

AGREEMENT

**WALL TOWNSHIP BOARD OF
EDUCATION**

AND

**WALL TOWNSHIP EDUCATION
ASSOCIATION**

2003 – 2004

2004 – 2005

2005 – 2006

2006 - 2007

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COMMON LANGUAGE

ARTICLE 1

RECOGNITION

The Board of Education of Wall Township and the Wall Township Education Association do hereby agree that the welfare of the children of Wall Township is paramount in the operation of the schools and will be promoted by both parties. The parties do hereby agree as follows:

- A. The Board hereby recognizes the Wall Township Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all professional certificated staff, clerical personnel, and support staff personnel, part-time and full-time, whether under contract, on leave, on a per diem basis, employed or to be employed by the Board including:

- Classroom Teachers
- Nurses
- Guidance Counselors
- Librarians
- Social Workers
- Psychologists
- Speech Therapists
- Special Education Instructors
- Reading Specialists
- Unit Chairpersons
- Department Chairpersons
- Learning Disabilities Teacher Consultants
- Cooperative Industrial Education Coordinator
- Career/Job Placement Counselor
- Resource Center Instructors
- Athletic Trainer
- R.O.T.C personnel
- Substance Awareness Coordinator
- Student Assistance Counselor
- 12 Month Guidance Counselor
- Secretaries
- High School Guidance Director

Custodians
Maintenance
Groundsmen
Mechanics
Mail Carrier
Aides
Cafeteria Workers
Bus Drivers
Transportation Dispatcher

and all others not listed above,

but excluding:

Superintendent
Assistant Superintendent
Assistant to the Superintendent
Business Administrator
Comptroller
Principals
Assistant Principals
Director of Special Services
Director of Operations
Director of Technology
Director of Technology & Media
Network Manager
Curriculum Coordinator
Adult School Director
Athletic Director
Department Supervisors
Curriculum Assistant
Supervisory and confidential employees as defined
in New Jersey Statutes
Business Administrator Secretarial Assistant
Data Processing Coordinator
Administrative Assistant
Management Services Director

and all others not listed above.

1. Unless otherwise indicated the term "teachers", when used hereinafter in this agreement, shall refer to all professional employees; the term "secretary" shall refer to all clerical employees; the term "custodian" shall refer to all custodial, maintenance, grounds, and mechanic employees; the term "cafeteria" shall refer to all food service employees; the term "aides" shall refer to all instructional and non-instructional aides; the term "mailman" shall refer to the district mail carrier; the term "bus driver" shall refer to all those driving buses and vans; the term "employee" shall refer to all employees represented by the Association in the negotiating unit as above defined.
2. It is agreed that the Board has the right to create new classifications during the life of this Agreement. Whenever, new classifications of support staff personnel are created, the Board shall notify the W.T.E.A. of the classification and the salary guide assigned. If requested the Board will discuss for clarification such designation with the W.T.E.A. before the job is posted.

ARTICLE 2

NEGOTIATION PROCEDURE

A. Deadline Date

The parties agree to enter into collective negotiations over a successor agreement provided the Association represents the majority of employees in the bargaining unit, in accordance with Chapter 303 Public Law 1968 as amended by Chapter 123, P.L. 1974, in good faith effort to reach agreement on all matters concerning the terms and conditions of teachers, secretaries, bus drivers, aides, cafeteria workers, custodians, maintenance men, groundsmen, mechanics, and mail carriers employment. Such negotiations shall begin in accordance with a time established under the rules and regulations of the Public Employment Relations Commission. Any Agreement so negotiated shall apply to all employees, be reduced to writing and be signed by the Board and the Association upon ratification by the Board and the Association.

- B. During negotiations, the Board and the Association shall present relevant data and exchange points of view. The Board shall make available to the Association for inspection all pertinent records, data and information of the Wall Township School District. The Board shall provide the Association with a complete, tentative line budget for the next fiscal year as well as preliminary budgetary proposals, requirements and allocations subsequent to the county

Superintendent's approval.

- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make counter proposals in the course of negotiations. The negotiating representatives shall submit all tentative agreements contained in the memorandum of understanding to their respective parties who retain final authority to accept or reject them.
- D. This agreement incorporates the entire understanding of the parties on all matters which were negotiated.
- E. Proposed new rules or modifications of existing rules shall be bargained with W.T.E.A. before they are enacted, as provided for in the N.J.S.A. 34:13A-53.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit, as defined by this Agreement, with any organization other than the Association for the duration of this Agreement.
- G. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definitions

Grievance

A "grievance" is a complaint by which an employee or employees in the bargaining unit, or a bargaining representative, may appeal the interpretation, application or violation of policies, agreements, and administrative decisions affecting them.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems affecting employees which may from time to

time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Principles

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as possible by changing all references to working days or school days in Section D., Procedure to calendar days, except that in no event shall a party have less than five (5) calendar days to take action.

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personal file of any of the participants. This file shall be maintained until such time as final decision is made, at which time all records except the final decision shall be destroyed.

Any aggrieved employee may be represented at all stages of the grievance procedure by him or herself, or, at his or her option, by a representative. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

D. Procedure

1. Teachers:

Any teacher who has a grievance shall discuss it with his or her immediate supervisor or principal, in an attempt to resolve the matter informally at that level. To be considered, a grievance must be initiated by the employee within thirty (30) calendar days of its occurrence.

If as a result of the discussion, the matter is not resolved to the satisfaction of the teacher within five (5) school days, the teacher shall present the complaint in writing to the principal, or immediate supervisor, within five (5) school days. The principal shall communicate the decision to the teacher within three (3) school days of receipt of the written complaint.

The teacher may appeal this decision to the Superintendent of Schools within five (5) school days. The appeal to the Superintendent must be made in writing and must set forth grounds upon which the grievance is

based. The Superintendent shall receive a report on the grievance and shall confer with the concerned parties. Either party may request a private conference. The Superintendent shall attempt to resolve the matter as quickly as possible, and within a period not to exceed ten (10) school days. The Superintendent shall communicate the decision in writing, along with supporting reasons, to the teacher and the principal, or immediate supervisor, and the Association.

If the grievance is not resolved to the teacher's satisfaction, the teacher may request a review by the Board of Education within five (5) school days. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related materials and forward the request to the Board of Education. The Board, or a committee thereof, shall review the grievance, hold a hearing with the teacher if requested, and render a decision within thirty-five (35) calendar days.

If the Association is dissatisfied with the determination of the Board of Education and in the further event that the grievance involves the interpretation of application of this contract, but does not involve a tenure charge (18A:6-10), withholding of an increment (18A:29-14), or a non-renewal of a non-tenured teacher's contract (18A:27-10), then a request for arbitration shall be made by the Association within fifteen (15) calendar days following the determination by the Board of Education, with a copy sent to the Board of Education. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission (P.E.R.C.) as to the selection of an arbitrator. The Arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties. The compensation of the Arbitrator shall be borne equally by the parties. Failure by the grievant at any step of this procedure to appeal a grievance to the next step within a specified time limit shall be deemed to

be acceptance of the decision rendered at that step. Failure at any step of this procedure to communicate a decision of the grievance to the grievant within the specified time limits shall be deemed to be acceptance of the grievant's position.

2. Support Staff:

The employee shall first discuss his/her complaint with his/her immediate supervisor. The immediate supervisor shall give his/her decision on the matter within five (5) working days of the date of the discussion. To be considered, a grievance must be initiated by the employee within thirty (30) calendar days of its occurrence.

If the grievance is not resolved to the employee's satisfaction with the immediate supervisor, the employee may within five (5) working days of receipt of the answer of the immediate supervisor, submit to the Business Administrator of the Board of Education in writing, specifying his/her dissatisfaction with the decision previously rendered. (Copy to be sent to the immediate supervisor.) The Business Administrator shall meet with the concerned parties and respond to the grievance within five (5) working days of submission of said grievance.

If the grievance is not settled at the above step, the grievance shall proceed to the Superintendent of Schools within five (5) working days of the above decision. The Superintendent shall take such steps as he deems necessary and desirable, which shall include a hearing with the employee and Association representative to effect an equitable determination of the grievance and shall render his decision in writing to the employee within ten (10) working days from the receipt of said grievance. The Superintendent shall, prior to rendering his decision, consult with the majority of the Board of Education. If the Board of Education desires additional information on the grievance, they can request the presence of the employee for review with his/her representative. If the Board agrees with the Superintendent's determination, he shall so notify the Association of his determination within five (5) working days and the Association may then proceed to the next step.

If the grievance is not resolved at the above step, the Association may request within fifteen (15) calendar days arbitration using the following procedure provided the dispute concerns the application, meaning or interpretation of the Agreement.

- a. The Superintendent and a representative of the Association will attempt to select a mutually satisfactory arbitrator.
- b. If the parties are unable to determine a mutually satisfactory arbitrator within fifteen (15) days, the Public Employment Relations Commission (PERC) may be requested by either party to submit a list of five names. Both the Board and the Association shall have the right to strike names alternately from the list, with the Board striking first, until there is one name left. The remaining person shall be the arbitrator.
- c. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission (PERC). The Arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be binding on the parties.

- d. All costs of, and expenses incurred by the Arbitrator, shall be shared equally by the Board and the Association.
- e. Failure by the grievant at any step of this procedure to appeal a grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step. Failure at any step of this procedure to communicate a decision of the grievance to the grievant within the specified time limits shall be deemed to be acceptance of the grievant's position.

ARTICLE 4

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available information concerning the financial reports and audits, register of certificated personnel, agendas and minutes of all open public Board meetings, census data and names and addresses of all Association members.
- B. Whenever any representatives of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the employee shall suffer no loss in pay.
- C. Representatives of the Association, the Monmouth County Education Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official association business on school property at all reasonable times after regular school hours or during regular school hours with the approval of the principal or the designee.
- D. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Prior approval shall be required by the building principal. In case of an evening meeting or workshop involving outside groups named in (C) above, all such organizations will complete the necessary forms required by the Board of Education for the use of school facilities.
- E. With prior approval of the principal, the Association shall have the right to use school facilities and equipment including typewriters, copy machines, computers and all types of audio-visual equipment at reasonable times, when such

equipment is not otherwise in use. The Association shall supply all materials and supplies necessary to such use. It shall be the obligation of the Association to provide qualified, adequately trained personnel to operate the equipment. The Association shall be held responsible for any damage to the equipment. The Association shall submit to the Board Secretary copies of receipts for materials and supplies used in equipment referred to above.

- F. The Association shall have the right to install a bulletin board for its exclusive use in staff lounges and staff work rooms.
- G. The Association shall have the right to use inter-school mail facilities and school mail boxes. The exception that there shall be no bulk mailing.
- H. The rights and privileges of the Association and its representatives as set forth in the agreement may be granted only to the Association as the exclusive representative of the employees and to no other organization.
- I. The President and Grievance Chairperson of the Association shall not be scheduled for homeroom or duty periods, but will be given this time for Association business. The President and Grievance Chairperson of the Association will receive one (1) period of released time, per day, so as to conduct Association business. This period will be in addition to other duty free periods as stated above.
- J. Professional days for representatives of an Association to attend state and national conferences and conventions may be taken under Article 30 - Paragraph "B".

The term "representative" used herein shall apply to any employee(s) representing the bargaining unit.

- K. No employee shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. Any criticism of an employee by a supervisor/administrator shall be made in confidence and not in the presence of teachers, parents, students, other employees, or a public gathering.
- L. Whenever any employee is required to appear before the Superintendent, the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in the office, position or employment, or the salary or any increments pertaining thereto, then the employee shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent him or her during such meeting or interview.
- M. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates (NEA, NJEA, MCEA, WTEA).

ARTICLE 5

DEDUCTION FROM SALARIES

- A. The Board agrees to deduct from the salaries of its employees dues for the Wall Township Education Association, the Monmouth County Education Association, the New Jersey Education Association, the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with the records of any corrections shall be transmitted to the Treasurer of the Wall Township Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association Treasurer shall disperse such monies to the appropriate association or associations. Employee authorization shall be in writing in the following form:

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

Name.....

Social Security No.....

School Building..... Date.....

TO: Disbursing Officer, Wall Township Board of Education

I hereby request and authorize the above named disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those yearly dues as certified by W.T.E.A., N.J.E.A., M.C.E.A., and N.E.A. in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of January 1st next succeeding the date on which the withdrawal is filed. I also agree that upon termination of employment, the disbursing officer shall deduct any remaining amount due for that current year. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization and relieve the governing board and all its officers from any liability therefore.

.....

Signature

B. Agency Shop

Under the terms of Public Law 1979, Chapter 477, a representation fee will be deducted from the paychecks of all bargaining unit members who do not join the Association. This representation fee amounts to 85% of the yearly dues.

ARTICLE 6

MISCELLANEOUS PROVISIONS

- A. This agreement constitutes Board policy, insofar as said policies have been incorporated herein, for the term of said agreement, and the Board and the Association shall carry out the commitments herein and give them full force and effect as Board policy.
- B. If any provision of this agreement or any application of any provision of this agreement to any employee or group of employees is held to be contrary of 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.
- C. 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 any individual contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system will clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this agreement on the basis of race, creed, color, religion, national origin, sex, domicile, age or marital status.
- E. Copies of this agreement shall be published at the combined expense of the Board and the W.T.E.A. The Board shall be limited to 50% of the cost.
- F. The Association and the Board of Education agree that any discipline towards any member of the association, shall be progressive in nature and corrective in it's action.

ARTICLE 7

EXTENDED LEAVES OF ABSENCE

I. Maternity and Child Care Leave

The Board shall grant maternity leave without pay to any employee upon request subject to the following stipulations and limitations:

- A. The Board may remove any pregnant employee from her working duties on any one of the following bases:
 - 1. Her work performance substantially declines from the period preceding pregnancy.
 - 2. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if:
 - a. The pregnant employee fails to produce physician's certificate that she is medically able to continue working, or the Board's physician concludes that she is unable to continue working.
 - 3. Any other just cause that is found to exist in N.J.S.A. Title 18A.
- B. The Board shall grant a leave of absence for medical reason associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. Title 18A:30-1 et seq.
- C. It is recognized that an employee's maternity leave application involves both a disability phase and a child care phase. The disability phase is that period of time, both prenatal and post-natal, during which time the employee voluntarily suspends his or her working career to care for the newborn child.

II. Disability Phase

- a. An employee shall notify the Superintendent of Schools of her pregnancy as soon as it is medically confirmed. Any employee seeking such leave shall apply to the Board within sixty (60) days prior to the beginning of leave unless an emergency prevents such notice.

- b. At the time of application the employee shall specify in writing the date on which he or she wishes to commence leave and the date on which he or she wishes to return to work after birth.
- c. An employee is required to produce a certificate from her physician in support of the requested leave dates. Where the projected disability period exceeds four (4) weeks in either the prenatal or post-natal period the employee's physician shall give specific reasons for the period so certified.

- d. Any employee granted maternity leave without pay according to the provisions of this section may at his or her decision elect to use

all or any part of the accumulated sick leave during the period of such absence and receive full pay and benefits for the same. The employee shall indicate on his or her application whether or not he or she elects to exercise this right.

- e. The physician's certificate is subject to agreement by the Board's physician based upon the employee's medical records and upon consultation with the employee's physician. If after such analysis the Board of Education's physician and the employee's physician are unable to agree then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the medical issue. Where medical opinion is supportive of the leave dates requested, such leave shall be granted by the Board. Following the grant of such leave to any employee, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the employee to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time, provided the employee produces a physician's certificate in support of the requested change, which certificate is subject to agreement by the Board's physician as above provided.

III. Child Care Phase:

- a. Where the requested leave dates are beyond the period of disability associated with pregnancy and is for child care purposes as defined above, the tenured employee shall be entitled as a matter of right, and at his or her discretion to a child care leave:
 - i.) for the balance of the school year in which the birth occurred.

- ii.) if the birth occurred less than ninety (90) working days from the end of the school year, for the balance of the school in which the birth occurred and the entire following school year.
 - b. The Board need not grant or exceed the leave of any non-tenured employee beyond the end of the contract school year in which leave was obtained.
 - c. An employee returning from a pregnancy leave shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled.
- D. An employee who becomes pregnant while on a child care phase leave of absence shall be entitled to all of the rights hereunder.
- E. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period so long as the non-renewal of employment is not based solely upon a condition of pregnancy or childbirth. The maternity leave period shall not be counted for tenure purposes.
- F. Advancement on the salary guide shall be based upon the date of commencement of the leave of absence. The employee will be granted a full salary guide step and credit for longevity if he or she works more than ninety (90) working days during the year. Working ninety (90) days or less does not allow for advancement on the salary guide or credit for longevity.
- G. Upon return from a maternity leave of absence, the employee shall be reinstated in his or her same or similar position for which he or she is certified. The following year the employee shall be returned to the same position subject to the Board's right to make involuntary transfers.

ARTICLE 8

JURY DUTY

- A. Employees serving jury duty will limit their days of absence to the days of actual jury service. They shall receive their regular salary during the time of service and will turn over the jury duty check to the Board of Education up to the amount of their salary.

ARTICLE 9

EXTENDED LEAVES OF ABSENCE

1. Association Activities

The Board agrees that up to one (1) W.T.E.A. member designated by the Association shall, upon request, be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

2. Peace Corps

A leave of absence without pay of up to two (2) years shall be granted to any employee who joins the Peace Corps, Vista National Teacher Corps, or serve as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fullbright Scholarship.

3. Military Leave

Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment or to the spouse of any employee who is so inducted or who enlists to join him or her for the period of special training in preparation for duty overseas in combat zones.

4. Adoption

A employee adopting an infant child may receive similar leave which shall commence upon the employee receiving "de facto" custody of said infant, or earlier if necessary to fulfill the requirements of the adoption. No employee on maternity shall, on the basis of said leave, be denied the opportunity to substitute in the Wall Township School District in the area of certification or competence.

5. Family Illness

A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

6. Public Office

The Board shall grant a leave of absence without pay to any employee to campaign for or serve in public office.

7. Other Leaves

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

8. Seniority

Any employee who, for purposes of maternity, extends her/his leave to additional contract years shall not accrue seniority for those additional years.

9. Leave Benefits

Upon return from leave granted pursuant 1,2,3, or this Article, an employee shall be considered as if he or she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he or she would have achieved if the employee had not been absent; provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on leave granted pursuant to Section 5,6,7, or 8 of this Article nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

10. Requests for Extended Leaves

Requests for extended leaves of absence, and extensions of same, are to be made on or before April 1st of the preceding year. (Exceptions to the deadline on 4,5,6). Every effort will be made to have extended leaves of absence start at the beginning of a school year (September) and conclude at the end of a school year (June). (This is recommended so as to allow reasonable time to secure capable replacements and so as to cause the least amount of disruption to a continuing school program).

Requests for extended leaves of absence are to be presented in writing to the Superintendent of Schools by April 1st in order that formal Board action can be taken at the annual April meeting. The applicant is to be advised of Board action in writing, within one (1) week of the regular April meeting.

ARTICLE 10

LABOR-MANAGEMENT CONFERENCES

- A. To promote harmonious relations between the Association and the Wall Township Board of Education, both parties agree to set up a semi-annual labor/management conference to discuss matters of mutual interest.
- B. These meetings can be called by either the Association or the representatives of the Board at a time and place of mutual convenience of both parties, and shall discuss whatever issues are involved. The side that calls for the meeting shall submit an agenda to the other party involved. These meetings are not intended to circumvent the grievance procedure.

ARTICLE 11

DEATH IN FAMILY

- A. Each employee is entitled to:

Seven (7) consecutive days for death in family (spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sister, brother, brother-in-

law, sister-in-law, aunt, uncle, grandparents, grandchildren, niece, nephew, or any other members of the immediate household.

ARTICLE 12

INSURANCE COVERAGE (BLUE CROSS/BLUE SHIELD)

Changes agreed to: (This language does not apply to Paraprofessionals)

- A. Mental Health coverage to be corrected based on the Mental Health Parity Act which took effect January 1, 1998.
- B. Emergency Room Care: \$50.00 co-pay, waived if admitted
- C. In-patient & out-patient Rehab (i.e. Speech, Physical Therapy, Cognitive Therapy, Occupational Therapy: Maximum - 30 visits
- D. All applicable contracts will be covered by the Blue Cross/Blue Shield plan implemented July 1, 1997. The out-of-network deductible will be \$100/\$200.
- E. Beginning July 1, 2001, any employee shall have the option of surrendering coverage under this article and any related insurance articles, in exchange for a lump sum cash payment of \$4500.00 for family coverage, and \$2000.00 for single coverage. Said payment shall be made in two (2) installments on January 30th and June 30th of the contract year in which benefits are surrendered. Each employee opting to surrender benefits provided under Articles 27, 48, 60, 91, and 109 shall notify the Board Office no later than June 15th preceding the contract year in which the employee will receive a stipend in lieu of benefits. Employees who accept the lump sum cash payment will be surrendering all benefits under Articles 27, 48, 60, 91, and 109. (Medical, Dental, and Prescription) Surrender of benefits for the following year shall not be considered automatic. Every employee shall be considered as covered unless and until such time as an employee shall affirmatively notify the Board that he/she is continuing to surrender benefits in return for the aforesaid stipend.

