

AGREEMENT  
BETWEEN THE  
LAWRENCE TOWNSHIP  
BOARD OF EDUCATION  
AND THE  
LAWRENCE TOWNSHIP  
EDUCATION ASSOCIATION

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July 1, 2007 - June 30, 2010

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## **ARTICLE I RECOGNITION**

The Board, after investigation of the facts, has determined that a majority of the professional certified personnel and of the non-certified personnel employed by the Board in the categories hereinafter enumerated desire to be represented as one unit by the Association for the purpose of collective negotiations with the Board pursuant to Chapter 303 of the Laws of 1968.

The Board hereby recognizes the Association as the employee representative of all professional certified employees and all non-certified employees of the Board, and those employees on a per diem or hourly basis in the following categories including: full-time and regular part-time teachers, Teachers on Special Assignment (TOSAs), school psychologists, instructional assistants, social workers, learning consultants, nurses, part-time professional employees, guidance counselors, librarians, secretaries, clerks, custodians, head custodians, maintenance personnel, cleaners, drivers, carpenters, plumbers, and electricians.

In addition, the following personnel are excluded from this bargaining unit: Superintendent, Assistant Superintendent, Building Principals, Vice Principals and any employee holding the title of Director, Chairperson, Curriculum and Instructional Specialist, Instructional Supervisors, Central Administrative Secretaries (including the business office), and all other managerial Executives, Supervisors and Confidential Employees.

Only the term "employee" or "employees" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the negotiating unit as above defined, and reference to employee(s) shall be deemed to include both male and female, except when the contract clearly limits the intent to one sex. Provisions of the Agreement specifically referring to separate categories of employees shall apply only to those categories mentioned.

Part-time professional employees working less than fifty (50%) percent of a regular schedule shall receive benefits pro-rated in accordance with his/her percentage of pay if hired prior to July 1, 1985 and receive no benefits if hired on or after that date. Part-time professional employees working fifty (50%) percent or more of a regular schedule shall receive benefits normally paid by the Board irrespective of his/her date of hire.

Commencing with the effective date of July 1, 1989, a successor to the Agreement, the Secretary to the High School Principal shall be included as a member of the Bargaining unit and the Secretary to the Administrator of Pupil Services shall be excluded. For purposes of initial salary placement on the Secretarial Guide, the Secretary to the High School Principal shall be placed at the maximum step of Group I.

## **ARTICLE II GRIEVANCE PROCEDURE**

### **A. Definition**

#### **1. Non-Arbitrable Grievances**

A grievance is an allegation by an employee covered by this Agreement or the Association that there has been a violation of Board policies. The Board shall be the last step in this procedure on this type of grievance. These non-contract grievances may not be submitted to binding arbitration.

#### **2. Arbitrable Grievances**

- a.** A grievance is an allegation that there has been a violation of a provision of this Agreement. Such grievances may be submitted through the entire grievance procedure up to and including binding arbitration as the final step in that procedure. Only grievances that deal with violations of the provisions of this Agreement may be submitted to binding arbitration.
- b.** A "grievant" is an employee who files the grievance, or the Association.
- c.** "Representative" is a person or agent designated to represent either party in this procedure.
- d.** "Day" means a day when district schools are open for business.
- e.** "Party in interest" is a person, agent or agency with an interest in the grievance.

### **B. Procedures**

- 1.** Grievances shall be processed promptly and expeditiously.
- 2.** Formal grievances and appeals shall be filed in writing, with a copy simultaneously delivered to the Director of Personnel.
- 3.** Communications and decisions concerning formal grievances shall be in writing.
- 4.** A grievant shall be permitted a representative at all levels of the procedure.
- 5.** Either party may add additional evidence during the course of the grievance process, provided that any such evidence is provided to the other party prior to the next step in which the additional information will be presented.
- 6.** Failure by a grievant to process a grievance within the specified time limits shall render the grievance null and void.

7. Failure by the Board to issue a decision within the special time limits shall render the grievance advanced to the next level.
8. Grievances shall be adjudicated according to the terms of this procedure and the filing, pendency, or hearing of any grievance shall not impede the normal management of the work force or operations of any of the activities or functions of the Board.
9. Forms for grievance processing shall be developed between the parties and shall be mutually agreed upon by the parties and distributed on an as needed basis by either party. The forms will be printed on forms that yield two copies in addition to the original copy.
10. The parties in interest will cooperate in investigating and providing pertinent information concerning a grievance being processed.
11. Notice of hearing shall be given to the grievant at least five (5) days in advance and such hearings shall be held on mutually agreeable premises.
12. If a supervisor gives a written reprimand to an employee, he/she shall provide a copy to the LTEA Grievance Chair. The representative may attend a reprimand conference at the invitation of the employee.

**C. Processing**

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual consent of the parties. Such mutual consent shall be drafted and signed by the parties in writing.

**D. Steps of the Grievance Procedure**

1. **STEP ONE** - A grievance, to be considered under this procedure, must be initiated by the grievant within fifteen (15) days from the time of its occurrence. Any employee covered by this Agreement who has a grievance shall discuss it first with his/her principal or immediate supervisor in an attempt to resolve the matter informally at that level.
2. **STEP TWO** – If, as a result of the above discussion, the matter is not resolved satisfactorily within ten (10) days, the grievant shall set forth his/her grievance in writing to the principal, or in the case of non-teaching personnel, to the next level of supervision on the form provided within ten (10) days. Any grievance not submitted on the form provided will be considered void and not eligible for resubmission, except it may be resubmitted if the original time limit for submission of grievances has not expired and the grievance is resubmitted within the original time limit on the proper form. The principal or appropriate supervisor shall communicate his/her decision to the grievant in writing within ten (10) days after receipt of the written grievance.

3. **STEP THREE** - The grievant, no later than ten (10) days after receipt of the decision in the foregoing step, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made on the form provided, reciting the matter as specified above and his/her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as promptly as possible, but within a period not to exceed twenty (20) days. The Superintendent shall communicate his/her decision in writing to the grievant and all related papers and evidence shall be attached.
4. **STEP FOUR** - If the grievance is not resolved to the grievant's satisfaction, he/she may request, not later than ten (10) days after receipt of the Superintendent's decision, a review by the Board. The request shall be submitted in writing to the Superintendent of Schools. All related papers and evidence shall be attached. The Board, or a committee thereof, shall review the grievance and shall, at the option of the Board, hold a hearing with the grievant and render a decision in writing within twenty (20) days of receipt of the grievance by the Board.
5. **STEP FIVE**
  - a. If a decision of the Board does not resolve the grievance to the satisfaction of the grievant and the Association wishes review by a third party, the grievance may be submitted to binding arbitration as long as the grievance concerns a matter that is an allegation that a provision of the contract has been violated. If arbitration is requested, the Association shall notify the Board of Education, within fifteen (15) days of receipt of the Board's decision in Step Four. The notification to the Board of Education shall be submitted by certified mail, to the office of the Superintendent of Schools.
  - b. Grievances concerning (1) any matter for which a specified method of review is prescribed either by law or in any regulation of the State Commissioner 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/her not being re-employed; (3) a complaint by any teacher occasioned by an appointment to or lack of appointment to, retention or lack of retention in these positions, in which tenure is either not possible or not required; (4) any matter not part of this Agreement; and (5) any Board policy shall not be deemed to be arbitrable.
  - c. The following procedures shall be used to secure the services of an arbitrator:
    - (1) Once the Board of Education has received notification within the time limits stated in paragraph "A" above, the parties shall seek to agree upon an arbitrator to serve. If no agreement can be reached within fifteen (15) working days, the Association may invoke the arbitration selection procedures of the Public Employment Relations

Commission (PERC). It is the responsibility of the parties to follow those procedures in determining who shall serve as the arbitrator in each instance.

- (2) The following rules will be binding on any arbitrator and the parties:
  - (a) The arbitrator must first rule on the Arbitrability of the grievance if so requested by either party.
  - (b) The arbitrator shall have no power to add to, subtract from or alter the language of the Agreement. He/she will have no power to make an award inconsistent with law and he/she shall have no power to entertain grievances that do not constitute violations of this Agreement. The arbitrator shall rule only on the allegation that a provision of the Agreement has been violated.
  - (c) The arbitrator's decision shall be final and binding on all parties on matters regarding violations of the contract.
  - (d) The cost of the services of the arbitrator shall be shared equally by the parties in interest.

**E. End of the Year Grievances**

If a grievance occurs at the end of the school year and if an insufficient number of school days exists before the last day of school in which the grievance can be processed fully, the time limits may be reduced or extended by mutual agreement.

**ARTICLE III  
ASSOCIATION RIGHTS AND PRIVILEGES**

**A. Information**

Upon request, the Board agrees to furnish to the Association information concerning class size, number of specialists, minutes of all public Board meetings, individual and group employee health insurance premiums, names and addresses of all employees, scattergrams and other information in the public domain.

**B. Released Time for Meetings**

Whenever it is mutually agreed between the Association and the Superintendent or designee that any employee participates during working hours in negotiations, grievance proceedings, conferences or meetings, that employee shall suffer no loss in pay.



**C. Use of School Buildings**

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings with prior approval of the principal. Such approval shall not be unreasonably withheld.

**D. Use of School Equipment**

Subject to prior approval of the building principal, the Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machine, other duplicating equipment, calculating machines, computers and all types of audiovisual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof. Such approval shall not be unreasonably withheld.

**E. Bulletin Boards**

The Association shall have, in each school building, the exclusive use of a bulletin board in each staff lounge and employees' dining room for reasonable and legitimate Association business.

**F. Mail Facilities and Mail Boxes**

The Association shall have the right to reasonable and legitimate use of the inter-school mail facilities and school mail boxes for Association business as it deems necessary and without approval of building principals or other members of the administration.

**G. Exclusive Rights**

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 employees, and to no other organization seeking to represent employees covered by this agreement.

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

The Association president shall be assigned no other duties beyond the regular classroom/service schedule.

**ARTICLE IV  
EMPLOYMENT AND SALARIES**

**A.** The salaries of all employees covered by this Agreement are set forth in Schedules A through E which are attached hereto and made a part hereof.

**B. Paydays**

**1.** Employees on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.

Checks will be issued on the 15<sup>th</sup> and the last workday of the month, unless the 15<sup>th</sup> or the last workday of the month falls on a Saturday, Sunday, or holiday, in which case, the checks will be issued on the preceding workday.

**2.** Employees on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.

Checks will be issued on the 15<sup>th</sup> and the last workday of the month, unless the 15<sup>th</sup> or the last workday of the month falls on a Saturday, Sunday, or holiday, in which case, the checks will be issued on the preceding workday.

**3.** When a payday falls on or during a school holiday, ten (10) and twelve (12) month employees shall receive their paychecks on the last previous working day.

**4.** Ten (10) month employees shall receive their final checks for the school year and a list of pay dates for the following year on their last working day in June.

**C.** The following provisions apply to Schedule A, Salary Guide for Professional Employees:

**1.** Level 1 on the salary guide shall pertain to persons appointed to the instructional staff with a Bachelor's degree (or its equivalent) from an accredited college or university and to non-degree nurses.

**2.** Level 2 on the guide will be defined as thirty (30) approved credits beyond a Bachelor's degree.

**3.** Level 3 will require the awarding of a Master's degree from an accredited college or university.

**4.** Credit for placement on Level 4 will be defined as thirty (30) approved credits beyond a Master's degree.

**5.** Credit for professional experience in previous employment will be allowed at the prevailing annual increment for the particular training level, if such experience is equivalent to service in the district in the judgment of the Board.

6. Credit for military service in initial employment will be allowed for a maximum of four (4) years at the prevailing annual increment for the particular training level.
  7. Change in classification: A professional employee who reaches a new training level classification during the school year will be placed on the new level for the current year if submission of appropriate documents or official verification is submitted to the BOE as of September 1 and February 1 of that year.
- D.** The following provisions apply to the Schedule B, Salary Guide for Secretaries:
1. Credits for four (4) years secretarial experience may be given at initial hiring.
  2. Credit for up to five (5) years may be given at initial hiring for secretarial experience in the education field.
- E.** In accordance with state statutes, the Board may withhold any increment provided by the Salary Guide and the employee denied an increment to which he/she is otherwise entitled shall have recourse only to the appeals procedures prescribed by such statutes.
- F.** The Board shall deduct from employees' salaries money for any or all of the following as requested by such employees:
1. Health and accident insurance including Blue Cross, Blue Shield, Rider J, Major Medical, Prescription Drug and Dental Care
  2. Annuities
  3. Professional Dues
  4. Contributory Life Insurance
  5. DVUW
  6. United States Savings Bonds
  7. Mercer County Credit Union Payroll Deductions
  8. Disability Insurance
- G.** When requested by a ten (10) month contractual employee, the Board shall deduct 10 percent (10%) of his/her salary from each of his/her paychecks. These funds shall be paid to the employee in equal installments during July and August, in accordance with the regular payroll schedule. All such funds so deducted shall be deposited by the Business Office as they accrue in an interest bearing account. Whenever interest earnings accrue, such interest shall be promptly transferred into an account identified as the Lawrence Township Education Association Philanthropic Fund Account. This account will be administered by the Executive Board of the Lawrence Township Education Association.
- H.** 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.

