

Agreement between

SOMERS POINT BOARD OF EDUCATION

and

SOMERS POINT EDUCATION ASSOCIATION

Covering the period

July 1, 2010

through

June 30, 2013

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AGREEMENT

This Agreement entered into this 20th day of May 2011, by and between the City of Somers Point Board of Education; in the County of Atlantic, hereinafter called the "Board" and the Somers Point Education Association hereinafter called the "Association". The Term of this contract will be July 1, 2010 to June 30, 2013.

ARTICLE I RECOGNITION

A. In accordance with Chapter 123, P.L. of New Jersey, the Board recognizes the Association as the sole and exclusive representative for collection negotiations for all staff members who hold one of the following positions:

TEACHER
PART TIME TEACHER
LIBRARIAN/MEDIA SPECIALIST
SPEECH LANGUAGE SPECIALIST
NURSE
LEARNING DISABILITIES TEACHER CONSULTANT
SOCIAL WORKER
GUIDANCE COUNSELOR
PSYCHOLOGIST
SECRETARY
INSTRUCTIONAL ASSISTANT
INSTRUCTIONAL AIDE
NON-INSTRUCTIONAL AIDE

but excluding all those holding the position of:

SUPERINTENDENT
SECRETARY TO SUPERINTENDENT/SCHOOL DISTRICT EXECUTIVE SEC'Y
BUSINESS ADMINISTRATOR/BOARD SECRETARY
SECRETARY TO THE BUSINESS ADMINISTRATOR
ACCOUNTS PAYABLE SUPERVISOR
BOOKKEEPER/ASSISTANT TO THE BOARD SECRETARY
TREASURER OF SCHOOL MONIES
DIRECTOR OF CURRICULUM
PRINCIPAL/VICE PRINCIPAL
COMMUNITY EDC/REC DIRECTOR
SUBSTITUTE TEACHER
ATTENDANCE OFFICER
SUMMER SCHOOL TEACHER
SUPERVISOR OF BUILDINGS AND GROUNDS

CUSTODIAL PERSONNEL
SUPERVISOR OF SPECIAL SERVICES
ACTIVITIES COORDINATOR

B. Unless otherwise indicated, the term “employees” when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiation unit as above defined, and references to male teachers shall include female employees.

C. “Instructional assistants” are defined as employees possessing 60 or more undergraduate credits who are carrying out the functions of instructional aides.

NOTE: An asterisk (*) indicates articles that pertain to professional employees under TPAF only.

ARTICLE II
NEGOTIATION PROCEDURES

A. The parties agree to enter into collective negotiations over a successor agreement; such negotiations shall be according to the Rules and Regulations of P.E.R.C. in the school year in which this agreement expires. Any agreement so negotiated shall apply to all employees in the unit, be reduced to writing and be adopted and signed by the Board and ratified and signed by the Association.

B. Neither party in any negotiation shall have any control over the selection of the negotiating representatives of the other party.

ARTICLE III
REPRESENTATION FEE

A. Purpose of Fee

If an employee who is included in the bargaining unit does not become a member of the Association during any membership year which is covered in whole or part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employees per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

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

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee would be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to set up to 85% of that amount as the maximum amount set by statute.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this agreement, the Association will submit to the Board a list of those employees who have not become members of the association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted by the Association.

2. Payroll Deduction Schedule

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

(a) 10 days after receipt of the aforesaid list by the Board,

OR

(b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position, and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, which is later.

3. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics

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

5. Changes

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

6. New Employees

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 employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such employees.

ARTICLE IV GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A “grievance” is a claim by an employee or the Association based upon the interpretation, application or violation of this agreement policies, and administrative decisions and practices affecting the terms and conditions of employment of a teacher or group of teachers.

A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the time when the grievant knew or should have known of its occurrence.

2. Aggrieved Person

An “aggrieved person” is the person(s) to whom it is alleged an injury has occurred excepting:

- (a) An employee not covered by the terms of this contract;
- (b) A non-tenure employee whose complaint arises by reason of his not being re-employed;
- (c) An employee whose complaint is occasioned by appointment to or lack of appointment to retention in or lack of retention in any position for which tenure is either not possible or not required;
- (d) An employee whose complaint is:
 - 1. Any matter for which a method of review is prescribed by law;

2. Any application of a rule or regulation of the State Board of Education;
3. Any situation upon which the Commissioner of Education has rules or has the power to rule;
4. Any matter in which this board does not have the power to act.

An aggrieved person shall continue to perform in his position under the direction of the Superintendent and Administrators pending the outcome of any grievance hereunder.

3. Party in Interest

A “party in interest” is the person(s) making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Procedure

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be waiver of further appeal of the decision.

1. Level One - Principal or Immediate Superior

An employee with a grievance shall first discuss it with his immediate supervisor with the objective of resolving the matter informally. If the grievance is not adjusted to the satisfaction of the teacher within five (5) school days following the discussion, the employee shall refer the grievance to the principal within ten (10) school days of the initial filing of the grievance with the principal who shall render his decision within five (5) school days.

2. Level Two - Superintendent

The employee grievant, no later than five (5) school days after the receipt of the decision of his principal or other immediate superior, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of the injury, loss or inconvenience; (c) the results of previous discussion; (d) his dissatisfaction with the decisions previously rendered; and (e) the remedy sought. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the appeal. The Superintendent shall communicate his decision in writing to the employee grievant, to the Association and to the principal or other immediate supervisor. The Superintendent shall personally hear the employee grievant if desired and agreed upon by both parties.

3. Level Three - Board of Education

If the grievance is not resolved to the grievant’s satisfaction he may no later than five (5) school days after receipt of the Superintendent’s decision request a review by the Board of Education. 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 of Education. The Board or a

committee thereof, shall review the grievance and shall hold a hearing with the employee grievant at the request of the grievant. The Board shall render a decision in writing and forward copies thereof to the grievant and to the Association within thirty (30) calendar days from the time the Board receives the grievance. The referred to hearing shall be held within a reasonably expeditious time after receipt of the appeal notice.