If an employee has family coverage, and opts to surrender this family coverage, he/she cannot opt to surrender family coverage, receive the monetary cash payment for such, and then wish to maintain single coverage, at Board of Education expense. When an employee opts to surrender medical, dental, and prescription coverage under this Article, the employee is surrendering all medical, dental, and prescription coverage through the Board of Education, family or single, for that school year.

This provision shall only apply to those employees who receive 100% of their health insurance paid for by the Board of Education.

The Board of Education shall establish a Section 125 Plan. A copy of the plan shall be kept on file in the Board Office with a copy to the Association.

ARTICLE 13

DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 2003 and shall be effective until June 30, 2007 subject to the Association's right to negotiate a successor agreement as provided in the Negotiation Procedure. Language and salaries are retroactive to July 1, 2003.
- B. In witness where of the Association has caused this agreement to be signed by its President and Negotiators and the Board has caused this agreement to be signed by its President and by its Secretary and its corporate seal to be placed hereon.

ARTICLE 14

MILEAGE

- A. Employees shall be reimbursed at the IRS rate, per mile, for using their personal car when required to travel inside or outside the township in the course of employment, at the request of the administration. If the nature of a position changes substantially to include commuting among the district schools, the employee, upon the recommendation of the Superintendent, shall be reimbursed at the prevailing IRS rate.

TEACHERS

ARTICLE 15

TEACHER RIGHTS

- A. The parties agree to TEACHER RIGHTS as defined in Chapter 303, Public Laws 1968, as amended by Chapter 123, P.L. 1974.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he or she may have under New Jersey School Laws or other applicable laws and regulations.
- C. The teacher shall maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the school district based upon the teacher's professional judgment. The Board of Education has final supervisory power to review student grades and evaluation but shall not make any change without receiving a report from or consulting with the teacher involved, the building principal involved, and at least one other teacher teaching either the same grade or the same subject matter area.

ARTICLE 16

PERSONAL AND ACADEMIC FREEDOM

- A. Where the observable behavior of a teacher may be damaging to the image of the profession or could have the capacity to affect the lives of the students, the Board then has the right to make appropriate judgments. In all other matters, the personal life of a teacher is not an appropriate concern or attention of the Board except as it may prevent the teacher from performing the assigned functions during the work day.
- B. Academic Freedom

According to existing Board policy on Controversial Issues and subject to changes as subsequent Board policy may dictate. Board of Education policy is

stated in the policy book.

ARTICLE 17

SCHOOL CALENDAR

- A. A joint committee comprised of the Board, the Association and the Superintendent shall meet on or about January 1, but not later than February 1, to consult on a school calendar for the ensuing school year.
- B. If this joint committee cannot reach mutual agreement on a proposed school calendar, the Association representative shall have the right to meet with the Board not later than February 15 to present its view-points and proposals regarding the calendar.

ARTICLE 18

TEACHING HOURS AND TEACHING LOAD

- A. The parties agree that teachers are to commence and terminate the school day in accordance with the following schedule:

Elementary teachers:

Commence 15 minutes prior to pupil hours. Terminate 15 minutes after pupil hours.

Intermediate teachers:

Commence 15 minutes prior to pupil hours. Terminate 15 minutes after pupil hours.

High School teachers:

Commence 10 minutes prior to pupil hours. Terminate 10 minutes after pupil hours.

The above hours are based on present school hours for students:

Elementary 6 hrs. 15 mins. (incl. lunch)

Intermediate	6 hrs. 34 mins. (incl. lunch)
High School	6 hrs. 42 mins. (incl. lunch)

- B. All teachers shall indicate their presence for duty by placing their initials in the appropriate column of the faculty "sign-in" and "sign-out" roster.
- C. It shall be the responsibility of the teaching staff members, as well as the Board, to provide the highest quality educational program to every boy and girl in the school district. Teachers are encouraged to participate in all activities of the school; particularly those activities in which their students are involved.
- D. The Board shall continue to recognize that teacher and department efficiency results from optimum teaching loads and hours or pupil contact, and shall continue its effort to maintain the same.
- E. Efforts shall be made so that regular classroom teachers in the Intermediate School and the High School shall not be required to change subject area teaching stations more than two times during the school day. However, teachers shall accept flexibility in cases of innovation and curriculum change.
- F. Teachers shall have a daily duty-free lunch period in accordance with the State Board of Education regulations, and in accordance with present practice.
- G. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period so long as said teachers sign out and sign in.
- H. No meetings, conferences, or interviews shall be scheduled with the teachers by the Administration during this duty-free lunch period.
- I. Teachers may be required to remain after the end of the regular work day for the purpose of attending faculty or other professional meetings three (3) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than fifty (50) minutes. If travel between buildings is required, such meetings shall begin no later than thirty (30) minutes after student dismissal. This section does not apply to Association meetings needed for self-evaluation in preparation for State and Middle State evaluations. All new teachers are required to participate in workshops concerned with the educational program of Wall Township.
- J. Teachers may be required to remain after the end of the regular workday for the purpose of giving students extra help, for helping students who have been absent due to illness, etc., one (1) afternoon each week. Efforts will be limited to no more than one (1) hour.

- K. An Association representative may speak to the teachers at any meeting referred to in "I" above for at least ten (10) minutes at the end of the meeting.
- L. When possible, the notice and the agenda for any meetings shall be given to the teachers involved prior to the meeting. Teachers shall have the right to suggest items for the agenda.
- M. Classroom teachers shall have, in addition to their duty-free lunch period, a daily preparation time during which they shall not be assigned to other duties:
 - a. Self-contained classes -- thirty (30) consecutive minutes per day
 - b. Departmental classes -- not less than one (1) class period per day.

Prep time for part-time teachers: Paid daily prep time will be pro-rated based on the number of hours worked in relation to full-time teachers and will be made retroactive back to September 1997. Teachers with large unpaid gaps in their workday, will be provided with a daily thirty (30) minute prep period retroactive to September 1997. Even though this extra time may put part-time teachers over twenty (20) hours of work per week, they will not be entitled to benefits for the 1997-1998 school year, but will be paid for this prep time, retroactive to September 1997. These large unpaid gaps will be eliminated through scheduling next year, 1998-99, and all future years, where consecutive hours or work will take place.

- N. Teachers participating in extra-curricular activities during the regular school day and beyond the school day shall be compensated according to the currently existing negotiated guide.
- O. Elementary school teachers may be required to participate in evening parent conferences up to a maximum of two (2) evenings per school year during the Fall conference schedule. Such meetings shall not exceed the allotted time frame of daytime conferences. On days that evening conferences are scheduled, the teacher shall be dismissed fifteen (15) minutes following the student half-day dismissal.
- P. K - 8 students will be released after the required minimum school day the last three (3) days of the school year in order to permit teachers (K-8) time for the necessary end-of-the-year reporting.
- Q. The days of final exams at the High School, at the end of the school year, will be half days for all high school teachers.
- R. Flex Time: (Guidance Counselors & Substance Awareness Counselor): Flex time will be permitted for guidance counselors in order to conduct college fairs, etc., beyond the regular workday and for the Substance Awareness Counselor to conduct parent meetings, seminars, etc., beyond the regular workday. The

amount of time that is spent beyond the regular workday to conduct such events, will be made up during the hours of regular time the guidance counselors and substance awareness counselors work. This equal amount of time must be made up during the same week that the after school event(s) took place. No flex time may be carried over to another week.

S. High School Teaching Loads:

5 classes - 1-1/2 duties - 1 prep - 1 lunch - 1/2 curriculum development

5-1/2 classes - 1/2 duty - 1-1/2 preps - 1/2 curriculum development - 1 lunch

6 classes - 0 duties - 1-1/2 preps - 1/2 curriculum development - 1 lunch

The following are the maximum teaching loads for teachers in each department:

English and History Departments: 5 classes

Science, Math, and Computer Science Departments: 5 - 1/2 classes

Special Education Department: 6 classes

Art, Foreign Language, and Music Departments: 6 classes

Technology Education, and Physical Education/Health Departments: 6 classes

Home Economics (Family Life & Consumer Sciences): 6 classes

Business Department, ROTC, Media/TV Teacher and teachers of any other elective areas newly created: 6 classes

T. Intermediate School Teaching Loads:

5 classes - HR - 1 USP - 1 lunch - 1-1/2 prep - 1/2 duty

6 classes - 1/2 USP - 1 lunch - 1-1/2 prep

"Unit Support Period (USP) is not a scheduled class teaching period. Teacher lesson plans and student grades are not required for this period. In addition, this time will not be used as a period for the purpose of formal classroom observation. Teachers will be scheduled to an assigned room or area. IEP's will not refer to the USP as a daily scheduled period. Students may elect to go to the special education teacher during the USP as they would any other unit support teacher for the purpose of:

Monitoring student study time

Extra help

Make-up work or tests

Any other activities that the teacher may determine necessary

U. Back to School Nights:

1. The Board of Education shall cause administrative staff to produce a calendar which identifies the dates of Back to School Nights for all schools no later than the end of the Spring term preceding the scheduled Fall Back to School Nights in the school year immediately following the Spring term.
2. Teaching staff members who attend Back to School Nights shall pick up name tags verifying their presence in the building in order to ensure adequate coverage for Back to School Night functions.
3. A teacher's unexcused absence at Back to School Night will be reviewed on a case by case basis by Administrative Staff in consultation with the WTEA. Failing an appropriate reason for absence, i.e., emergency, sickness and/or a personal commitment involving the payment of moneys in excess of \$100.00, which the WTEA member shall document, had been committed prior to the production of the Back to School Night calendars, proposed in accordance with Paragraph #1 above, and approved by the Board of Education, the teacher shall, upon finding of just cause, be charged with one-half (1/2) of a personal day.

ARTICLE 19

TEACHER EMPLOYMENT

- A. Each teacher shall be placed on his or her proper step of the salary schedule as of the beginning of each school year.
- B. The basis for placement of newly hired teachers on the salary guide shall be equivalent years of experience to that of a teacher currently employed in the district. However, the starting salary step for teachers entering the district may be set at no less than one-half of their accumulated public school teaching experience and/or related industrial experience. Additional credit, not to exceed four years will be given for military experience.
- C. Teachers with previous teaching experience in the Wall Township School District shall upon returning to the system receive full credit on the salary schedule for all outside teaching experience and military experience. A teacher who has been

rehired after leaving the Wall School System shall receive credit for ten (10) unused sick days, but in no case more than was accumulated through past experience in Wall.

- D. Previously accumulated unused sick leave days shall be restored to all teachers returning from a Board approved leave.
- E. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15th.
- F. The Board will offer written contracts of summer employment on or before May 15th and which will be cancelable upon the giving of ten (10) working days notice. The notice shall be given at least ten (10) working days prior to commencement of the summer employment. Those teachers who have applied and will not receive contracts will be so notified.
- G. Seniority lists for teachers will be maintained.

ARTICLE 20

SALARIES

- A. For the purpose of administration of the salary schedule, each "step" shall be defined as one year of employment in a duly accredited school or institution academic year, or major part thereof. Teachers who plan to complete sufficient academic study to entitle them to reclassification or adjustment in salary shall be required to notify the Superintendent, in writing, before December first (1) of the preceding fiscal year. The Superintendent shall acknowledge in writing, receipt of such notification as soon as possible. The burden of proof of sufficient academic study (transcripts) to justify salary reclassification will rest with the teacher. Such academic study to be concluded prior to September first (1) and evidence forwarded to the Superintendent's office prior to October first (1).

See salary guides at the end of this document:

2003-04: (Retroactive to July 1, 2003)

2004-05 2005-06 2006-07

The parties hereby agree that the pay out of the split guides for teachers shall be averaged (Sept - Jan) & (Feb - June) each year.

The cost of the 4B guide for June 2007 shall be the base for the next round of negotiations.

B. Teachers shall be provided with a statement of earnings, and deductions made from these earnings, for each monthly salary payment.

C. Longevity increments: An additional \$550 increment for teachers entering their 15th, 18th, 21st, and 25th year of teaching as a fully certified teacher. Any teacher who has been employed as a teacher for thirty (30) years in Wall Township, shall receive an additional \$1000 longevity payment.

D. To qualify for the "D" scale , a teacher:

Shall possess a Master's Degree in an educational field containing a minimum of 18 hours of graduate credit in the subject or area in which he or she is assigned.

Possess a Master's Degree in any other field of education, plus a minimum of 18 hours of graduate credit in the subject or area of his or her assignment.

For elementary teachers the above requirements can be interpreted to include general elementary education or child growth and development.

For secondary teachers the above requirements can be interpreted to include a Master's Degree in general secondary education.

E. To qualify for the "E" & "F" scale, a teacher must: Have previously qualified for the "D" scale.

F. Recognition of Educational credits for the purpose of Salary Classifications:

All credits accepted in a graduate program toward an advanced degree apply. Burden of proof rests upon the teacher.

All credits used to improve quality of subject being taught apply if prior approval is given by the administration (before taking the course(s)).

Elementary

Approval by Principal
Final Approval by Superintendent

Secondary

Approval by Department Supervisor
Approval by Principal
Final Approval by Superintendent

G. Co-Curricular Activities

All present head and assistant coaches in the Wall School System will go on scale as experience within the system dictates.

All coaches may be given credit for prior coaching experiences in the sport or sports they are involved.

All of the above refer to each respective sport and are effective for the school year.

See salary guides at the end of this document.

- H. Teachers: After serving twenty (20) consecutive days in the absence of a vice-principal or principal, a teacher will be placed on the administrative salary guide, step one (1).

ARTICLE 21

TEACHER ASSIGNMENT

- A. All teachers shall be given written notice of their salary schedule, class and/or subject assignments, building and room assignments for the forthcoming school year not later than August 15th.
- B. Assignments shall be made at the discretion of the administration and within the area of teacher competency, teaching certificate, or major or minor fields of study.
- C. The Superintendent shall give notice of assignments to new teachers as soon as possible.
- D. Any teacher whose room has been changed for the upcoming school year, will be compensated for setting up the new room at the hourly rate associated with in-service orientation for new courses, with prior approval of the Superintendent.

ARTICLE 22

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. The Superintendent shall post in all school buildings a list of known vacancies which shall be available for the following year. The Superintendent shall post such vacancies as soon as possible so that teachers desiring to be considered for reassignment and transfer shall have knowledge of the vacancies which are anticipated for the next school year unless the vacancy occurs between August 15 and the first day of school in September.
- B. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such a desire with the Superintendent and their building principal within one (1) week of the posting of the known vacancies. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school, or schools, to which he or she desires to be transferred, in order of preference.
- C. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the teacher shall be considered to the extent that the transfer does not conflict with the educational requirements and best interests of the school system. If a teacher's request for transfer or reassignment has been denied, a renewal or subsequent request may be made in the following school year under the conditions prescribed above.

ARTICLE 23

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as possible. Prior to the Board meeting where official transfers are voted on, any teacher that may possibly be involuntarily transferred, will be advised prior to this Board meeting, that this transfer possibility may become final after the Board vote.
- B. An involuntary transfer or reassignment shall be made only when it is in the best interest of the school system.
- C. An involuntary reassignment within a school shall be made only after a meeting between the teacher and the principal involved, at which time the teacher shall be notified of the reason for the reassignment. The teacher shall have the option to discuss the involuntary reassignment with the Superintendent.

- D. An involuntary transfer or transfer/reassignment to another school shall be made only after a meeting between the teacher and the Superintendent or his/her designee, at which time the teacher shall be notified of the reason, upon request.

ARTICLE 24

PROMOTIONS

- A. Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrative/supervisory levels of responsibility. All vacancies in promotional positions, including specialists and/or special project teachers, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

When school is in session, a notice shall be posted in each school as far in advance as possible. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent, but within the time limit specified in the notice, and the Superintendent shall acknowledge in writing receipt of all such applications.

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the positions for which they desire to apply, and an address where they can be reached for the summer. Such notice shall be sent as far in advance as possible.

- B. Upon request, any individual denied a promotion may meet and discuss same with the Superintendent.
- C. Notices advertising all vacancies relating to co and extra-curricular positions would be posted where notices are normally posted. Specific procedures respecting these notices would be developed by the parties to this agreement. Criteria for filling these positions will not be subject to negotiations.

The Board of Education will be able to utilize non-unit school district personnel to perform co and extra-curricular responsibilities if there are not more qualified volunteers within the teachers unit. Present incumbents of these positions, who

are not included within the teachers unit, will be able to maintain their present positions as long as the individuals and the Board of Education so agree.

ARTICLE 25

TEACHER EVALUATION

- A. All monitoring and observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Observation and evaluation of professional staff members will be in accordance with adopted Board policies and applicable statutes.
- B. Any teacher shall, upon request with 24 hour notice, be given an opportunity to review any evaluation of his/her work performance or conduct during the term of this agreement and included in his/her permanent personnel folder. The teacher may file a written response to such materials and, upon request, such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each teacher will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in his/her personnel folder.

Separate file - The Board shall not establish any file which contains materials that have not been available for teacher inspection.

The formal written reports of observation of tenured teaching staff members shall not exceed three (3) per year unless additional observations are requested by the teacher. A fourth observation may take place if the teacher is informed at least one (1) day in advance of the administrator's intent to observe.

- C. Any teacher observation that contains areas that need improvement, the administrator if required to give specific recommendations to the teacher, as to how to improve in these areas.

ARTICLE 26

TEACHER FACILITIES

- A. The Board will continue its efforts to keep the school reasonably and properly equipped and maintained.
- B. The Board shall make available in each school a staff lounge. When practicable and possible, a staff lavatory facility, workroom, storage space and lockable filing cabinets will also be provided.

ARTICLE 27

SICK LEAVE AND MEDICAL COVERAGE

- A. Ten days, same as current policy allows.

In any instance of extended illness, additional sick days, up to a total not to exceed three (3) days for each year of previous employment may be granted, upon the recommendation of the Superintendent of Schools and the approval of the Board.

Used portions of these extended illness sick leave days shall not be reinstated.

When requested by the Superintendent, a physician's certificate shall be submitted in case of personal illness which extends beyond four (4) consecutive school days.

- B. A teacher who is certified absent due to injury caused on the job shall not have such absence charged against his or her sick leave. The teacher must complete the proper accident forms prior to leaving school on the date of the accident or if unable because of the injury, such forms should be filed by the building principal to the school nurse.

- C. Preventive Care

Preventive flu shots shall be given by the school physician according to a schedule established by the administration.

- D. Medical Insurance Coverage

The Board agrees to provide full family medical insurance, both basic and major medical, and assume full cost for such coverage. Benefits of such coverage shall not be reduced below the current coverage.

Non-tenured teachers will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

E. Dental Plan

The Board agrees to provide full family dental coverage at the rate of 70% of the Reasonable and Customary schedule at no premium costs to the teacher. Benefits of such coverage shall not be reduced below the current coverage.

Non-tenured teachers will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

F. Prescription Drug Plan

The Board agrees to provide a Family Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage.

Non-tenured teachers will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

G. Reimbursement of Sick Leave Upon Retirement

\$60.00 per day to a maximum of \$12,000.

Fifteen years of service in the district is required to participate in this reimbursement. Retirement will be as per the statutory definition. The Board of Education must be notified by December 15 for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 28

PERSONAL DAYS

- A. Each teacher is entitled to:

Three (3) personal days without specified reasons unless the personal day is a workday immediately prior to or following a holiday. In such an instance, approval of the Superintendent of Schools or his/her designee is required. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

A leave for the purpose of marriage and honeymoon may be taken as Personal Days.

ARTICLE 29

TEMPORARY LEAVES OF ABSENCE

- A. Each teacher is entitled to:

Time necessary for appearances in any legal proceeding directly connected with the teacher's employment or with the school system if the teacher is required by law to attend.

In the event of the death of a teacher or student in the Wall Township District, the principal of said teacher or student shall grant to an appropriate number of teachers sufficient time to attend the funeral.

Up to a total of five (5) days at the end of a school year and/or at the beginning of a school year as may be required to attend summer classes and/or to travel to the place where such classes are held. Subject to the recommendation of the Superintendent of Schools and approval of the Board.

Permission for temporary leaves of absence must be secured from the Superintendent prior to the date of the absence. Exceptions will be made for cases of emergency.

ARTICLE 30

SABBATICAL LEAVE

The Board of Education, upon the recommendation of the Superintendent of Schools, shall grant a sabbatical leave to qualified personnel for the purpose of study, and for such other purposes as may be approved by the Board of Education.

