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## **PREAMBLE**

This Agreement entered into by and between the Board of Education of the Borough of Palmyra, New Jersey, on behalf of the children who currently attend or will attend any school under the jurisdiction of the Palmyra Board of Education as intended third party beneficiaries, hereinafter called the “Board”, and Palmyra Education Association, on behalf of the Employees, hereinafter called the “Association”.

### **WITNESSETH:**

WHEREAS, To promote mutual respect and cooperation rooted in mutual respect the Board of Education and the PEA will establish a Board-Staff Committee, which will be composed of members as designated respectively by each. The two groups will meet for the purpose of exchanging views and for the purpose of maintaining contact designed to promote good understanding. Involvement of this committee shall be restricted and limited solely to non-negotiable matters and the committee shall meet every two months; and

WHEREAS, The Board and the Association recognize and declare that providing a quality education depends essentially upon the quality and morale of the teaching service, and WHEREAS, the members of the teaching profession particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and WHEREAS, the parties have reached certain understanding which they desire to confirm in this Agreement, THEREFORE BE IT RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE I RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances, terms and conditions of employment for all teachers, office personnel and teacher assistants under contract and on leave, represented by the P.E.A., excluding all others, including administration, summer and evening school personnel, confidential secretaries, personnel assigned to the offices of the Superintendent and Board Secretary, and all Community Education staff.

**ARTICLE II**  
**NEGOTIATION OF SUCCESSOR AGREEMENT**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall begin not later than December 15<sup>th</sup> of the calendar year preceding the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association and be adopted by the Board.
- B. 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 III**  
**GRIEVANCE PROCEDURE**

A. Definitions

- 1. A "grievance" is a claim by employees or the Association based upon the interpretation, application of Board policies, administration decisions or violation of this Agreement affecting an employee or a group of employees that cannot be settled at level one and has to be resolved through the grievance procedure.
- 2. Aggrieved is defined as the employee making the complaint.
- 3. Days mean school attendance days.
- 4. High school means 7, 8, 9, 10, 11, 12<sup>th</sup> grades.

B. Time Limits

A grievance shall be processed within the specified time limits. Time limits may be extended by mutual agreement. Any grievance not advanced from one step to the next within the time limits of that step shall be considered dropped.

C. Record Keeping

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

D. Representation

The aggrieved may be represented at all stages of the grievance procedure by himself, or at his option, by a representative. When the aggrieved is not represented by the Association, the Association shall have the right to be present as an observer. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their representatives and counsel.

E. Procedure

1. Level I – Step A – Informal. No grievance shall be accepted unless it is raised within ten (10) days of the time when it first occurred. Within said ten (10) day period, the aggrieved shall first discuss the grievance with his/her immediate supervisor and/or principal directly with the objective of resolving the matter informally.

Level I – Step B If the aggrieved person is not satisfied with the disposition of his/her grievance after informal discussion or if no decision has been rendered within five (5) school days after presentation of the grievance he/she may file the grievance with his/her immediate supervisor and/or principal within ten (10) school days of receipt of principal's answer. The grievance shall be stated in writing and signed by the aggrieved. The "Statement of Grievance" shall name the individual employee or employees involved, shall state the facts giving rise to the grievance, shall identify the alleged infraction of this Agreement, shall state the contention of the employee with respect to the alleged infraction and shall indicate the specific relief sought.

2. Level II – If the aggrieved is not satisfied with the disposition of his/her grievance at Level I, or if no decision has been rendered within five (5) school days after presentation of the grievance, he/she may within ten (10) school days of the principal's answer file the grievance in writing with the Superintendent of Schools. At the same time, a copy of the grievance shall be given to the principal involved. The Superintendent or his/her designee shall give the aggrieved an answer in writing no later than ten (10) school days after receipt of written grievance. The decision may be announced to the parties concerned.

3. Level III – If the aggrieved person is not satisfied with the disposition of his/her grievance at Level II, or if no decision has been rendered within ten (10) school days after presentation of the grievance to the Superintendent, the aggrieved person may, within ten (10) school days, file the grievance in writing with the Board of Education. The aggrieved person shall be granted a hearing with the Board of Education within ten (10) school days of the receipt of the written grievance. The Board shall give the aggrieved person an answer in writing within five (5) school days of the date of the hearing.

4. Level IV – In the event that the grievance shall not have been disposed of at Level III, the aggrieved may within thirty (30) school days after the Board’s decision refer the unsettled grievance to arbitration.

F. Arbitration

The Arbitrator shall be selected within thirty (30) days following the request of either party to the other, under the rules and procedures of PERC. The Arbitrator shall have the authority to confer separately or jointly with the board, Superintendent, and the Association, or to use any other source of information. The Arbitrator shall make determinations for resolution within thirty (30) days. The determinations shall be submitted to both parties, the Board and the Association. The Board and the Association shall implement the decision of the Arbitrator. The Arbitrator’s decision shall be final and binding on both parties. After twenty (20) days it may be made public by either the Board or the Association. The Arbitrator shall be limited solely to making determinations in cases of alleged violations of the specific article and sections of this agreement.

G. Costs

The cost and expense incurred in securing and utilizing the services of the Arbitrator shall be the shared responsibility of the parties engaging his services. No reprisals shall be taken against any participant by reason of participation.

H. The following matters shall not be arbitratable:

1. The failure or refusal of the board to renew a contract of a non-tenured teacher.
2. Matters where a method of review is prescribed by law or by any rule, regulation of the State Commissioner of Education, or the State Board of Education.
3. Matters where the Board is without authority to act.
4. Matters involving the statutory or discretionary powers of the Board.

**ARTICLE IV**  
**EMPLOYEE RIGHTS**

- A. Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection.

- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The teacher shall maintain the initial right and responsibility to determine grades within the grading policy of the Palmyra School District based upon his/her professional judgment of available criteria pertinent to a given subject area of activity to which he/she is responsible. No grade shall be changed without approval of the principal.
- D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

**ARTICLE V**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

- A. The Board agrees to furnish the Association, in response to reasonable requests from time to time all information pertaining to negotiations and grievances relative to the Contract.
- B. The Association and its representatives may have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question must be notified in advance of the time and place of all such meetings.
- C. The Association may have the right to use school facilities and equipment, including typewriters, computers, duplicating equipment, calculating machines, and all types of audiovisual equipment, at reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.
- D. The Association may have in each school building, the exclusive use of a bulletin board in each faculty lounge. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of Association bulletin boards in each room shall be designated by the Association. Copies of all materials to be posted on such bulletin boards shall be given to the building principal.
- E. The Association may have the right to use the inter-school mail facilities and school mailboxes.
- F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees as identified in Article I, A., and to no other organizations.

**ARTICLE VI**  
**TEACHING HOURS AND TEACHING LOAD**

- A. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities but they shall not be required to “clock in or clock out” by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty “sign-in roster.”
- 2. The work day in the Palmyra School District shall not vary more than fifteen (15) minutes in length and shall include a duty free period as guaranteed to teachers under Section C of this ARTICLE.
  - a. This provision regarding arrival and departure times shall not apply to the Delaware Avenue School.
- B. 1. The daily teacher load in the junior/senior high school shall not exceed six periods or five hours of pupil contact per day. Assignment to a supervised study period or non-compensated extra-curricular activity during school hours shall be considered a teaching period for the purpose of this ARTICLE.
- 2. Departmental school teachers shall not normally be required to teach more than two subject areas, not more than a total of two teaching preparations. Prior to an assignment of an additional subject area, the teacher shall first be requested to accept such assignment.
- 3. Departmental teachers normally will not be required to change subject area teaching stations more than two times during the school day except for educationally necessary reasons.
- C. 1. All teachers will have a daily duty-free lunch period of at least thirty minutes, except in an emergency.
- 2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods by checking out in the office.
- D. 1. The notice of an agenda for any meeting shall be given to the faculty involved at least three days prior to the meeting except in an emergency. The faculty shall have the opportunity to suggest items for the agenda.
- E. 1. Elementary teachers will be granted 200 minutes of preparation time per week, exclusive of lunch period. Exceptions would only be in case of extreme emergency. Teachers will receive one forty (40) minute time block of preparation time each day of the week.



- F. 1. Exception to the provisions of Sections A, B, C, D and E above may be made only in case of extreme emergency. The Association shall be notified in each such instance, in advance if possible. A disagreement over whether an exception is justified shall be subject to the grievance procedure and shall be initiated at Level Two thereof.
- G. Teachers' participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be compensated according to the rate of pay and/or released time in a Schedule attached to this Agreement.
- H. Class Coverage: A teacher assigned to coverage of an absent teacher's class shall be paid \$25.00 when such assignment interferes with his/her prep period.

**ARTICLE VII**  
**TEACHER EMPLOYMENT**

- A. Each teacher shall be placed on his/her proper step of the salary schedule as of the beginning of the school year.
- B. Teachers with previous teaching experience in the Palmyra School District shall, upon returning to the system, be restored to the next position on the salary schedule above that at which they left. Additional credit, in the sole discretion of the Superintendent, may be given for all outside public school and/or classroom teaching experience.
- C. Teachers shall be notified of their contract and salary status for the ensuing year not later than May 16<sup>th</sup>.
- D. Teachers using their own cars in pursuit of their employment shall be reimbursed at the prevailing IRS rate. The rate will become effective each July 1<sup>st</sup>.
- E. The teachers' work year shall be 185 days (182 instructional/3 in-service).

**ARTICLE VIII**  
**SALARIES**

- A. 1. The guide shall be mutually developed. Increases include increment.
- 2. The salaries of all employees covered by this Agreement are set forth in Schedule A, which are attached hereto and made a part hereof.

B. Salary Payment Dates

1. Employees employed on a ten-month basis will be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month, September to June, except December and June when payments will be made on the 15<sup>th</sup> and the last teachers' day of those respective months.
2. Employees shall, at their option, have a portion of their salary deducted from each paycheck and such sum shall be transmitted after each pay period to the ABCO Public Employees Federal Credit Union.
3. Association members who opt for B-2 must apply in writing to the Business Office.
4. When a pay falls on or during a school holiday, or weekend, employees shall receive their paychecks on the last previous working day.

**ARTICLE IX  
TEACHER ASSIGNMENT**

- A. 1. All employees shall be given written notice of their schedule, class and/or subject assignment plus buildings at least one (1) week prior to the end of school in June, except in emergency (such as sickness, resignations or any similar situations of like intensity).
  2. The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed them. The Superintendent shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency (such as sickness, resignations or any similar situations of like intensity).
  3. Any necessary change required after the times stated in paragraphs 1 and 2 above shall be given to the teacher concerned in writing or mailed to the teacher. The teacher shall be entitled to a meeting with the Superintendent to discuss the reasons for the change in assignment and may have representation if the teacher elects.
- B. 1. In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificates.
  2. In order to assure that pupils are properly counseled and guided by professionally competent personnel, only guidance counselors with a certification approved by the State Board shall be assigned to do guidance or counseling work.