- I.** The Board shall have the right to terminate the employment of any employee not under tenure upon written notice of not less than sixty (60) days in the case of professional employees and not less than fifteen (15) days in the case of non-professional employees, except that such notice shall not be required where such termination is made the Board on grounds permitted by appropriate statutes. No employee shall voluntarily cease his/her employment with the Board unless he/she has first given the Board at least sixty (60) days written notice of his/her intention to do so, in the case of professional employees and fifteen (15) days in the case of non-professional employees.
- J.** In the case of the removal of an employee from a position of coach or extra duty pay advisor for which tenure is not required or attainable, the employee shall be given written notice as promptly as possible prior to the termination of such position. Removal from such position shall not be subject to the grievance procedure but may be subject to review by the immediate supervisor making such decisions.
- K.** Whenever the Administration recommends not to renew the contract of an individual employee (either certificated or non-certificated) not under tenure, the Administration shall give written notice of such intention to the employee as early as possible but in no event later than May 15 of the year in which the contract expires. An employee receiving such notice shall be afforded an opportunity promptly, upon request, to discuss the matter with the Superintendent of Schools or his/her designee. Any employee who intends not to renew his/her employment contract with the Board shall give written notice of such intention to the Board as early as possible but in not less than sixty (60) days for professional employees and fifteen (15) days for non-professional employees.
- L.** A suspended professional employee shall not suffer loss in pay before the Board takes final action or, in the case of tenured employee, files charges with the Commissioner.
- M.** Whenever any employee is required to appear before the Board, or any committee thereof, concerning any matter which could adversely affect the continuation of that employee in his/her office, position of employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meetings or interview.

**N.** Hourly pay for the following employment:

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>
Curriculum Work	32.13	33.42	34.76
Supplemental Instruction	32.13	33.42	34.76
Home Instruction	32.13	33.42	34.76
Summer School	36.63	38.10	39.62
Summer Guidance	36.63	38.10	39.62
Summer CST	36.63	38.10	39.62
Presenter *	42.00	42.00	42.00

\* A presenter is a teacher who provides inservice/professional development programs to in-district staff. The above rate shall apply to the actual time spent in presenting the inservice/professional development program, plus up to two (2) hours of preparation time, in accordance with the standards of the New Jersey Department of Education, and as approved by the Superintendent or designee.

**O.** Any newly hired teaching staff member who works less than fifty (50%) percent of the work year as defined by his/her specific job description shall not be entitled to a salary increment in the subsequent year. Any such teaching staff member who works more than fifty (50%) percent of the work year in any school year shall be entitled to a salary increment for the subsequent year, absent Board action withholding same.

**P. Custodians/Maintenance/Cleaners**

**1.** Any maintenance, custodian personnel employed prior to June 30, 1995, working the Mid-day or Night shift shall be paid an hourly premium as follows:

	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>
Mid-day Shift	\$.36	\$.37	\$.38
Night Shift	\$.41	\$.43	\$.45

**2.** Straight time hourly rates are determined by the following formula:

Guide step amount divided by 2080 hours.

**3.** One and one-half (1½) times his/her straight time hourly rate shall be paid an employee for all hours he/she works in excess of forty (40) hours in any one week. Also, one and one-half (1½) times the straight time hourly rate shall be paid an employee for all hours he/she works in excess of eight (8) hours in any work day.

**4.** Double time shall be paid an employee for all hours worked on Sunday. Double time plus holiday pay will be paid for all hours worked on holidays.

5. Any employee called from home after completing his/her regular eight (8) hour work day, or on an unscheduled work day shall be paid a minimum of three (3) hours at the rate of one and one-half (1½) time his/her straight time rate.
  6. If, at the discretion of an administrator, a cleaner, a custodian or maintenance employee must have his/her lunch interrupted in order to perform a necessary custodial or maintenance function, then the employee shall be eligible for time and one-half payment for the one-half (½) hour lunch period that has been interrupted. The Payment will only be made if authorized by the immediate supervisor and no payments will be made if lunch is interrupted by the employee without permission of the employee's immediate supervisor.
  7. The Board will pay an annual \$350 stipend for any custodian/ maintenance/cleaner with a Black Seal license. This stipend shall be added to the base salary and shall be pensionable.
  8. The Board will pay an annual \$350 stipend for any person who possesses a CPO license, and is assigned to be a Certified Pool Operator in the District. Assignments will be made on an as needed basis. This stipend shall be added to the base salary in the year of the assignment, and shall be pensionable.
- Q.** The following provision applies to non-certified staff: Any staff member who is assigned to the position of Operations Assistant will be compensated with additional (pensionable) salary, paid in equal installments, as part of the regular payroll. Such compensation will continue as long as the person is performing the duties of an Operations Assistant. It is understood that a person holding such title will be required to engage in Board provided training both before being appointed as Operations Assistant and on an as needed basis thereafter.

Rates for Operations Assistants:	<u><b>07-08</b></u>	<u><b>08-09</b></u>	<u><b>09-10</b></u>
	\$1,000	\$1,200	\$1,400

**ARTICLE V  
WORK DAY**

**A. Professional Employees**

1. Professional employees shall devote to their assignments the time necessary to meet their responsibilities. Teachers shall indicate their presence for duty by placing their initials in the appropriate column of the faculty "sign-in" roster.

2. The workday for all professional employees shall be as follows:

High School	7 hours 15 minutes
Middle School	7 hours 15 minutes
Intermediate School	7 hours 15 minutes
Elementary	7 hours 15 minutes

It is recognized by the parties that circumstances may arise upon occasion that will necessitate the enlargement of the aforesaid reporting and leaving times to ensure the satisfactory discharge of the teacher's professional responsibilities.

High school and elementary librarians will work the same as teachers in terms of total hours of teachers within that school building.

3. Present daily teaching loads in the elementary, intermediate, middle and high schools will be maintained so far as practicable but the Board reserves the right to make such changes in teaching loads as may be required for the efficient operation of the schools.

4. All teachers shall be guaranteed one duty-free preparation period per day. Teachers who are employed less than full time will have their preparation time pro-rated.

It shall be at the principal's discretion to schedule one duty-free preparation period per day or six per week for K-6 teachers. No more than two preparation periods shall be assigned on any given day.

5. Within the current total length of work day, for certified K-6 staff members there shall be an increase of instructional time as follows:

effective September 1, 2002: 10 minutes  
effective September 1, 2003: 10 additional minutes

6. Professional employees shall have a daily thirty (30) minute duty-free lunch period and may leave the building during such period without requesting permission provided they sign out and sign in again.

7. Time Beyond Workday

- a. Professional employees may be required to remain after the end of the regular work day without additional compensation, for the purpose of attending not more than four (4) general faculty meetings, called by the building principal and which all professional employees assigned to that building are expected to attend, or departmental meetings per month. Such meetings shall begin promptly and shall run for no more than one (1) hour. So far as practicable, such meetings shall not be called on Fridays, on a day preceding a school holiday, or on any day upon which teacher attendance is

not required. No meeting shall be held Thursday except in case of emergency. The administration, in addition, may require professional personnel to be present, at its discretion, on two (2) evenings per year to conduct parent/teacher conferences, educational meetings, school district programs, student/teacher/parent gatherings or other school functions and programs. Such attendance shall be compulsory and shall be without additional compensation. One of the above evenings shall be scheduled on an early dismissal day. Additional time for parent conferences shall be three (3) hours annually. The time shall be scheduled on one evening during fall or spring conferences, on a school by school basis. An administrator will be on duty in each building. Effective July 1, 2002, one additional evening meeting, not to exceed two (2) hours in length, shall be scheduled.

**b. Compensatory Time**

All employees other than Custodians/Maintenance/Cleaners who are required by their supervisor to provide a service or attend an activity which is not specified in the contract are entitled to one compensatory day (hour) for every day (hour) of service provided.

Employees other than Custodians/Maintenance/Cleaners who are requested by their Supervisor to provide a service or attend an activity which is not specified in the contract are entitled to one compensatory day (hour) for every two days (hours) of service provided.

Employees other than Custodians/Maintenance/Cleaners who volunteer to provide a service or attend an activity which is not specified in the contract are not entitled to compensatory time.

**B. Secretaries**

1. Ten (10) and twelve (12) month secretaries shall work seven and one-half (7 1/2) hours daily, exclusive of lunch period.
2. Summer Work Hours
  - a. Summer hours shall be effective immediately upon closing of school in June through August 31.
  - b. Six (6) hours per day exclusive of lunch will be worked during the summer months. Effective July 1, 2005, six and one-half (6 1/2) hours per day, exclusive of lunch will be worked during the summer months.

**C. Instructional Assistants**

1. The normal daily work hours for an instructional assistant will be six (6) hours.



2. Instructional assistants who work more than five (5) hours per day will be given a non-paid thirty (30) minute duty free lunch period.
3. Instructional assistants who work four (4) or more hours shall be given a fifteen (15) minute break as part of their workday. This fifteen (15) minute break shall not be scheduled as the first fifteen (15) minutes nor the last fifteen (15) minutes of the workday.

**D. Custodians/Maintenance/Cleaners**

1. The normal work week for an employee shall consist of five (5) consecutive days of eight (8) work hours each, beginning at 6:00 A.M. Monday and ending 11:30 P.M. on the following Saturday.

When the mid-day shift is introduced, such opening(s) will be posted in order to obtain volunteers. Such volunteers and new hires will be considered for assignment to the midday shift, but the Board/Administration retains the exclusive right to assign staff to the midday shift as determined by the Board/Administration.

Custodians/Cleaners - Day: 6:00 A.M. to 3:00 P.M.  
 Mid-day: 11:00 A.M. to 8:00 P.M.  
 Night: 2:30 P.M. to 11:30 P.M.

Maintenance - Day: 6:00 A.M. to 3:30 P.M.  
 Mid-day: 11:00 A.M. to 8:30 P.M.  
 Night: 2:30 P.M. to 12 midnight  
 Summer optional as agreed upon by both parties:  
 6: 00 A.M. to 3:30 P.M.

Notification of summer hours shall be given by June 1.

Tuesday through Saturday schedule:

Two employees work on the day shift.  
 Two employees work on the mid-day shift.  
 Two employees work on the night shift.

The Tuesday through Saturday schedule will be filled in the following manner:

Those employees currently working this schedule will remain on same. Any new openings will be filled by:

- a. Volunteer - Posting
- b. New hires - On seniority basis
- c. No employee with more than 3 years service will be assigned to this shift

unless agreed to by said employee.

Any employee who normally works mid-day or night shift and voluntarily agrees at management's request, or is otherwise assigned to work day shift during the summer, will receive their normal shift differential. This will be in effect for the duration of the current agreement.

2. Employees shall be guaranteed a 30-minute lunch break.
3. Each employee will be permitted a 15 minute break during the first four hours of the work shift, and an additional 15 minute break during the second four hours of the work shift. All such breaks are to be scheduled by management and are not to be taken by the employee without management authorization.
4. A schedule of all such breaks shall be posted by the district in each building. The schedule will be followed except in cases of safety or clean up emergency, in which case the scheduled break will be provided later in the day in the A.M. or P.M., as applicable.
5. Scheduled overtime work (defined as any outside event) at a particular school shall be offered first to the qualified custodian assigned to that school. In the event they are unavailable for work, the work should be offered to the custodians at the other schools; if no one is available, then the work should be offered to maintenance. When overtime is refused in accordance with the above, it is management's right to designate the lowest senior employee to work the overtime on an as needed basis. A maintenance person who works for five (5) or more consecutive days as a custodian is eligible for any scheduled overtime at the particular school. For this purpose, any overtime work refused by an employee shall be counted as hours worked. The Director of Facilities and Property or his/her designee shall endeavor to equalize the number of overtime hours among the employees in any classification during the school year. However, the assignment of an employee to scheduled overtime for any particular occasion shall rest with the discretion of the Director of Facilities and Property or his/her designee.
6. Scheduled maintenance overtime work shall be offered first to a qualified maintenance employee. When overtime is refused, it is the management's right to designate the lowest senior employee to work the overtime on an as needed basis. For this purpose, any overtime work refused by an employee shall be counted as hours worked. The Director of Facilities and Property or his/her designee shall endeavor to equalize the number of overtime hours among the employees in any classification during the school year. However, the assignment of an employee to scheduled overtime for any particular occasion shall rest with the discretion of the Director of Facilities and Property or his/her designee.
7. An employee who is assigned, in writing, to work temporarily in a higher paid classification will receive payment at the higher rate after working in the higher classification for more than 7 consecutive days. Such employee shall be paid on the

higher guide, at the same step he/she occupied prior to the temporary assignment.