Upon the recommendation of the Superintendent of School, the Board of Education shall grant a sabbatical leave to a certified teacher who has rendered satisfactory service seven (7) years in this school system. Such leave shall not exceed the period of one (1) academic year.

The number of certified personnel to be granted sabbatical leave shall not exceed more than five (5) members of the total professional staff.

Applications outlining the plans for the teacher must be submitted to the Superintendent of Schools not later than November 15 preceding the year in which the leave is to become effective. If the number requesting sabbatical leave exceeds the number of such leaves available, as determined by the Board of Education, the selection shall be based upon:

1. The estimated value of the plan of the individual to the school system.
2. The amount of seniority.
3. The length of time since the last sabbatical leave.

The teacher may be granted a personal appearance with the Board of Education in order to justify his/her request for a sabbatical leave.

The teacher on sabbatical leave shall receive as compensation during the period of absence, one-half of his or her regularly scheduled salary for the year in which sabbatical leave is to be taken. It shall be paid in equal semi-monthly installments during the year's leave of absence.

The teacher shall retain his or her seniority, retirement and all other rights afforded by the district. Any additional benefits granted to a certificated teacher will automatically accrue to the person on sabbatical leave.

The teacher on sabbatical leave shall report all compensation received from sources other than the Board of Education, provided that compensation shall not include such items as allowance for travel, cost of living adjustments for foreign

service, research, and other expense in connection with the project. Should such other compensation, when added to the compensation paid by the Board of Education, exceed the salary which the recipient would have received if on active duty, the compensation allowed by the Board of Education shall be reduced to bring the total to the amount of salary he or she would have received if on active duty.

The teacher granted a sabbatical leave shall agree to return to the service of the Wall Township Public Schools for the period of two (2) years following expiration of the sabbatical leave period or at the discretion of the Board of Education, or must return all or part of the grant received.

A teacher returning from sabbatical leave shall be restored to his or her former certificated position, or to one of comparable status. The teacher shall make such reports of his or her activities as may be required by the Superintendent of Schools and Board of Education.

1. A brief report on professional activity during Sabbatical (Follow-up of outlying plans for the employee for the period of absence) and a report on financial earnings during Sabbatical will be submitted to the Superintendent within thirty (30) days of return from Sabbatical leave.

ARTICLE 31

HOSPITALIZATION UPON RETIREMENT

Teachers who are members of the W.T.E.A. and their spouses will be eligible to participate in a retirement benefit wherein the Board will assume a percentage of the costs of hospitalization insurance upon retirement subject to the following requirements:

1. A teacher, who has 25 years of service in education and is 55 years old may participate in the plan.
2. A teacher who has 20 years of service in the Wall Township Schools and is at least 52 years old will have the option to retire and participate in this benefit.
3. Retirement during the first year of eligibility - the Board pays 100% of the cost: the teacher pays nothing.

Retirement during the second year of eligibility - the Board pays 75% of the cost: the teacher pays 25%.

Retirement during the third year of eligibility - the Board pays 50% of the cost: the teacher pays 50%.

Retirement during the fourth year of eligibility, and every year thereafter until age 65 - the Board pays 25% of the cost: the teacher pays 75%.

All payment for coverage by the Board will continue at the rate specified until age 65. Ninety (90) days notice to the Board is required for this benefit to take effect upon retirement. This requirement may be waived at the discretion of the Superintendent.

ARTICLE 32

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board and the association support the principle of continuing training of teachers and improvement of instruction. To work toward these ends the Board agrees:

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

To cooperate with the Association in arranging those in-service courses, workshops, conferences and programs to improve the quality of instruction.

- A-1. Professional Development (New Jersey 100 Hours for Teachers)

A. Purpose

In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change, and other topics related to education. The Board recognizes that it shares with its professional staff the responsibility for the upgrading and updating of teacher performance and methodology. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction.

The Board of Education agrees to implement the following commencing with the 2000-2001 school year:

B. Professional Development Committee

1. Role of the Committee

The committee shall be empowered to work in conjunction with the district superintendent, or his/her designee, to assess in-service needs and professional development opportunities and to plan and implement professional development programs in accordance with the standards established by the state Professional Teaching Standards Board and by the Commissioner of Education, at the Board's recommendation.

2. Composition of the Committee

The Committee will be comprised of four (4) classroom teachers and/or other WTEA professional staff member(s) elected by the district's instructional staff through their majority representative and two (2) administrative staff appointed by the Superintendent of Schools. They shall elect a chairperson from among themselves. Committee members shall serve three (3) year terms.

3. Conduct of Committee Business

- a. The Committee will be provided secretarial assistance sufficient to complete its mission. Each Association member serving on the Committee will receive released time for all Committee meetings and/or per hour payment equal to the individual's pro-rated hourly rate if the work of the Committee extends beyond the regular work day.
- b. The Professional Development Committee shall establish its own rules and procedures. The Committee will develop the appropriate forms needed to conduct its business and meet its responsibilities to the district and individuals. Said forms will include but not be limited to application forms, payment requests and maintenance of individual training forms.

C. Programs

1. In-service workshops, conferences, programs

- a. In any given year, the Board will provide in-service professional development experiences that will assist the teacher in attaining the required 100 hours of continuing education.

- b. In-service programs shall be conducted during the in-school teacher workday and at after school faculty/department meetings during the work year if attendance is required.

2. Attendance at other programs

- a. Teachers who choose to enroll in in-district, after school workshops will receive one (1) credit towards movement on the salary guide for every ten (10) hours of participation. Teachers who choose to participate in Saturday or summer workshops will receive one of the following two (2) options:
 - 1. Credit towards movement on the guide as above for every ten (10) hours
 - 2. Compensation at the rate set forth in the Extra Pay for Extra Services schedule

D. Trainers Credit

Any teacher who provides in or out of district training experiences for colleagues and/or community members shall receive credit hours as established by the Commissioner of Education towards their 100 hour obligation, besides any "Workshop Trainer/Tutor" hourly rate as per the contract.

E. Innovative Grants

In order to encourage educational creativity and sharing and to expand educational opportunities for students and staff, any teacher who writes a grant that develops innovative educational initiatives that enhance the educational program of the district and provides professional development and growth opportunities for district staff, will receive hour for hour credit towards their 100 hour obligation.

F. Other General Categories of Professional Development as Identified by the New Jersey Professional Teaching Standards Board (PTSB)

- 1. Formal courses, offered on or off line, and conferences (including, but not limited to, workshops, seminars, institutes, and/or other such programs) sponsored by colleges and universities, district boards of education, professional associations, training organizations or other entities approved through the local district plan process or as part of the provider registration system.
- 2. Courses, seminars, or other activities, which are required for

maintenance of licenses or certificates, issued by professional organizations or government entities (for example, social worker, nurse). In instances where the same course must be taken twice within the five year period, please note that the hours will count only once toward fulfilling the continuing education requirement.

3. Action research, study, development and other activities related to curriculum writing that focuses on the Core Curriculum Content Standards.
4. Activities that serve the profession, including but not limited to grant writing, mentoring a pre-service teacher or a novice teacher, professional service on boards or committees, and teaching a course or workshop. Please note that the total number of hours that can be accrued for these activities is 75 of the 100 required hours.

The following provides the number of hours that can be accrued in various activities that serve the profession:

- a. The total number of hours for service on boards/committees shall not exceed ten (10) hours per year of professional development credit, provided that such service is identified in the PIP with the specific goals of the experience outlined therein.
 - b. The mentor for a provisional teacher and the cooperating teacher for a pre-service teacher will accrue one (1) hour of professional development credit for each week of supervision.
 - c. In addition to the actual clock hours spent in delivery of the first presentation, presenters or teachers of courses or workshops shall accrue professional development hours on the basis of two (2) hours of preparation time for every hour of delivery time. The teaching or presenting of the same or similar course or workshop shall count only once in a five year cycle.
5. Independent professional studies, including but not limited to, action research, study groups, sabbaticals, fellowships, internships, teacher exchanges, textbook review, portfolio development, and on-line workshops or programs. If an individual decides to develop an independent study program for such study, he/she must adhere to the following procedure:
 - a. The individual's PIP must include a written rationale demonstrating how his/her proposed plan is consistent with the

state standards for professional development.

- b. The individual and his/her immediate supervisor must discuss the projected number of hours which will be spend in such study.
- c. Over the course of the independent study, the staff member will maintain a log of actual hours completed.

G. Record Keeping

The official recording document, the PIP, will be maintained at the building level, not the district level. It is the responsibility of the professional staff member to maintain his/her own record of Professional Development Hours and to maintain a portfolio of all documentation, including certificates of participation in approved workshops conducted by registered providers.

- a. Validation of completion of professional development can be a transcript from a college or university, the certificate issued by a registered provider, or an attendance record signed by the chairperson or facilitator of a committee. This information will be recorded and documented on the Record of Professional Development Hours.
- B. Two (2) professional days. Approval must be obtained, in advance of the event, from the building principal and the Superintendent, or a representative. A written report of the activity of the professional day shall be forwarded to the Superintendent (through the building principal), within five (5) working days following the activity.
- C. Tuition Reimbursement:
- 50% up to \$1000 per fiscal year for a grade of "B" or better, with prior approval of the Superintendent.

ARTICLE 33**STUDENT DISCIPLINE AND TEACHER PROTECTION**

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its teachers, although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just, and in accordance with established Board policy and State Law. It shall be the responsibility of the teacher to report to his or her principal the name of any student who, in the opinion of the teacher, needs particular assistance from specialized personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.
- B. The duties and responsibilities of all teachers will appear in the Teacher's Handbook as prepared by the building principals and approved by the Superintendent.
- C. When a student requires the attention of specialized personnel, the teacher will secure help through proper channels.
- D. When in the judgment of a teacher, a student is by his or her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may refer him or her to the attending administrator. In such cases the administrator shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following day, a conference between him or herself and the teacher to discuss the problem.
- E. Teachers are to be guided by applicable School Law.
- F. Teachers shall immediately report to their principal, or other immediate supervisor, cases of assault suffered by them in connection with their employment. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved.

The Board shall reimburse teachers for personal property damaged or destroyed as a result of an assault suffered by a teacher while the teacher was acting in the discharge of his or her duties within the scope of employment. (The above shall hold true only if the teacher is not otherwise covered by personal insurance or workmen's compensation).

In the event of any disorder or disruption in the regular school program the Board, the Administration and Staff shall act in accordance with Board policy in effect at the time of the disruption.

ARTICLE 34

SUBSTITUTES

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall notify the principal's office (or the principal's home) or other designated answering service as soon as possible, and in any event, prior to the opening of the school day, to report unavailability for work. Once a teacher has so reported, it shall be the responsibility of the administration to arrange for a substitute.
- B. Teachers may be assigned to provide substitute coverage for a class. Such assignments should be made on a voluntary basis. If there are no volunteers and no teachers can be reassigned from another assignment, substitute coverage assignments may be made on an involuntary basis. If involuntary assignments are necessary, they shall be made on a rotation basis among the staff schedule for conference periods.
- C. Teachers assigned to provide substitute coverage for a class during a conference period shall be compensated at a rate of \$23.00 per period.

ARTICLE 35

MISCELLANEOUS PROVISIONS

- A. Notices advertising all vacancies relating to co and extra-curricular positions would be posted where notices are normally posted. Specific procedures respecting these notices would be developed by the parties to this agreement. Criteria for filling these positions will not be subject to negotiations.

- B. The Board of Education will be able to utilize non-unit school district personnel to perform co and extra-curricular responsibilities if there are not more qualified volunteers within the teachers unit. Present incumbents of these positions, who are not included within the teachers unit, will be able to maintain their present positions as long as the individuals and the Board of Education so agree.

- C. Whenever a WTEA member, at the request of the Superintendent, agrees to serve as a workshop trainer or tutor of other Wall Township employees, that person shall receive the "In-Service Orientation for New Courses" hourly rate doubled. This is in recognition of the trainer's preparation and willingness to share in collegial professional development. (Rates listed in Co-Curricular Section)

- D. Summer Child Study Team/Speech Therapist Work: They will be compensated with pro-rated pay based on their contractual salary.

- E. The Preschool Handicapped teachers voluntarily agree to work more than four (4) hours straight without a break due to scheduling. Because of this arrangement, these teachers will not be scheduled for any other duties during their work day. It is also agreed that if any of the Preschool Handicapped teachers decide not to work this arrangement, it will resort back to it's original schedule.

- F. With High School Central Detention scheduled beyond the regular workday, the teacher/teachers who voluntarily agree to work detention, will work a day consisting of periods 2 - 10 or 3 - 11. This is strictly voluntary and cannot be assigned by administration.

- G. High School Business Department, Math Department, English Department Computer Lab Duty: "A duty consisting of trouble shooting computer problems, loading software, and reporting any problems to the department supervisor. This duty will be handled by someone who "volunteers" to undertake this responsibility and whose schedule allows for it to happen. This will be either a full year or half-year duty, one period per day with no homeroom assigned. If no one volunteers for this duty, it "cannot be assigned". Anyone who volunteers for this duty has the right to tell administration at any time during the year, that they prefer not to perform this duty and will be assigned another duty in it's place."

SECRETARIES

ARTICLE 36

ADMINISTRATION OF SALARY POLICY

Upon initial employment, experience gained in related fields of work which are closely related to the prospective assignment shall be considered by the Superintendent of Schools and the Board of Education for salary guide placement. A maximum of three (3) such years may be applied.

ARTICLE 37

INCREMENTS/SALARIES

- A. Any and all increments may be withheld by the Board of Education upon its own motion in a manner consistent with existing statutes. Reasons for withholding shall be furnished to the employee. If the employee does not agree with the reasons, he/she can grieve the action.
- B. An employee shall be in the employ of the Board of Education not less than five months for ten-month personnel, or six months for twelve-month personnel, the previous school year in order to be eligible for an increment the following year.
- C. The hourly pay for a part-time secretary will be based on the breakdown of a 12 month secretarial position (240 work days). $240 \text{ days} \times 7.5 \text{ hours per day} = 1800 \text{ hours}$. Full time salary divided by 1800 hours = \$\$\$ per hour.
- D. See Salary Guide at the end of this document

2003-04: (Salaries retroactive to July 1, 2003)
2004-05 2005-06 2006-07

ARTICLE 38

STEPS

- A. Each step of the salary guide shall be defined as one calendar year of occupational experience within the school district.
- B. Seniority lists for secretaries will be maintained.

ARTICLE 39

PROBATIONARY PERIOD

- A. All newly hired non-certified personnel shall serve a six month probationary period. After three (3) months, a written evaluation shall be given to newly hired employees by their immediate supervisor. At the end of the six (6) month period, a second evaluation will be given upon the employees request.
- B. No employee, other than those on probationary status, shall be discharged or disciplined without just cause, subject to the grievance procedure.

ARTICLE 40

TENURE

- A. Tenure contracts to be issued upon entering fourth (4) year of service on a contractual basis.

ARTICLE 41

LONGEVITY

- | | | |
|---------------|----|---------------------------------|
| 2003-04 YEAR: | 1. | \$400 increment upon entering |
| 2004-05 YEAR: | | eleventh (11th) year of service |

2005-06 YEAR
2006-07 YEAR

in the district.

2. Additional \$400 increment upon entering the fifteenth (15th) year of service in the district. (total: \$800)
3. Additional \$400 increment upon entering the twenty-first (21st) year of service in the district. (total: \$1200)
4. Additional \$400 increment upon entering the twenty-fifth (25th) year of service in the district. (total: \$1600)

ARTICLE 42

OVERTIME PAY

- A. Overtime pay at the rate of time and one-half will be paid for assigned duty beyond forty hours of actual work per week.
- B. Overtime pay shall not be authorized without prior approval of the Business Administrator and building supervisor.
- C. Overtime pay during the school year shall be computed as follows: Beyond 37-1/2 hours, pay at straight rate until 40 hours; time and one-half beyond 40 hours.
- D. Overtime pay during summer hours shall be computed as follows: Beyond 25 hours, pay at straight rate until 40 hours; time and one half beyond 40 hours.
- E. Employees working Saturday and Sunday shall be paid for those hours at the rate of time and one-half, with prior approval of the Superintendent.

ARTICLE 43

HOURS

- A. School year: 7 hours and 30 minutes daily, exclusive of lunch.
- B. Summer hours: 5 hours daily, exclusive of lunch. Summer hours to begin two (2) weeks after close of school or July 1st, whichever comes first. Winter hours begin two (2) weeks before the teachers come back in September.

ARTICLE 44

VACATION DAYS

- A. All personnel employed on a 12-month basis will be eligible for vacation as follows:
 - After 1 year of service: 10 working days vacation
 - After 8 years of service: 15 working days vacation
 - After 15 years of service: 20 working days vacation
- B. In general, vacation time granted may not be taken in amounts greater than 10 working days in any one period. The cooperation of the employees and district administration is required to avoid peak work load periods whenever possible.
- C. If an employee has less than one (1) year of service, the employee shall accrue one (1) day vacation per month, not to exceed ten (10) vacation days for a 12-month employee.
- D. Employees with greater than ten (10) days vacation, under unusual circumstances, may request a vacation duration in excess of ten (10) consecutive days. The employee must first apply to the Building Principal or immediate supervisor for permission. If the Building Principal or supervisor agrees to arrange the office work load to accommodate the request without creating undue hardship, the employee may then apply to the Superintendent of Schools for permission. All such extended vacation requests (over 10 consecutive days) require a minimum of sixty (60) days notice unless permission is granted by the Superintendent or his/her designee.

- E. In the case of an employee who has ten (10) vacation days; in unusual circumstances (as described in Paragraph D above), the Board may grant permission for an employee to take an extra week or more without pay, following the procedure described in the paragraph above.
- F. 10-month employees, who have completed at least one contract year, going on to a 12-month contract, must work one (1) year after which, the following July 1st they will be entitled to full credit for their years of service on a contract basis in the district toward their ten (10), fifteen (15) or twenty (20) working days paid vacation.

ARTICLE 45

HOLIDAYS

- A. A holiday schedule, jointly developed and mutually agreed to, will be presented to the W.T.E.A. prior to July 1st of each year.
- B. In the event the work load in any given office requires the administrator in charge to use the secretarial/clerical personnel to work during the Christmas recess, they shall do so.
- C. They should be notified prior to December 15th whether they (a) will be required to work the full block of time, or (b) specified days during the holiday.
- D. If required to work the full block of time, the employee shall have the option to choose whether to be compensated with an equal block of time agreeable to the employee; individual days off during the remainder of the school year; or to be compensated monetarily - up to forty (40) hours, straight time - over forty (40) hours, time and a half.
- E. The same procedure applies to the Easter recess holidays as above Paragraphs B through D.

ARTICLE 46

SICK DAYS

- A. Pursuant to the current Board of Education policy, employees shall be allowed annual personal sick leave without loss of pay for such absences as follows:

12 days for employees on a 12-month contract

10 days for employees on a 10-month contract

- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Employees may not apply accrued sick leave to any period of time contiguous to their employment termination, except for those cases where illness precludes the fulfillment of their contractual duties. Doctor's appointments which have to be made during the workday can be deducted as a sick day at the employees' discretion.
- C. A certificate of absence shall be filed by each employee for any absence, and for absences due to illness over four (4) consecutive days duration. A doctor's certificate shall be required to be filed in the office of the Superintendent. After the first such occurrence in a contract year, a certificate may be requested for absences due to illness over three (3) days duration.
- D. Sick leave accrued in one school district may not be carried over with subsequent employment in another school district, except by action of the Board of Education.
- E. In any instance of extended illness, an employee who has used all regular sick days, vacation days, and extended sick days, will be placed on a Leave of Absence status and the vacated job may be posted. For ninety (90) days thereafter, the employee shall enjoy full group insurance benefits. The employee is entitled to reinstatement to his/her regular job upon presentation of a doctor's certificate for a period of up to six (6) months from the date the disability began. Upon mutual agreement of the Board and the Union, the Leave of Absence can be extended.
- F. Reimbursement of sick leave upon retirement:

\$50.00 per day to a maximum of \$6250

Fifteen years of service in the district is required to participate in this reimbursement. Retirement will be as per the P.E.R.S. definition. The Board of Education must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 47

EXTENDED SICK LEAVE

- A. In any instances of EXTENDED ILLNESS, additional sick days up to a total not to exceed three (3) days for each year of previous employment may be granted upon the recommendation of the Superintendent of Schools and approval by the Board. Used portions of these extended sick leave days shall not be reinstated.

ARTICLE 48

MEDICAL INSURANCE

- A. Full family coverage will be provided by the Board (Basic and Major Medical). Benefits of such coverage shall not be reduced below the current coverage.

Non-tenured secretaries will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

- B. Dental Plan to include member and spouse. Premium to be paid by the Board of Education. Benefits of such coverage shall not be reduced below the current coverage.