**ARTICLE X**  
**VOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A. 1. No later than May 1<sup>st</sup> of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of known vacancies which shall occur during the following school year.
- 2. Teacher who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent not later than May 15<sup>th</sup>. Such statement shall include the grade and/or subject to which the teacher desires to be transferred, in order of preference.
- 3. As soon as practicable, and no later than June 8<sup>th</sup>, the Superintendent shall post in each school and deliver to the Association a systemwide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer.
- B. 1. In the determination of requests for voluntary assignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system. No such request shall be denied arbitrarily, capriciously, or without basis in fact.
- 2. The Board reserves the ultimate decision (except for Commissioner of Education review) to determine whether a voluntary transfer shall be granted.

**ARTICLE XI**  
**INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A. Notice of an involuntary transfer or reassignment shall, where known to the Board, be given to teachers as early as practicable, but no later than June 1. Thereafter, notice shall be given to the teacher as soon as practicable. The teacher shall be given the initial notice of the transfer.
- B. When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major or minor fields of study, length of service in the Palmyra School District, length of service in the particular school building, and other relevant factors, including among other things, state and/or federal laws, rules, regulations or administrative directives, shall be considered in determining which teacher is to be transferred or reassigned.

- C. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Superintendent at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the transfer or reassignment at this meeting, upon the request of the teacher, the Superintendent shall meet with him/her. The teacher may, at his/her option, have an Association representative present at such meeting.
- D. A list of open positions in the School District shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the positions, in order of preference to which they desire to be transferred.

## **ARTICLE XII**

### **PROMOTIONS**

- A. Promotion positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator/supervisory levels of responsibility. All vacancies in promotional positions, including specialists and/or special projects teachers, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable, ordinarily at least thirty (30) school days before the final date when applications must be submitted and in no event less than fifteen (15) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. Applications shall be kept on file in the Superintendent's office for continual consideration for future vacancies until the office is notified in writing by an applicant that the application is withdrawn.
2. 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 position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, ordinarily at least ten (10) days before the final date when applications must be

submitted. In addition, the Superintendent shall, within the same time period, post a list of promotional positions to be filled during the summer period at the administration office, in each school, and a copy of said notice shall be given to the Association.

- B. In both situations set forth in Section A above, the qualifications for the position, its duties, and the rate of compensation shall be clearly set forth. The qualifications set forth for a particular position shall not be changed when such future vacancies occur unless the Association has been notified in advance of such changes and the reasons therefore. No vacancy in a promotional position shall be filled other than in accordance with the above procedure.
- C. All qualified teachers shall be given adequate opportunity to make application and no position shall
- D. be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. Where the Board in its sole judgement determines that the ability of all candidates is exactly equal, then preference shall be given to the most senior teacher applicant in the District. Each teacher applicant not selected shall, upon request, receive a written explanation from the Superintendent. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom.

### **ARTICLE XIII**

#### **TEACHER FACILITIES**

- A. By the beginning of each school year, each school shall have the following facilities:
  - 1. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
  - 2. A serviceable desk, chair, and filing cabinet for the exclusive use of each teacher.
- B. As soon as possible an appropriate room and other facilities for teachers who work in more than one school building shall be assigned to them in each school in which they work to permit the effective discharge of their responsibilities to their pupils. Such teachers shall also be assigned a single classroom or office for their exclusive use outside regular teaching hours, with a desk or other equivalent facility and a place to store materials and supplies for their personal use.

**ARTICLE XIV**  
**SICK LEAVE**

- A. All teachers and assistants employed, as of September 1<sup>st</sup>, shall be entitled to ten (10) sick days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Employees employed after September 1<sup>st</sup> will receive a prorated sick leave based on one (1) day for each full month of employment.
- C. Employees shall be given a written accounting of accumulated sick leave days no later than September 30<sup>th</sup> of each school year.
- D. Payment for Unused Sick Leave
  - 1. Upon retirement from the School District under the terms and as verified by the TPAF or PERS, a teacher who has accumulated at least fifty (50) sick leave days in the district shall be eligible for payment for unused sick leave accumulated while employed in the district.
  - 2. To be eligible for payment in the calendar year of retirement, a teacher must notify the Board of Education in writing on or before January 15<sup>th</sup> of his/her intent to retire prior to June of that year.
  - 3. Teachers shall be paid for each accumulated sick leave day with a limitation cap as listed:  
2005-2008 - \$60.00 per day – Cap – 120 days
  - 4. Death Benefits

Following notification of the Board of the teacher's intention to retire and prior to receipt of payment due under the provisions hereof in accordance with the criteria of this Article, in the event of the death of the teacher, any payment to be made on June 30<sup>th</sup> of any given year shall be made to the estate of the deceased teacher.

**ARTICLE XV**  
**TEMPORARY LEAVES OF ABSENCE**

- A. At the beginning of the school year, employees shall be entitled to the following temporary leaves of absence with full pay each school year:
  - 1. Three (3) days leave of absence for personal business which requires absence during school hours. Applications to the principal or other immediate superior for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the

applicant for such leave shall not be required to state the reason for taking such leave other than that he/she is taking it under this section. No leaves may be taken on the opening or closing of school, immediately preceding or following a holiday, a vacation or weekend prior to either a holiday or vacation. Unused personal days will convert to accumulated sick days.

2. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system.
3. Other leaves of absence with pay may be granted by the Board for good reasons.

B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.

C. The Board will grant each PEA member a maximum of five (5) days leave with full pay for each death in the immediate family. "Immediate family" shall be husband, wife, child, stepchild, parent. Three (3) days shall be granted for each death in the non-immediate family. "Non-immediate family" shall be sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents and grandchild.