4. Level Four - Arbitration

Failure to settle a matter of grievance shall be resolved in the following manner:

(a) If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the Association wishes review by a third party, the Association shall so notify the Board through the Superintendent within ten (10) school days of the receipt of the Board's decision, except in the case of grievance involving any of the following points:

(1) Any matter for which a method of review is prescribed by law or, any rule or regulation of the State Board of Education or any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone;

(2) A complaint of a non-tenured teacher which arises by reason of his not being re-employed;

(3) An employee whose complaint is occasioned by appointment to or lack of appointment to retention in or lack of retention in any position for which is either not possible or not required;

(4) No grievance other than that arising from interpretation and application of contract provisions shall be submitted to binding arbitration.

(b) The Public Employment Relations Commission procedures shall be followed to secure the services of an arbitrator.

(c) The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from, the agreement between the parties. The decision of the arbitrator shall be final and binding upon both parties. Only the Board and the aggrieved and his representatives shall be given copies of the arbitrator's award. This shall be accomplished within thirty (30) days of the completion of the arbitration proceedings.

(d) The fee and expenses, if any, of the arbitrator, shall be shared by each party paying one-half.

C. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by the Association or by a representative selected by him.

2. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Board of Education, be notified by the Superintendent that the grievance is in existence and shall be notified of the result.

3. No reprisals of any kind shall be taken by the Board or any member of the administration against any party in interest, any representative, a member of the Association, or any other participant in the grievance procedure by reason of such participation.

D. Miscellaneous

1. Separate grievance file

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

2. Forms

Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared jointly by the Superintendent and the Association.

3. Meetings and Hearings

No meetings or hearings under this procedure shall be conducted in public.

**ARTICLE V
EMPLOYEES' RIGHTS**

A. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.

B. Evaluation of Students

The teacher shall determine grades and other evaluations of students within the grading policies of the Board based upon his professional judgment of available criteria pertinent to any given subject area or activity to which he is responsible. No grade or evaluation shall be changed without prior discussion with the teacher.

C. Association Identification

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

D. Just Cause Provision

No tenured teacher shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional service without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

**ARTICLE VI
ASSOCIATION RIGHTS AND PRIVILEGES**

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time any public information of the Board. The Board will provide to the Association President, on a monthly basis and in advance of the meeting, a copy of the Board Agenda for the month and a copy of the Board minutes from the preceding month.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, or other pertinent matters mutually agreed upon, as approved by the Superintendent, he shall suffer no loss in pay.
- C. The Association and its representatives shall have the privilege to use school buildings at all reasonable hours in accordance with Board policy.
- D. The Association shall have the privilege to use the inter-school mail facilities and school mailboxes as it deems necessary and without approval of building principals or other members of the administration.
- E. The rights and privileges of the Association and its representatives and set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the employee, and to no other employee organizations.
- F. The Association shall have the right to use school facilities and equipment at reasonable times when such equipment is not otherwise in use, providing such notification is made in advance to the building principal. The Association shall pay for the cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.
- G. The Board shall provide to the Association President one copy of each proposed board policy change or addition at such time as the same is recommended to the Board for first reading by the Board Policy Committee. In addition, the Board shall provide one copy of the board policy per school building as well as updating them as necessary.
- H. The Board shall provide the Association President with a half-hour a week to perform his or her duties. It is agreed that the half-hour will be in lieu of the assigned half-hour of duty assigned weekly.

ARTICLE VII SCHOOL CALENDAR

- A. The Superintendent shall consult with the President of the Somers Point Education Association concerning the school calendar prior to Board adoption.
- B. The number of pupil contact days remains as in the past in accordance with the past practices of the Board of Education and consistent with State regulation. New teachers may be required to attend one (1) additional day for orientation.

C. All professional staff shall have a 183 work day calendar for the term of this contract. The additional day, added beginning with the 2001-2002 school year, is to be used by the Board to provide in-service that counts toward the “100 hour” State requirement. If it is not used for this purpose, then it cannot be used and the work calendar shall be 182 days.

ARTICLE VIII TEACHING HOURS AND TEACHING LOAD*

A. Arrival and Dismissal Time and Student Instructional Time

1. The certified staff is expected to devote to their assignment the time necessary to meet their responsibilities. However, no teacher shall be required to report for duty earlier than twenty (20) minutes* before the start of the pupils’ school day and shall be permitted to leave twenty (20) minutes* after the close of the pupils’ school day except when faculty meetings are scheduled, in-service training is scheduled when pupils’ are on half session, parent conferences are scheduled, or other professional responsibilities of an emergency nature arise. Administrative permission to leave school earlier than twenty (20) minutes after the end of the pupils’ day may be granted on request of the teacher.

2.

*For the 2010-2011- 20 minutes before – 20 minutes after

Teachers will be permitted to leave at the close of the pupils’ school day preceding holidays.

In the event of an emergency the Superintendent shall seek the agreement of the Somers Point Education Association before requesting the teachers to remain after school.

B. * Homeroom shall be considered instructional time.

C. *Each teacher shall have a duty free lunch period equal in length to the time of the pupils’ lunch period. Teachers will not be required to supervise in the lunchroom or on the playground during their duty free lunch period through the course of the year.

D. *Teachers shall be required to attend faculty or other professional meetings, providing at least one day’s notice has been given. Where notice has not been previously given, and the meeting is of an “emergency” nature, the teacher will not be held responsible for attending if he has so notified the building principal or Superintendent of a previous commitment.

E. *The Board may require each professional unit member to attend three workshops at 100% cost to the Board with the approval of the Superintendent and/or Supervisor of Instruction.

F. *A written plan for equalized duty will be implemented. Effective 1995-96, said plan will be collaboratively developed between the teachers and the administrators.

G. *Teachers who participate in the Stokes field trip will be compensated the following amount: \$125.00.

H. *The Board will consider written requests from teachers when they request relief from trips involving overnight stays with students.