Family dental may be purchased at the group rate, by the employee, provided the employee notifies the board office during the spring preceding the new contract year.

Non-tenured secretaries will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

- C. Preventative Flu Shots will be offered by the school physician according to a schedule established by the Administration at no expense to the employee.

- D. Prescription Drug Plan:

The Board agrees to provide a Family Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan with premiums being paid by the Board of Education. Benefits of such coverage shall not be reduced below the current coverage.

Non-tenured secretaries will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

ARTICLE 49

LEAVE OF ABSENCE

- A. Staff members shall not absent themselves from duty without obtaining leave of absence from the Superintendent of Schools. Approval of such leave must be obtained before the absence occurs, unless circumstances are such as to render advance approval impossible.
- B. Request for absence should be addressed to the Superintendent of Schools through the employee's immediate supervisor during school hours. When emergencies occasioning absence occur in the morning before 7:30 A.M., contact either the Building Principal, or your immediate supervisor, advising him of the circumstances and possible length of absence.
- C. Employees covered by this Agreement may request leave of absence, without pay, for a period not to exceed one year. Leaves for valid reasons, such as maternity and illness or pressing personal matters will be considered. Leave to assume other employment will not be considered. Applications will be subject to approval and discretion of the Board of Education. The employees employment status (including seniority, tenure or longevity) will be maintained at the level of the start of the leave of absence. Times spent on said level will not be applied to the seniority, tenure or longevity. However, the employee will be compensated in accordance with salary schedule applicable at the time of his or her return.

The employee must notify the Board in writing, at least ten working days prior to the termination of the leave, of his or her intention to return. Failure to comply with notification, or return to work within ten working days from the termination of the leave of absence, will be grounds for dismissal.

ARTICLE 50

PERSONAL DAYS

- A. Each ten (10) month secretary is entitled to three (3) personal days without specified reasons unless the personal day is a workday immediately prior to or following a holiday. Each twelve (12) month secretary is entitled to four (4) personal days without specified reasons unless the personal day is a workday immediately prior to or following a holiday. In such an instance, approval of the Superintendent or his/her designee is required. Consecutive personal days will not be permitted without the approval of the Superintendent or his/her designee. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

ARTICLE 51

EMERGENCY CLOSINGS

- A. Employees are not required to work in case of school closings due to snow days, unless called to work before 11:00 A.M. by the Building Principal.
- B. Employees are required to work in case of school closings other than snow days, if the emergency does not affect their working conditions.
- C. In cases of early dismissals due to inclement weather, secretaries may leave thirty (30) minutes after the students are dismissed.

ARTICLE 52

VACANCY POSTINGS

- A. The Superintendent or his/her designated representative shall post in all buildings where unit members work, a listing of any vacancy which may occur so that members of the Union may apply for such vacancy. The posting will be in effect for ten (10) days.
- B. In filling these vacancies, the Board shall consider the qualifications, background, and other relevant factors, including years of service within the School District. The parties recognize, however, that the filling of these vacancies is a prerogative of the Board and the decision of the Board with respect to such matters shall be final.

ARTICLE 53

OFFICE CONDUCT

- A. The Board agrees to provide two (2) fifteen (15) minute coffee breaks at times assigned by the immediate supervisor. Times will be so staggered, where possible, so as to provide courteous service to members of the General Public entering the office or calling on the phone.

ARTICLE 54

PERSONNEL FILES

- A. Each secretary shall, upon request with 24 hour notice, be given an opportunity to review any evaluation of her work performance or conduct during the term of this Agreement and included in her permanent personnel folder. The secretary may file a written response to such materials and, upon request, such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each secretary will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in her personnel folder.

ARTICLE 55

TERMINATION OF EMPLOYMENT

- A. Fifteen (15) days notice shall be required for the termination of all contracts.

ARTICLE 56

EXISTING BENEFITS

- A. All present conditions beneficial to secretaries not covered by this Agreement as of the date of signing and now in effect as regular employer practice, shall remain in effect unless provided for otherwise in this Agreement, or unless otherwise changed hereafter by mutual consent of the Board and the Association.

ARTICLE 57

WORKSHOPS AND SEMINARS

- A. Registration and transportation fees to be paid by the Board of Education for job related workshops, seminars, etc., if requested to attend by the Building Supervisor and approved by the Board of Education.

CAFETERIA EMPLOYEES

ARTICLE 58

HOURLY PAY SCHEDULE

A.	<u>STEPS</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-07</u>
	2	\$9.45	\$11.00	\$11.60	\$12.35
	3	\$9.55	\$11.15	\$11.70	\$12.40
	4	\$10.35	\$11.40	\$11.85	\$12.50
	5	\$11.15	\$11.75	\$12.05	\$12.65
	6	\$11.95	\$12.20	\$12.50	\$12.85
	7	\$12.75	\$12.75	\$13.05	\$13.35

8	\$13.25	\$13.35	\$13.65	\$13.95
9	\$14.00	\$14.05	\$14.35	\$14.65
10	\$14.55	\$14.85	\$15.15	\$15.45
11	\$15.45	\$15.75	\$16.05	\$16.35

(Salaries retroactive to July 1, 2003)

- B. Probation: All newly hired personnel shall serve a one (1) year probationary period.
- C. In cases of delayed openings and early dismissals, cafeteria employees will receive full pay for these days.
- D. The positions of "Cafeteria Leader" at the High School and Intermediate School will work a seven (7) hour day. The High School Cafeteria Leader will receive a \$400.00 stipend over and above her regular pay, each year.
- E. The Cafeteria employee who is designated as the "truck driver", will receive a \$400.00 stipend over and above his/her regular pay, each year, starting with the 2003-2004 school year. If the job is split between employees, the stipend will be split accordingly.

ARTICLE 59

SICK DAYS

- A. Each employee shall be allowed ten (10) sick days per year as the current Board policy allows.
- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Accumulation of sick days is retroactive to September 1989.
- C. In any instance of extended illness, additional sick days, up to a total not to exceed three (3) days for each year of previous employment may be granted, upon the recommendation of the superintendent of schools and the approval of the Board of Education.

D. Reimbursement of Sick Leave Upon Retirement:

\$20.00 per day to a maximum of \$2000

Fifteen (15) years of service is required to participate in this reimbursement. Retirement will be as the P.E.R.S. definition. The Board of Education must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 60

MEDICAL INSURANCE

- A. "Employee only" coverage will be provided by the Board of Education: Basic and Major Medical and Prescription. Benefits of such coverage shall not be reduced below current coverage.

ARTICLE 61

UNIFORM ALLOWANCE

- A. 2003-2004: \$200.00
2004-2005: \$200.00
2005-2006: \$200.00
2006-2007: \$200.00

Work shoes will be covered under uniform allowance. Employees can buy shoes of their choice and submit a receipt for reimbursement, with the approval of the Superintendent.

- B. If an employee buys uniforms for the upcoming school year, after the close of the current school year, and sub-contracting takes place, the employee will be reimbursed for monies spent on uniforms up to the negotiated allowance.

ARTICLE 62

LONGEVITIES

- A. 2003/04 - 2004/05 - 2005/06 - 2006/07:
 - \$300.00 - upon entering the 8th year of service with the district
 - \$300.00 - upon entering the 11th year of service with the district (total: \$600.00)
 - \$300.00 - upon entering the 21st year of service with the district (total: \$900.00)

ARTICLE 63

PREVENTIVE CARE

- A. Preventive flu shots shall be given by the school physician according to a schedule established by the administration.

ARTICLE 64

PERSONAL DAYS

- A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary.

Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at will of the individual employee.

Requests for personal days which precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.

Unused portions of personal leave shall be converted to accumulated sick leave on June 30 of each year.

A minimum of 48 hours notice requirement for personal days is required, except in the case of an emergency.

If work absolutely necessitates that an employee be present, the day can be denied.

ARTICLE 65

SENIORITY

- A. A seniority list for cafeteria employees will be maintained.

ARTICLE 66

OVERTIME

- A. The Board agrees to rotate overtime among all employees, by seniority. If an employee is called back to work at night or any special function beyond the normal work day, the rate of pay will be \$2.00 extra per hour up to forty (40) hours. Over forty (40) hours, time and a half.

ARTICLE 67

COFFEE BREAKS

- A. Anyone working more than four (4) hours daily, is entitled to a ten (10) minute coffee break as scheduled by the supervisor.

ARTICLE 68

POSTINGS

- A. All new or vacant positions of a permanent nature, must be posted.

ARTICLE 69

INVOLUNTARY TRANSFERS

- A. An involuntary transfer to another school shall be made only after a meeting between the employee and the business administrator and/or his/her designee, at which time the employee shall be notified of the reason, upon request.
- B. Unless an emergency occurs, involuntary transfers made during the school year to another building, can be made only after the employee has been given two (2) weeks notice.

ARTICLE 70

PERSONAL CONTRACTS

- A. At the time of notification of their hours of work for the following year, cafeteria employees will sign a form stating whether they accept or reject these hours and return it to the Board Office.

Language to be included on this form: "Either party has the right to terminate the job position giving two (2) weeks notice."

PARAPROFESSIONALS

ARTICLE 71

HOURLY PAY SCHEDULE

A.	<u>STEPS</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
\$11.50	2	\$8.25	\$9.33	\$10.41	
	3	\$8.35	\$9.57	\$10.79	\$12.00
\$12.50	4	\$8.45	\$9.80	\$11.15	
	5	\$8.55	\$10.03	\$11.51	\$13.00
	6	\$8.94	\$10.46	\$11.98	\$13.50
	7	\$9.85	\$11.23	\$12.61	\$14.00
	8	\$10.96	\$12.14	\$13.32	\$14.50
\$15.00	9	\$12.18	\$13.12	\$14.06	
	10	\$12.70	\$13.63	\$14.56	\$15.50
\$16.00	11	\$13.70	\$14.47	\$15.24	
	12	\$14.90	\$15.51	\$16.04	\$16.50

(Salaries retroactive to July 1, 2003)

- B. Paraprofessionals will be paid twice a month as all other employees. Their yearly pay will be determined by: hours worked per day time their hourly rate times one hundred eighty days (180). All adjustments will take place throughout the year. Any final adjustments will take place in June. Paraprofessionals will keep their own records so as to have information available when they sit down with their building principals, the end of May, to determine any pay due to them over the 180 day base. Any extra monies due the

paraprofessionals over the 180 days will be paid to them via a supplemental check at the end of June.

Adjustments that may be dealt with: 1) snow days 2) in-service days for the professional staff not originally scheduled 3) running out of sick days, this depends on how many days over the accumulated total. If a paraprofessional is over the accumulated total by a great many days, the paraprofessional will be docked this money the following month 4) 1/2 days at beginning of year when lunch aides do not work 5) last three (3) days of the school year that are 1/2 days for students 6) or any other adjustments that may occur.

- C. In cases of delayed openings or early dismissals, paraprofessionals will receive full pay for these days.
- D. Overtime - If a paraprofessional is asked by their building principal to stay beyond their normal hours of work, they will be reimbursed at their hourly rate of pay.
- E. Personal Contracts - At the time of notification of their hours of work for the following year, paraprofessionals will sign a form stating whether they accept or reject these hours and return it to the board office.

Language to be included on this form: "Either party has the right to terminate the job position giving two (2) weeks notice"

Notification of employment for the following school year will take place by July 15th.

- F. If during the course of this contract, the Board of Education assigns paraprofessionals to Title 1 projects or uses Title 1 money for paraprofessional salaries pursuant to ESEA Standards/Qualifications, payments necessary for compliance with tuition payments or in-service equivalent credit costs shall be borne by the Board of Education, provided a grade of "C" or better is secured. Assignments shall rest with the Board of Education.

ARTICLE 72

SICK DAYS

- A. Each employee shall be allowed ten (10) sick days per year as the current Board policy allows.

B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Accumulation of sick days is retroactive to September 1989.

C. Reimbursement of Sick Leave Upon Retirement:

\$20.00 per day to a maximum of \$3000

Fifteen (15) years of service is required to participate in this reimbursement. Reimbursement will be as the P.E.R.S definition. The Board of Education must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

D. Extended Sick Leave

In any instances of extended illness, additional sick days up to a total not to exceed two (2) days for each year of previous employment may be granted upon recommendation of the Superintendent of Schools and approval by the Board of Education. Used portions of these extended sick leave days shall not be reinstated.

ARTICLE 73

LONGEVITIES

A. 2003/04 - 2004/05 - 2005/06 - 2006/07:

\$400.00 upon entering the fifteenth (15th) year of service with the district.
(total: \$400.00)

\$400.00 upon entering the twenty-first (21st) year of service with the district.
(total: \$800.00)

\$400.00 upon entering the twenty-fifth (25th) year of service with the district.
(total: \$1200.00)

ARTICLE 74

MEDICAL INSURANCE

- A. Paraprofessionals may purchase HMO Health Insurance at their own expense through the Board of Education. Effective the 2005-2006 school year, the Board of Education will pay 30% of the yearly premium. Paraprofessionals may purchase family coverage at the Board rates. If a paraprofessional opts to purchase family coverage, the 30% Board contribution towards the premium only applies to single coverage. The following plans may be purchased:

Single HMO plan without prescription - Single HMO plan with prescription:
Family HMO plan without prescription - Family HMO plan with prescription:

ARTICLE 75

PERSONAL DAYS

- A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary.

Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at will of the individual employee.

Request for personal days which precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.

Unused portions of personal leave shall be converted to accumulated sick leave on June 30 of each year.

A minimum of 48 hours notice requirement for personal days is required, except in the case of an emergency.

If work absolutely necessitates that an employee be present, the day can be denied.

ARTICLE 76

SENIORITY

- A. A seniority list for instructional paraprofessionals and non-instructional paraprofessionals will be maintained.

Seniority is to be used only in reduction in force situations and will not be used for upgrading positions or hours. The lists will be separate and distinct. No cross bumping rights.

ARTICLE 77

PREVENTIVE CARE

- A. Preventive flu shots shall be given by the school physician according to a schedule established by the administration.

ARTICLE 78

IN-SERVICE DAYS

- A. The first day of school for the teachers will also be a day of work for the paraprofessionals.

ARTICLE 79

WORKSHOPS & SEMINARS

- A. Registration and transportation fees to be paid by the Board of Education for job related workshops, seminars, etc., if requested to attend by the building principal/supervisor and approved by the Board of Education.
- B. If a paraprofessional wants to attend a workshop related to his/her field, and it is approved by the Superintendent, all fees related to this workshop will be paid by the Board of Education.

MAIL CARRIER**ARTICLE 80****HOURLY PAY SCHEDULE**

A.	STEPS	2003-2004	2004-2005	2005-2006	2006-2007
	2	\$8.25	\$9.33	\$10.41	\$11.50
	3	\$8.35	\$9.57	\$10.79	\$12.00
	4	\$8.45	\$9.80	\$11.15	\$12.50
	5	\$8.55	\$10.03	\$11.51	\$13.00
	6	\$8.94	\$10.46	\$11.98	\$13.50
	7	\$9.85	\$11.23	\$12.61	\$14.00
	8	\$10.96	\$12.14	\$13.32	\$14.50
	9	\$12.18	\$13.12	\$14.06	\$15.00
	10	\$12.70	\$13.63	\$14.56	\$15.50
	11	\$13.70	\$14.47	\$15.24	\$16.00

12 \$14.90 \$15.51 \$16.04 \$16.50

(Salaries retroactive to July 1, 2003)

- B. Mail carriers will be paid twice a month as all other employees. See Article 71, Paragraph "B", Paraprofessionals, for language.
- C. In cases of delayed openings or early dismissals, mail carriers will receive full pay for these days.
- D. Overtime: If a mail carrier is asked to stay beyond his normal hours of work, they will be reimbursed at their hourly rate of pay.
- E. Personal Contracts: At the time of notification of their hours of work for the following year, mail carriers will sign a form stating whether they accept or reject these hours and return it to the board office.

Language to be included on this form: "Either party has the right to terminate the job position giving two (2) weeks notice"

Notification of employment for the following school year will take place by June 15th.

ARTICLE 81

LONGEVITIES

- A. 2003/04 - 2004/05 - 2005/06 - 2006/07:
 - \$400.00 upon entering the fifteenth (15th) year of service with the district
(total: \$400.00)
 - \$400.00 upon entering the twenty-first (21st) year of service with the district
(total: \$800.00)
 - \$400.00 upon entering the twenty-fifth (25th) year of service with the district
(total: \$1200.00)

ARTICLE 82

MEDICAL INSURANCE

- A. Mail carriers may purchase HMO Health Insurance at their own expense through the Board of Education. Effective the 2005-2006 school year, the Board of Education will pay 30% of the yearly premium. Mail carriers may purchase family coverage at the Board rates. If a mail carrier opts to purchase family coverage, the 30% Board contribution towards the premium only applies to single coverage. The following plans may be purchased:

Single HMO plan without prescription - Single HMO plan with prescription:
Family HMO plan without prescription - Family HMO plan with prescription:

ARTICLE 83

SICK DAYS

- A. Each employee shall be allowed twelve (12) sick days per year as the current Board policy allows.
- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Accumulation of sick days is retroactive to September 1989.
- C. Reimbursement of Sick Leave Upon Retirement:

\$20.00 per day to a maximum of \$3000

Fifteen (15) years of service is required to participate in this reimbursement. Reimbursement will be as the P.E.R.S. definition. The Board of Education must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

- D. Extended Sick Leave:

In any instances of extended illness, additional sick days up to a total not to exceed two (2) days for each year of previous employment may be granted upon recommendation of the Superintendent of Schools and approval by the Board of Education. Used portions of these extended sick leave days shall no be reinstated.

ARTICLE 84

PERSONAL DAYS

- A. Employees may be granted up to four (4) days of absence during any one school year without deduction of salary.

Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at will of the individual employee.

Request for personal days which precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.

Unused portions of personal leave shall be converted to accumulated sick leave on June 30 of each year.

A minimum of 48 hours notice requirement for personal days is required, except in the case of an emergency.

If work absolutely necessitates that an employee be present, the day can be denied.

ARTICLE 85

SENIORITY

- A. A seniority list for mail carriers will be maintained.

Seniority is to be used only in reduction in force situations and will not be used for upgrading positions or hours. The lists will be separate and distinct. No cross bumping rights.

ARTICLE 86

PREVENTIVE CARE

- A. Preventive flu shots shall be given by the school physician according to a schedule established by the administration.

ARTICLE 87

VACATION DAYS

- A. The mail carrier will be eligible for ten (10) paid working days vacation, each year. (Retroactive to July 1, 2003)

CUSTODIANS-MAINTENANCE GROUNDS-MECHANICS

ARTICLE 88

ASSOCIATION REPRESENTATIVES

- A. A Building Representative shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to interview an employee who has a grievance and to process the grievance through all the steps as outlined in the terms of the grievance procedure.
- B. The Building Representative shall not leave his/her work without first obtaining permission from the applicable Supervisor (Supervisor of Buildings and Grounds, or the Building Principal) which permission shall not be unreasonably withheld.

ARTICLE 89

SENIORITY

- A. Seniority shall be defined as either bargaining unit seniority or job classification seniority.
 - (a) Bargaining unit seniority is defined as the continuous unbroken employment by an employee in the bargaining unit covered by this Agreement irrespective of the job classification in which the service is rendered.
 - (b) Job Classification seniority is defined as the continuous unbroken employment by an employee in a job classification contained in the bargaining unit covered by this Agreement. In the event job classification seniority is broken by a transfer to another job classification in the bargaining unit, all prior service in the same classification will be accumulated in the event there is a return to the initial job classification.

(c) It is agreed that two seniority lists will be maintained. One list shall be entitled "Bargaining Unit Seniority" and the other shall be entitled "Job Classification Seniority". The latter list shall cover the following five (5) job classifications.

- (1) Mechanics
- (2) Maintenance Personnel
- (3) Maintenance Helper
- (4) Grounds Keepers
- (5) Custodians

There shall be annexed to this contract agreed upon lists establishing the seniority of all current employees. In establishing these and future lists it is recognized that the names of probationary employees (as elsewhere defined) shall not be added to the lists until the probationary period has been completed.

(d) It is understood and agreed that the Board has the unqualified right to make assignments of work and assignments of shift.

B. Whenever the Board decreases its work force the following procedure will be followed in making layoffs in the bargaining unit:

(a) Probationary employees in the job classification being reduced will be laid off first.

(b) In the event there are no probationary employees in the job classification then the employee with the least amount of job classification seniority shall be the first to be laid off.

C. An employee who has been laid off for lack of work shall have the right to request a job transfer to another classification within the bargaining unit. This right shall be limited to a transfer to a classification lower in rank than the one from which he has been laid off. For purposes of this paragraph, the job classifications rank from highest to lowest as follows: (1) Mechanics (2) Maintenance personnel (3) Maintenance helper (4) Grounds keeper (5) Custodian. In order to be eligible for a transfer after lay-off for lack of work, the laid-off employee must apply in writing or transfer to a specific job classification no later than ten (10) working days after he/she has been notified of his/her lay-off. He/she shall be eligible to replace an employee in the requested position only if his/her bargaining unit seniority exceeds that of the incumbent employee.