## **ARTICLE XVI**

### **MATERNITY/CHILD REARING LEAVE**

Any employee seeking a leave of absence for reasons associated with pregnancy shall file a written request for such leave with the Superintendent at least sixty (60) days in advance of the date on which said leave is to commence, which request shall likewise specify therein the date on which said employee proposes to return. If the employee is adopting, she/he shall notify the Superintendent as soon as she/he becomes aware that the child is ready for placement. The Board shall honor the leave dates so requested if the same will not substantially interfere with the effective administration of the educational program to which the employee was assigned, and subject to the following conditions:

1. The Board may require, as a condition of the employee's return to service, production of a certificate from a physician certifying that the employee is medically able to resume her duties.
2. With respect to non-tenured employees, no such leave shall extend beyond the end of the current year in which said leave is to commence.
3. With respect to tenured employees, no such leave shall extend beyond June 30<sup>th</sup> of the school year following the school year in which the leave commenced.

4. Any leave related to child rearing to whom the employee is entitled by law shall be deemed included in the above leave, excluding, however, leave time related to disability.

### **MATERNITY PERIOD**

- A. The Board reserves the right to remove any pregnant employee from any position or to insist that the employee accept a leave of absence therefrom, if after the pregnancy is confirmed, the employee's performance has substantially declined in comparison to her performance prior to the medical confirmation of pregnancy, or if the employee's physical condition or capacity is such that her health would be impaired if she were to continue working. Such physical capacity shall be deemed so impaired if any of the following occur:
  1. The pregnant employee, after written request from the Superintendent, fails to produce a certification from her physician that she is medically able to continue to perform her duties; or
  2. The pregnant employee's physician and a physician designated by the Board agree that the employee is not medically able to perform her duties, or
  3. If, after a difference of medical opinion by the employee's physician and the Board's physician, a third physician designated by mutual agreement of the employee and the Board, or, if no such agreement can be reached by the Burlington County Medical Society, certifies that, in said physician's opinion, the employee is not medically able to perform her duties. If it becomes necessary to seek the opinion of a third physician, the fee shall be shared equally by the Board and the employee involved.
- B. In the event that the employee's pregnancy terminates prior to the expiration of the leave which has been granted, or prior to the inception of the leave which may have been requested, said employee may apply for early reinstatement by filing a written request with the Superintendent accompanied by a physician's certificate that the employee is medically able to resume or to continue her duties. The Board shall grant such a request if it has not contractually obligated itself to employ a replacement for the employee in question during the period for which leave had been originally requested or granted, and if such request can be fulfilled without substantially interfering with the effective administration of the educational program to which the employee in question was assigned and seeks to be reinstated.
- C. After the grant of leave to any employee pursuant to the above provisions, the Board will give reasonable consideration to requests from the employee for either the extension or reduction of that



period of leave so granted, provided that the employee requesting same makes written application for such adjustments to the Superintendent of Schools and submits with that application a certificate from a physician certifying that said reduction or extension of leave is not medically contraindicated and that the employee is or will be able to resume all duties on the date on which resumption is requested.

## **ARTICLE XVII**

### **SABBATICAL LEAVES**

- A. The Board of Education agrees that during the term of this Contract it will grant a sabbatical leave for the purpose of graduate study to a maximum of two persons from among the qualified applicants in this bargaining unit, subject to the terms and conditions hereinafter set forth in this ARTICLE.
- B. Applications for sabbatical leave shall be submitted to the Office of the Superintendent in writing and in such form as may be prescribed by the Superintendent on or before January 1<sup>st</sup> preceding the school year for which application was made. The Superintendent shall thereafter make his/her recommendations to the Board with respect to sabbatical leaves on or before April 1<sup>st</sup> of the year in which application was made.
- C. No application for sabbatical leave shall be considered unless the applicant has completed at least seven (7) consecutive years of service in the school district as a teaching staff member. In computing this service qualification, absence on a Board approved leave of absence for the period of one year shall not be considered to have interrupted one's prior record of consecutive service, but the period of such absence shall not be regarded as a year of service for the purpose of computing the number of years required. Leaves for more than one year shall have the effect of interrupting the record of consecutive service.
- D. Persons approved for sabbatical leave pursuant to the terms of this article shall be paid during the period of such leave at a rate equivalent to 50% of the salary which said person would have received had he/she remained on active duty in the district.
- E. The applicant shall be required to contract with the Board to return and perform his/her professional duties for a minimum of two (2) years following the expiration of such leave. He/she shall further agree to refund (a) 100% of all salary paid during said sabbatical leave of absence in default of said return, or (b) 50% of all salary paid during said sabbatical leave of absence after a return of one year and less than two (2) years.

- F. The returning teacher shall be placed on the appropriate step of the salary scale he/she would have attained if sabbatical leave had not interrupted his/her service to the School District.
- G. The determination of which applicants are qualified for sabbatical leave shall be within the sole discretion of the Board of Education after receiving the advice of the Superintendent. Among the relevant factors to be considered in such a determination shall be the nature of the proposed leave, the area of the applicant's specialization, the needs of the School District, and the length of the applicant's service within the District.

## **ARTICLE XVIII**

### **PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY**

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet the Board immediately to develop mutually acceptable programs to guarantee the safety of students, employees, and property.
- B. As specified in 18A:6-1, an employee may, within the scope of his employment, use and apply such amount of force as is reasonable and necessary, to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense; and for the protection of persons or property.
- C. Whenever any action is brought against an employee before the Board or before the Commissioner of Education of the State of New Jersey which may affect his/her employment or salary status, the Board of Education shall reimburse him/her for the cost of his/her defense if the action is dismissed or results in a final decision in favor of the employee.
- D.
  - 1. The Board shall give full support, including legal and other assistance, for any assault upon the employee while acting in the discharge of his/her duties.
  - 2. To the extent permitted by statute when absence arises out of or from such assault or injury, the employee shall be entitled to full salary and other benefits for the period of such absence but shall not forfeit any sick leave or personal leave.
  - 3. The Board shall provide coverage to an employee for the cost of medical, surgical, or hospital services incurred as the result of any injury sustained in the course of his employment.
- E.
  - 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.