I. *If enough teachers do not volunteer to chaperone overnight field trips, as determined by the Administration, the Board shall cancel the field trip.

J. * Teachers agree to work the following day:

- For 2010-2011 and for each year of this contract- 7 hours

K. *During the 2012-2013 school year employees will have one furlough day as determined by the Superintendent. Any salary pursuant to this provision will be reported as approved by the State Division of Pensions.

ARTICLE IX NON-TEACHING DUTIES

A. List of Non-Teaching Duties

Personnel other than teachers shall perform the following duties:

1. Keeping registers and/or custodial functions
2. Standard Achievement tests and Intelligence tests will be machine scored once per year.

B. Every effort will be made to provide a daily preparation period for every classroom teacher in addition to his lunch period. The Kindergarten teacher will receive at least three preparation periods per week.

ARTICLE X TEACHER EMPLOYMENT

A. Teachers returning to full time employment from an authorized leave of absence from the schools of this district shall upon returning to the system receive one year credit on the salary schedule for each year of military experience to a maximum of four years. Alternative Civilian service such as Peace Corps or VISTA at National Training Corps may be considered for credit on the recommendation of the Superintendent and the approval of the Board.

B. Tenured teachers shall be notified in writing of their contract and salary status for the ensuing year according to law, if negotiations are completed. Non-tenured teachers shall be notified in writing according to law of their status.

C. Previously accumulated unused sick leave days will be restored to all teachers returning from an approved leave of absence.

**ARTICLE XI
SALARIES**

A. The salary guides of all teachers covered by this agreement are set forth in Schedule A attached hereto and made a part hereof. However, the salary increments specified in these guides are not automatically granted, but are conditioned upon the recommendation of the Superintendent as delineated, NJSA 18A 29:14. Year two of the salary guide is frozen at the previous year's step.

B. The salary of a "teacher" shall be paid every other Friday.

C. Each employee may individually elect to have an amount of his salary deducted from his/her pay. These funds shall be sent each pay period to the ABCO credit union, in the employee's name. *This was previously referred to as Summer Pay.*

D. Teachers will be compensated for curriculum work, tutoring, detention and Pupil Assistance Committee above and beyond the normal school day at the following rate: 2010-2011 effective May 20, 2011.

<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
\$36.00 per hour	\$36.00 per hour	\$36.00 per hour

Teachers will be compensated for homebound instruction.

<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
\$40.00 per hour	\$40.00 per hour	\$40.00 per hour

These new amounts will take effect when the contract is ratified by both parties.

**ARTICLE XII
MISCELLANEOUS TERMS AND CONDITIONS – SECRETARIES, INSTRUCTIONAL
ASSISTANTS, INSTRUCTIONAL AIDES AND NON-INSTRUCTIONAL AIDES**

A. Salaries

1. Salary guides for 10 and 12 month secretaries are attached hereto and made a part hereof as Schedule C.
2. Salary guides for Instructional Assistants are attached hereto and made a part hereof as Schedule D.

3. Salary guides for Instructional Aides are attached hereto and made a part hereof as Schedule E.
4. Salary guides for Non-Instructional Aides are attached hereto and made a part hereof as Schedule F.
5. Furlough Day- See article VIII- J

B. Extra Pay

For working during school emergency, time and a half will be given to the secretary for the hours worked in school when school has been closed for an emergency (snowstorm, equipment breakdown, etc.). Secretaries will be compensated for 3 hours for each required evening conference session. Approval for working evening conferences shall be made by the Principal.

C. Workshops will be considered professional days and paid by the Board of Education including mileage and reasonable expenses with prior approval from the Superintendent (the decision is not grievable).

D. Daily Work Hours

1. Twelve Month Secretaries

The in-school workday for twelve-month secretaries shall not exceed seven and one-half (7 1/2) hours inclusive of a sixty-minute duty-free lunch period. Summer work hours (9:00 a.m. to 3:30 p.m. or such other six and one-half hour per work day schedule as shall be approved by the supervising administrator) inclusive of a sixty minute duty-free lunch period shall commence no later than seven (7) work days after the last day for students in June and shall end August 31st.

2. Ten Month Secretaries

The in-school workday for ten-month secretaries shall not exceed seven and one-half (7 1/2) hours inclusive of a sixty minute duty-free lunch period. The work year for ten-month secretaries shall be from September 1 to June 30.

E. Instructional Assistants, Instructional Aides and Non-Instructional Aides

Definitions:

Instructional Assistant-	60 credits (County Substitute Certificate required)
Instructional Aide -	Less than 60 credits
Non-Instructional Aide	Less than 60 credits

F. Daily Work Hours-Instructional Assistants, Instructional Aides & Non-Instructional Aides

The in-school workday for all Instructional Assistants, Instructional Aides & Non-Instructional aides shall not exceed six and one-half hours inclusive of a thirty-minute lunch period.

G. Work Year – Instructional Assistants, Instructional Aides and Non-Instructional Aides

The work year for all Instructional Assistants, Instructional Aides and Non-Instructional Aides shall be 180 days.

H. Seniority and Job Security

1. Definition

School District seniority is defined as a service by appointed employees in the School District in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently re-hired by the school district.

2. Job Security

No employee shall be dismissed or be subject to a reduction in salary except for inefficiency, incapacity, conduct unbecoming an employee or other just cause, following written notice of such reasons and a hearing before the Superintendent of Schools. If an employee is not satisfied with the disposition of his/her case, he/she may request a hearing before the full Board of Education. If it is found that such cause does, in fact, exist, then it is sufficient for such reduction in salary or dismissal. Should the employee not be satisfied by the determination of the Board, at his/her request, the matter shall be subject to the grievance procedure and arbitration in the same manner and to the same extent as is provided for arbitration of grievances by this Agreement.

In the event of any Reductions in Force (RIF), district-wide seniority shall apply. The Board shall retain the right to reduce the number of positions when done in good faith and for just cause.