Mechanics can only bump down to groundsman or custodian. Foremen cannot be bumped.

- D. An employee who has been laid-off for lack of work shall have his/her name retained on the seniority lists for (a) a period of one (1) year from the date of lay-off or (b) until he/she has refused a request to return from a lay-off, whichever period is shorter. If an employee should be reemployed by the Board after his/her name is one stricken from the seniority lists he/she shall be treated as a new employee and shall be placed at the bottom of the lists when his/her probationary status is completed.

ARTICLE 90

PROBATIONARY PERIODS

- A. All newly hired non-certified personnel shall serve a 12 MONTH probationary period. This probationary period may be extended an additional six (6) months upon notification to the Union by the Board during the first 11 MONTHS of employment. Upon notification, joint review will be made by the Board and the Association.
- B. In the event of the filling of a position of Head Custodian, such employee shall serve a trial of 6 MONTHS. This probationary period may be extended an additional two (2) months upon notification to the Association by the Board during the first five (5) months of employment. Upon notification, joint review will be made by the Board and the Association.
- C. No employee, other than those on probationary status, shall be discharged or disciplined without just cause, subject to the grievance procedure.

ARTICLE 91

JOB TRANSFERS

- A. In the event there is a job vacancy and two or more employees make application for the position, the Board shall make a determination as to which if any of the applicants meet the job requirements established by the Board. In the event the Board determines that two or more meet the qualifications, then

the employee with the most bargaining unit seniority shall be awarded the position.

ARTICLE 92

SICK LEAVE AND MEDICAL COVERAGE

- A. Each full time and 12 month employee shall be allowed twelve (12) sick days per year as the current Board policy allows.
- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use.
- C. Reimbursement of Sick Leave Upon Retirement:

\$40.00 per day to a maximum of \$4000.

Fifteen years of service in the district is required to participate in this reimbursement. Retirement will be as per the statutory definition. The Board of Education must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

- D. In any instance of EXTENDED ILLNESS, additional sick days up to a TOTAL NOT TO EXCEED THREE (3) days for each year of previous employment may be granted upon the recommendation of the Superintendent of Schools and approval by the Board. Used portions of these extended sick leave days shall not be reinstated.

- E. Flu Shots

Preventative flu shots shall be offered by the school physician according to a schedule established by the Administration at no expense to the employees.

- F. Medical Insurance

The Board agrees that all employees shall be covered by the basic hospitalization, medical-surgical and major medical health insurance program, with the total cost for the family to be paid by the Board. Benefits of such coverage shall not be reduced below the current coverage.

New employees will only be provided with single coverage for the first three years of employment. However, during this time period, employees have the

option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

G. Dental Plan

Dental Plan to be full family coverage with premium to be paid by the Board of Education inclusive of an \$800.00 orthodontia benefit. Benefits of such coverage shall not be reduced below the current coverage.

New employees will only be provided with single coverage for their first three years of employment. However, during this time period, employees have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

H. Prescription Plan

The Board agrees to provide a Family Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage.

New employees will only be provided with single coverage for their first three years of employment. However, during this time period, employees have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional coverage.

I. Physical Disability

1. If an employee is injured while on the job, his/her position and salary will remain protected.
2. If an employee is injured outside of his/her job, his/her position can be changed to a position which he/she is capable of performing and his/her salary adjusted to agree with the salary guide for that position.
3. If the employee is physically unable to perform the duties of any position, he/she will be dismissed.
4. If the school doctor and the employee's physician are unable to reach an agreement on the ability of the employee to perform the duties of a position, a mutually agreed third doctor will be selected and his/her decision will be binding upon both parties.

ARTICLE 93

PERSONAL DAYS

- A. Each ten (10) month employee is entitled to three (3) personal days without specified reasons unless the personal day is a workday immediately prior to or following a holiday. Each twelve (12) month employee is entitled to four (4) personal days without specified reasons unless the personal day is a workday immediately prior to or following a holiday. In such an instance, approval of the superintendent or his/her designee is required. consecutive personal days will not be permitted without the approval of the superintendent or his/her designee. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

Unless it is an emergency situation, notification must take place the day before.

ARTICLE 94

HOLIDAYS

- A. The Board agrees to guarantee 12 paid holidays to the employees covered by this Agreement with the understanding that if less than 12 paid holidays are provided in the school calendar, the remaining day or days shall be assigned at the discretion of the Supervisor. The Board also agrees to declare any day designated as a holiday or any day extended to employees by the Federal Government or by the State of New Jersey as a holiday for the employees providing school is not in session.

ARTICLE 95

VACATION

- A. All persons employed on a twelve (12) month basis and classified as non-instructional personnel will be eligible for vacation periods as follows:

- After one year service.....10 working days
 - After seven (7) years service.....15 working days
 - After fifteen (15) years service...20 working days

Vacations will be computed as of the date of hire for each employee.
(Refer to paragraph "F" for less than one year's service.)

- B. Those employees who have fifteen (15) days vacation and who make prior arrangements and changing such prior arrangements will cause a loss of income or expense to the individual shall be permitted to take those fifteen (15) days unencumbered. The present procedure for applying for more than two (2) consecutive weeks of vacation shall be followed. The Union agrees to discuss any problems caused by the above in the event an emergency makes it desirable for the individual to forego his/her vacation time.
- C. The Building Principal shall determine at his/her discretion the availability of requested vacation dates.
- D. In scheduling vacation where two or more employees have requested the same available dates, then the employee or employees with the most job classification seniority shall be entitled to first choice.
- E. The Board agrees to purchase vacation time at double pay from employees who desire to sell all or part of their vacation time in accordance with the following established guidelines:
 - 1. The Administration may solicit custodians, groundsmen, maintenance men interested in selling all or part of their annual vacation allowance at the beginning of each school year (July).
 - 2. Vacation time will be purchased at the option of the Board. The Board reserves the right to establish the weeks vacations will be worked.
 - 3. Vacation time will be purchases on a seniority basis. The Board will attempt to see that time purchased will be distributed evenly.

4. The employee will have the option of offering all or part of his vacation time in weekly parts (1, 2, or 3, weeks).
 5. An employee may work in a school other than his assigned school during the vacation week.
 6. If a holiday falls on the week purchases, the employee will be paid for the full week and not work on the holiday.
 7. The employee who does not make a commitment to sell vacation time at the beginning of the school year may offer to sell time during the year, subject to a priority being placed on initial commitments.
 8. Purchase time will be purchased thusly: Annual salary divided by 52 times 2 = vacation time purchase price.
- F. If an employee has less than one (1) year of service, he/she shall accrue one (1) day vacation per month, not to exceed the (10) vacation days. This time to be taken during the next full contract year. During the second full contract year he/she will be entitled to ten (10) full vacation days.

ARTICLE 96

COFFEE BREAKS

- A. The Board agrees to provide two (2) fifteen (15) minute coffee breaks. One in the morning and one in the afternoon with the understanding that all coffee will be consumed on the school building premises and that if such coffee is not available on the premises only one man is permitted to drive off the premises to pick up the necessary coffee.

ARTICLE 97

UNIFORMS

- A. The Board reserves the right to select the style and the color of the uniform.
- B. Uniform allowance for all full time employees shall be as follows:

2003-2004:	\$275.00
2004-2005:	\$285.00
2005-2006:	\$300.00
2006-2007:	\$315.00

ARTICLE 98

ASSOCIATION LEAVE TIME

- A. The Board agrees to grant officially elected delegates of the Association time off with pay for the purpose of attending Association conventions, conferences or workshops provided that:
 - 1. The total time off does not exceed an aggregate of two (2) working days for the life of the contract.
 - 2. Not more than two (2) such Association delegates shall be permitted to attend such conventions or conferences at any one time.
 - 3. Written request specifying the amount of time off to be received by the Board at least five (5) days in advance of granting of each time off. Under certain circumstances this five (5) day period may be waived by the Board.

ARTICLE 99

OVERTIME

- A. Overtime
 - 1. The Board agrees to rotate overtime among all employees provided, however, that the employee to receive overtime must be fully qualified to

perform the duties. Overtime will be at the rate of time and one half (1-1/2), Monday through Saturday. Double time on Sundays.

2. The Association agrees that necessary overtime within the department must be performed and if no other person desires such overtime, the least senior man who is qualified must perform the required overtime.
3. The Board agrees to continue the present procedure of granting fifteen (15) minutes overtime pay for any portion of fifteen (15) minutes worked overtime.
4. Overtime procedure:
 - a) Employee "A" is scheduled for overtime and works it, therefore going to the bottom of the rotation list.
 - b) Employee "A" is scheduled for overtime, but the event is canceled. No other employee has been scheduled for overtime. So, employee "A" remains at the top of the list for the next scheduled overtime.
 - c) Employees "A" and "B" are scheduled for separate overtime events. Employee "A" has the event canceled. Since "B" is already scheduled, "B" remains in that position. "A" therefore gets the next overtime event that comes by. After "A" has worked the overtime event, "A" falls back into the normal rotation slot.
 - d) If a night crew employee is next in line to be scheduled for overtime, and the next overtime event is a night event and the employee is unable to work because he is working already, this employee therefore remains at the top of the overtime list until an overtime event becomes available that he/she can work.
 - e) If the next employee in line to be scheduled for an overtime event refuses to work the event, he/she will then go to the bottom of the rotation schedule.
 - f) If an overtime event is to be scheduled for work, and the next employee in the rotation schedule is sick, out on a personal day, or on vacation and therefore unable to work, this will be equivalent to a refusal and therefore his/her name will go to the bottom of the rotation schedule.
 - g) Every effort will be made to maintain the assignment of overtime on the basis of seniority (as described in paragraphs a - f above). However, in unusual circumstances when an overtime situation

occurs and requires qualifications in a specialty area (maintenance, grounds, mechanic), that assignment will be made at the discretion of the Business Administrator and/or his designee.

- h) Overtime in the custodial, grounds, maintenance, and mechanic departments will be separate and distinct in all overtime assignments.

The following is a list of overtime activities associated with the grounds and maintenance departments:

<u>GROUND</u> S	<u>MAINTENANCE</u>
1) Home & away football games (nights, Saturday, Sunday)	1) Repairs
2) Home soccer games (Nights, Saturday, Sunday)	2) Graduation (Called 2nd after grounds)
3) Home Baseball (Saturday) (Called grounds)	3) Snow removal 2nd after
4) Graduation (1st) emergencies	4) Storms, (Called 2nd depending on situation)
5) Snow removal (1st)	
6) Storms, emergencies (1st)	
7) Graduation security night before (1st)	5) Graduation security night before (2nd)
8) Halloween security (1st)	6) Halloween security (called 2nd)

Prior to any upcoming weekend or vacation period, a form will be posted for any employee to sign if interested in being on call to fulfill an emergency or unscheduled overtime situation that may occur during this period of time. This list will be used to secure the necessary services related to the emergency/unscheduled overtime situation. If the qualifications in a specialty area are needed to cover this emergency/unscheduled overtime situation, this assignment will be made at the discretion of the Business Administrator and/or his designee. A lottery method will be used to determine who will work the emergency/unscheduled overtime situation, if more than one employee has submitted their name for consideration. Two (2) refusals or unavailability to work after being called with your name on the list to work, will result in the name being removed from the list for the remainder of the year.

B. Call In Pay

1. The Board agrees to guarantee four (4) hours "call-in-pay" for all employees covered by this Agreement for any maintenance or custodial emergency, recognizing that emergency is only an unplanned situation and does not cover any assigned scheduled work such as PTA meetings. The Association agrees that this four (4) hour guarantee does not apply at the beginning of a work day which runs into a regular scheduled work period.
2. Employees called in for snow removal prior to the regular starting time shall be guaranteed two (2) hours overtime provided he/she reports on the job within one (1) hour after notification.

C. Sunday Work

1. The Board agrees to pay overtime for scheduled Sunday work at the rate of double time. (Note: If a custodian is to be present at a concert held in the Auditorium on Sunday and is notified ahead of time, he/she will be paid at the rate of double time).
2. For emergency call-in service, the minimum of four (4) hours applied at the rate of time and one half (1-1/2); any time beyond the four (4) hours will be at the double time rate. (Note: A maintenance worker who is called in to repair storm damage. If he/she works two hours, he/she would be paid a minimum of four (4) hours at time and one half (1-1/2). If he/she works six

(6) hours, he/she would be paid four (4) hours at time and one half (1-1/2) and two (2) hours at double time.

D. Sports Teams Practices

1. If sports teams practice in buildings without a custodian present, the Board of Education agrees to pay the custodian who is denied this overtime, the rate of 1-1/2 times his/her hourly rate on a weekday and a Saturday, and 2-1/2 times his/her hourly rate on a Sunday, from the time the teams started practicing, because the teams started practicing prior to the custodian's scheduled start time.

ARTICLE 100

SALARIES

- A. See salary guides at end of this document. (Retroactive to July 1, 2003)

Temporary head mechanic replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the supervisor of Buildings and Grounds.

B. Longevities

1. The following longevity allowances will be applicable to all 12 month full time employees. Part time contractual employees will receive longevity pro-rated.

\$300.00 upon entering the sixth (6) year of service with the district.

\$600.00 upon entering the tenth (10) year of service with the district.

\$900.00 upon entering the fifteenth (15) year of service with the district.

\$1200.00 upon entering the twentieth (20) year of service with the district.

- C. Temporary Custodial Supervisor replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the building principal or the supervisor of Buildings and Grounds.

D. Maintenance Differentials

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
Shop Foreman	\$3335.00	\$3495.00	\$3660.00	\$3835.00
Grounds Foreman	\$3335.00	\$3495.00	\$3660.00	\$3835.00
Receiving Foreman \$3835.00	\$3335.00		\$3495.00	\$3660.00
HVAC refrigeration \$2880.00 A/C license stipend	\$2505.00	\$2625.00	\$2750.00	
Licensed Electrician	\$2505.00	\$2625.00	\$2750.00	\$2880.00
Licensed Plumber	\$2505.00	\$2625.00	\$2750.00	\$2880.00
AHERA Leader \$2880.00	\$2505.00		\$2625.00	\$2750.00
New Jersey O & M & Floor Tile Certification (voluntary)	\$385.00	\$405.00	\$425.00	\$445.00

Head Mechanic Stipend \$5240.00 \$5490.00 \$5750.00 \$6025.00

Temporary foreman replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the supervisor of Buildings and Grounds.

E. Watchman

1. The Board agrees to release the head custodians from the requirement of checking their buildings twice each Saturday, Sunday and holidays and other times school is not in session.

F. Black Seal License

1. 2003-2004 - \$400.00 per year
2. 2004-2005 - \$400.00 per year
3. 2005-2006 - \$400.00 per year
4. 2006-2007 - \$400.00 per year

(Rates pro-rated for part-time employees)

G. Contract Renewal

1. The renewal of the individual yearly contract for each employee shall not be withheld without just cause, subject to the grievance procedure, unless the employee is probationary.

ARTICLE 101

POSTINGS

- A. All new or vacant positions of a permanent nature, must be posted.

ARTICLE 102
EVALUATIONS

- A. Foremen will not be responsible for yearly evaluations.

BUS DRIVERS

ARTICLE 103

PROBATIONARY PERIOD

- A. All newly hired non-certified personnel shall serve a one (1) year probationary period. This probationary period may be extended an additional six (6) months upon notification to the Association by the Board during the first five (5) months of employment. Upon notification, joint review will be made by the Board and the Association.

ARTICLE 104

DISCHARGE AND DISCIPLINE

- A. An employee may be disciplined, suspended or discharge only for just cause. A conference between the Employer and the Employee shall be held prior to discharge. In a disciplinary case, a conference shall be scheduled within two (2) working days of notification of disciplinary action. The Employee may request the presence of the Building Representative during disciplinary or discharge conferences. If the employee is dissatisfied with the result of a conference, he/she may use the grievance machinery.
- B. Any employee covered by this Agreement shall have the right to inspect and obtain copies (priced according to Board fee schedule) of documents from their personnel file upon three (3) working days notice to the custodian thereof.

ARTICLE 105
DRIVERS SALARY LIST

- A. Salary based on 183 school days - remuneration will reflect any changes made in the number of school days.

Full time base salary: six (6) hours

<u>STEP</u> <u>2007</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-</u>
2 \$21,275	\$14,345	\$15,145	\$16,045	
3 \$21,375	\$14,875	\$15,675	\$16,575	
4 \$21675	\$15,635	\$16,435	\$17,335	
5	\$16,435	\$17,235	\$18,135	\$22,175
6	\$19,890	\$20,690	\$21,590	\$22,875
7	\$20,655	\$21,455	\$22,355	\$23,775
8	\$21,975	\$22,775	\$23,675	\$24,775

(Salaries retroactive to July 1, 2003)

- B. Guide Placement: Pertinent driving experience and other factors may be considered by the Board of Education for salary guide placement for newly hired contract drivers.

ARTICLE 106

LONGEVITIES

- A. 2003/04 - 2004/05 - 2005/06 - 2006/07:
- | | |
|----------------------------|-----------------------|
| 6 to 10 years of service: | \$400 |
| 11 to 15 years of service: | \$400 (Total: \$800) |
| 16 to 20 years of service: | \$400 (Total: \$1200) |
| 21 years and up: | \$400 (Total: \$1600) |

ARTICLE 107

NON-CONTRACT RUNS

- A. All trips not part of a continuous time schedule to be paid at the following flat rates:
- | | |
|-------------|------------------|
| 2003-2004 - | \$15.00 per hour |
| 2004-2005 - | \$15.00 per hour |
| 2005-2006 - | \$15.00 per hour |
| 2006-2007 - | \$15.00 per hour |
- B. Non-contract runs and all extra work assignments shall be voluntary and shall be rotated from a seniority list at the beginning of the school year.

- C. Transportation supervisor will post extra trip assignments each Thursday morning and assignments the following week.
- D. Drivers on the "overtime list" may indicate a desire for an assignment by signing their name below the assignment on this list posted. Assignments will be made by the Transportation Supervisor on a rotation basis to the driver (s) responding to the posting. The rotation system shall be the prime method of assigning extra runs. However, the Transportation Supervisor may make assignments as he/she deems necessary when the situation warrants it.
- E. The minimum pay for all trips shall be one (1) hour.
- F. If the Transportation Supervisor fails to notify a driver of a canceled trip prior to the driver's reporting time, a minimum of two (2) hours shall be paid to said driver. This provision applies only to assignments which require the driver to report to work. Trips scheduled between normal assignments, or at the end of the working day are exempt.
- G. If a non-contract run or an extra work assignment is canceled, for any reason, and rescheduled another day, because of this schedule change, the originally scheduled driver will retain his/her place in the rotation schedule as if they had never been assigned the trip in the first place.

ARTICLE 108

CONTRACT PACKAGES

- A. Contract packages for full time drivers shall consist of no more than three (3) time blocks, two (2) time blocks if the package contains assignments presently known as "late runs", which total no more than six (6) hours. Additional duties may be assigned on either a temporary or permanent basis, so long as the assigned daily transportation duties, and additional duties do not exceed six (6) hours.
- B. Assignments in excess of six (6) hours will receive additional compensation, at the contract rate.
- C. Contract packages with less than four (4) hours of work shall be considered part-time. All drivers with duties between four (4) and six (6) hours will be compensated at the six (6) hour rate. Ample time will be allowed within the framework of the daily six (6) hour schedule to perform assigned maintenance and preparation duties.
- D. Time not worked within the daily six (6) hour schedule will not be accumulative.

- E. Assignments will not be made if it is anticipated that such assignment will cause the driver to work beyond their scheduled time. However, drivers known as floaters, whose contracts were extended from four (4) or five (5) hours to six (6) hours will be required to perform any normal driving assignments not limited to, but including: field trips, athletic events, substitutions for drivers who are out sick, etc. Such duties performed mid-day will be done without further compensation.
- F. Any parochial runs scheduled on days beyond the Wall Township calendar shall be treated as non-contract runs with the regular driver driving the entire package. The driver who selects the parochial package shall be guaranteed two (2) hours minimum.
- G. Contract packages: A grouping of contract runs for assignments to individual drivers.
- H. All packages shall be picked in order of seniority. When the Transportation Supervisor does not agree that a driver is suited to a package chosen by that driver, the Supervisor will meet with the driver and give his/her reasons for not approving. If the driver does not agree with the reason set forth by the Transportation Supervisor, he/she may grieve the decision of the Supervisor through the grievance machinery.
- I. Packages will be posted for review at least two (2) days prior to the date for selection.
- J. The date of selection shall be no later than the last week in August. Drivers will be notified by mail in advance of the posting.
- K. Drivers not present for selection must provide a written proxy directing another driver to make the selection for them, or the Transportation Supervisor will make the selection for them in seniority order.
- L. Any and all packages may be altered during the school year to meet changing need. Adjustments to salary will be pro-rated accordingly.
- M. Trial Runs - Drivers may be required to trial run their contract package within two (2) days after package selection. Trial runs shall be assigned at the discretion of the Transportation Supervisor.
- N. Packages which become available at least thirty (30) calendar days before the end of the school year as established by the annual school calendar will be posted three (3) days for bidding by the employees. Transportation Supervisor would have full authority to choose the person for the position from this list with consideration given to the employee's seniority. Packages shall be posted within two (2) working days of vacancy and shall be awarded within three (3) working

days after the posting period, subject to final approval by the Board of Education. The Building Representative shall be responsible for ensuring that all drivers are aware of the posting.