## **ARTICLE VI WORK YEAR**

### **A. School Year**

The Board reserves the right to determine the calendar year. The school calendar adopted by the Board shall consist of one hundred ninety (190) days which shall include three (3) emergency days. Those emergency days which are unused will be deducted from the last days of the calendar. For students, the school calendar shall consist of one hundred and eighty-two (182) days. For teachers previously employed in the district the school calendar shall consist of one hundred and eighty-seven (187) days.

There will be five (5) in-service days per school year. The Administration has the option to eliminate in-service days and replace each day eliminated with six (6) hours of approved training. Part-time teachers have the same in-service requirements as full-time teachers. The Board may require that teachers new to the District attend up to five (5) additional in-service days during the summer recess before and after their first year of service. The total number of days over the two (2) periods of summer recess shall not exceed five (5) days. These days are without compensation. This includes teachers who return to the District after a break in service.

### **B. Secretaries**

1. Vacation time must be approved in writing, as follows:

- a. A person who wishes to take up to four (4) days vacation will need to have written approval for such vacation at least two (2) business days before the vacation begins.
- b. A person who wishes to take five (5) or more days vacation will need to have written approval for such vacation at least five (5) business days before the vacation begins.

Such advance approval will be waived in an emergency situation involving the health or safety of the employee, spouse, domestic partner, child, child of domestic partner, parent or grandparent. It is understood that in such emergency situations, the employee will seek vacation approval as soon as possible.

2. Ten (10) month secretaries shall work from September 1 to the last day scheduled for teachers and shall have the same vacation days as teachers. Those ten (10) month secretaries who have completed eleven (11) years of service shall be eligible for three (3) additional vacation days.

3. Secretaries employed for twelve (12) months shall have those holidays listed for all employees on the school calendar adopted by the Board.
4. Secretaries employed for twelve (12) months shall have fifteen (15) vacation days earned after one (1) year of employment, plus one-half (½) of the Christmas and Spring recesses. Those twelve (12) month secretaries who have completed eleven (11) years of service shall be eligible for five (5) additional vacation days to be taken during the months of July and/or August.
5. Twelve (12)-month secretaries shall be entitled to time off to attend the NJEA Convention.

**C. Instructional Assistants**

1. The normal work year for instructional assistants will be 182 days for the duration of this Agreement.
2. Any instructional assistant contracted to work less than or more than the normal work year shall be paid the proportionate share of the normal annual salary.

**D. Custodians/Maintenance/Cleaners**

1. Vacation time must be approved in writing, as follows:
  - a. A person who wishes to take up to four (4) days vacation will need to have written approval for such vacation at least two (2) business days before the vacation begins.
  - b. A person who wishes to take five (5) or more days vacation will need to have written approval for such vacation at least five (5) business days before the vacation begins.

Such advance approval will be waived in an emergency situation involving the health or safety of the employee, spouse, domestic partner, child, child of domestic partner, parent or grandparent. It is understood that in such emergency situations, the employee will seek vacation approval as soon as possible.

2. All employees shall have off thirteen and one half (13 ½) days holiday leave.
3. Employees hired prior to July 1, 1990, will be entitled to annual vacation as follows:

First through ninth year	- 15 days
10 <sup>th</sup> year	- 16 days
11 <sup>th</sup> year	- 17 days
12 <sup>th</sup> year	- 18 days
13 <sup>th</sup> year	- 19 days
14 <sup>th</sup> year	- 20 days
15 <sup>th</sup> year	- 21 days
16 <sup>th</sup> year	- 22 days
17 <sup>th</sup> year	- 23 days
18 <sup>th</sup> year	- 24 days
19 <sup>th</sup> year	- 25 days
After 20 years	- 25 days

All employees hired after July 1, 1990, shall be entitled to annual vacation as follows:

First through fifth year	- 10 days
Sixth through fifteenth year	- 15 days
After sixteenth year	- 20 days

During the first year of employment, the employee will earn a pro-rated portion of the ten (10) days vacation, to be taken during the succeeding school year. At the completion of each school year thereafter, the employee will become eligible for vacation entitlement, shown above to be taken during the succeeding school year.

All unused vacation time may be carried to the next school year upon approval by the Director of Personnel. This unused vacation time must be used by December 31<sup>st</sup> of that school year.

Custodians/Maintenance/Cleaners may not take vacation five (5) days preceding the start of school or the first five (5) days of school.

C/M/C employees must request approval from the Director of Personnel to attend programs at the NJEA convention.

**E. Vacation Days for TOSAs**

1. Vacation days will be earned based on the time worked in the previous year, from July 1 through June 30, pro-rated as needed.

2. Vacation entitlement will be determined by years of service in the District as a TOSA, based on the following schedule:
  - a. First through fifth year – 10 days
  - b. Sixth through fifteenth year – 15 days
  - c. After sixteenth year – 20 days
4. Earned vacation time may be taken with prior approval of the immediate supervisor, and must be taken during non-instructional days, unless special permission is granted by the immediate supervisor.
5. Vacation time cannot be carried over from one school year to the next. Any vacation time not taken by June 30 of the school year in which the vacation time became available for use will be converted to sick days, provided, however, that the number of sick days banked at the end of any school year may not exceed 15; and any vacation days remaining after banking 15 sick days will be lost.

**ARTICLE VII**  
**SENIORITY: Custodians/Maintenance/Cleaners**

- A. Seniority is defined for purposes of this article as an employee's total length of continuous service within a classification listed in this Article. During the first ninety (90) days of employment, the employee will be classified as a temporary probationary employee. If at the end of the ninety (90) day period, the employee is offered a contractual appointment for the balance of the school year, the appointment will be retroactively dated to the start of the ninety (90) day period. During the ninety (90) day period, the employee will have no rights or privileges granted by this contract.
- B. Each time a question as to seniority arises between two or more qualified employees having the same total length of continuous contractual service, those employees all draw to determine seniority rank for the purpose in question.
- C. In all cases of a layoff, recall, and vacation schedules, employees with the greatest amount of seniority within the classification affected shall be given preference. A person laid off due to a reduction in the number of employees will be kept on recall status for two (2) calendar years. However, to be reemployed, the employee must be qualified for the position available.
- D. The Board shall maintain an accurate up-to-date seniority roster showing the date on which each employee's continuous contractual service began, his/her seniority in each applicable classification and pay rate, and a copy of same shall be made available to the LTEA.
- E. Upon a transfer or promotion to another classification, seniority in the former classification(s) shall continue to accrue, and seniority in the new classification shall begin to be earned on the effective date of the transfer/promotion.

- F. The classifications for purposes of a “bump” are “cleaner, custodian, maintenance.”

## **ARTICLE VIII WORKING CONDITIONS**

- A. Any custodian, maintenance person or cleaner who has at least three (3) consecutive years of continuous employment with the Board shall hold his/her position during good behavior and efficiency and shall not be dismissed or suspended or reduced in compensation, except as the result of the reduction of the number of employees in the district made in accordance with the provisions of Title 18A or except for neglect, misbehavior or other offense and only in the manner prescribed by sub-article B of Article 2 of Chapter 6 of Title 18A.

### **B. Safety**

1. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
2. A joint Board-Employee Safety Committee shall be established to institute safety practices within the confines of all building and grounds under the jurisdiction of the Board. The committee shall consist of seven (7) members as follows:
  - a. Three (3) representatives chosen by the Board
  - b. Three (3) representatives chosen by the LTEA
  - c. The Board's Business Manager or designee

The Safety Committee shall study and make recommendations to the Board regarding safety generally, including but not limited to work clothes, foul weather gear, and safety eyeglasses. All recommendations of the Safety Committee will be reviewed by the Board and are subject to Board approval. The Safety Committee shall meet when needed but will hold at least one meeting quarterly.

3. For the duration of this contract the Board will supply the following safety items for custodians/maintenance/cleaner staff:
  - a. Safety glasses (non-prescription)
  - b. Foul weather gear prior to the start of each school year to any employees who are required to work outside in the weather.
  - c. Each employee will receive \$130 per year reimbursement towards the purchase of steel-tipped safety shoes.

The wearing of Board issue safety equipment is required.

- C. The Board will supply uniforms (shirts and pants) and tools for custodians/maintenance/cleaner staff. The Board will supply five (5) uniforms per year, by October 1 of each year, for custodians/maintenance/cleaner staff.

- D.** All employees permanently or temporarily assigned as custodians or head custodians will be expected to perform simple repair tasks in the building to which they are assigned. Simple repair tasks are defined but not limited to the following:
1. Tightening up screws in doors, equipment, banisters, etc.
  2. Installing new glides on furniture
  3. Installing pencil sharpeners and other small equipment
  4. Touch up painting
- E.** The Board may, at its discretion, adopt work rules for the efficient, orderly, and timely operation of assignments performed by custodians/maintenance/cleaner staff. The work rules shall not include any references to matters relating to discipline. The Negotiation Chair/LTEA President will be given a copy of any work rules fifteen (15) days prior to the imposition of these work rules and the Negotiation Chair/LTEA President will be required to make any consultative comments he/she may have no later than ten (10) days after receipt of the proposed work rules. The Board will consider the comments of the Negotiations Chair/LTEA President, but the final adoption and implementation of the work rules document will be left to the discretion of the Board and its Agents. The LTEA will make every effort to facilitate the successful operation of these work rules but reserves the right to submit to the grievance procedure.

## **ARTICLE IX LEAVES OF ABSENCE**

**A. Sick Leave**

Ten (10) month employees will be allowed eleven (11) sick leave days per year. Twelve (12) month employees will be allowed thirteen (13) sick leave days per year. Any unused sick leave from one school year may accrue and be used in any other school year, as follows: For the current school year the number of sick leave days so allowed, together with any sick leave days accrued as an employee of the Lawrence Township Board of Education, are available to the employee as of the effective date of contractual employment.

Sick leave for TOSAs will be the same as for Twelve (12) month employees.

**B. Personal Leave**

Up to three (3) days leave of absence for personal matters will be allowed per year. Application to the Superintendent or his/her designee for personal leave shall be made at least one (1) day before taking such leave (except in case of emergencies). One (1) day's notification shall be given for one (1) day of such leave and employee shall not be required to state the reason for taking such leave other than he/she is taking it under this Section. No employee will be allowed to take personal leave on the day before or the day after an authorized school holiday.



Unused personal days shall be accumulated as sick days to a total maximum of fifteen (15) days in any year.

**C. Death In Family Leave**

1. Death leave shall be defined to mean the leave from a post of duty of an employee due to the death of a member of the immediate family.
2. Immediate family: up to five (5) days leave per occurrence without loss of pay shall be granted when an employee suffers a loss of a member of the immediate family. "Immediate Family" shall include husband, wife, children, grandchildren, mother, father, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, cohabitant partner, child of cohabitant partner, or any member of the employee's immediate household.
3. Other close relative: up to three (3) days leave per occurrence without loss of pay shall be granted when an employee suffers the loss of a sister-in-law, brother-in-law, grandmother, grandfather, grandmother-in-law, grandfather-in-law.
4. Close friend or a relative who is not a member of the immediate family: up to one (1) day of leave per occurrence without loss of pay shall be granted for any employee to attend the services for a close friend or relative who is not a member of the immediate family.
5. Computing days - in computing such days, the following days will not be counted: legal holidays, weekends, or other days when the employee's attendance is not required.
6. Unusual Circumstances - in unusual circumstances, the Superintendent is authorized to determine if a special relationship existed between the deceased and the employee which is not covered by any policy, and to determine if a leave is warranted due to these special circumstances. In such instances, the Superintendent is authorized to take discretionary action.

**D. Sickness in the Family Leave**

Up to three (3) days leave of absence per year without loss of pay will be allowed when personal presence is needed due to illness of a spouse, parent, grandparent, child, grandchild, brother, sister, spouse's parents, cohabitant partner, or child of cohabitant partner.

- E.** Leaves taken pursuant to Section B and D above shall be in addition to any sick leave to which the employee is entitled.

**F. Disability/Maternity Leave**

1. An employee who is unable to work due to a disability, including a maternity disability, may request a leave of absence for the period of time related to the disability. The Board shall not arbitrarily or unreasonably deny such requested leave. Unless the employee on leave has sick leave available and is otherwise able to use sick leave, such leave of absence shall be without pay.
2. Any employee who becomes pregnant shall notify the Superintendent of her condition and, if she elects to remain in her position, may be required to submit periodic certification of her continuing fitness to perform her duties.
3. The Board recognizes that pregnancy-related disabilities must be treated like other disabilities. Thus, during the thirty (30) days preceding and the thirty (30) days following childbirth, when the employee is presumed to be disabled, she will be entitled to sick leave benefits.

Should disability occur earlier in the pregnancy or continue for more than one month following birth, the employee may use additional sick leave benefits if she presents a physician's statement attesting to her continued disability.