Any such reduction as above defined shall only be accomplished in accordance with the following procedures:

The employee(s) affected by such a reduction shall have seniority rights over the most junior employee within the category of employment and those employee(s) thus affected shall retain the same rights in replacing the most junior employee(s). All reduction in force shall be based on inverse of seniority, i.e. last hired, and first terminated.

It is mutually agreed that the person exercising seniority rights over a junior employee in seniority rights must have the same skills as the junior employee.

I. Holidays

All Secretaries shall be entitled to the same holidays and vacation periods, with pay as the teaching staff, including two (2) days to attend the NJEA Convention. Twelve-month secretaries shall be entitled to the additional following holidays with pay:

Independence Day

Labor Day

J. Vacations for Twelve Month Secretaries

1. Vacations will consist of 10 working days from year 1 to 3 years of service. Vacations after four years of service and up to 10 years of service will consist of 15 working days. Vacations after 10 years of service shall be 20 working days. Vacations will be scheduled with prior approval of the building principal and/or the Superintendent.

2. When a ten (10) month secretary moves to a twelve (12) month position, each ten (10) month year she/he worked in the ten (10) month position shall be counted as a full year of service for vacation credit purposes.

3. No more than 25% of an individual secretary's annual entitlement may be used when school is in session. A secretary may not take more than three (3) consecutive weekdays for vacation purposes during the period when school is in session.

K. Travel Expenses

See Article XIII; Section B; Paragraph 2.

L. Insurance

See Article XXIII.

M. Severance Pay-Accumulated Sick Pay

See Article XXIV

N. Overtime-Secretaries

Secretaries shall be paid straight time through 40 hours per week and then be paid at time and one-half for all time worked after 40 hours per week. Overtime must be requested by the administrator.

**ARTICLE XIII
TEACHER ASSIGNMENT***

A. Notification

1. Date for presently employed teachers

All teachers shall be given written notice of their class and/or subject assignments, building assignments and room assignments for the forthcoming year not later than June 1st. A list of

said schedules and assignments shall be simultaneously sent to the Association. Any revision shall be subject to the conditions set forth in part XIII, A-2.

2. Revisions

In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are made after August 1, the Association and any teacher affected shall be notified promptly in writing and upon the request of the teacher and the Association the changes be promptly reviewed between the Superintendent or his representatives and the teacher affected and, at his option, a representative of the Association.

B. Traveling Teachers

1. Schedules

Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

2. Traveling Reimbursement

Teachers who are assigned to more than one school may apply for mileage for travel between schools. The distance to and from the teacher's home shall not be included in weekly mileage reports. The teacher sent by the school authorities on school business shall receive the maximum allowable by IRS. To receive reimbursements a form must be completed and submitted to the Board office.

**ARTICLE XIV
VOLUNTARY TRANSFER AND REASSIGNMENTS**

A. Notification of Vacancies

1. Date

No later than April 15th of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of known vacancies, which shall occur during the following school year. As vacancies occur after the above date, they shall be posted in all school buildings.

2. Filing Requests

Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent.

Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school, or schools to which he desires to be transferred in order of preference.

Such requests for transfers and reassignments for the following year shall be submitted not later than May 15.

B. Criteria for Assignment

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be considered to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system as defined by the Superintendent.

**ARTICLE XV
INVOLUNTARY TRANSFER AND REASSIGNMENT**

Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable. Except in case of emergency teachers will be notified not later than June 1.

**ARTICLE XVI
SUMMER SCHOOL/HOME TEACHING/FEDERAL PROGRAMS**

All openings for positions in the summer schools home teaching federal projects and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be publicized by the Superintendent. Summer school openings shall be publicized not later than the preceding May 1 and teachers shall be notified of the action taken not later than June 1. Home teaching openings shall be posted as they occur.

**ARTICLE XVII
PROCEDURES FOR COMPLAINTS AGAINST STAFF**

A. Procedural Requirements

Any complaint regarding a teacher made to any member of the administration by any parent, student or other person, which does or may influence evaluation of a teacher, shall be processed according to the procedure outlined below.

B. Meeting with Principal or Immediate Superior

The Principal or immediate superior shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.

C. Right to Representation

The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.

**ARTICLE XVIII
SICK LEAVE**

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

B. Each teacher shall be notified in writing of the total amount of unused sick leave credited to him September 30th each year.

**ARTICLE XIX
TEMPORARY LEAVES OF ABSENCE**

A. Personal Leave Days

Teachers and ten-month employees shall be granted three (3) leave of absence days per year. Twelve-month employees shall be granted four (4) leave of absence days per year. Unused leave of absence days shall be cumulative as sick days. Personal Leave may only be taken in full day segments. The employee must apply for Personal Leave three (3) days in advance of the day(s) requested except in the case of emergency or extenuating circumstances. The applicant must receive the Superintendent's approval in advance except for emergencies. No personal leave days may be taken on the day immediately preceding or following a holiday or vacation without prior consent of the Superintendent.

B. Compassionate Leave

Up to five (5) additional days per year shall be granted at any one time in the event of death or serious illness of a teacher's spouse, child or parent. Three (3) additional days per year shall be granted in the event of death or serious illness of a teacher's son-in-law, daughter-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, grandparent and any other member of the immediate household. Teachers shall be granted one (1) day per year in the event of the death of a close friend. Compassionate leave may only be taken in full day segments. The employee must apply for compassionate leave three (3) days in advance of the day(s) requested when possible.

**ARTICLE XX
EXTENDED LEAVES OF ABSENCES***

All candidates for an unpaid leave of absence should be aware of the following conditions:

1. During any leave of absence, all costs for fringe benefits will be borne by the candidate if such benefits are desired.