ARTICLE 109

SICK DAYS

- A. Pursuant to the current Board of Education policy, employees shall be allowed annual personal sick leave without loss of pay of such absences as follows:
 - 12 days for employees on a 12-month contract
 - 10 days for employees on a 10-month contract
- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Under no circumstances is accrued sick leave to be considered or applied as terminal leave. Doctor's appointments which have to be made during the work day can be deducted from sick leave days.
- C. A certificate of absence shall be filed by each employee for any absence and for absences due to illness over three (3) consecutive days duration, a doctor's certificate shall be required to be filed in the office of the Board Secretary/Business Administrator. The doctor's certificate shall indicate the employee is fit to resume duties as a bus driver. The Board reserves the right to have it's own physician examine the employee for final determination of fitness to perform duties.
- D. Sick leave accrued in one school district may not be carried over with subsequent employment in another school district.
- E. In the event a driver does not complete the assigned time slots due to illness or emergency, and said emergency arises during the first time slot, said driver will be docked one (1) sick day. If the emergency arises during the second time slot, driver will be docked 1/3 sick day, and if it occurs during the third time slot, driver will not be docked any sick time.
- F. In any instances of extended illness, additional sick days up to a total not to exceed two (2) days for each year of previous employment may be granted upon

the approval of the Board of Education. Used portions of these extended sick leave days shall not be reinstated.

- G. Reimbursement of Sick Leave Upon Retirement:
\$40.00 per day to a maximum of \$4000

Fifteen (15) years of service is required to participate in this reimbursement. Retirement will be as the P.E.R.S definition. The Board of Education must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 110

MEDICAL INSURANCE

- A. Single coverage - medical insurance will be provided by the Board of Education Benefits of such coverage shall not be reduced below the current coverage
- B. Family coverage: Any driver may purchase family coverage at the current board rates.
- C. Prescription Plan: The Board agrees to provide an "employee only" Prescription Drug Plan with the premiums being paid by the Board of Education. Benefits of such coverage shall not be reduced below the current coverage.

Family Prescription: Those drivers, to the extent only of their coverage with regular hospitalization, may enroll in the drug plan. The drivers must pay the applicable amount.

- D. Any driver may purchase single/family Dental Insurance at Board rates.

ARTICLE 111

LEAVE OF ABSENCE WITHOUT PAY

- A. Employees may be granted a leave of absence without pay for personal reasons for a period of up to one (1) year with the approval of the Board of Education during which time they shall retain their seniority rights.

Seniority will accrue during the leave period.

ARTICLE 112

PERSONAL DAYS

- A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary.
- B. Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at the will of the individual employee.
- C. Requests for personal days which precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.
- D. Personal days are to be taken with internal control by both the Administration and the Union.
- E. Unused portions of personal leave shall be converted to accumulated sick leave on June 30th of each year.
- F. A minimum of 48 hours notice requirement for personal days is required, except in the case of an emergency.

ARTICLE 113

ASSOCIATION ACTIVITY

- A. The Board of Education agrees to grant officially elected delegates time off with pay for the purpose of attending Association Conventions and/or conferences provided that time off does not exceed an aggregate of five (5) working days in the calendar year, and that not more than two (2) such Association delegates shall be permitted to attend such conventions or conferences at any one time, and applications of said time shall not exceed two (2) annually. Written request specifying the amount of time off is to be received by the Board of Education at least five (5) days in advance of granting of each time off. Under certain circumstances this five (5) day period may be waived by the Board.

ARTICLE 114

ASSOCIATION REPRESENTATIVES

- A. The Board agrees to recognize a minimum of one (1) Building Representative and one (1) Alternate selected by the Association. A Representative shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Association president or Representative shall be granted a reasonable amount of time during his/her regular work hours, without loss of pay, to present, discuss, and investigate grievances. Neither a representative nor an Association officer shall leave his/her work without first obtaining permission of his/her immediate supervisor, which permission shall not be unreasonable withheld. The Association agrees to provide a listing of the current Building Representatives and Officers for the Board after the regular Association election and also to notify the Board of any interim changes.

ARTICLE 115

SENIORITY

- A. The Board and the Union agree that an updated seniority list will be provided to the union once each year of this contract. Employees will be placed on the seniority list in accordance with their date of hire. Ties will be broken by date of receipt of application for full time employment. Applications will be purged once a year.
- B. Seniority shall prevail in any layoff of employees, the least senior employee to be laid off first. Employees shall be recalled or offered recall from layoff in the inverse order of their layoff, the most senior laid off employee being the first to be recalled. Laid off employees shall be eligible for recall for a period up to one (1) year from the date of their layoff.
- C. Employees who refuse to return to work within ten (10) days of the time they are offered recall shall be terminated. Notification of layoff or recall shall be by registered letter, return receipt requested.

ARTICLE 116

LUNCH AND DINNER RIGHTS

- A. If a driver is on a trip assignment of at least two (2) hours duration, and one of those hours is 12:00 noon to 1:00 PM, the driver will receive up to a \$6.00 meal allowance.
- B. If a driver is on a trip assignment of at least two (2) hours duration, and one of those hours is 6:00 PM to 7:00 PM, the driver will receive up to a \$12.00 meal allowance. A receipt is required for payment.

ARTICLE 117

MEDICAL EXAMINATIONS

- A. To satisfy the bi-yearly medical examination requirements for the renewal of bus drivers' licenses, all drivers shall be required to have a physical examination by a medical doctor.
- B. The Board agrees to reimburse each driver up to \$45.00 for such examination upon receipt of bill.
- C. Additional medical examinations may be required by the Board to verify a driver's physical capabilities following an extended illness.
- D. Preventive flu shots shall be offered by the school physician according to a schedule established by the Administration at no expense to the employees.
- E. The Board of Education will pay for bus driver drug testing that takes place every two (2) years up to a maximum of \$65.00. This amount is over and above the amounts reimbursed for medical exams.

ARTICLE 118

UNIFORMS

- A. The Board reserves the right to select the style and color of uniforms.
- B. The uniform allowance shall be \$135.00 for the 2003-2004 school year, \$135.00 for the 2004-2005 school year, \$135.00 for the 2005-2006 school year, and \$135.00 for the 2006-2007 school year, for all full time employees.

ARTICLE 119

GENERAL PROVISIONS

- A. Any new driver after three (3) months employment will be reimbursed for the State Motor Vehicle fee charged for obtaining the required license.
- B. Drivers will not be required to make daily routine oil checks.
- C. Drivers will be required to attend up to two (2) two-hour safety meetings per year for which there will be no reimbursement.
- D. The Board agrees to reimburse each driver \$4.00 per year for bus license renewal.

ARTICLE 120

BULLETIN BOARDS

- A. The Board of Education will provide space for a bulletin board.

ARTICLE 121

FULLY BARGAINED PROVISION

- A. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either of both the parties at the time they negotiated or signed this Agreement, except as may otherwise be provided herein.

ARTICLE 122

POSTINGS

- A. All new or vacant positions of a permanent nature, must be posted.

ARTICLE 123

SUMMER WORK

- A. Any driver interested in working during the summer months must notify the transportation supervisor, in writing, thirty (30) days prior to the end of the work year, of their desire to work any summer assignments that may become available.

Any letter of intent submitted after the thirty (30) days, will be honored at the discretion of the Board of Education.

The Transportation Supervisor may approach any driver prior to the thirty (30) days from the end of the work year. After the expiration of the thirty (30) day limit, drivers may not be approached unless there are not sufficient responses to fill the needed assignments.

If more drivers have submitted a letter of intent than there are runs available, the assignments will be given out in order of seniority until all runs are covered.

TRANSPORTATION DISPATCHER

ARTICLE 124

ADMINISTRATION OF SALARY POLICY

Upon initial employment, experience gained in related fields of work which are closely related to the prospective assignment shall be considered by the Superintendent of Schools and the Board of Education for salary guide placement. A maximum of three (3) years may be applied.

ARTICLE 125

INCREMENTS/SALARIES

- A. Any and all increments may be withheld by the Board of Education upon its own motion in a manner consistent with existing statutes. Reasons for withholding shall be furnished the employee. If the employee does not agree with the reasons, he/she can grieve the action.
- B. An employee shall be in the employ of the Board of Education not less than five(5) months for ten-month personnel, or six (6) months for twelve-month personnel, the previous school year in order to be eligible for an increment the following year.

ARTICLE 126

STEPS

- A. Each step of the salary guide shall be defined as one calendar year of occupational experience within the school district.

- B. Seniority lists for dispatcher will be maintained.

ARTICLE 127

PROBATIONARY PERIOD

- A. All newly hired non-certificated personnel shall serve a six-month probationary period. After three (3) months, a written evaluation shall be given to newly hired employees by their immediate supervisor. At the end of the six (6) month period, a second evaluation will be given upon the employee's request.
- B. No employee, other than those on probationary status, shall be discharged or disciplined without just cause, subject to the grievance procedure.

ARTICLE 128

TENURE

- A. Tenure contracts to be issued upon entering fourth (4th) year of service on a contractual basis.

ARTICLE 129

LONGEVITY

- A. \$400 increment upon entering eleventh (11th) year of service in the district.

Additional \$400 increment upon entering fifteenth (15th) year of service in the district. (\$800)

Additional \$400 increment upon entering twenty-first (21st) year of service in the district. (\$1200)

Additional \$400 increment upon entering twenty-fifth (25th) year of service in the district. (\$1600)

ARTICLE 130

OVERTIME PAY

- A. Overtime pay at the rate of time and one-half will be paid for assigned office duty beyond forty (4) hours of actual work per week.
- B. Overtime pay shall not be authorized without prior approval of the Business Administrator and building supervisor.
- C. Overtime pay during the school year shall be computed as follows: Beyond 37-1/2 hours, pay at straight rate until 40 hours; time and one-half beyond 40 hours.
- D. Employees working Saturday and Sunday shall be paid for those hours at the rate of time and one-half, with prior approval of the Superintendent.
- E. Overtime pay for driving a school bus beyond regular working hours to be at the flat rate as listed in Article 107.

ARTICLE 131

HOURS

- A. Work day: 7-1/2 hours, exclusive of lunch.

ARTICLE 132

VACATION DAYS

- A. All personnel employed on a 12-month basis will be eligible for vacation as follows:

After one (1) year of service: 10 working days vacation

After eight (8) years of service:	15 working days vacation
After fifteen (15) years of service:	20 working days vacation

- B. In general, vacation time granted may not be taken in amounts greater than ten (10) working days in any one period. The cooperation of the employees and district administration is required to avoid peak work load periods whenever possible.
- C. If an employee has less than one (1) year of service, the employee shall accrue one (1) day vacation per month, not to exceed ten (10) vacation days for a 12-month employee.
- D. Employees with greater than ten (10) days vacation, under unusual circumstances, may request a vacation duration in excess of ten (10) consecutive days. The employee must first apply to the immediate supervisor for permission. If the supervisor agrees to arrange the office work load to accommodate the request without creating undue hardship, the employee may then apply to the Superintendent of Schools for permission. All such extended vacation requests (over 10 consecutive days) require a minimum of sixty (60) days notice unless permission is granted by the Superintendent or his/her designee.
- E. In the case of an employee who has ten (10) vacation days; in unusual circumstances (as described in Paragraph D above), the Board may grant permission for an employee to take an extra week or more without pay, following the procedure described in the paragraph above.

ARTICLE 133

HOLIDAYS

- A. The Board agrees to guarantee twelve (12) paid holidays to the employees covered by this Agreement with the understanding that if less than twelve (12) paid holidays are provided in the school calendar, the remaining day or days shall be assigned at the discretion of the Supervisor. The Board also agrees to declare any day designated as a holiday or any day extended to employees by the Federal Government or by the State of New Jersey as a holiday for the employees providing school is not in session.

ARTICLE 134

SICK DAYS

- A. Pursuant to the current Board of Education policy, employees shall be allowed annual personal sick leave without loss of pay for such absences as follows:

12 days for employees on a 12-month contract

10 days for employees on a 10-month contract

- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Employees may not apply accrued sick leave to any period of time contiguous to their employment termination, except for those cases where illness precludes the fulfillment of their contractual duties. Doctor's appointments which have to be made during the workday can be deducted as a sick day at the employee's discretion.
- C. A certificate of absence shall be filed by each employee for any absence, and for absences due to illness over four (4) consecutive days duration, a doctor's certificate shall be required to be filed in the office of the Superintendent. After the first such occurrence in a contract year, a certificate may be requested for absences due to illness over three (3) days duration.
- D. Sick leave accrued in one school district may not be carried over with subsequent employment in another school district, except by action of the Board of Education.
- E. In any instance of extended illness, an employee who has used all regular sick days, vacation days, and extended sick days, will be placed on a Leave of Absence status and the vacated job may be posted. For ninety (90) days thereafter, the employee shall enjoy full group insurance benefits. The employee is entitled to reinstatement to his/her regular job upon presentation of a doctor's certificate for a period of up to six (6) months from the date the disability began. Upon mutual agreement of the Board and the Union, the Leave of Absence can be extended.
- F. Reimbursement for sick leave upon retirement:
- \$50.00 per day to a maximum of \$6250

Fifteen (15) years of service in the district is required to participate in this reimbursement. Retirement will be as per the P.E.R.S. definition. The Board of Education must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 135

EXTENDED SICK LEAVE

- A. In any instances of EXTENDED ILLNESS, additional sick days up to a total not to exceed three (3) days for each year of previous employment may be granted upon the recommendation of the Superintendent of Schools and approval by the Board. Used portions of these extended sick leave days shall not be reinstated.

ARTICLE 136

MEDICAL INSURANCE

- A. Full family coverage will be provided by the Board (Basic and Major Medical). Benefits of such coverage shall not be reduced below the current coverage.

A non-tenured dispatcher will only be provided with single coverage until he/she obtains tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional charge.

- B. Dental Plan to include member and spouse. Premium to be paid by the Board of Education. Benefits of such coverage shall not be reduced below the current coverage.

Family dental may be purchased at the group rate, by the employee, provided the employee notifies the board office during the spring preceding the new contract year.

A non-tenured dispatcher will only be provided with single coverage until he/she obtains tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional charge.

- C. Preventative Flu Shots will be offered by the school physician according to a schedule established by the Administration at no expense to the employee.

- D. Prescription Drug Plan:

The Board agrees to provide a Family Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan with premiums being paid by the Board of Education. Benefits of such coverage shall not be reduced below the current coverage.

A non-tenured dispatcher will only be provided with single coverage until he/she obtains tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family benefits at full cost to the employee for this additional charge.

ARTICLE 137

MEDICAL EXAMINATIONS

- A. To satisfy the bi-yearly medical examination requirements for the renewal of bus driver's licenses, the dispatcher shall be required to have a physical examination by a medical doctor.
- B. The Board agrees to reimburse the dispatcher up to \$45.00 for such examination upon receipt of bill.
- C. Additional medical examinations may be required by the Board to verify a dispatcher's physical capabilities following an extended illness.
- D. The Board of Education will pay for dispatcher drug testing. This amount is over and above the amounts reimbursed for medical exams.

ARTICLE 138

LEAVE OF ABSENCE

- A. Staff members shall not absent themselves from duty without obtaining leave of absence from the Superintendent of Schools. Approval of such leave must be obtained before the absence occurs, unless circumstances are such as to render advanced approval impossible.

- B. Request for absence should be addressed to the Superintendent of Schools through the employee's immediate supervisor during school hours. When emergencies occasioning absence occur in the morning before 7:30 a.m., contact your immediate supervisor, advising of the circumstances and possible length of absence.

- C. Employees covered by this Agreement may request a leave of absence, without pay, for a period not to exceed one (1) year. Leaves for valid reasons, such as maternity and illness or pressing personal matters will be considered. Leave to assume other employment will not be considered. Applications will be subject to approval and discretion of the Board of Education. The employee's employment status (including seniority, tenure or longevity) will be maintained at the level of the start of the leave of absence. Times spent on said leave will not be applied to seniority, tenure, or longevity. However, the employee will be compensated in accordance with salary schedule applicable at the time of his/her return.

The employee must notify the Board in writing, at least ten (10) working days prior to the termination of the leave, of his/her intention to return. Failure to comply with notification, or return to work within ten (10) working days from the termination of the leave of absence will be grounds for dismissal.

ARTICLE 139

PERSONAL DAYS

- A. A dispatcher is entitled to four (4) personal days without specified reasons unless the personal day is a workday immediately prior to or following a holiday. In such an instance, approval of the Superintendent or his/her designee, is required. Consecutive personal days will not be permitted without the approval of the Superintendent or his/her designee. All unused personal days shall be converted

to accumulated sick leave on June 30th of each year. Any willful misuse of these days is considered unprofessional.

ARTICLE 140

EMERGENCY CLOSINGS

- A. Employees are not required to work in case of school closings due to snow days, unless called to work before 11:00 a.m. by the Business Administrator.
- B. Employees are required to work in case of school closings other than snow days, if the emergency does not affect their working conditions.
- C. In cases of early dismissals due to inclement weather, the dispatcher may leave thirty (30) minutes after all student transportation vehicles have returned to the bus compound.

ARTICLE 141

VACANCY POSTINGS

- A. The Superintendent or his/her designated representative shall post in all buildings where unit members work, a listing of any vacancy which may occur so that members of the Union may apply for such vacancy. The posting will be in effect for ten (10) days.
- B. In filling these vacancies, the Board shall consider the qualifications, background, and other relevant factors, including years of service within the School District. The parties recognize, however, that the filling of these vacancies is a prerogative of the Board and the decision of the Board with respect to such matters shall be final.

ARTICLE 142

OFFICE CONDUCT

- A. The Board agrees to provide two (2) fifteen (15) minute coffee breaks at times assigned by the immediate supervisor. Times will be so staggered, where possible, so as to provide courteous service to members of the General Public entering the office or calling on the phone.

ARTICLE 143

PERSONNEL FILES

- A. The dispatcher shall, upon request with 24-hour notice, be given an opportunity to review any evaluation of his/her work performance or conduct during the term of this Agreement and included in his/her permanent personnel folder. The dispatcher may file a written response to such materials and, upon request, such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each dispatcher will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in his/her personnel folder.

ARTICLE 144

TERMINATION OF EMPLOYMENT

- A. Fifteen (15) days notice shall be required for the termination of all contracts.

ARTICLE 145

UNIFORMS

- A. The Board reserves the right to select the style and color of uniforms.

- B. The uniform allowance shall be equal to the bus driver's uniform allowance under Article 118.

ARTICLE 146

EXISTING BENEFITS

- A. All present conditions beneficial to the dispatcher not covered by this Agreement as of the date of signing and now in effect as regular employee practice, shall remain in effect unless provided for otherwise in this Agreement, or unless otherwise changed hereafter by mutual consent of the Board and the Association.

ARTICLE 147

WORKSHOPS AND SEMINARS

- A. Registration and transportation fees to be paid by the Board of Education for job related workshops, seminars, etc., if requested to attend by the Supervisor and approved by the Board of Education.

ARTICLE 148

GENERAL PROVISIONS

- A. The dispatcher will be reimbursed for the State Motor Vehicle fee charged for obtaining the required license.
- B. The dispatcher will not be required to make daily routine oil checks.
- C. The dispatcher will be required to attend up to two (2) two-hour safety meetings, per year, for which there will be no reimbursement.

- D. The Board agrees to reimburse the dispatcher \$4.00 per year for bus license renewal.