4. The Board reserves its right to request that an employee applying for leave submit a statement of health from her physician, and further reserves the right to require a maternity disability leave to start sooner than requested should the employee's condition (mental or physical) warrant this action. Any such action shall be subject to the procedure described in F:1 and F:2 of this Article.
5. The Board shall not remove any employee from her duties during pregnancy, except on any one of the following basis:
  - a. Performance: her performance has substantially declined from the time immediately prior to her pregnancy.
  - b. Physical Incapacity: her physical condition or capacity is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if:
    - (1) The employee fails to produce a certification from her physician that she is medically able to continue working; or
    - (2) The Board's physician and the employee's physician agree that she cannot continue working; or
    - (3) Following any difference of medical opinion between the Board's physician and the employees physician, the Board may request expert consultation in which case a third impartial physician, agreed upon by the employee and the Board, shall be appointed to examine the

employee and render a medical opinion which shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.

- c. Just Cause: any other "just cause" as defined in NJSA Title 18A.
6. When the anticipated period of disability occurs early in the school year and therefore could substantially disrupt the continuity of the educational process, it may be in the best interest of both parties for the leave to start at the beginning of the school year. Should both the Board and the employee agree, the employee may use up to two (2) months of accumulated sick leave, despite the requirement that to receive disability payments an employee must work until one (1) month before childbirth.
7. In the case of pregnancy, the commencement date of the requested maternity disability leave may be any time prior to birth.
8. The Board recognizes that pregnancy does not necessarily disable an employee. Thus, no employee will be required to take unpaid leaves of absences for pregnancy. As described in Article F:2 the Board may at its discretion require periodic physician certification of the employee's continued fitness to perform her duties.
9. As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, this employee will not be able to receive sick leave payments when disability does occur.
10. Except as otherwise provided in this Article, no employee on maternity disability leave shall be barred from returning to work after the birth of her child by any prescribed waiting period between the birth of her child and the date of return to work; however, each such employee shall be required to file, at least two weeks prior to the date of her return or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties, provided that if the Board's physician is not in agreement, that conflict of medical opinion shall be resolved in the same manner as set forth in F:5-b(3) of this Article.

#### **G. Child Care and Adoption Leaves of Absence**

1. The Board shall grant child care or adoption leaves of absence without pay to employees under the following terms and conditions:
  - a. An employee may request an unpaid leave of absence to care for a newly born or adopted child.

- b. Employees seeking an unpaid leave of absence for child care or adoption shall, when possible, make written application to the Superintendent not less than ninety (90) days prior to the requested commencement date of the leave. This ninety (90) day notification period may be reduced by agreement between the employee and the Superintendent.
2. An employee may return to work within the school year in which the leave begins provided he or she shall have specified the month when he or she desires to return. Any change of the date of return within the same school year shall only be allowed at the discretion of the Board, provided application is made following the original grant of the leave of absence but prior to the announced commencement date thereof. Such change may be granted by the Board for reasons associated with the pregnancy, birth, adoption or for other proper causes provided that such change will not substantially interfere with administration of the school. An employee granted a leave of absence with a return date during the same school year, who wishes to extend said leave beyond the school year in which it commences, shall be permitted to do so if he/she makes application at least three (3) weeks prior to the commencement date of his/her leave of absence.
  3. An employee granted a leave of absence under this Article shall be eligible for an increment in the following year (or in the year in which he/she actually returns from such leave) provided he/she has worked at least one-half of the contractual work year.
  4. No employee on child care or adoption leave shall, on the basis of said leave, be denied the opportunity to substitute in the Lawrence Township School District in the area of his/her competence.
  5. Return to Service - an employee returning to service after a child care or adoption leave shall be considered for the same position that was held at the time the leave began, if vacant, or if not, to a substantially equivalent position.

## **H. Family Leave**

A leave of absence without pay up to one (1) year may be granted an employee for the purpose of caring for a member of the employee's immediate family, which is defined as father, mother, brother, sister, husband, wife, cohabitant partner, children, father-in-law, mother-in-law, grandmother, grandfather, or grandchildren. The terms and conditions upon which such leave is granted shall be established in each case by recommendation of the Superintendent and approval by the Board. Employees on such leave are entitled to full benefits for up to twelve (12) weeks in conformity with the New Jersey Family Leave Act.

## **I. Military Leave**

Military leave without pay shall be granted to an employee drafted into or recalled to

military service, or volunteering in a period of national emergency, of the United States. An employee on military leave of absence shall be entitled upon return to work to such tenure, pension and other unemployment benefits as were provided by applicable statutes.

- J.** Upon return to work from any approved extended leave of absence, the employee shall be assigned to the same position assignment formerly held or another similar position within the system at the discretion of the Superintendent.
- K.** The Board may grant such additional leaves of absence without pay as it may deem necessary and appropriate.
- L.** A registered letter, mailed returned receipt requested, will be sent to the employee by the Superintendent thirty (30) days prior to the termination of leave and the employee involved will be required to notify the Superintendent by registered mail no later than three (3) days after receipt of the letter of the employee's intent to resume his/her employment.

**M. Jury Duty**

When employees serve on jury duty, they will be paid their regular contractual salary for each day they are required to report and be available for selection as a juror. In return they will sign over to the Board any payment received for such jury duty.

**ARTICLE X  
SABBATICAL LEAVES OF ABSENCE**

**A. Appropriate Purpose for Sabbatical Leaves of Absence**

- 1.** Sabbatical leaves of absence for the following purposes will be considered appropriate:
  - a.** Formal graduate study or approved professional improvement;
  - b.** Independent research undertaken in consultation with the Superintendent;
  - c.** Writing a doctoral dissertation; and
  - d.** Schedule of travel planned in consultation with the Superintendent.

**2. Leaves for Study or Research**

Any employee covered by this Agreement who has served in the Lawrence Township Public Schools for a period of at least seven (7) consecutive years, may, on the recommendation of the Superintendent of Schools, be granted, by the Board, a sabbatical leave of absence for one (1) academic year, or one (1) semester, for the purpose of approved study or research planned to effect self-improvement and benefit to the school system.

**3. Leave for Travel**

Any employee covered by this Agreement who has served in the Lawrence Township Public Schools for a period of at least ten (10) consecutive years, may, on the recommendation of the Superintendent of Schools, be granted by the Board of Education, sabbatical leave of absence for one (1) academic year, or one (1) semester, for the purpose of approved travel planned to effect self-improvement and benefit to the school system.

**B. Number of Leaves to be Granted to an Individual**

Except for unusual circumstances, another sabbatical leave of absence, with pay, of any type will not be approved earlier than the completion of five (5) consecutive years of service in the Lawrence Township Public Schools after the return from previous sabbatical leave of absence.

**C. Salary During Sabbatical Leaves**

1. Any employee covered by this Agreement on Sabbatical leave of absence shall receive a salary equal to one-half (1/2) the contractual salary to which he/she would be entitled had he/she remained in the school system, for the period of the leave, except for sabbatical leaves of one-half (1/2) year for study or research.
2. Any employee covered by this Agreement on sabbatical leave for one-half (1/2) year of study or research as defined in A-2 shall receive the full salary to which he/she would have been entitled had he/she remained in the school system, that half year.
3. Sabbatical leaves may be combined with programs of study, research, writing, or travel which are financed by outside noncommercial agencies such as universities or foundations.

**D. Application for Sabbatical Leaves of Absence**

1. Applications for leaves starting the first semester may be submitted to the Superintendent no later than the first day of school of the preceding April.
2. Applications for leave starting the second semester must be submitted to the Superintendent not later than the first school day of the preceding November.
3. Applications for sabbatical leaves of absence must be made in the standard form provided by the Superintendent's Office.

**E. Conditions Under Which Sabbatical leaves of Absence Will Be Granted**

1. A maximum of four (4) employees (whether certificated or non-certificated) may be granted sabbatical leave during any contract year.

2. A sabbatical leave of absence with pay will be granted for only one (1) academic year's or one (1) semester's duration.
3. All activities for which leaves are granted must be planned in consultation with the Superintendent. Any major changes in such plans must also be planned in consultation with the Superintendent and approved in advance by the Board. Such leaves will be conditional upon obtaining an acceptable replacement.
4. In cases of sabbatical leaves of absence for pursuance of formal graduate study, a minimum of twenty (20) credit points will be required for full year leaves and ten (10) credit points for one (1) semester leaves. The study must be in courses for which formal college graduate credit is granted. The content of the course pursued should be in the staff member's own field of work in the Lawrence Township Schools or in closely related fields.
5. When formal college credit has been granted during the leave, an official transcript will be required. When leaves have been granted for any other purpose, written reports planned in consultation with the Superintendent of Schools will be required, except in cases of leaves for rest and recuperation.
6. Sabbatical leaves of absence will not be granted for the purpose of engaging in gainful occupations or for the purpose of studying for a trade or another profession.
7. Before beginning the sabbatical leave, the person granted the leave shall enter into contract to return to active service in the Lawrence Township Public Schools for a period of at least two (2) years after the expiration of such leave. A staff member who does not fulfill this agreement shall repay to the Lawrence Township Board of Education a sum bearing the same ratio to the amount of salary received while on leave of absence that the unfulfilled portion of the two (2) subsequent years' service bears to the full two (2) years; provided, however, that the staff member shall be released from such payment if his/her failure to serve the two (2) years as stipulated is due to his/her illness, disability, or death, or if he/she is discharged from his/her position by the Board of Education.
8. During the sabbatical leave the staff member will retain all rights as if in full-time employment including tenure, pension, and eligibility for salary increment.
9. Outside activities in which staff members engage for pay during the regular school year may be continued during a sabbatical leave of absence but must not be expanded in any way during the leave without the approval of the Superintendent.
10. Staff members while on leave will not be employed to do any work for the school system during the period of the leave.

11. A registered letter mailed return receipt requested will be sent by the Superintendent thirty (30) days prior to the termination of leave and the employee involved will be required to notify the Superintendent by registered mail no later than three (3) days after receipt of the letter, of the employee's intent to resume his/her employment.

## **ARTICLE XI EVALUATION**

### **A. Certificated Staff**

1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
2. The State minimum number of observations shall be performed for both tenured and non-tenured teaching staff members. More frequent observations may be conducted if deemed desirable in the case of any teacher for proper evaluation of work performance.
3. Teachers shall be afforded the opportunity to review with the individual making a written report of the observation the contents thereof and to append their comments with respect to such content. The teacher shall sign such report to indicate that it has been shown to and reviewed by him/her.
4. It is recognized by the parties that the purpose of teacher evaluation is primarily to acquaint the teacher with his/her indicated strengths and weaknesses and to suggest how such strengths can be maintained and improved and such weaknesses reduced or eliminated. In this connection, teachers will be afforded the opportunity to discuss written evaluation of their performance with appropriate higher supervision.
5. Any proposed changes in the existing evaluation procedure shall be negotiated between the Board and the Association.

### **B. Non-certificated Staff**

1. The Board reserves its right to conduct and implement a performance evaluation program as designed by the Board.
2. It is recognized by the parties that the purpose of the evaluation is to acquaint the employee with his/her indicated strengths and weaknesses and to suggest how such strengths can be maintained and improved and such weaknesses reduced or eliminated.
3. Each employee will be evaluated at least one time during the school year and the employee shall have the opportunity to confer with the evaluator for the purpose of identifying strengths, weaknesses and other information contained in the evaluation. The employee will receive a copy of the written evaluation prior to the conference.



The employee shall be required to sign the evaluation at the completion of the conference. The employee will also be afforded an opportunity to add his/her written comments as an attachment to the evaluation.

4. Copies of all performance evaluations shall be filed in the central personnel office.

## **ARTICLE XII HEALTH INSURANCE**

- A. Employees may voluntarily participate in the Hospital Service Plan of New Jersey (Blue Cross, Blue Shield, Rider J) and in the Blue Cross/Blue Shield Major Medical Plan, HMO Blue, U.S. Healthcare, current dental insurance company, Paid Prescription, and VSP Vision.
- B. Deductions from the salary payments of participating members of the Plan for the premiums shall be made by the Secretary of the Board, and the premiums paid by him/her to the appropriate agency. The Secretary shall keep on file the signed section of the application form which authorized the deduction.
- C. For employees enrolled in the various available insurance plans, the Board will pay the following amount:
  1. Blue Cross/Blue Shield (UCR Series)/ Rider J 100% (Drug Prescription Plan) (Major Medical Plan) Single Plan.
  2. Blue Cross/Blue Shield (UCR Series)/Rider J 95% (Drug Prescription Plan) (Major Medical Plan) Family Plan.
  3. Blue Cross/Blue Shield (UCR Series)/ Rider J 95% (Drug Prescription Plan) (Major Medical Plan ) Husband and Wife Plan.
  4. Blue Cross/Blue Shield (UCR Series)/ Rider J 95% (Drug Prescription Plan) (Major Medical Plan) Parent and Child Plan.
  5. Blue Cross/Blue Shield (UCR Series)/ Rider J 95% (Drug Prescription Plan) (Major Medical Plan) Medicare Plan:

Single Plan	100%
Family Plan (1 over 65)	95%
Family Plan (2 over 65)	95%
Husband-Wife (1 over 65)	95%
Husband-Wife (2 over 65)	95%

6. Prescription Drug only:
 

Single	100%
Family	95%
Husband and Wife	95%
  
7. Managed Care: PPO/HMO  
 Effective July 1, 2008, PPO/HMO: 100% **employee only**;  
 95% **employee/dependents**.
  
8. Effective July 1, 2005, HMO Blue will now require a ten dollar (\$10.00) office visit co-pay.

**D. Medical Insurance Eligibility**

**1. Certificated Staff and Secretaries**

- a. Secretaries and certificated staff who commence employment on or after September 1, 1998 shall be entitled to the PPO/HMO plans at the above rates. The individual may at his/her own expense pay through payroll deduction the difference in premium for the district's traditional indemnity plan.