2. Upon return from a leave of absence a teacher shall be placed on the next step of the salary scale. Example: a teacher with 10 years of service would return on the eleventh (11) step of the scale. A step is not given for the year he is on leave.
3. By March 30th of the year of the unpaid leave of absence, the candidate will notify the Superintendent in writing of his intention to return to a teaching position of his certification. Failure to notify the Superintendent may result in disciplinary action by the Board, or lack of employment by the Board.
4. The Board of Education will not be financially responsible for courses taken during an unpaid leave of absence.
 - A. *A leave of absence without pay of up to two (2) consecutive years may be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.

B. Good Cause

Other leaves of absence without pay may be granted by the Board for good reason. Nothing in this agreement shall obligate the Board of Education to grant Good Cause Leave of Absence to non-tenured employees beyond the end of their contract period.

C. Child-Rearing Leave of Absence

A female employee who becomes pregnant may remain in her position as long as her physical condition does not incapacitate her in the efficient and thorough performance of her duties. When the disability attendant upon childbirth, miscarriage or abortion occurs or when competent medical authority attests that her physical condition is such that she cannot continue in her position, she shall be awarded sick leave to the extent of her entitlement until such time as she is physically able to return to work. A pregnant employee may request leave of absence without pay, and it shall be granted by the Board of Education. Such leave shall not exceed one year in duration unless the Board agrees to the extension of time requested and its expiration shall coincide with the beginning of a school year. An employee whose leave of absence begins before she has become eligible for sick leave (see above) may not receive sick leave benefits.

Nothing in this Agreement shall obligate the Board of Education to grant maternity leaves of absence to non-tenured employees beyond the end of their contract periods.

D. Illness in Family

A leave of absence without pay of up to one year shall be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board. A medical doctor's certificate will be required. Nothing in this agreement shall obligate the Board of Education to grant leave of absence for illness in the family to non-tenured employees beyond the end of the contract period.

E. Educational/Health Leaves of Absence

An unpaid leave of absence up to one year shall be granted by the Board of Education to a maximum of two employees for educational purposes, health reasons or travel. Only teachers are eligible for leave for educational purposes. A leave that is granted for health reasons will be certified by a physician. The Board reserves the right to challenge the physician's findings. Requests for an unpaid leave of absence will be granted by seniority in years of teaching and priority according to educational purposes, health reasons and travel.

1. Requests

Requests for an unpaid leave of absence must be received by the Superintendent in writing in such form as shall be mutually agreed upon by the Association and the Superintendent no later than January 1; and, action must be taken on all requests no later than February 1 of the school year preceding the school year for which the unpaid leave is requested. Said requests shall be responded to in writing.

2. Minimum Time to Qualify

The teacher has completed at least ten (10) school years of service in the Somers Point School District.

ARTICLE XXI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT*

A. The Board of Education will reimburse 100% of tuition up to six (6) credits per year (up to the Rowan State College graduate tuition rate as of July 1st of each year) per teacher for teachers pursuing graduate studies under the following conditions:

1. Such courses carry graduate credits and are related to duties performed by the teacher. The determination of whether a course meets this standard shall be made by the Superintendent before the start of study.
2. The Board of Education will provide tuition reimbursement of the following amounts for each school year of the contract. When the pool is close to depletion, seniority will prevail.

<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
\$60,000.00	\$00.00	\$00.00

3. The teacher receives a grade of not less than "B" for the course.

4. Online/video courses will be approved if accredited by a national recognized Accrediting Agency.
5. During the 2011-2012 and 2012-2013 school year, employees will not be eligible for the provisions in Article XXI regarding tuition reimbursement.

B. The staff member shall apply in writing for reimbursement on a form provided by the Superintendent's office, and shall support such application by suitable evidence of successful completion of the courses and the amounts of tuition paid. A teacher will not be reimbursed for more than six credits per year unless recommended by the Superintendent and approved by the Board of Education.

ARTICLE XXII MISCELLANEOUS PROVISIONS

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

B. Any individual contract between the Board and an individual employee 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 the Agreement shall be printed and collated within thirty (30) days after the Agreement is signed, and shall be presented to all employees represented by the Association. The cost of printing the Agreement shall be shared equally by the Association and the Board.

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 this agreement, either party shall do so in writing to be sent to the following addresses:

1. If by the Association to: Board of Education, New York Avenue School
2. If by the Board to: Somers Point Education Association, Jordan Road School

ARTICLE XXIII INSURANCE PROTECTION

A. The Board shall pay the full cost of the hospital plan providing hospital, medical surgical costs and major medical benefits under the New Jersey State Health Benefits Plan Program or equal. Beginning with the 2011-2012 year only employees hired prior to July 1, 2001 may choose coverage under the Traditional plan and will be required to pay the difference in premium costs between the Traditional plan and Direct Access plan through payroll deductions. Any state statutes regarding health benefit copays will apply.

B. The Board agrees to pay the cost of full coverage of the Pharmaceutical Program. Said plan shall have a \$3.00 generic; \$10.00 patent drug, and \$15.00 90-day mail order co-pay.

C.. The Board shall pay for full family coverage of a dental plan under Dental Benefit Management, Inc., or a similar plan mutually agreed to by both parties. During the contract years 2010 through 2013, employees will contribute through payroll deductions \$300.00 for Dental coverage. Employees willing to drop Dental coverage will not have to contribute.

D. The Superintendent shall permit disability insurance plan representatives to meet with teachers for the purpose of enrolling new members and permitting present members to adjust their coverage's at faculty meetings on a district or building level at the request of the Association.

Requests for such meeting shall be made no more than once a year. It is agreed that the disability insurance plan representatives shall be permitted a minimum of twenty (20) minutes for the meeting.

E. Any married staff member who has health insurance coverage provided by his or her spouse may, upon presentation of proof of such coverage, request that the insurance coverage otherwise required by this agreement shall be canceled. All employees who opt out of the Health Insurance Provision beginning 2011-2012 will be reimbursed at 50% for Direct Access rates as established by the year 2010-2011. The 2010-2011 Direct Access rate for opt out reimbursement will remain in effect through June 30, 2013.

