018-2019 Salary Plus	\$ 2,040

Following salary placement for the 2018-2019 school year, off-guide Technology Technicians shall remain off-guide until retirement, but no additional Technology Technicians will move off-guide.

ADVISORS SALARY GUIDE
High School

Position	2015-2017	2017-2020
9th Grade Class	\$ 4,469	\$ 4,603
10th Grade Class	\$ 4,703	\$ 4,844
11th Grade Class	\$ 4,945	\$ 5,093
12th Grade Class	\$ 5,788	\$ 5,962
Academic Challenge Club	\$ 1,595	\$ 1,643
African Student Union	\$ 4,527	\$ 4,663
Art Club	\$ 1,595	\$ 1,643
Band	\$ 7,903	\$ 8,140
Band Front	\$ 4,836	\$ 4,981
Band-Assistant	\$ 5,235	\$ 5,392
Blazer	\$ 6,573	\$ 6,770
Challenger League	\$ 3,190	\$ 3,286
Cheerleading	\$ 9,073	\$ 9,345
Chess Club	\$ 1,595	\$ 1,643
Choral Club	\$ 1,595	\$ 1,643
Dance Club	\$ 1,595	\$ 1,643
Debate Team	\$ 7,083	\$ 7,295
Instrumental Music Society	\$ 3,901	\$ 4,018
Jump Start (7)	\$ 3,000	\$ 3,090
Language Club	\$ 1,595	\$ 1,643
Math Club	\$ 3,901	\$ 4,018
N.J.R.O.T.C./Jump Start	\$ 7,834	\$ 8,069
N.J.R.O.T.C. - Assistant	\$ 5,235	\$ 5,392
National Honor Society	\$ 4,527	\$ 4,663
Performing Arts Assistant Director	\$ 5,503	\$ 5,668
Performing Arts Director	\$ 9,614	\$ 9,902
Proteus	\$ 5,827	\$ 6,002
Ropes Course Coordinator	\$ 4,500	\$ 4,635
Sailing Club (per Season)	\$ 1,595	\$ 1,643
Shakespeare Society	\$ 1,580	\$ 1,627
Ski Club	\$ 1,595	\$ 1,643
Student Activities Director	\$ 17,000	\$ 17,510
Television Production	\$ 3,000	\$ 3,090
Theatre Technician Manager	\$ 3,000	\$ 3,090
Trident	\$ 8,859	\$ 9,125
Varsity Club (2)	\$ 2,368	\$ 2,439

Advisors shall be certified staff members
Advisors shall be paid on
December 15th & the last payday in June

ADVISORS SALARY GUIDE
Middle School

Position	2015-2017	2017-2020
Activities Director	\$ 7,000	\$ 7,210
Arts Club	\$ 1,595	\$ 1,643
Band Club	\$ 1,595	\$ 1,643
Bowling Club	\$ 2,816	\$ 2,900
Cheerleading	\$ 3,680	\$ 3,790
Chess and Games Club	\$ 1,595	\$ 1,643
Choral Club	\$ 1,595	\$ 1,643
Currents	\$ 5,788	\$ 5,962
Debate Club	\$ 4,515	\$ 4,650
Drama Club	\$ 1,595	\$ 1,643
Engineering/Computers Club	\$ 1,595	\$ 1,643
Golf Club	\$ 1,595	\$ 1,643
National Honor Society (Junior)	\$ 4,527	\$ 4,663
Student Council	\$ 4,467	\$ 4,601

Advisors shall be certified staff members
Advisors shall be paid on
December 15th & the last payday in June

**COACHES SALARY GUIDE
2015-2016 & 2016-2017**

Fall Season

Sport	Position	Step 1	Step 2	Step 3
Football	Head	\$9,876	\$10,076	\$10,326
Football	Assistant	\$8,134	\$8,334	\$8,634
Football	Scout/Video Oper.	\$7,100	\$7,300	\$7,600
Soccer	Head Boys	\$9,876	\$10,076	\$10,326
Soccer	Asst. Boys	\$8,134	\$8,334	\$8,634
Soccer	Head Girls	\$9,876	\$10,076	\$10,326
Soccer	Asst. Girls	\$8,134	\$8,334	\$8,634
Cross Country	Head	\$8,363	\$8,463	\$8,733
Cross Country	Assistant	\$7,326	\$7,426	\$7,626
Gymnastics	Head	\$9,876	\$10,076	\$10,326
Gymnastics	Assistant	\$8,314	\$8,334	\$8,634
Field Hockey	Head	\$9,876	\$10,076	\$10,326
Field Hockey	Assistant	\$8,134	\$8,334	\$8,634
Tennis	Head Girls	\$8,363	\$8,463	\$8,733