**2. Instructional Assistants**

- a. Full time teaching assistants (6 hour minimum) shall, upon commencement of the tenth (10) year of employment, be entitled to employee only Board paid HMO or PPO. The individual may at his/her own expense pay through payroll deductions the difference in premium for family PPO or family HMO or for the district's indemnity plan (from PPO). Part-time teaching assistants, commencing with the 20<sup>th</sup> year of employment, working less than six hours per day shall be entitled to a pro-rata portion of Board paid health insurance.

Prescription Plan: Same as teachers' plan.

- b. The Board agrees to make available to each employee and dependent at no cost to the Board medical insurance protection.

**3. Custodians/Maintenance/Cleaners**

- a. Custodial/Maintenance staff, working a normal work day, shall be entitled to coverage in the HMO or PPO plans, at contribution levels described above. The individual may at his/her own expense pay through payroll deduction the difference in premium from the PPO to the district's indemnity plan.

**E. Miscellaneous**

1. With reference to medical benefits, any married couple who both work for the Lawrence Township Board of Education and who are both full-time employees

entitled to participate in hospitalization programs may, at their option, elect to both enroll under one medical policy at no cost to the employee. The intent of this provision is to provide a full-time Board employee who is married to a full-time Board employee with the option to participate under one medical policy in lieu of the option of electing two (2) medical policies. Ordinarily, the employee would contribute 5% towards family, husband/wife or parent/child premium. Employees electing this option would forgo the 5% employee contribution making the entire premium for the one hospitalization policy the obligation of the Board.

2. IRS Code Section 125 Plan - the Board will pay to create and maintain a section 125 plan enabling all covered employees to receive the dollar value of 25% of the cost of the individual's medical insurance premium. An employee who qualifies for dependent coverage may waive such coverage and will be compensated at the appropriate dependent coverage rate, otherwise compensation will be at the single rate.
  - a. Individuals must choose to maintain insurance or accept payment annually or at such other times as a life-changing event occurs, such as death, divorce or loss of job by spouse, thereby leaving the employee without insurance coverage.
  - b. An individual must provide evidence of coverage under another health insurance policy in order to be eligible for the "opt out" payment.
  - c. The payment will be made in two equal lump sum payments, one in the middle of the work year and one at the end of the work year.
3. The annual deductible under the medical/surgical plan shall be \$200.00 per individual and \$400.00 per family.
4. The Board will pay \$500 annually toward the health premium of a retired secretary who:
  - a. actually retired pursuant to PERS (not vesting)
  - b. served the district for a minimum of 20 years
  - c. is between the ages of 55 and 65 years
5. On a prospective basis only the Board shall pay, as of 1994-95, \$600.00 toward the health insurance premium for retired Custodians/Maintenance/Cleaners who:
  - a. actually retired under PERS
  - b. served the district for a minimum of 15 years
  - c. are between the ages 55 and 65 years

## **F. Dental Insurance**

### **1. Certificated Staff, Secretaries, Custodians/Maintenance/Cleaners**

Effective July 1, 1985, a full family dental program will be provided by the Board of Education. This program shall be consistent with the plan described by the proposal submitted by the Connecticut General Plan or the New Jersey Blue Cross/Blue Shield. Effective July 1, 2004, the Board will pay for 100% of the premium for single employee coverage and 95% of the premium for all other plans, with no cap on the amount.

Effective July 1, 2008, the plan will have an annual deductible of \$100 per person, to a maximum of \$200 per family.

**2. Instructional Assistants**

The Board shall provide 100% of the cost for the employee only (in the above dental plan) for employees working a normal work day. For those employees working less than the normal work day, the Board's share of the premium shall be pro-rated.

Effective July 1, 2008, the plan will have an annual deductible of \$100 per person, to a maximum of \$200 per family.

**G. Prescription Plan**

**1. Certificated Staff, Secretaries, Custodians/Maintenance/Cleaners**

The co-pay under the prescription plan shall be \$12.00 for name brands, \$5.00 for generic, and \$24/\$10 for a 90 day supply ordered by mail. Prescriptions shall not be reimbursable through the major medical plan unless they are specifically excluded under the prescription plan. Co-payment under the prescription plan is always reimbursable under the major medical plan.

Effective July 1, 2005, the co-pay under the prescription plan shall be \$15.00 for name brands, \$10.00 for generic, and \$30/\$20 for a 90 day supply ordered by mail.

**2. Instructional Assistants**

The Board shall provide 100% of the cost of the employee only (in the above prescription drug plan) for employees working a normal work day. For those employees working less than the normal work day, the Board's share of the premium shall be pro-rated.

Effective July 1, 2005, the co-pay under the prescription plan shall be \$15.00 for name brands, \$10.00 for generic, and \$30/\$20 for a 90 day supply ordered by mail.

**H. Vision**

**1. Certificated Staff, Secretaries, Custodians/Maintenance/Cleaners**

**a.** Effective July 1, 2009, the Board shall change to a family vision plan program provided by VSP, with a \$20 deductible.

- b. For Custodians/Maintenance/Cleaners, the Board will replace broken glasses if broken as part of the job.

**2. Instructional Assistants**

The Board shall provide 100% of the cost for the employee only of the current vision plan for employees working a normal work day. For those employees working less than the normal work day, the Board's share of the premium shall be pro-rated.

- I. The Board of Education retains the right to change insurance carriers provided that the benefits remain unchanged. No change in carrier will be made without prior consultation and input from the Association.

NOTE: Those plans covering children shall continue until the child is age 23 and x-ray and laboratory fees shall be covered to a combined annual maximum of \$400.

**ARTICLE XIII  
MEETINGS WITH SUPERINTENDENT**

The Association's representatives shall meet with the Superintendent (and designees at his/her discretion) at least once a month during the school year to review and discuss current school problems and practices and the administration of this Agreement.

**ARTICLE XIV  
TRANSFERS AND REASSIGNMENTS**

- A. The parties recognize that the assignment, transfer and promotion of personnel is a management function vested by law exclusively in the Board, and that nothing in this Agreement should be construed to derogate from the power and responsibility of the Board in regard to such matters. In order to assist the Board in performing this function, as well as to make available as many opportunities as possible for voluntary transfers and promotions within the school system, the parties agreed to the procedural provision hereinafter set forth.

**B. Certificated Staff**

- 1. No later than March 20 of each school year, the Superintendent shall deliver to the Association and post in all school buildings, a list of the known vacancies which shall occur during the following school year.
- 2. Professional employees who desire a change in grade, subject or position, or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than April 1. Such statement shall include an accurate description of the position(s) to which the professional employee desires to be transferred, in order of preference.

3. Notice of an involuntary transfer or reassignment shall be given to professional employees as soon as practicable, and except in cases of emergency not later than June 1. If notice is provided after June 1, the employee has the option to move to his/her new classroom during the remainder of the school year while being provided with a substitute teacher for up to two (2) school days or to move during the following school year as mutually scheduled with the Building Principal. A teacher in grades Kindergarten through six shall be notified of a relocation of classroom in his or her currently assigned building within seven days of the principal's decision.
4. An involuntary transfer or reassignment shall be made only after a meeting between the professional employee and the building principal, at which time the professional employee shall be notified of the reason thereof.

**5. Application Procedure**

Teachers who desire to apply for a position which may be filled, during the summer period when school is not regularly in session, shall submit their name to the Personnel Department, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Personnel Department 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, ordinarily at least twenty-one (21) days before the final date when applications must be submitted and in no event less than fourteen (14) days before such date. In addition, the Personnel Department shall, within the same time period, post a list of promotional positions to be filled during the summer period at the administration office in each school, and a copy of said notice shall be given to the Association.

**C. Certificated and Secretarial Staff**

**1. Date of Posting**

When school is in session, a notice shall be posted as soon as possible in each school ordinarily at least thirty (30) school days before the final date when applications must be submitted and in no event less than ten (10) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Members who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications.

## **2. Criteria for Notice**

In both situations set forth in Sections one (1) and two (2) above, the qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth.

### **D. Custodians/Maintenance/Cleaners**

1. Employees assigned to the second and third shift employed prior to June 30, 1995, shall receive the shift differential when calculating vacation pay.
2. Any changes in shift or hours of work of an employee must be discussed by the employer and the employee prior to the effective date. The LTEA will be notified of any proposed change in shift or hours prior to the employee being notified and shall have the right to be present during such discussions.
3. Any employee who is transferred on a temporary basis shall be given written notice of same. Such notice shall include the length of time and location of transfer. Maximum length of transfer on a temporary basis shall be 30 days.
4. Every vacancy for any position covered by this Agreement, and which vacancy is to be filled shall be posted at least five (5) days before the position is filled. Posting will include the job title, classification, shift, job location, and shall be posted, in addition to other locations, on Custodian Room Bulletin Boards. Vacancies will be filled only at the Board's discretion and candidates will be selected in accordance with qualifications and seniority as defined in Article VII. The Board reserves the right at times of job vacancies to temporarily transfer a custodian from one school to another or from one shift to another.
5. To be eligible to bid for a head custodian vacancy, employee (s) must be a custodian one (1) year prior to the vacancy or have comparable custodian experience within the district. Effective July 1, 1989, any head custodian now employed must have a valid boiler license and driver's license.

### **E. Instructional Assistants**

1. Opportunity will be given to any employee meeting qualifications as prescribed to apply for and receive fair consideration for any position which becomes vacant.
2. Every vacancy for any position covered by this Agreement shall be posted for at least five (5) days before the closing date for filing applications. Posting will include the job title, job location and hourly salary and shall be posted in each school.

**ARTICLE XV  
MANAGEMENT RIGHTS**

- A. The Board reserves to itself sole jurisdiction and authority over matters of policy and according, to provisions of State law, retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulation:
1. to hire, promote, transfer, assign and retain employees in positions within the school district and for just cause to suspend, demote, discharge or take other disciplinary action against employees;
  2. to abolish any such position for reasons of economy or because of reduction in the number of pupils or of change in the reorganization of the district or for other good cause;
  3. to maintain the efficiency of the school district operations entrusted them;
  4. to determine the means by which such operations are to be conducted;
  5. to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency. The rights of the Board shall include, but not be limited to, the provisions set forth in this paragraph;
  6. to establish and administer (not related to terms and conditions of employment) Board activities, training, operational functions, performance of services and maintenance of the facilities and equipment of the Board; and
  7. to determine areas worked, to control and regulate the use of facilities, supplies, equipment, materials and any other property of the Board.
- B. It is understood by all parties that under the ruling of the courts of New Jersey and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.

**ARTICLE XVI  
EXTRA-DUTY POSITIONS**

It is agreed by the parties that extra-duty positions will be filled only at the discretion of the Board of Education. If the Board of Education deems within its jurisdiction not to fill a particular extra-duty position, that position shall remain unfilled for as long a term as is decided by the Board of Education. New positions not filled by the Board of Education may also be eliminated from the payment scale if the position remains unfilled for one (1) academic year. New positions may be added at the discretion of the Board, at any time. Salary scales for new positions will be negotiated with the bargaining agent.



**ARTICLE XVII  
WORK CONTINUITY CLAUSE**

The parties agree that for the life of this Agreement, there will be no strikes, slow downs, job actions or work stoppages.