ARTICLE XXIV SEVERANCE PAY-ACCUMULATED SICK PAY

A. Upon retirement from the Somers Point School District, the Board of Education agrees to pay the retiring employee a sum equal to 60% of any unused, accumulated sick leave. Said amount will be based upon the employee's final daily rate of pay based on 1/200 of their annual contract for a ten month employee and 1/240 of their annual contract for a twelve month employee; said payment shall not exceed a total of \$18,000.

B. A retired employee shall be defined as one who is fifty (50) years of age or older and who has served twenty (20) years or more in the Somers Point School District. Up to four (4) years credit for military service, Peace Corps/VISTA service may be applied to establish twenty years in the district. Credit will not be given, however, for sick days during said four (4) years. Written notice must be given twelve (12) months of the expected retirement date. In the event of the employee's death, after

age fifty (50) and twenty (20) years continuous service in the Somers Point School District and after submission of a letter of retirement, beneficiaries of the deceased employee will receive the financial sick-leave benefits. In cases where twelve (12) months notice cannot be given and the employee requests a waiver, the Board of Education will evaluate the request.

C. In order to be eligible for severance pay, an employee must have a minimum of twenty-five (25) accumulated sick leave days.

ARTICLE XXV PROMOTIONS

A. Positions Included

Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility including but not limited to positions as principal. All vacancies in promotional positions, including specialists and/or special project teachers, pupil personnel workers and positions in programs funded by the Federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. Date of Posting

When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limited specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office.

2. Application Procedure

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the positions for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable. The Superintendent shall post a list of promotional positions to be filled during the summer period at the administrative office in each school and a copy of said notice shall be given to the Association.

B. Criteria for Notice

In both situations set forth in Section A, the qualification for the position, its duties, and the rate of compensation shall be clearly set forth. No vacancy in a promotional position shall be filled other than in accordance with the above procedure.

C. Method of Selection

All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered.

**ARTICLE XXVI
EMPLOYEE EVALUATION**

A. Intent

It is agreed that prior to the start of the school year the Superintendent, Supervisor of Instruction, President and Vice-President of the Somers Point Education Association shall meet to discuss evaluation procedures to be used during the school year.

B. General Criteria

1. Open Evaluation

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems and similar surveillance devices is strictly prohibited.

2. Copies of Evaluation

An employee shall be given a copy of any written evaluation report prepared by his evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the Central Office, placed in the employee's file or otherwise acted upon without prior conference with the employee. All evaluations shall be signed by the employee to acknowledge receipt. No employee shall be required to sign a blank or incomplete form.

C. Evaluation Procedure

1. Communication

Prior to any evaluation report, the immediate superior of an employee shall have had appropriate communication, including, but not limited to, all steps in paragraph 2 below.

2. Reports

(a) Such reports shall be issued in the immediate name of the superior based on written observation.

(b) Such reports shall be addressed to the employee.

D. Personnel Records

1. File

An employee shall have the right, upon request, to review the contents of his personnel file and to receive one (1) copy at Board expense of any documents contained therein. An employee shall be entitled to have a representative of the Association accompany him during such review. At least once every ten (10) years, an employee shall have the right to indicate those documents and/or other materials in his file which he believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his designee and if, in fact, they are obsolete or otherwise inappropriate to retain, they shall be destroyed.

2. No Separate File

Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file, which is not available for the employee's inspection.

**ARTICLE XXVII
TEACHER/ADMINISTRATION LIAISON**

A. Meetings with Superintendent

The Association's representatives shall meet regularly with the Superintendent during the school year to review and discuss current school problems.

**ARTICLE XXVIII
TEACHERS FACILITIES**

A. The Board of Education will provide a call-in service for teachers' use concerning securing substitute teachers. Teachers will not be required to call their own substitutes.

**ARTICLE XXIX
DURATION OF AGREEMENT**

A. This agreement shall be effective as of the date first written above. This agreement's term shall end 6/30/2013.

B. This Agreement shall not be amended nor modified in whole or in part by the parties hereto except by written agreement ratified and adopted in the same manner as the original Agreement.

C. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents attends to by their respective secretaries all on the day and year first written.

For the Somers Point Board of Education

Joseph B. Tolak
President

Theresa Bell
Secretary

For the Somers Point Education Association

Margie Amak
President

Brenda Bullone
Secretary

Date: May 18, 2011

Salary Guide for Teachers

2010/2011

Step	BA	BA+15	BA+30 MA	MA+15	MA+30
1	\$ 43,920	\$ 45,120	\$47,020	\$48,220	\$ 49,520
2	\$ 44,410	\$ 45,610	\$47,510	\$48,710	\$ 50,010
3	\$ 44,865	\$ 46,065	\$47,965	\$49,165	\$ 50,465
4	\$ 45,920	\$ 47,120	\$49,020	\$50,220	\$ 51,520
5	\$ 46,320	\$ 47,520	\$49,420	\$50,620	\$ 51,920
6	\$ 47,320	\$ 48,520	\$50,420	\$51,620	\$ 52,920
7	\$ 48,420	\$ 49,620	\$51,520	\$52,720	\$ 54,020
8	\$ 50,420	\$ 51,620	\$53,520	\$54,720	\$ 56,020
9	\$ 53,420	\$ 54,620	\$56,520	\$57,720	\$ 59,020

10	\$ 57,000	\$ 58,200	\$60,100	\$61,300	\$ 62,600
11	\$ 63,318	\$ 64,518	\$66,418	\$67,618	\$ 68,918
12	\$ 69,392	\$ 70,592	\$72,492	\$73,692	\$ 74,992
13	\$ 74,412	\$ 75,612	\$77,512	\$78,712	\$ 80,012