2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the person involved, and shall act in appropriate ways as liaison between the employee, the police and the courts.

F. Nurses shall continue to be provided in accordance with the statutes and administrative code.

## **ARTICLE XIX**

### **INSURANCE PROTECTION**

- A. The Board will pay 100% of the coverage (including family coverage) provided the employee enrolls in the Amerihealth-Personal Choice Plan. If an employee chooses to participate in the “traditional plan,” the employee shall pay the difference between the Amerihealth-Personal Choice rate and the traditional rate.
  1. For the first three years, employees who are regularly scheduled to work at least 30 hours per week shall receive:
    - a. Single coverage for health
    - b. Effective January 1, 2007: A stipend of up to \$500 per month for the purchase of dependent or family coverage. The monthly stipend is in addition to the monthly cost of single coverage. No such employee shall be entitled to credit for this additional stipend if the employee decides to utilize the buy-out option.
  2. Employees who have completed three years of employment and are regularly scheduled to work at least 30 hours per week shall receive family coverage for health
- B. The Board shall provide for continuance of health care to be paid by retiree (quarterly) after retirement on the terms detailed in the master policies.
- C. The Provider will provide to each employee a description of the health-care insurance coverage provided under this ARTICLE, which shall include a clear description of condition and limits of coverage as listed above.
- D. Each employee shall be provided the Co-Pay Prescription Insurance Plan for him/her and dependents as per the Master Policy. Teachers shall pay \$250.00 per year toward the premium cost of this plan. The board will pay the remainder of the premium cost of this plan.

	<u>2006 – 2007</u>	<u>2007 – 2008</u>
30 days – Generic	\$10	\$10
30 days – Name Brand	\$20	\$20
90 days Mail Order	1 X	1 X

- E. The Board will pay 100% of the cost of present Delta Dental Insurance Program, including 81-82 orthodontic benefits for those employees making the request. The employee is entitled to employee only coverage for the first three (3) years of employment with the district and must be regularly scheduled to work at least 30 hours per week. The dental coverage maximum shall be \$2,000, effective in the 2006 – 2007 school year.
- F. A stipend equal to 45% of the premium cost will be received by PEA members who opt to decline participation in any or all of the three major medical plans of the Board of Education (medical, dental and prescription) for a complete contract term. The stipend will be in two equal payments on the appropriate category of insurance coverage and will be paid on December 15<sup>th</sup> and June 15<sup>th</sup> of each school year.

**ARTICLE XX**  
**PERSONAL AND ACADEMIC FREEDOM**

- A. The personal life of an employee is not an appropriate concern or attention of the Board except as it may directly prevent the employee from performing properly his assigned functions during the work day.
- B. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employee, provided such activities do not violate any local, state or federal law.
- C. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Palmyra School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions. Accordingly, they agree as follows:

1. Teachers shall be guaranteed full freedom in classroom presentations and discussions and may introduce politically, religiously, or otherwise controversial material, provided only that said material is relevant to the course content.
2. In performing their teaching functions, teachers shall be guaranteed full freedom in expressing their personal opinions on all matters relevant to the course content, provided, however, that when they do so they shall make every effort to indicate that they are speaking personally and not on behalf of the school, its administration, or the Board.

**ARTICLE XXI**  
**DEDUCTION FROM SALARY**

- A. 1. The Board agrees to deduct from the salaries of its members dues for the Palmyra Education Association, the Burlington County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said members individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9E) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to NJEA by the 15<sup>th</sup> of each month following the monthly pay period in which deductions were made. The NJEA treasurer shall disburse such monies to the appropriate Association or Associations.
2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

**ARTICLE XXII**  
**OFFICE PERSONNEL**

- A. Office personnel will be represented by the PEA with the exception of personnel assigned to the Board Secretary and the Superintendent of Schools, who are to be considered Confidential Secretaries.
- B. Sick Leave and Personal Business:

	<u>Sick Leave</u>	<u>Personal Business</u>
12 Month Personnel	12 days	3 days
10 Month Personnel	10 days	3 days

C. Working Hours:

Hours shall be from 7:30 A.M. to 3:30 P.M. (High School); 7:45 A.M. to 3:45 P.M. (Charles Street); 8:00 A.M. to 4:00 P.M. (Child Study Team) with an hour for lunch, with lunch hour being arranged to provide continual coverage, from September 1<sup>st</sup> to June 30<sup>th</sup>. Summer hours, from July 1<sup>st</sup> to August 31<sup>st</sup>, shall be from 8:00 A.M. to 3:00 P.M. with an hour for lunch, with lunch hour being arranged to provide continual coverage. All working hours and schedules shall be approved by the Superintendent.

D. Vacations

The following schedule will apply:

1. Full time 12 month employees shall accrue vacation days during the school year from July 1<sup>st</sup> through the following June 30<sup>th</sup>. These earned vacation days shall be taken at a time approved by the employee's supervisor. Exceptions are at the discretion of the Superintendent of Schools.
2. Vacation entitlement shall be as follows:
  - a. Employees who have worked less than one year but more than six months by July 1<sup>st</sup> will receive one day of vacation for each two months of service, up to a maximum of five days.
  - b. Employees who have been employed for one continuous fiscal year (July 1<sup>st</sup>-June 30<sup>th</sup>) shall be eligible for one (1) calendar week vacation (5 working days).
  - c. Employees who have been employed for two continuous fiscal years (July 1<sup>st</sup> –June 30<sup>th</sup>) shall be eligible for two (2) calendar weeks vacation (10 working days).
  - d. Employees who have been employed for five continuous fiscal years (July 1<sup>st</sup>-June 30<sup>th</sup>) shall be eligible for three (3) calendar weeks vacation (15 working days).
  - e. Employees who have been employed for ten continuous fiscal years (July 1<sup>st</sup>-June 30<sup>th</sup>) shall be eligible for three (3) calendar weeks vacation (15 working days) plus one extra day for each year over ten with a maximum of five extra days total (Making maximum 20 working days).
  - f. All 10 month personnel appointed to a 12-month position will receive a vacation allowance after one full year by July 1<sup>st</sup> of 12-month employment of one week plus one day for every year over 5 as a 10-month employee to a maximum of 10 days total.