Winter Season

Sport	Position	Step 1	Step 2	Step 3
Volleyball	Head Girls	\$8,363	\$8,463	\$8,733
Basketball	Head Girls	\$9,876	\$10,076	\$10,326
Basketball	Asst. Girls	\$8,134	\$8,334	\$8,634
Bowling	Head	\$8,363	\$8,463	\$8,733
Basketball	Head Boys	\$9,876	\$10,076	\$10,326
Basketball	Assistant	\$8,134	\$8,334	\$8,634
Basketball	Asst. Boys	\$8,134	\$8,334	\$8,634
Wrestling	Head	\$9,876	\$10,076	\$10,326
Wrestling	Assistant	\$8,134	\$8,334	\$8,634
Track	Head Boys Indoor	\$9,876	\$10,076	\$10,326
Track	Asst. Boys Indoor	\$8,134	\$8,334	\$8,634
Track	Head Girls Indoor	\$9,876	\$10,076	\$10,326
Track	Asst. Girls Indoor	\$8,134	\$8,334	\$8,634
Swimming	Head	\$9,876	\$10,076	\$10,326
Swimming	Assistant	\$8,134	\$8,334	\$8,634

Spring Season

Sport	Position	Step 1	Step 2	Step 3
Softball	Head	\$9,876	\$10,076	\$10,326
Softball	Assistant	\$8,134	\$8,334	\$8,634
Baseball	Head	\$9,876	\$10,076	\$10,326
Baseball	Assistant	\$8,134	\$8,334	\$8,634
Track	Head Girls Outdoor	\$9,876	\$10,076	\$10,326
Track	Asst. Girls Outdoor	\$8,134	\$8,334	\$8,634
Golf	Head	\$8,363	\$8,463	\$8,733
Golf	Assistant	\$7,326	\$7,426	\$7,626
Lacrosse	Head Girls Indoor	\$9,876	\$10,076	\$10,326
Lacrosse	Asst. Girls Indoor	\$8,134	\$8,334	\$8,634
Lacrosse	Head Boys Indoor	\$9,876	\$10,076	\$10,326
Lacrosse	Asst. Boys Indoor	\$8,134	\$8,334	\$8,634
Volleyball	Head Boys	\$8,363	\$8,463	\$8,733
Tennis	Head Boys	\$8,363	\$8,463	\$8,733
Track	Head Boys Outdoor	\$9,876	\$10,076	\$10,326
Track	Asst. Boys Outdoor	\$8,134	\$8,334	\$8,634

Annual Positions

Sport	Position	Step 1	Step 2	Step 3
Trainer	Annual	\$28,425	\$29,025	\$29,775
Equip. Mngr.	Annual	\$17,951	\$18,099	\$18,551
Strength Coach	Annual	\$18,881	\$19,281	\$19,681
Fitness Trainer	Summer	\$3,455		
Fitness Trainer	Fall	\$4,142		
Fitness Trainer	Winter	\$4,142		
Fitness Trainer	Spring	\$4,142		

Educational Interpreters for Bowling, Tennis, Golf and X-Country shall receive salary at the rate of 88% of the Head Coaches salary.

Educational Interpreters for all other sports shall receive salary at the rate of the Assistant Coaches salary for that sport.