Salary Guide for Teachers

2011/2012

Step	BA	BA+15	BA+30	MA+15	MA+30
			MA		
1	\$ 45,120	\$ 46,320	\$48,220	\$49,420	\$ 50,720
2	\$ 45,610	\$ 46,810	\$48,710	\$49,910	\$ 51,210
3	\$ 46,065	\$ 47,265	\$49,165	\$50,365	\$ 51,665
4	\$ 47,120	\$ 48,320	\$50,220	\$51,420	\$ 52,720
5	\$ 47,520	\$ 48,720	\$50,620	\$51,820	\$ 53,120
6	\$ 48,520	\$ 49,720	\$51,620	\$52,820	\$ 54,120
7	\$ 49,620	\$ 50,820	\$52,720	\$53,920	\$ 55,220
8	\$ 51,620	\$ 52,820	\$54,720	\$55,920	\$ 57,220
	\$ 56,602	\$ 57,802	\$59,702	\$60,902	\$ 62,202

9

10	\$ 61,602	\$ 62,802	\$64,702	\$65,902	\$ 67,202
11	\$ 66,602	\$ 67,802	\$69,702	\$70,902	\$ 72,202
12	\$ 71,602	\$ 72,802	\$74,702	\$75,902	\$ 77,202
13	\$ 76,602	\$ 77,802	\$79,702	\$80,902	\$ 82,202

Salary Guide for Teachers

2012/2013

Step	BA	BA+15	BA+30 MA	MA+15	MA+30
1	\$ 46,210	\$ 47,410	\$49,310	\$50,510	\$ 51,810
2	\$ 46,410	\$ 47,610	\$49,510	\$50,710	\$ 52,010
3	\$ 46,610	\$ 47,810	\$49,710	\$50,910	\$ 52,210
4	\$ 47,120	\$ 48,320	\$50,220	\$51,420	\$ 52,720
5	\$ 48,120	\$ 49,320	\$51,220	\$52,420	\$ 53,720
6	\$ 48,520	\$ 49,720	\$51,620	\$52,820	\$ 54,120
7	\$ 49,620	\$ 50,820	\$52,720	\$53,920	\$ 55,220
8	\$ 51,620	\$ 52,820	\$54,720	\$55,920	\$ 57,220

9	\$ 56,602	\$ 57,802	\$59,702	\$60,902	\$ 62,202
10	\$ 58,562	\$ 59,762	\$61,662	\$62,862	\$ 64,162
11	\$ 64,562	\$ 65,762	\$67,662	\$68,862	\$ 70,162
12	\$ 70,562	\$ 71,762	\$73,662	\$74,862	\$ 76,162
13	\$ 76,762	\$ 77,962	\$79,862	\$81,062	\$ 82,362

Salary Guide for Teachers

**6/30/13 Teacher
Guide ***

Step	BA	BA+15	BA+30 MA	MA+15	MA+30
1	\$ 46,210	\$ 47,410	\$49,310	\$50,510	\$51,810
2	\$ 46,410	\$ 47,610	\$49,510	\$50,710	\$52,010
3	\$ 46,610	\$ 47,810	\$49,710	\$50,910	\$52,210
4	\$ 47,120	\$ 48,320	\$50,220	\$51,420	\$52,720
5	\$ 48,120	\$ 49,320	\$51,220	\$52,420	\$53,720
6	\$ 48,520	\$ 49,720	\$51,620	\$52,820	\$54,120
7	\$ 49,620	\$ 50,820	\$52,720	\$53,920	\$55,220
8	\$ 51,620	\$ 52,820	\$54,720	\$55,920	\$57,220
9	\$ 56,602	\$ 57,802	\$59,702	\$60,902	\$62,202

10	\$ 58,562	\$ 59,762	\$61,662	\$62,862	\$64,162
11	\$ 60,562	\$ 61,762	\$63,662	\$64,862	\$66,162
12	\$ 64,562	\$ 65,762	\$67,662	\$68,862	\$70,162
13	\$ 70,562	\$ 71,762	\$73,662	\$74,862	\$76,162
14	\$ 76,762	\$ 77,962	\$79,862	\$81,062	\$82,362

***On 6/30/13 an additional Teacher salary guide will take effect and remain in effect until a successor Agreement is reached. The 6/30/13 Teacher salary guide will not impact salaries earned during the term of the 1/1/10-6/30/13 Agreement. The intent of the 6/30/13 Teacher salary guide is to reduce the increment cost for the negotiations of a successor Agreement.**

SOMERS POINT CONVERSION CHART

2009/2010		2010/2011		2011/2012		2012/2013	
Years	Step	Years	Step	Years	Step	Years	Step
						New	1
				New	1	1	1-2
New	1	1	2	2	2	3	3
1	2	2	3	3	3	4	4
2	3	3	4	4	4	5	5
3-4	4	4-5	5	5-6	5	6-7	6
5	5	6	6	7	6	8	7
6	6	7	7	8	7	9	8
7-8	7	8-9	8	9-10	8	10-11	9
9-11	8	10-12	9	11-13	9	12-14	10
12	9	13	10	14	10	15	11
13	10	14	11	15	11	16	12
14	11	15	12	16	12	16+	13
15	12	16	13	16+	13		
16+	13	16+	13				

**ACTIVITIES SCHEDULE B SALARY GUIDE
FOR SCHOOL YEARS
2010-11/2011-12/2012-13**

MAJOR ACTIVITIES

<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
\$2,530.00	\$2,530.00	\$2,530.00

MINOR ACTIVITIES

<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
\$2,230.00	\$2,230.00	\$2,230.00

ACTIVITIES DIRECTOR

<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
\$4,790.00	\$4,790.00	\$4,790.00

HEAD BASKETBALL COACHES

<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
\$2,900.00	\$2,900.00	\$2,900.00

***Prior to April 15th, the Superintendent and the Association President will meet to review the list of schedule B activities. A list of Schedule B activities will be distributed to staff by April 15th**