**ARTICLE XVIII  
MISCELLANEOUS**

- A.** If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B.** Whenever any legal 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 by telegram or certified mail at the following addresses:
  - 1.** If by Association, to Board at 2565 Princeton Pike, Lawrenceville, N.J. 08648.
  - 2.** If by Board, to Association President at home address.
- C.** Copies of this Agreement shall be posted on the District website within thirty (30) days after the Agreement is signed.
- D.** This Agreement incorporates the entire understanding of the parties on all negotiable matters and shall not be added to or deleted from until the subsequent reopening of negotiations in adherence with the dates set forth in this Agreement.
- E.** Anything to the contrary notwithstanding, nothing in this Agreement shall be deemed to constitute a waiver by the Board of or to deny or restrict the Board in the exercise of the rights, responsibilities, or authority granted to it under applicable statutes.
- F.** Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- G.** The Board/Administration may assign a teacher to an additional one or two years of mentoring beyond the first year. The teacher will be responsible for all mentoring fees and will not be reimbursed for the fees associated with the first year of mentoring. A teacher will be reimbursed for fees associated with mentoring for a second and/or third year, provided the teacher is employed in the District for five (5) continuous school years. Such reimbursement will be made, in full, at the beginning of the fifth year of employment.

**ARTICLE XIX  
UNUSED SICK LEAVE AT RETIREMENT**

**A. Certificated Staff/Secretaries**

1. The Board shall pay a retiring employee at the employee's daily rate, to a maximum payment of \$13,750 in 2007-08, \$14,250 in 2008-09, and \$14,750 in 2009-10, for one-half (1/2) of the employee's total unused sick leave accrued in the Lawrence Township School District. Such unused sick leave must have been accumulated while working for the school district. A retiring employee shall be defined as a person who has applied for and is receiving pension benefits from PERS/TPAF. The foregoing benefit shall be paid to the estate of any employee who deceases while employed by the Board.
2. The Board shall pay a resigning employee, who has at least fifteen (15) years of service in the Lawrence Township School District, and who takes a deferred retirement under PERS/TPAF, at the employee's daily rate for one-half (1/2) of the employee's total unused sick leave accrued in the Lawrence Township School District. Payment shall be capped at one-half of the maximum payment set forth in paragraph A.1. (e.g., \$6,500 for 2006-07). Such unused sick leave must have been accumulated while working for the school district. Any person who receives a payment under this paragraph and later returns to the New Jersey pension system shall immediately reimburse the District for the payment received.

**B. Instructional Assistants**

An employee retiring from the district after fifteen (15) years of service in the Lawrence Township Public Schools shall be compensated at a rate of one (1) day for every two (2) days for his/her total sick leave accumulated while working for the school district, up to \$3,300 in 2007-08, \$3,450 in 2008-09, and \$3,600 in 2009-10. A retiring employee shall be defined as a person who has applied for and is receiving pension benefits from PERS/TPAF.

**C. Custodians/Maintenance/Cleaners**

The Board will pay to a retiring employee an amount not to exceed \$8,300 in 2007-08, \$8,450 in 2008-09, and \$8,600 in 2009-10 for one-half (1/2) of the employee's total unused sick leave accrued in the Lawrence Township School District. To calculate the amount payable, (subject to the maximums) multiply the employee's annual salary divided by 240 days times one-half (1/2) the number of unused sick days. A retiring employee shall be defined as a person who has applied for and is receiving pension benefits from PERS.

Whenever a permanent employee dies, having earned annual vacation leave or unused sick leave, there will be calculated and paid to his estate, a sum of money equal to the earned pro-rated vacation based on his salary at the time of his death.

**D. All Staff**

If the Director of Personnel receives written notification of the retirement at least six (6) months in advance of the retirement date the employee will receive payment within two (2) months of the date of retirement. If less than six (6) months advance notice is provided, the payment will be made within fourteen (14) months of the date of retirement.

**ARTICLE XX  
AGENCY SHOP**

The parties agree to implement an agency shop provision pursuant to New Jersey Statutes. This provision shall be effective upon the submission of an appropriate demand and return system to the Board.

The Association agrees to indemnify and hold the Board harmless against any liability for costs, judgments and/or legal fees which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

- A.** the Board gives the Association timely notice in writing of any claims, demand, suit or other form of liability in regard to which it will seek to implement this Paragraph; and
- B.** if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

The Board will collect and distribute to the Association 85% of one-half (½) of the professional annual dues of the Association from any non-Association employee who performs an EDP and/or is paid on a per hour or per diem basis.

**ARTICLE XXI  
PROFESSIONAL DEVELOPMENT**

- A.** The Board shall provide \$60,000 during the 2007-08 school year; \$70,000 for 2008-09 school year; and \$75,000 for 2009-10 school year, for tuition reimbursement of all employees. Application for reimbursement must be made prior to August 1 of any given year and is subject to prior approval by the Superintendent of Schools. To be eligible for reimbursement, a course must relate to the employee's current assignment, or certification covered by contract, and provides benefit to the school district.
- B.** The amount of reimbursement shall be calculated as follows:
  - 1.** The amount of reimbursable tuition for which applications are submitted prior to August 1 shall be determined.

2. If the total amount is less than \$60,000 in 2007-08 or less than \$70,000 in 2008-09 or less than \$75,000 in 2009-10, each individual will be reimbursed for the total amount of his or her application as follows:
    - a. teaching staff members shall be reimbursed for a maximum of nine (9) graduate credits per year at the state college rate;
    - b. non-certificated staff shall be reimbursed for a maximum of two (2) courses (maximum of 6 credits) per year at the state college rate.
  3. Any residual amount will be distributed among the staff who paid for more than nine (9) credits in the applicable year. Payment shall be made on a pro-rated basis predicated upon the residual amount and the total number of excess credits for all such staff.
  4. If the total amount is greater than \$60,000 in 2007-08 or greater than \$70,000 in 2008-09 or greater than \$75,000 in 2009-10, a factor will be calculated by dividing \$60,000 in 2007-08; \$70,000 in 2008-09; and \$75,000 in 2009-10 by the total number of credits submitted for reimbursement. Each individual will be reimbursed an amount equal to the number of credits submitted multiplied by the calculated factor.
  5. Payment shall be made prior to September 1.
- C. Any employee who voluntarily leaves the school district within two (2) calendar years of completion of a course for which he/she is reimbursed shall at the time of separation reimburse the Board of Education for the full amount of its original payment.
- D. Any employee who voluntarily completes a district-sponsored, or district-approved in-service development program, outside of the regular work hours, shall receive a salary adjustment, effective the beginning of the following school term in the amount of twenty dollars (\$20.00) per in-service unit. Each in-service unit shall include a minimum of ten (10) clock hours of attendance and participation. The twenty dollar (\$20.00) payment shall become a permanent part of salary for all personnel who complete the district-sponsored or district approved in-service development program. Payment will be distributed in equal amounts and added to the base salary. This paragraph expires on June 30, 2004. **Staff receiving salary adjustments on that date will continue to receive such adjustments.**

**ARTICLE XXII  
DURATION OF AGREEMENT**

- A.** This Agreement shall be effective as of July 1, 2007, and shall continue in full force and effect until June 30, 2010. This Agreement shall not be extended orally and may not be modified in whole or in part except by an instrument in writing, duly executed by both parties.
  
- B.** The Board's representatives and the recognized or certified employee representatives as selected by their respective organizations, shall enter into collective negotiations concerning a successor agreement to this Agreement not later than one hundred and twenty (120) days prior to the budget submission date of this public employer. Such negotiations shall begin with the complete proposals of employee representatives being submitted to the Board. The Board will provide data as to the number of employees on various salary guide steps as soon as practicable prior to November 1, 2009.
  
- C.** IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by the President, attested to by its Secretary and its corporate seal to be placed hereon.

LAWRENCE TOWNSHIP BOARD  
OF EDUCATION

LTEA

\_\_\_\_\_  
Laura Waters, Ph.D.  
President

\_\_\_\_\_  
Barbara Levine  
President

ATTEST:

ATTEST:

\_\_\_\_\_  
Thomas Eldridge  
Secretary

\_\_\_\_\_  
Monica Orloff  
Secretary

This Agreement shall be separately recommended unanimously by the two bargaining committees to their respective memberships.

### **STIPULATION OF AGREEMENT**

In conjunction with the negotiations between the Lawrence Township Board of Education and the Lawrence Township Education Association, the Association agreed to make numerous changes in the contract proposed by the Board in an effort to avoid the Board's planned effort to privatize its custodial and maintenance services. Those Contract changes have been specifically listed in the Memorandum of Agreement dated October 23, 1995.

It remains the Board's intention not to take any action to privatize employees covered by this agreement for the duration of the agreement. This provision will sunset as of June 30, 2010.

### **STIPULATION OF AGREEMENT**

Teachers who obtain national certification shall receive an annual salary adjustment (pensionable) of \$1,000. This amount will be shown on a separate column.

**SCHEDULE A  
SALARY GUIDE FOR PROFESSIONAL EMPLOYEES  
2007-08**

<b>STEP</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>
<b>1</b>	47,380	48,680	49,880	52,380
<b>2</b>	47,710	49,010	50,210	52,710
<b>3</b>	48,040	49,340	50,540	53,040
<b>4</b>	48,700	50,000	51,200	53,700
<b>5</b>	49,360	50,660	51,860	54,360
<b>6</b>	50,560	51,860	53,060	55,560
<b>7</b>	51,760	53,060	54,260	56,760
<b>8</b>	52,960	54,260	55,460	57,960
<b>9</b>	54,160	55,460	56,660	59,160
<b>10</b>	55,360	56,660	57,860	60,360
<b>11</b>	56,560	57,860	59,060	61,560
<b>12</b>	57,760	59,060	60,260	62,760
<b>13</b>	58,960	60,260	61,460	63,960
<b>14</b>	60,960	62,260	63,460	65,960
<b>15</b>	64,690	65,990	67,190	69,690
<b>16</b>	68,690	69,990	71,190	73,690
<b>17</b>	72,690	73,990	75,190	77,690
<b>18</b>	77,690	78,990	80,190	82,690

**Teachers who obtain national certification shall receive an annual salary adjustment (pensionable) of \$1,000.**

**LONGEVITY**

15 years	=	\$1,500
20 years	=	\$1,750
25 years	=	\$2,000
30 years	=	\$2,500

**SCHEDULE A  
SALARY GUIDE FOR PROFESSIONAL EMPLOYEES  
2008-09**

<b>STEP</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>
<b>1</b>	49,350	50,850	52,050	54,550
<b>2</b>	49,680	51,180	52,380	54,880
<b>3</b>	50,010	51,510	52,710	55,210
<b>4</b>	50,670	52,170	53,370	55,870
<b>5</b>	51,330	52,830	54,030	56,530
<b>6</b>	52,530	54,030	55,230	57,730
<b>7</b>	53,730	55,230	56,430	58,930
<b>8</b>	54,930	56,430	57,630	60,130
<b>9</b>	56,130	57,630	58,830	61,330
<b>10</b>	57,330	58,830	60,030	62,530
<b>11</b>	58,530	60,030	61,230	63,730
<b>12</b>	59,730	61,230	62,430	64,930
<b>13</b>	60,930	62,430	63,630	66,130
<b>14</b>	62,930	64,430	65,630	68,130
<b>15</b>	66,660	68,160	69,360	71,860
<b>16</b>	70,660	72,160	73,360	75,860
<b>17</b>	74,660	76,160	77,360	79,860
<b>18</b>	79,660	81,160	82,360	84,860

**Teachers who obtain national certification shall receive an annual salary adjustment (pensionable) of \$1,000.**

**LONGEVITY**

15 years	=	\$1,500
20 years	=	\$1,750
25 years	=	\$2,000
30 years	=	\$2,500



**SCHEDULE A  
SALARY GUIDE FOR PROFESSIONAL EMPLOYEES  
2009-10**

<b>STEP</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>
<b>1</b>	51,460	52,960	54,160	56,660
<b>2</b>	51,790	53,290	54,490	56,990
<b>3</b>	52,120	53,620	54,820	57,320
<b>4</b>	52,780	54,280	55,480	57,980
<b>5</b>	53,440	54,940	56,140	58,640
<b>6</b>	54,640	56,140	57,340	59,840
<b>7</b>	55,840	57,340	58,540	61,040
<b>8</b>	57,040	58,540	59,740	62,240
<b>9</b>	58,240	59,740	60,940	63,440
<b>10</b>	59,440	60,940	62,140	64,640
<b>11</b>	60,640	62,140	63,340	65,840
<b>12</b>	61,840	63,340	64,540	67,040
<b>13</b>	63,040	64,540	65,740	68,240
<b>14</b>	65,040	66,540	67,740	70,240
<b>15</b>	68,770	70,270	71,470	73,970
<b>16</b>	72,770	74,270	75,470	77,970
<b>17</b>	76,770	78,270	79,470	81,970
<b>18</b>	81,770	83,270	84,470	86,970

**Teachers who obtain national certification shall receive an annual salary adjustment (pensionable) of \$1,000.**

**LONGEVITY**

15 years	=	\$1,500
20 years	=	\$1,750
25 years	=	\$2,000
30 years	=	\$2,500

**SCHEDULE B  
SALARY GUIDE FOR SECRETARIES  
2007-08**

<b>STEP</b>	<b>GROUP 1</b>	<b>GROUP 2</b>
<b>1</b>	32,753	30,327
<b>2</b>	33,833	31,327
<b>3</b>	34,913	32,327
<b>4</b>	35,993	33,327
<b>5</b>	37,073	34,327
<b>6</b>	38,153	35,327
<b>7</b>	40,807	37,784
<b>8</b>	43,650	40,417
<b>9</b>	46,699	43,240
<b>10</b>	50,077	46,368