ARTICLE 149

DISPATCHER SALARY GUIDES

<u>Step</u>	<u>2003/2004</u>	<u>2004/2005</u>	<u>2005/2006</u>	<u>2006/2007</u>
1	23,500	23,500	23,500	23,500
2	26,000	26,000	26,000	26,000
3	28,400	28,400	28,400	28,400
4	30,800	30,800	30,800	30,800
5	33,200	33,200	33,200	33,200
6	35,600	35,600	35,600	35,600
7	38,000	38,000	38,000	38,000

	A	B	C	D	E	F	G	H	I
1	FLOW CHART (MOVEMENT THROUGH THE GUIDES) (2003-2007)								
2									
3									
4		2003-2004	2003-2004	2004-2005	2004-2005	2005-2006	2005-2006	2006-2007	2006-2007
5	BASE YEA	SEPT-JAN	FEB - JUNI	SEPT - JAN	FEB - JUNI	SEPT - JAN	FEB - JUNI	SEPT - JAN	FEB - JUNI
6	2002-2003	1A	1B	2A	2B	3A	3B	4A	4B
7	-----								
8							1	1	1-
9									
10			1	1	1-	1-	2-	2-	3-
11									
12	2	1-	2-	2-	3-	3-	4-	4-	5-
13									
14	3	3	4	4	5	5	6	6	7
15									
16	4	4	5	5	6	6	7	7	8
17									
18	5	5	6	6	7	7	8	8	9
19									
20	6	6	7	7	8	8	9	9	10
21									
22	7	7	8	8	9	9	10	10	11
23									
24	8	8	9	9	10	10	11	11	12
25									
26	9	9	10	10	11	11	12	12	13
27									
28	10	10	11	11	12	12	13	13	14
29									
30	11	11	12	12	13	13	14	14	15
31									
32	12	12	13	13	14	14	15	15	16
33									
34	13	13	14	14	15	15	16	16	17
35									
36	14	14	15	15	16	16	17	17	18
37									
38	15	15	16	16	17	17	18	18	19

TEACHER'S SALARY GUIDE: YEAR 1A - SEPTEMBER 1, 2003 - JANUARY 31, 20

STEP	BA "A"	BA + 1 "B"	BA + 3 "C"	MA/FIE "D"	MA + 1 "E"	MA + 3 "F"	MA + 4 "G"	MA + 60 "H"
1-	32290	32800	33380	33910	34470	34950	35430	35940
3	32820	33330	33910	34440	35000	35480	35960	36470
4	33340	33850	34430	34960	35520	36000	36480	36990
5	34600	35110	35690	36220	36780	37260	37740	38250
6	35860	36370	36950	37480	38040	38520	39000	39510
7	37120	37630	38210	38740	39300	39780	40260	40770
8	38380	38890	39470	40000	40560	41040	41520	42030
9	39640	40150	40730	41260	41820	42300	42780	43290
10	40900	41410	41990	42520	43080	43560	44040	44550
11	44400	44910	45490	46020	46580	47060	47540	48050
12	50300	50810	51390	51920	52480	52960	53440	53950
13	56200	56710	57290	57820	58380	58860	59340	59850
14	63100	63610	64190	64720	65280	65760	66240	66750
15	73000	73510	74090	74620	75180	75660	76140	76650

TEACHER'S SALARY GUIDE: YEAR 1B - FEBRUARY 1, 2004 - JUNE 30, 2004

STEP	BA "A"	BA + 1 "B"	BA + 3 "C"	MA/FIE "D"	MA + 1 "E"	MA + 3 "F"	MA + 4 "G"	MA + 60 "H"
1	32630	33140	33720	34250	34810	35290	35770	36280
2-	33130	33640	34220	34750	35310	35790	36270	36780
4	33650	34160	34740	35270	35830	36310	36790	37300
5	34910	35420	36000	36530	37090	37570	38050	38560
6	36170	36680	37260	37790	38350	38830	39310	39820
7	37430	37940	38520	39050	39610	40090	40570	41080
8	38690	39200	39780	40310	40870	41350	41830	42340
9	39950	40460	41040	41570	42130	42610	43090	43600
10	41210	41720	42300	42830	43390	43870	44350	44860
11	44385	44895	45475	46005	46565	47045	47525	48035
12	47560	48070	48650	49180	49740	50220	50700	51210
13	50740	51250	51830	52360	52920	53400	53880	54390
13	53920	54430	55010	55540	56100	56580	57060	57570
13	57100	57610	58190	58720	59280	59760	60240	60750
14	60280	60790	61370	61900	62460	62940	63420	63930
15	63460	63970	64550	65080	65640	66120	66600	67110
15	66640	67150	67730	68260	68820	69300	69780	70290
15	69820	70330	70910	71440	72000	72480	72960	73470
16	73000	73510	74090	74620	75180	75660	76140	76650

No employee shall be placed on steps 1, 13A, 13B, 15A, 15B.

TEACHER'S SALARY GUIDE: YEAR 2A - SEPTEMBER 1, 2004 - JANUARY 31, 20

STEP	BA "A"	BA + 1 "B"	BA + 3 "C"	MA/FIE "D"	MA + 1 "E"	MA + 3 "F"	MA + 4 "G"	MA + 60 "H"
1	34455	34965	35545	36075	36635	37115	37595	38105
2	34955	35465	36045	36575	37135	37615	38095	38605
4	35475	35985	36565	37095	37655	38135	38615	39125
5	36735	37245	37825	38355	38915	39395	39875	40385
6	37995	38505	39085	39615	40175	40655	41135	41645
7	39255	39765	40345	40875	41435	41915	42395	42905
8	40515	41025	41605	42135	42695	43175	43655	44165
9	41775	42285	42865	43395	43955	44435	44915	45425
10	43035	43545	44125	44655	45215	45695	46175	46685
11	46255	46765	47345	47875	48435	48915	49395	49905
12	49475	49985	50565	51095	51655	52135	52615	53125
13	52695	53205	53785	54315	54875	55355	55835	56345
13A	55915	56425	57005	57535	58095	58575	59055	59565
13B	59135	59645	60225	60755	61315	61795	62275	62785
14	62355	62865	63445	63975	64535	65015	65495	66005
15	65575	68085	66665	67195	67755	68235	68715	69225
15A	68795	69305	69885	70415	70975	71455	71935	72445
15B	72015	72525	73105	73635	74195	74675	75155	75665
16	75235	75745	76325	76855	77415	77895	78375	78885

No employee shall be placed on steps 13A, 13B, 15A, 15B

TEACHER'S SALARY GUIDE: YEAR 2B - FEBRUARY 1, 2005 - JUNE 30, 2005

STEP	BA "A"	BA + 1 "B"	BA + 3 "C"	MA/FIE "D"	MA + 1 "E"	MA + 3 "F"	MA + 4 "G"	MA + 60 "H"
1	36335	36845	37425	37955	38515	38995	39475	39985
3	36835	37345	37925	38455	39015	39495	39975	40485
5	37355	37865	38445	38975	39535	40015	40495	41005
6	38615	39125	39705	40235	40795	41275	41755	42265
7	39875	40385	40965	41495	42055	42535	43015	43525
8	41135	41645	42225	42755	43315	43795	44275	44785
9	42395	42905	43485	44015	44575	45055	45535	46045
10	43655	44165	44745	45275	45835	46315	46795	47305
11	44915	45425	46005	46535	47095	47575	48055	48565
12	47945	48455	49035	49565	50125	50605	51085	51595
13	50975	51485	52065	52595	53155	53635	54115	54625
14	54005	54515	55095	55625	56185	56665	57145	57655
14A	57035	57545	58125	58655	59215	59695	60175	60685
14B	60065	60575	61155	61685	62245	62725	63205	63715
15	63095	63605	64185	64715	65275	65755	66235	66745
16	66130	66640	67220	67750	68310	68790	69270	69780
16A	69165	69675	70255	70785	71345	71825	72305	72815
16B	72200	72710	73290	73820	74380	74860	75340	75850
17	75235	75745	76325	76855	77415	77895	78375	78885

No employee shall be placed on steps 14A, 14B, 16A, 16B

TEACHER'S SALARY GUIDE: YEAR 3A - SEPTEMBER 1, 2005 - JANUARY 31, 20

STEP	BA "A"	BA + 1 "B"	BA + 3 "C"	MA/FIE "D"	MA + 1 "E"	MA + 3 "F"	MA + 4 "G"	MA + 60 "H"
1-	38145	38655	39235	39765	40325	40805	41285	41795
3-	38645	39155	39735	40265	40825	41305	41785	42295
5	39165	39675	40255	40785	41345	41825	42305	42815
6	40425	40935	41515	42045	42605	43085	43565	44075
7	41685	42195	42775	43305	43865	44345	44825	45335
8	42945	43455	44035	44565	45125	45605	46085	46595
9	44205	44715	45295	45825	46385	46865	47345	47855
10	45465	45975	46555	47085	47645	48125	48605	49115
11	46725	47235	47815	48345	48905	49385	49865	50375
12	49745	50255	50835	51365	51925	52405	52885	53395
13	52765	53275	53855	54385	54945	55425	55905	56415
14	55785	56295	56875	57405	57965	58445	58925	59435
14	58805	59315	59895	60425	60985	61465	61945	62455
14	61825	62335	62915	63445	64005	64485	64965	65475
15	64845	65355	65935	66465	67025	67505	67985	68495
16	67865	68375	68955	69485	70045	70525	71005	71515
16	70885	71395	71975	72505	73065	73545	74025	74535
16	73905	74415	74995	75525	76085	76565	77045	77555
17	76925	77435	78015	78545	79105	79585	80065	80575

No employee shall be place on steps 14A, 14B, 16A, 16B

TEACHER'S SALARY GUIDE: YEAR 3B - FEBRUARY 1, 2006 - JUNE 30, 2006

STEP	BA "A"	BA + 1 "B"	BA + 3 "C"	MA/FIE "D"	MA + 1 "E"	MA + 3 "F"	MA + 4 "G"	MA + 60 "H"
1	39670	40180	40760	41290	41850	42330	42810	43320
2-	40170	40680	41260	41790	42350	42830	43310	43820
4-	40670	41180	41760	42290	42850	43330	43810	44320
6	41930	42440	43020	43550	44110	44590	45070	45580
7	43190	43700	44280	44810	45370	45850	46330	46840
8	44450	44960	45540	46070	46630	47110	47590	48100
9	45710	46220	46800	47330	47890	48370	48850	49360
10	46970	47480	48060	48590	49150	49630	50110	50620
11	48230	48740	49320	49850	50410	50890	51370	51880
12	50780	51290	51870	52400	52960	53440	53920	54430
13	53685	54195	54775	55305	55865	56345	56825	57335
14	56590	57100	57680	58210	58770	59250	59730	60240
15	59495	60005	60585	61115	61675	62155	62635	63145
15	62400	62910	63490	64020	64580	65060	65540	66050
15	65305	65815	66395	66925	67485	67965	68445	68955
16	68210	68720	69300	69830	70390	70870	71350	71860
17	71115	71625	72205	72735	73295	73775	74255	74765
17	74020	74530	75110	75640	76200	76680	77160	77670
18	76925	77435	78015	78545	79105	79585	80065	80575

No employee shall be placed on steps 15A, 15B, 17A

TEACHER'S SALARY GUIDE: YEAR 4A - SEPTEMBER 1, 2006 - JANUARY 31, 20

STEP	BA "A"	BA + 1 "B"	BA + 3 "C"	MA/FIE "D"	MA + 1 "E"	MA + 3 "F"	MA + 4 "G"	MA + 60 "H"
1	40890	41400	41980	42510	43070	43550	44030	44540
2-	41390	41900	42480	43010	43570	44050	44530	45040
4-	41890	42400	42980	43510	44070	44550	45030	45540
6	43090	43800	44180	44710	45270	45750	46290	46740
7	44350	44860	45440	45970	46530	47010	47490	48000
8	45610	46120	46700	47230	47790	48270	48750	49260
9	46870	47380	47960	48490	49050	49530	50010	50520
10	48130	48640	49220	49750	50310	50790	51270	51780
11	49390	49900	50480	51010	51570	52050	52530	53040
12	51950	52460	53040	53570	54130	54610	55090	55600
13	54900	55410	55990	56520	57080	57560	58040	58550
14	57850	58360	58940	59470	60030	60510	60990	61500
15	60800	61310	61890	62420	62980	63460	63940	64450
1A	63750	64260	64840	65370	65930	66410	66890	67400
1B	66700	67210	67790	68320	68880	69360	69840	70350
16	69650	70160	70740	71270	71830	72310	72790	73300
17	72600	73110	73690	74220	74780	75260	75740	76250
17	75550	76060	76640	77170	77730	78210	78690	79200
18	78500	79010	79590	80120	80680	81160	81640	82150

No employee shall be placed on steps 15A, 15B, 17A

TEACHER'S SALARY GUIDE: YEAR 4B - FEBRUARY 1, 2007 - JUNE 30, 2007

STEP	BA "A"	BA + 1 "B"	BA + 3 "C"	MA/FIE "D"	MA + 1 "E"	MA + 3 "F"	MA + 4 "G"	MA + 60 "H"
1-	45000	45600	46200	46800	47400	48000	48600	49200
3-	45510	46110	46710	47310	47910	48510	49110	49710
5-	46025	46625	47225	47825	48425	49025	49625	50225
7	47550	48150	48750	49350	49950	50550	51150	51750
8	49075	49675	50275	50875	51475	52075	52675	53275
9	50700	51300	51900	52500	53100	53700	54300	54900
10	52425	53025	53625	54225	54825	55425	56025	56625
11	54250	54850	55450	56050	56650	57250	57850	58450
12	56180	56780	57380	57980	58580	59180	59780	60380
13	58220	58820	59420	60020	60620	61220	61820	62420
14	60370	60970	61570	62170	62770	63370	63970	64570
15	62630	63230	63830	64430	65030	65630	66230	66830
16	65000	65600	66200	66800	67400	68000	68600	69200
1A	67480	68080	68680	69280	69880	70480	71080	71680
1B	70070	70670	71270	71870	72470	73070	73670	74270
17	72770	73370	73970	74570	75170	75770	76370	76970
18	75580	76180	76780	77380	77980	78580	79180	79780
19	78500	79100	79700	80300	80900	81500	82100	82700

No employee shall be placed on steps 16A, 16B

	A	B	C	D	E	F
1	SECRETARY "A" SALARY GUIDES (10 MONTH)					
2						
3						
4	STEP		2003-04	2004-05	2005-06	2006-07
5						
6	2		13820	13950	15050	16650
7						
8	3		13920	14050	15150	16750
9						
10	4		14290	14300	15650	17200
11						
12	5		14860	15050	16350	17850
13						
14	6		15625	16000	17250	18700
15						
16	7		16755	17150	18350	19750
17						
18	8		18070	18500	19650	21000
19						
20	9		19570	20050	21150	22450
21						
22	10		21255	21800	22850	24100
23						
24	11		23125	23750	24750	25950
25						
26	12		25190	25900	26850	28000
27						
28	13		27450	28250	29150	30250

	A	B	C	D	E	F
1	SECRETARY "A" SALARY GUIDES (12 MONTH)					
2						
3						
4	STEP		2003-04	2004-05	2005-06	2006-07
5						
6	2		16580	16740	18060	19980
7						
8	3		16700	16860	18180	20100
9						
10	4		17150	17160	18780	20640
11						
12	5		17830	18060	19620	21420
13						
14	6		18750	19200	20700	22440
15						
16	7		20110	20580	22020	23700
17						
18	8		21680	22200	23580	25200
19						
20	9		23480	24060	25380	26940
21						
22	10		25510	26160	27420	28920
23						
24	11		27750	28500	29700	31140
25						
26	12		30230	31080	32220	33600
27						
28	13		32940	33900	34980	36300

	A	B	C	D	E	F
1	SECRETARY "B" SALARY GUIDES (10 MONTH)					
2						
3						
4	STEP		2003-04	2004-05	2005-06	2006-07
5						
6	2		16580	16740	18060	19980
7						
8	3		16700	16860	18180	20100
9						
10	4		17150	17160	18780	20640
11						
12	5		17830	18060	19620	21420
13						
14	6		18750	19200	20700	22440
15						
16	7		20110	20580	22020	23700
17						
18	8		21680	22200	23580	25200
19						
20	9		23480	24060	25380	26940
21						
22	10		25510	26160	27420	28920
23						
24	11		27750	28500	29700	31140
25						
26	12		30230	31080	32220	33600

	A	B	C	D	E	F
1	SECRETARY "B" SALARY GUIDES (12 MONTH)					
2						
3						
4	STEP		2003-04	2004-05	2005-06	2006-07
5						
6	2		19900	20090	21670	23980
7						
8	3		20040	20230	21820	24120
9						
10	4		20580	20590	22540	24770
11						
12	5		21400	21670	23540	25700
13						
14	6		22500	23040	24840	26930
15						
16	7		24130	24700	26420	28440
17						
18	8		26020	26640	28300	30240
19						
20	9		28180	28870	30460	32330
21						
22	10		30610	31390	32900	34700
23						
24	11		33300	34200	35640	37370
25						
26	12		36280	37300	38660	40320

	A	B	C	D	E	F
1	CUSTODIAN SALARY GUIDE					
2						
3						
4	STEP		2003-04	2004-05	2005-06	2006-07
5						
6	2		30700	32065	34160	34460
7						
8	3		31595	32950	34360	35510
9						
10	4		32740	34085	35460	36760
11						
12	5		34135	35470	36810	38210
13						
14	6		35780	37105	38410	39860
15						
16	7		37675	38990	40260	41710
17						
18	8		39820	41125	42360	43760
19						
20	9		42210	43510	44710	46010

	A	B	C	D	E	F
1	MECHANIC SALARY GUIDE					
2						
3						
4	STEP		2003-04	2004-05	2005-06	2006-07
5						
6	2		36375	37740	39835	40210
7						
8	3		37270	38625	40035	41260
9						
10	4		38415	39760	41135	42510
11						
12	5		39810	41145	42485	43960
13						
14	6		41455	42780	44085	45610
15						
16	7		43350	44665	45935	47460
17						
18	8		45495	46800	48035	49510
19						
20	9		47885	49185	50385	51760

	A	B	C	D	E	F
1	MAINTENANCE SALARY GUIDE					
2						
3						
4	STEP		2003-04	2004-05	2005-06	2006-07
5						
6	2		34900	36265	38360	38960
7						
8	3		35795	37150	38560	40010
9						
10	4		36940	38285	39660	41260
11						
12	5		38335	39670	41010	42710
13						
14	6		39980	41305	42610	44360
15						
16	7		41875	43190	44460	46210
17						
18	8		44020	45325	46560	48260
19						
20	9		46410	47710	48910	50510

	A	B	C	D	E	F
1	GROUNDS SALARY GUIDE					
2						
3						
4	STEP		2003-04	2004-05	2005-06	2006-07
5						
6	2		32475	33840	35935	36460
7						
8	3		33370	34725	36135	37510
9						
10	4		34515	35860	37235	38760
11						
12	5		35910	37245	38585	40210
13						
14	6		37555	38880	40185	41860
15						
16	7		39450	40765	42035	43710
17						
18	8		41595	42900	44135	45760
19						
20	9		43985	45285	46485	48010

CO-CURRICULAR ACTIVITIES
2003/04 - 2004/05 - 2005/06 - 2006/07

VOCAL (MUSICAL)	2180
	2280
	2385
	2500

VOCAL (CONCERTS)	725
	760
	795
	835

INSTRUMENTAL (MUSICAL)	1100
	1150
	1205
	1265

INSTRUMENTAL (BAND & CONCERTS)	4865
	5090
	5330
	5585

ASSISTANT MARCHING BAND	2250
	2355
	2465
	2585

DRAMATICS (H.S. MUSICAL)	3225
	3375
	3535
	3705

DRAMATICS (H.S. CLUB)	1375
	1440
	1510
	1580

CLASS ADVISORS:(GRADE 9)	830	870
		910
		955
CLASS ADVISORS:(GRADE 10)	830	870
		910
		955
(GRADE 11)		965
		1010
		1055
		1105
(GRADE 12)		965
		1010
		1055
		1105
SCHOOL NEWS MEDIA (H.S.)		2180
		2280
		2385
		2500
YEARBOOK (H.S.)		3405
		3560
		3725
		3905
STUDENT COUNCIL ADVISOR (H.S.)		1940
		2030
		2125
		2225
NATIONAL HONOR SOCIETY (H.S.)	830	

	870
	910
	955
GRAPHIC ARTS (SCHOOL SYSTEM PROJECTS)	1100
	1150
	1205
	1265
SEWING (FOR DRAMA & ATHLETICS)	965
	1010
	1055
	1105
STAGE & LIGHTING ADVISOR (H.S. & INT.)	1850
	1935
	2025
	2120
STAGE DESIGN DECORATING (H.S. & INT.)	1850
	1935
	2025
	2120
HEAD NURSE (DISTRICT)	2645
	2765
	2895
	3035
SPANISH CLUB (H.S.)	830
	870
	910
	955
LATIN CLUB (H.S.)	830
	870
	910
	955
FRENCH CLUB (H.S.)	830