3. Personnel eligible for vacation time under this policy must secure approval of their vacation time requests from their supervisors at least 3 weeks prior to the first day of the requested vacation time.
4. All earned vacation time must be used before June 30<sup>th</sup> of the year in which it is applicable.
5. All vacation time must be taken at a minimum of one (1) week, unless specifically approved by the immediate supervisor.
6. Ten-month employees shall not have vacation with pay but shall be expected to have the normal recess of the school year calendar.
7. Vacation days may not accumulate from one year to the next, nor may vacations in one year be combined with the following year to extend vacation time off unless approved by a supervisor. Payment will not be made in lieu of vacation except as noted below:

Upon an employee's resignation, retirement, termination for other causes, the employee shall receive pay proportionate to the time worked since his/her last previous vacation year.
8. Personnel, whose vacation includes a holiday, shall be granted an additional day to cover such holiday.

**ARTICLE XXIII**  
**MISCELLANEOUS PROVISIONS**

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of teachers or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- B. This Agreement constitutes Board policy for the term of said Agreement and the Board and Association shall carry out the commitments contained herein and give them full force and effect as Board policy.
- C. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing

contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any teacher benefit existing prior to this effective date.

- D. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- E. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.

F. Tuition Reimbursement

The Board will provide reimbursement as follows:

2005-2008 – Cap of \$7,500

Unit members shall be entitled to reimbursement for one (1) three (3) credit course per contract year calculated at the Rutgers' rate. The conditions for the use of these funds are as follows:

1. Graduate courses exclusive of non-interactive video courses directly related to the staff member's current assignment.
2. A "B" or better grade must be attained to qualify for reimbursement or a "Pass" in a Pass/Fail course.
3. All course work must have the prior approval of the Superintendent
4. There will be no reimbursement for books and/or related course materials.
5. Excess funds may not be carried over into the next fiscal year.

G. Tuition for Children of All PEA Members

There will be no tuition charged to all members of the bargaining unit whose children attend the Palmyra School District prior to July 1, 2001 contingent upon the Board's receipt of state aid for these students.

H. Parent Conferences

There will be eight (8) early dismissal days for grades K-6, four (4) in the Fall and four (4) in the Winter of each year designated for parent conferences. Of these, two (2) early dismissal days will be used for evening conferences, one (1) in the Fall and one (1) in the Winter. Staff will return for evening conferences which will be scheduled from 6:00 – 8:00 p.m.

There will be five (5) early dismissal days for grades 7-12, two (2) in the Fall and three (3) in the Winter of each year designated for parent conferences. Of these two (2) early dismissal days will be



used for evening conferences, one (1) in the Fall and one (1) in the Winter. Staff will return for evening conferences which will be scheduled from 6:00 – 8:00 p.m.

There will be four (4) early dismissal days for the Delaware Avenue School program, in the Fall of each year designated for parent conferences. Of these, 1 early dismissal day will be used for evening conferences in the Fall. Staff will return for evening conferences which will be scheduled from 6:00 – 8:00 p.m.

- I. The teachers shall be required to attend one (1) Back to School Night per year.
- J. The Charles Street School teachers shall be required to attend Project Night and the High School teachers shall attend graduation.
- K. As professionals, all staff members are expected to present a personal image which would be representative of their positions. Accordingly, during normal school hours staff shall not be permitted to wear sweatsuits, jean pants/dungarees/overalls or sneakers with the exception of physical education/health instructors who may wear sweatsuits and sneakers and pre-school teachers and teacher assistants who may wear jeans. Male staff members will be required to wear a dress shirt and tie. Tie will be optional from September 1st – October 15<sup>th</sup> and May 15<sup>th</sup> – June 30<sup>th</sup>. Female staff members will be required to wear a skirt, dress or slacks. The building supervisor will have the discretion to allow alteration of the dress code for special activities and/or events.
- L. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following address:
  - 1. If by Association, to Board at Fourth Street and Delaware Avenue.
  - 2. If by Board, to Association at Palmyra High School Office.
- M. The Board shall deduct from those teachers, teacher's assistants and those secretarial personnel covered by this agreement who are not members of the Association an agency shop fee in the amount of eighty-five (85%) percent of the membership dues as certified by Association and shall forward such monies monthly to NJEA. The Association shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the employer in conformance with the provision.
- N. Copies of this agreement shall be printed at equal cost of both parties of this contract.

**ARTICLE XXIV**  
**TEACHER ASSISTANTS**

A. Salaries

2005 – 2006                      \$300 + 5% salary increase

2006 – 2007                      \$300 + 5% salary increase

2007 – 2008                      \$300 + 5% salary increase

B. There shall be no binding arbitration for teacher assistants.

The teacher assistant work year shall be 184 days for the duration of this agreement (182 instructional/2 in-service).