**LONGEVITY**

15 years	=	\$500
20 years	=	\$750
25 years	=	\$1000
30 years	=	\$1500

**GROUPS COMPRISED OF THE FOLLOWING POSITIONS:**

**GROUP 1 SECRETARIES TO:**

**BUILDING PRINCIPALS, DIRECTOR OF GUIDANCE, DIRECTOR OF ATHLETICS, SUPERVISORS OF INSTRUCTIONAL SERVICES, AND COMPUTER SYSTEMS OPERATOR**

**GROUP 2 SECRETARIES:**

**ALL OTHERS**

**SCHEDULE B  
SALARY GUIDE FOR SECRETARIES  
2008-09**

<b>STEP</b>	<b>GROUP 1</b>	<b>GROUP 2</b>
<b>1</b>	35,942	32,974
<b>2</b>	37,032	33,974
<b>3</b>	38,122	34,974
<b>4</b>	39,212	35,974
<b>5</b>	40,302	36,974
<b>6</b>	41,392	37,974
<b>7</b>	42,482	38,974
<b>8</b>	45,352	41,607
<b>9</b>	48,429	44,430
<b>10</b>	51,838	47,558

**LONGEVITY**

15 years	=	\$500
20 years	=	\$750
25 years	=	\$1000
30 years	=	\$1500

**GROUPS COMPRISED OF THE FOLLOWING POSITIONS:**

**GROUP 1 SECRETARIES TO:  
BUILDING PRINCIPALS, DIRECTOR OF GUIDANCE, DIRECTOR OF  
ATHLETICS, SUPERVISORS OF INSTRUCTIONAL SERVICES, AND COMPUTER  
SYSTEMS OPERATOR**

**GROUP 2 SECRETARIES:  
ALL OTHERS**

**SCHEDULE B  
SALARY GUIDE FOR SECRETARIES  
2009-2010**

<b>STEP</b>	<b>GROUP 1</b>	<b>GROUP 2</b>
<b>1</b>	39,773	36,157
<b>2</b>	40,873	37,157
<b>3</b>	41,973	38,157
<b>4</b>	43,073	39,157
<b>5</b>	44,173	40,157
<b>6</b>	45,273	41,157
<b>7</b>	46,373	42,157
<b>8</b>	47,473	43,157
<b>9</b>	50,578	45,980
<b>10</b>	54,019	49,108

**LONGEVITY**

15 years	=	\$500
20 years	=	\$750
25 years	=	\$1000
30 years	=	\$1500

**GROUPS COMPRISED OF THE FOLLOWING POSITIONS:**

**GROUP 1 SECRETARIES TO:  
BUILDING PRINCIPALS, DIRECTOR OF GUIDANCE, DIRECTOR OF ATHLETICS,  
SUPERVISORS OF INSTRUCTIONAL SERVICES, AND COMPUTER SYSTEMS  
OPERATOR**

**GROUP 2 SECRETARIES:  
ALL OTHERS**

**SCHEDULE C  
SALARY GUIDE FOR INSTRUCTIONAL ASSISTANTS**

LIBRARY & BUSINESS AIDES		ALL OTHER INSTRUCTIONAL ASSISTANTS
07/08	\$21.00	\$18.50
08/09	22.50	20.00
09/10	24.50	21.50

"Effective 7/1/93, instructional assistants with less than 8 years of service in the Lawrence Township Public Schools will need 15 years of service to attain longevity. Those currently having 9-15 years of service will continue to earn longevity as per the following chart."

**LONGEVITY FOR ALL INSTRUCTIONAL ASSISTANTS**

10 - 15 YEARS= \$	.40	11 - 15 YEARS = \$	.40	12- 15 YEARS= \$	.40
16-20 YEARS=	.45	16-20 YEARS=	.45	16-20 YEARS=	.45
21-25 YEARS=	.55	21-25 YEARS=	.55	21-25 YEARS=	.55
25-30 YEARS=	.65	25-30 YEARS=	.65	25-30 YEARS=	.65
30+ =	.90	30+ =	.90	30+ =	.90

**SCHEDULE D  
SALARY RANGE FOR INTERPRETERS**

07/08	4.75% increase applied to annual salary on June 30 of prior school year
08/09	4.70% increase applied to annual salary on June 30 of prior school year
09/10	4.70% increase applied to annual salary on June 30 of prior school year

**SCHEDULE E**  
**SALARY GUIDES FOR CUSTODIANS/MAINTENANCE/CLEANERS\***  
**2007-08**

<b>STEP</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
0	43,492	44,375	45,715	48,055
I	44,325	45,208	46,548	48,888
II	45,174	46,057	47,397	49,737
III	46,040	46,923	48,263	50,603
IV	47,260	48,143	49,483	51,823
V	48,510	49,393	50,733	53,073

\*IN 1995-96 A NEW CATEGORY OF "CLEANER" WAS ESTABLISHED. THE HOURLY RATE FOR CLEANER IS:

2007-08            \$16.05

**LONGEVITY**

10 YEARS =	\$390
15 YEARS =	415
20 YEARS =	590
25 YEARS =	715
30 YEARS =	840

LEVELS COMPRISED OF THE FOLLOWING POSITIONS:

LEVEL 1	CUSTODIAN AND DRIVER
LEVEL 2	HEAD CUSTODIAN ELEMENTARY (BFS, LES, EPS, SWS) AND MAINTENANCE
LEVEL 3	HEAD CUSTODIAN (LMS, LIS, LHS)
LEVEL 4	CARPENTER, PLUMBER, AND ELECTRICIAN

**SCHEDULE E**  
**SALARY GUIDES FOR CUSTODIANS/MAINTENANCE/CLEANERS\***  
**2008-09**

<b>STEP</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
0	45,432	46,315	47,655	49,995
I	46,265	47,148	48,488	50,828
II	47,114	47,997	49,337	51,677
III	47,980	48,863	50,203	52,543
IV	49,200	50,083	51,423	53,763
V	50,450	51,333	52,673	55,013

\*IN 1995-96 A NEW CATEGORY OF "CLEANER" WAS ESTABLISHED. THE HOURLY RATE FOR CLEANER IS:

2008-09        \$16.80

**LONGEVITY**

10 YEARS =	\$390
15 YEARS =	415
20 YEARS =	590
25 YEARS =	715
30 YEARS =	840

**LEVELS COMPRISED OF THE FOLLOWING POSITIONS:**

LEVEL 1	CUSTODIAN AND DRIVER
LEVEL 2	HEAD CUSTODIAN ELEMENTARY (BFS, LES, EPS, SWS) AND MAINTENANCE
LEVEL 3	HEAD CUSTODIAN (LMS, LIS, LHS)
LEVEL 4	CARPENTER, PLUMBER, AND ELECTRICIAN

**SCHEDULE E**  
**SALARY GUIDES FOR CUSTODIANS/MAINTENANCE/CLEANERS\***  
**2009-10**

<b>STEP</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
0	47,587	48,470	49,810	52,150
I	48,420	49,303	50,643	52,983
II	49,269	50,152	51,492	53,832
III	50,135	51,018	52,358	54,698
IV	51,355	52,238	53,578	55,918
V	52,605	53,488	54,828	57,168

\*IN 1995-96 A NEW CATEGORY OF "CLEANER" WAS ESTABLISHED. THE HOURLY RATE FOR CLEANER IS:

2009-10      \$17.59

**LONGEVITY**

10 YEARS =	\$390
15 YEARS =	415
20 YEARS =	590
25 YEARS =	715
30 YEARS =	840

LEVELS COMPRISED OF THE FOLLOWING POSITIONS:

LEVEL 1	CUSTODIAN AND DRIVER
LEVEL 2	HEAD CUSTODIAN ELEMENTARY (BFS, LES, EPS, SWS) AND MAINTENANCE
LEVEL 3	HEAD CUSTODIAN (LMS, LIS, LHS)
LEVEL 4	CARPENTER, PLUMBER, AND ELECTRICIAN



**SCHEDULE F**  
**SALARY GUIDE - EXTRA DUTY ASSIGNMENTS**  
**2007 – 2008**

TITLE OF POSITION	EXTRA DUTY SALARY	TITLE OF POSITION	EXTRA DUTY SALARY
<b>ATHLETICS</b>			
A. Football		D. Equipment Manager	\$5,560
Varsity	\$8,394		
Assistants (5)	6,073	Track-Winter	
		Varsity (2)	5,560
B. Basketball		Assistants (2)	4,082
(Boys' & Girls')		Tennis	
Varsity (2)	7,823	Varsity (2)	5,560
Assistants (4)	5,675	Assistants (2)	4,082
C. Baseball		E. Cheerleader	
Varsity	6,010	Varsity (2)	4,428
Assistants (2)	4,407	Assistants (2)	3,296
Field Hockey		Cross Country	4,428
Varsity	6,010	Golf	4,428
Assistants (2)	4,407	F. Athletic Trainer (3)	3,165
Ice Hockey		G. Weight Training (3)	2,735
Varsity	6,010		
Assistant	4,407		
Soccer			
(Boys' & Girls')			
Varsity (2)	6,010		
Assistants (3)	4,407		
Softball			
Varsity	6,010		
Assistants (2)	4,407		
Swimming			
Varsity	6,010		
Assistants (1)	4,407		
Diving Coach	4,407		
Track-Spring			
Varsity (2)	6,010		
Assistants (4)	4,407		
Wrestling			
Varsity	6,010		
Assistants (2)	4,407		
Lacrosse			
(Boys' & Girls')			
Varsity (2)	6,010		
Jr. Varsity (2)	4,407		

**ATHLETICS MIDDLE SCHOOL**

Baseball Boys'	\$2,788
Basketball Boys'	3,506
Basketball Girls'	3,506
Basketball Boys' "B"	3,506
Basketball Girls' "B"	3,506
Cheerleader-Winter	2,788
Field Hockey	2,788
Field Hockey "B"	2,788
Intramural Director (3)	2,012
Soccer Boys'	2,788
Soccer Girls'	2,788
Soccer Boys' "B"	2,788
Soccer Girls' "B"	2,788
Softball Girls'	2,788
Track (3)	2,788
Wrestling	2,788

**SCHEDULE F**

**SALARY GUIDE - EXTRA DUTY ASSIGNMENTS  
2007 – 2008**

TITLE OF POSITION	EXTRA DUTY SALARY	TITLE OF POSITION	EXTRA DUTY SALARY
<b>HIGH SCHOOL</b>		<b>MIDDLE SCHOOL</b>	
Detention Supervisor (2)	\$3,071	Tech/A.V. Coordinator	\$1,755
School Store	2,851	Year-End Video Presentation	1,540
Yearbook Advisor	5,816	Yearbook Advisor (2)	2,599
Newspaper	4,140	Literary Magazine	2,342
Student Government	3,118	Student Government	2,872
Senior Class Advisor	3,883	7th Grade Advisor	1,750
Junior Class Advisor	2,955	8th Grade Advisor	1,750
Sophomore Class Advisor	2,306		
Freshman Class Advisor	1,755	*Drama Production:	5,816
Forensics	4,182	To be divided among:	
*Musical Production	10,480	Director	
To be divided among:		Assistant Director	
Director		Stagecraft	
Orchestra		School Store	2,851
Choreography		Visual Media Advisor (WLMS)	2,311
Stagecraft		AM Bus Supervisor	2,195
Vocal		35 min./day (4)	
*Drama Production	5,816	PM Bus Supervisor	1,568
To be divided among:		25 min./day (2)	
Assistant Director		Saturday Detention	1,567
Stagecraft		Administrative Detention	2,014
Director Vocal	2,861	<b>INTERMEDIATE &amp; PRIMARY SCHOOLS</b>	
Jazz Band/Concert Band	4,506	Tech/A.V. Coordinator – EPS	\$1,216
Orchestra	3,354	Tech/A.V. Coordinator – LIS	1,216
Math League	2,300	Tech/A.V. Coordinator – BFS	1,216
National Honor Society	2,300	Tech/A.V. Coordinator – LES	1,216
Interact Advisor	2,368	Tech/A.V. Coordinator – SWS	1,216
Mock Trial Advisor	1,981	Newspaper – LIS	2,599
Tangents Advisor	2,265	Student Government – LIS	2,306
Science Olympiad Advisor	1,374	Director Outdoor -Education – LIS	4,087
AM Cafeteria Supervisor	3,060	School Store – LIS	891
Red Scare (2)	4,433	AM Bus Supervisors (4) – LIS 15 min./day	969
Red/White Advisor	1,771	PM Bus Supervisor (1) – LIS 15 min./day	969
International Alliance Club	1,048	AM Bus Supervisors (2) – BFS 15 min./day	969
Facilitating Teachers	3,668	AM Bus Supervisor – EPS 15 min./day	969
		AM Bus Supervisors (2) – LES 15 min./day	969
		AM Bus Supervisor – SWS 15 min./day	969
		Morning Supervisor – LIS 30 min./day	1,939
<b>DISTRICT</b>			
Coordinator of Nurses	\$1,865		
Lead Person Maintenance Day	2,746		
Lead Person Custodial Night	2,746		
MLK Celebration Coordinator	2,197		
AFG/NCLB Coordinators Gr. K-3 (4)	1,350		
AFG/NCLB Coordinators Gr. 4-12 (3)	1,650		
Building Science Coordinators (K-8)	1,048		
(BFS=1, EPS=1, LES=1, SWS=1, LIS=2, LMS=1)			
Let-Me-Learn Coordinator (3)	1,100		
Odyssey of the Mind	3,154		
Holocaust Educator	3,668		

\*Distribution of EDP amount will be negotiated on an annual basis based on production.