Coaches in season shall be paid in two equal payments during the season as follows:

Fall Season: October 15th & November 30th
 Winter Season: December 15th & February 28th
 Spring Season: April 15th & May 31st

COACHES SALARY GUIDE
2017-2018 & 2018-2019 & 2019-2020

Fall Season

Sport	Position	Step 1	Step 2	Step 3
Football	Head	\$10,172	\$10,378	\$10,636
Football	Assistant	\$8,378	\$8,584	\$8,893
Football	Scout/Video Oper.	\$7,313	\$7,519	\$7,828
Soccer	Head Boys	\$10,172	\$10,378	\$10,636
Soccer	Asst. Boys	\$8,378	\$8,584	\$8,893
Soccer	Head Girls	\$10,172	\$10,378	\$10,636
Soccer	Asst. Girls	\$8,378	\$8,584	\$8,893
Cross Country	Head	\$8,614	\$8,717	\$8,995
Cross Country	Assistant	\$7,546	\$7,649	\$7,855
Gymnastics	Head	\$10,172	\$10,378	\$10,636
Gymnastics	Assistant	\$8,563	\$8,584	\$8,893
Field Hockey	Head	\$10,172	\$10,378	\$10,636
Field Hockey	Assistant	\$8,378	\$8,584	\$8,893
Tennis	Head Girls	\$8,614	\$8,717	\$8,995

Winter Season

Sport	Position	Step 1	Step 2	Step 3
Volleyball	Head Girls	\$8,614	\$8,717	\$8,995
Basketball	Head Girls	\$10,172	\$10,378	\$10,636
Basketball	Asst. Girls	\$8,378	\$8,584	\$8,893
Bowling	Head	\$8,614	\$8,717	\$8,995
Basketball	Head Boys	\$10,172	\$10,378	\$10,636
Basketball	Assistant	\$8,378	\$8,584	\$8,893
Basketball	Asst. Boys	\$8,378	\$8,584	\$8,893
Wrestling	Head	\$10,172	\$10,378	\$10,636
Wrestling	Assistant	\$8,378	\$8,584	\$8,893
Track	Head Boys Indoor	\$10,172	\$10,378	\$10,636
Track	Asst. Boys Indoor	\$8,378	\$8,584	\$8,893
Track	Head Girls Indoor	\$10,172	\$10,378	\$10,636
Track	Asst. Girls Indoor	\$8,378	\$8,584	\$8,893
Swimming	Head	\$10,172	\$10,378	\$10,636
Swimming	Assistant	\$8,378	\$8,584	\$8,893

Spring Season

Sport	Position	Step 1	Step 2	Step 3
Softball	Head	\$ 10,172	\$ 10,378	\$ 10,636
Softball	Assistant	\$ 8,378	\$ 8,584	\$ 8,893
Baseball	Head	\$ 10,172	\$ 10,378	\$ 10,636
Baseball	Assistant	\$ 8,378	\$ 8,584	\$ 8,893
Track	Head Girls Outdoor	\$ 10,172	\$ 10,378	\$ 10,636
Track	Asst. Girls Outdoor	\$ 8,378	\$ 8,584	\$ 8,893
Golf	Head	\$ 8,614	\$ 8,717	\$ 8,995
Golf	Assistant	\$ 7,546	\$ 7,649	\$ 7,855
Lacrosse	Head Girls Indoor	\$ 10,172	\$ 10,378	\$ 10,636
Lacrosse	Asst. Girls Indoor	\$ 8,378	\$ 8,584	\$ 8,893
Lacrosse	Head Boys Indoor	\$ 10,172	\$ 10,378	\$ 10,636
Lacrosse	Asst. Boys Indoor	\$ 8,378	\$ 8,584	\$ 8,893
Volleyball	Head Boys	\$ 8,614	\$ 8,717	\$ 8,995
Tennis	Head Boys	\$ 8,614	\$ 8,717	\$ 8,995
Track	Head Boys Outdoor	\$ 10,172	\$ 10,378	\$ 10,636
Track	Asst. Boys Outdoor	\$ 8,378	\$ 8,584	\$ 8,893

Annual Positions

Sport	Position	Step 1	Step 2	Step 3
Trainer	Annual	\$ 27,278	\$ 29,896	\$ 30,668
Equip. Mngr.	Annual	\$ 18,490	\$ 18,642	\$ 19,108
Strength Coach	Annual	\$ 19,447	\$ 19,859	\$ 20,271
Fitness Trainer	Summer	\$ 3,559	n/a	n/a
Fitness Trainer	Fall	\$ 4,266	n/a	n/a
Fitness Trainer	Winter	\$ 4,266	n/a	n/a
Fitness Trainer	Spring	\$ 4,266	n/a	n/a

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