C. All full time teacher assistants will work a seven (7) hour work day.

D. Teacher assistants hired prior to July 1, 2001 will receive increments of \$25.00 for continuous longevity to be paid at the beginning of their 6<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup> and 24<sup>th</sup> year in the Palmyra School District making a total of \$125.00. Continuous longevity shall mean employment in the Palmyra School District without any break except for Board approved leaves of absence. Teacher assistants currently receiving benefits under continuous longevity shall continue to receive the same until their longevity is broken. The current longevity payments shall be frozen at the current 2005-2006 payments for the employees receiving such payments. There shall be no further increases in longevity payments and no further eligibility to receive longevity payments.

**ARTICLE XXV**  
**DURATION OF AGREEMENT**

- A. This Agreement shall be effective as of July 1, 2005 and shall continue in effect until June 30, 2008, subject to the Association's right to negotiate over a successor Agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- B. In witness thereof the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested to by its secretary, and its corporate seal to be placed hereon, all on the day and year first above written.

PALMYRA BOARD OF EDUCATION

PALMYRA EDUCATION ASSOCIATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Secretary

By \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Chief Negotiator

By \_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The Board reserves the right to place new employees on guide step. Guide steps are not experience steps.

1. Teachers and Office Personnel hired prior to July 1, 2001 will receive increments of \$100.00 for continuous longevity to be paid at the beginning of the 6<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup>, 20<sup>th</sup> and 24<sup>th</sup> year in the Palmyra School District making a total of \$500.00. Continuous longevity shall mean employment in the Palmyra School District without any break except for Board approved leaves of absence. Teachers and Office Personnel currently receiving benefits under continuous longevity shall continue to receive the same until their longevity is broken. The current longevity payments shall be frozen at the current 2005-2006 payments for the employees receiving such payments. There shall be no further increases in longevity payments and no further eligibility to receive longevity payments.
2. Teachers completing sufficient credits for placement on the next level of the Salary Guide will be placed on that level September 1<sup>st</sup> or February 1<sup>st</sup>, following completion date of the credits. The salary of each teacher shall be the same salary as teachers already on the level with the same training and experience. Teachers are responsible for notifying the Superintendent of Schools prior to September 1<sup>st</sup> or February 1<sup>st</sup> with proper college validation.
3. All credits now credited to a teacher up to July 1, 1980, shall continue to be included towards all guide movements. Thereafter, only graduate credits shall be used for eligibility towards horizontal salary guide movements.
4. For staff members hired or returning from unpaid leave after September 1st, when determining the next year's salary, the staff member shall be placed on the next step on the salary scale, provided the teacher has worked or been on paid leave for five (5) months during that contract year.

**Schedule A**  
**Palmyra Teacher's Salary Guide**  
**2005 – 2006**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>Ed.D/Ph.D</b>
1	39,800	41,300	42,675	43,675	44,875	46,125	46,825	47,775
2	40,390	41,890	43,265	44,265	45,465	46,715	47,415	48,365
3	41,820	43,320	44,695	45,695	46,895	48,145	48,845	49,795
4	43,120	44,620	45,995	46,995	48,195	49,445	50,145	51,095
5	43,920	45,420	46,795	47,795	48,995	50,245	50,945	51,895
6	44,239	45,739	47,114	48,114	49,314	50,564	51,264	52,214
7	44,739	46,239	47,614	48,614	49,814	51,064	51,764	52,714
8	45,838	47,338	48,713	49,713	50,913	52,163	52,863	53,813
9	46,838	48,338	49,713	50,713	51,913	53,163	53,863	54,813
10	48,587	50,087	51,462	52,462	53,662	54,912	55,612	56,562
11	50,149	51,649	53,024	54,024	55,224	56,474	57,174	58,124
12	51,673	53,173	54,548	55,548	56,748	57,998	58,698	59,648
13	53,207	54,707	56,082	57,082	58,282	59,532	60,232	61,182
14	55,232	56,732	58,107	59,107	60,307	61,557	62,257	63,207
15	56,030	57,530	58,905	59,905	61,105	62,355	63,055	64,005
16	59,267	60,767	62,142	63,142	64,342	65,592	66,292	67,242

**Schedule A**  
**Palmyra Teacher's Salary Guide**  
**2006 – 2007**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>Ed.D/Ph.D</b>
1	42,000	43,500	44,875	45,875	47,075	48,325	49,025	49,975
2	42,500	44,000	45,375	46,375	47,575	48,825	49,525	50,475
3	42,957	44,457	45,832	46,832	48,032	49,282	49,982	50,932
4	44,074	45,574	46,949	47,949	49,149	50,399	51,099	52,049
5	45,220	46,720	48,095	49,095	50,295	51,545	52,245	53,195
6	46,120	47,620	48,995	49,995	51,195	52,445	53,145	54,095
7	46,454	47,954	49,329	50,329	51,529	52,779	53,479	54,429
8	47,376	48,876	50,251	51,251	52,451	53,701	54,401	55,351
9	48,409	49,909	51,284	52,284	53,484	54,734	55,434	56,384
10	50,217	51,717	53,092	54,092	55,292	56,542	57,242	58,192
11	51,831	53,331	54,706	55,706	56,906	58,156	58,856	59,806
12	53,407	54,907	56,282	57,282	58,482	59,732	60,432	61,382
13	54,992	56,492	57,867	58,867	60,067	61,317	62,017	62,967
14	57,085	58,585	59,960	60,960	62,160	63,410	64,110	65,060
15	59,254	60,754	62,129	63,129	64,329	65,579	66,279	67,229
16	61,667	63,167	64,542	65,542	66,742	67,992	68,692	69,642