	870
	910
	955
GERMAN CLUB (H.S.)	830
	870
	910
	955
ENVIRONMENTAL CLUB (H.S.)	1115
	1165
	1220
	1280
GREENHOUSE COORDINATOR (H.S.)	7400
	7400
	7400
	7755
MENTOR TEACHERS (DISTRICT)	1090
	1140
	1195
	1250
SUBSTITUTE CALLER (DISTRICT)	11,300
	11,300
	11,300
	11,840
STRENGTH & CONDITIONING COACH (H.S.) (SUMMER)	3840
	4015
	4205
	4405
WEIGHT ROOM SUPERVISOR (H.S.) (PER SEASON)	1840
	1925
	2015
	2110

TEACHER IN CHARGE (ELEMENTARY)	1735
	1815
	1900
	1990
TEACHER IN CHARGE (PRIMARY)	3795
	3970
	4155
	4355
LITERARY CLUB (H.S.)	870
	910
	955
	1000
MATH CLUB (H.S.)	690
	720
	755
	790
AFS (H.S.)	830
	870
	910
	955
VIDEO YEARBOOK (HIGH)	3405
	3560
	3725
	3905
KEY CLUB (H.S.)	870
	910
	955
	1000
COMPUTER CLUB (H.S.)	870
	910
	955

	1000	
PHOTOGRAPHY CLUB (H.S.)	830 870 910 955	
NATIONAL ART HONOR SOCIETY (H.S.)	830 870 910 955	
TASK FORCE (S.A.D.D.) (H.S.)	1910 2000 2095 2195	
SATURDAY SCHOOL (H.S.) (HOURLY RATE)	34.20 35.75 37.45 39.25	
C.H.A.T. ADVISOR (PEER MEDIATION) (H.S.)		830
	870 910 955	
DIVERSITY CLUB (H.S.)	885 925 970 1015	
PEER LEADERSHIP (H.S.)	1420 1485 1555 1630	

R.O.T.C. DRILL & RIFLE TEAM (H.S.)	4135 4325 4530 4745
THESPIAN CLUB (H.S.)	860 900 945 990
SCIENCE COMPETITION TEAM ADVISOR (H.S.)	835 875 915 960
INTERACT CLUB (H.S.)	870 910 955 1000
TECHNOLOGY STUDENT ASSOCIATION (H.S.)	1355 1415 1480 1550
DEBATE TEAM (H.S.)	1910 2000 2095 2195
AVA COORDINATOR (INTERMEDIATE)	2955 3090 3235 3390
EIGHTH GRADE PLAY (INT.)	2525 2640 2765 2900

JUNIOR ART HONOR SOCIETY (INT.)	830
	870
	910
	955
FITNESS CLUB (INT.)	830
	870
	910
	955
CHESS CLUB (INT.)	830
	870
	910
	955
NEWSPAPER CLUB (INT.)	830
	870
	910
	955
YEARBOOK (INT.)	1660
	1735
	1815
	1900
HUMANITIES CLUB (INT.)	830
	870
	910
	955
STUDENT COUNCIL (INT.)	830
	870
	910
	955
COMPUTER CLUB (INT.)	830
	870
	910

	955
BUILDER'S CLUB (INT.)	830 870 910 955
MEDIA CLUB (INT.)	830 870 910 955
PHOTOGRAPHY CLUB (INT.)	830 870 910 955
SIGN LANGUAGE CLUB (INT.)	830 870 910 955
MATH CLUB (INT.)	830 870 910 955
LITERARY MAGAZINE CLUB (INT.)	830 870 910 955
CENTRAL DETENTION (INT.)	8510 8510 8510 8920

UNIT CHAIRPERSONS (INT.)

<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
1410	1610	1810	2010	2570	3200	3300
1410	1610	1810	2010	2570	3200	3400
1410	1610	1810	2010	2570	3200	3500
1410	1610	1810	2010	2570	3200	3650

WORKSHOP TRAINER/TUTOR
(HOURLY RATE)

49.25
51.50
53.90
56.50

SPECIAL EDUCATION JOB COACH
(HOURLY RATE)

33.35
34.90
36.55
38.30

WEBMASTERS (ELEMENTARY - 5)

5665
5665
5665
5935

WEBMASTER (INT. - 1)

6000
6000
6000
6290

WEBMASTER (H.S. - 1)

6400
6400
6400
6705

LIBRARY COMPUTER FACILITATOR
(HOURLY RATE - PROFESSIONAL STAFF)

33.45
35.00
36.65

		38.40
LIBRARY COMPUTER FACILITATOR (HOURLY RATE - SUPPORT STAFF)		26.15 27.35 28.65 30.00
GIFTED & TALENTED COORDINATOR (1 PER BUILDING)	2275	2380 2490 2610
PEER LEADERSHIP FACILITATORS (3 ELEMENTARY POSITIONS)		940 985 1030 1080
SUPERINTENDENT'S NEWSLETTER DEVELOPER		4370 4570 4785 5015
TITLE "1" BASIC SKILLS AFTER SCHOOL PROGRAM (ELEMENTARY SCHOOLS & INTERMEDIATE SCHOOL) (HOURLY RATE)		32.75 34.25 35.85 37.55
EXPLORE ACADEMIC & CREATIVE HEIGHTS AFTER SCHOOL PROGRAM (ELEMENTARY SCHOOLS)		32.75 (per hour) 2808.50 2939.70 3079.10
AFTER SCHOOL SOCIAL SKILLS PROGRAM 04-05 (TO BE HOUSED AT ALLENWOOD SCHOOL) 05-06 (HOURLY RATE)	06-07	34.25 35.85 37.55

CO-CURRICULAR ACTIVITIES SALARY SCHEDULE
HIGH SCHOOL - 2003/2004 - 2004/2005 - 2005/2006 - 2006/2007

SPORT	2	3	4	5	6	7	8	9
EQUIPMENT MANAGER	3443	3679	3956	4275	4598	5948	7294	8140
	3746	4103	4487	4900	5316	6416	7513	8290
	4049	4527	5018	5525	6034	6884	7732	8400
	4350	4950	5550	6150	6750	7350	7950	8550
HEAD BASEBALL & SOF	3618	3865	4188	4514	4851	6231	7611	8490
	3986	4350	4766	5183	5607	6727	7847	8640
	4354	4835	5344	5852	6363	7223	8083	8760
	4720	5320	5920	6520	7120	7720	8320	8920
ASST. BASEBALL & SOF	1805	2060	2345	2638	2934	4025	5120	5770
	1820	2190	2580	2976	3373	4300	5230	5840
	1835	2320	2815	3314	3812	4575	5340	5940
	1850	2450	3050	3650	4250	4850	5450	6050
HEAD BASKETBALL MEN & WOMEN	3800	4115	4441	4779	5128	6523	7921	8830
	4220	4630	5047	5473	5906	7036	8167	8990
	4640	5145	5653	6167	6684	7549	8413	9100
	5060	5660	6260	6860	7460	8060	8660	9260
ASST. BASKETBALL MEN & WOMEN	1984	2265	2554	2850	3154	4294	5438	6110
	2063	2450	2843	3240	3643	4603	5566	6220
	2142	2635	3132	3630	4132	4912	5694	6310
	2220	2820	3420	4020	4620	5220	5820	6420

SPORT	2	3	4	5	6	7	8	9
BAND FRONT	1341	1551	1758	1968	2174	2954	3738	4160
	1657	1897	2136	2376	2613	3233	3856	4230
	1973	2243	2514	2784	3052	3512	3974	4310
	2290	2590	2890	3190	3490	3790	4090	4390
Band Front Advisor is to receive an additional 10% of the above salary, dependent on the step advisor is on, for participation in the Belmar St. Patrick's Parade. This 10% is to be paid in a supplemental check in March.								
ASST. BAND FRONT	1068	1221	1394	1566	1735	1870	2058	2260
	1156	1307	1473	1637	1800	1940	2116	2300
	1244	1393	1552	1708	1865	2010	2174	2340
	1330	1480	1630	1780	1930	2080	2230	2380
Assistant Band Front Advisor is to receive an additional 10% of the above salary, dependent on the step advisor in on, for participation in the Belmar St. Patrick's Parade. This 10% is to be paid in a supplemental check in March.								
BOWLING	1691	1894	2108	2318	2524	3394	4268	4740
(WINTER)	2097	2333	2576	2816	3053	3733	4416	4830
	2503	2772	3044	3314	3582	4072	4564	4920
	2910	3210	3510	3810	4110	4410	4710	5010
BOWLING - INTRAMURAL	1148	1294	1504	1710	1920	2126	2906	3690
	1366	1563	1803	2040	2280	2517	3137	3760
	1584	1832	2102	2370	2640	2908	3368	3830
	1800	2100	2400	2700	3000	3300	3600	3900

SPORT	2	3	4	5	6	7	8	9
CHEERLEADING	1306	1513	1719	1925	2139	2945	3388	3830
FALL & WINTER	1517	1756	1993	2230	2473	3110	3506	3900
	1728	1999	2267	2535	2807	3275	3624	3970
	1940	2240	2540	2840	3140	3440	3740	4040
ASST. CHEERLEADING	1135	1341	1551	1761	1968	2729	3145	3560
FALL & WINTER	1310	1547	1787	2027	2266	2873	3250	3620
	1485	1753	2023	2293	2564	3017	3355	3690
	1660	1960	2260	2560	2860	3160	3460	3760
CHESS	1390	1585	1788	1986	2174	2988	3434	3880
	1590	1820	2056	2287	2513	3156	3553	3950
	1790	2055	2324	2588	2852	3324	3672	4020
	1990	2290	2590	2890	3190	3490	3790	4090
ASST. CHESS	820	953	1118	1275	1429	2014	2344	2670
	820	976	1186	1390	1593	2083	2403	2720
	820	999	1254	1505	1757	2152	2462	2770
	820	1020	1320	1620	1920	2220	2520	2820
CROSS COUNTRY	1595	1861	2150	2431	2724	3766	4591	5420
MEN & WOMEN	1595	1947	2340	2727	3123	4017	4767	5520
	1595	2033	2530	3023	3522	4268	4943	5620
	1595	2120	2720	3320	3920	4520	5120	5720
ASST. CROSS COUNTRY	1285	1479	1693	1978	2259	3204	3924	4600
MEN & WOMEN	1285	1503	1746	2136	2523	3353	4033	4680
	1285	1527	1799	2294	2787	3502	4142	4760
	1285	1550	1850	2450	3050	3650	4250	4850

SPORT	2	3	4	5	6	7	8	9
HEAD FIELD HOCKEY	3618	3865	4188	4514	4851	6021	7281	8490
	3986	4350	4766	5183	5607	6587	7627	8640
	4354	4835	5344	5852	6363	7153	7973	8760
	4720	5320	5920	6520	7120	7720	8320	8920
ASST. FIELD HOCKEY	1803	2065	2350	2643	2939	3888	5125	5770
	1826	2200	2590	2986	3383	4216	5240	5870
	1849	2335	2830	3329	3827	4544	5355	5960
	1870	2470	3070	3670	4270	4870	5470	6070
HEAD FOOTBALL	4065	4391	4729	5078	5441	6836	8235	9170
	4520	4937	5363	5796	6237	7367	8500	9340
	4975	5483	5997	6514	7033	7898	8765	9460
	5430	6030	6630	7230	7830	8430	9030	9630
ASST. FOOTBALL	2286	2541	2804	3081	3408	4578	5751	6450
	2387	2757	3133	3517	3936	4916	5897	6570
	2488	2973	3462	3953	4464	5254	6043	6670
	2590	3190	3790	4390	4990	5590	6190	6790
GOLF MEN & WOMEN	1690	1935	2216	2505	2805	3885	4965	5400
	1690	1990	2377	2770	3170	4090	5010	5500
	1690	2045	2538	3035	3535	4295	5055	5600
	1690	2100	2700	3300	3900	4500	5100	5700
ASST. GOLF MEN & WOMEN	1188	1300	1413	1563	1675	1788	1900	1880
	1276	1400	1526	1676	1800	1926	2050	2087
	1364	1500	1639	1789	1925	2064	2200	2294
	1450	1600	1750	1900	2050	2200	2350	2500

SPORT	2	3	4	5	6	7	8	9
HEAD GYMNASTICS	3618	3865	4188	4514	4851	6231	7356	8490
MEN & WOMEN	3986	4350	4766	5183	5607	6727	7677	8640
	4354	4835	5344	5852	6363	7223	7998	8760
	4720	5320	5920	6520	7120	7720	8320	8920
ASST. GYMNASTICS	2160	2348	2558	2775	2996	4013	4886	5120
MEN & WOMEN	2540	2766	3006	3250	3497	4276	4957	5210
	2920	3184	3454	3725	3998	4539	5028	5300
	3300	3600	3900	4200	4500	4800	5100	5400
HEAD LACROSSE	2891	3013	3140	3268	3403	3541	3684	3830
	2947	3076	3210	3346	3486	3627	3773	3920
	3003	3139	3280	3424	3569	3713	3862	4010
	3060	3200	3350	3500	3650	3800	3950	4100
ASST. LACROSSE	1685	1749	1820	1888	1959	2030	2105	2180
	1750	1813	1880	1946	2013	2080	2150	2220
	1815	1877	1940	2004	2067	2130	2195	2260
	1880	1940	2000	2060	2120	2180	2240	2300
HEAD SOCCER	3618	3865	4188	4514	4851	6021	7281	8490
MEN & WOMEN	3986	4350	4766	5183	5607	6587	7627	8640
	4354	4835	5344	5852	6363	7153	7973	8760
	4720	5320	5920	6520	7120	7720	8320	8920
ASST. SOCCER	1803	2065	2350	2643	2939	4030	5125	5770
MEN & WOMEN	1826	2200	2590	2986	3383	4310	5240	5870
	1849	2335	2830	3329	3827	4590	5355	5960
	1870	2470	3070	3670	4270	4870	5470	6070

SPORT	2	3	4	5	6	7	8	9
HEAD TENNIS	1850	2139	2424	2720	3020	3984	5240	5890
MEN & WOMEN	1900	2293	2683	3080	3480	4323	5360	6000
	1950	2447	2942	3440	3940	4662	5480	6090
	2000	2600	3200	3800	4400	5000	5600	6200
ASST. TENNIS	1269	1475	1681	1888	2101	2803	3504	3680
MEN & WOMEN	1443	1680	1917	2156	2397	2966	3533	3750
	1617	1885	2153	2424	2693	3129	3562	3820
	1790	2090	2390	2690	2990	3290	3590	3890
HEAD TRACK	2381	2659	2948	3266	3600	4590	5738	6620
MEN & WOMEN	2507	2893	3286	3697	4120	4980	5946	6740
	2633	3127	3624	4128	4640	5370	6154	6840
	2760	3360	3960	4560	5160	5760	6360	6960
ASST. TRACK	1595	1861	2150	2431	2724	3631	4809	5420
MEN & WOMEN	1595	1947	2340	2727	3123	3927	4913	5520
	1595	2033	2530	3023	3522	4223	5017	5620
	1595	2120	2720	3320	3920	4520	5120	5720
HEAD WRESTLING	3591	3899	4214	4540	4878	6021	7281	8490
	3967	4373	4783	5200	5626	6587	7627	8640
	4343	4847	5352	5860	6374	7153	7973	8760
	4720	5320	5920	6520	7120	7720	8320	8920
ASST. WRESTLING	1803	2065	2350	2643	2939	4030	5125	5770
	1826	2200	2590	2986	3383	4310	5240	5870
	1849	2335	2830	3329	3827	4590	5355	5960
	1870	2470	3070	3670	4270	4870	5470	6070
HEAD SWIMMING	2825	2919	3016	3118	3223	3343	3455	3570
	3000	3083	3167	3256	3346	3446	3540	3630
	3175	3247	3318	3394	3469	3549	3625	3700
	3350	3410	3470	3530	3590	3650	3710	3770

SPORT	2	3	4	5	6	7	8	9
ASST. SWIMMING	1461	1604	1758	1908	2054	2129	2208	2290
	1637	1753	1876	1998	2113	2183	2258	2330
	1813	1902	1994	2084	2172	2237	2304	2370
	1990	2050	2110	2170	2230	2290	2350	2410
HEAD VOLLEYBALL	2881	2998	3125	3253	3388	3526	3669	3830
	2927	3046	3180	3316	3456	3597	3743	3900
	2973	3094	3235	3379	3524	3668	3817	3970
	3020	3140	3290	3440	3590	3740	3890	4040
HEAD ICE HOCKEY	3379	3529	3671	3818	3968	4121	4279	4440
	3463	3613	3757	3906	4056	4207	4363	4520
	3547	3697	3843	3994	4144	4293	4447	4600
	3630	3780	3930	4080	4230	4380	4530	4680
ASST. ICE HOCKEY	1924	2003	2074	2149	2228	2306	2389	2470
	2013	2086	2153	2223	2296	2367	2443	2510
	2102	2169	2232	2297	2364	2428	2497	2560
	2190	2250	2310	2370	2430	2490	2550	2610
AVA-HIGH SCHOOL	2944	3225	3518	3821	4133	5198	6263	7420
	3163	3550	3946	4347	4756	5666	6576	7550
	3382	3875	4374	4873	5379	6134	6889	7660
	3600	4200	4800	5400	6000	6600	7200	7800

ADDITIONAL \$200.00 SHALL BE PAID UPON THE TENTH (10th) SEASON OF SERVICE TO EACH HIGH SCHOOL INTERMEDIATE SCHOOL COACH HAVING SERVED TEN (10) OR MORE SEASONS. ADDITIONAL \$200.00 SHALL BE PAID UPON THE TWENTIETH (20th) SEASON OF SERVICE TO EACH HIGH SCHOOL AND INTERMEDIATE SCHOOL COACH HAVING SERVED TWENTY (20) OR MORE SEASONS.

CO-CURRICULAR ACTIVITIES SALARY SCHEDULE
 INTERMEDIATE SCHOOL - 2003/2004 - 2004/2005 - 2005/2006

	2	3	4	5	6	7	8	9
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ASSISTANT ATHLETIC DIRECTOR (PER SEASON)	2040 2080 2120 2160	2265 2330 2395 2460	2490 2580 2670 2760	2655 2790 2925 3060	2824 3003 3182 3360	2899 3153 3407 3660	3349 3553 3757 3960	4040 4110 4180 4260
INTERSCHOLASTIC ACTIVITIES								
HEAD COACH	1595 1595 1595 1595	1861 1947 2033 2120	2150 2340 2530 2720	2431 2727 3023 3320	2724 3123 3522 3920	3631 3927 4223 4520	4543 4736 4929 5120	5420 5520 5620 5720
ASSISTANT COACH	1289 1563 1563 1563	1499 1803 1888 1975	1686 2027 2368 2555	1878 2256 2634 3010	2080 2490 2900 3310	2729 3023 3317 3610	3381 3557 3733 3910	4000 4070 4140 4210
INTRAMURAL ACTIVITIES								
COACH	900 1050 1200 1350	971 1117 1263 1410	1043 1186 1329 1470	1114 1253 1392 1530	1185 1320 1455 1590	1313 1426 1539 1650	1440 1530 1620 1710	1680 1710 1740 1770
CHEERLEADING (FALL SEASON/WINTER SEASON)								
HEAD COACH	1269 1443 1617 1790	1475 1680 1885 2090	1681 1917 2153 2390	1888 2156 2424 2690	2101 2397 2693 2990	2803 2966 3129 3290	3504 3533 3562 3590	3680 3750 3820 3890

WALL TOWNSHIP SCHOOL SYSTEM
 EXTRA PAY FOR EXTRA SERVICES
 2003/04 - 2004/05 - 2005/06 - 2006/07

	2003-04	2004-05	2005-06	2006-07

DRIVER EDUCATION (HOURLY-BEHIND THE WHEEL)	"\$24.60"	"\$25.75"	"\$26.95"	"\$28.25"
DRIVER EDUCATION-DIRECTOR (BEHIND THE WHEEL PROGRAM) (YEARLY STIPEND)	"\$2929.50"	"\$3064.30"	"\$3208.30"	"\$3362.30"
SUMMER CURRICULUM - BA (HOURLY)	"\$27.85"	"\$29.15"	"\$30.50"	"\$31.95"
SUMMER CURRICULUM - MA (HOURLY)	"\$35.00"	"\$36.60"	"\$38.30"	"\$40.15"
IN-SERVICE ORIENTATION FOR NEW COURSES (HOURLY)	"\$24.60"	"\$25.75"	"\$26.95"	"\$28.25"
BEDSIDE INSTRUCTION (HOURLY)	"\$32.75"	"\$34.25"	"\$35.85"	"\$37.55"
PAY FOR AFTER SCHOOL ACTIVITIES (TO BE PAID FROM FUND RAISING ACTIVITIES (HOURLY)	"\$10.75"	"\$11.25"	"\$11.80"	"\$12.35"
8TH GRADE TRIP CHAPERONE (INT) (STIPEND FOR ONE NIGHT) (STIPEND PER CHAPERONE)	"\$151.55"	"\$158.50"	"\$165.95"	"\$173.90"