All EDP assignments will be appointed by the Principal of the building or the Central Office Administrator for the District positions.

**SCHEDULE F  
SALARY GUIDE - EXTRA DUTY ASSIGNMENTS**

**2008 – 2009**

TITLE OF POSITION	EXTRA DUTY SALARY	TITLE OF POSITION	EXTRA DUTY SALARY
<b>ATHLETICS</b>			
A. Football			
Varsity	\$8,730	D. Equipment Manager	\$5,782
Assistants (5)	6,316		
B. Basketball		Track-Winter	
(Boys' & Girls')		Varsity (2)	5,782
Varsity (2)	8,136	Assistant (2)	4,245
Assistants (4)	5,902		
C. Baseball		Tennis	
Varsity	6,250	Varsity (2)	5,782
Assistants (2)	4,583	Assistants (2)	4,245
Field Hockey		E. Cheerleader	
Varsity	6,250	Varsity (2)	4,605
Assistants (2)	4,583	Assistants (2)	3,428
Ice Hockey		Cross Country	4,605
Varsity	6,250		
Assistant	4,583	Golf	4,605
Soccer		F. Athletic Trainer (3)	3,292
(Boys' & Girls')		G. Weight Training (3)	2,844
Varsity (2)	6,250		
Assistants (3)	4,583		
Softball			
Varsity	6,250		
Assistants (2)	4,583		
Swimming			
Varsity	6,250		
Assistants (1)	4,583		
Diving Coach	4,583		
Track-Spring			
Varsity (2)	6,250		
Assistants (4)	4,583		
Wrestling			
Varsity	6,250		
Assistants (2)	4,583		
Lacrosse			
(Boys' & Girls')			
Varsity (2)	6,250		
Jr. Varsity (2)	4,583		

**ATHLETICS MIDDLE SCHOOL**

Baseball Boys'	\$2,900
Basketball Boys'	3,646
Basketball Girls'	3,646
Basketball Boys' "B"	3,646
Basketball Girls' "B"	3,646
Cheerleader-Winter	2,900
Field Hockey	2,900
Field Hockey "B"	2,900
Intramural Director (3)	2,092
Soccer Boys'	2,900
Soccer Girls'	2,900
Soccer Boys' "B"	2,900
Soccer Girls' "B"	2,900
Softball Girls'	2,900
Track (3)	2,900
Wrestling	2,900

**SCHEDULE F**  
**SALARY GUIDE - EXTRA DUTY ASSIGNMENTS**  
**2008 – 2009**

TITLE OF POSITION	EXTRA DUTY SALARY	TITLE OF POSITION	EXTRA DUTY SALARY
<b>HIGH SCHOOL</b>		<b>MIDDLE SCHOOL</b>	
Detention Supervisor (2)	\$3,194	Tech/A.V. Coordinator	\$1,825
School Store	2,965	Year-End Video Presentation	1,602
Yearbook Advisor	6,049	Yearbook Advisor (2)	2,703
Newspaper	4,306	Literary Magazine	2,436
Student Government	3,243	Student Government	2,987
Senior Class Advisor	4,038	7th Grade Advisor	1,820
Junior Class Advisor	3,073	8th Grade Advisor	1,820
Sophomore Class Advisor	2,398		
Freshman Class Advisor	1,825	*Drama Production:	6,049
Forensics	4,349	To be divided among:	
*Musical Production	10,899	Director	
To be divided among:		Assistant Director	
Director		Stagecraft	
Orchestra		School Store	2,965
Choreography		Visual Media Advisor (WLMS)	2,403
Stagecraft		AM Bus Supervisor	2,283
Vocal		35 min./day (4)	
*Drama Production	6,049	PM Bus Supervisor	1,631
To be divided among:		25 min./day (2)	
Assistant Director		Saturday Detention	1,630
Stagecraft		Administrative Detention	2,095
Director Vocal	2,975	<b>INTERMEDIATE &amp; PRIMARY SCHOOLS</b>	
Jazz Band/Concert Band	4,686	Tech/A.V. Coordinator – EPS	\$1,265
Orchestra	3,488	Tech/A.V. Coordinator – LIS	1,265
Math League	2,392	Tech/A.V. Coordinator – BFS	1,265
National Honor Society	2,392	Tech/A.V. Coordinator – LES	1,265
Interact Advisor	2,463	Tech/A.V. Coordinator – SWS	1,265
Mock Trial Advisor	2,060	Newspaper – LIS	2,703
Tangents Advisor	2,356	Student Government – LIS	2,398
Science Olympiad Advisor	1,429	Director Outdoor -Education – LIS	4,250
AM Cafeteria Supervisor	3,182	School Store – LIS	927
Red Scare (2)	4,610	AM Bus Supervisors (4) – LIS 15 min./day	1,008
Red/White Advisor	1,842	PM Bus Supervisor (1) – LIS 15 min./day	1,008
International Alliance Club	1,090	AM Bus Supervisors (2) – BFS 15 min./day	1,008
Facilitating Teachers	3,815	AM Bus Supervisor – EPS 15 min./day	1,008
		AM Bus Supervisors (2) – LES 15 min./day	1,008
		AM Bus Supervisor – SWS 15 min./day	1,008
		Morning Supervisor – LIS 30 min./day	2,017
<b>DISTRICT</b>			
Coordinator of Nurses	\$1,940		
Lead Person Maintenance Day	2,856		
Lead Person Custodial Night	2,856		
MLK Celebration Coordinator	2,285		
AFG/NCLB Coordinators Gr. K-3 (4)	1,404		
AFG/NCLB Coordinators Gr. 4-12 (3)	1,716		
Building Science Coordinators (K-8)	1,090		
<i>(BFS=1, EPS=1, LES=1, SWS=1, LIS=2, LMS=1)</i>			
Let-Me-Learn	1,144		
Odyssey of the Mind	3,280		
Holocaust Educator	3,815		

\*Distribution of EDP amount will be negotiated on an annual basis based on production.

All EDP assignments will be appointed by the Principal of the building or the Central Office Administrator for the District positions.

**SCHEDULE F**  
**SALARY GUIDE - EXTRA DUTY ASSIGNMENTS**  
**2009 – 2010**

TITLE OF POSITION	EXTRA DUTY SALARY	TITLE OF POSITION	EXTRA DUTY SALARY
<b>ATHLETICS</b>			
A. Football			
Varsity	\$9,079	D. Equipment Manager	\$6,014
Assistants (5)	6,569		
B. Basketball (Boys' & Girls')		Track-Winter	
Varsity (2)	8,461	Varsity (2)	6,014
Assistants (4)	6,138	Assistant (2)	4,415
C. Baseball		Tennis	
Varsity	6,500	Varsity (2)	6,014
Assistants (2)	4,767	Assistants (2)	4,415
Field Hockey		E. Cheerleader	
Varsity	6,500	Varsity (2)	4,789
Assistants (2)	4,767	Assistants (2)	3,565
Ice Hockey		Cross Country	4,789
Varsity	6,500	Golf	4,789
Assistant	4,767		
Soccer (Boys' & Girls')		F. Athletic Trainer (3)	3,423
Varsity (2)	6,500	G. Weight Training (3)	2,958
Assistants (3)	4,767		
Softball		<b>ATHLETICS MIDDLE SCHOOL</b>	
Varsity	6,500	Baseball Boys'	\$3,016
Assistants (2)	4,767	Basketball Boys'	3,792
Swimming		Basketball Girls'	3,792
Varsity	6,500	Basketball Boys' "B"	3,792
Assistants (1)	4,767	Basketball Girls' "B"	3,792
Diving Coach	4,767	Cheerleader-Winter	3,016
Track-Spring		Field Hockey	3,016
Varsity (2)	6,500	Field Hockey "B"	3,016
Assistants (4)	4,767	Intramural Director (3)	2,176
Wrestling		Soccer Boys'	3,016
Varsity	6,500	Soccer Girls'	3,016
Assistant (2)	4,767	Soccer Boys' "B"	3,016
Lacrosse (Boys' & Girls')		Soccer Girls' "B"	3,016
Varsity (2)	6,014	Softball Girls'	3,016
Jr. Varsity (2)	4,415	Track (3)	3,016
		Wrestling	3,016

**SCHEDULE F**

**SALARY GUIDE - EXTRA DUTY ASSIGNMENTS  
2009 – 2010**

TITLE OF POSITION	EXTRA DUTY SALARY	TITLE OF POSITION	EXTRA DUTY SALARY
<b>HIGH SCHOOL</b>		<b>MIDDLE SCHOOL</b>	
Detention Supervisor (2)	\$3,322	Tech/A.V. Coordinator	\$1,898
School Store	3,084	Year-End Video Presentation	1,666
Yearbook Advisor	6,291	Yearbook Advisor (2)	2,811
Newspaper	4,478	Literary Magazine	2,533
Student Government	3,372	Student Government	3,106
Senior Class Advisor	4,200	7th Grade Advisor	1,893
Junior Class Advisor	3,196	8th Grade Advisor	1,893
Sophomore Class Advisor	2,494		
Freshman Class Advisor	1,898	*Drama Production:	6,291
Forensics	4,523	To be divided among:	
*Musical Production	11,335	Director	
To be divided among:		Assistant Director	
Director		Stagecraft	
Orchestra		School Store	3,084
Choreography		Visual Media Advisor (WLMS)	2,500
Stagecraft		AM Bus Supervisor	2,374
Vocal		35 min./day (4)	
*Drama Production	6,291	PM Bus Supervisor	1,696
To be divided among:		25 min./day (2)	
Assistant Director		Saturday Detention	1,695
Stagecraft		Administrative Detention	2,178
Director Vocal	3,094	<b>INTERMEDIATE &amp; PRIMARY SCHOOLS</b>	
Jazz Band/Concert Band	4,874	Tech/A.V. Coordinator – EPS	\$1,315
Orchestra	3,628	Tech/A.V. Coordinator – LIS	1,315
Math League	2,488	Tech/A.V. Coordinator – BFS	1,315
National Honor Society	2,488	Tech/A.V. Coordinator – LES	1,315
Interact Advisor	2,561	Tech/A.V. Coordinator – SWS	1,315
Mock Trial Advisor	2,143	Newspaper – LIS	2,811
Tangents Advisor	2,450	Student Government – LIS	2,494
Science Olympiad Advisor	1,486	Director Outdoor -Education – LIS	4,420
AM Cafeteria Supervisor	3,310	School Store – LIS	964
Red Scare (2)	4,795	AM Bus Supervisors (4) – LIS 15 min./day	1,048
Red/White Advisor	1,916	PM Bus Supervisor (1) – LIS 15 min./day	1,048
International Alliance Club	1,134	AM Bus Supervisors (2) – BFS 15 min./day	1,048
Facilitating Teachers	3,967	AM Bus Supervisor – EPS 15 min./day	1,048
		AM Bus Supervisors (2) – LES 15 min./day	1,048
		AM Bus Supervisor – SWS 15 min./day	1,048
		Morning Supervisor – LIS 30 min./day	2,097
<b>DISTRICT</b>			
Coordinator of Nurses	\$2,017		
Lead Person Maintenance Day	2,970		
Lead Person Custodial Night	2,970		
MLK Celebration Coordinator	2,376		
AFG/NCLB Coordinators Gr. K-3 (4)	1,460		
AFG/NCLB Coordinators Gr. 4-12 (3)	1,785		
Building Science Coordinators (K-8)	1,134		
<i>(BFS=1, EPS=1, LES=1, SWS=1, LIS=2, LMS=1)</i>			
Let-Me-Learn Coordinators	1,190		
Odyssey of the Mind	3,411		
Holocaust Educator	3,967		

\*Distribution of EDP amount will be negotiated on an annual basis based on production.

All EDP assignments will be appointed by the Principal of the building or the Central Office Administrator for the District positions.