**Schedule A**  
**Palmyra Teacher's Salary Guide**  
**2007 – 2008**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>	<b>MA+45</b>	<b>Ed.D/Ph.D</b>
1	44,000	45,500	46,875	47,875	49,075	50,325	51,025	51,975
2	44,515	46,015	47,390	48,390	49,590	50,840	51,540	52,490
3	45,115	46,615	47,990	48,990	50,190	51,440	52,140	53,090
4	45,715	47,215	48,590	49,590	50,790	52,040	52,740	53,690
5	46,315	47,815	49,190	50,190	51,390	52,640	53,340	54,290
6	47,250	48,750	50,125	51,125	52,325	53,575	54,275	55,225
7	48,200	49,700	51,075	52,075	53,275	54,525	55,225	56,175
8	49,247	50,747	52,122	53,122	54,322	55,572	56,272	57,222
9	50,479	51,979	53,354	54,354	55,554	56,804	57,504	58,454
10	51,741	53,241	54,616	55,616	56,816	58,066	58,766	59,716
11	53,551	55,051	56,426	57,426	58,626	59,876	60,576	61,526
12	55,421	56,921	58,296	59,296	60,496	61,746	62,446	63,396
13	57,355	58,855	60,230	61,230	62,430	63,680	64,380	65,330
14	59,363	60,863	62,238	63,238	64,438	65,688	66,388	67,338
15	61,698	63,198	64,573	65,573	66,773	68,023	68,723	69,673
16	64,167	65,667	67,042	68,042	69,242	70,492	71,192	72,142

**Schedule B**  
**Extracurricular Athletic Salary Guide**

<b>Sport</b>	<b>Position</b>	<b>Year</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>
Football Basketball	Head	1	5,396.74	5,666.58	5,949.91
		2	5,739.62	6,026.60	6,327.93
		3	6,449.63	6,772.11	7,110.72
	Assistant	1	4,347.16	4,564.52	4,792.75
		2	4,623.89	4,855.08	5,097.83
		3	5,196.08	5,455.88	5,728.67
Wrestling Soccer Baseball Softball Field Hockey Winter Track Spring Track	Head	1	5,114.50	5,370.23	5,638.74
		2	5,440.84	5,712.88	5,998.52
		3	6,116.57	6,421.35	6,742.42
	Assistant	1	3,585.33	3,764.60	3,952.83
		2	3,813.55	4,004.23	4,204.44
		3	4,284.32	4,498.54	4,723.47
Tennis Cross Country		1	3,809.14	3,999.60	4,199.58
		2	4,051.69	4,254.27	4,466.98
		3	4,551.12	4,778.68	5,017.61
Cheerleading Fall Winter		1	1,818.02	1,908.92	2,004.37
		2	1,935.99	2,032.79	2,134.43
		3	2,176.34	2,285.16	2,399.42
Basketball Field Hockey Wrestling 7 <sup>th</sup> /8 <sup>th</sup> Grade			1,188.50	1,247.93	1,310.33

All extra-curricular longevity shall no longer be paid for new hires. All staff currently receiving the longevity stipend for extra-curricular activities shall continue to earn it based upon their current level of earning.



## SCHEDULE C

### Extra-curricular Non-Athletic Salaries

Position	2005-06	2006-07	2007-08
Student Council	2,541.26	2,668.32	2,801.74
National Honor Society	1,671.39	1,754.96	1,842.71
Band & Travel Director	2,894.05	3,038.75	3,190.69
Band Front Director	1,313.08	1,378.73	1,447.67
Senior/Sophomore Class Advisor	2,541.26	2,668.32	2,801.74
Junior/Freshman Class Advisor	2,541.26	2,668.32	2,801.74
Tillicum Business Advisor	1,070.53	1,124.06	1,180.26
Tillicum Literary Advisor	1,070.53	1,124.06	1,180.26
Play Advisor	1,859.92	1,952.92	2,050.57
Interact	1,483.97	1,558.17	1,636.08
Newspaper Advisor	1,139.99	1,196.99	1,256.84
Department Chairperson	331.85	348.44	365.86
Unit Leaders	576.61	605.44	635.71
Clubs	347.29	364.65	382.88
Youth & Government	1,516.00	1,591.80	1,671.39

\*Each department chairperson will be paid the base stipend listed above and \$50.00 for each additional staff member within their group (excluding the chairperson).

All extra-curricular longevity shall no longer be paid for new hires. All staff members currently receiving the longevity stipend for extra-curricular shall continue to earn in it based upon their current level of earning.

## Schedule D

### Office Personnel 12 Month Salary Guide

	2005-2006 Base	2006-2007 Base	2007-2008 Base
<b>1</b>	18,000	18,500	18,800
<b>2</b>	18,500	18,800	19,200
<b>3</b>	18,800	19,200	19,800
<b>4</b>	21,122	21,500	21,700
<b>5</b>	21,500	22,778	22,900
<b>6</b>	22,293	23,500	24,517
<b>7</b>	24,600	24,742	24,900
<b>8</b>	25,056	25,500	26,579
<b>9</b>	26,866	26,909	27,200
<b>10</b>	27,000	28,809	28,855
<b>11</b>	29,000	29,200	30,849
<b>12</b>	31,000	31,500	31,800
<b>13</b>	34,013	34,500	34,800
<b>14</b>	35,000	36,629	36,800
<b>15</b>	36,000	37,500	39,060

Note: All ten month office personnel will be placed on the 12 month guide and receive .8333 of that step.

NOT PART OF CONTRACT

	<u>2005-06 Step</u>	<u>2006-07 Step</u>	<u>2007-08 Step</u>
T. Bradshaw	9	10	11
C. Costello	6	7	8
S. Mason	6	7	8
S. Trampe	13	14	15
L. Boyd	8	9	10
D. Cecchini	4	5	6
A. David-Waite	9	10	11
A. Fanrak	9	10	11