Secretarial Salary Guide

12-Month Secretaries

2010/2011	2011/2012	2012/2013
1 \$ 30,909	1 \$ 32,088	1 \$ 33,267
2 \$ 31,109	2 \$ 32,288	2 \$ 33,467
3 \$ 31,515	3 \$ 32,488	3 \$ 33,667
4 \$ 31,903	4 \$ 32,894	4 \$ 33,867
5 \$ 32,275	5 \$ 33,282	5 \$ 34,273
6 \$ 32,629	6 \$ 33,654	6 \$ 34,661
7 \$ 32,965	7 \$ 34,008	7 \$ 35,033
8 \$ 33,283	8 \$ 34,344	8 \$ 35,387
9 \$ 33,583	9 \$ 34,662	9 \$ 35,723
10 \$ 33,898	10 \$ 34,962	10 \$ 36,041
11 \$ 34,227	11 \$ 35,277	11 \$ 36,341
12 \$ 34,556	12 \$ 35,606	12 \$ 36,656

13 \$ 34,885	13 \$ 35,935	13 \$ 36,985
OG \$ 35,214	OG \$ 36,593	OG \$ 37,972
OG \$ 37,848	OG \$ 39,227	OG \$ 40,606
OG \$ 38,185	OG \$ 39,564	OG \$ 40,943
OG \$ 40,767	OG \$ 42,146	OG \$ 43,525

LONGEVITY: \$720

Longevity is earned after the completion of the 5th year in the district. Additional longevity is earned after completion of the 10th, 15th, and 20th years, up to and including the 25th year.

**Instructional Assistants
Minimum 60 College Credits
6 Hour Work Day –
180 Days Per Year
Non-Inclusive Lunch Break**

Part-time		
2010/2011	2011/2012	2012/2013
1 \$ 13,083	1 \$ 13,347	1 \$ 13,559
2 \$ 13,283	2 \$ 13,547	2 \$ 13,759
3 \$ 13,530	3 \$ 13,747	3 \$ 13,959
4 \$ 13,782	4 \$ 14,004	4 \$ 14,159
5 \$ 14,037	5 \$ 14,264	5 \$ 14,424
6 \$ 14,298	6 \$ 14,528	6 \$ 14,692
7 \$ 14,565	7 \$ 14,798	7 \$ 14,964
8 \$ 14,838	8 \$ 15,075	8 \$ 15,242
9 \$ 15,065	9 \$ 15,357	9 \$ 15,527

10 \$ 15,296	10 \$ 15,592	10 \$ 15,818
	11 \$ 15,831	11 \$ 16,060
		12 \$ 16,306

**Instructional Assistants
Minimum 60 College
Credits
6 Hour Work Day –
180 Days Per Year
Non-Inclusive Lunch Break**

Full-time		
	2010/2011	2011/2012
		2012/2013
1 \$	16,948	1 \$ 17,348
2 \$	17,148	2 \$ 17,548
3 \$	17,404	3 \$ 17,748
4 \$	17,604	4 \$ 18,013
5 \$	17,928	5 \$ 18,220
6 \$	18,196	6 \$ 18,555
7 \$	18,470	7 \$ 18,833
8 \$	18,746	8 \$ 19,116
9 \$	19,026	9 \$ 19,402
10 \$	19,320	10 \$ 19,692
		10 \$ 19,984

11 \$ 19,629	11 \$ 19,996	11 \$ 20,283
12 \$ 19,954	12 \$ 20,316	12 \$ 20,596
	13 \$ 20,652	13 \$ 20,925
		14 \$ 21,272
OG \$ 25,072	OG \$ 25,950	OG \$ 26,729
OG \$ 29,674	OG \$ 30,713	OG \$ 31,634
OG \$ 42,690	OG \$ 44,184	OG \$ 45,510

**Instructional Aides Under 60 Credits
6 Hour Work Day –
180 Days Per Year
Non-Inclusive Lunch Break**

Part-time

2010/2011	2011/2012	2012/2013
\$ 11,934	1 \$ 12,189	1 \$ 12,367
\$ 12,134	2 \$ 12,389	2 \$ 12,567
\$ 12,339	3 \$ 12,589	3 \$ 12,767
\$ 12,542	4 \$ 12,771	4 \$ 12,967
\$ 12,748	5 \$ 12,981	5 \$ 13,154
\$ 12,957	6 \$ 13,194	6 \$ 13,370
\$ 13,168	7 \$ 13,410	7 \$ 13,590
\$ 13,384	8 \$ 13,629	8 \$ 13,812
\$ 13,604	9 \$ 13,852	9 \$ 14,038
	10 \$ 14,080	10 \$ 14,268
		11 \$ 14,502

Full-time

2010/2011	2011/2012	2012/2013
\$ 15,114	1 \$ 15,450	1 \$ 15,725
\$ 15,314	2 \$ 15,650	2 \$ 15,925
\$ 15,567	3 \$ 15,850	3 \$ 16,125
\$ 15,826	4 \$ 16,112	4 \$ 16,325
\$ 16,088	5 \$ 16,380	5 \$ 16,595
\$ 16,355	6 \$ 16,651	6 \$ 16,871
\$ 16,627	7 \$ 16,927	7 \$ 17,150
\$ 16,904	8 \$ 17,209	8 \$ 17,435
\$ 17,184	9 \$ 17,496	9 \$ 17,725
	10 \$ 17,785	10 \$ 18,021
		11 \$ 18,319
\$ 26,501	OG \$ 27,429	OG \$ 28,252

Non -Instructional Aides hourly rate

2010/2011	2011/2012	2012/2013
1 \$ 9.40	1 \$ 9.73	1 \$ 10.02
2 \$ 9.52	2 \$ 9.85	2 \$ 10.12
3 \$ 9.64	3 \$ 9.98	3 \$ 10.28
4 \$ 9.75	4 \$ 10.09	4 \$ 10.39
5 \$ 9.87	5 \$ 10.22	5 \$ 10.53
6 \$ 10.00	6 \$ 10.35	6 \$ 10.66
7 \$ 10.11	7 \$ 10.46	7 \$ 10.77
8 \$ 10.26	8 \$ 10.62	8 \$ 10.94

